

**SPORT COMMITTEE CONFERENCE CALL
February 28, 2005**

MINUTES

In attendance: Diane St-Denis (Chair), Jill Jeffrey, Ken Schildroth, Tony Addona, Kelly Matheson, Jean-Guy Ouellette, Pat Murray, Barb Mullaly
Regrets: Ross Wilson

1. Approval of Agenda

**MOTION 1: P.Murray/B. Mullaly
To approve the agenda as circulated.**

Carried

2. Approval of November 2004 Minutes

**MOTION 2: T. Addona/B.Mullaly
To approve the minutes of the November 30th 2005 meeting as circulated.**

Carried

- a. A copy of the report provided to the Board of Directors at the December Board meeting was circulated for information only.

3. Sport Specific Motions:

- a. Summary of motions not requiring Sport Committee Approval (See Appendix A)

Committee members were asked to pull out any motions they wanted to discuss.

i) Clarification was requested for M Football (Motion 8): Is this for the entire season or only at the beginning?

- T. Addona commented that the Coaches Association was looking at one week of an interlock similar to what is currently existing between AUS and QIFC. There was no discussion at the CUFCA meeting re the mechanics of such an interlock.

ii) W Rugby (Motion 1) – D. St-Denis commented that this motion should be used by CIS to lobby Rugby Canada re the current situation surrounding artificial turf.

iii) M Soccer (Motion 1 & 2) – D. St-Denis commented that these two motions will be moved to the CIS Bid Book as part of the Coaches Association enhancements.

iv) W Soccer (Motion 3) – Commented that the “how” was missing from the motion. It was recommendation that the motion be forwarded to Michel Belanger, CIS Communication staff to work with a Coaches Association representative to discuss how this is going to get done. (i.e. stats crew) . Once additional work has been done a report should be brought back to the committee for approval.

ACTION: Michel Belanger to work with the Women’s Soccer Coaches Association to develop a plan for how CIS can implement the keeping of additional soccer statistics. Forward report to Sport Committee with recommendations for the June 2005 meeting.

b. Cross Country Motions Requiring Approval

Minutes from the November meeting were not received in time to circulate a vote sheet prior to the conference call.

ACTION: S. Newton to forward any motions from the Cross Country vote sheet to Sport Committee for approval via email vote by end of March.

c. Women's Soccer Motions Requiring Approval

- i) Motions 4 & 5 were deferred to a later date to ensure the Committee has the draw for 2005 Championship prior to supporting the motions.

ACTION: S. Newton to circulate the 2005 draw for the Women's Soccer Championship, via an email vote by the end of March.

(Motion 4)

That the rotation for the final berth at the National Championship consists of all four regional associations with the exception of the host regional association and/ or the gold medal winning regional association.

Rationale: This prevents any regional association from having three representatives and that the only time a regional association can have three teams is if they host the national championship tournament.

(Motion 5)

That in the event that Ontario hosts the National Championship AND they are the Gold Medal winning conference from the previous year (meaning that Ontario would have 4 berths), that the "Gold Medal Conference spot" be awarded to the next highest placed conference (silver medal). If the Silver medal conference is also the conference holding the rotational berth, then that conference is skipped in the rotation for that year (as per Principle #9 in Principles Governing that Draw).

Rational: If Ontario hosts and they are the Gold medal winning conference, their regional association would have 4 teams at the National Championships (Regional Champ, Assigned berth, Host and Gold Medal Berth). Since no regional association in Women's Soccer can have more than 3 teams represented at any one time, the Gold Medal Berth would be awarded to the Silver medal winning conference. If the silver medal winning conference is also the conference holding the rotational spot, then the rotation is skipped. For example, if the silver medal winning conference was Atlantic and they were also supposed to be awarded the rotational spot, then the rotation is awarded to the next conference, which is Canada West.

- ii) **MOTION 3 (P. Murray/B.Mullaly)** **Carried**
If the \$2000 left over from the 2003 FISU Games has not yet been earmarked for something specific for the 2005 Summer Games, that the Coaches Association may use as required under the discretion of the Director of International Programs.

It was noted that the coaches involved in the 2003 Games would have to demonstrate they have outstanding expenses. Their university may have covered the cost of them participating.

(Motion 7)

That the two CIS coaches who represented Canada at the 2003 FISU games (Ness Timmons and Lydia Vamos) be reimbursed their expenses to the extent possible by the FISU games account. Currently there is \$2,000 available in this account so this would be shared equally between the coaches.

d. Men's Soccer Motions Requiring Approval

- i) **MOTION 4 (J-G.Ouellette/K. Schildroth)**
That motions 5, 6 and 7 be approved.

Carried

(Motion 5)

That the composition of the 8-teams for the National Championships starting in 2005 would be as follows:

1 Representative from each regional Association- Atlantic, Quebec, Ontario, Canada West

1 Host berth

1 Assigned berth OUA

2 Assigned Berths (Rotating)

- **When Canada West hosts, Atlantic and Quebec would get an assigned berth**
- **When Quebec hosts, Canada West and Atlantic would get an assigned berth**
- **When Atlantic hosts, Canada West and Quebec would get an assigned berth**
- **When Ontario hosts, the 2 assigned berths would go to the two of the three other regions that finished highest at the previous year's National Tournament**

(Motion 6)

That the schedule for the first day of competition (Thursday) would be as follows:

- **Game A: #1 seed's Regional Champion vs # 3 or #2 seeded Region's second representative**
- **Game B: #4 seed's Regional Champion vs # 2 or #3 seeded Region's second representative or host**
- **Game C: # 3 seed's Regional Champion vs # 1 or #4 seeded Region's second representative or host**
- **Game D: #2 seed's Regional Champion vs # 4 or #1 seeded Region's second representative or host**

After the National Championship, the 4 regions will be assigned a ranking/seeding order of #1 through #4 based on final standing of the highest finishing team from each region at the Tournament. Games A through D will each have a regional champion in the game.

The host, the assigned berth to OUA and the 2 assigned berths are to be put on opposite sides of the draw as their regional champion and then randomly selected (Exception #1: When Ontario hosts...the host would be on the same side as Ontario's regional champion, but they should not meet in the first game. Exception #2: The #1 seed will not play the host institution in the first game...the host would be put against the #4 seed if on that side of the draw.) Therefore Regional Association Championship teams would be paired against a different Regional Association's Runner-Up (2nd Place) team or the Host.

(Motion 7)

To amendment which was agreed to by the mover and seconder to eliminate the 7th vs 8th place game from the original proposal. Therefore the amended motion is as follows: The schedule for the remainder of the Championship would be as follows:

Friday

Consolation Game E: Loser A vs Loser B

Game F: Loser C vs Loser D

Saturday

Consolation Final (5th-6th place): Winner E vs Winner F

Championship Game G: Winner A vs Winner B

Game H: Winner C vs Winner D

Sunday

Championship Bronze/4th: Loser G vs Loser H

Gold/Silver: Winner G vs Winner H

e. Field Hockey Motions Requiring Approval

All motions were pre-approved. It was noted that the Coaches Association is to forward a recommendation for the final berth at the 2005 Championships. Recommendation is to be received prior to the June meeting.

ACTION: S. Newton to secure proposal for June meeting.

f. Football Motions Requiring Approval

- i) Motion 2 from Coaches Association was ruled out of order. Regional Association decision. 20 second clock is already a requirement for the two bowl games and the Vanier Cup.

(Motion 2)

Inasmuch as not all CIS stadia are equipped with 20-second clocks, and this has been recommended to members of two years, be it resolved that CIS member football schools adopt a 20-second clock for the 2005 season including playoffs and bowl games.

Note: Should the 20 Second Clock fail during a game, it is recommended that the CFL Procedure be adopted, ie: the Centre Deep Official will hold his hand up when there is five seconds remaining in the 20 second period.

- ii) **MOTION 5 (T. Addona/J. Jeffrey)** **Carried**
That a 7th official be added to the current officiating crew for the two bowl games and the Vanier Cup.

(Motion 4)

Whereas the addition of an additional Official to the current Officiating Crew would give better coverage to play on the field and, whereas the players would be afforded more protection: be it resolved that a seventh (7th) official be added to the current officiating crew.

- iii) Motion 6 from Coaches Association was ruled out of order. Regional Association decision.

(Motion 6)

In an attempt to promote youth football, be it resolved that a national "Pass, Punt, and Kick" competition be incorporated by 2006 in conjunction with CIS league games. Regional Competitions would result with winners from each competing at the Vanier Cup. This event would be organized and administered by Football Canada.

- iv) **MOTION 6 (P. Murray/T.Addona)** **Carried**
That the President of CUFCA attend the Football Canada Annual General Meeting with all expenses being covered by CUFCA.

(Motion 7)

In order to promote and facilitate a stronger liaison within the football family, be it resolved that the President of CUFCA attend the Football Canada Annual General Meeting.

- v) Motions 13 and 14 from the Coaches Association were ruled out of order. Regional Association decision. Note: The following two motions were also forwarded to the CIS Eligibility Committee.

(Motion 13)

Whereas, it is the strong consensus by Coaches that teams be properly protected and prepared for their first Conference Games, and
Whereas, at present, some Conferences do not permit an appropriate time period from the beginning of Training Camp to the first Conference Game, and
Whereas, such restrictions have serious impact upon the player ability to prepare to compete and be evaluated appropriately for the level of university football,
Be it resolved that all CIS Football Institutions be allowed to begin training camps fourteen (14) days prior to the date of their first conference game.

(Motion 14)

Be it resolved that, CIS Football Teams be allowed a maximum of one (1) exhibition/non-conference/controlled scrimmage within the fourteen day training camp period.

vi) Motions 9, 10, 11 and 12 were forwarded to CIS Eligibility Committee.

(Motion 9)

Be it resolved that, beginning in 2004, there be nine (9) consecutive days of recruiting black-out by CIS programs from December 24th to January 1st inclusive. During this time, there will be no contact of potential student-athletes by any person representing the respective institution.

(Motion 10)

Be it resolved that, beginning in 2005, a recruiting black-out period will be in effect from the Thursday prior to the East-West All-Star Game until the completion of that East-West All-Star Game.

(Motion 11)

Be it resolved that the CIS assume the responsibility of reminding football institutions of the two recruiting black-out periods one week prior to the specified time frame.

(Motion 12)

Be it resolved that CIS recruiting regulations regarding on campus visits by prospective student-athletes be changed to reflect the following stipulations; an institution may provide tickets to a recruit and his family for any home game. The team may not provide any other hospitality for the recruit in attendance at a home game.

4. Review of Championship Task Force Principles

D. St-Denis reported that to date the only feedback received from Regional Associations came from the OUA via Ken Schildroth. The committee was asked to provide their Regional Association feedback by the end of March.

ACTION: Committee members are to forward their Regional Association feedback on the Task Force Principles to S. Newton by March 31st.

5. Draft Fan Behaviour Protocol (See Appendix B)

D. St-Denis circulated a draft Fan Behaviours Protocol.

Suggested amendments to the proposal:

- Page 6 / 6. PA Announcer
 - a. Add in/clarify it does not prohibit the use of the announcer as a play-by-play person.
- Should add in that Laser pointers are not allowed at any and all events.

**MOTION 7 (P. Murray/B. Mullaly)
To approve the protocol as amended.**

Carried

6. Recommendation to address the designated warm-up areas (See Appendix C)

Committee reviewed recommendations put forth and agreed it would be difficult to implement a generic policy. The committee supported the recommendation to forward any concerns to the Board of Directors as a breach to the existing CIS Code of Ethics. It was also recommended that at Championship Technical meetings the CIS Delegate reinforce that these types of behaviours will not be tolerated.

ACTION: S. Newton to add the above instructions to those provided to CIS Delegates assigned to National Championships.

7. Standardized playing roster guidelines (See Appendix D)

MOTION 8 (T. Addona/P. Murray)

Carried

That the recommendations re standardized playing roster guidelines be accepted as amended. (To remove last paragraph in C. Official Team Complement – 50.10.4.2. Awards ceiling).

8. CIS Doping Committee recommendation

S. Newton reported that to date CIS had not received a response from CCES.

Email was sent by D. St-Denis to committee on March 8, 2005 indicating that the CIS Board of Directors will address this item at its' april meeting under the CIS Doping Committee Report.

9. Review of officials' fees and process for dealing with requests for increases (See Appendix E)

MOTION 9 (P. Murray/J. Jeffrey)

Carried

That CIS will only consider the increase in officials fees every 3 years. Any increases can only be to the maximum of 10% at any one time. A schedule should be developed to ensure increases in officials fees do not happen all in one given year.

10. Coaches Association Presidents' handbook – Draft 1 (See Appendix F)

ACTION: Committee members to provide feedback to D. St-Denis or S. Newton by end of March.

11. Next meetings

ANNEX L

- a. May 24, 2005 @ 1:30pm (EST)
- b. June 5-7, 2005 (bid selection and committee meeting)

12. Adjournment

MOTION 10 (K. Schildroth/K. Matheson)

Carried

That the meeting be adjourned.

APPENDIX A

**PRE-APPROVED MOTIONS
FALL COACHES ASSOCIATIONS VOTE SHEETS
2004-2005**

WOMEN'S FIELD HOCKEY – 86% Response Rate (12 of 14)

Motion 1 - PR/41 - D.9. 2 - Tie-breaking procedure for semi-final and final games
Penalty stroke competition

Five players from each of the two teams...being five (5) for each team.

Motion: (complete the previous sentence with) “in the order submitted by the team manager.”

Athletic Director	For - 12	Against - 0	Abstain - 0
Head Coach	For - 12	Against - 0	Abstain - 0

Motion 2 - PR/43 - E.4 - Bibs, Socks, Shirt color, Tights and Towels

If a long sleeve shirt is worn under a light-colored short sleeve shirt, then it must be light in color. If a long sleeve shirt is worn under a dark-colored short sleeve shirt, then it must be dark in color.

Athletic Director	For - 12	Against - 0	Abstain - 0
Head Coach	For - 12	Against - 0	Abstain - 0

Motion 3 - In the case where an individual athlete or members of the team wear tights, the tights must be the color of the skirt or match the dominant color of a tartan or be skin colored... ADD... or be BLACK.

Athletic Director	For - 12	Against - 0	Abstain - 0
Head Coach	For - 12	Against - 0	Abstain - 0

Motion 4 - PR/43 - E.6 - Captains identification

A captain (or alternate) is no longer required to wear the captain's band on the field.

Athletic Director	For - 12	Against - 0	Abstain - 0
Head Coach	For - 12	Against - 0	Abstain - 0

Motion 5 - PR/41 - D.9.1 - Tie-breaking procedure for pool play

In pool play, if the game is tied at the end of regulation, the two teams would go straight to a stroke competition. Each team would receive 1 point for the tie. The winner of the stroke competition would receive an additional 1-point.

Athletic Director	For - 11	Against - 0	Abstain - 1
Head Coach	For - 11	Against - 1	Abstain - 0

Motion 6 - Sharon Rajaraman was asked to remain as the Awards Chair.

Athletic Director	For - 11	Against - 0	Abstain - 1
Head Coach	For - 12	Against - 0	Abstain - 0

Motion 7 - Michelle Turley was nominated as the Secretary-Treasurer.

Athletic Director	For - 11	Against - 0	Abstain - 1
Head Coach	For - 12	Against - 0	Abstain - 0

Motion 8 - To release the spreadsheet used to determine the Conference All-Canadians (and Major Award winners), so that these numbers could be used in the selection of the CIS All-Canadians and Major Award winners.

Athletic Director	For - 11	Against - 0	Abstain - 1
Head Coach	For - 12	Against - 0	Abstain - 0

FOOTBALL – 81% Response Rate (21 of 26)
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Motion 1 - BE IT RESOLVED THAT BLOCKING IS PERMITTED DOWNFIELD PRIOR TO THE BALL BEING CAUGHT ON PASSES ON OR BEHIND THE LINE OF SCRIMMAGE.

Athletic Director	For - 16	Against - 2	Abstain - 3
Head Coach	For - 19	Against - 2	Abstain - 0

Motion 3 - BE IT RESOLVED THAT ON ALL PUNT RETURNS/MISSED FIELD GOALS RETURNED OUT OF THE END ZONE BE SCRIMMAGED FROM THE 20 YARD LINE OR TO THE YARD LINE RETURNED, WHICHEVER IS MORE ADVANTAGEOUS TO TEAM "A".

NOTE: It is assumed, on the basis of this motion and the resolution (CUFCA 2003 ACM 5.i, Pg 4) carried unanimously, that all CIS Conferences will operate under this rule.

Athletic Director	For - 17	Against - 1	Abstain - 3
Head Coach	For - 18	Against - 2	Abstain - 1

Motion 5 - BE IT RESOLVED THAT THE EXECUTIVE OF CUFCA ASSIGN A PERSON TO WRITE THE "FOREWORD" TO THE CIS/FOOTBALL CANADA OFFICIAL FOOTBALL TRAINING MANUAL TO BE PRODUCED BY FOOTBALL CANADA.

Rationale: To demonstrate clearly CUFCA's support for this project. Further, it is recommended that selected Coaches be considered for recognition through a dedication within the Manual.

Athletic Director	For - 14	Against - 0	Abstain - 7
Head Coach	For - 21	Against - 0	Abstain - 0

Motion 8 - BE IT RESOLVED THAT THE PRESIDENT OF CUFCA FORM AN AD HOC COMMITTEE TO GATHER INFORMATION RELATIVE TO A FEASIBLE ECONOMIC AND SCHEDULING PLAN WHICH WOULD LEAD TO A FULL NATIONAL INTERLOCKING SCHEDULE BY 2006.

NOTE: At that point, representatives from each Conference were named:

CW: Brian Towriss
OUA: Marchello Compararo
QSSF: Gerry McGrath
AUS: Blake Nill

Athletic Director	For - 13	Against - 2	Abstain - 6
Head Coach	For - 19	Against - 2	Abstain - 0

WOMEN'S RUGBY – 91% Response Rate (21 of 23)

Motion 1 - The committee recognise the surface known as 2nd generation alternative turf as a playing surface for the CIS.

Athletic Director	For - 20	Against - 0	Abstain - 0
Head Coach	For - 20	Against - 1	Abstain - 0

Motion 2 - To amend regulation D.2 as follows: Remove: clause D.2 g)
Add: Seeding for the following year's championship will be confirmed at the existing championships coaches meeting."

To this end the seeding for the 2005 Women's Rugby Championship is:

Group A	Group B
OUA Champion	Canada West Champion
QSSF Champion	AUS Champion
Host (University of Victoria)	OUA #2

(i.e. teams ranked 1, 4 and 6 are in Pool A and team ranked 2, 3 and 5 are in Pool B)

Athletic Director	For - 20	Against - 0	Abstain - 0
Head Coach	For - 21	Against - 0	Abstain - 0

Motion 3 - To appoint the following person to the Women's Rugby Coaches Association Executive:
Secretary – Paul Robinson
Awards – Dawn Sharp
President – Sue Chaulk

Athletic Director	For - 17	Against - 0	Abstain - 3
Head Coach	For - 19	Against - 0	Abstain - 2

MEN'S SOCCER – 87% Response Rate (35 of 40)
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Motion 1 - That our Association recommend to the Championship Coordination Group every year that an evaluation camp is held in conjunction with the National Championships and that the CIS All-Stars from the first and second teams be invited to participate.

Rationale: All CIS All-Star players are encouraged to attend the National Championship and the awards banquet and an evaluation camp for FISU games at the same time would help with identifying possible candidates. The costs for the Camp will be minimal.

Athletic Director	For - 26	Against - 4	Abstain - 5
Head Coach	For - 34	Against - 0	Abstain - 1

Motion 2 - That the above evaluation Camp be held on the Friday of the competition just prior to the Championship banquet.

Athletic Director	For - 23	Against - 5	Abstain - 7
Head Coach	For - 32	Against - 1	Abstain - 2

Motion 3 - That the annual dues for the Association starting in 2005 be increased to \$100.00 per year, with the understanding that the extra \$50.00 be applied to FISU Games funding and in particular with helping the coaching staff meet their obligations.

Rationale: There is currently no financial support for the FISU Games other than participants covering their own costs. This additional funding will help the Coaches meet their objectives.

Athletic Director	For - 26	Against - 6	Abstain - 3
Head Coach	For - 30	Against - 3	Abstain - 2

Motion 4 - That the Championship banquet be held on the Friday night of the Championship.

Rationale: Based on the format of the 8-team format and the need to ensure as much exposure as possible for the event, the Banquet should be scheduled for Friday night. This would also ensure the maximum number of people could attend (i.e. participating coaches).

Athletic Director	For - 31	Against - 1	Abstain - 3
Head Coach	For - 33	Against - 0	Abstain - 2

Motion 8 - That all games resulting in ties after regulation time use FIFA Tie-Breaking Rules as presently constituted. The current FIFA Rules are two (2) fifteen minute periods followed by penalty kicks as per FIFA Rules. (Golden Goal rule is no longer in place.)

Athletic Director	For - 32	Against - 1	Abstain - 2
Head Coach	For - 34	Against - 0	Abstain - 1

Motion 9 - That a player receiving three consecutive yellow cards in the National Championships (i.e. one in each game) would be required to serve a one game suspension in their next regularly scheduled game in their Regional Conference. The CIS working delegate to notify the regional association at the end of the National Championships of any suspensions owing.

Rationale: The one game suspension serves as a deterrent to someone receiving three consecutive yellow cards. Without this suspension there is no penalty for this cumulative infraction.

Athletic Director	For - 33	Against - 2	Abstain - 0
Head Coach	For - 34	Against - 1	Abstain - 0

Motion 10 - That our Association work with the Women's Association with the view of standardizing rules and policies between both groups.

Rationale: It is desirable to have consistent policies in Men's and Women's Soccer

Athletic Director	For - 34	Against - 0	Abstain - 1
Head Coach	For - 35	Against - 0	Abstain - 0

Motion 11 - That the Men's Soccer Coaches Association establish the Student-Athlete Community Service award and strongly recommends to each of the Regional Associations that they also have such an award in their conference. The criterion for the selection of the award would be as follows:

- a) Selected by the Coaches Association, following the same timelines as the All-Canadian selection process.
- b) Recipient who best exhibits outstanding achievements in three (3) areas: soccer, academics and community involvement.
- c) Each Regional Association must include with their nomination a bio outlining the three areas listed above.
- d) To win the national award the athlete must have won the award in their Regional Association, if such an award exists.
- e) An athlete may only win the award once.

Rationale: The award increases the profile of University soccer and recognizes some of the really unique players who play the game.

Athletic Director	For - 32	Against - 1	Abstain - 1
Head Coach	For - 33	Against - 0	Abstain - 1

Motion 12 - That Alan Alderson be elected as the President and Vlad Pavlicik as Vice-President of the Association for two year terms.

Athletic Director	For - 26	Against - 0	Abstain - 6
Head Coach	For - 32	Against - 0	Abstain - 0

Motion 13 - That the Secretary be given approval to purchase a small memento to be presented to Len Vickery at next year's National Championship to recognize the many years of work and leadership that he has contributed to our Association.

Athletic Director	For - 28	Against - 0	Abstain - 5
Head Coach	For - 32	Against - 0	Abstain - 1

WOMEN'S SOCCER – 81% Response Rate (35 of 43)
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Motion 1 - That the criteria for the selection of the Student-Athlete Community Service Award be as follows:

- a) Selected by the Coaches Association, following same timelines as the All-Canadian selection process.
- b) Recipient who best exhibits outstanding achievements in three (3) areas: soccer, academics and community involvement.
- c) Each Regional Association must include with their nomination a bio outlining the three areas listed above.
- d) To win the national award the athlete must have won the award in their Regional Association, if such an award exists.
- e) An athlete may only win the award once.

The award recipient will be decided on the CIS All-Canadian Conference call and will be announced at the CIS All-Canadian Awards Ceremony.

Athletic Director	For - 33	Against - 1	Abstain - 1
Head Coach	For - 34	Against - 0	Abstain - 0

Motion 2 - That a sub-committee be struck to seek a reconsideration or appeal of the decision made by the CIS Eligibility Committee re: participation in the off-season. The sub-committee will respond to the feedback provided by the CIS Eligibility Committee in order to re-present the intent of the initial motion.

Athletic Director	For - 24	Against - 2	Abstain - 6
Head Coach	For - 28	Against - 2	Abstain - 3

Motion 3 - That the CIS Women's Soccer Coaches Association requests that as a minimum standard that the following statistics be recorded: games started for players, games played, minutes played, goals, assists, game-winning goals, shots, shots on goal, fouls, cards, and substitutions. The home team would be responsible for posting these statistics on the web site.

Athletic Director	For - 19	Against - 12	Abstain - 3
Head Coach	For - 24	Against - 8	Abstain - 1

Motion 6 - To accept the principles and format as per the minutes and that a sub-committee be struck to conduct the 2005 tournament alignment and draw upon completion of the 2004 CIS Tournament on Sunday.

Athletic Director	For - 30	Against - 0	Abstain - 5
Head Coach	For - 31	Against - 0	Abstain - 3

Motion 8 - To delete D.5 c) from the Women's Soccer regulations re: limitations to game times.

Rationale: With the new 8-team format fitting in 4 games in one day will be difficult and including time restrictions is not required.

Athletic Director	For - 32	Against - 1	Abstain - 2
Head Coach	For - 32	Against - 1	Abstain - 0

APPENDIX B Fan Behaviour Protocol

OBJECTIVE:

To approve a fan behaviour protocol which will become part of the CIS policy manual

1. Research

A. AUS – http://atlanticuniversitysport.com/sportsinfo/ops_manual/

Guidelines for Spectator Management

The following guidelines are presented to assist you in providing a favorable atmosphere for your spectators at Atlantic University Sport events. Projecting a pleasant spectator atmosphere at our events will assist in promoting a positive image of Atlantic University Sport.

1. Ticket Sales:

- a. Ticket prices for different events should be set well in advance of the season and publicized to the public and University community.
- b. There should be sufficient ticket windows open to quickly accommodate the paying customer.
- c. Persons with season passes should have easy and quick access to the spectator area.

2. Reserve Seats or Sections:

- a. If reserved sections or seats are used in the spectator area, they should be well marked and identify the group that has access to the area (i.e. Booster Club).
- b. When using reserved seats or sections, make sure there are sufficient Ushers (or Campus Police) to control access to the area and direct the people to their seats.
- c. When using reserved sections, the spectators who have access to the section or sections should have tickets that are distinctly different (colour) from the general admission ticket.
- d. When using reserved seats, the tickets should clearly identify the reserved seat (section, row, seat). The sections, rows and seats should be clearly marked.

3. Security:

- a. There should be a sufficient number of security personnel (Student Police, Campus Security, City Police) to control the anticipated number of spectators.
- b. Security personnel should be instructed to observe the spectators and their actions and not the game.
- c. Inebriated spectators should be watched closely and removed if they are disruptive to the game or other spectators.
- d. Positive fan support should be encouraged and supported. Inappropriate fan reaction such as obscene gestures and abusive language should not be tolerated. Persons engaging in these actions should be given one warning and removed the second time.

4. Visiting Team Bench:

- a. The visiting team bench (and home team bench) should be separated from the spectator area and will be protected (i.e. plexiglass around hockey bench).
- b. Security personnel should be assigned specifically to the visiting players' bench to control spectator interference.
- c. Security personnel should be assigned to the penalty box area.
- d. Visiting coaches should address their complaints to the security personnel assigned to their bench.
- e. If a coach continues to have difficulties with spectators' reaction at a particular Institution, he/she should report it to their Athletic Administrator, who in turn will discuss it with the Athletic Administrator of the Institution in question.

5. Medical Support:

- a. The medical personnel should be prepared to handle any emergency situation.

6. Team Mascot:

- a. At no time should the team mascot interfere with the orderly operations of the game.
- b. The mascot should only be permitted on the playing surface during half time or between periods.
- c. The mascot should not interfere with the spectators' viewing of the game, especially the opposition spectators. The mascot is there to enhance the game atmosphere and to encourage sportsmanlike support of their team.
- d. The mascot should remain in their team spectator area during the game. For example, in basketball the mascot should remain behind the team bench and not pass the centre-court line during the playing time.
- e. The mascot should not be permitted in the area of the opponent's penalty box in hockey.
- f. The game officials may require the mascot to leave the game if he/she is interfering with the orderly functioning of the game.

Football Specific

12. FIELD SECURITY:

- For the safety of team personnel, players, officials and spectators there should be an adequate number of Security Personnel present at each game to ensure “crowd control.”
- Security Personnel should be clearly visible and position themselves in various pertinent locations so as to assist the on-field officials in keeping the sidelines and end zone areas clear of spectators. The P.A. Announcer can also be of valuable assistance in this matter by reminding spectators to observe the markers, etc., that are in place for “crowd control.”
- All fields must have suitable barriers, ropes, pylons and similar devices used for Crowd Control placed a minimum of 10 yards from the sidelines and end zone areas. No spectators should be permitted “inside” these barriers and the playing field during the contest. Security Personnel should enforce the restricted areas without exception.
- The Players Bench Areas are to be secured from spectators, cheerleaders, bands, etc., in order to avoid any possible distractions and/or confrontations.
- Cheerleading groups and bands should only perform in an area behind the team that they are representing. They should remain well behind the team bench.
- All band music or music on the P.A. system is to cease once the first player leaves the “Huddle.”

13. P.A. ANNOUNCER:

- The Announcer’s role at Atlantic University Sport games is one of announcing the play in an unbiased manner. He/she is not to perform as a “cheerleader” for either team or to describe the action as a “play by play” announcer.

2. Canada West - <http://www.canadawest.org/regs/index.htm>

4. EVENT MANAGEMENT

4.1 HOST RESPONSIBILITIES:

The host Member shall be responsible for the administration of and the expenses related to CANADA WEST games and/or competitions and shall be entitled to all receipts from such contests.

4.2 SPECTATOR CONTROL:

The host Member is responsible for promoting good sportsmanship from spectators. It is the responsibility of the host to ensure that sufficient security is in place to prevent serious problems arising with spectators and to ensure spectator behaviour does not impact the normal conduct or integrity of the event.

CANADA WEST BASKETBALL GUIDELINES FOR LIVE MUSIC, AMPLIFIED/COMPUTER GENERATED MUSIC & SOUNDS AND PUBLIC ADDRESS

- a) Music (including live bands) and computer generated sounds are not to be played at any time while the ball is in play.

- b) Music (including live bands) and computer generated sounds and announcements are not to be played/made while a player is shooting free throws. Once the player receives the ball from the official all sounds from the announcing table are to cease.
- c) It is expected that players will have the opportunity to hear their coach's instructions during a time out.
- d) The PA announcer is to announce the game only. The PA announcer is not to be a cheerleader.
- e) Individuals that carry out the game presentation should be knowledgeable of the game to ensure that "noise" is made only during appropriate breaks during the play of the game.
- f) The game presentation should be managed so that it is respectful to the visiting team.
- g) It is expected that the home school will manage the game presentation in the same manner that their team expects to be treated as a visitor at other host schools.

NOTE:

The Game Officials will administer items #1, 2 and 3. First occurrence during a game will result in a warning. With each subsequent occurrence, the home team will be charged with a technical foul.

Even with the acceptance of these guidelines, the use of music, live bands, computer generated sounds and PA announcements during the course of basketball games is up to the discretion of the host school. It is expected that the use of this discretion will consider a standard etiquette based on these guidelines

3. <http://oua.ca/memberinfo/docs/>
OUA BASKETBALL HOSTING PROTOCOL

Provisions for the Visiting Team / Officials:

The Host institution must provide the following for the visiting team:

- An appropriately appointed meeting room for pre-game, half-time and post-game meetings.
- This room should be in close proximity to the gym.
- This room should be accessible to both male & female coaching / support staff.
- This room should have either a blackboard or a white-board, and chalk/dry-erase marker.
- This room should be big enough to accommodate 18-20 individuals.
- Where possible, a dedicated, lockable change-room. Where possible this room should have its own shower and washroom facilities.
- 6 quality official OUA game balls should be available to the visiting team 1 hour prior to game time.
- Visiting coaches should be presented with a roster of both the visiting and host-team a minimum of 20 minutes prior to game time.
- Complete Statistics should be presented to the visiting coach at both the half time and post game. Statistics must be compiled using the "Stat Crew" statistics package.
- A quality, VHS videotape (NEW, recorded at SP speed level) of the game should be presented to the visiting coach immediately following the conclusion of the game.
- A water jug with cups must be available on the visiting team bench
- 6 bench towels should be available on the visitors' bench.

The Host institution must provide the following for the Officials:

- A dedicated, lockable change room/meeting room. Where possible, this room should have its own shower and washroom facilities.
- Half-time and post-game refreshments
- 2 towels per official
- Minor officials are to be at the score table 15 minutes before game time and 5 minutes before the commencement of the second half.

Pre-Game Protocol:

- The National Anthem must precede pre-game ceremonies
- Introduction of players should be made immediately prior to tip off.
- The visiting teams starters will be announced first, followed by the starters from the host team.
- Host institutions must inform the visiting team coach 2 days in advance of any special pre-game or half time presentations.

Facility Protocol:

- The playing surface must be clean, dry and available to the visiting team 1 hour prior to the commencement of the game.
- Host should assure that there is a proper functioning game clock and 30-second clock.
- 30-second clocks should be placed in clear view of the visiting teams bench.
- A towel person and/or designate from each team's bench, is required to wipe wet spots on the floor. This person must be present for the duration of the game.
- The host is responsible for establishing a buffer zone between the visiting team bench and the fans. The host's event manager is responsible to manage and supervise the area.
- The host team must mark a coach's box at each bench, 28 feet from the end line along the sideline, defined by a 3 foot white line (tape, 3 feet into the court and extending out of bounds).
Note: This is only for men's games.
- Safety precautions, such as the padding of end walls when there is not 12-foot clearance, are the hosts responsibility
- Cheerleaders from the host institution may not occupy the space on the visiting team's offensive end. Cheerleaders must be located a minimum of 1 meter beyond the out of bounds line. Officials reserve the right to move cheerleaders from this area if deemed necessary.

Minor Officials / Statisticians / Event Staff:

- The official scorekeeper is to be identified by a striped official's shirt.
- Statisticians must be located courtside. Statisticians must be properly trained and have all appropriate computer equipment available to them at this station. Statistics must be compiled using the "Stat Crew" statistics package.
- The three minor officials (scorer, timer and 30-second shot clock operator) will arrive 15 minutes before tip-off.
- The host institution must provide an announcer for all games
- Music system and DJ is optional, and up to the discretion of the host institution.
- Video camera operators must be trained in advance of the game. All games are to be recorded on a NEW VHS tape, set at SP speed level.
- The Host institution is responsible for providing crowd control personnel / security.
- The Host should commit to a zero tolerance policy towards abuse of officials or visiting teams.
- At no time will the following noise makers be allowed:
 1. Amplified megaphones
 2. Whistles
 3. Air horns

Event Reporting Procedures

- The Host institution must report the score via the OUA on-line score reporting database by 10:00PM of game day or within 2 hours upon completion of the game.
- The Host institution must input the game statistics using the OUA on-line database by 10:00PM of game day or within 2 hours upon completion of the game.
- The Host institution must fax game sheets to the OUA office (905-540-5149) immediately after entering the stats into the database.

2. Recommendations

- a. Include the items below in the CIS Hosting and Ops Manual under Host Responsibilities
- b. Recommended that each regional association adopt a similar “sport wide” policy

1. Security:

- a. There should be a sufficient number of security personnel (Student Police, Campus Security, City Police) to control the anticipated number of spectators.
- b. Security personnel should be instructed to observe the spectators and their actions and not the game.
- c. Inebriated spectators should be watched closely and removed if they are disruptive to the game or other spectators.
- d. The Host should commit to a zero tolerance policy towards abuse of officials or visiting teams. Positive fan support should be encouraged and supported. Inappropriate fan reaction such as obscene gestures and abusive language should not be tolerated. Persons engaging in these actions should be given one warning and removed the second time.

2. Visiting Team Bench:

- a. The Players Bench Areas are to be secured from spectators, cheerleaders, bands, etc., in order to avoid any possible distractions and/or confrontations.
- b. The host’s event manager is responsible to manage and supervise the area.
- c. Security personnel should be assigned specifically to the visiting players' bench to control spectator interference.
- d. Visiting coaches should address their complaints to the security personnel assigned to their bench or to the event manager.
- e. If a coach continues to have difficulties with spectators' reaction at a particular Institution, he/she should report it to their Athletic Administrator, who in turn will discuss it with the Athletic Director of the Institution in question.

3. Cheerleading Groups:

- a. Cheerleaders from the host institution may not occupy the space on the visiting team’s offensive end. Cheerleaders must be located a minimum of 1 meter beyond the out of bounds line. Officials and game management reserve the right to move cheerleaders from this area if deemed necessary.
- b. When cheerleaders are travelling to away games, they must notify the host team in advance of their arrival time and group size.

4. Team Mascot:

- a. At no time should the team mascot interfere with the orderly operations of the game.
- b. The mascot should only be permitted on the playing surface during half time or between periods.
- c. The mascot shall not engage or interact with the officials in a playful way.
- d. The mascot should not interfere with the spectators' viewing of the game, especially the opposition spectators. The mascot is there to enhance the game atmosphere and to encourage sportsmanlike support of their team.
- e. The mascot should remain in their team spectator area during the game. For example, in basketball the mascot should remain behind the team bench and not pass the centre-court line during the playing time. The mascot should not be permitted in the area of the opponent's penalty box in hockey.

- f. The game officials may require the mascot to leave the game if he/she is interfering with the orderly functioning of the game.

6. P.A. Announcer:

- a. The Announcer's role at any CIS games is one of announcing the play in an unbiased manner. He/she is not to perform as a "cheerleader" for either team or to describe the action as a "play by play" announcer.
- b. Music (including live bands) and computer generated sounds are only to be played during stoppages of play, time-outs, half-time, etc. It is expected that players will have the opportunity to hear their coach's instructions during a time out. The music should not be demeaning in nature to the visiting team or to the officials.
- c. Individuals that carry out the game presentation should be knowledgeable of the game to ensure that "noise" is made only during appropriate breaks during the play of the game.
- d. The game presentation should be managed so that it is respectful to the visiting team.
- e. It is expected that the home school will manage the game presentation in the same manner that their team expects to be treated as a visitor at other host schools.

7. Amplified Noise:

- a. The use of laser pointers, megaphones, amplified music, air horns, whistles, etc. by fans/spectators (which includes cheerleaders) shall be prohibited during all indoor events.

APPENDIX C

Recommendation to address the designated warm-up areas

The Sport Committee requested in June of 2004 that the Chair work on developing a proposed recommendation to address concerns brought forth by the Sport Coordinator for Basketball. The concern was in reference to athletes exhibiting what could be defined as inappropriate behaviour (taunting) during the warm-up period within an area which could be defined as the designated warm-up area for the opposing team.

The CIS membership acknowledged at its last AGM the need for deregulation. Creating a or a series of regulations regarding designated warm-up areas could lead to duplication of rules as some sports do have specific warm-up regulations or over-regulation behaviour which is already addressed in the CIS's Bylaws, Policies and Procedures (see below).

Recommendation:

In effort to respect the membership's wish to deregulate, and in an effort to prevent the duplication of regulations or create additional regulations which could be in conflict with current published CIS or NSO regulations, the Sport Committee directs the Sport Coordinators, CIS delegates and members to direct any concerns regarding inappropriate behaviour (such as taunting) to the CIS Board of Directors to address under current CIS's Bylaws and Policies.

Excerpt from CIS's Bylaws, Policies and Procedures

CANADIAN INTERUNIVERSITY SPORT VALUES

3. *Integrity and Fair Play.*

Behavior which reflects the spirit of the rules; respect for the opponents honesty. The focus is on principled behavior rather than on random action.

4. *Trust and mutual respect.*

Members will avoid sole reliance on written rules and contracts to govern the relationships between and among Member institutions.

CANADIAN INTERUNIVERSITY SPORT CODE OF ETHICS

1.10 Respect for all participants is a mandate within interuniversity sport reflected through the interactions with athletes, communication and decision making. Fundamental to this principle is that each person has value and is worthy of respect (refer to Policy 80.30 Harassment and Discrimination and Policy 80.10 Equity and Equality).

Guidelines:

1.10.1 *Treat individuals in sport with respect at all times.*

1.10.2 *Provide feedback to others in a caring manner that is sensitive to their needs.*

1.10.3 *Do not engage in demeaning descriptions of others in sport.*

1.10.4 *Recognize rights of others.*

1.10.5 *Treat all participants in sport equitably regardless of gender, race, place of origin, athletic potential, colour, sexual orientation, religion, political beliefs, socio-economic status or any other conditions.*

1.10.6 *Use appropriate, respectful and gender neutral language for individuals in all situations.*

1.10.7 *Do not practice, condone, ignore, facilitate or collaborate with any form of unjust discrimination.*

1.10.8 *Encourage and facilitate participants' abilities to be responsible for their own behaviour, performance and decisions.*

1.10.9 *Respect as much as possible the autonomy, opinions and wishes of others regarding decision making processes which affect them.*

1.10.3 Exhibit fair play to those involved in any sport offered by Canadian Interuniversity Sport and its delivery at all times. Integrity, honesty, sincerity, and honourability should consistently be upheld in relations with others by athletes, coaches, officials, event workers, volunteers and administrators.

Guidelines:

1.10.3.1 Actively discourage in a supportive environment the use of performance enhancing drugs (See Policy 80.20 - Drug Education & Doping Control).

1.10.3.2 Ensure orderly conduct of all participants in any athletic event by acknowledging the authority of officials.

1.10.3.3 Know the rules, regulations, standards of the sport, support and abide by them.

APPENDIX D
Standardized playing roster guidelines

I. June 2004 Sport Committee Follow-Up:

The Sport Committee suggested that a review of roster sizes was perhaps warranted and should, perhaps, lead to the establishment of guidelines to coaches association with regards to recommending changes to roster size.

- 1) Policy 80.40.10.2 states that “Coaches Associations shall have the authority to make decisions which conform with Canadian Interuniversity Sport values, principles and policies, and which take into consideration NSO and International Federation regulations, subject to financial impact restrictions, and subject to an oversight review by the Sport Committee on the following topics:.....”.
Creating specific guidelines on roster size may be redundant. However, direction should be given to the Coaches Association, by way of the Sport Coordinators, that recommendations to increase roster sizes should include references to current NSO and International Federation regulations
- 2) NSO and International Federation Considerations:

II. Need for Clarity:

The CIS Policies and Procedures currently contain the following terminology which defined “teams” in various contexts.

- | | |
|--------------------------------|---|
| (i) Standardized Team Roster: | Document submitted to the CIS National Office to confirm which athletes are eligibility to represent an institution in CIS competitions. (Policy 40) |
| (ii) Official Team Complement: | Defines the number of individuals who will be recognized as part of an institutional program. (Policy 50) |
| (iii) Team Composition: | Defines the number of individuals who will be recognized as part of an institutional program when participating at national championship. (Playing Regulations) |
| (iv) Team Travel Fund: | Defines the number of individuals, form the same institutional program, who qualify for the national championship travel fund pool. |

RECOMMENDATIONS

A. Standardize Team Roster:

Standardize Team Roster is used solely to define the document submitted to the CIS National Office to identify those student-athletes eligible to represent an institution in CIS competition.

Recommendation: No change but ensure 40.10.7.3 (b), 40.30.3.3.1.5, and 40.30.3.5.3 are updated to include the word “standardized”.

B. Team Composition

Team Composition is currently used in the Playing Regulation and can contain at times up to 3 different references such as number allowed to participate in national championship, number allowed to participate in a game, and number allowed on the bench.

In addition, the awards policy and financial travel policy both “Team Composition” as found in the Playing Regulations to define a specific number of athletes. The above change will ensure clarify in the number being referenced (as long as recommendation C and D below are approved).

Recommendation: Eliminate references to Team Composition and replace with:

Championship Roster: Maximum number of athletes allowed to dress during the championships Championship.

Game Roster: (For applicable sports) Maximum number of athletes allowed to dress during a specific championship game.

Team Bench: (For applicable sports) Maximum number of athletes and team officials allowed in the bench area.

Examples:

PLAYING REGULATIONS - MEN'S BASKETBALL

~~*A. TEAM COMPOSITION*~~

~~*A team shall be composed of a maximum of fourteen (14) players of whom not more than three (3) shall have received training in basketball outside of Canada, and two (2) team officials. Teams may dress any twelve (12) players for each Canadian Interuniversity Sport championship game.*~~

A. Championship Roster:

The Championship roster shall consist of a maximum of fourteen (14) players of whom not more than three (3) shall have received training in basketball outside of Canada.

B. Game Roster:

The Game Roster shall consist of a maximum of twelve (12) players.

C. Team Beach:

No more than a maximum of 16 individuals being players and/or team officials will be allowed in the bench area.

PLAYING REGULATIONS - MEN'S & WOMEN'S SWIMMING

~~*A. TEAM COMPOSITION*~~

A. Championship Roster

Championship Roster shall consist of all individuals who have qualified for championship participation as per the standards articulated in _____.

PLAYING REGULATIONS - MEN'S AND WOMEN'S WRESTLING

~~*A. TEAM COMPOSITION*~~

~~*A team shall be composed of one (1) wrestler per weight class, plus two (2) coaches.*~~

~~*Weight classes in kilograms for men are under 54, 57, 61, 65, 68, 72, 76, 82, 90, and 90 to 130 (heavyweight).*~~

~~*Weight classes in kilograms for women are under 48, 53, 57, 61, 65, 70, and 80.*~~

A. Championship Roster

Championship Roster shall consist of one (1) wrestler per weight class, plus two (2) coaches.

Weight classes in kilograms for men are under 54, 57, 61, 65, 68, 72, 76, 82, 90, and 90 to 130 (heavyweight).

Weight classes in kilograms for women are under 48, 53, 57, 61, 65, 70, and 80.

C. Official Team Complement

Eliminate “Official Team Complement” and replace with “Championship Roster” and ensure Policy 50 references Championships Rosters as being contained in the Playing Regulations.

Example:

50.10.2.7 Official Team Compliment

50.10.2.7.1 The official team complements for calculating eligible awards will be:

Basketball (m) 12	Basketball (w) 12
Cross Country (m) 7	Cross Country (w) 7
Football 40	Field Hockey 16
Hockey (m) 20	Hockey (w) 20
Rugby 25	
Soccer (m) 18	Soccer (w) 18
Swimming (m) 18	Swimming (w) 18
Track & Field (m) 29	Track & Field (w) 29
Volleyball (m) 12	Volleyball (w) 12
Wrestling (m) 10	Wrestling (w) 7

50.10.4.2 Awards ceiling

50.10.4.2.1 During the academic years of 2004-2005 and 2005-2006, the ceiling of the number of award units available at each institution will be 70% of ~~the number of eligible awards~~. Each the championship roster as defined in the respective playing regulations.

D. Team Travel Fund:

- 1) Remove Team Travel Fund references from Playing Regulations as this is strictly a financial policy which is managed by the Financial Committee.
- 2) Modify 20.50.1.5. to reflect reference to “Championship Roster”.

Example:

*20.50.1.5 With the exception of open championships, the number of individuals eligible for championship travel funding will be the number of **athletes on the championship roster** ~~players allowed to dress for the championship (game roster)~~, as defined in the CIS Playing Regulations. For Swimming, Track & Field and Wrestling, individuals are eligible for funding if they have qualified for the championship as ~~required~~ **defined** by CIS Playing Regulations (See 20.50.4 for a summary of the number of individuals from each sport eligible for Championship Travel Funding).*

**APPENDIX E
OFFICIALS FEES BACKGROUNDER**

Agenda Item #9

Desired Outcome: Sport Committee to provide a direction (development of a policy) for CIS to deal with requests from National Sport Organizations/Officials bodies re increases in game fees.

Background: Currently CIS has no policies in reference to process for the increase in game fees for officials assigned to CIS National Championships. There has not been a consistent mechanism. In some cases the NSO “informs” CIS of a pending increase, in other cases a letter requesting an increase is received. When CIS has been informed of a pending increase the changes are made, when a request is forwarded Sport Committee reviews and makes a ruling. In some cases fees have been denied due to concerns of the ripple effect down to the conference level.

	Current fees:	Last increase:
Basketball (M & W)	\$100/game/official \$35/standby official for final game	prior to 1997-98
Football (M)	Vanier Cup: \$115/referee & \$105/others Preliminary Bowls: \$100/referee & \$95/others	1997-98 (\$105/95 & \$90/85)
Ice Hockey (M)	\$120/referee/game & \$60/linesmen/game	2004-05
Ice Hockey (W)	\$70/referee/game & \$35/linesmen/game	not since CIS added the program 1997-98
Rugby (W)	\$40/referee & \$20/touch judge	not since CIS added the program 1997-98
Soccer (M & W)	\$80/referee/game & \$40/linesmen/game	prior to 1997-98
Volleyball (M & W)	\$60/match	2003-04 (\$50/match)
Wrestling	\$65/official/day	prior to 1997-98

Currently on the books requesting an increase:

Basketball (CABO):

2005-2006 Officials - \$110/game/official
2006-2007 Officials - \$120/game/official
Standby official for final game 2005 - \$35.00
In 2006 - \$50.00

The game fee at the men’s tournament has been \$100.00 for seven (7) years. We believe it is time for an increase. We also believe the fee should be increased from that of the conference championships.

Current 2004 Championship Game/Tournament game fees are:

Canada West - \$95.00
OUA West - \$85.00
OUA East - \$85.00
Quebec - \$75.00
AUS - \$100.00

Football: Requested increases include:
Vanier Cup: Referee from \$115 to \$165 – Others from \$105 to \$135
Preliminary Bowls: Referee from \$100 to \$130 – Others from \$95 to \$110

APPENDIX F

COACHES ASSOCIATION HANDBOOK

OPERATING REFERENCE FOR EXECUTIVE MEMBERS

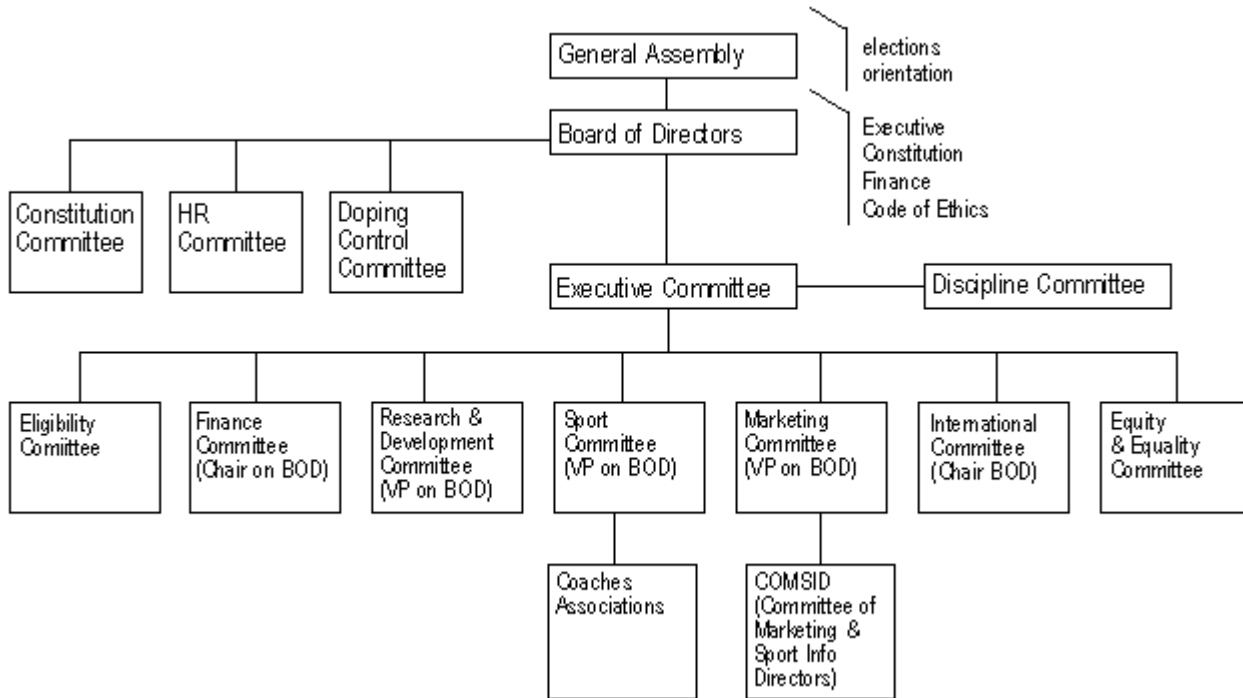
DRAFT – NOVEMBER 2004

We hope that this manual will provide you with helpful information about CIS administrative procedures and decision making processes. We encourage you to contact any of the CIS staff listed in section 1.5 should you have any questions at all about CIS.

Feedback on this document is always welcome, please let us know if there is something else that should be included (snewton@universitysport.ca)

1. INTRODUCTION

1.1 Organizational Chart



1.2 Roles & Responsibilities – Staff

See section 3.2.2. for a list of which CIS Staff member can be consulted for each CIS Policy and Procedure.

Chief Executive Officer: Marg McGregor

562-5670 ext 26 mgregor@universitysport.ca

- Strategic Leadership
- Spokesperson
- Advocacy
- Partnerships
- Human Resources
- Strategic Plan - Big Picture - Vision
- Financial Variances
- Signing Officer
- Sport Coordinator – Basketball

Marketing Director: Peter Metzals

562-5670 ext 27 peterm@universitysport.ca

- Sponsorship
- Sales
- Branding

Sport Committee Meeting
February 28, 2005
Minutes

- TV Exposure/Rights
- TV ad sales
- Sponsor Servicing
- Corporate Public Relations
- Oversee Communications
- Licensing
- Marketing Committee Leadership

Director, Operations & Development: Tom Huisman

562-5670 ext 22 thuisman@universitysport.ca

- Self-disclosures, Complaints, Investigations and Sanctions
- Research & Development
- Coaching Development
- Equity & Equality
- Harassment Policy
- Doping Control Program and Drug Education Program
- Eligibility and Recruiting (Interpretations, compassionate appeals, regulations)
- Sport Coordinator – Wrestling
- Athletic Financial Awards

Director, Finance & Administration: Tanja Mackin 562-5670 ext 24

tmackin@universitysport.ca

- Finance, Budgets, Monthly Statements, Variances, Projections, Audit
- Accounts Payable, Accounts Receivable, Cash flow, Investments
- Office Manager, IT, Insurance, Lease, General Contracts.
- Sport Canada and other Agency Reporting
- Staff Administration, Payroll, Support Staff Hiring, Training and Supervision
- Volunteer recruitment, orientation, recognition
- Travel Reimbursements, Championship Finance, Statistics
- Policies and Procedures
- Web site management (non-sport areas)
- Bilingualism Policy
- Memberships Communication
 - Organize, prepare travel arrangements and records minutes for Finance, AGM, Board and Executive Committee meetings
 - Sport Coordinator – W. Rugby

Media and Publications: Michel Belanger 562-5670 ext 25

belanger@universitysport.ca

- Media Relations
- Internal Communication
- Publications
- Event Information and Guides (CIS Championships, BLG Awards, Academic All-Canadian Celebration)
- Communications Plan
- COMSID representative

Sport Committee Meeting
February 28, 2005
Minutes

- Scoreline/ Statistics/ Weekly Releases/ Top 10's/ Athletes of the Week/ CIS Championship previews/National award announcements

Manager, Events & Programs: Sheila-Ann Newton 562-5670 ext 23

snewton@universitysport.ca

- Managing the National Championship bid selection process
- Championship coordination
- Championship Host liaison
- Awards and championship seeding conference calls
- Officials
- Trophies & Awards
- Sport Coordinator - Field Hockey, Soccer, Ice Hockey, Volleyball
- Playing Regulations
- Sport Committee
- Coaches Association Minutes/Vote sheets
- Sport Congresses
- BLG Awards, Academic All-Canadian Celebration

International Programs Services: Colin Timm 562-5670 ext 32

ctimm@universitysport.ca

- Preparing Canadian Teams for Summer and Winter Universiades, and World University Championships
- Liaison with National Sport Organizations regarding their participation in the Games and Championships
- Logistics, Administration, Communication, and Mission Work for Games and Championships
- Canadian bids for Universiades or World University Championships
- Mission Staff organization and leadership
- International Committee Meetings
- Maintain IPS Website

Member Services Officer: TBD 562-5670 ext 21

office@universitysport.ca

- Administrative Support (supplies, reception, mail, e-mail, directory, mailing lists)
- Web site "feedback" e-mail monitoring
- Support to Programs and Events Manager (officials, trophies, banners, All-Canadians)
- Support to Marketing Director
- Sport Coordinator – Swimming

Sport Programs Officer: Joe Morissette 562-5670 ext. 29

morissette@universitysport.ca

- Support to International Programs Services
- Eligibility – registration / tracking, records maintenance
- Doping control records maintenance
- Awards listing & case book management

- Sport Coordinator – Football, Cross Country, Track & Field

Website and Statistics Services: Kevin McCann 562-5670 ext.33

kmccann@universitysport.ca

- Web Site maintenance
- Score reporting monitoring
- Sport Statistics
- Updating Almanac
- Updating Directory
- Job postings
- Athlete photos

2. OPERATING STRUCTURE AND COACHES ASSOCIATIONS

2.1 Membership:

Coaches Associations act as advisors to the Sport Committee. The coaches of Canadian Interuniversity Sport may combine to form an association for each sport offered by Canadian Interuniversity without regard to gender, except that a separate Men's and Women's Coaches Association may be recognized.

CIS coaches are eligible to be members of their respective Coaches Association by paying an annual association fee (see item 4).

2.2 Executive Committee:

2.2.1 The Association shall elect an executive committee which shall be composed of:

2.2.1.1 President, who shall serve as chair of the association

2.2.1.2 Vice President

2.2.1.3 Awards Coordinator

2.2.1.4 Other positions has deemed necessary by the association.

2.2.2 President – CIS duties & expectations

2.2.2.1 Chair Annual Coaches Association Meeting

2.2.2.2 Act on behalf of the Coaches Association between meetings

2.2.2.3 Spokesperson for Coaches Association

2.2.2.4 The President shall be responsible for proofing the CIS playing regulations prior to the publication. This will be completed during the month of March for fall sport and June for the spring sports.

2.2.3 Awards Chair – CIS duties & expectations

2.2.3.1 Coordinates All-Canadian and Individual Award Selection Process

2.3 Responsibilities

Coaches Association shall have the authority to make field of play decisions which conform with Canadian Interuniversity Sport values, principles and policies, and which take into consideration NSO and International Federation regulations, subject to financial impact restrictions, and subject to an oversight review by the Sport

Committee. The specific topics which the Coaches Associations have the authority to make decisions on, and those topics to which only input and feedback is requested, are detailed in Policy 80.30 – Committee Terms of Reference.

Decisions without financial impact taken by Coaches Associations shall be final, and shall normally be implemented in the subsequent academic year. If the decision under consideration is a technical field of play one, AND the impact of the decision could have a financial impact upon universities or the CIS, then the Coaches Association shall forward their recommendations to the Sport Committee. Coaches Association decisions and input shall be circulated to the membership.

Helpful Tips

The President should, prior to the start of the academic year, draft a calendar of important CIS deadlines and map out the process for specific tasks which must be accomplished (i.e.: award nominations).

3. REGIONAL ASSOCIATIONS, SPORT CONFERENCES AND DIVISIONS

3.1 REGIONAL ASSOCIATION

A “Regional Association” is a Governing Body. These are the four Regional Associations:

- Atlantic University Sport
- Quebec Student Sports Federation
- Ontario University Athletics
- Canada West University Athletics Association

3.2 SPORT CONFERENCE

- A “Sport Conference” or simply “Conference” is a group of Regional Association(s) members’ teams participating in one particular Sport.
- There can be members of more than one Regional Association in a Sport Conference. This is one of the major reasons for the introduction of separate words for the “governing body” and the “grouping of teams” (i.e. Members of the QSSF Regional Association play in the OUA Men’s Ice Hockey Sport Conference).
- Every CIS Sport has at least 3 Sport Conferences

From the recent information provided from Regional Associations here are a number of examples of Sport Conferences that currently exist:

CIS Men’s Basketball League

- **Atlantic University Sport Men’s Basketball Conference**
- **OUA Men’s Basketball Conference**
- **QSSF Men’s Basketball Conference**
- **Canada West Men’s Basketball Conference**

CIS Men’s Ice Hockey League

- **Atlantic University Sport Men’s Ice Hockey Conference**
- **OUA Men’s Ice Hockey Conference**
- **Canada West Men’s Ice Hockey Conference**

CIS Women's Field Hockey League

- **Atlantic University Sport Field Hockey Conference**
- **OUA Field Hockey Conference**
- **Canada West Field Hockey Conference**

3.3 DIVISION

A Sport Conference MAY BE further divided into "Divisions". In keeping with the example above: A member of the QSSF Regional Association plays in the OUA Men's Ice Hockey Sport Conference in the Far East Division. Following are the Divisions that currently exist in a number of sports:

Sport Conference - BASKETBALL	Divisions
Atlantic University Sport Men's Basketball Conference	Baldwin Division
	Nelson Division
OUA Men's Basketball Conference	OUA East Division
	OUA West Division
QSSF Men's Basketball Conference	NO DIVISION
Canada West Men's Basketball Conference	Canada West Pacific
	Canada West Central
	Canada West Great Plains
Sport Conference – MEN'S ICE HOCKEY	
Atlantic University Sport Men's Ice Hockey Conference	NO DIVISION
OUA Men's Ice Hockey Conference	OUA Far East Division
	OUA Mid East Division
	OUA Mid West Division
	OUA Far West Division
Canada West Men's Ice Hockey Conference	Canada West Mountain
	Canada West Great Plains

Canadian Interuniversity Sport will request Regional Associations to declare the name of their Sport Conferences, the name of the Divisions (if any) and the teams playing in each every year. For example: Atlantic University Sport, for Men's Basketball, would declare Atlantic University Sport Men's Basketball Conference:

Baldwin Division: Acadia, Memorial, Saint Mary's & St. Francis Xavier

Nelson Division: Dalhousie, UCCB, UNB & UPEI

Another example: Canada West, for Men's Volleyball would declare:

Canada West Mountain Division: UBC, Calgary, Alberta & Trinity Western

Canada West Great Plains Division: Saskatchewan, Winnipeg, Manitoba & Regina

www.universitiesport.ca lists the current structure (list of divisions per sport conference) of each CIS sport under the “standings” section.

4. FINANCIAL MANAGEMENT OF YOUR ASSOCIATION

4.1 Coaches Association Fees

Each Association may charge fees not exceeding \$100.00 per member institution. If fees are charged they are compulsory in order for coaches to be in good standing with their respective Coaches Association. Any proposed fee increase shall be submitted with rationale to the Canadian Interuniversity Sport Committee.

4.2 Financial Statements & Budgets:

Each Association which charges a fee shall include a copy of the financial statements and proposed budget with the minutes of their Association.

Helpful Tip

Financial statements must be prepared and circulated to the members prior to the meeting as part of the meeting package.

5. AFFECTING CHANGE IN THE CIS

5.1 CIS Generated decision process

Following is the process for requests generated by the CIS Board of Directors or Committees to make policy change which require ratification by the General Assembly:

- 1)Members will be notified either via e-mail or through Board of Directors meeting minutes of the policy change being considered, and will have an opportunity to provide feedback.**
- 2)The issue is then directed to Regional Associations for consideration and feedback at their Annual meetings.**
- 3)CIS will then formally circulate the policy change in the form of a notice of motion to the membership with the June Annual General Meeting package, for a vote at the AGM. If the motion is approved, the change in Policy will be updated on the CIS Web site in September (see 3.2 Policies, Procedures and Playing Regulations).**

Electronic votes of the Membership also take place from time to time.

5.2 Membership generated

90 days prior to an AGM the membership will be requested to send to CIS any notices of motion they wish considered at the AGM. Notices of Motion require the signature of 2 Directors of Athletics. If applicable, Notices will be sent to the appropriate CIS Committees for research and consideration. If the motion is approved by the June General Assembly, the change in Policy will be updated on the CIS Web site in September (see 3.2 Policies, Procedures and Playing Regulations).

Members are encouraged to consult the CIS prior to submitting a Notice of Motion to establish whether the issue in question is already being investigated, and if any other similar motions are being considered.

5.3 Coaches Associations

Coaches Association shall have the authority to make field of play decisions which conform with Canadian Interuniversity Sport values, principles and policies, and which take into consideration NSO and International Federation regulations, subject to financial impact restrictions, and subject to an oversight review by the Sport Committee. The specific topics which the Coaches Associations have the authority to make decisions on, and those topics to which only input and feedback is requested, are detailed in Policy 80.30 – Committee Terms of Reference.

Decisions without financial impact taken by Coaches Associations shall be final, and shall normally be implemented in the subsequent academic year. If the decision under consideration is a technical field of play one, AND the impact of the decision could have a financial impact upon universities or the CIS, then the Coaches Association shall forward their recommendations to the Sport Committee. Coaches Association decisions and input shall be circulated to the membership.

5.3.1 Preparing a rule change or recommendation:

- a) A “Backgrounder” is prepared by the Coaches Association executive or management committee and circulated at least 14 days in advance of the meeting where the decision was taken.

Helpful tips:

Rules changes or modification should be written exactly as you would wish them to appear in the playing regulations. Careful attention must be given to how motions are written to ensure their clarity and “fit” in the regulations.

- b) A quorum (2/3rds of the participating schools) of the Coaches Association members must be in attendance at the time the decision is discussed and taken. This could be either at a Coaches Meeting in person where 66% of the coaches are in attendance, or via conference call where 66% of the coaches are on the line, or by e-mail correspondence and vote where 66% of the coaches respond.
- c) The decision respects and harmonizes with Canadian Interuniversity Sport values, policies, and principles as established by the Board, Sport Committee, and the membership from time to time, and is consistent with human rights and other legislation.

5.3.2 Meetings:

Meetings should normally be arranged to coincide with Canadian Interuniversity Sport National Championship in cooperation with the Host convener.

5.3.3 Minutes and Vote Sheets

Minutes and Vote Sheets shall be circulated to all Director of Athletics and Canadian Interuniversity Sport Coaches for voting and to the Canadian Interuniversity Sport Office by the deadlines identified under item _____

Helpful tips:

Sport Committee will meet in mid-February to review fall sport recommendations and in early May to review spring sport recommendations.

5.3.4 Deadlines

5.3.4.1 Agenda

The Coaches Association President shall, in consultation with the National Office Sport Coordinator, circulate the agenda for the next coaches association meeting along with the require backgrounders 14 days in advance of the meeting.

5.3.4.2 Minutes

Coaches Associations Minutes, including financial statements and budget, must be in the CIS Office within one week following the meeting and no less than 30 days prior to the start of the next scheduled Sport Committee Meeting (whichever comes sooner).

5.3.4.2 Vote Sheets

Vote sheets from Canadian Interuniversity Sport members, with Coach and Director of Athletics votes (signature) listed separately ON THE SAME SHEET, shall be submitted to the Canadian Interuniversity Sport Office within 3 weeks of the Coaches Association Meeting and no less than 30 days prior to the start of the next scheduled Sport Committee meeting (whichever comes sooner).

Note: Vote sheets which do not contain both the Coach and Director of Athletics votes shall not be accepted.

6. CHAIRING A PRODUCTIVE MEETING

6.1 Notice of Meeting and request for agenda items

The President should circulate a notice of meeting no later then 60 days prior to meeting date. The notice of meeting should

It is important that your membership meet in an environment which is comfortable and conducive to good work. If you are planning on meeting prior, during or post the CIS championship, make sure you contact the championships host with details regarding your meeting. Details to include such items as anticipated number of participants, start time, projected end time, audio visual requirements (if any), etc.

6.2 Guests

Expertise in a given area (such as CIS staff, NSO representation) can assist you in conducting a productive meeting. Call upon them when preparing your meeting documentation and to attend the meeting.

6.3 Report and Motion Backgrounder

Constructive dialogue takes place when good information is made available to all members. It is therefore imperative that the President sets an agenda standard which requires written documentation in order to be considered for inclusion on the agenda. Executive members should be encouraged to report in writing the activities they have undertaken during the year (i.e.: award coordinator should report on the process, including recommendations). Members should be encouraged to draft motion backgrounders in order to ensure their recommendations are clearly articulated and understood by the membership.

Helpful Tip

The President should insist on any agenda item being accompanied with written documentation (report or backgrounder).

6.4 Meeting Package

The President should circulate the meeting package no later than 21 days prior to meeting date. The package should include the agenda and all related reports and backgrounders.

6.5 Roberts Rules of Order

Presidents are strongly encouraged to follow the principals of Roberts Rules of Order to ensure the fair conduct of meetings. Annex D contains a summary of these principals.

7. COACHING DEVELOPMENT

7.1 Sport Congresses

Sport Congresses began in 2003 as a means of providing a forum for coaches to discuss CIS regulations, international opportunities, and obtain professional development. Up until the inaugural 2003 Volleyball Sport Congress, coaches associations would meet at CIS championships to discuss CIS regulations, development etc. This was fraught with challenges such as low attendance from non-participating coaches, preoccupied state of coaches participating in the championship, time constraints, etc. It was felt that a separate event with professional development opportunities in the “off season” would be a more efficient and effective way for coaches to “get the work done”.

Funding from CIS for Sport Congresses is no longer available, but Coaches Associations are encouraged to organize Sport Congresses using annual Coaching Association fees and participant registration fees.

Congresses can include a combination of professional development activities, discussion and action planning with respect to establishing a vision and direction for the development of the sport in Canada and specifically within university sport, and discussions on what international opportunities are on the horizon. Congresses are agenda driven with many smaller group sessions and workshops, and they include elections and financial reporting.

Delegates to the Sport Congress can include coaches, National Sport Organization representatives, Coaching Association of Canada representatives, student-athletes, athletic directors, Sport Committee members, TSN, Sport Canada, and other appropriate agencies.

Sport Committee Meeting
February 28, 2005
Minutes

ANNEX A

Sample Notice of Meeting

Sample Agenda

Sport Committee Meeting
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Minutes

ANNEX B

Sample Backgrounder

ANNEX C

Sample Financial Statements

ANNEX D

Roberts Rules of Order

Principles Underlying Parliamentary Law

The rules of parliamentary law are constructed upon a careful balance of the rights:

- of the majority,
- of the minority, especially a strong minority-greater than one third,
- of individual members
- of absentees, and
- of all these together

General Principles of Parliamentary Procedure

Every member of an organization should be familiar with the following simple rules and customs:

- All members have equal rights, privileges, and obligations; rules must be administered impartially.
- The minority has rights which must be protected.
- Full and free discussion of all motions, reports, and other items of business is a right of all members.
- In doing business the simplest and most direct procedure should be used.
- Logical precedence governs introduction and disposition of motions.
- Only one question can be considered at a time.
- Members may not make a motion or speak in debate until they have risen and been recognized by the chair and thus have obtained the floor.
- No one may speak more than twice on the same question on the same day without permission of the assembly. No member may speak a second time on the same question if anyone who has not spoken on those questions wishes to do so.
- Members must not attack or question the motives of other members. Customarily, all remarks are addressed to the presiding officer.
- In voting, members have the right to know at all times what motion is before the assembly and what affirmative and negative votes mean.
- Every member of the assembly has the right to speak on every debatable motion before it is finally acted upon; this right cannot be interfered with except by a motion to limit debate.
- All discussion must be confined to the immediately pending question and to whether or not it should be adopted.
- While debate is in progress, amendments or other secondary motions can be introduced and disposed of accordingly.
- In an organization that has no special rule relating to the length of speeches, a member can speak no longer than 10 minutes unless he or she obtains the consent of the assembly; such permission can be given by unanimous consent or by means of a motion to extend debate. Likewise, debate may be curtailed by a motion to limit debate.
- No member may speak twice on the same motion at the same meeting as long as any other member who has not spoken on the motion desires to do so.
- Unless the rules are suspended a member who has spoken twice on a particular question on the same day has exhausted his or her right to debate that question for that day.
- During debate, no member can attack or question the motives of another member.

- The maker of a motion, although allowed to vote against it, is not allowed to speak against it.

Amendments:

- As noted above, before a motion has been restated by the chair, the maker has the right to modify his or her motion or to withdraw it entirely. After it has been restated by the chair, however, a motion may be modified only by means of an amendment
- There are six ways to amend a motion:
 1. Add words, phrases, or sentences at the end of a motion
 2. Insert words, phrases, or sentences;
 3. Strike words, phrases or sentences;
 4. Strike and insert words, phrases or sentences;
 5. Strike and add words, phrases, or sentences; and
 6. Substitute whole paragraphs or an entire text.
- Only two amendments (primary and secondary) may be pending on a main motion at any time.
- Discussion of an amendment must relate only to the amendment, unless the whole motion is involved by substitution.
- An amendment must be germane to the question under consideration.

Voting:

- If the presiding officer is a member of the assembly, he or she can vote as any other member does when the vote is by ballot. In other cases, the presiding officer, if a member of the assembly can (but is not obliged to) vote whenever his or her vote will affect the result; i.e., he or she can vote either to break or to create a tie.
- A member has no right to explain his or her vote during voting since that would be the same as debate at such a time.
- Any member may request a division of the assembly if there is uncertainty as to the true result of the vote.

Types of Motions—Definitions and Examples

A. Privileged Motions: Motions which do not relate to the pending question but have to do with matters of such urgency or importance that, without debate, they are allowed to interrupt the consideration of anything else.

- Adjourn: Terminates the meeting. “I move that we adjourn.”
- Recess: Permits a short intermission in a meeting. “I move that we recess for 10 minutes”; or “. . . until 2:00”; or “. . . until called to order by the chair.”
- Raise a question or privilege: Permits a request or main motion relating to the rights and privileges of the assembly or any of its members to be brought up for immediate consideration because of its urgency. “I rise to a question of privilege affecting the assembly.”

B. Subsidiary Motions: Motions which assist the assembly in treating or disposing of a main motion. They have the effect of hastening action upon, or modifying the main motion.

- Lay on the table: Lays a pending question aside temporarily when something more urgent has arisen. “I move to lay the question on the table” or “I move that the motion be laid on the table.”

- Postpone a certain time: Defers consideration to a definite day, meeting, or hour, or until after some particular event. “I move that the question be postponed until the next meeting” or “I move to postpone the motion until after . . .”
- Refer to a committee: Gives a motion more detailed attention or permits it to be handled in privacy. “I move to refer the matter to the Program Committee”.
- Postpone indefinitely: Disposes of a question without bringing it to a direct vote. “I move that the motion be postponed indefinitely.”

C. Motions that Bring a Question Again Before the Assembly: Motions which bring up a previously considered question.

- Rescind a motion previously adopted: Voids a motion previously passed. Can only be made to a motion on which the vote was affirmative and it proposes a specific change “I move to rescind the motion . . . and . . .” Majority vote only required if notice was given and 2/3 if no notice.
- Discharge a committee: Takes a matter out of a committee’s hands and places it again before the assembly as a whole. “I move that the committee considering . . . be discharged.”
- Take from the table: Allows the assembly to resume consideration of a motion previously laid on the table. “I move to take from the table the motion relating to presenting plaques to graduating members.”

D. Incidental Motions: Motions which deal with questions of procedure and arise out of another pending motion or item of business. With the exception of the motion to appeal from the ruling of the chair, they are not debatable.

- Point of information: Inquires as to the facts affecting the business at hand and is directed to the chair or, through the chair, to a member. “I rise to a point of information” or “A point of information, please.”
- Division of a question: Permits a motion to be divided into two or more parts in order that they may be considered separately. “I move to divide the motion so that. . .”
- Withdraw a motion: Permits a member to remove his or her question from consideration even after the motion has been restated by the chair. “Mr. Chairman, I move that I be allowed to withdraw the motion.” (A member can withdraw a motion before it is presented by the chair but once read it is the property of the assembly and can not be withdrawn by the mover).
- Objection to consideration: Suppresses business that is undesirable or that might prove damaging to the organization. “Madam President, I object to the consideration of the question.” This motion must be made before debate on main motion begins and requires 2/3 majority.
- Suspend the rules: Temporarily sets aside a rule to permit the assembly to take an action it could not otherwise take. “I move to suspend the rules which interfere with considering the motion to. . .”
- Appeal from the ruling of the chair: Challenges a ruling of the chair. A majority vote sustains the ruling. “I appeal from the decision of the chair.”
- Point of order: Challenges an error in procedure and requires a ruling by the chair. “Point of order!”

Tips on Parliamentary Procedure

1. It is a general rule that no member should be present in the assembly when any matter relating to him or herself is under consideration.
2. A question cannot be postponed beyond the next regular meeting.

3. Calls of “Question! Question!” by members from their seats are not motions for the previous question and are simply informal expressions of individual members’ desires to proceed to a vote; these calls are disorderly if made while another member is speaking or seeking recognition.
4. A question laid on the table remains there until taken from the table by the end of the session (or at the next regular meeting if it occurs in the next quarter). If not taken up by that time, the question dies.
5. Abstentions do not count in tallying the vote; when members abstain, they are in effect only attending the meeting to aid in constituting a quorum. Chair does not call for, or record, abstentions.
6. Working as a committee of the whole enables the full assembly to give detailed consideration to a matter under conditions of freedom approximating those of an ad hoc committee. In such a committee, the results of votes taken are not final decisions of the assembly but are taken up by the assembly as committee recommendations. The proceedings of a committee of the whole are not entered in the minutes of the assembly.
7. Motions are out of order that present essentially the same question as a motion already considered at the same meeting.
8. All persons present at a meeting have an obligation to obey the legitimate orders of the presiding officer. Members, however, can appeal from the decision of the chair, move to suspend the rules, or move reconsideration – depending on the circumstances of the chair’s ruling. A member can make such an appeal or motion whether or not the order involved applies to him or her personally.
9. Non-members have no rights. That they are invited to attend is a privilege which may be revoked by ordering an executive (closed) session. They may be invited to speak, but may not do so without invitation.

The role of parliamentarian: The parliamentarian serves as an advisor to the president (presiding officer). The parliamentarian provides advice to the president so the president can run the best and fairest possible meeting. Parliamentarians do not make rulings; presiding officers make the rulings. The parliamentarian should focus on the way business is conducted; a board member should focus on the quality of the decisions and how that will affect the organization.

ANNEX E

Helpful Hints to Writing Minutes

Sport Committee Meeting
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Minutes

ANNEX F

Sample Vote Sheet

ANNEX G

2004-05 Deadlines

Sport	Meeting Date	Agenda	Minutes	Vote Sheet
Field Hockey	7-Nov-04	24-Oct-04	14-Nov-04	28-Nov-04
Rugby	7-Nov-04	24-Oct-04	14-Nov-04	28-Nov-04
Soccer	14-Nov-04	31-Oct-04	21-Nov-04	5-Dec-04
Cross Country	14-Nov-04	31-Oct-04	21-Nov-04	5-Dec-04
SPORT COMMITTEE MEETING				23-Feb-05
Football	27-Dec-04	13-Dec-04	3-Jan-05	17-Jan-05
Swimming	27-Feb-04	13-Feb-04	5-Mar-04	19-Mar-04
Volleyball-M	6-Mar-04	21-Feb-04	13-Mar-04	27-Mar-04
Volleyball-W	5-Mar-04	20-Feb-04	12-Mar-04	26-Mar-04
Wrestling	5-Mar-04	20-Feb-04	12-Mar-04	26-Mar-04
Ice Hockey (W)	13-Mar-04	28-Feb-04	20-Mar-04	3-Apr-04
Basketball-W	13-Feb-04	30-Jan-04	20-Feb-04	5-Mar-04
Track & Field	12-Mar-04	27-Feb-04	19-Mar-04	2-Apr-04
Basketball-M	20-Mar-04	6-Mar-04	27-Mar-04	10-Apr-04
Ice Hockey (M)	27-Mar-04	13-Mar-04	3-Apr-04	17-Apr-04
SPORT COMMITTEE MEETING				23-May-05