

Canadian Colleges Athletic Association

**APPLICATION FOR RECOGNIZED PROVINCIAL
COLLEGE ATHLETIC ASSOCIATION (PCAA)**

PROCESS

Application to the Canadian Colleges Athletic Association (CCAA) is subject to the conditions of its Bylaws, Part 3 and Operating Code Section 12, copies of which are obtainable through the CCAA office or web site.

Completed applications are to be received in the CCAA National Office no later than November 15th for consideration at the next CCAA Annual General Meeting.

General Application Information

Name of Conference: _____

Address: _____

Principal Contact: _____

Phone: _____

Fax: _____

E-Mail Address: _____

Conference Website Address: _____

INSTRUCTIONS

Answers to the following questions will assist the applying Athletic Conference and the CCAA to determine the applicant's readiness and suitability as a potential CCAA member. All submissions are to be done completely electronically. Staff of the CCAA Office is available to answer questions applying colleges may have through the process.

SECTION 1: Conference (PCAA) Memberships

1. Describe the history of the conference over the last 10 years:

2. Current Conference Member Institutions:

College	General Academic Offerings	Location	Student FTE	Student Headcount

3. Other Conference Member Institutions' student demographics of note:

SECTION 2: Constitution and Bylaws

CCAA member conferences are subject to criteria for a constitution and bylaws as described in its Operating Code, Article 3, Section 1.7

1. Is the Conference incorporated: Yes No

If yes, provide a copy of current incorporation documents and include in appendices. If no, describe if application is in process or other means to ensure legal protection for conference member institutions and the CCAA.

2. Provide current copies of both conference Bylaws and Operating Code and include in appendices. Describe annual meeting schedule for conference member institutions as well as schedules for board of directors or executive committee meetings.

3. Note specific clause(s) in conference Bylaws and Operating Code that demonstrates a commitment to the development of college sport.

SECTION 3: Conference Leagues

1. Describe current sport leagues by gender and include in appendices. Data should include member institution standings over the last three seasons including playoff results. Provide any anticipated growth over the next two to three years.

2. Describe results over the last two seasons by conference member teams versus CCAA member institutions:

SECTION 6: CCAA National Championship Inclusion

1. List the CCAA National Championship offered sports for which you are seeking immediate approval: (*competition two years hence*)

Sport	Gender

2. List the CCAA National Championship offered sports you conference may seek approval in the future:

Sport	Gender	Anticipated Year

CANADIAN COLLEGES ATHLETIC ASSOCIATION

VERIFICATION OF APPLICATION

Application to the CCAA is subject to a non-refundable fee of \$10,000 as outlined in the Operating Code Article 2, Section 12.2.2. These funds will assist with the administrative costs of reviewing the application and in part recognizes the equity and goodwill of the CCAA (ie. CCAA brand, accumulated surplus, etc.), that new approved PCAA's gain if accepted as a CCAA member. Consideration of membership applications to the CCAA must meet the timelines described and any required fees being paid.

Verification of Application by Conference President

Declaration: As the President of the conference making this application I have reviewed this document and am confident in the veracity of the submission. In the event our conference is successful in its application to the Canadian Colleges Athletic Association our conference and member institutions understand that we will be required to comply with the CCAA Operating Code and its Bylaws.

Name: _____
Conference President

Signature: _____

Date: _____

CANADIAN COLLEGES ATHLETIC ASSOCIATION

VERIFICATION OF APPLICATION

Each PCAA member institution is to complete a copy of this form and include in appendices.

Verification of Application by Conference Member Institution President

Declaration: As the President of a member institution of this applying athletic conference I understand that our institution will be required to comply with the CCAA Operating Code and its Bylaws if this application to the Canadian Colleges Athletic Association is successful.

Name: _____
Member Institution President

Signature: _____

Date: _____

STEPS OF PROCESS	DEADLINES	PROCESS RESPONSIBILITY
The submission of application	NOVEMBER 15th	CCAA EXECUTIVE DIRECTOR
The Executive Committee will establish a Membership Review Committee that will consist of two Executive members, the Executive Director and Sport Convenors input as appropriate.	JANUARY 15	EXECUTIVE COMMITTEE / PRESENTATION AT WINTER BOARD MEETING
The Membership Review Committee will meet to review application and to establish a site visitation date.	JANUARY 20th	MEMBERSHIP COMMITTEE
A site visit will occur. All expenses associated with visit will be the responsibility of the applicant.	JANUARY 21st - MARCH 1	EXECUTIVE DIRECTOR
A report will be produced from the site visit.	MARCH 15th	MEMBERSHIP COMMITTEE
A copy of the report will be given to the applicant. The applicant will have 15 days to respond to the Committee with any changes/concerns/issues.	MARCH 15th	MEMBERSHIP COMMITTEE / APPLICANT
The final report with the recommendation to approve, defer or reject the application will be distributed to the CCAA Council.	APRIL 15th	MEMBERSHIP COMMITTEE
The application will be placed on the CCAA AGM agenda. If accepted, membership will be granted for a three-year probationary period. Access to national championships will be two years hence with all other full member rights and privileges during this probationary period. This period will be used to evaluate the PCAA's commitment to the level of athletics required by the CCAA.	AGM	CCAA COUNCIL
At the conclusion of the first year of competition, the Membership Review Committee will review the PCAA's performance. Recommendations articulating any concerns/issues will be forwarded to the conference.	APRIL 1st	MEMBERSHIP COMMITTEE
At the conclusion of the second year of competition, the Membership Review Committee will again review the PCAA's performance. Recommendations articulating any concerns/issues will be forwarded to the conference.	APRIL 1st	MEMBERSHIP COMMITTEE
In November of the third year of competition, the Membership Review Committee will review performance over the past two and a half years. The Committee will recommend either (1) acceptance of membership without any and all probationary restrictions; (2) a continuation on a probationary basis; or (3) rejection of membership.	NOVEMBER 15TH	MEMBERSHIP COMMITTEE
Subsequent to this review, a Committee recommendation will be presented at the Winter Board Meeting for Council approval.	JANUARY 15TH	WINTER BOARD MEETING