

ARTICLE 5.**ELIGIBILITY****Section 1 Statement of Expectations**

- 1.1 Member Associations shall ensure that their Constitutions, By-laws, rules, regulations and activities are consistent with the Constitution, By-laws, rules and regulations of the CCAA.
- 1.2 National competition for college student-athletes is administered by the CCAA. The athletes participating represent the highest competitive level of college competition in their sport. It is to be considered an honour and a privilege to participate in CCAA events and to be a CCAA registered athlete.
- 1.3 The CCAA reserves the right to govern its competition and, in doing so, to demand prerequisites from the student-athletes and member institutions. The CCAA attempts to provide fairness in competition within the framework of CCAA Championships.
- 1.4 The CCAA conducts national competition for its members. The CCAA will not be accountable for extraordinary requirements, beyond those identified as CCAA prerequisites, which are imposed by a MC.
- 1.5 An athlete is responsible for making an honest, full, and continuing disclosure to his or her institution of all matters that affect his or her eligibility.
- 1.6 Each member institution is responsible for placing only CCAA eligible student-athletes into CCAA competition.

Section 2 Principles

- 2.1 Principles
The following principles are observed in the formulation of CCAA eligibility rules.
 - 2.1.1 The CCAA shall promote ethics, fairplay, and the opportunity for all eligible athletes to participate in intercollegiate sport while pursuing their education.
 - 2.1.2 All athletes must be demonstrating progress towards furthering their education and maintaining academic success.
 - 2.1.3 Only Association representatives (team and individual) may enter into competition with one another in CCAA Championships.
 - 2.1.4 Athletes are eligible according to acceptable course load standards as established by the CCAA.
 - 2.1.5 CCAA reserves the right to interpret and apply the Eligibility Rules and to impose penalties on athletes and members for breaches of the Eligibility Rules.
 - 2.1.6 CCAA competitions shall include only athletes acceptable to the CCAA as eligible.
 - 2.1.7 The number of years an athlete may participate in CCAA competition shall be limited.
 - 2.1.8 The CCAA supports the provision of benefits to athletes according to acceptable ethical practices (as established by, but not limited to, the CCAA Code of Ethics).

Section 3 Jurisdiction of Rules

3.1 CCAA Eligibility Rules

- 3.1.1 These rules shall apply to all athletes participating in CCAA competition, inclusive of Conference, and non-Conference competition in any sport in which the CCAA recognizes, conducts and awards a national championship.

3.2 Conference Rules

- 3.2.1 Any deviations from CCAA Eligibility Rules made by Conferences or institutions may only be of a more stringent nature.

3.3 The recognized Conferences of the CCAA include:

- (a) Atlantic Collegiate Athletic Association
- (b) Quebec Student Sports Federation
- (c) Ontario Colleges Athletic Association
- (d) Alberta Colleges Athletic Conference
- (e) British Columbia Colleges' Athletic Association

3.4 Conference Responsibilities

- 3.4.1 Conferences shall be responsible for a schedule of competition, which shall determine entrants into the CCAA National Championships in any sport, with the exception of Open National Championships.

Section 4 General Statements

- 4.1 To be eligible to participate in CCAA Championships, member institutions shall be a recognized member of their Member Conference and the CCAA. Suspensions of members or a penalty imposed by a Member Conference or the CCAA shall be honoured by all MCs and the CCAA.

- 4.2 All CCAA member colleges and MCs shall adhere to the Eligibility Rules as decreed by the Association and subsequently listed in the Operating Code.

- 4.2.1 The academic eligibility of a student-athlete is governed by the operating code for the specific year of the athletes' participation. To participate in the subsequent season, the student-athlete must meet the academic progress or reinstatement rules adopted in the Operating Code for the upcoming season.

- 4.2.2 For purposes of enforcement of these rules, "National Championships" are understood to include CCAA Level I and Open Championships.

4.3 Regulations

General

To be eligible to participate in CCAA National Championships, each athlete must be eligible under the rules of:

- a) His/her own institution;
- b) The Member Conference of which his/her institution is a recognized member;
- c) The CCAA

4.3.1 Interpretation

A student athlete's eligibility for participation in CCAA National Championship is determined by the regulations specified by his/her institution, his/her Member Conference and the CCAA. The student athlete must adhere to and obey all said regulations of each institution and organization.

Section 5 Years of Eligibility

5.1 Definition – Year of Eligibility

A student athlete who represents his/her institution in an intercollegiate competition for any period of time (e.g., one (1) league game), is considered to have used one (1) year of eligibility. All post-secondary institutions are considered under the term "intercollegiate." This does not include exhibition games.

5.2 Available Years of Eligibility

A student who has competed five (5) years in intercollegiate athletics at the post-secondary school level shall not be eligible to compete in CCAA National Championship Tournaments.

5.2.1 Exceptions

5.2.1.1 The student-athlete who has completed four years of post-secondary eligibility, as defined by the CCAA, at the conclusion of, or previous to, the 2005-06 competition year shall be considered to have used all of the years of eligibility available. This student athlete will not be entitled to a fifth year of CCAA eligibility.

5.2.1.2. A student-athlete who has completed their eligibility within any non-CCAA four (4) year post-secondary jurisdiction (e.g. NCAA, NAIA, etc.), shall not be eligible for a fifth year of CCAA competition.

5.3 Use of Year(s) of Eligibility

5.3.1 Participation in a CCAA or non-CCAA sport in a recognized intercollegiate league (e.g. NAIA, NCAA, NCAA, CIS, etc.) that leads to a national championship will be considered as use of a year of the athlete's five (5) years of eligibility.

5.3.1.1 Exceptions

5.3.1.1.1 Participation in a CCAA Open Championship sport will not be considered as use of a year of the athlete's five (5) years of eligibility. Student's Athletes who have participated in 2001, 2002 and 2003 Open Championships in Golf and in 2003 Open Championship in Cross Country Running shall consider their loss of eligibility reinstated.

5.3.1.1.2 Participation in a CCAA or non-CCAA sport in an annual championship conducted by a National Sport Organization and not affiliated with the MC will not be considered as a use of a year of the athlete's five (5) years of eligibility.

5.3.1.1.3 Participation in a CCAA or non-CCAA sport in recognized intercollegiate league that leads to a recognized regional or Conference Championship only will not be considered as a use of a year of the athlete's five (5) years of eligibility.

5.3.1.1.3.1 Exception

Participation in a recognized RSEQ "AA" CCAA sport will be considered as use of a year of the athlete's five (5) years of eligibility.

Section 6 Season Ending Injury

6.1 Season Ending Injury

A student-athlete who suffers a season-ending injury limiting their participation to no more than 30 percent (30%) of his/her conference league schedule, as documented by letter from the attending physician and by letter from the Athletic director(s) of the institution(s) concerned may be considered for reinstatement for that particular year of eligibility. Each case will be evaluated on an individual basis.

Interpretation: Example:

Eligible for/start competition in January 02/02

Remaining Conference Games = 12

30% = 3.6 games

Eligibility for for/start competition October 02/01

Remaining Conference games = 24

30% = 7.2 games

Note: MC rules may be more stringent, if there is no MC rule in place, then the CCAA Injury Rule will take effect. See 6.4 Re-Instatement of Eligibility.

Section 7 Re-Instatement of a Year of Athletic Eligibility (Note: For policies regarding re-instatement of academic eligibility see 8.3)

7.1 Re-Instatement of Eligibility

Requests for re-instatement of eligibility, where the years in question occurred within another National Sport Organization league or conference (e.g., CIS, NAIA, NCAA, etc.) must be made to the league or conference where the year of eligibility was played. These rulings will be honoured by the CCAA

7.1.1 In the case where a league/conference does not limit years of eligibility, and therefore does not have a re-instatement process when injuries (season ending) are involved, the onus is on the athlete and the institution where the athlete wants to play next, to provide the documentation as required by the MC and the CCAA for athletes under our jurisdiction. (i.e. proof of games played, proof of portion of season not played and medical documentation)

Section 8 Academic Eligibility

It is the responsibility of each institution to declare their student-athletes eligible for CCAA competition.

8.1 Definitions:

8.1.1 **Full Time Status:** The CCAA defines “full-time status” as being registered in and attending a minimum of three (3) courses totaling nine (9) credits (or equivalent as determined by the institution’s Registrar), in each semester in which they participate in CCAA competition.

8.1.1.1 Participation in CCAA competition is limited to those “full-time” student-athletes who are registered students at the institution they represent during the entire duration of the CCAA event.

8.1.1.2 Interpretation:

It is understood that only student-athletes whose eligibility has been confirmed by their institution, their MC and who meet all CCAA criteria as stated herein are eligible to compete in CCAA National Championship Tournaments. It is further understood that a student-athlete registered as a part-time student or a student enrolled in non-credit continuing education programs is not eligible to compete in CCAA National Championship Tournaments.

8.1.1.3 Exceptions

8.1.1.3.1 Recognizing the institutional duty to provide reasonable accommodation and protected grounds under the Human Rights legislation, full-time status for a student with a disability shall be determined by the institution.

8.1.1.3.2 RSEQ institutions

Student-athletes participating in programs within the RSEQ conference and who are in their graduating semesters may be registered in less than three (3) courses, and a total of less than nine (9) credits. They are considered to have full-time status as per the regulations of the Quebec Ministry of Education.

8.1.2 Academic Year

An academic year will consist of 365 consecutive days from and inclusive of the first day of classes in the fall semester. For example one (1) academic year is September 1, 2007 to August 31, 2008

8.1.3 The calculation of a credit is as follows:

- 15 hour course – 1 credit
- 45 hour course (1 semester) – 3 credits
- 90 hour course (full year) – 6 credits

8.2 Successful Academic Progress

8.2.1 Two-semester participation

To be a student in good standing, a student athlete must pass eighteen (18) credits in an academic year to be eligible to participate in the subsequent semester and must pass a minimum of six (6) credits in the September – December semester to be eligible for the January – April semester. Therefore, the academic progress of a second semester student athlete must

be measured at the completion of the fall semester to determine eligibility for the winter semester and again by August 31st to determine eligibility for the fall semester. If the student athlete does NOT earn the required 6 credits (or equivalents) between Sept. to Dec., the student athlete is immediately ineligible for participation in the winter semester and the Reinstatement Rule is applied. Academic progress is measured again by August 31st to determine if the student athlete has earned the required credits over the academic year. The Athletic Director is also responsible for measuring the student athlete's eligibility against any new eligibility rules that are effective for the upcoming year. In the event that the student athlete is registered in any combination of full year and half year courses, the student athlete must be registered in a minimum of nine (9) credits in each semester and be a student in good standing at their institution to participate in the January – April semester. (Refer to 8.1.1 Full-Time Status).

Exceptions

8.2.1.1. A student athlete in a post graduate degree program must have the graduate office/registrar confirm full-time status to be eligible to participate in the subsequent academic year.

8.2.1.2 Recognizing the institutional duty to provide reasonable accommodation and protected grounds under the Human Rights legislation, successful academic progress for a student with a disability shall be determined by the institution.

8.2.2 One semester participation

A student-athlete who begins play for a CCAA team in September (participates for one semester), must pass a minimum of either: 1) 3 courses or 9 credits in the semester of participation; or 2) 6 courses or 18 credits over the full academic year in order to be eligible for participation in the subsequent academic year.

A student athlete, who starts participating for the first time in an academic year in January, must pass 3 courses or 9 credits in that semester of participation or 6 courses or 18 credits before the start of the next academic year.

Academic eligibility for a one semester participant, is assessed at the conclusion of the academic year August 31st. If the student athlete fails to earn the 18 credits over the academic year or 9 credits in the semester of participation, the Reinstatement Rule is applied on August 31st and participation in the subsequent fall semester is denied.

Exceptions

8.2.2.1 A student athlete in a post graduate degree program must have the graduate office/registrar confirm full-time status to be eligible to participate in the subsequent academic year.

8.2.2.2 Recognizing the institutional duty to provide reasonable accommodation and protected grounds under the Human Rights legislation, successful academic progress for a student with a disability shall be determined by the institution.

8.3 Re-instating Academic Eligibility

Recognizing that the CCAA requires student-athletes to demonstrate academic progress as defined in 8.2, athletic participation in the athlete's declared sport, will be denied during the reinstatement

period. A student athlete who is not academically eligible may only practice and may not compete in any non-conference, league or championship events.

8.3.1 To re-establish academic eligibility, the student must either:

8.3.1.1 have completed one (1) academic semester at an accredited post secondary institution with a minimum of nine (9) credits passed in a single semester to be eligible to participate in the subsequent semester. In the event that the student athlete is registered in any combination of full year and half year courses in September to December semester where they are trying to regain academic eligibility to participate in the January to April semester, the student-athlete must be registered full-time (1 semester course and 2 full year courses or two semester courses and one full year course) to be eligible to participate in the January to April semester.

OR

8.3.1.2 have not participated at a postsecondary institution in the twelve (12) months immediately prior to the date of current registration. Please note that this reinstatement clause can be used by any student-athlete only once during their 5 years of athletic eligibility.

8.3.1.2.1 Interpretation: A student-athlete who did not participate for 12 months following being declared academically ineligible (regardless of enrolment or non-enrolment status) may begin participation following the 12 months (to be used only once during the student-athlete's five years of athletic eligibility)

8.3.2 Exceptions

8.3.2.1 A post graduate degree student must have completed one (1) academic semester at an accredited post secondary institution with full-time status being reinstated by the graduate office/registrar.

8.3.2.2 Recognizing the institutional duty to provide reasonable accommodation and protected grounds under the Human Rights legislation, successful academic reinstatement for a student with a disability shall be determined by the institution.

Section 9 Athletic Participation

9.1 Athletic Participation

In order to be eligible for Level I national championships in each sport, a student-athlete must appear on one (1) official game sheet for a league game/event prior to the following eligibility deadlines each year.

Soccer – October 23

Badminton/Basketball/Volleyball – February 15

Section 10 Transfers

10.1 Transfers

Any student transferring from one post-secondary institution to another post-secondary institution during the same sport year, will be deemed ineligible to compete in the Association sport in which

his/her name appeared on a league game sheet (or was charged with a year eligibility for that sport) at the prior institution.

10.1.1 Interpretation

Upon competing on behalf of a post-secondary institution (having been listed on a league game sheet), student-athletes may not subsequently play for any CCAA member institution in the national championship tournaments in the sport(s) in which they were participating at the first institution. This transfer rule applies to all post-secondary institutions. In the event that the student-athlete has graduated from the original institution, and has transferred to pursue a new course of study not offered at the original institution, the Eligibility Committee may, upon thorough investigation, decide to waive this restriction in this instance only.

10.2 Transferring between CCAA member institutions

- a) A student-athlete who for the first time in their post-secondary career, transfers from one CCAA institution to another CCAA institution between the end of one academic year and the beginning of the next, is eligible to compete immediately, provided that all other eligibility criteria are met. That is, s/he is NOT required to sit-out one (1) year (365 days) from the date of their last league/playoff game participation.
- b) A student-athlete who, for the second (or greater) time in their post-secondary career, transfers from one CCAA institution to another CCAA institution between the end of one academic year and the beginning of the next in the same sport, IS required to sit-out one (1) year (365 days) from the date of their last league/playoff game participation.

NOTE: The following transfers are not counted in the above:

- a) Transfers that take place between two post-secondary institutions outside of the CCAA.
- b) Transfers that come from a post-secondary institution outside of the CCAA (e.g., Canada West) to a CCAA institution.
- c) Transfers from an institution where the student-athlete did not participate.
- d) If student-athlete graduates and decides to go to another institution to further pursue academics that is not considered a transfer.
- e) If a student athlete is involved in a joint cooperation program between two institutions where he/she has to transfer to that specific institution to complete their education that is not considered a transfer.
- f) If a student-athlete does not enroll at a post-secondary institution for a year and then enrolls at a different institution.

Section 11 Amateur Professional Status

11.1 Any professional athlete may participate in CCAA competition one year from the date the athlete last participated in a professional game or event in a sport.

11.1.1 Exception for soccer: The student-athlete may participate in CCAA competition 30 days following the student-athlete's last participation in a professional game or event in the same calendar year.

11.2 A student-athlete who participated in a professional league game, playoff game in a recognized

sport of the CCAA, in the same academic year in which the student-athlete has participated in post-secondary competition in a recognized sport of the CCAA shall only be charged with one year of eligibility. The recognized sports of the CCAA include; badminton, basketball, cross-country running, golf, soccer and volleyball.

- 11.3 One year of eligibility shall be charged to a professional athlete for each year that the athlete has participated as a professional in a recognized sport of the CCAA. The recognized sports of the CCAA are: badminton, basketball, cross-country running, golf, soccer and volleyball.

Interpretation: Participation shall be defined as appearing on the score sheet for a league of playoff game or event.

- 11.4 The status of student-athletes shall be governed by the following sport specific considerations:

11.4.1 BADMINTON

There are no CCAA designated professional leagues in badminton.

11.4.2 BASKETBALL (MEN)

The student-athlete shall be considered to be a professional if he participated in any of the following:

- (a) National Basketball Association
- (b) Continental Basketball Association
- (c) International Basketball Association
- (d) International Basketball Federation
- (e) United States Basketball League
- (f) American Basketball Association
- (g) The top three divisions of professional competition in any country outside of Canada.

Exemptions:

- (a) Any participation, which occurs prior to September 1 of the year of the athlete's 20th birthday shall be exempt from the application of this rule.
- (b) A student-athlete who participates in both the Canadian Basketball Association and the CCAA in the same academic year shall be.
- (c) A student-athlete who has participated in the NCAA shall be exempt from the application of this rule.

11.4.3 BASKETBALL (WOMEN)

The student-athlete shall be considered to be a professional if she participated in the Women's National Basketball Association.

11.4.4 CROSS-COUNTRY RUNNING

There are no CCAA designated professional leagues in cross-country running.

11.4.5 GOLF

Eligible to participate are those students who have met the eligibility requirements of the CCAA and are considered to be amateurs as per the Rules of Amateur Status of the Royal Canadian Golf Association (GOLF CANADA) and the Canadian Ladies Golf Association (CLGA).

11.4.5.1 Amateur Status States:

A golfer who plays the game as a non-remunerative or non-profit making sport receives remuneration for instruction or for other activities because of golf skill or rep provided in the rules. The GOLF CANADA provides a one-time reinstatement to amateur status for a player who has resigned from or failed to become a member of a professional golf association. Provided this was their first attempt, they may write the GOLF CANADA detailing the circumstances and they will be reinstated immediately. Any future breach of the rules will incur at least a one-year period awaiting reinstatement.

11.4.5.2 General

Amateurs must play the game and conduct themselves in accordance with the rule

11.4.5.3 Amateur Status

Amateur status is a universal condition of eligibility for playing golf competitions a person who acts contrary to the rules may forfeit status as an Amateur and as a result will be ineligible to play in most amateur competitions. Any organizer or sponsor of an amateur competition or a golf competition involving permits, encourages or condones actions contrary to the rules bears the responsibility for which an amateur may be penalized.

11.4.5.4 Purpose and Spirit of the Rules

The purpose and the spirit of the rules is to maintain the distinction between Amateur/Professional golf and keep the Amateur game as free as possible from the abuses from uncontrolled sponsorship and financial incentive. It is necessary to safeguard which is largely self-regulating with regard to the rules of play and handicapping, so fully enjoyed by all amateurs.

11.4.5.5 Doubt as to Rules

Any person who wishes to be an Amateur and who is in doubt as to whether taking course of action is permitted under the rules should consult the governing body.

11.4.6 SOCCER

A student-athlete shall be considered a professional for that year in which the *student*-athlete played soccer in a semi-professional or professional league, unless the athlete played under the classification of amateur and possessed an amateur card as provided by a National Soccer Association.

11.4.7 VOLLEYBALL (Men and Women)

Any Canadian student-athlete who has required an International Transfer Certificate and has played in National (semi-pro or pro) Leagues, shall be considered a professional

11.4.8 VOLLEYBALL (Men and Women)

Athletes who were semi-pro or pro league participants with teams in the same Federation as their Federation of origin, shall be considered as professionals

- 11.5 It shall be the responsibility of the institution, at which a student-athlete is intending to participate in a CCAA recognized sport, to provide the appropriate documentation with respect to his/her status as a professional.

Section 12 Canadian Student-Athletes

- 12.1 For any CCAA competition (individual game or match), a member team shall be permitted to dress the following minimum number of players who possess Canadian Citizenship or who have Permanent Resident status in Canada (as defined below). Such players are considered "Canadian".

Specifically,

maximum of 12 basketball players = ten (10) "Canadians"

maximum of 12 volleyball players = ten (10) "Canadians"

maximum of 18 soccer players = fifteen (15) "Canadians"

Note: Badminton being a provincial team is exempt from this rule.

12.2 Interpretation:

- 12.2.1 These numbers are based on the concept of "5 in 6". That is, in each group of six players that can dress for a CCAA event, a minimum of five must be "Canadian."

Example:

<u>Group of Player</u>	<u>Minimum number of Canadians</u>
1 – 6	5
7 – 12	10
13 – 18	15
19 – 24	16

- 12.2.2 See sport specific rules for CCAA Tournament Roster maximum size. Therefore, while it is possible in some sports to have fewer than the specified number of Canadians on the CCAA Tournament Roster, the minimums listed above must dress for any particular game/match.

- 12.2.3 Permanent Residence Status as determined by Immigration Canada. Legal documentation currently, the IMM 5292 form.

- 12.2.4 For the purpose of this rule, children of diplomats on a consular assignment in Canada will be treated as "domestic students", on the condition that legal documentation is provided (i.e., identity cards).

- 12.2.5 Badminton is exempt because Conference Representative teams are comprised of the provincial champions in each event (e.g., women's singles, men's singles, etc.) and therefore are usually from a variety of institutions within the MC. Therefore, unlike all other CCAA sports, these student-athletes essentially make up provincial "All-Star" teams rather than institutional representative teams. As a result, since each CCAA member institution must dress 5 of 6 "Canadian" players, there is no way to place a minimum number of Canadians who qualify for each MC's representative team.

Section 13 Drug Education Program

13.1 Drug Education Program

Only those student-athletes who have participated in the CCAA Drug Education Program offered by their institution athletic departments will be considered eligible to participate in the CCAA National Championships. Refer to CCAA Drug Education and Doping Control policy.

13.1.1 Interpretation: This regulation applies to Level One and Open CCAA sport programs .

Section 14 Integrated Participation

14.1 Integrated Participation

When an institution has no women's team for a particular sport, a women student-athlete may be eligible to play for the men's team.

Section 15 Eligibility Committee

15.1 CCAA Eligibility Committee

15.1.1 Mandate

All matters pertaining to CCAA eligibility rules must be dealt with by the CCAA Eligibility Committee.

15.2 Composition and voting

15.2.1 The Eligibility Committee has five voting members (one from each MC) and is chaired by the CCAA VP Administration who has no vote. At each AGM, each MC will be required to provide the names of two individuals, a sitting member and an alternate.

15.2.2 Normally, all five sitting members will have an opportunity to review and vote on all requests.

15.2.3 In the event that a request is coming from a sitting member's own institution, the effected member would be replaced by the respective MC's alternate.

15.2.4 In the event of a situation, which requires a very short turn around time, a quorum of three of the five members could make a ruling.

15.2.5 A simple majority of voting members will decide all Eligibility issues.

Section 16 Procedures for requests for interpretation or reports of alleged Violations of Eligibility rules

16.1 The VP Governance (through the Executive Director) will forward copies of all submitted documentation related to the request for interpretation or alleged violation to all members of the Eligibility Committee along with his/her recommendation(s) and supporting rationale. Committee members will be asked to vote for one of the following options:

- Agree with the recommendation(s);
- Disagree with the recommendation(s);
- Request a conference call.

If there has already been precedent for a particular request the ruling may come directly from the VP Governance and Executive Director.

16.2 Upon receipt of the votes, the VP Governance (possibly through the Executive

- Director) will circulate the results to all Eligibility Committee members and either forward the ruling or arrange a conference call. Should any one member request a conference call it will be held.
- 16.3 Normally, the Eligibility Committee will be deal with issues within ten (10) working days. While every effort will be made to interpret and/or rule on issues as expeditiously as possible, the Eligibility Committee reserves the right to a minimum of five (5) working days to make its interpretation or ruling. The interpretation and or ruling shall be transmitted orally to the involved member(s) immediately.
- 16.4 Written copies of all interpretations and/or rulings will be circulated to the effected party(s), the Conference reps, the Executive and the National Office within five (5) working days of the decision. Written copies of all interpretations and/or rulings will be circulated to all CCAA members via email within 10 working days of the decision.
- 16.5 Member institutions have the right to appeal Eligibility Committee Rulings to the Appeals Committee. Such appeals must be submitted in the name of the institution by the chief executive officer, faculty athletic representative or director of athletics.
- 16.6 The decisions rendered by the Eligibility Committee shall be kept on file at the National Office.
- 16.7 The Eligibility Committee shall have the authority to delegate enforcement of the Association's eligibility regulations to a Site Committee (normally the Grievance/Protest Committee) appointed and chaired by the Sport Convenor of the National Championship concerned.

Section 17 Grievance/Protest – site Committee

- 17.1 Charges of Eligibility Rule violations shall be heard by the Site Committee, chaired by the appropriate Sport Convenor. The Site Committee shall rule on any protest received during the progress of any tournament or game under the auspices of the CCAA following the steps listed below:

The Chair of the Grievance/Protest Site Committee will inform the Head Coach of the team on which the student-athlete or other individual accused of the violation plays that the student-athlete(s) shall be permitted to participate during the investigation but does so with the clear understanding that should the Committee find the student-athlete ineligible, any game/match/tie in which they participated would be forfeited and further CCAA sanctions may apply.

- 17.2 For possible violations of the CCAA Eligibility Rules reported to the committee:
The committee will:
- 17.2.1 Investigate the allegation(s),
 - 17.2.2 Interview the involved parties and request written statements,
 - 17.2.3 Take immediate action deemed to be necessary to ensure the orderly completion of the Championship competition, as per the following:
 - 17.2.4 a letter of reprimand;
 - 17.2.5 by being placed on probationary status;
 - 17.2.6 by suspension from the championship,

- 17.2.7 Circulate written copies of all decisions/rulings to the effected party(s) immediately. Written copies of all /or rulings will be circulated to all CCAA members via email within 10 working days of the decision.
- 17.2.8 file a written report to the CCAA Executive Committee within 5 working days of the decision for further review and action (append all documentation).

Section 18 Changes to Eligibility Regulations

- 18.1 All rules, policies and constitutional items, which affect eligibility of players, shall have a one (1) year implementation period.

18.1.1 Exception : The one year implementation period for Eligibility rule modifications may be waived if the following two steps occur:

1. The eligibility motion being voted on receives majority approval, and
2. A separate motion is approved unanimously to have the eligibility motion implemented September 1 of the current year.

Section 19 Conflict with Eligibility Rules

19.1 Conflict with Eligibility Rules

Directors of Athletics and coaches should engender respect for the local, provincial and national rules and policies under which intercollegiate athletics are conducted. If it is felt that Eligibility Rules or Playing Regulations are not realistic or viable, then the following procedure is recommended as the proper process:

- 19.1.1 A written summary of grievances to the rule, citing the reasons for its injustice forwarded to the National Office and copied to the Eligibility Committee Chair to be received not less than sixty (60) days prior to the AGM.
- 19.1.2 Request for a change or amendment to be included in the Spring Workbook process.
- 19.1.3 All requests by an Athletic Director or coach shall be processed through his/her Provincial Representative to the National Office and Eligibility Committee Chair.

Section 20 Eligibility Forms

- 20.1 A CCAA eligibility form shall be completed by member institutions for each activity in which that institution competes at a sanctioned CCAA National Championship.
- 20.2 To be eligible to compete in CCAA Championships, each student-athlete's name must appear on a CCAA Eligibility sheet and the sheet must be received within the appropriate deadlines.
- 20.3 Completion of Eligibility Forms
 - 20.3.1 The CCAA office shall receive through Member Conferences, only the eligibility forms of those institutions attending CCAA Championships. Forms must be received by the Wednesday following conference championships and no later than 7 days before the start of the CCAA Championship in the event there are no conferences championships.

- 20.3.2 Eligibility forms are available from the national office or can be computer generated. All information must be typed or Institutions shall be fined \$100/form.
- 20.3.3 Make sure the name of the Athletic Director and Registrar is typed first. Signatures, from the athletic director/designate and registrar/designate shall be hand written or stamped on the eligibility form.
- 20.3.4 It is the member Athletic Director's responsibility to ensure that the names of the student-athletes who used eligibility by participating in the Fall semester and failed to meet their respective MC's academic criteria for continued participation in the winter semester of the same academic year, appear on the winter semester forms which are submitted to the CCAA and marked as having used eligibility but not currently eligible. (i.e. strikethrough the players name).
- 20.3.5 Years of Post-Secondary participation include current year in column. If the student is playing their first year, the column for them will read "1". If in their second year of play, the column will read "2" etc.
- 20.3.6 Academic Commencement and completion on the Eligibility form refers to the current year.
- 20.3.7 Only those student-athletes who have participated in a Drug Education program offered by their institution athletic departments would be considered eligible to participate in the CCAA national championships. The Completed drug Education column on the Eligibility form must indicate whether the course was completed yes/no. Note: Drug Education Attendance forms do not need to be submitted to the CCAA National Office.
- 20.3.8 The MC Confirmation of Eligibility as per item shall be confirmed directly on the Eligibility Form under the Column titled Provincial Use. Provincial Convenors/designates shall sign the form confirming eligibility of each student athlete listed.

20.4 Deadlines for Eligibility Forms

- 20.4.1 The CCAA office shall receive through Member Conferences, only the eligibility forms of those institutions attending CCAA Championships. Forms must be received by the Wednesday following conference championships and no later than 7 days before the start of the CCAA Championship in the event there are no conferences championships.

20.4.2 Errors and Omissions

20.4.2.1 A **\$100.00** fine per form shall be assessed for any error or omission.

20.4.2.2 If the same error is detected on all forms submitted by a member college **one (1)** fine of **\$100.00** shall be levied.

20.4.2.3 All errors or omissions must be corrected by the member institution and resubmitted within three (3) ~~seven (7)~~ days of notification of error.

20.4.3 MC Confirmation of Eligibility

It is the responsibility of each respective MC to send to the National Office and the respective CCAA Convenor, written confirmation that all student-athletes listed on the Eligibility Forms of team(s) representing that MC in the National Championship are eligible to compete under the MC's Eligibility Criteria (e.g., have met the MC's requirement for participation in its minimum number of league games, etc.). This confirmation must be received by the Wednesday following conference championships and no later than 7 days before the start of the CCAA Championship in the event there are no conferences championships.

Section 21 Violation of Eligibility Rules

21.1 Violation of Eligibility Rules

21.1.1 Matters arising from charges of violations of the Eligibility Rules shall be governed by the following provisions:

21.1.2 Charges of violation of the Eligibility Rules may be brought against any member of the CCAA by any other member institution, the Board of Directors or National Sport Convenors.

21.1.3 Charges of violation of the Eligibility Rules shall be delivered in writing to the Executive Director at the National Office and the Eligibility Committee Chair and shall state the following:

21.1.3.1 The date or dates of the alleged violation;

21.1.3.2 The place of violation;

21.1.3.3 The full name of the complaining member, its address and its representative to whom all future notices regarding the charge shall be directed;

21.1.3.4 The full name of the member against whom the allegedly violating member was competing at the time of the alleged violation;

21.1.3.5 The full name of the member allegedly in violation, its address, and its personal representative to whom all future notices may be directed;

21.1.3.6 The regulation or regulations allegedly violated;

A precise and concise statement about the facts of the alleged violation;

21.1.3.7 Any other information considered relevant.

21.1.4 Ineligible Participation

The institution having been represented by a student-athlete who has been declared ineligible for that CCAA sport may be subject to any or all of the following sanctions:

- Forfeit its eligibility for competition in CCAA activities in that sport for a period of one (1) season;
- Forfeit any CCAA tournament game/match/tie in which the ineligible student-athlete competed;
- Removal of championship or other awards from the participating team;
- Suspension of coach from CCAA activities for a period of one (1) or more years depending upon the severity of the violation;
- Suspension of an athlete from CCAA activities for a period one (1) or more years depending upon the severity of the violation;

- Suspension of the rights of the Athletic Director to represent their institution in CCAA activities for a period one (1) or more years;
- Maximum fine of \$1,000.00;
- Eligibility forms from that institution to be signed by a Senior Administrator of the institution during the suspension period and up to five (5) subsequent years;
- Letter to the President of the institution outlining the violation and the sanctions.
- Any other reasonable sanction as recommended by the Eligibility Committee.