

**ARTICLE 8.****NATIONAL CHAMPIONSHIPS****Section 1 General**

- 1.1 The Canadian Collegiate Athletic Association provides specific and general rules for the conduct of national finals. The following standards established by the National Association may be enhanced by the Host Conferences and institutions.
- 1.2 Jurisdiction
  - 1.2.1 CCAA rules shall apply to all Championship events sanctioned by the Association and to such other competitions as the Annual General Meeting directs, and may be extended in whole or in part by resolution of the Board of Directors.
  - 1.2.2 The CCAA, while delegating the responsibility for the conduct of a Championship to the Host Conference and institution, retains ultimate responsibility and authority for the Championship events.
- 1.3 Date and Duration
  - 1.3.1 The schedule pattern (date and duration) for CCAA National Championships shall be confirmed at a CCAA Annual General Meeting and which cannot be altered by less than 2 years advance notice at an AGM or Winter Board Meeting, except under unusual circumstances.

**Section 2 Definition of National Championship**

- 2.1 CCAA National Championship (Level I)
  - 2.1.1 Sanctioned by the CCAA
  - 2.1.2 Includes four (4) or more participating MCs with a competitive framework to determine its best athletic representative in that sport (i.e. a play-down system).
  - 2.1.3 Financial assistance for travel
  - 2.1.4 Financial and human resources to be provided as outlined in the CCAA Operating Code
  - 2.1.5 Awards provided as outlined in CCAA Operating Code
  - 2.1.6 Host Championship Agreement must be signed
- 2.2 CCAA National Championship (Open)
  - 2.2.1 Sanctioned by the CCAA
  - 2.2.2 Self-funded wild card participants shall constitute draw

- 2.2.3 Travel subsidy may be available
- 2.2.4 Financial and human resources to be provided as outlined in the CCAA Operating Code
- 2.2.5 Awards provided as outlined in CCAA Operating Code
- 2.2.6 Host Championship Agreement must be signed

### 2.3 CCAA National Championship (Invitational)

- 2.3.1 Self-funded wild card participants shall constitute draw
- 2.3.2 Administration and cost shall totally be borne by participants
- 2.3.3 CCAA must give approval for event to be declared CCAA Invitational
- 2.3.4 CCAA will supply all Championship banners and all individual medals, and N-1 team medals, whereas N = the number of conference teams involved/represented. Cost shall be born by the host.
- 2.3.5 Host Championship Agreement must be signed

## **Section 3 Establishment of National Championships**

### 3.1 Procedure for Establishment or Reduction of a National Championship

#### 3.1.1 National Championship (LEVEL 1)

- 3.1.1.1 The sport must have operated as a National Championship (INVITATIONAL) for at least **one (1)** successful season.
- 3.1.1.2 There exist a minimum of **four (4)** MC's that administer an active intercollegiate Conference League and are committed to a National Championship event.
- 3.1.1.3 The National Championship event shall be conducted at least two (2) years hence after approval is received from the voting membership at the Annual General Meeting.
- 3.1.1.4 There exist a MC prepared to host the National Championship.
- 3.1.1.5 Process
  - 3.1.1.5.1 A Member Conference, or an individual member of the CCAA with the endorsement of its Conference, may submit a proposal for a National Championship (Level 1).
  - 3.1.1.5.2 The proposal must contain supporting documentation to include:
    - 3.1.1.5.2.1 Competition format (e.g., number of events, competitors, dates and schedule of competition, facilities, location, hosts and so on);
    - 3.1.1.5.2.2 Method of qualification for the National Championships;
    - 3.1.1.5.2.3 Technical regulations;

- 3.1.1.5.2.4 Officials required and estimated costs;
- 3.1.1.5.2.5 Tournament proposed budget;
- 3.1.1.5.2.6 Awards.

3.1.1.6 Survey of status of the sport in Canadian Colleges (Member Conferences which offer intercollegiate competition and conduct a conference championship event, number of institutions participating in intercollegiate sport within each conference, number of years such competition has been offered, number of student athletes supported in each of the last **three (3) years**, other relevant data such as the criteria noted above).

3.1.1.7 The submission must be received by the CCAA National Office and Association Vice-President Administration no less than **sixty (60) days** prior to the Annual General Meeting, which shall consider championships for at least **two (2) years** hence.

3.1.1.8 The voting membership at the Annual General Meeting shall evaluate the submission and render a decision regarding the feasibility of the proposal.

### 3.1.2 National Championship(OPEN)

3.1.2.1 The sport must have operated as a National Championship (Invitational) for at least one (1) successful season.

3.1.2.2 There exists a minimum of four (4) MC's that administer that particular sport and support the establishment of a National Championship. All participants must meet the following CCAA eligibility criteria:

- i) represent a member institution;
- ii) pay membership
- iii) Participants must satisfy eligibility criteria found in Eligibility section of Operating Code.

3.1.2.3 The initial National Championship (open sanctioned) shall be conducted **one (1) year** after approval is received from the voting membership at the Annual General Meeting.

3.1.2.4 An evaluation of the National Championship (open sanctioned) shall be conducted by the Vice President Programs and Conference Representatives from participating conferences and a written report prepared with future recommendations within **60 days** of the event. Report to be sent to the National Office for distribution and shall be presented at the next CCAA general meeting.

#### 3.1.2.5 Process

3.1.2.5.1 A recognized MC, or an individual member of the CCAA with the endorsement of its Conference may submit a proposal for the initiation of a Open sanctioned National Championship.

3.1.2.5.2 The proposal must contain supporting documentation to include:

3.1.2.5.2.1 Competition format;

3.1.2.5.2.2 Method of qualification for the open sanctioned National Championships;

3.1.2.5.2.3 Technical regulations;

3.1.2.5.2.4 Officials required and estimated costs;

3.1.2.5.2.5 Tournament proposed budget;

3.1.2.5.2.6 Awards.

3.1.2.5.3 The submission must be received by the CCAA National Office and Association Board of Directors not less than **sixty (60) days** prior to the Annual General Meeting, which will consider championships for at least **one (1)** year hence.

3.1.2.5.4 The voting membership at the Annual General Meeting shall evaluate the submission and render a decision regarding the feasibility of the proposal. If accepted, the host would be expected to follow CCAA hosting guidelines.

### 3.1.3 CCAA Invitational Championship

3.1.3.1 There exists a minimum of two (2) PCAA's that administer that particular sport and support the establishment of CCAA Invitational Championship. All participants must meet the following CCAA eligibility criteria:

- i) represent a member institution;
- ii) pay membership
- iii) Participants must satisfy eligibility criteria found in Eligibility section of Operating Code.

3.1.3.2 The initial Invitational Championship shall normally be conducted one (1) year after approval is received from the voting membership at the Annual General Meeting.

3.1.3.3 An evaluation of the Invitational Championship shall be conducted by the Vice President Programs and Conference Representatives from participating conferences and a written report prepared with future recommendations within 60 days of the event. Report to be sent to the National Office for distribution and shall be presented at the next CCAA general meeting.

#### 3.1.3.4 Process

3.1.3.4.1 A recognized PCAA, or an individual member of the CCAA with the endorsement of its Conference may submit a proposal for the initiation of an Invitational Championship.

3.1.3.4.2 The proposal must contain supporting documentation to include:

3.1.3.4.2.1 Competition format;

3.1.3.4.2.2 Method of qualification for the Invitational Championships;

3.1.3.4.2.3 Technical regulations;

3.1.3.4.2.4 Officials required and estimated costs;

3.1.3.4.2.5 Tournament proposed budget;

3.1.3.4.2.6 Awards.

- 3.1.3.4.3 The submission must be received by the CCAA National Office not less than sixty (60) days prior to the Annual General Meeting, which shall normally consider championships for at least one (1) year hence.
- 3.1.3.4.4 The voting membership at the Annual General Meeting shall evaluate the submission and render a decision regarding the proposal.

#### **Section 4 Reduction of a Level 1 or Open National Championship to an Invitational Championship**

- 4.1 In the event a recognized National Championship is reduced to **three (3) or less** Provincial Conferences represented, the following process shall be applied:
- 4.2 The CCAA shall continue to provide support to that championship for **one (1) year** as in previous years;
- 4.3 If in the next and subsequent years the status remains unchanged (**three (3) or less MC's**) the CCAA shall not provide support to that championship until there are at least **four (4)** conferences committed to attending;
- 4.4 The championship shall be reduced to an Invitational National Championship;
- 4.5 The sport can be returned to its recognized Open or Level 1 National Championship status without the **two (2) year** wait if it meets the criteria outlined.

#### **Section 5 Sanctioned National Championships**

##### 5.1 Sanctioned National Championships

##### 5.1.1 Sports

5.1.1.1 The Canadian Collegiate Athletic Association sanctions Level 1 National Championships in the following sports:

Badminton	Men's and Women's Basketball
Men's and Women's Soccer	Men's and Women's Volleyball

5.1.1.2 The Canadian Collegiate Athletic Association sanctions Open National Championships in the following sports:

Cross Country Running - Golf

#### **Section 6 Fill Process for Level 1 National Championships**

##### 6.1 Guiding Principles for Fill Process for National Championships

- 6.1.1 Conference Champion earns one (1) spot.
- 6.1.2 Host Conference earns one (1) spot -- which is normally filled by the Host Team. Exceptions include:

- 6.1.2.1 If the Host team wins the Conference Championship title the host conference spot is filled by the second place team
- 6.1.2.2 At anytime, at the hosts request, the MC may recommend that the 2<sup>nd</sup> place team fill the host position when a host team is very weak
- 6.1.3 No conference may fill more than two (2) spots.
- 6.1.4 All participants including wildcards are considered under the travel equalization formula.
- 6.1.5 Process to Fill:
  - 6.1.5.1 Conference Champions
  - 6.1.5.2 Host as defined by Guiding Principle see above
  - 6.1.5.3 Wild cards

### **Section 7 Wildcard Application Process**

- 7.1 The Wildcard Selection process will be based upon strength of conference over the past 3 years.
- 7.2 Process:
  - 7.2.1 A conference who "passes" on their turn to host a sport according to the CCAA hosting grid will forfeit their chance to have a wildcard in that sport for that Championship.
  - 7.2.2 No conference may fill more than two (2) spots at the championships
  - 7.2.3 Top 2 conferences based on the results of the previous 3 nationals will be awarded a wildcard spot.
  - 7.2.4 If there is a tie in points between 2 conferences then whichever scored the highest at the **most recent** Nationals gets ranked higher.
  - 7.2.5 If 1 of the 2 wildcard conferences is hosting then the wildcard goes to the next conference in the standings. One conference **cannot** have more than 2 teams at Nationals.
  - 7.2.6 A conference **cannot** score points more than once in one Nationals. Those points **do not** count towards the standings.  
Point process:
    - 1<sup>st</sup> - 10 points
    - 2<sup>nd</sup> – 7 points
    - 3<sup>rd</sup> – 5 points
    - 4<sup>th</sup> – 3 points
    - 5<sup>th</sup> – 1 point
    - 6<sup>th</sup> – 1 point
  - 7.2.7 Conferences must confirm that their second place team will be attending CCAA Championships the Monday after Conference Championships in that respective sport. If the 2nd place team from that conference declines then the wildcard spot goes to the 2nd place team of the next highest ranked conference in the wildcard selection process. It **does not** go to the 3rd place team in the conference.

#### 7.2.7.1 Exception Badminton

The conference who has been awarded the wildcard will be able to determine the composition of their wildcard conference team based on the highest placed finishers in each discipline and their ability to attend nationals.

### 7.4 Seeding

7.4.1 For Basketball and Volleyball, the seeding committee will follow the procedures as stated in the Operating Code. In all other sports the Wild Card will fill a designated spot in the format position.

7.4.2 One may seed in any order with the guiding principle that champions will be seeded higher than second place team from same conference.

### 7.5 Expenses

7.5.1 All participants are included under the Travel Equalization Formula, and are expected to make arrangements through the Official CCAA Travel Agency.

## Section 8 Seeding Procedure

### 8.1 Seeding

The seeding for Men's and Women's Basketball and Volleyball Championships shall be completed by a Committee following all Conference Championships and no later than **eight (8)** days prior to the National Championship event.

### 8.2 Membership

The respective committees shall consist of **one (1)** representative from each member Association participating in (Men's and Women's Basketball or Volleyball respectively) and the National Sport Convenors who shall Chair the committees. Each Association shall name an alternate for their representative and the alternate shall vote only when the representative is unavailable or removed due to a \*conflict of interest. Others may be appointed to the Committee on the recommendation of the National Convenors.

\* A Committee member who is directly associated with a participating team.

### 8.3 Responsibilities

8.3.1 To determine, based on the performance of the teams in the current year, the seeding of the teams in the draw for the National Championship Tournament.

8.3.2 Perform any other duties, which may be assigned to the Committee.

8.3.3 Receive all results throughout the year, as submitted for ranking purposes.

8.3.4 Provide input into the ranking process and fax their results to the National Convenor each Monday by 3:00pm.

## 8.4 Procedure

- 8.4.1 The chair shall convene a conference call of all seeding committee members at the following times:
- 8.4.1.1 Within the first two weeks of January the National Sport Convenor, each Provincial Convenor and a national office representative will meet to ensure that all Christmas events are reported and to allow for any Top “15” adjustments to be made prior to the start of the Winter play.
  - 8.4.1.2 1st week of February (preliminary seeding call)
  - 8.4.1.3 No later than eight (8) days prior to the National Championships (final seeding and wildcard selection call).
- 8.4.2 Through the National Office, the Sport Convenor and Seeding Committee shall receive the list of Conference Champions on the Monday morning following the completion of Provincial Championships. This information shall then be sent to the seeding committees.
- 8.4.3 The members of the Committee shall seed the teams according to the point structure as presented:
- #1 seed - 10 points
  - #2 seed - 9 points
  - #3 seed - 7 points
  - #4 seed - 6 points
  - #5 seed - 4 points
  - #6 seed - 3 points
  - #7 seed - 1 point
  - #8 seed - 0 points
- 8.4.4 Seeding Committee members shall seed all Conferences and email their selection to the National Convenor and copy the national Office after each seeding call.
- 8.4.4.1 The Chairs (National Convenors) may call Seeding Representatives for rationale on vote if grossly inconsistent with other Seeding Representative voting.
- 8.4.5 The Chair (National Convenor) shall tabulate, and forward the votes and seeding for the Championship event to the National Office for distribution, to the Seeding Committee and MC Representative. The National Office will forward the participating teams, the host, and the media the final seeding.
- 8.4.5.1 If there is a tie in votes during the selection process the Convenor shall:
    - a) Eliminate votes from the two teams involved in the tie (involving the two teams only).

if still tied:

    - b) The Convenor shall cast a deciding vote between the two tied conferences.

## 8.5 Guidelines

In seeding the participants, the Committee shall:

- 8.5.1 Utilize inter-conference results as much as possible.
- 8.5.2 Utilize MC results and standings attempting to compare the strength of one MC with that of another (e.g., a second or third place team in one MC may be equal to or better than the winner from another).
- 8.5.3 Heavy weighting should not be attached to a team's overall won-lost record unless sufficient information is available concerning that team's opponents. Performance against quality teams is most important.
- 8.5.4 In instances where a team(s) from the previous championship has much the same team as the previous year, results from games involving this team(s) may be a good gauge.
- 8.5.5 Placement of the teams in the draw shall be based on the strength and performance of the teams involved as determined by the Seeding Committee.
- 8.5.6 The Convenor and the VP Programs shall ensure that no two teams from the same conference are in a position, which causes them to meet in the first round. This shall be accomplished by switching the lower seeded team(s).
- 8.5.7 Conference Champions must be seeded higher than a second team from the same conference.

## 8.6 Conflict of Interest

- 8.6.1 An Athletic Director who is serving on the Seeding Committee and who has a team in the Championship shall remove him/herself from the voting. He/she may be replaced by the designated alternate for that Conference. If no alternate was named, that Conference shall lose its vote on the Seeding Committee.
- 8.6.2 The Committee members are to act in an ethical manner so as not to encourage abuse of the system or of Seeding Committee members.
- 8.6.3 MC Representatives are to inform all MC Athletic Directors (who in turn inform their coaching staff) of the procedures used in the Seeding Process so that analysis of the system and/or results shall be based on factual information.
- 8.6.4 No telephone lobbying from vying institutions from outside conferences to other conference representatives on the seeding committee shall be allowed.

## **Section 9 Member Conferences' Commitments to National Championships**

- 9.1 Member Conferences shall provide a commitment regarding participation at National Championship tournaments at the Annual General Meeting prior to the events. Note: Soccer at the December Semi-Annual meeting.

- 9.2 Withdrawal of the commitment to participate will result in disbarment of that conference in the particular sport of not more than **two (2)** consecutive years after the tournament from which it withdraws and shall be subject to a maximum fine of **\$5000**.
- 9.3 If a conference withdraws from participation in a CCAA championship in a particular sport, that conference must make an application to re-enter competition in that sport at the Board of Directors Meeting 1 1/2 years prior to and be approved at the Annual General Meeting preceding the desired competition.
- 9.3.1 In the event that the conference has been absent from participation in a CCAA Championship for more than two (2) years a conference may re-enter competition in that sport at the Annual General Meeting prior to the Championship with unanimous approval of the voting delegates.

9.4 Recognizing Sanctions

Conference convenors/MCs must report any infractions, suspensions, card, or other extenuating circumstances from their Conference Championships to the CCAA Office and to the CCAA sport specific convenor immediately following their provincials. Any suspensions placed upon a member team, individual player, or coach, by a provincial conference or Provincial and/or National Sport Governing Body shall be recognized by the CCAA. Similarly, any sanction placed upon a member team, individual player or Coach by the CCAA shall be recognized by Provincial Conferences and is expected to be respected by Provincial and National Sport Governing Bodies.

9.5 DVD/Video DownloadExchange Policy for Men's and Women's Basketball and Volleyball

- 9.5.1 Immediately upon completion of the National Championship schedule/seeding the CCAA Office circulates to all participating teams. The respective teams will contact their opponents of the first round to exchange either DVDs or a video archived download of each others final game from their PCAA Championship. Both parties must agree to the method and mode of exchange either DVD or Video download. Along with the DVD or Video download a copy of the statistical sheet of the respective game must be sent to their opponent. The DVD must be sent by courier (air) and the shipping bill number must be sent to the school that is receiving the DVD. The DVD or access to the video archived downloadable game must be received within 3 working days from notification from National Office of Championship seeds. Institutions must ship the DVD to the Institutions Address attention of the Athletic Director unless other shipping addresses have been made during the initial contact.
- 9.5.2 If the DVD or access to the video archived downloadable game are not received by the deadline institutions must inform the National Office and the respective participating team will be fined \$1000. If the tape or video download does not meet quality expectations (see guidelines below); it must be documented on the DVD /Video quality form and submitted to the National Convenor within 5 working days from the seeding and wildcard selection. The National Convenor will review the DVD or video as per guidelines, make a ruling and notify in writing the National Office and the institutions involved within 5 working days of receiving the quality form. The quality sanction is a \$250 fine.
- 9.5.3 The CCAA Office will provide reminders to conference participating teams and conference host prior to championships.

- 9.5.4 Should the team occupying the host berth in National Championship not be participating in the gold and bronze game than that institution shall be required to courier to the National Office the most recently played league game.

9.6 GUIDELINES FOR IMPROVED VIDEO TAPING QUALITY FOR CONFERENCE CHAMPIONSHIPS

- 9.6.1 Purpose: To ensure that the participants in the CCAA Championships receive a video copy of each of the respective Conference Championships that is appropriate for scouting and game preparations.

- 9.6.1.1 Where possible secure appropriate budget to use college AV services or local cable company.
- 9.6.1.2 Follow players during starting line-up introductions and substitutions (show jersey #'s).
- 9.6.1.3 Use a large viewing area - Do not follow ball only- cover plays, breakouts, zone play etc.
- 9.6.1.4 Show score clock often – especially after goals/points, infractions, and after each substitution.
- 9.6.1.5 For the privacy of coaches and players *do not* use close ups while filming timeouts.
- 9.6.1.6 Be in position to get good audio from the PA Announcer (where one is used).
- 9.6.1.7 Pick a suitable location away from crowds, high levels of noise or viewing obstructions. DO NOT interfere with playing surface, player benches, official's and scorer's table.
- 9.6.1.8 Good quality video equipment is recommended. Where possible, avoid the use of consumer models and perhaps borrow high-end equipment from AV or cable companies. It is also recommended for back up to have two cameras in use.
- 9.6.1.9 All cameras should be placed on appropriate tripods. For volleyball, the camera must be elevated, placed at the end of the court and clearly show both teams in the full court.
- 9.6.1.10 Use high-grade blank tapes only when taping and be sure to use the original when copying. Where possible use appropriate dubbing machines.
- 9.6.1.11 Record and copy in standard/average tape speed – Do not use long or extended tape speed.
- 9.6.1.12 When video taping outdoors –
- a. be sure that the sun is behind the camera
  - b. if applicable use a wind sock over microphone
  - c. bring suitable amount of charged batteries, required extension cords and extra tapes
  - d. keep camera dry and safe at all times
- 9.6.1.13 When sending the video tapes, use appropriate, marked mailing pouches to prevent damage and accidental erasing
- 9.6.1.14 It is recommended to film a game earlier in the season to practice and review quality of tapes. Make necessary adjustments if required.
- 9.4.1.15 BE KIND – PLEASE REWIND

**Section 10 Responsibilities of Participating teams to National Championships**

- 10.1 All participating teams must identify a Head of Delegation, who will be an official representative of the College / Conference. The Head of Delegation's responsibilities include but are not limited to:
- 10.1.1 Ensuring all traveling representatives have reviewed the CCAA Code of Ethics / Participating Team Responsibilities / and have been made aware of the behaviour / conduct expectations of the CCAA, the MC and their institution, both on and off the court (field) prior to, during and following the championship.

- 10.1.2 Attendance, with the coaching staff, at the Coaches Meeting.
  - 10.1.3 Providing to the host and host hotel front desk, a cell phone number at which the Head of Delegation can be reached for the duration of the championship.
  - 10.1.4 Actively assisting host and CCAA personnel with the orderly conduct of the championship.
- 10.2 Forward confirmation of entry to the Convenor of the National Championship and the CCAA National office immediately after selection and at least **(9) days** prior to the championship.
- 10.2.1 The date that teams must send their declaration to participate in an **Open CCAA Championship** is 10 days prior to the event.
- 10.3 Forward any suspensions from conference play. A player who is under suspension by his/her league/Conference shall not be eligible to play in championships so long as suspension is in effect.
- 10.4 Conference champions shall supply to host convenors upon request, but in no instance later than **February 15 (November 1 for Soccer)** of that Championship year the following:
- (i) player information
  - (ii) team photograph
  - (iii) institution colours and nickname
- 10.4.1 Teams who attend national championships and who have not submitted the above information by the date required by the host may be subject to a **\$100 fine**.
- 10.5 Contact the national travel agency to finalize transportation.
- 10.6 It is required that Institutions attending the event stay at the designated host hotel. . Coaches must insist on being assigned to the same floor as their team when booking rooms. Bookings must be done before Host's established deadline date. Unless there is no vacancy before the established deadline, teams, which do not stay at the host hotel, shall be subject to a fine of \$500/ team.
- 10.7 Provide adequate medical and liability insurance for participating teams and individuals via their respective institution or conference and in accordance with their institution or conference policy regarding insurance.
- 10.8 Head Coaches must attend the Coaches' Meeting at the date and time announced. Failure to attend shall result in a **\$50 fine** payable to the CCAA. Upon completion of the meeting and prior to the team's first game, the Coach must meet with his/ her student-athletes to clarify roles, responsibilities and obligations. This list can be found in the CCAA Code of Ethics Article 1 Section 3 and which will be provided at the Coaches Meeting.
- 10.9 Return to the National Convenor, the completed tournament evaluation form within **two (2) weeks** following the end of the national championships. Failure to do so shall result in the college (or, in the case of badminton, the provincial coach) being assessed a **\$50 fine**.
- 10.10 Decorum/Damages
- 10.10.1 Institutions shall be held responsible for any damages, which have been proved to be caused by their representative, and/or associated persons during the National Championships. The institutions shall be responsible for payment of any resulting costs. Institutions who do not reimburse damages shall be deemed members "not in good standing"

10.10.2 Coaches are responsible for their student-athletes' actions. Coaches and/or official college representatives must be available at all times to intervene if needed. If not in the vicinity of the team, a contact number must be left with the hotel Front Desk. Failure to do so may result in a **\$100 fine** for the offending institution(s).

#### 10.11 Alcohol at Nationals

10.11.1 The CCAA does not permit the consumption of alcohol and or illicit drugs by teams at the CCAA competition site (includes golf course and club house for Golf Championship); during or prior to CCAA Championship Ceremonies. No alcohol is to be served at CCAA Banquets or closing ceremonies or consumed in CCAA host hotel common areas (lobbies, hallways, stairwells).

10.11.2 It is strongly recommended by the CCAA that there is no alcohol consumption in TEAM BEDROOMS. It is the responsibility of each athletic director / coach / or delegate to ensure his / her team complies with these regulations. **\*Severe sanctions will be applied if these guidelines are breached.** Athletic Directors and or College Delegates are responsible to educate / present the CCAA expectations of behaviour and conduct of all participants at National Championships. The Athletic Director will outline athlete / coach decorum for all tournament activities including opening / closing ceremonies, awards banquet and proper behaviour at all venues. Student Athletes and coaches are expected to act responsibly as a representative of their College and the CCAA. Past history has shown that these types of incidents do occur and that severe sanctions will be applied if these guidelines are breached at National Championships. (Refer to sections in Operating Code of ethics, expectations of athletes and coaches).

10.11.3 Institutions are responsible for behaviour of their team contingents particularly in the indulgence of alcohol or disruptive behaviour.

10.12 Participating teams must bring to the championships, a cheque for their accreditation fees. This cheque is to be given to the host at registration/accreditation if not already received. Failure to do so may result in a fine of \$100 to the offending institution(s).

10.13 Teams and/or team representatives, as per host's request, are required to attend the media conference and/or any other tournament-related media events. Failure to do so will result in a fine of **\$200** assessed to the offending team(s).