

**v SUMMARY OF ANNUAL FEES AND FINES**

**Article &  
Section**

**Description of Fee or Fines**

**A2 – S4** Application for new Institution membership in the Association shall be directed to the Association National Office with a \$100 registration fee prescribed prior to consideration by the membership at an Annual General Meeting.

**A 2 - S7,7.2** The fee structure for 2011-12 are as follows:

7.2.1 Membership Fees

- 7.2.1.1 Full Institution Member \$725/member
- 7.2.1.2 Affiliate Institution Member \$370/member
- 7.2.1.3 Associate Institution Member \$200/member

7.2.2 Sport Specific Fees

- 7.2.2.1 Badminton \$205/member
- 7.2.2.2 Men’s Basketball \$177/member
- 7.2.2.3 Women’s Basketball \$196/member
- 7.2.2.4 Men’s Soccer \$149/member
- 7.2.2.5 Women’s Soccer \$168/member
- 7.2.2.6 Men’s Volleyball \$168/member
- 7.2.2.7 Women’s Volleyball \$157/member
- 7.2.2.8 Cross Country Running \$150/member
- 7.2.2.9 Golf \$140/member

**A2 – S12,  
12.2.2** New Conference membership Application Process  
Application to the CCAA is subject to non-refundable fees of \$10,000 to be submitted concurrently with their new conference application. Consideration of membership applications to the CCAA must meet the process and timelines described in the application.

**A2 - S8** Membership Fee Payment  
Each Member Conference shall be invoiced by the National Office by **July 1st** of each year. If payment is not received by **September 1st** of that academic year, institutions within that Member Conference shall become “Members Not in Good Standing” and lose their right to compete at the National Championship Tournaments. To regain the right to participate in the National Tournament(s), a request for the acceptance of late fees must be submitted to the National Office, accompanied by supporting documentation, the fees due and a **\$500** cheque payable to the CCAA. A decision on the request shall be immediately recommended by the Eligibility Committee to the Executive Committee and hence delivered to the petitioning team(s).

Eligibility Form Submissions

**A5 - S20,  
20.1.2.2** Member institutions that fail to submit eligibility forms shall be assessed a **\$100.00** fine and the forms must be forwarded to the National Office. 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**.

- A5 - S20,**  
**20.1.5** Eligibility Forms Errors or Omissions  
A **\$100.00** fine per form shall be assessed for any error or omission.  
If the same error is detected on all forms submitted by a member college **one (1)** fine of **\$100.00** shall be levied.
- A5 - S21**  
**21.1.5** Ineligible Participation  
The institution having been represented by a student-athlete who has been declared ineligible for that CCAA championship event may be subject to a Maximum fine of **\$1,000.00**
- A7 - S2**  
**2.3** Violation of Code of Ethics  
Any individual, team, member college or Conference determined to be in breach of Code of Ethics as outlined under Article 7, Section 2 of the Operating Code, may be disciplined by the Executive Committee or its designate. The offending party shall be given the opportunity to respond (verbally and in writing) to allegations and if evidence still indicates a breach, the possible list and progressive discipline steps shall apply as follows:
- by official verbal and written reprimand.
  - by being placed on probationary status, (a timeframe of days to a year) and which may also carry a minimum fine of \$500.
  - increase in length of probation, increase in fines, individual suspensions (games to a year) and other appropriate sanctions which may include, but are not limited to, monetary penalties, bonds, specific leadership expectations, and other sanctions imposed by the CCAA Executive
  - ⊖ team or program suspension for a period of time/or for specific event, including a year for a material breach, which shall also include a minimum \$1,000 fine.
  - expulsion from the association.
- A7 - S3**  
**3.4.3** Notice of Interconference Tournaments  
Results of all exhibition play (individual games/matches/tournaments) must be forwarded by the host to the appropriate National Convenor and the National Office within 5 working days. Failure to do so, will result in **\$50.00 fine** to the host institution.
- A7 - S4**  
**4.3** Appeals Procedure  
Members who wish to appeal a decision shall have 10 working days from the date on which the decision was sent, to submit a written notice of their intention to appeal, along with detailed reasons for the appeal, listing one or more of the grounds identified in item 4 below along with a cheque for **\$250** (refundable if appeal is upheld), to the Association.
- A7 - S5**  
**5.7** Coaching Certification Sanction  
Head Coaches that do not meet the certification regulations for Level II and Level III certification shall be fined **\$250**. The fine shall be accessed to the Athletic Department of the respective institution.
- A8 - S9**  
**9.2** Withdrawal of MC's Commitment To National Championships  
Withdrawal of the commitment to participate will result in disbarment of that conference in the particular sport for not more than **two (2)** consecutive years after the tournament from which it withdraws and shall be subject to a maximum fine of **\$5000**.

- A8 - S9**  
**9.5** DVD/Video Download Exchange Policy Sanction  
If the tape and score sheet are not received by the deadline institutions must call the respective National Convenor for their copy of the tape. The Provincial host will be **fined \$1000.00**. If the tape does not meet quality expectations (see guidelines below); it must be documented on the tape quality form and submitted to the National Convenor within 5 working days from the seeding and wildcard selection The National Convenor will review the tape as per guidelines, make a ruling and notify in writing the National Office and the institutions involved within 5 working days of receiving the tape quality form. The tape quality sanction is **\$250 fine**.
- A8 - S10**  
**10.4.1 &**  
**A9 - S8** Team Information  
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**.
- A8 - S10**  
**10.6** Host Hotel  
It is required that colleges 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**.
- A8 - S10**  
**10.8** Coaches Meeting  
Attend the Coaches' Meeting (coach and/or athletic representative) 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.
- A8 - S10**  
**10.9** Tournament Evaluation Form  
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**.
- A8 - S10**  
**10.10.2** Information at Hotel Desk  
**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).**
- A8 - S10**  
**10.13** Failure to pay Accreditation on Deadline  
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).
- A8 - S10**  
**10.14** Media Conference  
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).

**A9 - S4** Host Licensing Fee Structure  
**4.22** Men's basketball \$7500 , Women's basketball \$7500  
Men's volleyball \$6000, Women's volleyball \$6000  
Soccer(M - W combined) \$3000

**A9 – S4** Breach of Hosting Agreement  
A fine may be assessed to any CCAA National Championship Host for any failure to adhere to the provisions of the CCAA Hosting Agreement. This may include but is not limited to: failure to service CCAA Sponsorship Agreements; violation of the Official Languages Policy; failure to conform to Hosting requirements regarding print and promotional materials etc. The fine shall be a minimum of **\$500/incident up to \$2000/incident**.

**A9 - S6** Withdrawal of Hosting  
**6.2** In the event that a MC provides written commitment for hosting of a National Championship Tournament, accepted by the CCAA Annual General Meeting and subsequently withdraw that commitment, that MC shall be subject to a fine of **\$2500**. The CCAA Executive will determine the percentage of the **\$2500** fine, if any, that would be split between the CCAA and the new host.

**A9 - S6** Conference Championship Dates  
**6.3** Level 1 Championships  
MC's select dates for Member Conference Championships, which allow a minimum of **9 days** between Member Conference Championships and CCAA Level 1 National Championships. MC's who do not allow this minimum of **9 days** will be fined **\$500**. All Conference Representatives who shall be competing in the National Championships shall be declared by the Conference to the host and the CCAA Executive Director at least **9 days** prior to the first day of competition.  
Exception Badminton - all conferences shall hold their conference championships on the same weekend, 9 days before the start of CCAA Badminton Nationals.

Open Championships  
MC's must select dates for Member Conference Championships, which allow a minimum of 8 days between Member Conference Championships and CCAA Open National Championships. MC's who do not allow this minimum of 8 days will be fined **\$500**. The date that teams must send their registration to participate in an Open Championship is 8 days prior to the event.  
The date that teams must send their registration to be considered for participate in the Championship is no later than 8 days prior to the event. Entries made after this deadline will not be considered. Changes to entries after this deadline will be penalized **\$100** per change by the host.

For Golf MC's must confirm by September 15th with the host if they intend to fill the 3 team spots in men's and women's golf allotted to them and if not how many spots they will be filling. MC's who do not provided this intent will be **fined \$500** and team spots will be allotted to other conferences to fill.

**A9 - S9** Accreditation Fee  
**9.16.5.4** Shall charge-back a maximum of **\$50.00** participant to cover cost of banquet.

- A10 - S3** Travel Participation Fee  
**3.1.2** All teams, except the host, shall pay a National Championship Participation Fee. The entire Participation Fee revenue will be applied to reduce the overall travel cost for all championships. Participation fees will be determined annually at the CCAA AGM. The Championship Participation fee shall **be \$2,500.**
- A10 - S3** Travel Equalization figure  
**3.1.3.1** The Travel Equalized Amount will be determined annually at the CCAA AGM. **The Travel Equalized figure for 2010 is \$360 per traveler.**
- A10 - S3** Failure to Pay for Travel on Time  
**3.1.8** Prior to National Championship Travel, the National Office must receive from each MC **\$2500** Championship Participating Fee for each conference team participating in National Championships except the host, in addition the travel equalized amount for those teams flying. **Plus full airfare for any additional tickets requested.**  
\$2500 + (\$350- x 16) for volleyball and basketball  
\$2500 + (\$350 x 22) for soccer  
\$2500 + (\$350 x 10) for badminton  
If payment is not received on time, the offending MC shall be **fined \$1,000.** All teams who fly to National Championships are included in the travel equalization program and shall pay the same amount per ticket (up to the respective maximum contingent).
- A11 - S1** Annual Trophies  
**1.3** It is the responsibility of the championship tournament host to contact the current holder of the trophy at least **one (1)** month prior to the commencement of the tournament to make arrangements for the safe passage of the trophy to the host. Any expenses are to be paid by the current holder. Teams must forward the annual trophies to the host site(s) by the commencement of the national championship tournament. Teams/Institutions not complying will be fined **\$100.**
- A11 - S6** Coach of the Year  
**6.4** Each MC shall be requested to nominate **one (1)** person for the Coach of the Year Award for each sport and submit the required information to the national office on the appropriate nomination form as circulated by the National Office. Conferences which do not submit nominations for Coach of the Year Awards (with appropriate documentation) **thirteen (13) days prior to the day of the awards banquet**, shall forfeit their eligibility for such honors in that year and shall be **fined \$100.**
- A11 - S6** Player of the Year  
**6.6** Each MC shall be requested to nominate **one (1)** person for the Player of the Year Award for each sport. Conferences which do not submit nominations for Player of the Year Awards (with appropriate documentation) **thirteen (13) days prior to the day of the awards banquet**, shall forfeit their eligibility for such honors in that year and shall be **fined \$100.**
- A11 - S6** All-Canadians  
**6.10.7** In the event Conferences do not submit nominations for All-Canadian(s), the vacancy(s) on the team shall be filled by going to the first place Conference, second place Conference, etc, and adding one additional member per Conference until the team contingent is filled. Conferences which do not submit nominations for All-Canadians

(with appropriate documentation) **thirteen (13) days prior to the day of the awards banquet**, shall forfeit their eligibility for such honors in that year and shall be **fined \$100**.

- A12 - S9**  
**9.2.2.1** Top Five Ranking  
The MC designate must submit their Provincial top five (5) ranking to the Convenor each week by Monday at 5:00 PM EST. Note a **\$50.00 escalating fine** will be assessed each week to the MC, if not received. The conference will be removed from that week's rankings due to non-compliance. All weeks' votes by each Conference can be reviewed by members on request.
- A12 - S9**  
**9.4.5** Weekly Results  
MC's that do not submit statistics on a weekly basis for rankings shall be fined **\$50.00** after the first missed submission, **\$100.00** after the second missed submission, **\$150.00** after the third missed submission, with a continuing **\$50.00** progressive fine added weekly with each subsequent offense.
- A13 - S1-6** Attendance at Opening and Closing Ceremonies  
Members of all participating teams at CCAA National Championships must be in attendance at opening and closing ceremonies. Teams in violation will be subject to a **\$200** fine. Extenuating circumstances may be appealed to the Executive Committee.
- A13 - S2 & S6** Basketball - Volleyball Team Uniforms  
Participating teams in the national championships shall be required to have **two (2)** sets of uniforms (one light, one dark). Failure to do so will result in a **\$100** fine.
- A13 - S5**  
**5.5** Soccer Team Uniforms  
Participating teams in the national championships shall be required to have **two (2)** sets of jerseys and socks (one light, one dark) and bring both sets of jerseys to all National Championship games. Failure to do so will be penalized by a **\$100 fine**. Team members are permitted to wear spandex or long thermal underwear, of a uniform colour, at the National Soccer Championships. See 5.5 of O/C for details.
- A13 - S5**  
**5.5** Changing Soccer Uniforms  
Players must wear their assigned light and dark uniform number throughout the entire tournament. The number that was given by their institution, which matches the program. Coaches will be asked to complete their 18 team roster with light and dark uniform numbers at the Coaches Meeting. A **\$100** fine be assessed to the team/player on every uniform (numbered) change following declaration of 18 team roster, unless otherwise required due to the official laws and/or rules of the game.
- A13 - S5**  
**5.11** Soccer Protest  
Protests of game results must be filed with the CCAA Soccer Convenor within **one (1)** hour after the conclusion of the game in protest, and must be accompanied by a fee of **\$100.00** payable to the CCAA.