

**TABLE OF CONTENTS**

	<b><u>Page number</u></b>
<b>Mission Statement &amp; Values</b>	i
<b>Directory of Board and Committee Members</b>	ii
<b>Host Grid</b>	iii
<b>Summary of Annual Deadlines</b>	iv
<b>Summary of Annual Fees &amp; Fines</b>	v
<b><u>Constitution and By-Laws</u></b>	
PART 1. Association Law	BL/1
PART 2. Objects of the Association	1
PART 3. Membership	1
PART 4. Meetings of the Association	8
PART 5. Officers, Employees, Committees, and Sport Convenors	12
PART 6. Election Terms	20
PART 7. Finance	20
PART 8. Adoption and Amendment	21
PART 9. Association Seal	21
PART 10. Head Office	21
PART 11. Charitable Organizations	22
PART 12. Winding Up	22
PART 13. Official Languages	22
<b><u>Operating Procedures</u></b>	
<b><u>ARTICLE 1. Definitions</u></b>	OP/1
<b><u>ARTICLE 2. Membership, Fees and Payment</u></b>	
Section 1. Refer to Constitution Part 3. <u>Membership</u> and Part 7. <u>Finance</u>	2
Section 2. Definition	2
Section 3. Conditions of Membership	2
Section 4. Application	2
Section 5. Termination	3
Section 6. Withdrawal	3
Section 7. Fees	3
Section 8. Payment	4
Section 9. Members Not in Good Standing	4
Section 10. Fiscal Year	4
Section 11. Observance and Enforcement	4
Section 12. Bonafide Conference Criteria	5
<b><u>ARTICLE 3. Meetings</u></b>	
Section 1. Refer to Constitution Part 4. <u>Meetings of the Association</u>	8
Section 2. Adoption and Amendments of the Operating Code	8
Section 3. Annual General Meeting Host Grid	8
Section 4. Semi-Annual Board of Directors Meeting	9

**ARTICLE 4. Governance & Administration**

Section 1.	Refer to Constitution Part 5. <u>Officers, Employees, Committees and Sport Convenors</u> and Part 6. <u>Election Terms</u>	10
Section 2.	Succession Planning	10
Section 3.	Sport Convenors	13
Section 4.	Conference Representatives	15
Section 5.	Executive	16
Section 6.	National Office Staff	23
Section 7.	Committees	27

**ARTICLE 5. Eligibility**

Section 1.	Statement of Expectations	33
Section 2.	Principles	33
Section 3.	Jurisdiction of Rules	34
Section 4.	General Statement	34
Section 5.	Years of Eligibility	35
Section 6.	Season Ending Injury	36
Section 7.	Re-Instatement of Eligibility	36
Section 8.	Academic Eligibility	37
Section 9.	Athletic Participation	39
Section 10.	Transfers	39
Section 11.	Amateur Professional Status	40
Section 12.	Canadian Student-Athletes	43
Section 13.	Drug Education Program	43
Section 14.	Integrated Participation	44
Section 15.	Eligibility Committee	44
Section 16.	Procedures for alleged Violations of Eligibility rules	44
Section 17.	Grievance/Protest – Site Committee	45
Section 18.	Changes to Eligibility Regulations	46
Section 19.	Conflict with Eligibility Rules	46
Section 20.	Eligibility Forms	46
Section 21.	Violation of Eligibility rules	48

**ARTICLE 6. Drug Education and Doping Control**

Section 1.	Position Statement	50
Section 2.	Objectives of Program	50
Section 3.	Education	51
Section 4.	Scope of Policy	52
Section 5.	Doping Control Program	52
Section 6.	Determination of Infractions	53
Section 7.	Penalties for Infractions	53
Section 8.	Time and Commencement of Penalty	54
Section 9.	Confidentiality	54
Section 10.	Reinstatement	55
Section 11.	Doping Control Review Committee	55

**ARTICLE 7. Observance & Enforcement of Constitution & Operating Code**

Section 1.	General Observance & Enforcement	56
Section 2.	Code of Ethics	56
Section 3.	Inter-conference Play	60

Section 4.	Appeals Procedure	61
Section 5.	Coaching Certification Standards	67
Section 6.	Equity Policy	69
Section 7.	Harassment Policy	70
Section 8.	Policy Concerning the Protection of Personal Information	75
Section 9	Official Languages Policy & Official Languages Hosting Requirements	85

**ARTICLE 8. National Championships**

Section 1.	General	89
Section 2.	Definition of National Championships	89
Section 3.	Establishment of National Championships	90
Section 4.	Reduction of a Level 1 National Championship to an Open Championship	93
Section 5.	Sanctioned National Championships	93
Section 6.	Fill Process for National Championships	93
Section 7.	Wild Card Application Process	94
Section 8.	Seeding Procedure	95
Section 9.	Member Conferences' Commitments to National Championships	97
Section 10.	Responsibilities of Participating teams to National Championships	99

**ARTICLE 9. Hosting**

Section 1.	Hosting Grid	102
Section 2.	Application to Host National Championship	102
Section 3.	Application for Permanent Site Host	103
Section 4.	General Criteria for Hosting a National Championship	104
Section 5.	Responsibility of the CCAA in the Conduct of a National Championship	106
Section 6.	Responsibility of the MC in the Conduct of a National Championship	107
Section 7.	Responsibility of the Host Institution in the Conduct of a National Championship	108
Section 8.	National Championship Coaches Committee Meeting	118
Section 9.	National Championship Grievance/Protest Committee	119

**ARTICLE 10. Travel**

Section 1.	International Travel	122
Section 2.	Conduct of the Traveling Team	122
Section 3.	National Championship Travel Policy	123
Section 4.	Open Championship Travel Subsidy	125
Section 5.	Travel of All-Canadians, Players and Coaches of the Year recipients	126
Section 6.	National Carrier and Travel Agency Selection	126

**ARTICLE 11. Awards**

Section 1.	Annual Championship Trophies	127
Section 2.	Annual Championship Banner	127
Section 3.	Medals	128
Section 4.	Championship Records	129
Section 5.	All-Tournament Team Awards and Selection Process	129
Section 6.	All-Canadian, Player and Coach of the Year Awards and Selection Process	131
Section 7.	Fair Play Program	133
Section 8.	Procedure for the Presentation of Awards at National Championships	134
Section 9.	Recognition Awards	136
Section 10.	Academic Awards	136
Section 11.	Athlete of the Month	137
Section 12.	Marketing Awards	138

Revised July 2011

Section 13.	Community Service Award	138
Section 14.	Athletic Director of the Year	139
Section 15.	Award for Innovation in Athletics	140
Section 16.	Athlete of the Year (Male and Female)	140
Section 17.	Coaching Excellence Award Across all CCAA Sports	141

**ARTICLE 12. Marketing, Media and Promotions**

Section 1.	Guidelines for the use of Promotional Materials	143
Section 2.	Trademark	146
Section 3.	Publications	146
Section 4.	Sponsorship	147
Section 5.	Web Site	148
Section 6.	Media Relations	149
Section 7.	Alcohol Marketing Guidelines	149
Section 8.	Editorial Policies	150
Section 9.	Rankings Procedures	152
Section 10.	Scoreboard	156

**ARTICLE 13. Sport Specific Rules**

Section 1.	Playing Regulations - Badminton	157
Section 2.	Playing Regulations - Men's and Women's Basketball	164
Section 3.	Playing Regulations - Men's and Women's Cross Country Running	172
Section 4.	Playing Regulations - Golf	177
Section 5.	Playing Regulations - Men's and Women's Soccer	184
Section 6.	Playing Regulations - Men's and Women's Volleyball	194