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# ADMINISTRATIVE POLICIES

ONTARIO UNIVERSITY ATHLETICS

# ADMINISTRATIVE POLICIES

## ONTARIO UNIVERSITY ATHLETICS



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Procedure Title	Date of Last Review	Committee Oversight
Athletic Financial Awards Policy	Requires further review	OUA Finance Committee & AFA Ad Hoc Committee
Student-Athlete Protection Policy	Requires further review	OUA Sport Advisory Committee & Ad Hoc Committee
Fines, Fees, and Financial Policy	Requires further review	OUA Finance Committee
Student-Athlete Eligibility Policy	2/26/2020	OUA Sport Advisory Committee
Sport Participation Policy	Requires further review	OUA Marketing Advisory Committee
Webcasting Policy	Requires further review	OUA Sport Advisory Committee

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### Athletic Financial Awards Policy

#### Definitions

1. The following terms have these meanings in this Policy:

- a. *“Academic Year”* - An Academic Year is defined as being 365 consecutive days calculated from the first day of fall classes as set out in a member institution’s official calendar; within an Academic Year, and for the purpose of this Policy, “fall semester” will reference that time period from approximately September through December, “winter semester” will reference that time period from approximately January through April, and “spring and/or summer semesters” will reference that time period from approximately May through August.
- b. *“Entering Student”* – A student is considered an “Entering Student”, for the entirety of the academic year when he / she registers for the first time at any member school in either the fall or winter semesters.
- c. *“Non-Entering Student”* – A student is considered a “Non-Entering Student” in the academic years subsequent to the first academic year that he / she registers for the first time at any member school in either the fall or winter semesters. Note: a non-entering student includes a transfer student that is transferring from another post-secondary institution (excluding CEGEP).
- d. *“Athletic Financial Award (AFA)”* – An AFA is any award that is conditional to being listed on the Official U SPORTS and/or OUA Eligibility Certificate and administered by the university’s awards office consistent with the awarding university’s calendar. These awards include, but are not limited to, scholarships, bursaries, prizes, leadership awards, merit awards, housing, and all other related non-employment financial benefit received by an athlete from their institution.
- e. *“Other Financial Award”* – A financial award that is not an Athletic Financial Award

#### Principles

2. The following principles are observed in the formulations of Ontario University Athletics Athletic Financial Awards (AFA) rules:

- a. OUA supports the provisions of athletic financial awards (may also be referred to as athletic scholarships) to OUA athletes according to acceptable ethical practices and within the guidelines and policies established by OUA and the awarding university.
- b. OUA will work in conjunction with member institutions to ensure the provision of any athletic financial award to an OUA athlete conforms with the policy of the University and/or guidelines and policies established by OUA and the awarding university.

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- c. OUA supports equitable opportunity for all OUA athletes within the context of the established rules of OUA.
- d. All OUA athletes must demonstrate progress towards furthering their education, maintaining academic success, and persisting towards graduation.
- e. OUA promotes gender equity in the implementation of this Policy.
- f. Matters of complaints, investigation and discipline for violations of guidelines and policies on athletic financial awards will be conducted enforced by the OUA Board of Directors.
- g. That the envelope of total dollar amounts provided by an institution should be equitable for male and female student-athletes.

### Maximum Team Complement

3. Maximum team complement for calculating eligible awards will be:

Badminton	10	Nordic Skiing	6
Baseball	25	Rowing	34
Basketball	12	Rugby	25
Cross Country	7	Soccer	18
Curling	6	Squash	8
Fencing	12	Swimming	18
Field Hockey	16	Tennis	8
Football	45	Figure Skating	16
Golf (M/W)	M-5 / W-4	Track & Field	29
Hockey	20	Volleyball	14
Lacrosse	20	Water Polo	13
		Wrestling	M-10 / W-8

### Restrictions

- 4. OUA is opposed to OUA is opposed the provisions of financial awards or assistance to an athlete unless the benefit or assistance conforms to OUA rules and policy of the member institution.
- 5. In order to qualify for an AFA, an Entering Student must:
  - a. have a minimum entering grade average of 80%, or the equivalent G.P.A., on those courses used to determine his/her university admission, and

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- b. be listed on the Eligibility Certificate and eligible to participate in at least one OUA conference competition on behalf of their school (or non-conference competition if there is no formal conference schedule for that sport at that school).
6. In order to qualify for an AFA, a Non-Entering Student must:
- a. have previously qualified for an AFA at the school they are attending
  - b. have satisfied OUA Academic Standing Requirements to remain eligible for OUA competitions during the last academic year he/she was listed on an Eligibility Certificate of the awarding school, and
  - c. have attained a minimum 70%, or the equivalent G.P.A., on all registered course work within the last academic year he/she was listed on an Eligibility Certificate of the awarding school, and
  - d. be listed on the Eligibility Certificate and be (have been) eligible to participate in at least one OUA conference competition (or non-conference competition if there is no formal conference schedule for that sport at that school) on behalf of their school in the academic year he/she is receiving the AFA.
7. In the event a Non-Entering Student, who has previously qualified for an AFA at the school they are attending, becomes unqualified for an AFA as a result of either not having satisfied OUA Academic Standing Requirements (6.5.4.1.i) and/or as a result of not having attained a minimum 70% (6.5.4.1.ii), he/she may re-qualify for an AFA if he/she:
- a. has satisfied the equivalent of OUA Academic Standing Requirements to become eligible for OUA competition in a subsequent academic year, and,
  - b. have attained a minimum 70%, or the equivalent G.P.A., on all registered course work within the subsequent academic year, and
  - c. be listed on the Eligibility Certificate and be (have been) eligible to participate in at least one OUA conference competition (or non-conference competition if there is no formal conference schedule for that sport at that school) on behalf of their school in the academic year he / she is receiving the AFA
8. A Non-Entering Student, who has not previously qualified for an AFA, or who is being listed on an Eligibility Certificate for the first time, may qualify for an AFA if he/she:
- a. has satisfied OUA Academic Standing Requirements in either the preceding or current academic year that he/she is receiving the AFA, and,

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- b. attained a minimum 70%, or the equivalent G.P.A., on all registered course work at the conclusion of either the winter or spring or summer semesters in the preceding or current academic year he/she is receiving the AFA, and,
  - c. is listed on the Eligibility Certificate and is (was) eligible to participate in at least one OUA conference competition on behalf of their school (or non-conference competition if there is no formal conference schedule for that sport at that school) in the academic year he/she is receiving the AFA.
9. There is no restriction on the number of athletic financial awards that a student-athlete may receive in one academic year, except that they may not aggregate to more than \$4,500.
10. A student-athlete cannot be in receipt of an award or benefit that is provided independent of the university and which is conditional upon being listed on a member institution's Official Eligibility Certificate and designated exclusively for the member institution in question.

### Gender Equity Management

11. Of the total dollar amount of Athletic Financial Awards provided by an institution annually it must provide no less than 45% per gender of the total dollar amount. Example: Based on a total dollar amount of \$100,000 that distribution would be compliant in any of the examples below:
- a. Male - \$55,000 Female - \$45,000
  - b. Male - \$50,000 Female - \$50,000
  - c. Male - \$45,000 Female - \$55,000

### Athletic Financial Awards Ceiling

12. The ceiling of the number of award units available at each institution will be as listed below. The awards units are established by the U SPORTS Athletic Financial Awards Committee using a benchmark of 70% of the maximum team complement for each sport:

Badminton	7	Nordic Skiing	4.2
Baseball	17.5	Rowing	23.8
Basketball	8.4	Rugby	17.5
Cross Country	4.9	Soccer	12.6
Curling	4.2	Squash	5.6
Fencing	8.4	Swimming	12.6
Field Hockey	11.2	Tennis	5.6

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Football	31.5	Figure Skating	11.2
Golf (M/W)	M-3.5 / W-2.8	Track & Field	20.3
Hockey	14	Volleyball	9.8
Lacrosse	14	Water Polo	9.1
		Wrestling	M-7 / W-5.6

13. Student-athletes who have achieved U SPORTS Academic All-Canadian or OUA Academic Achievement status in the preceding academic year of study will be exempt from counting as part of the awards team complement limits. For example:
- Men's Volleyball team complement: 14 players
  - Each team can receive 70% of the total eligible awards. In this volleyball scenario, the team complement is 14 players. The calculation to determine the number of eligible award units is as follows: Team complement of 14 x 70% ceiling = ceiling of 9.8 award units (tuition and fees)
  - 9.8 award units are based on tuition and fees.  $9.8 \times \$4,400$  (avg. tuition and fees) = \$43,120. \$43,120 divided by \$4,500 (maximum award in OUA) = 9.58 maximum awards in OUA

### Reporting

14. Financial assistance of any kind, awarded by a university to an OUA athlete, shall be reported to the OUA office.
15. The timelines for submission will be aligned with the U SPORTS deadline.
16. Upon request from the U SPORTS office, institutions shall, in accordance with the request, complete, annually, the official U SPORTS/OUA Athletic Financial Awards Compliance Report which records all financial assistance of any kind awarded by a university to each of its U SPORTS/OUA student-athletes. The National Office shall ensure the Compliance Report request is forwarded to member institutions by June 30.

### Interpretation of this Policy

17. A member institution may request an interpretation of this Policy via its Director of Athletics or designate responsible for Athletic Financial Awards.



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18. A member institution requiring an interpretation of this Policy shall direct an e-mail request for same to the Board of Directors or designate representative responsible for awards, detailing the policy in question and the information required to enable an interpretation to be issued.
19. As soon as possible, but within 5 working days of the receipt of such an e-mail request, the Board of Directors or designate representative shall issue via email an interpretation of the U SPORTS/OUA AFA policy to the requesting individual at the member institution, and provide a copy of same to the CEO. The CEO shall review a copy of all summaries semi-annually.

### **New AFA Awards**

20. Should the award recipient be involved in a U SPORTS activity, Section IX Athletic (Financial) Awards, Rule D.2 Approval of New Athletic Awards of the U SPORTS Regulations shall apply.
21. The Athletic Director for each member and each institution with playing privileges shall ensure that their University Awards Officer has a current copy of the OUA Awards document. The Directors are responsible to review the appropriate regulations re: Awards, with the University Awards Officer.
22. OUA will support the approval of Athletic Awards at the institutional level with the assumption that both the U SPORTS and OUA requirements will be adhered to for each award allocated.
23. OUA will coordinate an accessible link to each participating institutions' awards listings from the OUA website. This list will contain all athletic awards offered by the OUA institutions.

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### Student-Athlete Protection Policy

#### Definitions

1. The following terms have these meanings in this Policy:

- a. *“Athletic Therapist”* – A medical professional who has successfully completed the national certification examination and is in good standing with the Canadian Athletic Therapists Association (CATA).
- b. *“CASEM Physician”* – A Canadian Academy of Sport and Exercise Medicine Certified Physician.
- c. *“Sport Physiotherapist”* – A physical/physiotherapist who has earned the Sport Physiotherapy Canada (SPC) credentials.
- d. *“Sport, Collision”* – A sport where athletes contact one another with the intention to tackle the opponent to the ground or knock them off their feet. OUA collision sports are football, men’s ice hockey, women’s ice hockey and men’s and women’s rugby.
- e. *“Sport, Combative”* – A sport where individual athletes compete to take down their opponent into a submissive or vulnerable position. OUA combative sport is wrestling.
- f. *“Sport, Contact”* – A sport where athletes are interspersed on the playing field, and body contact is common. OUA contact sports are soccer, basketball, water polo, lacrosse and field hockey.
- g. *“Sport, Non-Contact”* – An individual or team sport where body contact or interference of an opposing player is against the rules of the sport. OUA non-contact sports are volleyball, curling, track and field, cross country, badminton, fencing, figure skating, golf, Nordic skiing, rowing, squash, tennis, baseball and swimming.
- h. *“Student Therapist/Trainer”* - A student qualified in First Aid and trained in the affiliated university therapy policy and procedures.
- i. *“Head Therapist”* – A certified athletic therapist with the CATA or Sport Physiotherapist (SPC) who is employed or contracted by the individual institution.
- j. *“Designated First Aider”* – Anyone with first aid training.

#### Preamble

2. The following Policies and Procedures represent the minimum standards for health care related to athletes playing within Ontario University Athletics (OUA) sanctioned competitions and events.

Topics include:

- a. Insurance
- b. Equipment and Staffing Requirements
- c. Concussion Management
- d. Lightning

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3. Where possible these policies and procedures have been created based on existing standards, policies and professional consensus statements, literature searches and consensus building within the health community. It is a living document that develops as sport medicine and risk management evolves with scientific and societal changes.
4. These policies and procedures will be reviewed annually by the OUA Head Therapists with recommendations put forward to the OUA Board of Directors for their consideration.

### Therapists

5. Each university will employ or contract a Head therapist for a minimum of the academic year. This person must be a Certified Athletic Therapist or SPC Physiotherapist.
6. A standard therapy kit should include:

Bandage Scissors	CPR mask	Steri-strips
Penlight	Tensor bandages	Second skin
Athletic tape	Triangle bandages	Adhesive knit
Underwrap	Non-sterile gauze	Anti-septic hand wash
Heel and lace pads	Skin lube	Eye wash
Wound care ointment	Gloves (non-latex)	Finger splint
Alcohol pads	Ice bags	Flexi-wrap
Tuf skin	Band-aids	
"Shark" tape cutter		

### Insurance

7. **Provincial Health Insurance:** All Canadians are eligible for provincial Health Care Cards. The number on the card links the individual to a provincially regulated, public health care system. This publicly funded insurance covers physician visits, diagnostics and hospitalization costs. Institutions are responsible to ensure all Canadian athletes have valid provincial health care coverage.
8. Athletes must provide a valid health card (i.e. OHIP) to be cleared for any varsity participation. (A photocopy is not acceptable)
9. **University Health Insurance Plan (UHIP):** International athletes must provide proof of UHIP coverage. The University Health Insurance Plan (UHIP) is a mandatory health plan for all

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international non-residents studying or working at a [participating university](#) or affiliated college in Ontario. UHIP provides coverage for [basic medical services](#) and treatments.

### Equipment and Staffing Requirements

10. Applicable for all OUA sanctioned play including regular season and championship play.
11. Each sport has different risk factors associated with training and competition. Consequently, sports will be classified as Collision, Combative, Contact and Non-Contact (see definitions above).
12. Competition staffing and equipment needs will differ with each sport classification. The following equipment should be made available for all host collision, combative, contact and most noncontact competition where applicable:
  - a. Ice
  - b. Water
  - c. Crutches
  - d. Standard therapy kit – see above
  - e. Biohazard waste disposal
  - f. Taping area
13. An emergency action plan will be provided by the host therapy services with the visiting therapy staff.
14. It is the host school's responsibility to help in emergency care, but it is not the host team's responsibility to provide pre-event/post event care for the visiting team including taping.
15. The following equipment and staff should be made available for all host competition as follows:

Sport	Staffing	Extra Equipment	Minimum Travel Staff
Football	Physician <u>PLUS</u> Certified Athletic Therapist <u>OR</u> SPC Physiotherapist	AED Oxygen	Certified Athletic Therapist <u>OR</u> SPC physiotherapist

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<b>Men's and Women's Ice Hockey</b>	One of the following: Physician Certified Athletic Therapist SPC Physiotherapist	AED Oxygen	Student Therapist / Trainer
<b>Men's and Women's Rugby</b>	One of the following: Physician Certified Athletic Therapist SPC Physiotherapist	AED Oxygen	Student Therapist/ Trainer
<b>All other combative or contact sports</b>	Student Trainer/Therapist <u>OR</u> Lifeguard (for water sports)		
<b>All non-contact sports</b>	At university's discretion for regular season. Championship coverage consists of minimum designated first aider		

### Therapists

*Diagnosis and Management of Sport-Related Concussion Guidelines (Adapted from NCAA)*

16. There are more than 42 consensus-based definitions of concussion. A concussion is:

- a. a change in brain function,
- b. following a force to the head, which
- c. may be accompanied by temporary loss of consciousness, but is
- d. identified in awake individuals, with
- e. measures of neurologic and cognitive dysfunction.

17. Diagnosis and management of sport-related concussion is a clinical diagnosis based on the judgment of the student-athlete's health care providers. The diagnosis and management of sport-related concussion is challenging for many reasons:

- a. The physical and cognitive examinations are often normal, and additional tests such as brain computerized tomography (CT), brain MRI, electroencephalogram and blood tests are also commonly normal. Although comprehensive neuropsychological tests may be a useful



- adjunctive tool supporting the diagnosis of sport-related concussion, there remains controversy regarding interpretation and utility as a clinical tool.
- b. The clinical effects of sport-related concussion are often subtle and difficult to detect with existing sport-related concussion assessment tools.
  - c. The symptoms of sport-related concussion are not specific to concussion and it is challenging to evaluate a student-athlete who presents non-specific symptoms that may be related to other conditions.
  - d. Sport-related concussion may manifest with immediate or delayed-onset symptoms. Symptom manifestation can vary between individuals and in the same individual who has suffered a repeat concussion.
  - e. Modifying factors and co-morbidities -- such as attention deficit hyperactivity disorder, migraine and other headache disorders, learning disabilities and mood disorders -- should be considered in making the diagnosis, in providing a management plan, and in making both return-to-play and return-to-learn recommendations.
  - f. "Signal detection" on clinical measures (e.g., cognitive and balance testing) often quickly diminishes in the acute setting of early recovery. Although cognitive function and balance assessed within 24 hours with various sideline tests (Standardized Assessment of Concussion [SAC] and Balance Error Scoring System, respectively) have been shown to be useful in diagnosing concussion, these tests often normalize within a few days and cannot be used to make a definitive diagnosis.
  - g. Student-athletes may underreport symptoms and inflate their level of recovery in hopes of being rapidly cleared for return to competition.
  - h. Clinical assessment of sport-related concussion is a surrogate index of recovery and not a direct measure of brain structure and functional integrity after concussion.
18. In summary, the natural history of concussion remains poorly defined, diagnosis can be difficult, there are often few objective findings for diagnosis or physiological recovery that exist for clinical use, and there often remains a significant reliance on self-report of symptoms from the student-athlete.

### **OUA Concussion Procedures**

19. The OUA Concussion Procedures mandate that institutions implement the following:
- a. An annual process that ensures student-athletes are educated about the signs and symptoms of concussion;



- b. A process that ensures a student-athlete who exhibits signs, symptoms or behaviors consistent with a concussion shall be removed from athletic activities and evaluated by a physician (preferably CASEM) or the physician's designee;
- c. A policy that precludes a student-athlete diagnosed with a concussion from returning to athletic activity for at least the remainder of that calendar day; and
- d. A policy that requires medical clearance for a student-athlete diagnosed with a concussion to return to athletics activity as determined by a physician or the physician's designee.

### *Guidelines*

20. The goals of developing guidelines for the diagnosis and management of sport-related concussion are:

- a. **helping** athletic health care providers to diagnose and manage sport-related concussion;
- b. **developing** prevention strategies for sport-related concussions and repeat sport-related concussion;
- c. **promoting** sport-related concussion injury resolution;
- d. **minimizing** factors that contribute to prolonged or recurrent symptoms of sport-related concussion; and
- e. **preventing** or minimizing complications of other co-morbidities that may accompany sport-related concussion (e.g., ADHD, migraine and other headache disorders, learning disabilities and mood disorders).

### *Concussion Management Plan*

21. Institutions should make their concussion management plan publicly available, either through printed material, their website, or both.

22. Guideline components of a concussion management plan are:

- a. **Education:** Institutions should provide applicable educational material annually to student-athletes, coaches, team physicians, athletic therapists, and athletics directors.
- b. **Pre-participation assessment** (bold): A one-time, pre-participation baseline concussion assessment for ALL varsity student-athletes should include, but not necessarily be limited to:
  - i. A brain injury/concussion history;
  - ii. Symptom evaluation;
  - iii. Cognitive assessment; and
  - iv. Balance evaluation.
- c. **Recognition and diagnosis of concussion:** All student-athletes who are experiencing signs, symptoms or behaviors consistent with a sport-related concussion, at rest or with exertion,



- must be removed from practice or competition and referred to an athletic therapist, team physician or team physician's designee. They should conduct and document serial clinical evaluation inclusive of symptom inventory and evaluation of cognition and balance. A student-athlete diagnosed with sport-related concussion should not be allowed to return to play in the current game or practice and should be withheld from athletic activity for the remainder of the day. Disposition decisions for more serious injuries such as cervical spine trauma, skull fracture or intracranial bleed, should be made at the time of presentation.
- d. **Post-concussion management:** The foundation of sport-related concussion management is initial physical and relative cognitive rest as part of an individualized treatment plan. Initial management of sport-related concussion is based on individual serial clinical assessments, taking a concussion history, modifying factors, and taking specific needs of the student-athlete into consideration. Such management includes, but is not limited to:
- i. Clinical evaluation at the time of injury. When the rapid assessment of concussion is necessary (e.g., during competition), symptom assessment, physical and neurological exam, and balance exam should be performed. Brief concussion-evaluation tools such as the Standardized Concussion Assessment Tool 3 (SCAT3), which includes the Standardized Assessment of Concussion (SAC), provide standardized methods and can be compared to a baseline evaluation.
  - ii. Assessment for head and cervical spine injury at time of injury and implementation of the emergency action plan, as warranted.
  - iii. Transportation to the nearest hospital if any of following signs and symptoms are present: Glasgow Coma score less than 13; prolonged period of loss of consciousness (longer than 1 minute); focal neurological deficit; repetitive emesis; persistently diminished or worsening mental status or other neurological signs or symptoms; and potential spine injury.
  - iv. Serial evaluation and monitoring for deterioration following injury. Upon discharge from medical care, both oral and written instructions for home care should be given to the student-athlete and to a responsible adult (e.g., parent or roommate) who should continue to monitor and supervise the student-athlete during the acute phase of sport-related concussion.

### *Return to Activity*

23. Sport-related concussion is a challenging injury for student-athletes and, unlike other injuries, the timeline for return to full activity (including return-to-learn and return-to-play) is often difficult to project. The psychological response to injury is also unpredictable. Sometimes, student-athletes





who are kept out of their sport for a prolonged period of time experience emotional distress related to being unable to participate in sport. It is important that health care providers remain alert to the signs and symptoms of depression and other emotional responses to injury that can be particularly challenging following concussive injury. A student-athlete's health care provider should verify the diagnosis instead of assuming that the student-athlete has prolonged concussion symptoms. These symptoms may represent post-concussion syndrome, sleep dysfunction, migraine or other headache disorders, or co-morbid mood disorders such as anxiety and depression.<sup>7</sup> Passive management, such as prolonged physical and cognitive rest, may be counter-productive in these scenarios.

### *Return to Play*

24. Once a student-athlete has returned to his/her baseline, the return-to-play decision is based on a protocol of a stepwise increase in physical activity that includes both an incremental increase in physical demands and contact risk supervised by a physician or physician-designee. Most return-to-play protocols are similar to those in the *Consensus Statement on Concussion in Sport* guidelines, which outline a progressive increase in physical activity if the individual is at baseline before starting the protocol and remains at baseline throughout each step of the protocol. It is noteworthy that all return-to-play guidelines are consensus-based and have not been validated by evidence-based studies. It has been reported that a symptom-free waiting period is not predictive of either clinical recovery or risk of a repeat concussion. Further, student-athletes have variable understanding of the importance of reporting possible concussion symptoms. In summary, it should be recognized that current return-to-play guidelines are based on expert consensus.
25. There is emerging evidence that focused exercise or recovery techniques may be utilized before full recovery has occurred, but more study is needed. Given the paucity of scientific evidence regarding return-to-play and expert consensus documents that have been published, adherence to consensus guidelines is recommended. However, it is important to stress an individualized approach for return-to-play. Some student-athletes may have minimal concussive symptomatology with minimal symptom duration and no modifiers (conditions that may prolong recovery such as prior concussion, migraine, ADHD, depression/anxiety). In scenarios of this nature, and with experienced clinicians in a highly select setting, the return-to-play protocol may be modified. In contrast, if a student-athlete has a concussion history, increased symptom burden or duration, or has symptoms for three to four weeks with other concussion modifiers, then the return-to-play progression should proceed more cautiously and each stage may take more than a day.
26. Distinctive neurological deficits, such as vestibular or oculo-motor dysfunction, should be specifically addressed to avoid prolonged return-to-play. For example, if a student-athlete suffers from



vestibular dysfunction as a manifestation of sport-related concussion, and is unable to progress in the return-to-play protocol, it is important to address the specific vestibular dysfunction rather than to simply return the student-athlete to the previous level of return-to-play progression. In other words, 'rest' can sometimes lead to adverse outcomes if an accurate diagnosis based on neurological dysfunction is not made. The guidelines presented herein serve as a general guide and are not meant to be prescriptive.

### *Stepwise Progression*

27. The initial management of sport-related concussion is relative physical and cognitive rest. Athletes diagnosed with sport-related concussion must be removed from play and must not return to sport-related activity for at least one calendar day and are to be evaluated by the team physician or physician's designee. Once a concussed student-athlete has returned to baseline level of symptoms, cognitive function and balance, then the return-to-play progression can be initiated, as follows in this general outline:

- a. Light aerobic exercise such as walking, swimming or riding a stationary bike. No resistance training. If asymptomatic with light aerobic exercise, then;
- b. Mode, duration and intensity-dependent exercise based upon sport. If asymptomatic with such exertion, then;
- c. Sport-specific activity with no head impact. If asymptomatic with sport-specific activity, then;
- d. Non-contact sport drills and resumption of progressive resistance training. If asymptomatic with non-contact drills and resistance training, then;
- e. Full-contact practice. If asymptomatic with full-contact practice, then;
- f. Return-to-play. Medical clearance will be determined by the team physician/physician designee, or athletic therapist in consultation with a team physician.

28. Twenty-four hours should pass between each step.

29. At any point, if the student-athlete becomes symptomatic (i.e., more symptomatic than baseline), or scores on clinical/cognitive measures decline, the team physician/physician designee should be notified and the student-athlete should be returned to the previous level of activity. Final determination of return-to-play ultimately resides with the team physician/physician designee.

### *Return to Academics*

30. Return to academics (return-to-learn) is a parallel concept to return-to-play, but has received less scientific evaluation. Return-to-learn guidelines assume that both physical and cognitive activities



require brain energy utilization, and that after a sport-related concussion, brain energy may not be available for physical and cognitive exertion because of a brain energy crisis. Return-to-learn should be managed in a stepwise program that fits the needs of the individual, within the context of a multi-disciplinary team that includes physicians, athletic therapists, coaches, psychologists/counselors, neuropsychologists, administrators as well as academic (e.g. professors, deans, academic advisors) and office of disability services representatives. The return-to-learn recommendations outlined below are based on expert consensus. Like return-to-play, it is difficult to provide prescriptive recommendations for return-to-learn. The student-athlete may appear physically normal but may be unable to perform as expected due to concussive symptomatology.

### *Stepwise Progression*

31. As with return-to-play, the first step of return-to-learn is relative physical and cognitive rest. Relative cognitive rest involves minimizing potential cognitive stressors, such as school work, video games, reading, texting and watching television. Data from small studies suggest a beneficial effect of cognitive rest on concussion recovery. For the university student-athlete, consideration should be given to avoiding the classroom for at least the same day as the sport-related concussion. The period of time needed to avoid class or homework should be individualized. The gradual return to academics should be based on the absence of concussion symptoms following cognitive exposure. The consensus to date includes:
  - a. If the student-athlete cannot tolerate light cognitive activity, he or she should remain at home.
  - b. Once the student-athlete can tolerate cognitive activity without return of symptoms, he/she should return to the classroom, often in graduated increments.
32. At any point, if the student-athlete becomes symptomatic (i.e., more symptomatic than baseline), or scores on clinical/cognitive measures decline, the team physician should be notified and the student-athlete's cognitive activity reassessed.
33. The extent of academic adjustments needed should be decided by a multi-disciplinary team that may include the team physician, athletic therapist, faculty representative, individual teachers, neuropsychologist and psychologist/counselor. The level of multi-disciplinary involvement will vary on a case-by-case basis. The majority of student-athletes who are concussed will not need a detailed return-to-learn program because full recovery typically occurs within two weeks. For the student-athlete whose academic schedule requires some minor modification in the first one to two weeks following a sport-related concussion, adjustments can often be made without requiring meaningful curriculum or testing alterations.



34. For those student-athletes whose symptoms persist for longer than two weeks, there are differing ways to access academic adjustment or accommodations. The student-athlete may need a change in his or her class schedule; special arrangements may be required for extended absences, tests, term papers and projects. Many institutions offer “provisional or temporary” accommodations for individuals who have impairments that are short-term in nature – six months or less (such as a broken arm or concussion). Such accommodations are often accessed through the disability services office.
35. A more difficult scenario occurs when the student-athlete experiences prolonged cognitive difficulties. In this case, considerations should include neuropsychological evaluation to: (a) determine the nature and severity of cognitive impairment, and (b) identify the extent to which psychological issues may be present and may be interacting with the cognitive processes. Institutions can develop a detailed academic plan that specifies the support services available for that student-athlete. The student-athlete can also choose to disclose the documentation to the disability office in order to seek long-term accommodations or academic adjustments. Accommodations or academic adjustments are often provided in order to ‘level the playing field’ for the student-athlete with prolonged cognitive difficulties resulting from a concussion. A detailed academic plan coupled with accommodations can provide the needed support for a student-athlete as he or she returns to learning after a concussion.
36. The successful implementation of return-to-learn depends on several variables:
- Recognition that concussion symptoms vary widely among student-athletes, and even within the same individual who may be suffering a repeat concussion.
  - Identification of a point person or case manager for the student-athlete who can navigate the dual obligations of academics and athletics.
  - Identification of co-morbid conditions that may impair recovery, such as migraine or other headache conditions, attention-deficit hyperactivity disorder, anxiety and depression, or other mood disorders.
  - Identification of campus resources that can help assure that student-athletes are provided their full rights during this transition period.
37. Campus resources vary, and may include the following:
- Learning specialists.* Many university campuses have certified learning specialists who have specialized knowledge of medical conditions such as concussion and post-concussion syndrome. They usually work directly with the disability office.

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- b. *Office of disability services.* Most campuses have a disability office that is responsible for verifying each student's impairment. It is advisable for the concussed student-athlete's medical team to identify an academic point person and to be certain this academician is interwoven into the medical management plan. Because return-to-learn is often under-managed and under-recognized, there should also be broad discussions of this important paradigm with athletics departments across the country. Student-athletes are more likely to return successfully to full classroom activity in the setting of a proactive and well-integrated management plan.

### References

- [http://www.cdc.gov/concussion/pdf/TBI\\_Returning\\_to\\_School-a.pdf](http://www.cdc.gov/concussion/pdf/TBI_Returning_to_School-a.pdf).
- [Health and Safety](#)
- [Division I](#)
- [Division II](#)
- [Division III](#)
- [Comments of support/endorsement](#)
- [Concussion guidelines](#)
- [Football practice guidelines](#)
- [Independent medical care guidelines](#)

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### Fines, Fees, and Financial Policy

#### Members Fees, Fines, and Other Income

1. OUA shall be financed through annual fees of members and non-members with playing privileges; fines for dereliction of duty; and income from OUA materials and publications. Such sums shall be determined through budget approval by the Board at each AGM.

#### Audit

2. An audit shall be conducted annually as per the By-Laws.
3. The signing officers shall be the President, the Treasurer, CEO, and the Director of Sport. All expenditures shall be authorized by two of these four officers. The Director of Finance has co-signing authority of cheques up to \$10,000. Minor expenditures (maximum \$1000) may be authorized by the CEO or the President.

#### Invoicing

4. Member institutions shall be invoiced for membership fees each year.

#### Payment of Fees

5. Payment of fees must be made prior to the AGM (no carry over to next athletic year from previous athletic year including competitive level sports, referee costs, AGM, etc.). Failure to pay fees will result in denial of all rights and privileges until such payment is made, beginning with the AGM and continuing until such time as these accounts are settled. Monthly interest charges shall be levied on delinquent accounts. Upon receipt of delinquent fees and fines, members rights and privileges shall be reinstated.
6. All base and sport specific fees will be due by August 15<sup>th</sup> of the participating year.
7. Each institution must identify one point of fiscal contact within their athletic department who will be responsible for paying all OUA bills.

#### Reimbursement of Expenses

8. Officers and members at large will be reimbursed at reasonable expense levels for out of pocket expenses as approved by the Board of Directors.

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### Membership Fees

9. The Board shall establish the annual membership fees at the Annual General Meeting.
10. The membership fee for each institution will be based on a flat fee per institution, and a set fee for each two-term sport, one-term sport and tournament sport entered by an institution (Football, Basketball, Hockey, High Performance Sport, and Competitive Sport).
11. The fee structure for new institutional membership shall be as outlined in the ***OUA New Member Application Policy***. Upon acceptance as a member institution of OUA, all accompanying membership fees will be charged.
12. The current institutional membership fee structure shall be as follows for existing members entering new sports (see ***New Sport Entry Fee Procedure***)

Market Driven Sport	\$25,000 (Football); \$15,000 (Basketball/Hockey) per team, per gender
High Performance Sport	\$5,000 per team, per gender
Competitive Sport	No Fee



### Student-Athlete Eligibility Policy

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#### Definitions

1. The following terms have these meanings in this Policy:

- a. *“U SPORTS sports and Student-Athletes”* - U SPORTS sports are those that are offered by both the OUA and the U SPORTS and lead to both an OUA and U SPORTS championship. U SPORTS athletes are those who compete in U SPORTS sports
- b. *“OUA sports and Student-Athletes”* - OUA sports are those which are offered by the OUA, lead to OUA championships, and are not offered by the U SPORTS. OUA student-athletes are those who compete in OUA sports
- c. *“G1 (Market Driven) Sports (U SPORTS sports)”* – include:
  - i. Football
  - ii. Basketball
  - iii. Hockey
- d. *“G2 (High Performance) Sports”* – include:
  - i. Volleyball
  - ii. Soccer
  - iii. Rowing
  - iv. Field Hockey
  - v. Cross Country
  - vi. Rugby
  - vii. Swimming
  - viii. Track and Field
  - ix. Wrestling
- e. *“G3 (Competitive) Sports”* – include:
  - i. Golf
  - ii. Baseball
  - iii. Lacrosse
  - iv. Tennis
  - v. Water Polo
  - vi. Nordic Skiing
  - vii. Figure Skating
  - viii. Fencing
  - ix. Curling
  - x. Badminton
  - xi. Squash



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### **U SPORTS Student-Athlete Eligibility Requirements (G1 and G2)**

2. Student-athletes who participate in a U SPORTS sport must meet all of the U SPORTS eligibility requirements for participation in that sport. (For U SPORTS eligibility requirements, see the U SPORTS By-Laws.) Further requirements may be placed on such athletes in accordance with OUA principles. In declaring and appealing eligibility, all due process and judicial requirements of the OUA and U SPORTS must be met by member institutions, institutions with playing privileges, and their student-athletes.

### **OUA Eligibility Requirements (G1 and G2)**

3. To represent their institutions in OUA competitions, all student-athletes must pay the mandatory student ancillary (athletics) fee to the institution in which they are enrolled.
4. Students are eligible provided they are registered as "full-time" by the academic regulations of their respective institutions, or are registered in a minimum of three full courses (18 credit hours) within the academic year (September – April), or the equivalent of three half courses (or the equivalent: 9 credit hours) in each term (semester) in which they are competing.
5. To continue participation in a subsequent year, commencing September 1, students must have successfully completed a minimum of three full courses, or six half course, or 18 semester hours during the previous academic year.
6. A student-athlete who, for the first time, enrolls for academic study at any OUA institution in January and who successfully completes a minimum of three half course or nine semester hours prior to the first of September of that year, is eligible for OUA competition. This is a one-time allowance.
7. Graduate Students are eligible provided they are declared "full-time" by the academic regulations of their respective institutions. In order to participate in the subsequent year, graduate students must be deemed "in good standing" as determined by the academic regulations at their institution.
8. A "special needs" student is a student with a disability or deemed so by the institution. This individual is eligible provided their institution stipulates the required workload that is equivalent to three full course, or six half courses, or 18 semester hours within the academic year.
9. In OUA sports only, student-athletes may transfer from one institution to another without penalty, provided all other eligibility requirements are met. (Note: U SPORTS student-athletes are held to a



different standard as per the U SPORTS Regulations.) A student-athlete who transfers from a post-secondary institution is eligible if that student has achieved a minimum of 60% average on those courses utilized to determine the student's university admission. This includes CCAA institutions.

10. A student playing in two or more different sports shall be registered separately in each sport.
11. An official member of a Canadian National Team who wishes to participate in an OUA sport may do so in a succeeding year, provided that the athlete has registered in enough courses to fulfill the minimum requirements of subsection 2.5.2 at a member institution and has successfully completed nine semester hours, three half courses or one and one-half full courses in a preceding year.
12. Student-athletes must have an "amateur status" in order to be eligible for participation in OUA sports.
13. An athlete officially classified by a member institution as an academic exchange student, shall be eligible to participate in OUA competition for one competitive season at the institution they are attending as an exchange student.
14. An athlete officially classified by a member institution as a visiting student, shall be subject to all eligibility rules at the institution they are attending as a visiting student. A visiting student is a student who is taking courses at one institution that leads to a degree at another institution.
15. An athlete who completes a degree during a previous academic year is eligible to participate in OUA competition notwithstanding that the athlete did not, during the previous academic year, successfully complete enough courses to remain eligible.
16. Any student-athlete registered in a co-op program and on a recognized work term that i) is a recognized component of their academic program and/or ii) is recognized for university credit, will be eligible to participate for that institution, as long as they are recognized as full-time students.

### **Exceptions to OUA Eligibility Requirements (G1 and G2)**

17. Student-athletes registered in the following programs shall be eligible for OUA participation provided that they satisfy all other eligibility requirements:
  - a. Ryerson Students in their 2nd, 3rd, and 4th year of any diploma or certificate programs.
  - b. Students, in their first year of a diploma or certificate program (post-secondary), must meet the entrance requirements (or the equivalent) of degree granting programs.



- c. Students who are enrolled in work-study or co-op programs and are in the work placement section of their program. Verification must be available from the registrar of their respective institutions.
- d. A student athlete may participate with an OUA member institution in an OUA sport while attending a college provided the student is registered in an integrated program between the college and respective OUA member institution.

### **OUA Eligibility Structure for G3 (Competitive Sports)**

18. The process to declare a school's intent to compete and eligibility roster will be as follows:

- a. Intent to Compete – institutions will initially declare their intent to compete at the OUA May AGM. This will guarantee participation in the next championship. Intent to Complete can be declared up to 30 days prior to the championships however participant will not be guaranteed.
- b. Confirmation to Compete or Enter - The school will commit to the championship event 30 days prior to the championship by submitting an entry to the host and any other required documentation.
- c. Declaration for intent to enter competitive level team sports (i.e., Baseball, lacrosse, tennis, squash, badminton, and water-polo) must be submitted by the Semi-Annual AGM prior to the upcoming season.
- d. Any school that withdraws from a competitive level team championship after the May AGM is subject to the following sanctions:
  - i. Full payment of OUA Sport Fee
  - ii. Full payment of OUA Championship Entry Fee
  - iii. 1-Year ban from entry to that particular team Championship in the following year
- e. G3 sports do not require an exemption to engage in games/competitions outside of OUA Championship events, which occur 1 time per academic year. Outside of OUA championship events, G3 sports are not under any OUA jurisdiction and items such as discipline, scheduling, liability, eligibility, and awards are all responsibilities of members and/or partners. The OUA rules and regulations only apply at OUA Championship events. G3 sports are not to use trademarks, business names, branding and logos without the permission of the OUA.
- f. Any school that withdraws from an individual competitive level championship after the entry and eligibility certificate deadline is subject to the following sanctions:
  - i. Full payment of OUA Sport Fee
  - ii. Full payment of OUA Championship Entry



### **Eligibility Requirements for G3 Sport**

19. Students are eligible provided they are registered as "full-time" by the academic regulations of their respective institutions, or are registered in a minimum of three half courses (or the equivalent: 9 credit hours) in the term (semester) in which they are competing.
20. A "special needs" student is a student with a disability or deemed so by the institution. This individual is eligible provided their institution stipulates the required workload that is equivalent to three full course, or six half courses, or 18 semester hours within the academic year.
21. Any student-athlete registered in a co-op program and on a recognized work term that i) is a recognized component of their academic program and/or ii) is recognized for university credit, will be eligible to participate for that institution.
22. A student athlete may participate with an OUA member institution in an OUA sport while attending a college provided the student is registered in an integrated program between the college and respective OUA member institution.

### **Institutional Responsibilities**

23. Members and members with playing privileges are required to post on their institutional web site, a sport roster of those student athletes who may compete for the member at the OUA sport championship.
24. Posted information is to display the names of student athletes who are eligible for competition.
25. Student athletes entering a championship will need to be verified and signed off by the Athletic Director within the institutional eligibility process.
26. Institutions may add a name(s) to a roster prior to the sport championship but within the time frames for entry. Any changes will be required to be sent to the convenor/host overseeing that sport.
27. The convenor is responsible to check the submitted entries for the OUA Championship with the posted roster prior to the start of that competition.



### **Eligibility Review Process**

28. This section shall deal with issues of athletic eligibility to participate in OUA sport. Some eligibility issues shall be dealt with exclusively by U SPORTS pursuant to their processes and procedures in place from time to time. For OUA sports with an annual U SPORTS Championship, U SPORTS shall determine all eligibility issues and sanctions as per the provisions of U SPORTS Policy 90.30. For all other OUA sports, the OUA shall determine issues of eligibility.
29. The Athletic Directors (or designates) of each member institution shall rule on the eligibility of all athletes representing their respective institutions pursuant to the eligibility rules of the OUA in place from time to time. The Athletic Directors shall ensure that students of their respective institutions have the opportunity to be heard and to present relevant material before the decision on eligibility is reached. The decision made by the Athletic Director shall be in writing and shall provide adequate reasons.
30. Where an Athletic Director (or designate) has significant doubt regarding an eligibility decision or where reference to the OUA eligibility rule does not clearly resolve the issue, then the said Athletic Director shall refrain from making the eligibility decision and shall instead refer the case, along with a statement as to why a decision could not be made and all relevant facts, to the OUA Eligibility Review Officer for a ruling.
31. When an Athletic Director makes a decision on eligibility and the affected athlete or the Athletic Director at another institution wishes to challenge the Athletic Director's decision regarding eligibility, then such athlete or other Athletic Director may request a ruling from the OUA Eligibility Review Officer. A copy of the request to the Eligibility Review Officer must be provided to the affected Athletic Director. The affected athlete and/or the other Athletic Director shall provide to the OUA Eligibility Review Officer a statement outlining why they believe the eligibility decision was made in error. In addition, the OUA Eligibility Review Officer shall be provided with a written summary of the relevant facts, copies of supporting material and a copy of the Athletic Directors' decision with reasons.
32. The OUA Eligibility Review Officer, upon receipt of the request for a ruling, shall afford the affected athlete, the Athletic Director or the other Athletic Director with an opportunity to be heard and shall review the written material and obtain such other evidence as deemed necessary or appropriate. Following this review the OUA Eligibility Review Officer shall make a timely decision and shall provide a written decision, including reasons, explaining the interpretation of the relevant eligibility rule and the applicable facts. A copy of the written decision shall be provided to: the OUA, all



member institutions, the Athletic Director(s) and athlete(s) involved; the OUA President; the Co-Chair of the Sport Committee; and to the members of the Appeals Committee.

33. The decision of the OUA Eligibility Review Officer shall remain in full force and effect unless and until the decision is altered by the OUA Appeals Committee on appeal.

### **Sanctions for Ineligible Use of a Player**

34. Use of an ineligible player will result in a fine in accordance with the ***OUA Fines, Fees, and Financial Policy***.
35. If a team uses an ineligible player and wins a game, then the offending team will forfeit the game and the non-offending team will receive the points normally awarded to the winner. The official score recorded for any game forfeited by virtue of the use of an ineligible player shall be the minimum winning score for a competition in the sport involved (exception: field hockey will be 3-0 score in conjunction with international field hockey rules). All statistics from such a contest will remain valid, save and except for those of any ineligible player(s). See the ***Cancellation, Postponement, and Forfeiture of Competition Procedure***.

### **Transgender Student-Athletes**

36. The OUA abides by the U SPORTS Transgender Student-Athletes Policy (specifically 80.80.5.3 and 80.80.5.4) for all G1, G2, and G3 sports.

### **OUA Eligibility Deadlines**

37. IMPORTANT: These requests do not supersede the requests of U SPORTS. Obligations for eligibility sheets to be sent to the U SPORTS Office must be followed according to the direction of U SPORTS.
38. Links to sport-specific rosters on Member websites must be sent to the OUA office and to the sport-specific convenor.
- Baseball – September 21<sup>st</sup>
  - Golf – September 21<sup>st</sup>
  - Tennis – September 21<sup>st</sup>
  - Cross Country – October 1<sup>st</sup>
  - Field Hockey – October 1<sup>st</sup>
  - Football – October 1<sup>st</sup>
  - Lacrosse – October 1<sup>st</sup>

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- Rugby – October 1<sup>st</sup>
- Soccer – October 1<sup>st</sup>
- Water Polo – October 1<sup>st</sup>
- Rowing – October 15<sup>th</sup>
- Basketball – November 1<sup>st</sup>
- Hockey – November 1<sup>st</sup>
- Volleyball – November 1<sup>st</sup>
- Swimming – December 1<sup>st</sup>
- Wrestling – December 1<sup>st</sup>
- Fencing-December 15<sup>th</sup>
- Badminton – January 21<sup>st</sup>
- Curling – January 21<sup>st</sup>
- Fencing – January 21<sup>st</sup>
- Figure Skating – January 21<sup>st</sup>
- Nordic Skiing – January 21<sup>st</sup>
- Squash – January 21<sup>st</sup>
- Track and Field –January 21<sup>st</sup>

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### Sport Participation Policy

#### Definitions

1. The following terms have these meanings in this Policy:
  - a. *entry*: a member institution entering a team into a sport that they are not currently entered in
  - b. *exit*: a member institution withdrawing their team from a sport they are currently entered in
  - c. *expression of interest*: initial action of a member declaring interest in entering a new sport
  - d. *commitment period*: the amount of time that a member must commit to participation in a sport
  - e. *confirmation*: a member institution confirming their continued participation in a sport, on a yearly basis
2. This policy is divided into 2 sections:
  - a. Entry into a new sport
  - b. Confirmation of a current sport OR Exit of current sport
  - c. Structure Blackout
3. The Sport Participation Policy aligns with OUA's sport model, where the policy for each sport is dependent on the structure (league or open championship based).

League Sports	Open Championship
G1 & G2	G2 & G3
Football	Cross Country
Basketball	Field Hockey
Hockey	Rowing
Rugby	Swimming
Soccer	Track & Field
Volleyball	Wrestling
	Badminton
	Baseball
	Curling
	Fencing
	Figure Skating



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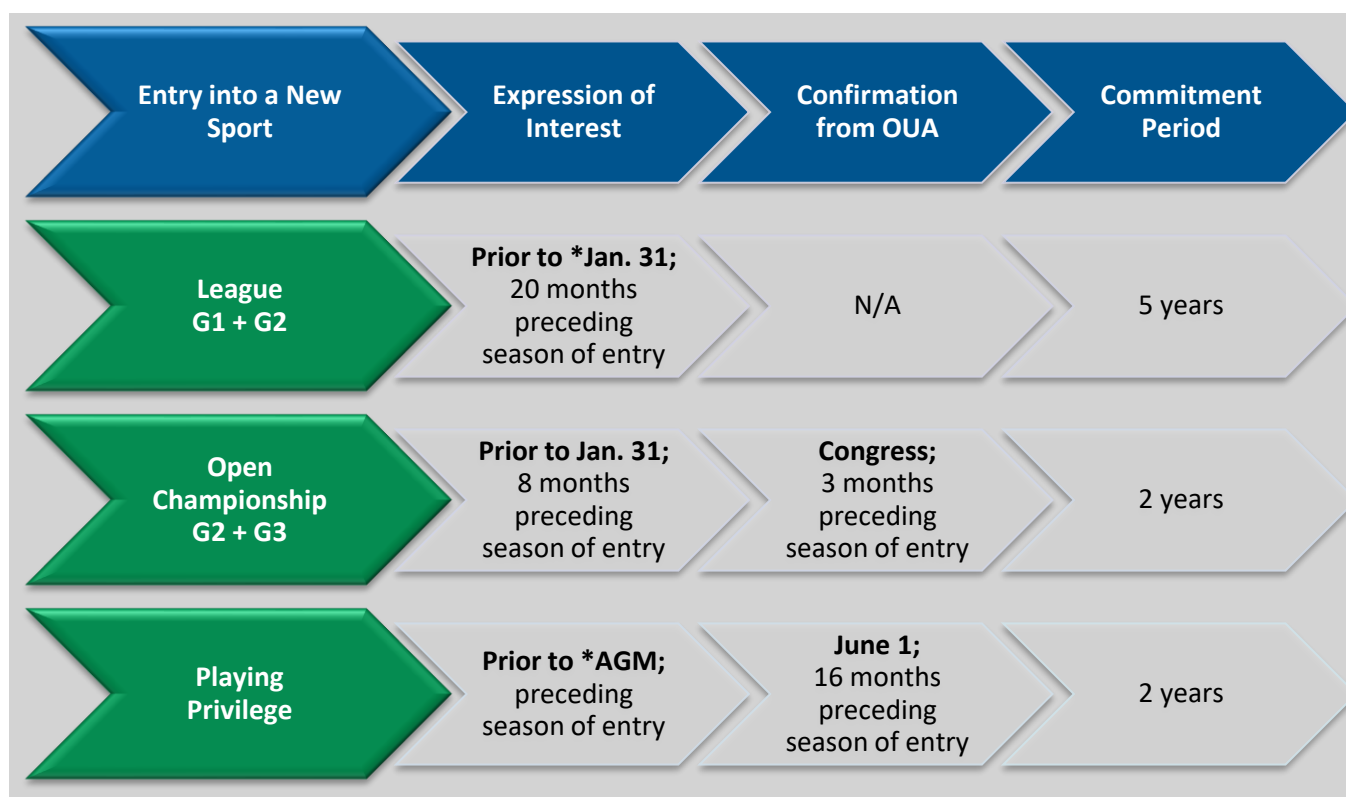


	Golf
	Lacrosse
	Nordic Skiing
	Squash
	Tennis
	Water Polo

#### 4. Entry into a new sport

Below is the process in which a member institution must follow in order to enter a team into a sport that they are not currently entered in.

##### a. Timeline



\*Congress occurs in May

\*AGM occurs in October



**b. League Sports**

- i.* Entry into a new sport shall be made by expressing interest to the OUA prior to Congress, 20 months preceding the academic year of competition, to guarantee participation in the championship. The commitment period will be 5 years of competition.

**c. Open Championship**

- i.* Entry into a new sport shall be made by expressing interest to the OUA prior to January 31, eight months preceding the academic year of competition. The OUA will then confirm by June 1, three months preceding the academic year of competition, whether or not participation in the championship is guaranteed. The commitment period will be 2 years of competition.

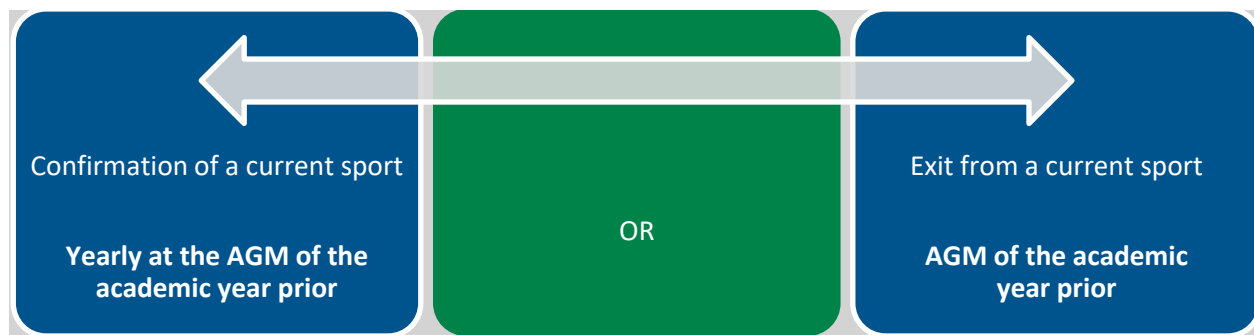
**d. Playing Privilege**

- i.* Entry into a new sport shall be made by expressing interest to the OUA prior to the AGM in October, twenty-five months preceding the academic year of competition. The OUA will then confirm by June 1, sixteen months preceding the academic year of competition, whether or not participation in the championship is guaranteed. The commitment period will be 2 years of competition.

**5. Confirmation or Exit of a current sport**

- a.* Below is the process in which a member institution must follow in order to:
  - i.* *confirm* their participation in a sport (that they already participate in) for the upcoming season
  - ii.* *exit* from a sport they currently participate in

**b. Timeline**



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All categories of sports (League, Open and Playing Privileges) are required to confirm their participation in all current sports annually, at the AGM of the academic year prior. To exit from a current sport, all categories of sports must declare their withdrawal at the AGM of the academic year prior.

### **6. League / Open Championship Structure Blackout**

- a. The structures of league-based sports will be revisited in January, in odd years, pending sport participation. The structures of open-championship sports will be revisited in January, in even years, pending sport participation.

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### Webcasting Policy

The following regulations are to be adhered to for all webcast games.

#### General

1. OUA.tv must be utilized by all members for the live streaming of any OUA events (conference, non-conference or playoff/championship)
  - a. Additional distribution channels (YouTube, Facebook Live, etc.) are not to be used to stream OUA competitions without prior consultation with the OUA Communications Manager and/or Marketing Director)
2. The following regular season and playoff/championship events are mandatory to be streamed for the upcoming 2020-21 season:
  - a. Football
  - b. Men's Hockey
  - c. Women's Hockey
  - d. Men's Basketball
  - e. Women's Basketball
3. The following high-performance championship events are mandatory to be streamed for the upcoming 2020-21 season:
  - a. Women's Rugby
  - b. Men's and Women's Soccer Final Four
  - c. Track and Field
  - d. Men's and Women's Volleyball Final Four
  - e. Wrestling
  - f. Swimming
4. Non-OUA sanctioned sports (i.e. Fast pitch, ball hockey, indoor soccer etc.) and non-OUA athletic events (i.e. city track & field events, high school events) are not to be streamed within the OUA.tv portal.
5. Non-athletic events (i.e. scholarship breakfasts, media conferences, or athletic awards banquets) may be streamed as long as there is a connection to one or more OUA sports.

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6. All games streamed via the OUA.tv portal are to remain archived and available “On Demand” until the next athletic season begins
  - a. Schools are responsible for hiding their home and away games for any teams that qualify for U SPORTS national championship.
7. On air talent should refer to OUA.tv whenever possible
8. Each school is required to produce at minimum (1) 30-45 second commercial for use within the OUA both at home and while on the road.

### Technical / Camera Requirements

9. The following minimum requirements must be adhered to for all OUA.tv football, basketball and hockey webcasts:
  - a. High-definition (HD) quality broadcast\*
  - b. Play by play and colour commentary
  - c. Minimum two camera production (football broadcasts cannot be game analysis footage – i.e. coaching game film)
  - d. Mandatory live stats integration for football and basketball via Presto → Stretch software (see below), hockey via LeagueStat → Stretch software
10. The following minimum requirements must be adhered to for all other OUA.tv broadcasts:
  - a. High-definition (HD) quality broadcast\*
  - b. One camera (Note: An unmanned camera is allowed in sports such as volleyball where there is no need to pan and/or zoom.)
    - i. One announcer

**\*NOTE:** OUA accepts that there are special circumstances in which HD webcasts may not be possible. It is the responsibility of the institution to receive approval to stream in SD from OUA in advance of the broadcast, or a fine will be applied.

### Highlights

11. Highlight packages must be created for each medal game of the following sports within 48 hours of the championship. Packages must be 1:30-3:00 in length, tell a story about the championship, and must not be host-dominated.
  - a. Football
  - b. Men’s and women’s hockey

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- c. Men's and women's basketball
- d. Men's and women's volleyball
- e. Men's and women's soccer

### Fines

12. The following fine structure will be applicable for institutions not adhering to the OUA.tv minimum standards:

- a. 1<sup>st</sup> Offence – Written Warning
- b. 2<sup>nd</sup> Offence – \$250
- c. 3<sup>rd</sup> Offence and beyond – \$500

**\*NOTE:** Failure to broadcast any mandatory sport will be subject to disciplinary action as determined by Management Committee

### Advertising

13. OUA reserves the right to seek sponsorship/advertising opportunities for the following:

- a. naming rights to the OUA.tv portal
- b. sell advertising space within the OUA.tv portal
- c. dynamic advertising within the broadcast window for all OUA Championship broadcasts.
- d. OUA to provide PA reads promoting services, events, championships etc.
- e. pre-determined inventory of features and commercials to be provided by OUA, including:
  - i. commercials
  - ii. feature videos (i.e. Play of the Week, Athletes of the Week, etc.)
- f. Schools reserves the right to seek sponsorship/advertising opportunities for the following:
  - i. sell all dynamic advertising within the broadcast window for all regular season broadcasts.
  - ii. schools to provide PA reads promoting services, events, championships etc.
- g. Playoff broadcasts will be shared between member institutions and OUA.

### Fees

14. The following fees will be applicable for the 2018-19 OUA season (*please note that all fees paid to Stretch are in USD, and invoiced with the Canadian equivalent*):

- a. \$55 per broadcast, to a maximum of \$3,575 USD per institution, per year (no fees after 65 broadcasts)
- b. All OUA Championship broadcasts at no extra charge
- c. Wirecast is included at no extra charge (\$995 value)

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### **Broadcasters**

15. Attempt to include one taped or live interview per game with a player / coach
16. If possible, interview an alumni or university dignitary when possible
17. Reference the OUA teams currently ranked within the U SPORTS Top 10 on a sport-by-sport basis
18. Reference to the OUA Athletes of the Week, Peak Performers and Team of the Month (where applicable)

### **19. Pre-Game**

- a. Webcast open to include reference to the following:
  - i. Reference to watching OUA.tv
  - ii. Venue
  - iii. Location
  - iv. Visiting team (record) vs. Home team (record)
  - v. Introduce play-by-play and colour commentator
  - vi. Choose one "Player to Watch" from both teams (reference statistics, individual matchups etc.)

### **20. Breaks (commercials, halftime, etc.)**

- a. Welcome viewers back to webcast with reference to OUA.tv
- b. Reintroduce play-by-play and colour coming out of breaks
- c. At least once per broadcast (likely during breaks), reference the sport specific OUA-only "Out of Town" scoreboard (completed, current and upcoming games)
- d. Consider interviewing coaches (men's and/or women's if doubleheader)

### **21. In-Game (during play, stoppages, etc.)**

- a. Welcome viewers back to webcast with reference to OUA.tv
- b. Reintroduce play-by-play and colour coming out of breaks
- c. At least once per broadcast (likely during breaks), reference the sport specific OUA-only "Out of Town" scoreboard (completed, current and upcoming games)

### **22. Additional Suggestions**

- a. Do your research.

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- i.* Attend a practice and interview the coaches, student-athletes etc. during the week leading up to the game.
  - ii.* Consult standings, schedules, rosters, team and player statistics etc. for additional info but don't get bogged down in stats.
  - iii.* If you have questions related to pronunciation, check with the corresponding SID
  - iv.* Credibility is one of the most important things a broadcaster can have
  - v.* Any additional behind-the-scenes insight (streaks, storylines, etc.) you can give your viewers during the game is important to research.
- b.* Don't call numbers. Call names and call them often.
  - i.* Don't only reference players by name but also coaches, officials etc.
- c.* Update the score / time remaining / quarter etc. almost every time someone scores in both football and hockey
  - i.* For basketball should never go more than three scoring plays without a reference to the score
  - ii.* If possible, cover all the critical information in one sentence... i.e. **4:15 left in the first period and the Golden Hawks and Warriors remain tied 2-2**
- d.* Describe the gym – but never in a negative way
  - i.* Describe the stands, field, and/or playing atmosphere.
- e.* Remind the viewer why is the game important?
  - i.* For conference standings, U SPORTS Top 10 matchup, rivalry, etc.
- f.* Never disrespect an opponent or official
  - i.* Negative commentary related to appearance, gender etc. will not be tolerated.
- g.* Describe the action but not as much as would be required on radio
  - i.* You don't have to talk constantly because the audience can see what is happening
  - ii.* Let the game flow and fill in the blanks where needed.
  - iii.* You don't want to talk over a key moment in a game because you're telling a story (save those interesting storylines etc. for slow moments or stoppages)
- h.* Don't yell, but sound interested and excited.
  - i.* Recognize a great play no matter the team and call it with the appropriate amount of passion and energy that will excite the viewer at home while complimenting the action)
  - ii.* Bring passion and boldness to the game but remember to keep your emotions in check.
  - iii.* Let the on-field action help to determine your level of excitement (Your voice should follow the ebb and flow of the game.)





- i.* Don't be overly critical of a call. You can be somewhat skeptical if you truly believe a call was missed but don't go overboard.
- j.* Ask questions
  - i.* When interviewing coaches and players at breaks, be short in your questioning.
  - ii.* Let them do the talking as that's the intention of the interview (to hear what they have to say).
  - iii.* Don't introduce your opinion in the questioning (they might not necessarily agree)
- k.* Review past broadcasts and critically review your performance to identify potential areas of improvement. However, don't be too hard or easy on yourself... find somewhere in the middle as you work to develop.
- l.* Dress for your role (on camera, off-camera etc.). Your appearance will reflect not only one yourself but the school and conference as a whole.
- m.* Don't be a homer.
  - i.* Remember there are two teams competing in the game (and two fan bases watching) so your coverage of the game should be as neutral as possible.
  - ii.* If there is some inherent home bias in the coverage, it cannot affect the away team's viewer experience
  - iii.* Keep your personal opinions out of the broadcast
  - iv.* Avoid using the terms "us" or "we" when referring to the home team.
- n.* Don't be afraid to let the action speak for itself when appropriate.
  - i.* Embrace in game noise, crowd reactions etc. (but don't leave just dead air when nothing is happening)
  - ii.* You don't have to be speaking throughout the ENTIRE game
- o.* Know your role
  - i.* Play-by-play: "paint the picture" for the audience
  - ii.* Colour commentator: provide additional insights, expertise and/or technical knowledge... accent the play-by-play
  - iii.* Sideline: help compliment to the play-by-play and colour commentators with field level information (injuries, observations etc.)
- p.* If you have a broadcast partner, work together as a team and rely on them when you need a breather
  - i.* Don't talk over your broadcasting partner (use visual cues when off camera to prompt them)
  - ii.* If you disagree with your partner, don't let it develop into an on-air argument
  - iii.* Leave inside topics outside of the broadcast... Make the viewer seem as if they're involved and in the know.

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- q. Stick with what you know... Don't start guessing as it could be construed as unprepared if incorrect
- r. Don't get hung up on mistakes... We all make them
  - i. If you say "Johnson" instead of "Jackson," just correct yourself and move on as if nothing happened.

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### Appendix A – Statistical Software for OUA

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Men's / Women's Basketball – StatCrew

Field Hockey – PrestoSports

Football – StatCrew

Hockey – LeagueStat

Soccer – PrestoSports

Volleyball – StatCrew

*Rosters need to be inputted into Presto Sports (oua.ca) 24 hours prior to their first regular season competition for the following sports:*

Baseball

Basketball

Field Hockey

Football

Men's / Women's Hockey (LeagueStat as well)

Men's / Women's Basketball

Men's / Women's Soccer

Men's / Women's Volleyball

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### Appendix B – Statistical Software Set Up

#### Step 1: StatCrew (Venue) via StatJack to Presto (oua.ca)

##### System Requirements

- a. Intel Pentium III processor (Pentium 4 recommended)
- b. Microsoft® Windows® XP Home, Professional, or Tablet PC Edition with Service Pack 2 or 3, Windows Server® 2003, Windows Vista® Home Premium, Business, Ultimate, or Enterprise (including 64-bit editions) with Service Pack 1, or Windows 7
- c. 512MB of RAM (1GB recommended)
- d. Stat Crew scoring software for specified sport. Stat Crew information can be found at <http://www.statcrew.com>. They can be reached at 513-771-4192.
- e. Internet connection with HTTP access. StatJack does not require FTP or other special firewall configuration.
- f. Adobe FlashPlayer. When using a virtual PC, make sure Flash files are up-to-date.
- g. Install Adobe AIR.
- h. Install StatJack. Software will be updated from time to time. Please install upgrade when prompted so that we can best support you.

##### Install StatJack

1. You will need an account on the PrestoSports Network to install StatJack. PrestoSports website clients sign into your website with your email address and password and follow instructions below. If you do not have a website on the network, sign in at <http://www.prestosports.com/admin> with your email address and password.
  - a. Sign in will bring you to the Game day tab.
  - b. Select [manage season] for a live stats sport
  - c. Select the Stats tab
  - d. Select the link to Download StatJack
  - e. Install and open the AIR file from the image on the right to begin the installation

##### Enter Events into PrestoSports Network

2. For the PrimeTime live stats viewer to launch, each contest must be part of the PrestoSports network. The following steps will take you through how to **add a game to the network**. This should be completed at the start of your season.

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3. PrestoSports website clients, sign into your website with your email address and password. If you do not have a website on the network, sign in at <http://www.prestosports.com/admin> with your email address and password
4. Sign in will bring you to the Game day tab. This is where all head-to-head schedules for past and present seasons may be viewed and edited. You should have access to your sports. If you don't see a particular sport or season needed to do live stats, please email [support@prestosports.com](mailto:support@prestosports.com) to request.
5. All of your in-season sports appear on the Game day page. On this page will be all your events for that given week which are organized by sport. This is where you should enter in all scores and links for each head-to-head event. **Because the PrestoSports network shares data, others may have already entered games involving your team.** You may also select [manage season] to get to all contests for this season. In the options menu to the right of the page, you have the options to enter a future schedule, edit/view past seasons, or request a season. If you do not see the sport or season you are trying to enter events for in any of these options, please choose [request a season] or email [support@prestosports.com](mailto:support@prestosports.com).
6. When adding a specific event to a schedule you will see many unique fields within the page. Some important things to note are:
  - a. When you begin entering the Visitor and Home team names you see in the drop down that the same team appears but may have minor differences with spelling and/or abbreviations, please select the name that is in the system. This is essential for the system to network. You can change the team name for your web site later by selecting the customize name field. If you have tried multiple spellings and/or abbreviations of an institution and they are not appearing in the drop down, enter them how you would like to have them appear on your site and continue.
  - b. Your StatCrew File name (what you save the game as in StatCrew) should be entered in the appropriate location. **This will sync your game with the network.**
  - c. You have the ability for each event to fill in the following information whenever necessary:  
Neutral Site – typing information in that box will make the game neutral. Status: use the drop down to select the status of the game. Notes: these are shared throughout the network, i.e. Northeast-10 Conference semi-final. Site Notes: will appear following notes on your website next to the contest, i.e. Homecoming Conference, Postponed, Region, Cancelled, Conference division, Exhibition/No contest may also be flagged for the contest in the network

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### Set Up Today's Game in StatCrew Legacy

7. Create game in the StatCrew scoring software
8. Open Game Reports and today's game
9. In StatCrew Game Reports, set the program to save the game XML file on your computer. To do so, select Live menu and Live Setup, then fill out the Live Stats Settings (see screenshot if needed) screen with the information below:
  - a. Check Activate
  - b. XML Output: Check Enable XML stats feed
  - c. Name your XML file - (field hockey is fhgame, football is fbgame, soccer is sogame, volleyball is vbgame, hockey is hkgame, basketball is bbgame, baseball/softball are live; lacrosse is live)
  - d. Copy File settings: Check Auto-copy files and the Xml button
  - e. Choose a Target Directory (a place on your computer) to save the game file.
  - f. Select OK
  - g. In the Live Menu, choose Send Stat Files (this will copy the file into your target directory)
  - h. Leave Stat Crew Game Reports open throughout the game
  - i. Proceed with StatJack instructions **NOTE:** If you want to send stats to a third party this can be setup in the "Stats Partners" link of the STATS tab of Game day. The above Stat Crew settings will still apply.

### Enter Today's Game Information into StatJack

10. Click on the StatJack icon to run the program. The instructions below describe a series of screens which will lead you to completion of your setup and test files.
  - a. Sign into the network.
  - b. Select the current season
  - c. Select the contest to sync with in the network
  - d. Choose the XML file to broadcast
  - e. Select the game you would like to update in the network (if you don't want the network updates, click continue)
  - f. Choose /PrestoSports to send the stats files to our network.
  - g. Monitoring Screen will show the transmission of your file. Notes will appear on the screen regarding the success or failure. Please note, logos will be added soon. They are not currently appearing.
  - h. Minimize (do not close) StatJack during the game

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- i. Error messages will appear if invalid or corrupt XML files are sent, if the Internet connection or connection to PrestoSports is lost and more.
- j. When game is complete, select Stop StatJack.
- k. To start a new game, select New Game or restart StatJack
- l. Be sure to setup the new game in StatCrew as well

### Step 2: Presto (oua.ca) to Stretch (oua.tv)

1. Login to Stretch back end, click the game and copy down the GameID under Live Stats (it's a six-digit #).
2. Login to Presto. Click 'Manage Season' for WBB. Click Stats tab. Click Stat Partners. Click Edit Partners on the right.
3. Click Stretch Internet Game Central. Enter your username and password for Stretch (you'll only have to do this once for the entire season). Then enter the GameID that you got from the Stretch back end (six-digit #). Scroll to the bottom and press Save.
4. When you or your computer inputter sets up the game in StatCrew, you need to save the game as the GameID (six digit #).
5. If you haven't already done so, make a new folder on your C: drive called 'StatJack' – all lower case, all one word.
6. Open Game Reports and select the current game. Go to Live, Live Set Up and fill out the screen exactly as shown in the attached screen shot. Be sure that you don't have anything in the FTP fields. Your target directly field should match this new StatJack folder you made: C:\statjack. Press OK.
7. Open StatJack (download StatJack instructions here: <http://www.prestosports.com/statjack/instructions#install>).
  - a. Sign into StatJack with your presto user/password.
  - b. Select the current season for the current game.
  - c. Select the contest to sync within the network.
  - d. Choose the xml file to broadcast (should be bbgame).
  - e. Select the game you would like to update in the network.
  - f. Choose /PrestoSports to send the stats files to their network.

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- g. Monitoring screen will show the transmission of your file. Notes will appear on the screen regarding the success or failure.

A screenshot of a 'Live stats settings' dialog box. The dialog has a title bar with the text 'Live stats settings'. It contains several sections: 'Activate' with a checked checkbox and a 'Gametracker ID' field; 'FTP settings' with an 'Auto-send FTP' checkbox (unchecked), radio buttons for 'Html' and 'Xml' (with 'Xml' selected), and fields for 'FTP site:', 'User ID:', 'Password:', and 'Target directory:'. 'Copy file settings' includes an 'Auto-copy files' checkbox (checked), radio buttons for 'Html' and 'Xml' (with 'Xml' selected), and a 'Target directory' field containing 'c:/statjack'. 'XML output' has a checked 'Enable XML stats feed' checkbox, an 'Xml filename' field with 'bbgame', and a 'Code:' label. 'Other settings' includes checkboxes for 'Show stats on screen' and 'Reverse play-by-play' (both unchecked), and a 'Poll rate in seconds' field with the value '2'. At the bottom are 'OK' and 'Cancel' buttons.



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### Appendix C – CP Writing Style Points

For new SID's purchasing a copy of the Canadian Press Stylebook to be kept in your office for both the SID and any student writers is a helpful resource. The book can be purchased directly from the Canadian Press ([www.thecanadianpress.com](http://www.thecanadianpress.com)) for \$32.95.

Below are some basic style points that the book lays out for you; they are from the 13th edition of the book. Since the 14th edition is now available there may be some small changes.

1. For Canadian provinces and territories use these abbreviations after the name of a community:

- a. Alta. – Alberta
- b. Ont. – Ontario
- c. N.B. – New Brunswick
- d. N.S. – Nova Scotia
- e. Que. – Quebec
- f. B.C. – British Columbia
- g. Nfld. – Newfoundland
- h. Sask. – Saskatchewan
- i. Man. – Manitoba
- j. N.W.T. – Northwest Territories
- k. P.E.I. – Prince Edward Island
- l. Yukon – Yukon
- m. Nunavut – Nunavut

2. Canadian cities that do not require a province reference when used include:

- a. CALGARY
- b. CHARLOTTETOWN
- c. EDMONTON
- d. FREDERICTON
- e. HALIFAX
- f. HAMILTON
- g. MONTREAL
- h. OTTAWA
- i. QUEBEC
- j. REGINA
- k. SASKATOON

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- I. TORONTO
- m. VANCOUVER
- n. VICTORIA
- o. WHITEHORSE
- p. WINNIPEG
- q. YELLOWKNIFE

### 3. Press Release Points

*REMINDER: A SID should always be objective. Although you are writing for your school any press release should be written from the perspective of a non-biased person, as to help create a better opportunity for the story to be picked up from an out-of-town paper.*

#### a. Press release place lines

- i. A press release place line should be where the game/event is happening, not where you are writing it from, unless it is the same. It should also follow the city and
- ii. province rules mentioned in points 1 and 2. Below are examples of place lines:

- 1. TORONTO –
- 2. St. Catharines, Ont. -

#### b. Use of names and hometowns

- i. When you mention an athlete/coach/any person the first time in a release their full name should be used, every subsequent time that player is mentioned they should only be referred to by their last name
- ii. When you mention the athlete the first time you must also include that athlete's hometown, either in brackets after their name (City, Prov.) or by using of city, Prov., each subsequent time their name is used there should be no mention of the hometown.
- iii. Below you can see an example of both of the above points:
  - 1. 1st Use: UBC fifth-year guard Erica McGuinness (North Vancouver) was named tournament MVP...
  - 2. Subsequent Use: McGuinness is one of three Thunderbirds to end their varsity careers with three championship rings...
  - 3. Alternate Hometown Use: Laval's Jean-Philippe Morin of Aylmer, Que., poured in a 21 points while teammate...

#### c. Use of numbers

- i. When using numbers in a press release you should only use the number form when the number is 10 or above, for numbers 0-9 it should be written using words. The



only exception to this is when mentioning the score of a game/event. Below are examples of this:

1. Standard: Lynch was named Regina player of the match following a 15-point, eight-rebound effort. Rebecca Schmidt (Regina) added 11 points.
2. Exception: UBC outscored Regina 17-7 in the third frame, and 19-6 in the fourth.

#### d. Awards

i. When writing about awards or award winners only major awards should be capitalized. Below you can find examples:

1. Major Awards: Most Valuable Player, Player of the Year
2. Non-major Awards: OUA first-team all-star, athlete of the week

#### e. Quotes/Punctuation

i. When quoting any person in a press release it should always be followed by said then the person's full name if it is the first time they are mentioned in the article or said then the person's last name only if they have already been mentioned.

ii. Punctuation around quotes - any quote you open you must close.

iii. Attribution is not required if you are following a quote with another quote from the same person, unless you are using more than one sentence.

1. "We gave it 110%," said fifth-year Wilfrid Laurier forward Ari Grossman.
2. "We never gave up."
3. "We proved today defence wins championships."

#### f. Proper Spellings

i. When writing a press release, Canadian spelling of words should always be used. To ensure that these mistakes are not made when spell check is used, you should change your default language in your word processor to English (Canada).

ii. Below are some examples of some common mistakes:

1. Defence not defense, but defensive
2. Offence not offense, but offensive
3. When you have a word like "traveled" or "travelled", use only one 'l' on the double consonant
4. Honour, valour, colour...etc.

iii. Be sure to spell university names properly. The most common mistake seems to be with Laurier (it should be Wilfrid Laurier University not Wilfred Laurier University).

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### Appendix D – Conference Reporting Requirements for Host Members

For the purposes of this section, “conference” refers to all regular-season games as well as all conference championship events.

**NOTE:** All OUA statistics will reflect conference games only; box scores for non-conference competitions will be placed separately on the OUA website.

#### Football

##### Pre-Game Requirements

###### 1. Exchange of Rosters

- a. Competing team’s Sports Information Directors, or designate, are to exchange a roster of 55 players who could potentially dress in that week’s game by 12:00 pm three days prior to the game (i.e. on the Thursday prior to a Saturday game, Friday prior to Sunday game and Saturday prior to Labour Day Monday game) The roster shall at minimum include name, number, position, hometown, year, faculty/program. These rosters will be made public on the OUA site as of 4:00pm the day due. A \$50 fine will be levied to any institution that does not adhere to the policy.
- b. Competing team’s Sports Information Directors, or designate, are to submit their 47-man roster and depth chart electronically to the league office by 4:00 pm the night prior to the game. These rosters will be circulated only to media broadcasting each game (i.e. radio and/or television). A \$50 fine will be levied to any institution that does not adhere to the policy.
- c. Competing team’s Sports Information Directors, or designate, are to exchange their depth charts and dress roster from their most recent game with their upcoming opponent by 11:59 p.m. on the day of their previous game. A \$50 fine will be levied to any institution that does not adhere to the policy.

###### 2. Signing Off on Game Sheets

- a. On game day Sport Information Directors are to ensure coaches (or team managers) have exchanged the 55 (home team) and 47 man (visiting team) roster and depth chart **2 hours prior to the game.**
- b. 8.9.2 Coaches must be available to sign off on the official game sheet. The **visiting team** coach must sign off first **1 hour prior to the game**, while the **home coach** must sign off second, **45 minutes prior to the game** to allow scorekeepers enough time to prepare the game sheet and stats sheets for the game and to inform media as they arrive. Once the

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home coach has signed off, the visiting team coach is to be informed of any final changes to the sheet.

- c. Failure to meet the deadlines for signing off on the game sheets will result in the following escalating fine;
  - i. 1<sup>st</sup> Offence \$250
  - ii. 2<sup>nd</sup> Offence \$500
  - iii. 3<sup>rd</sup> and any subsequent offence \$1000
- d. Each offence to include written notice to the athletic director prior to the next game

### 3. Game Notes

- a. Package sent to host SID in advance or on game day should include who to watch, leaders, special promotion, etc.

### Handling of StatCrew Roster Files

- 4. A completed Stat Crew FRO will be uploaded to Presto Sports no later than 24 hours prior to the first regular season competition for the following sports. If the deadline is missed, a **fine** will be issued.
  - a. Baseball
  - b. Basketball
  - c. Field Hockey
  - d. Football
  - e. Men's / Women's Hockey (LeagueStat as well)
  - f. Men's / Women's Basketball
  - g. Men's / Women's Soccer
  - h. Men's / Women's Volleyball

### StatCrew Files Sent Post Game

- 5. Stat Crew files to send to participating institutions should include:
  - a. FPK, HTML & Quickie
- 6. Included in these files should be the following:
  - a. Box score Final
  - b. Newspaper Box score
  - c. Play-by-play

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### Post-Game Requirements

7. **UPLOAD:** Host must upload an XML File to Presto Sports (OUA.ca) within 30 minutes of the completion of the game
8. **EMAIL:** Host must submit a copy of the game sheets via e-mail ([gamesheets@oua.ca](mailto:gamesheets@oua.ca)) to the OUA office following the XML upload to Presto Sports.

### OUA Stats Change Policy / Procedure

9. When a statistical change in the game summary is made after a contest has concluded and the official statistics have been distributed, use the following procedure:
  - a. If the home team SID decides a scoring change should be made, he or she must alert the visiting team SID, the OUA & CIS offices of the alteration within 48 hours. If applicable, the home team SID must send a copy of the changes to both conference offices. (Note: The 48-hour deadline applies only to changes in actual scoring decisions; errors caused by computer malfunction or mathematical mistake may be corrected upon discovery.)
  - b. If the visiting SID wishes to make a change in the final statistics, he or she must contact the home SID, OUA & CIS offices within 48 hours after the event. If the home SID agrees, the home SID must confirm the changes with the visiting SID in writing and send a copy to both conference offices, if applicable.
  - c. If there is a disagreement on the stat change, a video review of the game may be done (if applicable) to determine the validity of the request. The home SID makes the final decision on their statistics and the visiting SID must accept the final statistics as listed by the home team. The visiting SID cannot alter statistics without consent of the home SID. There is no appeal.
10. Updated statistics **MUST** be sent to the U SPORTS & OUA league offices and updated on U SPORTS & OUA websites within 48 hours.



### Appendix E – Sport Information Directors Guide

This manual came as the result of an information sharing session at the COMSID meeting in April 2007 and has primarily been taken from a document that is produced by the Canada West Conference, which has been adapted for the OUA.

The OUA sport-reporting manual should act as a guide and help rookie and veteran Sports Information Directors ensure that we are doing things properly, and in a way to help each other on a daily basis.

#### SID Code of Ethics

1. In order for the Sports Information Director to serve his/her institution and the OUA most effectively, he/she should observe these basic tenets:
  - a. Always be mindful of the fact that he/she represents an institution of higher learning and that exemplary conduct is of paramount importance.
  - b. Intercollegiate athletics is an integral part of the total university program, not the dominating force. Promote them accordingly and not at the expense of other areas.
  - c. Policies of the institution, its governing board, administration, and athletic hierarchy must be acknowledged and supported whether or not the Sports Information Director agrees with them.
  - d. A challenge of controversial policies should be resolved within the appeals framework of the institution. No public forum should be encouraged or developed. Internal problems such as disagreement over policy should not be “leaked” or in any other way exploited.
  - e. Loyalty to the athletic administrator, his/her aides, and the coaching staff is imperative. No confidence should ever be violated, regardless of how apparent or insignificant it might appear. Above all, avoid criticism of staff members. Administrators and coaches should be encouraged to answer questions from the media honestly and accurately. In the event they choose to avoid a sensitive question or area for any reason, it is incumbent upon the SID to honour the “no comment” by refraining from any subsequent “briefing” session with the media, particularly in an informal atmosphere where misuse of the information could be most damaging to all concerned.
  - f. Respect for athletes and their values should be encouraged. The confidence of an athlete must not be violated, particularly as it pertains to information regarding academic, disciplinary and health information. To release this type of information without the athlete’s permission is a violation of personal rights. Also it is highly unethical to falsify weights, heights and other personal data.



- g. Relations with the media must be established and maintained at a high professional level. Fairness in the distribution of information is paramount, regardless of the size or importance of the publications or stations. Student media must be accorded the same privileges and rights of the commercial or non-campus media.
- h. Operation of all facilities in which members of the media may be in attendance should be professional in all aspects. Cheerleading in the press box, for example, is gross and undesirable. Other distractions, such as extraneous description and unrelated announcements should be discouraged.
- i. Criticism of officials is totally unethical, either before, during or after a contest.
- j. It is essential that the SID be cognizant and observant of all institutional, conference and national governing body regulations as they pertain to his/her functions within the framework of his/her institution.
- k. It is incumbent upon an SID to take immediate and appropriate action when he/she has knowledge of a fellow/sister information director who has violated the OUA Code of Ethics, institutional, conference or national regulations.
- l. Association with professional gamblers is discouraged.
- m. Endorsement of products or commodities which reflect a conflict with regular duties is not in the best interests of the institution or the profession.
- n. Lack of cooperation by members of the OUA not responding promptly and accurately to requests is deemed irresponsible, hence unethical.
- o. Issuing accreditation to friends/family in lieu of tickets is undesirable and unethical.

### **Roster Information**

- 2. Rosters do not have anything other than text (no logos, no colours, no borders, no watermarks, etc.)
- 3. Hidden tabs should be removed
- 4. Height is in feet and inches (5'11")
- 5. Weight is in pounds
  - a. For women's sports weight should not be published anywhere including in programs, inserts, media guides, or on a institutions website, except in sports such as wrestling where weight is a classification for competition
- 6. Position is sport specific
  - a. Short forms for positions should be standard for each sport. For example, for hockey it would be F-Forward, D-Defence and G-Goalie.
- 7. Date of birth is not to be included in rosters
- 8. Academic year as well as year of eligibility should appear on the roster



# ADMINISTRATIVE POLICIES

## ONTARIO UNIVERSITY ATHLETICS



9. Hometowns should be included on the roster and should be the town/city, province abbreviation format. (For example, Scarborough, Ont.)
10. Previous team (can change every summer and is on-going):
  - a. Previous High School/College
  - b. Previous Club/National Team