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# PROCEDURES

ONTARIO UNIVERSITY ATHLETICS





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# PROCEDURES

## ONTARIO UNIVERSITY ATHLETICS



Procedure Title	Date of Last Review	Committee Oversight
Registration of Players Procedure	Requires further review	OUA Sport Advisory Committee
Game Reports Procedure	2/26/2020	OUA Sport Advisory Committee
Recruitment Regulations Procedure	Requires further review	OUA Sport Advisory Committee
Seasonal Practices Procedure	Requires further review	OUA Sport Advisory Committee & Capacity Project Ad Hoc Committee
General Tie-Breaking Procedures	Requires further review	OUA Sport Advisory Committee
Scheduling Procedure	Requires further review	OUA Sport Advisory Committee
Corporate Identification on Team Uniforms Procedure	2/26/2020	OUA Marketing Committee
Sport Entry Fee Procedure	Requires further review	OUA Finance Committee & Sport Advisory Committee
Playing Privileges Procedure	9/18/2020	OUA Governance and Nominations Committee
Sponsorship Framework	2/26/2020	OUA Marketing Committee
Playoffs and Championship Procedure	2/26/2020	OUA Sport Advisory Committee
Inclement Weather Procedure	2/26/2020	OUA Sport Advisory Committee
Cancellation, Postponement, and Forfeiture of Competition	Requires further review	OUA Sport Advisory Committee
Sanctioning and Deletion of G3 Sports	2/26/2020	OUA Governance and Nominations Committee
League Entry, Standards, and Responsibilities of Members	Requires further review	OUA Governance and Nominations Committee
Membership Procedure	2/26/2020	OUA Governance and Nominations Committee
Awards Procedure	Requires further review	OUA Marketing Committee
Awards Naming Procedure	Requires further review	OUA Marketing Committee
General Hosting Procedure	2/26/2020	OUA Sport Advisory Committee
Coach Engagement Procedure	2/26/2020	OUA Sport Advisory Committee
Out-of-Season Competition Exemption	2/26/2020	OUA Sport Advisory Committee



### Registration of Players Procedure

#### Institutional Responsibilities

1. Members and members with playing privileges are required to post on their institutional web site, a sport player roster by the designated OUA Eligibility Deadline date as outlined in the ***OUA Student-Athlete Eligibility Policy***. Posted information is to display the names of student athletes who are eligible for competition and have been verified by the Athletic Director or appointed designate and the institutional eligibility process. The OUA template will be used to display all required player information.
2. Institutions may add a name(s) to a roster after the posting deadline provided notification is sent in writing to the CEO who will advise the Director of Sport or appointed designate. The Institution would then add the name on their website and would declare the addition by notating an "A" in the appropriate column by the name.
3. Institutions are required to notify the DOS if an athlete becomes ineligible to compete after the initial posting date occurs for that team. An institution is then required to post an "\*" beside the person's name thereby indicating that he/she is inactive. If eligibility has been assessed to the individual the name must remain on the team's roster but this status will indicate an inability to compete in future competitions.
4. For OUA individual sports eligibility rosters must be posted on the institutional website but the Director of Sport or appointed designate is responsible to check the submitted entries for the OUA Championship with the posted roster prior to the start of that competition. Individual U SPORTS sports eligibility will be governed by U SPORTS participation regulations.
5. The OUA will confirm that Institutions within that sport adhere to the OUA designated eligibility deadline date. Failure to post the team roster on the institutional web site by the deadline date will result in a fine issued by the OUA as outlined in the ***OUA Fees Schedule***.
6. An Institution who allows a player to compete without adding their name to the eligibility roster first, providing the individual is otherwise eligible to play, will be assessed a fine for each competition in which the athlete competes as outlined in the ***OUA Fees and Fines chart***.
7. OUA Board Board of Directors shall establish fines related to eligibility and the required Institutional process. The list of OUA fines and fees will be documented in the ***OUA Fees and Fines chart***.



### **Institutional Sports Information Responsibilities**

8. For team sports in which individual student-athletes statistics are collected, members and members with playing privileges are required to upload their sport player roster into the online U SPORTS/OUA database prior to the first league competition for each sport. The OUA template will be used to display all required player information.
9. The following sports must have their player roster in the on-line database prior to the first league competition:
  - a. Football
  - b. Men's and Women's Basketball
  - c. Men's and Women's Hockey
  - d. Men's and Women's Soccer
  - e. Men's and Women's Volleyball
  - f. Women's Field Hockey
  - g. Men's and Women's Rugby
10. Institutions are responsible for updating their sport specific on-line database roster with any additions to the roster that occur. This should be done prior to the first game that the new athlete competes in.
11. Institutions must keep any student-athlete in the database that becomes inactive after accumulating any statistics at a league game.
12. A fine per team will be levied if Institutions do not comply with the set standards of uploading rosters into the U SPORTS/OUA on-line database. The list of OUA fines and fees will be documented in the ***OUA Fees and Fines chart***.



### Game Reports Procedure

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#### Game Reports

1. Game reports of each scheduled contest shall be forwarded by the host institution immediately after the fixture on the applicable official form (game sheet) with copies to the OUA Office, and the opponent. Where specified in the sport specific rules of each sport, other requirements may be stipulated. Scores shall be reported no later than 30 minutes after the completion of the game, in accordance to U SPORTS Policy (30.30.3.2). Stats are required to be entered into the OUA database by 10:00 pm or two hours upon completion of the event. Failure to comply will result in fines being levied by the OUA as outlined in the ***OUA Fees and Fines chart***.



### Recruitment Regulations Procedure

#### Rationale

1. Recruitment violations are considered serious. Therefore, they merit being reviewed by the Board of Directors or their designates even for a first offense.

#### Recruitment Regulations

2. Student-athletes who participate in a U SPORTS sport must meet all of the U SPORTS recruiting regulations located in U SPORTS Regulation 40.10.7. Further requirements may be placed on such athletes in accordance with OUA principles.
3. It is considered unacceptable for all Athletic Department or University staff to speak disparagingly of another person or institution in order to attempt to persuade an athlete to come to their institution or enhance the reputation of their institution by comparison.
4. Enticement of student-athlete from one university to another university by a coach, Athletic Director, or other university officials is an unethical and illegal practice.

#### Recruiting – High School and CEGEP Student-Athletes

5. Before approaching a high school or CEGEP student, the Director of Athletics or appointed designate or the coach shall first contact the person in charge of the high schools' or CEGEP's athletic program or high school coach of the student to inform them of the contact.
6. In the event the above contact cannot be made and a OUA/U SPORTS coach wishes to speak with a recruit on the day that a prospective student-athlete is competing, contact can only occur after the prospective student-athletes final competition of that day and once they have been released by the appropriate institutional authority and leave the dressing and meeting facilities. Recruiting camps are excluded from this rule.

#### Recruiting – U SPORTS Student-Athletes

7. Student-athletes who are already attending a U SPORTS institution shall not be contacted for the purpose of recruiting by a U SPORTS Athletic Department representative. The definition of a student-athlete in terms of identifying them for the purpose of recruiting at the school they are attending is:
  - a. When they have participated in any training or competition, or
  - b. When their name has appeared on an Eligibility Certificate



8. In the case of a potential transfer from a U SPORTS institution when the student-athlete initiates the contact, the U SPORTS coach or Athletic Department representative contacted shall immediately notify his/her Director of Athletics or appointed designate who in turn shall inform the Director of Athletics or appointed designate of the U SPORTS institution in which the athlete is enrolled.

### **Participation of Prospective Student-Athletes**

9. For the sports of basketball, field hockey, football, ice hockey, volleyball, rugby and soccer it is unacceptable to have a prospective athlete practice with or occupy the bench of a member's team during the competitive season. The competitive season is considered to begin on the first day of training / practice and end upon conclusion of the final competition for which a team is eligible to participate in conference and playoff competition. Within men's football, it is unacceptable for non-registered student-athletes to practice with a member's team in spring training camps and out-of-season practice sessions. Such practices are restricted to U SPORTS eligible registered students of that institution.

### **Recruiting Trips and Travel**

10. University funding of liaison / recruiting trips for prospective athletes is acceptable providing these trips are consistent with general university policy; however U SPORTS limits a member institution or representative to finance only one visit to its campus for a prospective athlete.
11. A university or its representatives are prohibited from paying, providing, or arranging for the payment of transportation costs incurred by relatives or friends of a prospective athlete to visit the campus or elsewhere.

### **Recruiting Black-Out Periods – Men's Football**

12. For the purpose of athletic-related recruiting, there will be no contact of prospective student-athletes by any person representing a U SPORTS institution from December 24<sup>th</sup> to January 1<sup>st</sup> inclusively.
13. For the purpose of athletic-related recruiting, there will be no contact of prospective student-athletes by any person representing a U SPORTS institution from the Thursday prior to the East-West All-Star Game until the completion of the East-West All-Star Game.



### **Offers and Inducement**

14. In recruiting a student-athlete, an OUA member can only provide the prospective recruit with product and/or services not exceeding \$50.00 (CDN), over and above what is provided the general prospective student population.

### **Alumni**

15. Alumni organizations and individuals who are in any way affiliated with or involved in the recruiting process shall be governed by the recruiting guidelines of the OUA.

16. OUA members shall pursue an active policy of informing and educating independent alumni of the importance of operating in accordance with the policy.

17. The onus shall be on each OUA member to advise any alumni who functions in violation of OUA and/or U SPORTS rules and regulations that they jeopardize the participation of their university in interuniversity athletics.

### **Employment**

18. Employment opportunities may not be provided to prospective athletes during their funded visit.

19. Prospective athletes employed by a university in a recognized university or departmental positions are to be paid at a rate not to exceed the standard rate of pay established by the institution for similar positions.

20. Prospective athletes employed by the athletic department or departmental staff running private camps or clinics are to be paid at a rate comparable to the rate of pay of other employees of similar experience.

21. Such employees may not receive housing (free, reduced or subsidized), or any form of travel subsidy in connection with this employment. Housing may only be provided (free, reduced or subsidized) if the camp or clinic involves overnight accommodation for the participants and the employee is directly responsible for supervision as part of the employment contract.

22. Such employees shall be under a contract which designates their responsibilities and the remuneration to be received, and the contract shall be authorized by the Athletic Director or designate.



### Sanctions

23. The following sanctions apply:

a. Coach

i. 1<sup>st</sup> violation (team sports)

1. Football – 1 game suspension from OUA league scheduled game
2. Baseball, Basketball, Field Hockey, Hockey, Lacrosse, Rugby, Soccer, Volleyball, Water Polo – 2 game suspension from OUA league scheduled event.

ii. 1<sup>st</sup> violation (individual sports)

1. Suspension from a sectional or qualifier event or sanction subject to review

iii. 2<sup>nd</sup> violation

1. Review and suspension of the coach for up to one calendar year.

iv. 3<sup>rd</sup> violation

1. Suspension for life

b. Institution

i. 1<sup>st</sup> violation

1. see ***OUA Fines, Fees and Financial Policy***

ii. 2<sup>nd</sup> violation

1. see ***OUA Fines, Fees and Financial Policy***
2. No television coverage of the offending institution's home games in the particular sport in which the violation occurred for up to one calendar year.
3. No home games for league championship play for up to one calendar year.

iii. 3<sup>rd</sup> violation

1. see ***OUA Fines, Fees and Financial Policy***
2. No television coverage of any league game (not sport specific) for up to one calendar year.
3. No post-season league championship play for up to one calendar year.



### Seasonal Practices Procedure

#### Definitions

1. The following terms have these meanings in this Policy:
  - a. *“Practice”* - A practice refers to any time that a person who is directly associated with a university or someone acting for the university works with a player in a situation where she/he is instructing in fundamentals, techniques, or systems
  - b. *“Scrimmage”* - A game is considered a “scrimmage” when all of the following elements are removed from the game situation:
    - i. league officials
    - ii. team uniforms
    - iii. score and score sheet
    - iv. statistics
    - v. gate receipts
  - c. *“Competitive Season”* - The Competitive Season is August 15<sup>th</sup> until April 30<sup>th</sup> of the given academic year. In football, the Competitive Season shall be defined as first day of training camp until the last game of a team’s season (regular season or playoffs).
  - d. *“Out of Competitive Season Period”* - The Out of Competitive Season period is May 1<sup>st</sup> until August 14<sup>th</sup> of the given year. August 15<sup>th</sup> represents the start of the new academic year and the Competitive Season. In football, the Out of Competitive Season shall be defined as the last game of a team’s season (regular season or playoffs) until the following season training camp.

#### Practice During Out of Competitive Season Period

2. An OUA team is permitted to practice in the Out of Competitive Season Period provided all participants are compliant with OUA and U SPORTS eligibility and recruiting rules. Further, an OUA team is permitted to practice in the Out of Competitive Season Period:
  - a. At an institution’s discretion; and
  - b. Provided sport specific rules (which can be more stringent) permit

#### Out of Competitive Season Period Exemptions

3. OUA teams are only permitted to engage in games/competitions during the Out of Competitive Season, provided the following conditions are met:
  - a. All competitors must be compliant with OUA and U SPORTS eligibility and recruiting regulations



- b. All games/competitions must be registered with the OUA Office, in advance of their occurrence using the Out of Competitive Season Form.
- c. Results of the competition must be registered with the OUA Office within 24-hours of the competition or next business day

### Penalties

- 4. Penalty for participating in Non-registered or Non-approved Out of Season Competitions:
  - a. Per the ***OUA Fees and Fines chart***
- 5. Penalty for participating in Non-registered or Non-approved Out of Season Practices
  - a. result in the head coach of the offending team being suspended one league game for each day of the violation

### Regulations Governing Practices in Football

- 6. A maximum of 20 practices may be held following the conclusion of the competitive season (as defined for football), and the start of the following season training camp. The length of each season shall be defined within playing regulations for each sport. Official training camp/practice to commence 14 days prior to the first regular season game of the OUA season with medicals and reporting permitted to occur the day before.

### Training Camp Start Dates (2020-21)

Sport	Training Camp
Football	August 20, 2020
Women's & Men's Soccer	August 26, 2020
Women's Rugby	August 26, 2020
Field Hockey	August 29, 2020
Men's Rugby	September 1, 2020
Women's & Men's Basketball	September 4, 2020
Women's Hockey	September 8, 2020
Men's Hockey	September 8, 2020
Women's & Men's Volleyball	September 14, 2020



### General Tie-Breaking Procedures

#### Definitions

1. A team's record is determined as follows:
  - a. If there are no ties (e.g. Basketball): Wins/Games Played
  - b. If wins are worth 2 points (e.g. Football):  $(\text{Wins} + \text{Ties}/2)/\text{Games Played}$
  - c. If wins are worth 3 points (e.g. Soccer):  $(\text{Wins} + \text{Ties}/3)/\text{Games Played}$
  - d. If wins are worth 2 points & OT/SO losses are worth 1 point (e.g., Men's Hockey):  $(\text{Wins} + \text{OTL})/\text{games played}$
  - e. If regulation wins are worth 3 points, OT/SO wins are worth 2 points, and OT/SO losses are worth 1 point (e.g., Women's Hockey):  $(\text{Total points earned})/\text{total points available}$

#### Division

2. For the purpose of these tie-breaking procedures, a "division" is defined as the basis on which playoff positions are determined. If playoff positions are determined on a league-wide basis, then the league is to be considered one "division" for the purposes of the rule, regardless of the number of divisions that may exist for scheduling or other purposes.

#### Point Difference

3. Point difference is calculated by taking the number of points (goals, runs, etc.) score by a team, and subtracting the number of points (goals, runs, etc.) allowed by a team. When point difference is to break a tie between teams who have played an unequal number of games against each other, the difference is NOT weighted to compensate for the number of games played. Any weighting would magnify the differences apparent in the number of games played.

#### Sport-Specific

4. For the sport of **Football**, there is a ceiling total point difference that will be used in the tie-breaking procedure. The maximum point difference that will be used is 25 +/- points per OUA football contest.
5. For the sport of **Volleyball**, if a tie still exists after 1) examination of head to head record in competition, then 2) examination of all sets in head to head competition, followed by 3) point difference of all sets in head to head competition (if all teams involved have played each other at least once).



### **Tie-Breaking Procedures**

6. When the above system separates one or more teams from the other, those teams shall be ranked accordingly and any remaining ties shall be broken by reverting to Step 1 of the appropriate system.
  
7. Tie-Breaking Procedures:
  - a. Most league wins (if the teams have played the same number of games).
    - i. Men's Hockey – a league win shall be determined by a regulation or overtime win
    - ii. Women's Hockey – a league win shall be determined by a regulation win
  - b. Record in head-to-head competition (if all teams involved in the tie have played each other at least once).
  - c. Point difference in head-to-head competition (if all teams involved in the tie have played each other at least once).
  - d. Record in games within the division.
  - e. Record in games against common opponents.
  - f. Record in games against each of the other teams in the division, starting at the top of the standing and continuing in descending order.
  - g. Point difference in games within the division.
  - h. Point difference in games against common opponents.
  - i. Point difference in games against the highest divisional opponent not involved in the tie.
  - j. Point difference in games against the second-highest divisional opponent not involved in the tie.
  - k. If the tie persists, repeat Step 10 using the other teams in the division in descending order until the tie is broken.
  - l. Total point difference.
  - m. Coin toss (if two teams are tied) or drawing of lots (if more than two teams are tied).



### Scheduling Procedure

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#### Definitions

1. Each OUA member institution will be required to submit three different requirements to ensure that the Director of Sport has all the required information to create the schedules. These requirements include:
  - a. Homecoming dates – each institution is allowed to identify only one specific date that is preferred for that institution to host their homecoming event in only one sport – football, hockey, basketball etc.
  - b. Blackout dates – only university sanctioned events such as convocation and orientation qualify as blackout dates
  - c. General requests – these items include preferences that highlight rivalries, community initiatives, facility restrictions (in facilities that are not owned by an institution) and should be presented in each sport.
2. The Director of Sport will create the process to collect the information required to complete the schedules and set all timelines and deadlines in relation to the collection of information, creation and distribution of all schedules.

#### Scheduling Responsibilities

3. The coordination and preparation of each OUA schedule will be assigned to designated OUA program staff by the Director of Sport or designate.
4. OUA office staff is responsible for the completion, updating and tracking of all OUA schedules.
5. In the case of some G3 sports the OUA office staff will coordinate with the tournament hosts to ensure accurate information and appropriate distribution of all schedules.
6. The OUA Board of Directors will decide competition parameters League structure and playoff formats based on recommendations from the OUA Sport Advisory Committee.
7. The Director of Sport has final authority to approve or adopt any feedback from member institutions.
8. Once the Director of Sport has certified each competition schedule, no changes are allowed.



### **Scheduling Process – League Sports (Football, Basketball, Hockey, Volleyball, Soccer, Rugby, Field Hockey)**

9. All required dates and sport specific information must be submitted no later than the dates indicated on the OUA schedule timeline determined by the Director of Sport.
10. OUA office staff will prepare all schedules in accordance with OUA schedule principles, parameters and sport specific guidelines.
11. Schedules will be submitted to the member institutions for review in accordance with the OUA schedule timelines.
12. All feedback will be submitted to the Director of Sport according to the OUA schedule timeline.
13. The Director of Sport has final authority to make any changes in accordance with all OUA scheduling principles, policies and in consideration of competitive advantage.
14. Once the Director of Sport certifies any and all schedules no changes are allowed.

### **Scheduling Concepts**

15. OUA schedules will present opportunities for student-athletes from Ontario universities to compete against one another.
16. Schedules will provide a reasonable and appropriate number of competitions.
17. Some competitions may be organized for participants from all Ontario universities; some may be organized for Divisional or Sectional play leading to an Ontario championship.
18. Scheduling process timelines will be established by the Director of Sport and communicated in advance of the start of the scheduling process to all participating schools.

### **Overall Scheduling Principles (Football, Basketball, Hockey, Volleyball, Soccer, Rugby, Field Hockey)**

19. Fiscally responsible scheduling should be achieved while striving to not unreasonably disadvantage any of the participating members.
20. Where facility use is shared between sports, the following order of consideration shall be used to determine which sport is scheduled first.



- a. Court Sports – 1) Basketball, 2) Volleyball
- b. Field Sports – 1) Football, 2) Soccer, 3) Rugby, 4) Field Hockey

21. Strategic scheduling will take place where possible taking into consideration homecomings, rivalries, television, geography and facility availability.
22. Hosting of all OUA events is an obligation of members and must be shared equitably where possible.
23. League play, qualifying events, and playoff schedules should be constructed in such a manner as to allow sufficient time between OUA Championship play and the commencement of U SPORTS Championships. This time allowance should take into consideration the impact on the student-athlete both academically and physically.
24. Within a sport there should be a consistency of hosting standards, officiating assignments, as well as league and playoff structures.

### **League Play Format Principles (Football, Basketball, Hockey, Volleyball, Soccer, Rugby, Field Hockey)**

25. League play can commence as per the Rules & Regulations of each sport.
26. Imbalanced schedules are acceptable to facilitate scheduling and in order to adhere to maximum number of league games. Home/Away schedules and balance of fall/winter games must be a consideration.
27. Maximum ceiling of 50% (rounded up to the next even number) of teams “to the next even number” in OUA league sports qualify for playoffs with the following proviso: Sport-specific exceptions to this principle will be considered based on due process. Note: Rationale for exceptions must include a consideration of all governing principles of the OUA Sport Model. The following exception approved are men’s and women’s basketball, men’s hockey and men’s and women’s soccer.
28. In single elimination playoffs, the playoff game is to be held at the site of the highest place finisher.
29. In playoffs where the format is a tournament, it is recommended that all games be held at the site of the highest place finisher, unless it is logistically difficult, in which case a minimum of a three year pre-determined host site rotation should be established among participating institutions.



30. Maximum playoff format in any OUA sport to be best two (2) out of three (3), with the extra game to be at the site of highest finisher.
31. League schedules should consider the rotation of games from year to year to address travel inequities.
32. The OUA Board of Directors will establish on a sport by sport basis, a ceiling on the number of OUA league games deemed necessary to provide a quality student-athlete experience, which provides for a balance between sport commitment and commitment to the academic welfare of the student. In addition, the principles of gender equity within each sport and the application of imbalanced schedules where fiscal concern is a factor should be applied to the establishment of league play ceilings (number of league games). Once league requirements are established individual institutions will be responsible for setting their own schedule for non-league play.
33. Divisions, where possible, should have:
  - a. Geographical considerations,
  - b. The same institutions in each sport to provide common opponents in all/most sports,
  - c. Similar structure for Men's and Women's sports,
  - d. The same number of teams,
  - e. Similar numbers of games/matches,
  - f. Similar schedule formats such as home-and-home league schedules; distance should be considered in scheduling mid-week games,
  - g. Similar playoff formats
34. Where possible and appropriate, repeating schedules or rotating schedules of hosting responsibilities will be established. Random draws for position in hosting rotations may be conducted.
35. Scheduling parameters specific to each sport will be identified in the sport specific schedule guidelines and parameters documents.
36. OUA members and members with playing privileges shall always have precedence over non-members.
37. The OUA shall not provide leadership or scheduling for second teams competition.



**Tournament / Event Format Principles (Rowing, Cross Country, Swimming, Track & Field, Golf, Baseball, Lacrosse, Tennis, Water Polo, Nordic Skiing, Figure Skating, Fencing, Curling, Squash, Badminton)**

38. OUA play requirement is that institutions must declare entry by the AGM preceding the start of the competitive season. Entry into G3 sport can be made as late as 30 days in advance of championship if format and host can accommodate entry.
39. If it is necessary to establish a seeding order, or if it is necessary to reduce the number of participating teams at the OUA Championships in order to host a successful event within the timeframe and facilities available, it may be necessary to hold sanctioned qualifying events or seeding meets to establish qualifying standards. The responsibility of defining qualifying or seeding competitions will be set on a sport by sport basis by the OUA Sport Advisory Committee.
40. Sanctioned OUA qualifying events are defined as events in certain sports where the number of competing teams with their individual participants cannot be accommodated in a single open championship format. Sanctioned seeding events are defined as events in certain sports where ranking of teams/competitors is deemed necessary to have a quality championship.
41. All non-OUA competitive scheduling will be at the discretion of and be the responsibility of the individual institutions. Entry fees for all meets, tournaments, exhibition and individual events hosted by an OUA institution must be invoiced directly to the participating schools athletic department at the conclusion of the event.
42. The number of teams competing in an OUA event and the particular sport playoff format will dictate the type and number of official qualifying or seeding events for each sport. The Sport Advisory Committee will establish the official qualifying event(s) and/or standards necessary per sport keeping in mind the principles of the sport model and gender equity within the same sport.
43. Where applicable, one sport Convenor should be assigned to both the women's and men's sport. The Convenor should not be a coach of that sport.
44. Competing institutions will be required to host qualifying/seeding events and championship play on a predetermined basis where possible. See championship host rotations chart

# PROCEDURES

## ONTARIO UNIVERSITY ATHLETICS



45. Scheduling of sanctioned OUA qualifying or seeding events and OUA team championships are to be the responsibility of the OUA Sport Advisory Committee who will work closely with member institutions to ensure that fair and equitable scheduling of events is completed in a timely fashion.



### Corporate Identification on Team Uniforms Procedure

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#### Purpose

1. The purpose of the policy outlined in this document is to ensure that all OUA Members follow the same guidelines with regards to corporate identification on team uniforms.
2. OUA Members are permitted to display corporate sponsor logos (hereinafter referred to as the “sponsor logo”) on team uniforms and other competitive apparel at all OUA regular season, playoff, Championships and OUA televised events, subject to the adherence of the regulations below.

#### Regulations

3. A member is only permitted to register one sponsor logo per team. The sponsor logo must be registered with the OUA office no later than 10 days prior to the first day of competition of the regular season. The request for registration must include a copy of the team uniform (drawing is acceptable) with an accurate description of the size of the logo and where the sponsor logo will appear. There is no fee associated with registering a sponsor logo with OUA by the deadline indicated.
4. The registered sponsor logo is permitted on the team uniform, warm-up clothing, t-shirts and other competitive apparel and accessories.
5. The maximum surface, patch and/or sublimation, of the sponsor logo on the team uniform, warm-ups, t-shirts and other competitive apparel must not exceed 100 cm<sup>2</sup> in area (i.e. a 10cm x 10cm square patch/sublimation or a 33cm x 3cm rectangular patch/sublimation).
6. The team uniform, warm-ups, t-shirts and other competitive apparel’s manufacturer logo, may only appear only once on each item (maximum logo size of 15cm<sup>2</sup>), including in the design of the uniform (i.e. sublimated uniforms).
7. The headwear or sweatband’s manufacturer logo may appear only once on each item (Maximum logo size of 12cm<sup>2</sup>). The Member is not required to register this logo.
8. OUA logo is to appear on all uniforms and may appear on any piece of clothing or accessory.



### Infractions

9. *Late Registration.* If a member fails to register a compliant sponsor logo with OUA as per the deadline, the following fines will apply:
  - a. G1 Sports:
    - i. 1<sup>st</sup> Game: \$250
    - ii. 2<sup>nd</sup> Game: \$500
    - iii. 3<sup>rd</sup> Game and each additional game: \$100
    - iv. If a member fails to register a sponsor logo and participates in an OUA playoff, Championship or OUA televised game displaying a sponsor logo without having followed the OUA registration process, they will be charged a \$3,000 non-registration fee per game, provided that all of the above rules and regulations are maintained.
  - b. G2 Sports
    - i. 1<sup>st</sup> Game: \$50
    - ii. 2<sup>nd</sup> Game: \$100
    - iii. 3<sup>rd</sup> Game and each additional game: \$200
    - iv. If a member fails to register a sponsor logo and participates in an OUA playoff, Championship or OUA televised game displaying a sponsor logo without having followed the OUA registration process, they will be charged a \$1,000 non-registration fee per game, provided that all of the above rules and regulations are maintained
  - c. G3 Sports:
    - i. If a member fails to register a sponsor logo and participates in an OUA Championship displaying a sponsor logo without having followed the OUA registration process, they will be charged a \$1,000 non-registration fee.
10. *Non-Compliance.* If a member is non-compliant as per this policy, the following fines will apply:
  - a. G1 Sports
    - i. Any member that appears at an OUA regular season, playoff, championship, or OUA televised game, with a sponsor logo that does not meet the standards as set out in this Policy will be required to remove or tastefully cover up (as determined by OUA staff) the sponsor logo (i.e. not covering up with duct tape). If a cover-up is required due to non-compliance, it will be done so at the institution's expense. Failure to do so will result in a minimum fine of \$5,000 and possible additional sanctions as per the ***OUA Policy on Member, Administrator, Participant, and Coach Discipline.***



- ii. Any OUA member team that has a corporate sponsorship that conflicts with any OUA sponsors will have to remove or tastefully cover-up (as determined by OUA staff) the sponsorship logo on uniforms for any/all OUA Playoffs, OUA Championships or OUA television broadcasts. Failure to do so will result in a minimum fine of \$5,000 and possible additional sanctions as per the ***OUA Policy on Member, Administrator, Participant, and Coach Discipline***.
  - b. G2 Sports
    - i. Any member that appears at an OUA regular season, playoff, championship, or OUA televised game, with a sponsor logo that does not meet the standards as set out in this Policy will be required to remove or tastefully cover up (as determined by OUA staff) the sponsor logo (i.e. not covering up with duct tape). If a cover-up is required due to non-compliance, it will be done so at the institution's expense. Failure to do so will result in a minimum fine of \$5,000 and possible additional sanctions as per the ***OUA Policy on Member, Administrator, Participant, and Coach Discipline***
    - ii. Any OUA member team that has a corporate sponsorship that conflicts with any OUA sponsors will have to remove or tastefully cover-up (as determined by OUA staff) the sponsorship logo on uniforms for any/all OUA Playoffs, OUA Championships or OUA television broadcasts. Failure to do so will result in a minimum fine of \$5,000 and possible additional sanctions as per the ***OUA Policy on Member, Administrator, Participant, and Coach Discipline***.
  - c. G3 Sports
    - i. Any member that appears at an OUA regular season, playoff, championship, or OUA televised game, with a sponsor logo that does not meet the standards as set out in this Policy will be required to remove or tastefully cover up (as determined by OUA staff) the sponsor logo (i.e. not covering up with duct tape). If a cover-up is required due to non-compliance, it will be done so at the institution's expense. Failure to do so will result in a minimum fine of \$5,000 and possible additional sanctions as per the ***OUA Policy on Member, Administrator, Participant, and Coach Discipline***.
    - ii. Any OUA member team that has a corporate sponsorship that conflicts with any OUA sponsors will have to remove or tastefully cover-up (as determined by OUA staff) the sponsorship logo on uniforms for any/all OUA Playoffs, OUA Championships or OUA television broadcasts. Failure to do so will result in a minimum fine of \$5,000 and possible additional sanctions as per the ***OUA Policy on Member, Administrator, Participant, and Coach Discipline***.



### Registration Process

11. Fill out and return the *Corporate Identification on Team Uniform Registration Form*, along with a copy of the team uniform (drawing is acceptable) with an accurate description of the size of the logo and where the sponsor logo will appear
12. All Registration forms must be received no later than 10 days prior to the first day of competition of the regular season.

# PROCEDURES

## ONTARIO UNIVERSITY ATHLETICS



### Corporate Identification on Team Uniform Registration Form

Date: \_\_\_\_\_

### Contact Information

OUA Institution: \_\_\_\_\_

Contact: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

### Corporate Identification Information

Sponsor: \_\_\_\_\_

Team jersey the logo will appear on: \_\_\_\_\_

Location of the logo on the jersey: \_\_\_\_\_

Size of logo: \_\_\_\_\_

(must not exceed 100 cm<sup>2</sup>)

**Please fill out before the start of the regular season and return to:**

David Frizzell  
Director of Marketing and Partnerships  
Ontario University Athletics  
3305 Harvester Road, Unit 2  
Burlington, ON, L7N 3N2  
Fax: (905) 635-5820  
Email: [david.frizzell@oua.ca](mailto:david.frizzell@oua.ca)



### Sport Entry Fee Procedure (Existing Members)

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#### Purpose

1. This Policy is for existing members that declare intent to enter into a new OUA sport at their institution. This policy aligns with OUA's sport model of G1, G2, and G3 sport.

#### Timing

2. Notice should be received 15 months prior to entry. For tournament sports (cross country, track & field, rowing, swimming, and wrestling) and competitive sports (badminton, tennis, squash, lacrosse, Nordic skiing, golf, baseball, curling, fencing and figure skating) intent to enter is required no earlier than the preceding AGM to guarantee participation in the championship.

#### Entry Fees

3. **G1 Sports** (Football, Basketball, Hockey)
  - a. Football - \$25,000 per team
  - b. Basketball & Hockey - \$15,000 per team, per gender
  - c. For any sport that has a reserve established (football, basketball and men's hockey) an additional fee of their share of the assets of the sport specific reserves.
4. **G2 Sports** (Cross-Country, Field Hockey, Rugby, Rowing, Soccer, Swimming, Track & Field, Volleyball and Wrestling)
  - a. \$5,000 per team, per gender
5. **G3 Sports** (Badminton, Baseball, Curling, Fencing, Figure Skating, Golf, Lacrosse, Nordic Skiing, Squash, Tennis, Water Polo)
  - a. Entry Fee - none
  - b. Rationale: The entry fee aligns with the investment OUA puts into each sports category and to offset some of the impact on the expenses associated with changes in format and structure needed with the addition of teams. Furthermore, the value of being associated with specific sports to the institutions varies from sport to sport (i.e., Football) has more value than Water Polo. In addition, the investment in staffing and resources has been aligned with the sport model.

#### Financial Implications

6. With the entry fee funds, OUA would establish a new reserve fund - OUA Development. The Development Reserve Fund could be accessed with approval from the Board for special onetime



projects that advance the organization as a whole. Traditionally these projects (i.e., Human Resources Review) has required a membership recovery of equal amounts from our member institutions. The intent is the Development Reserve would fund these projects in the future.

### **Entry Fee Funds Allocation**

#### **7. G1 Sports**

- a. Development Fund - 33.3%
- b. Sport Specific Reserve – 33.3%
- c. Operating – 33.3%

#### **8. G2 Sports**

- a. Development Fund - 50%
- b. Operating – 50%

9. The sport entry fee would be payable in equal instalments over a maximum five year period with the operating % being non-refundable. The first instalment would be payable May 1<sup>st</sup> of the year of declaration of intent to enter. For those declarations of intents already received the first instalment would be due May 1<sup>st</sup> of the year of participation in the sport.



### Playing Privileges Procedure

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#### Purpose

1. Playing privileges in any sport may be granted to non-member institutions that are members in good standing within U SPORTS. Institutions granted such privileges must adhere to the OUA By-Laws and sport specific playing regulations in the sports in which they receive OUA playing privileges.

#### Application

2. Applications for playing privileges will be received by the OUA Office on behalf of the Board and sent to the Sport Advisory Committee for assessment. The Sport Advisory Committee will review and submit a recommendation to the Board for review and approval. Applications, outlining the degree of institutional commitment to OUA, which includes a minimal four-year commitment per sport, should be included in the application. Playing privileges must be approved for entry into any sport, and a site visit must be conducted as per OUA policy.

#### Fees

3. Playing privilege schools will pay a playing privilege fee and a sport-specific fee for all sports that they are accepted to participate in.
4. Fees are described in the ***OUA Fee Schedule***.

#### Acceptance

5. Upon being accepted, OUA reserves the right to determine institutional participation in OUA business as outlined in the OUA By-Laws. Accepted institutions are expected to abide by all OUA By-Laws, Governance Policies, Administrative Policies, and Procedures, including but not limited to the Code of Conduct and Ethics, Eligibility, Athletic Financial Awards, Recruiting, and Hosting Obligations.
6. Playing privilege is granted for a 4-year period only and institutions wishing to continue such an affiliation must reaffirm their intention on an annual basis. If they withdraw within the 4-year period they are still subject to the playing privilege and sport-specific fees and may not reapply for playing privilege status for 4 years.
7. Playing privileges may be rescinded in part or in whole, at any time, by a two-thirds majority vote of the Board and may be effective for any or all sports to which entry was granted.



### **Hosting**

8. All approved institutions that reside outside of the Province will be allowed to host events as part of league play. OUA Championships (including Bronze Medal games) should be hosted within the boundaries of the province of Ontario.
9. McGill University will be given the opportunity to host every other year in the sport of field hockey for regular season or league events. Any McGill University hosting duties will be a minimum of a two-day event.

### **Awards**

10. Playing privilege participation allows for eligibility for sport-specific awards, but not Honour Awards or CHAMP awards.



### Sponsorship Framework

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#### Events

##### 1. *Regular Season*

- a. Members own all in-venue sponsorship assets exclusively as the host of OUA regular season games (including exhibition games).
- b. League based marketing initiatives such as 'Quest for the Cup Campus Tour' will attend select regular season and exhibition games with the permission of the host school.
- c. The OUA may from time to time have access to in-game prizes from OUA sponsors that will be offered to the members.

##### 2. *Playoffs*

- a. Members own all in-venue sponsorship assets with the possibility of the OUA participating in select events and/or contributing to the events with contest prizing. (i.e. Investors Group halftime contest, Wilson giveaway)
- b. League based marketing initiatives such as 'Quest for the Cup Campus Tour' will attend select playoff games with the permission of the host school.

##### 3. *Championships*

- a. All in-venue sponsorship assets belong to OUA Central with the possibility of host sponsors participating in the event.
- b. In the event that the host school has signage on display that is in conflict with an OUA sponsor that has category exclusivity, OUA Central will work with the host to determine whether or not the aforementioned signage would need to be removed or covered to the satisfaction of OUA Central.
- c. OUA Central will work with the host school to share in any costs associated with the removal or covering of signage.
- d. Host sponsors that are not in conflict and have signage in the facility and/or have an in-game giveaway/contest would need to be cleared by OUA Central.
- e. OUA Central understands that in some cases there are facility related partnerships in place that cannot be altered. As such, OUA Central will not ask the host facility to change its name or alter the products being sold at concessions within the facilities even if they conflict with an exclusive sponsor of the OUA.



### Digital

#### 4. Television Broadcasts

- a. OUA Central holds the television broadcast rights for all regular season, playoffs and OUA championships.
- b. All local community television broadcasts (i.e. Rogers, TV Cogeco, etc.) must be registered with OUA Central.
- c. OUA Central will partner with host school on all regular season broadcasts to share access in-game features and commercial spots played on the broadcast.
- d. OUA Central holds all in-game features and commercial rights on the broadcast for playoffs and championships

Sponsorship integration for regional / national televised events		
	<i>In Broadcast</i>	<i>In Venue</i>
<b>Regular Season</b>	 & HOST	HOST & 
<b>Playoffs</b>		HOST & 
<b>Championships</b>		 & HOST

#### 5. OUA.tv

- a. Please refer to the current OUA.tv policy.

#### 6. Website & Social

- a. The OUA expects that the members share OUA content via website and social media in an effort to grow the conference brand, increase our fan base and support conference sponsors.

### Conference Opportunities

#### 7. "Official Ball" Sponsorships

- a. OUA Central is permitted to secure a conference wide ball deal that involves a specific ball to be used during regular season, playoffs and OUA championship play. (i.e. Wilson – football, basketball and baseball)
- b. Whereas a conference wide ball deal has been secured, OUA Central is welcome to provide each participating institution with the necessary event signage at the expense of OUA Central. The signage materials and dimensions should reflect the other signs on display at



each respective member institution. (i.e. field sign for football, court sign for basketball / volleyball)

- c. Any sponsorship ball deal that involves a purchasing requirement by the members which involves one sole supplier, the agreement would need to be structured in a way that all member institutions are required to opt-in to the agreement so that the athletic departments do not violate any potential university enforced procurement policies. (i.e. Mikasa – volleyball)

### 8. *Equipment suppliers*

- a. OUA Central is welcome to secure conference wide equipment supplier deals as long as the member institutions have the ability to opt-in to the partnership. (i.e. CCM – men's and women's hockey)

### 9. *Corporate identification on uniforms*

- a. Please refer to the current Corporate Identification on Uniforms policy.

### **Special Properties**

#### 10. *Campus Tour*

- a. OUA Central currently operates the Quest for the Cup Campus Tour, which attends the higher profile events during the year.
- b. The Campus Tour will attend mutually agreed upon regular season and playoff events whereas the OUA must clear the sponsors associated with the tour with the host school in advance.
- c. OUA Central would be permitted to bring all Campus Tour sponsors on campus for OUA Championships.

#### 11. *Youth Clinics*

- a. OUA Central may from time to time host youth clinics whereas member institutions may be contacted to partner and/or support. (i.e. Growing the Gridiron football camps)
- b. OUA Central may from time to time contact member institutions with an OUA sponsor who is interested in supporting youth clinics being organized by a member institution. The terms and conditions of such pass-through sponsorship is to be negotiated on a case-by-case basis with the host school.

#### 12. *Annual General Meeting*

- a. OUA Central is permitted to secure sponsors for the AGM.



13. *Awards*

- a. OUA Central is permitted to create and secure a sponsor for any athlete or team recognition program that is executed using OUA.ca website and the OUA Central social media accounts. (i.e. Athletes of the Week, Team of the Month, etc.)

14. *Properties developed or in partnership with the OUA office*

- a. All-Star & Showcase Events
  - i. OUA Central is permitted to secure sponsors for any All-Star or Showcase event. i.e. Women's Basketball All-star Game
  - ii. PSO, NSO and Other Partner Properties – including NBA All-star Game Centre Court



### Playoffs and Championships Framework

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#### Board of Directors

##### Financing of Playoffs (including OUA Guarantee Model)

1. Financing described in this Procedure reflects the OUA Guarantee Model, passed in June 2017. The OUA Guarantee Model relates to the hosting of the OUA Championships for Football, Basketball, Hockey, Volleyball, Soccer, and Rugby. In these championships, the host is responsible for all expenses associated with the hosting of the championship.

##### Non-Revenue Producing Sports

2. Visiting institutions will pay their own travel and accommodation costs. Only those cost shared items identified in the OUA Playoff Cost Sharing for Non-Revenue Producing Sports, can be applied to the sports listed for playoff events (this will not apply to invitational's). All other expenses associated with running either an OUA league event or championship will be the responsibility of the host.

##### Non-Revenue Producing Sports

3. When an OUA Final 4 Championship of one or more years is bid on by a host member institution and/or external host committee, the bid selection and financial arrangements are to be part of the bidding process and approved by the OUA Board of Directors. The bid must meet the guidelines outlined in the Bid Book and shall include a budget for the event, showing all expected revenues and proposed expenditures. The bid must also indicate a revenue sharing formula outlining net revenue, host percentage, participating university percentage, as well as an OUA percentage.

##### Other OUA Sport Final Fours or Tournaments (Baseball)

4. In the sport of baseball, where a Final 4 or tournament format is used, all revenues generated and host expenses remain the responsibility of the host.

##### Single Game Playoff

5. For revenue producing single event playoff games, the host institution will assume all hosting expenses and retain all revenues.
6. The following exceptions apply (as per the Guarantee Model):
  - a. Wilson Cup
  - b. Critelli Cup
  - c. Queen's Cup



- d. McCaw Cup
- e. Football – all Playoff games including the Yates Cup
- f. Men’s Rugby Championship
- g. Women’s Rugby Championship

### **Off-Campus Facilities**

- 7. Cost of off-campus facilities for revenue producing sports will be the responsibility of the host.

### **Financial Report**

- 8. All hosts of OUA championships and head to head playoffs (not associated with the guarantee model) will be responsible for circulating to the OUA office a detailed accounting of all revenues and expenses for the championship event. The host must circulate a complete playoff financial statement within 30 days of the event.

### **Expense in Hosting OUA Meets and Tournaments**

- 9. Costs are to be shared by competing members in the playoffs of certain sports. All allowable costs are to be presented in a chart within the sport specific rules section of the OUA standing rules.

### **Unusual Expenses**

- 10. Costs of an unusual or unpredicted nature may be shared by a specific ruling of the Board of Directors.

### **Out of Province Championships**

- 11. All OUA Championships should be hosted within the boundaries of the province of Ontario.



### Inclement Weather Procedure

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Each institution must have an Emergency Action Plan (EAP) that ensures all student-athletes, staff and spectators are safe from the dangers of the weather and environment. Inclement weather experienced on the fields during training and activities include, but are not limited to, thunder and lightning, extreme heat and extreme cold, wind, severe flooding and frozen surfaces.

#### Decisions about activity

1. If inclement weather
  - a. *is forecasted prior* to the activity and departure of teams, both participating teams will discuss whether the scheduled activity will occur. All teams must be able to safely arrive and depart the location of activity.
  - b. *occurs during* the scheduled activity, the referee/official will make the decision whether to cancel or postpone the activity.
    - i. Referee/official will ensure that the decision is sport-specific and aligned with the rules of the game (ie. Football and rugby can continue play in the snow, soccer cannot)
2. All recommendations regarding postponement and cancellation of activities will be made by the participating members and referee/officials. Recommendations are to be brought to the OUA for approval and final decision.
3. All decisions made about activity should have the safety, well-being and best interest of the student-athletes, staff and spectators in mind.

#### In the event of inclement weather during an activity, each EAP must:

- a. identify specific criteria for suspending activity
- b. be site specific and should allow for a 30-minute lead time (minimum) to ensure safe removal of student-athletes, staff and spectators
- c. establish a chain of command, including a person with unchallengeable authority to suspend activity and determine that it is safe to resume play. This designated individual should not be a referee/official, coach or therapist. They should be an identified university employee with responsibility for the event
- d. have a reasonable means of monitoring weather
- e. identify safe locations to seek shelter, which include buildings that will hold all individuals, building structures with plumbing and wiring, solid structures with concrete foundation or all-metal vehicles
- f. identify all parties who need to be notified in the case of stoppage of play



- g. educate all staff members to ensure they are comfortable to remove themselves from the venue if they are concerned about their personal safety without repercussions



### Cancellation, Postponement, and Forfeiture of Competition Procedure

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#### Cancellation of Competitions

1. A game can be canceled for the following reasons:
  - a. Fault or negligence of the host institution
  - b. Fault or negligence of the visiting institution
  - c. Interference by an external source of which the host institution has no control (such as inclement weather or all other similar naturally occurring incidents). Inclement weather shall be determined when an institution decides to cancel classes or close operations due to weather conditions or the event host determines that playing conditions are not suitable for competition.
  - d. A medical crisis (i.e. H1N1) – in this case the CEO, with consultation with the DAC, would determine the course of action as it could affect multiple schools.
2. The team who anticipates or who decides to cancel a game must inform the other team and OUA office of their intention as soon as possible.

#### Postponement of Competitions Prior to an Event

3. There are a number of unusual circumstances that cause a delay in the official starting time for a competition. The following can fall under the category of unusual circumstances:
  - a. Inclement weather delaying the start of competition
  - b. Insufficient daylight time to complete a competition
  - c. Officials fail to report
  - d. Officials report late to a competition
  - e. Venue is a rental facility where previous bookings do not allow for the competition to be completed.
  - f. Visiting team is late for the official starting time of a competition. Because of traffic or transportation issue (i.e. flight delays). It is the responsibility of the travelling team to make sure that they have contacted the host to let them know they have incurred a travel delay and indicated approximate time of arrival.
  - g. Equipment malfunctions (i.e. broken backboard, broken glass, etc.)
4. The following procedures should guide the above circumstances:
  - a. The host administrator and the two coaches should make every effort to see that the competition is played on the scheduled day. However, competition may start no later than



- 9:30pm when facility availability allows. The CEO of OUA can give written permission to extend the start time passed 9:30pm.
- b. During the regular season member institutions have the authority to override the 9:30pm start time according to the institutions policy.
  - c. During OUA playoffs and championships, the OUA will have authority over start times.
  - d. If an official fails to arrive or is late, the host administrator and coaches should refer to the sport specific official rules governing such situations (OUA/U SPORTS rules and sport specific governing bodies).
  - e. If a competition cannot be completed due to any of the above unusual circumstances, then the process for cancellation/postponement of games is to be followed. Every effort should be made to complete the competition the following day.
  - f. A competition shall be considered as delayed if it can be completed on the original scheduled date. The competition shall be considered postponed if it cannot be completed on the original scheduled date, and is rescheduled to take place on an alternate day.
  - g. If the host team is responsible for the delay or postponement of the competition, then the host is responsible for any additional costs incurred by the visiting team.
  - h. If the visiting team is responsible for the delay or postponement in the starting time of a competition then the visiting team is responsible for any additional costs incurred by the host team.
  - i. If an agreement cannot be reached with regard to mutual re-start time then the issue will be referred to the OUA sport specific convenor and sport committee representative assigned to that sport. Who may request that a conference call with the OUA cancellation subcommittee for a ruling. If needed they might request that the participating schools athletic directors be involved in the call.

### **Postponement of Competitions During an Event**

5. There are a number of unusual circumstances that cause a delay in competition during play. The following can fall under the category of unusual circumstances:
  - a. Inclement weather
  - b. Insufficient daylight time to complete a competition
  - c. Facility malfunction preventing the completion of competition
  - d. Other emergency situations
  - e. Other unusual circumstances preventing the completion of competition
6. The following procedures should guide the above circumstances:



- a. The host administrator and the two coaches should make every effort to see that the competition is completed on the scheduled day. However, competition must resume no more than 2 hours from the point of delay.
- b. If the game cannot be resumed within 2 hours and has not reached the 'Official Game Minimum Threshold' (listed below) then the process for postponement of games is to be followed. Every effort shall be made to complete postponed competition the following day or within 48 hours.
- c. If the game cannot be resumed within 2 hours and has reached the 'Official Game Minimum Threshold' (listed below) then the game shall be considered complete, and the current result will be considered final.
- d. If the host team is responsible for the delay of the competition, then the host is responsible for any additional costs incurred by the visiting team.
- e. If an agreement cannot be reached with regard to mutual re-start time then the issue will be referred to the OUA CEO or designate.

### **Official Game – Minimum Thresholds**

7. A postponed game that has progressed beyond the point at which it can be considered complete, if necessary, are as follows:
  - a. Football – 3 quarters
  - b. Soccer - 75 minutes
  - c. Field Hockey - 75%
  - d. Hockey – 2 periods
  - e. Basketball – 3 quarters
  - f. Rugby – 75%
  - g. Baseball – 5 innings
  - h. Volleyball – 3 sets
  - i. Water Polo – 3 quarters
  - j. Lacrosse – 3 quarters
  
8. Any game which has reached this point may be stopped as a result of circumstances listed above. Should the game be unable to be resumed within a reasonable timeframe then the results at the time of postponement will be final, and all records and statistics counted. A game which has not reached this point before being stopped is considered a postponement of competition and is to be continued at a later date from the point of stoppage as per rescheduling policies above. No statistics are counted until the game becomes official. Teams will not be permitted to make any additions to their roster in order to complete the game.



### **Rescheduling of a Postponed or Delayed Competition**

9. If an event must be rescheduled, the host institution must take the responsibility to work with the visiting institution to reschedule the game.
10. The following steps must be followed to reschedule a competition:
  - a. The host institution must advise the visiting team as soon as possible of their intended reschedule date and time. Both the coaches and administration responsible for the visiting team along with the OUA office must be advised of the decision.
  - b. The OUA office is responsible for contacting and assigning officials for the postponed game.
  - c. For regular season competition, if possible the postponed competition shall be completed within 24 hours of when the competition was originally scheduled. Should that not be possible the competition shall be completed prior to the conclusion of the regular season, pending scheduling available for the two teams involved. Every effort shall be made to confirm the date in which the game will be re-scheduled, within 48 hours of the cancellation.
  - d. For playoff competition, every effort should be made to complete the competition the following day, or within 48 hours at most.
  - e. If the members cannot agree upon a date, the OUA shall order a conference call with the two athletic directors or designates from the participating schools where a decision will be determined.

### **Permanent Cancellation of Game**

11. When a game cannot be replayed, due to a possible lack of dates in the season, the OUA must be assured that all steps have been taken in order to replay the game. If, the CEO or designate rules that it is impossible to replay the game, points will be awarded in the following manner:
  - a. When the game cannot be played due to objections by the home team and these objections are deemed unreasonable by the CEO or designate, then the visiting team shall be declared the winners by forfeit.
  - b. When the game cannot be played due to objections by the visiting team and these objections are deemed unreasonable by the CEO or designate, then the home team shall be declared winner by forfeit.

### **Obligations of Members – Costs**

12. If the CEO or designate determines that one of the teams involved did not respect their obligations (example: a reasonable solution is found but is rejected by one of the teams) the team who refuses the solution will be deemed to be in forfeit of the game and a penalty will be levied as outlined below:



- a. If a team is informed of the postponement prior to leaving and they incur no supplementary expenses, the visiting team will be responsible for assuming all travel costs for the rescheduled game
- b. If the visiting team must incur additional costs for the rescheduled game (i.e. has to take a plane or train instead of a bus, or must pay cancellation fees for hotels), all associated costs shall be shared
- c. It is the CEO or designate who will determine the cost sharing when either of the institutions asks for assistance. This request can be considered by the convenor prior to cancelling or rescheduling of the game

### Forfeitures

13. The following penalties and sanctions apply for forfeitures:
  - a. **League game** (including playoffs): All applicable officials (referee) fees plus fees as described in the **OUA Fees and Fines chart**
  - b. **Tournament**: All applicable officials (referee) fees plus fees as described in the **OUA Fees and Fines chart**
  - c. **Forfeitures that occur prior to competition**: For team sports the official score of any forfeited competition will be 1-0 (unless there is a different sport specific score established for forfeitures).
  - d. **Forfeitures that occur after competition**: All statistics from a competition that has been completed and forfeited shall count and shall be reflected in all records (with the exception of any athlete deemed to be ineligible).
14. For all forfeitures, the teams' win, loss, tied records shall include the forfeit if applicable. In the event that the team forfeiting the game had won the game the score will be reverted to forfeiture score (i.e. 1-0). In the event that the team forfeiting the game did not win the game the final score shall remain as originally recorded.
15. The team receiving the win as a result of forfeiture shall receive the full point allotment in the standings available in the sport.



### Sanctioning and Deletion of G3 Sports Procedure

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#### G3 Sport

1. A G3 Sport provides a competitive opportunity to student athletes to represent their university within post-secondary competition. G3 Sports have the following features:
  - a. Provides a quality student-athlete experience
  - b. Raises the profile of the OUA brand
  - c. Recognizes the significance of the student-athlete model
  - d. Meets U SPORTS/OUA eligibility standards
  - e. Assists our institutions and the OUA in becoming the destination of choice for student-athletes in Ontario
2. Sports that wish to pursue OUA sanctioning must provide the following documentation when submitting an application for approval. Applications should be submitted to the OUA office by January 1 each year for approval at the following OUA annual general meeting. Applications will be reviewed by the OUA Sport Committee and recommendations will be made to the Board of Directors with presentation to the Board of Directors for approval at the annual general meeting.
3. The Sport Committee will make recommendations regarding the sanctioning of a new sport taking into consideration the overall gender balance of the OUA sport offerings, sport trends on OUA campuses and the impact to existing OUA sport offerings.

#### Application

4. Application for sanctioning is to be submitted by the administration of a member institution athletic department.
5. A Minimum of eight (8) universities must be committed, via the signature of the Institution's Director of Athletics, to the sport (including playing privilege schools).
6. A maximum of one new sport may be added per year.
7. The following information must be included with all new sport applications for OUA sanctioning:
  - a. Demonstrate a commitment to the OUA guiding principles for G3 sports (see above)
  - b. A Minimum commitment of providing certified leadership at each institution (Level 1 NCCP) must be demonstrated.



- c. Each institution must demonstrate that it meets the minimum sport compliment required for participation
  - d. A participation base (feeder system) for the sport at the club or high school level, as well as student interest at university level.
  - e. Must have access to a recognized sport officiating system and availability of qualified officials.
  - f. Must demonstrate the ability to ensure safe competition for competitors and officials are in place for OUA competitions. For example, therapy services, equipment regulations, facilities, etc. A risk management plan for the sport must be submitted.
  - g. Must meet the standards of an established Sport Governing Body (SGB) and have demonstrated established ties with that sport governing body. A letter of support and any financial or other resources that will be provided to the sport through affiliation with SGB must be submitted to the OUA office as part of the application.
  - h. The application must include a complete competitive structure including rules and regulations of the sport for the OUA Championships and any lead up events, tournaments and competitive schedules.
  - i. The application must include agreement among competing institutions to host qualifying events /tournaments and the OUA Championship (open format) and must include a pre-determined rotational basis (3 year minimum)
  - j. Any additional information that would further educate the OUA to enhance the success of the sport application.
8. If an application is unsuccessful in obtaining support for OUA status, further consideration will be extended only after a two-year time frame.

### **Process for Approval**

9. The approval of a two-thirds majority of the OUA Board of Directors for the inclusion of the sport in the OUA G3 sport offering.
10. Approval will include a two (2) year probationary period. A full evaluation will be conducted after the completion of the first year and representatives of the OUA Sport Committee will provide feedback to the coaches association regarding its first year.
11. After the completion of the probationary period, The CEO or designate will make a recommendation to the Board of Directors whether to extend the probationary period, promote the sport to full status, or delete the sport from the OUA sport offering.



### **Process for the Deletion of an Existing G3 Sport**

12. OUA G3 Sports that do not have six (6) member institutions participating in the annual OUA Championship will be placed on probation for one (1) year.
  
13. During the probationary period, other structures and competitive opportunities (including co-ed) must be explored by the coaches association(s) in consultation/collaboration with the OUA Sport Committee for implementation during the probationary year.
  
14. Upon completion of the probationary period, if there are not the required six (6) participating institutions in the annual OUA Championships, the sport will be discontinued from the OUA sport offering.
  
15. Applications for reinstatement of the sport to the OUA sport offering will not be accepted for a period of three (3) years.
  
16. For individual sports, this threshold (6 participating institutions) applies to the minimum number of participants required to satisfy the team compliment for participation at the OUA Championships (e.g., for Squash – Six (6) individuals are required to participate in the “team” championship).



### League Entry, Standards, and Responsibilities of Members

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#### Admission to OUA

1. Members and non-members with playing privileges who intend to participate in the various sports, must annually commit to compete according to the intention and commitment guidelines outlined within the By-Laws, Convenor's Manual, and sport specific playing regulations.
2. Application to compete in any sport, received by the Sport Committee after the deadline, will be approved provided that finance, structure, and scheduling will not be adversely affected. Further, non-member institutions already having been granted certain playing privileges must circulate new requests to all participating institutions.

#### Standards for Admission

3. Institutions should have competent, qualified coaches who are certified at Level II, or equivalent, of the National Coaching Certification Program.
4. Committee(s) may be established to periodically review the competition facilities of each member institution.
5. Coaches must accompany their teams and be present at all scheduled meets or competitions under normal circumstances.
6. In each OUA sport, a minimum of four (4) member institutions must compete in scheduled OUA activities to maintain OUA sanction (with the exception of G3 Sport refer G3 Sport Policy). A minimum of eight (8) member institutions are required to apply for entry as a newly sanctioned OUA sport. The OUA will not eliminate participation opportunities for women until gender equity is achieved.
7. Competitions should be held in facilities that meet the minimum specifications of the sport's governing body. If an institution's facilities do not meet these specifications, they should make every reasonable effort to secure a facility that is acceptable.
8. The institution officially in charge of the contest in question is responsible for the safety and the quality of the playing and competition areas.



9. The home team shall be responsible for supplying the visiting team with adequate dressing room, locks and lockers, shower facilities, and ice for the trainer. The provision of pre-game practice balls shall not be a responsibility of the home team, unless otherwise noted in sport specific rules and regulations. The home team trainer's responsibility extends only to emergency situations.

### **Sport Technical Responsibilities**

10. Athletic Directors are responsible for the administration of all rules of OUA at their institutions. They shall ensure that their respective institutional coaches and athletes are made aware of the By-Laws, Participation Rules, and Playing Regulations of the OUA; they shall also be responsible for violations, by representatives of their respective institutions, of OUA Rules, Regulations, and conduct expectations.
11. Athletic Directors shall be responsible for the eligibility of all athletes representing their institutions.
12. Athletic Directors shall be responsible for facilities, game officials, crowd control, and television arrangements when their respective institutions host home games, tournaments and OUA Championships.
13. Athletic Directors are responsible for their institutions input into scheduling, are responsible for meeting the OUA schedule requirements in all sports in which they compete, and are responsible for following the schedule change policy as outlined in the OUA Scheduling Policy.
14. The arrangements of all details of OUA events shall be the responsibility of the Athletic Director of the host institution or appointed delegate, in accordance with OUA regulations and requirements and as much as possible in cooperation with the OUA Staff Member with responsibility for that sport.
15. Athletic Directors of host members, or appointed Tournament hosts, may make emergency adjustments in the rules and conduct of games, meets, or tournaments to ensure satisfactory completion of the activity. In matters not specifically covered by the Playing Regulations, Athletic Directors may make emergency decisions for the conduct of activities. In each case, where a departure from Playing Regulations occurs, Athletic Directors shall subsequently make a written report to the OUA, each member institution, and to the CEO (or Designate). The Athletic Director of host institutions, or official appointees and/or the CEO of the OUA, shall have the authority to postpone any officially scheduled games, tournaments, or meets.



16. Any approved and accredited member (team or individual) may be barred from participation in any OUA official competition by another member's Athletic Director, assigned delegate, or the coaches' committee.



### Membership Procedure

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#### Admission to OUA

1. The following institutions are Members of OUA:

Algoma University	Queen's University
Brock University	Royal Military College of Canada
Carleton University	Ryerson University
University of Guelph	University of Toronto
Lakehead University	Trent University
Laurentian University	University of Waterloo
McMaster University	Western University
Nipissing University	Wilfrid Laurier University
University of Ottawa	University of Windsor
Ontario Tech University	York University

#### Admission

2. Institutions may be admitted to membership pursuant to the sections of OUA's Bylaws applicable to Members.

#### Submissions Upon Admission

3. In addition to the requirements for admission described in OUA's Bylaws, potential Members must identify their athletic director or other full-time officials authorized to represent the member institutions to report to the institutions' principal officers or representatives, and to be accountable for ongoing OUA related representation, business, and duties.

#### Expulsion and Withdrawal

4. In addition to the sections in OUA Bylaws related to membership expulsion and withdraw, the following provisions apply:
  - a. Upon expulsion, an institution is not entitled to any interest in the assets of OUA and shall be liable for, and pay to OUA, all monies owing and debts incurred up to the time of membership cancellation
  - b. Members who withdraw from OUA for any reason are not entitled to any interest in the assets of OUA. Such institutions are liable for, and shall pay to OUA, all monies owing and debts incurred up to the time of withdrawal



### Awards Procedure

#### Trophies

1. The Sport Advisory Committee shall rule upon all applications to donate trophies to the Association. Such requests shall be presented to the Sport Advisory Committee.

#### Award Names

2. See *Awards Naming Procedure*.
3. See *Current OUA Awards*.

#### Medals

4. OUA Medals shall be replicas of the OUA logo, which is cast in gold, silver, and bronze. These medals shall be official championship awards.

#### Banners

5. The OUA logo shall be imposed on the OUA banner. Banners shall be predominantly white with a green border. Blue lettering shall spell out OUA Championships, sport, and year.

### OUA Honour Awards

#### J.P. Loosemore Award

6. Criteria
  - a. Awarded to an individual nominated by an institution and selected by OUA.
  - b. The recipient is to be evaluated on their administrative contribution to university sport; coaching expertise is not part of the criteria.
  - c. The recipient should also reflect the best in university sport in terms of ethics, integrity and honesty.
  - d. The award does not need to be awarded annually.
7. Nomination and Selection Procedure
  - a. Annually on March 31<sup>st</sup>, those wishing to nominate an individual will send the name of the individual, along with a rationale, to OUA.
  - b. OUA will circulate the name of the winner during the first week of April
  - c. The presentation of the J.P. Loosemore Award will be made at the Annual General Meeting.
  - d. The award may be presented to an individual once only.
8. Presentation



- a. OUA shall pay the travel costs in Ontario, and accommodation for the recipient to attend the Annual Honour Awards Dinner.

### **John McManus Award**

#### 9. Criteria

- a. To include male and female coaches of all OUA member institutions.
- b. To be considered, normally, a coach has to be inactive/retired.
- c. To be considered, a coach will have had to coach a minimum of seven (7) years in the OUA since its inception in 1971
- d. All coaches are eligible, including assistants.
- e. One (1) coach only to be honoured per year.
- f. The recipient must exemplify the highest ideals and qualities of sportsmanship and service while engaged in coaching in university sport.
- g. The award may be presented to an individual once only.
- h. Nominees for the McManus Award must have been removed from all Interuniversity Sport coaching responsibilities for at least one year.

#### 10. Nomination and Selection Procedure

- a. By March 31<sup>st</sup>, those wishing to nominate an individual should send the name of individual, along with a rationale, to the members of OUA.
- b. The OUA will circulate the name of the winner during the first week of April.
- c. The presentation of the John McManus Award will be made at the May AGM.
- d. Nominees for the McManus Award must be nominated by schools and selected by members as determined by the Selection Committee.

#### 11. Presentation

- a. OUA shall pay the travel costs in Ontario and accommodation for the recipient to attend the Annual Honour Awards Dinner.

### **U SPORTS Student-Athlete of the Year**

#### 12. Criteria

- a. This award is to recognize at the National level the outstanding athletic accomplishments of athletes.
- b. Incentive and financial assistance will be awarded for Canadian University Athletes to attend Canadian graduate schools.

#### 13. Nomination and Selection Procedure

- a. The OUA office will call for nominations from member institutions at a date determined by U SPORTS.



- b. The OUA office will forward the nominations to the members as selected by the Selection Committee who will have no more than 4 days to individually vote. The members will forward their vote to the OUA office.
- c. The U SPORTS Operation manual guidelines are to be followed to complete the nomination process.

#### 14. Presentation

- a. As outlined in the U SPORTS Operation Manual.

### **Coaches of the Year**

#### 15. Criteria

- a. This award is to recognize at the conference level for the outstanding contribution of one male and one female coach of an OUA team.
- b. The recipients must present a positive public image of coaching and the role of the coach
- c. The recipients must demonstrate concern for the all-round development of the athlete by helping the Athlete to balance sport, social and educational needs and develop confidence, self-discipline, and respect.
- d. The recipients must demonstrate commitment to coach education and must contribute to the advancement of sport.

#### 16. Nomination and Selection Procedure

- a. The OUA office will call for nominations from member institution.
- b. The OUA office will forward the nominations to the members as selected by the Selection Committee.
- c. The members will then forward their vote to the OUA Office.
- d. The award may be presented to an individual once only.

#### 17. Presentation

- a. The awards will be presented at the Honour Awards Banquet held during the OUA Annual General Meeting.

### **OUA Media Award**

#### 18. Criteria

- a. This award is to be presented to a member of the news media who has made a major contribution to the development and growth of Ontario University Athletics

#### 19. Nomination and Selection Procedure

- a. The OUA office will call for nominations shall go out 90 days prior to the Annual General Meeting.



- b. Nominations must be submitted in writing on the appropriate nomination form 45 days prior to the Annual General Meeting.
- c. Nominations must include a detailed description of the nominee's accomplishments and contributions as well as a brief biography.
- d. Nominations must be supported by a minimum of two (2) Ontario University Athletics members.
- e. The OUA office will forward the nominations to the members as selected by the Selection Committee.
- f. The members will then forward their vote to the OUA Office.
- g. The award may be presented to an individual once only.

### 20. Presentation

- a. The awards will be presented at the OUA Honour Awards Banquet.
- b. The OUA shall pay the travel costs in Ontario and accommodations for the recipient to attend the OUA Awards Dinner.

### 21. Nomination for the U SPORTS Fred Sgambati Media Award

- a. The Selection Committee will determine which OUA Award winner will go forward to the CIS for consideration. An OUA Award winner may be nominated more than once for the U SPORTS Award. OUA award winners will remain eligible for the national award for up to three consecutive years

### **Athletes of the Year Award**

#### 22. Criteria

- a. These awards are to be presented to one participant from a female sport and one participant from a male sport, to be presented at the AGM each year.

#### 23. Nomination and Selection Procedure

- a. The OUA office will call for nominations from member institution.
- b. The OUA office will forward the nominations to the members as selected by OUA Board of Directors.
- c. The members will then forward their vote to the OUA Office.

### **Teams of the Year Award**

#### 24. Criteria

- a. This award is to be presented to the male and female team of the year, to be presented at the AGM each year.

#### 25. Nomination and Selection Procedure

- a. The members will then forward their vote to the OUA Office.



### Awards Naming Procedure

#### Procedure

1. Nomination of award to be named (or re-named) to be made by a member institution at annual OUA AGM (nominations by the public, need to be endorsed and submitted under the signature of the Athletic Director)
2. Existing OUA Awards will be considered for re-naming starting in May 2012, with a maximum of one award per gender per year to be renamed. If multiple awards are nominated for re-naming, the selection committee will determine the award(s), if any, that will be renamed each year.
3. Call for nominations to be forwarded to all OUA members, national, provincial and regional media, NSO and PSO and posted on the OUA website.
4. Nomination(s) open until **April 1** of each year. The *Award Naming Nomination Form* must be received by the OUA by this date. Please forward nominations to OUA Director of Sport.
5. The OUA Award Naming Sub-Committee will review all nominations and make a recommendation (with rationale) to the OUA Board of Directors by their annual April meeting.
6. OUA office to seek approval of person or family selected
7. New award to be announced at annual OUA AGM
8. Award cannot be submitted to be re-named for a period of **10 years**.
9. Only one name can be associated with each OUA award (i.e. no two awards can have the same award).

#### Criteria for Award Naming

10. The following criteria will be considered when determining whether to name or re-name an OUA Award:
  - a. Contribution to Sport
  - b. Contribution to Member Institutions
  - c. Contributions to OUA
  - d. Contributions to NSO and/or PSO

# PROCEDURES

## ONTARIO UNIVERSITY ATHLETICS



- e. Years of Contribution
- f. Other

### **Award Naming Sub-Committee**

11. Will be composed of an ad hoc committee composed by the CEO



**Award Naming Nomination Form**

**Institution Submitting Nomination:** \_\_\_\_\_

**Award to be Named:** \_\_\_\_\_

**New Name:**    Y        N        (please circle)        **Re-name:**    Y        N        (please circle)

Please provide a complete description of the following (attach additional pages as necessary):

**1. Years of Contribution:** \_\_\_\_\_

**2. Contribution to Sport:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**3. Contributions to Member Institutions:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**4. Contributions to OUA:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



5. Contributions to NSO and/or PSO: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

6. Other: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Athletic Director: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# PROCEDURES

## ONTARIO UNIVERSITY ATHLETICS



### Current OUA Awards

Sport	Award	Recipient
Badminton	Colonel D.M. Jemmet Trophy	Men's Team Champion
	OQWCIA Tennis Trophy	Women's Team Champion
	M & W MVP	
	M & W Rookie	
	Coach of the Year	
Baseball	Jason Guindon	Team Champion
	Coach of the Year	
	MVP Hitter	
	MVP Pitcher	
Basketball - Men	Wilson Trophy	Team Champion
	E.C. Lebel Trophy	East and West MVP
	Kitch MacPherson Trophy Championship	Game MVP
	E & W Ken Shields Nominee	
	E & W Coach	
	E & W Rookie	
	E & W Defensive Player	
Basketball - Women	Championship Trophy	
	E & W Coach	
	E & W Player	
	E & W Rookie	
	E & W Defensive Player	
	Joy Bellinger	E & W career contribution to OUA Basketball
	Tracy McLeod	E & W recognition of determination, perseverance, and spirit
Cross Country	Little Cup	Men's Team Champion
	Queen's Cup	Women's Team Champion
	M & W Coach of the Year	
	M & W Rookie of the Year	
	M & W MVP	
	M & W Community Service	Excel in cross-county, academics, and community involvement

# PROCEDURES

## ONTARIO UNIVERSITY ATHLETICS



Curling	OAAA Curling Trophy	Men's Team Champion
	Women's Curling Trophy	Women's Team Champion
	M & W Coach of the Year	
Fencing	Charles Walters Team Trophy	Men's Team Champion
	Desjarlais Trophy	Men's Epee Champion
	Charles Walters Trophy	Men's Foil Champion
	Schwende-Tully Trophy	Men's Sabre Champion
	George Tully Trophy	MVP Male
	Kay Aoyama Team Trophy	Women's Team Champion
	Dr. Al English Trophy	Women's Epee Champion
	Maitre Ken Wood Trophy	Women's Foil Champion
	Fred Wach Trophy	Women's Sabre Champion
	Dave O'Donnell Trophy	Female MVP
	Christian Vidosa Trophy	Coach of the Year
Field Hockey	Championship Trophy	
	Coach of the Year	
	MVP	
	Rookie of the Year	
	Outstanding Contributor	
Figure Skating	OQWCIA Trophy	Team Champion
	Coach of the Year	
	Team Spirit Award	Team that shows most spirit and sportsmanship
Football	Yates Cup	Team Champion
	MVP	
	Presidents Trophy	Outstanding Standup Defensive Player
	J.P. Metras Trophy	Outstanding Lineman
	Norm Marshall Trophy	Outstanding Rookie
	OUA Russ Jackson Nominee	Player who best represents OUA on field, classroom, community
	David "Tuffy" Knight Award	Coach of the Year
	Dalt White Award	Yates Cup MVP
	Volunteer Coach of the Year	Best Official
Officials Award of Merit		

# PROCEDURES

## ONTARIO UNIVERSITY ATHLETICS



Golf	Ruttan Cup	Men's Team Champion
	Women's Team Championship Trophy	
	Len Shore Trophy	Men's Individual Champion
	Individual Women's Championship Trophy	
	M & W Coach of the Year	
Hockey - Men	Queen's University Cup	Men's Team Champion
	Jack Kennedy Memorial Trophy	MVP of Championship Series
	Bill L'Heureux Memorial Trophy	E & W MVP
	E & W Randy Gregg Award	E & W Community Service
	E & W Most Sportsmanlike	
	E & W Defenceman of the Year	
	E & W Goaltender of the Year	
	E & W Coach of the Year	
E & W Rookie of the Year		
Hockey - Women	Judy McCaw Memorial Championship Trophy	Women's Team Champion
	MVP	
	Rookie of the Year	
	Coach of the Year	
	Marion Hillard Award	Athletics, academics, and community leadership
Lacrosse	Patterson Cup	Team Champion
	MVP	
	Rookie of the Year	
	MVP Defensive	
	Most Sportsmanlike	
	Coach of the Year	
Nordic Skiing	Paul Allen Trophy	Men's Team Champion
	Women's Team Championship Trophy	
	Coach of the Year	
Rowing	P.C. Fritz-James Trophy	Men's Team Champion
	Mrs. W. Lathrop Challenge Trophy	Women's Team Champion
	M & W Coach of the Year	

# PROCEDURES

## ONTARIO UNIVERSITY ATHLETICS



	Novice M Coach of the Year	
	Novice W Coach of the Year	
Rugby - Men	Turner Trophy	Team Champion
	MVP	
	Rookie of the Year	
	Trillium Award	Best all-around player
	Coach of the Year	
Rugby - Women	Championship Trophy	
	Russell & Sheils MVP	
	Russell & Sheils Rookie	
	Russell & Sheils Coach	
Soccer - Men	Blackwood Trophy	Team Champion
	E & W MVP	
	E & W Rookie	
	E & W Coach	
Soccer - Women	Championship Trophy	
	E & W MVP	
	E & W Rookie	
	E & W Coach	
Squash	Harold Martin Trophy	Men's Team Champion
	Squash Plaque	Women's Team Champion
	Jack Fairs Award	Male Player of the Year
	Female Player of the Year	
	M & W Rookie of the Year	
	M & W Coach of the Year	
Swimming	Dougall Trophy	Men's Team Champion
	WIAU Swimming Trophy	Women's Team Champion
	M & W Swimmer of the Meet	Male and Female who achieved the most medals at the OUA Championships
	M & W Rookie of the Year	
	M & W Coach of the Year	
	M & W Award of Distinction	Male and Female graduating swimmer for their outstanding career
	M & W Dr. Jenő Tihanyi IM Award	Highest scoring male and female in either 200 or 400 Individual Medley

# PROCEDURES

## ONTARIO UNIVERSITY ATHLETICS



Tennis	C.L.T.A. Cup	Men's Team Champion
	Tennis Trophy	Women's Team Champion
	M & W Player of the Championship	
	M & W Rookie of the Year	
	M & W Coach of the Year	
Track and Field	Guthrie Trophy	Men's Team Champion
	Waterloo Trophy	Women's Team Champion
	Bob Vigers Coach of the Year	Men's coach of the year
	Sue Wise Coach of the Year	Women's coach of the year
	Hec Philips Trophy	Overall Male MVP
	Dr. Wendy Jerome Trophy	Overall Female MVP
	M & W Field MVP	
	M & W Track MVP	
	M & W Rookie of the Year	
	M & W Community Service Award	Athletics, academics, and community leadership
Volleyball - Men	Forsyth Memorial Trophy	Team Champion
	MVP	
	Rookie of the Year	
	Libero of the Year	
	Coach of the Year	
	Dale Iwanocko Sportsman Nominee	Athletics, academics, and community leadership
Volleyball - Women	Championship Trophy	
	E & W Libero of the Year	
	E & W Rookie of the Year	
	E & W Coach of the Year	
	E & W Award of Merit	
Water Polo	Hershorn Trophy	Men's Team Champion
	Women's Championship Trophy	
	M & W Tournament MVP	
	M & W Coach of the Year	
Wrestling	Porter Trophy	Men's Team Champion
	Women's Championship Trophy	

# PROCEDURES

## ONTARIO UNIVERSITY ATHLETICS



	Keegan Trophy	
	Most Outstanding Female Wrestler	Most Outstanding Male Wrestler
	M & W Rookie of the Year	
	M & W Coach of the Year	



### General Hosting Responsibilities / Protocols

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The following regulations are to be adhered to where applicable for all OUA events in the following sports (Basketball, Volleyball, Hockey, Soccer, Rugby & Field Hockey) in addition to any sport specific hosting regulations. For football see OUA Football Rules & Regulations.

#### 1. Facility Protocol

- a. The playing surface must meet sport specific regulations
- b. Hosts are to assure that there is a proper functioning game clock and score clock
- c. The host is responsible for establishing a buffer zone between the visiting team bench and the fans. The host's event manager is responsible to manage and supervise the area.
- d. Safety precautions, such as the padding of end walls when there is not 12-foot clearance, are the hosts responsibility

#### 2. Event Staff

- a. Institutions are required to have a department staff member in a position of authority on site to oversee event hosting
- b. This staff member is to identify themselves to the visiting team upon their arrival
- c. Minor officials are the responsibility of the host
- d. Scorers, Timers and Statistician must be located close to the playing surface with an unobstructed view and must be properly trained and have all the appropriate equipment available to them

#### 3. Security

- a. There should be a sufficient number of security personnel (Student Staff, Campus Security, City Police) to control the anticipated number of spectators.
- b. Security personnel will be instructed to observe the spectators and their actions and not the game.
- c. Spectators that become disruptive to the fan experience (such as being inebriated for example) must be removed from the facility.
- d. The Host will commit to a zero-tolerance policy towards abuse of officials or visiting teams. Positive fan support is encouraged and supported. Best practices include PSA announcements. Inappropriate fan reaction such as obscene gestures and abusive language will not be tolerated. Persons engaging in these actions will be given one warning and removed the second time by the host event/facility manager.



- e. It is recommended that if an anticipated audience of more than two-thirds of the capacity of the venue, professional security (campus security or city police) should be on-site.

#### 4. *Event Reporting*

- a. The Host institution must input the game statistics using the OUA on-line database by 10:00PM of game day or within 2 hours upon completion of the game.
- b. The Host institution must submit a copy of the game sheets via e-mail ([gamesheets@oua.ca](mailto:gamesheets@oua.ca)) to the OUA immediately after entering the stats into the database.
- c. The winning team and/or hosting institution is required to provide a championship recap by 8 a.m. the following day.

#### 5. *Game Film* (Basketball, Volleyball, Hockey, Football)

- a. It shall be the responsibility of the Home Team, to capture a digital recording of the complete game to the standards outlined in the sport playing regulations.
- b. Each recording is to consist of any game action along with scoreboard flashes at the end of each quarter, timeouts and any other stoppages of play.
- c. The digital recording of the game is to be uploaded immediately following the game in accordance with the sport specific rules and regulations.
- d. In addition to timely uploading, all game film must be recorded in or converted to the appropriate format as indicated by the sport (e.g. MP4).
- e. The HOME Team is responsible for all uploads of games.
- f. Teams will not be provided access to any game film until their most recent film has been uploaded in its entirety.
- g. In the case of catastrophic circumstances in which equipment is damaged, or completely unable to be used in the procedure, the home team will not be fined but will be required to provide in writing a description of the problem, in addition to a solution for the issue. This document **MUST** be signed by the athletic director verifying that is in good faith and submitted to the OUA immediately
- h. Game film must be uploaded within a 6-hour window from the conclusion of the competition. The OUA Office will enforce the following offences for missing game film:
  - i. First Offence: \$100 fine accompanied with a 7-day lockout
  - ii. Second Offence: \$250 fine accompanied with a 7-day lockout
  - iii. Third Offence: \$500 fine and lock out accompanied by a review completed by respective Sport Committee.
  - iv. In any of the aforementioned situations, should the issue not be corrected within 3 days, an additional fine of same value plus an additional 7-day lockout will be



applied. Missing game film must be communicated to the OUA. Special circumstances will be considered on an individual basis.

6. *Visiting Team Locker Room* (Basketball, Hockey, Volleyball, Soccer):
  - a. There must be a designated private team room with white board/blackboard and dry-erase marker/chalk and chairs
  - b. The room must be big enough to accommodate the appropriate team size
  - c. The room must be lockable and secure
  - d. Where possible the locker room must be in the general vicinity of the playing surface in a somewhat isolated area away from general public and fans
  - e. Where necessary security is to be assigned to visiting team dressing room area and where necessary should escort the team complement to and from the dressing room area
  - f. Must be accessible to all coaching/support staff
  - g. Where possible this room should have its own showers and washroom facilities
  - h. The room is to be made available at a minimum of 60 minutes prior to game time
  
7. *Visiting Team Bench*
  - a. The Players' bench areas are to be secured from spectators, cheerleaders, bands, etc., in order to avoid any possible distractions and/or confrontations.
  - b. The host's event manager is responsible to manage and supervise the area.
  - c. Security personnel will be assigned specifically to the visiting players' bench to control spectator interference.
  - d. Visiting coaches should address their complaints to the security personnel assigned to their bench or to the event manager.
  - e. If a coach continues to have difficulties with spectator behaviour at a school, the coach should report it to their Athletic Administrator, who in turn will discuss it with the Athletic Director of the Institution in question.
  - f. Where possible, areas directly behind the visiting team's bench to be reserved for fans/spectators of the visiting team.
  
8. *Officials Locker Room* (Hockey, Basketball, Volleyball, Soccer, and [Rugby & Field Hockey if possible])
  - a. A dedicated, lockable change room/meeting room. Where possible, this room will have its own shower and washroom facilities.
  - b. Water and towels are to be provided
  - c. Where possible it must be in the general vicinity of the playing surface located in an area away from general public and fans



- d. Where necessary security is to be assigned to officials dressing room area

### 9. *Cheerleading and Spirit Groups*

- a. Cheerleaders from the host institution may not occupy the space on the visiting team's offensive end. Cheerleaders must be located a minimum of 1 meter beyond the out of bounds line. Officials and game management reserve the right to move cheerleaders from this area if deemed necessary.
- b. In the sport of basketball, the end of the international lane is a cheerleader free zone. Cheerleaders must be located a minimum of 1 meter beyond the out of bounds line and are not to stand in front of sponsorship signage
- c. When cheerleaders are travelling to away games, they must notify the host team in advance of their arrival time and group size.
- d. Officials and game management reserve the right to designate if and where and how many cheerleaders from visiting teams can be accommodated and can move cheerleaders if deemed necessary.

### 10. *Team Mascot*

- a. At no time will the team mascot interfere with the orderly operations of the game.
- b. The mascot will only be permitted on the playing surface during half time or between periods.
- c. The mascot shall not engage or interact with the officials.
- d. The mascot will not interfere with the spectators' viewing of the game, especially the opposition spectators. The mascot is there to enhance the game atmosphere and to encourage sportsmanlike support of their team.
- e. The mascot will remain in their team spectator area or with the cheerleader/spirit group during the game. For example, in basketball the mascot shall remain behind the team bench and not pass the centre-court line during the playing time. The mascot should not be permitted in the area of the opponent's penalty box in hockey.
- f. The game officials may require the mascot to leave the game if they are interfering with the orderly functioning of the game.
- g. The mascot shall be reminded that they are part of the institution and should act accordingly at all times while in the costume. Schools have the responsibility in ensuring mascots are trained and know the rules of the sport.
- h. When mascots are travelling to away games, they must notify the host team in advance of their arrival time and group size.



- i. Officials and game management reserve the right to designate if and where and how many mascots from visiting teams can be accommodated and can move mascots if deemed necessary.

### *11. Dance Teams*

- a. Dance teams are allowed on the playing surface for the purpose of a performance during pregame, intermissions (including half time, quarter breaks, end of sets and so forth)
- b. Choreography and music are to be appropriate as representing the department of athletics

### *12. Game Presentation*

- a. The host institution shall provide a game day presentation that is indicative of a positive student athlete experience that would be similarly be represented at all host schools. Hosts are to notify the visiting team to any game day special presentations/celebrations.
- b. Game day programs with rosters for each team shall be made available.

### *13. P.A. Announcer*

- a. The role of the game day announcers is to announce the play in an unbiased manner for both teams.
- b. The announcer shall at all times be positive and respectful to both teams.

### *14. Artificial Noise / Amplified Noise*

- a. Music (including live bands) and computer-generated sounds are only to be played during stoppages of play, time-outs, half-time, etc. It is expected that players will have the opportunity to hear their coach's instructions during a time out.
- b. Music shall not be demeaning in nature to the visiting team or to the officials. The host institution must monitor the use of music to ensure that the language and lyrics are consistent with the OUA principles and that these lyrics will not demean, discriminate nor use profanity.
- c. The use of laser pointers, megaphones, amplified music, air horns, whistles, etc. by fans/spectators (which includes cheerleaders) shall be prohibited during all indoor events.
- d. The use of Laser pointers is not permitted at any and all events.
- e. Other noise makers are at the discretion of the event manager

### *15. Use of Artificial Noise / Amplified Noise*

- a. The home team may use amplified music as well as a P.A. Announcer during the pre-game, halftime, between periods and timeouts.



- b. The home team may play a quick sound effect lasting no longer than three seconds after the home team scores.
- c. (In basketball) it is permissible to play a sound effect after an opponent's missed free throw, but it must be inserted prior to the shooter receiving the ball for the next attempt.
- d. At other times during the game the following restrictions should apply:
  - i. Nothing to be amplified during opponents' free throws
  - ii. Nothing to be amplified while the opponents have the ball at any time, including for a throw in.
- e. P.A. Announcers will have the time immediately following scored baskets and fouls to announce the names involved as long as it doesn't overlap a free throw opportunity.

### *16. Photographers*

- a. Officials and game management reserve the right to designate if and where and how many photographers can be accommodated and can move photographers if deemed necessary.
- b. The host is required to provide a photographer at all playoff and championship games

### *17. Procedure for Dealing with Hosting Issues for Opposing Team*

- a. Any issues related to hosting protocols should be reported to the institutions event staff
- b. Host institution event staff are to ensure that all aspects of the hosting protocol are being adhered to and that any issues are addressed in a timely manner
- c. Any issues that may have occurred during the hosting of an event should be reported post event to institutional administration who are then to follow up with the opposing institution and if necessary, the OUA

### *18. Late Arrival Policy*

- a. In the event that a team is late for reasons outside of their control, the minimum amount of warm-up time is 20 minutes for all sports (Added July 2014).

### **Fines**

19. Failure to meet any of the hosting protocols will result in the following fine schedule (not including those outlined in Section 5h on Page 4).

- |                            |                 |
|----------------------------|-----------------|
| a. 1 <sup>st</sup> Offence | Written Warning |
| b. 2 <sup>nd</sup> Offence | \$100           |
| c. 3 <sup>rd</sup> Offence | \$500           |
| d. Subsequent Offences     | CEO Review      |



\*Excludes game film and score reporting

**Sport-Specific Hosting Responsibilities / Protocols**

20. The following appendixes are also to be included in the operational hosting procedures for each sport in addition to the general hosting responsibilities and protocols listed above.



### OUA Basketball Hosting Protocol

The following additional items are to be included in operating hosting procedures for basketball:

#### 1. *Provisions for the Visiting Team / Officials*

- a. Shall be the appropriate size to accommodate 18-20 individuals.
- b. Six quality official OUA game balls should be available to the visiting team 1 hour prior to game time.
- c. Visiting coaches should be presented with a roster of both the visiting and host-team a minimum of 20 minutes prior to game time.
- d. Complete statistics should be presented to the visiting coach at quarter breaks, half time, post-game. Statistics must be compiled using the "Stat Crew" statistics package.
- e. A water jug with cups must be available for the visiting team close to the bench
- f. 6 bench towels should be available on the visitors' bench.
- g. A Blood Spill Kit is to be available
- h. Gym time will be made available to the visiting team between 9:00 am and 1:00 pm on match court on game day, where possible.
- i. Minor officials are to be at the score table 20 minutes before game time and 5 minutes before the commencement of the second half.

#### 2. *Pre-Game Protocol*

- a. The Canadian National Anthem must precede pre-game ceremonies.
- b. Introduction of players shall be made immediately prior to tip off.
- c. The visiting teams' starters will be announced first, followed by the starters from the host team.

#### 3. *Facility Protocol*

- a. The playing surface must be clean, dry and available to the visiting team 1 hour prior to the commencement of the game.
- b. Host should assure that there is a proper functioning game clock and two 24 second shot clocks. Shot clocks are to be fully functioning and capable of a 14 second reset.
- c. The 24 second shot clocks should be placed in clear view of the visiting team's bench.
- d. The host shall designate an event staff member for each team's bench with the duty to wipe wet spots on the floor with either a towel or dry mop. This person must be present for the duration of the game.



- e. The host team must mark a coach's box at each bench, 28 feet from the end line along the sideline, defined by a 3-foot white line (tape, 3 feet into the court and extending out of bounds). The last chair should be set up no closer than 3 feet from the 28-foot mark.
- f. Team benches shall be set up with 16 chairs

#### 4. Officials / Statisticians / Event Staff

- a. The official scorekeeper is to be identified by a striped official's shirt.
- b. Statisticians must be located courtside. Statisticians must be properly trained and have all appropriate computer equipment available to them at this station. Statistics must be compiled using the "Stat Crew" statistics package.
- c. The three minor officials (scorer, timer and 24 second shot clock operator) will arrive at minimum 20 minutes before tip-off.
- d. The host institution must provide an announcer for all games

### OUA Game Day – Basketball Pre-Game Protocol

#### 6:00pm Game Time

Actual Time	Visible Clock	Protocol
5:00pm	56:00	Fifty-six minutes before game time (56:00) is put on the clock and is run down non-stop
5:45	11:00	Minor officials to score table
5:53	3:00	Buzzer sounds to indicate 3 minutes remaining in warm up and PA announcer reads lineup changes
5:56	0:00	Teams return to bench
5:56:30	0:00	National Anthem played
5:58	0:00	Visiting Team Introduction
5:59	0:00	Home Team Introductions
6:00	10:00	Opening Tip - Game starts

**Intermissions:** Two minutes between quarters and fifteen-minutes during halftime beginning immediately. At the 5:00 mark of half time, notify officials and teams they have 5 minutes before end of intermission. Recommended for teams to return at 2:00 mark of intermission.



### OUA Volleyball Hosting Protocol

The following additional items are to be included in operating hosting procedures for volleyball:

#### 1. Court and Equipment

- a. Courts shall comply with the minimum specifications as outlined in the current VC Rule Book.
- b. The host determines the home side. A coin toss with the official determines the option of side, serve or receive. All OUA volleyball competitions must use telescopic posts and cable top nets.
- c. The official volleyball for both men's and women's games is the Mikasa MVA 200
- d. 3-ball system shall be used for all OUA matches including providing trained personnel to operate the three-ball system. This crew is also to assist in controlling the balls during each team hitting component of the official warm-up
- e. There shall be a minimum of four bench towels provided for each team.
- f. There shall be a sufficient number of lineup cards for each match which coaches are required to submit to the scoring table their starting lineups prior to each set
- g. Host institution are to make available 12 game ready balls per team for warm up.

*\*WARM-UP PERIOD & MATCH PROTOCOL (to follow Revised OUA Volleyball Rules & Regulations 5-5-5-5)*

#### Prior to the Match (if first or only match)

##### **60 minutes on Clock (i.e. actual time 4:55pm)**

- a. Clock started by host institution
- b. Visual clock shall remain on countdown and be the sole source of official time for purposes of warm-up and the match start time (i.e. Officials personal watches shall not have a bearing on the "clock"). The time may not be changed and must remain available to both coaches.
- c. Teams remain on their side of the net.
- d. Coaches and officials are informed of any protocol/promotional changes.
- e. Institutions have been asked (but are not required) to have a Senior Manager on site to implement match management protocols. They should introduce themselves to the officials and work out relevant details, at this time.

##### **35 minutes on Clock (i.e. actual time 5:20pm)**

- a. Coin Toss
- b. Rosters / Captains signatures secured



### **20 minutes on Clock (i.e. actual time 5:35pm)**

*Clock is stopped until away team takes the court.*

*Clock begins with their first hit.*

- a. Away team will have access to the full court for warm up

*Note:* Team not on the court is not permitted to use balls both inside and outside of the playing area. Players can warm up/stretch/do movements but should be restricted to behind the team's bench area.

### **15 minutes on Clock (i.e. actual time 5:40pm)**

*Clock is stopped until home team takes the court.*

*Clock begins with their first hit.*

- a. Home team has the court

*Note:* Team not on the court is not permitted to use balls both inside and outside of the playing area

### **10 minutes on Clock (i.e. actual time 5:45pm)**

*Clock is stopped until away team takes the court.*

*Clock begins with their first hit.*

- a. Away team will have access to the full court for warm up

*Note:* Team not on the court is not permitted to use balls both inside and outside of the playing area

- b. **ANNOUNCER** - Announces full roster of the team that is on the court. Position, #, and name (hometown, year and course of study optional)

### **5 minutes on Clock (i.e. actual time 5:50pm)**

*Clock is stopped until home team takes the court.*

*Clock begins with their first hit.*

- a. Home team has the court

*Note:* Team not on the court is not permitted to use balls both inside and outside of the playing area

- b. **ANNOUNCER** - Announces full roster of the team that is hitting: Position, #, and name (hometown, year and course of study optional)

### **0 minutes on Clock (i.e. actual time 5:55pm)**

*Warm up ends.*

*Match start time 6:00pm, the following occurs with first serve at conclusion.*



- a. Both teams return to the benches– meet with coach for 1 minute
- b. Officials take the sideline in front of score table for introductions
- c. All Players Take the Baseline (Unless no Anthems – then only starters take the baseline)
- d. **ANNOUNCER** introduces officials
- e. Canadian National Anthem if applicable
- f. Greeting for full team compliment
- g. Players return to benches for final remarks while officials take their positions
- h. Starters take baseline, substitutes on bench or in warm-up zone
- i. While line-ups are being check, starters are introduced

### Prior to the Match (if second match or less than one hour available)

All teams are guaranteed 30 minutes on the court. The second game is to start on the published game start time. (i.e. if the published start times are 6 and 8pm and the 6pm match finishes at 7pm, the second game is not to start before 8pm). If there is less than 30 minutes after the next is set up, the warmup clock shall be set for a 30-minute warm up and will follow the 5-5-5-5 protocol above. Team must remain on their side until the start of the 5-5-5-5 warm up.

### Prior to the Second Match

- a. Team may warm up and stretch on court while the net height is adjusted (no balls unless host school provides permission to use them).
- b. Captains are called for coin. Rosters / Captains signatures secured.
- c. Once set-up crew and officials measuring crew clears the court, 30 minutes shall appear on the official game clock.
- d. At 20min. – Officials shall blow the whistle to start the 5-5-5- 5 warm up.
- e. Same protocol as for single matches (20 Minutes Prior – see above)

### Post-Game Protocol

Upon completion of the match, the teams line up on the baseline and then the official can close the game with players shaking hands.

The match protocol shall be distributed by the convenor prior to the first match of the season, each year. Any alterations to the prescribed protocol require advance notice (prior to warm-up) to both the visiting coach and the officials. There may be a maximum of a 5-minute break, for promotional purposes only, between sets 2 and 3. Advance notification (prior to the match) to the visiting coach and the officials is required. Teams have the option to leave the gym during this break, without seeking permission of the officials.



### OUA Game Day – Volleyball Pre-Game Protocol

#### 6:00pm Game Time

Actual Time	Visible Clock	Protocol
4:55pm	60:00	Sixty minutes before game time (60:00) is put on the clock and is run down; teams remain on their side of the net
5:20	35:00	Officials call captains (Coin toss)
5:25	30:00	Teams continue to remain on their side of the net. Officials will blow the whistle to start the 5-5-5-5 at 20:00
5:35	20:00	Away team will have access to the court for warm-up. Full roster is announced.
5:40	15:00	Home team will have access to the court for warm-up. Full roster is announced.
5:45	10:00	Away team will have access to the court for warm-up.
5:50	5:00	Home team will have access to the court for warm-up.
5:55	0:00	Teams clear the court – meet with coach for 1 minute Officials take the sideline in front of score table for introductions All Players Take the Baseline (Unless no Anthems – then only starters take the baseline) ANNOUNCER introduces officials Canadian National Anthem if applicable Greeting for full team compliment Players return to benches for final remarks while officials take their positions Starters take baseline, substitutes on bench or in warm-up zone While line-ups are being check, starters are introduced Clock is set to 3 minutes
6:00	3:00	Opening Serve - Game starts

**Intermissions:** Three minutes between sets all sets.5-minute break can be requested between sets 2 & 3



### OUA Game Day – Volleyball Pre-Game Protocol

#### 8:00pm Game Time (Second Game)

Actual Time	Visible Clock	Protocol
Immediately following the first game		Host crew to change net height. Teams may warm up on the court (no balls unless permission of host to do so). Officials will call Captains for Coin Toss Rosters / Signatures secured Officials Check net height
Clock is set to 30:00 min. for countdown once the net is set up.		
7:30*	30:00	Teams remain on their side of the net until the beginning of 5-5-5-5.
7:40*	20:00	Away team will have the court for warm-up. Full roster is announced.
7:45	15:00	Home team will have the court for warm-up. Full roster is announced.
7:50*	10:00	Away team will have the court for warm-up.
7:55*	5:00	Home team will have the court for warm-up.
8:00*	0:00	Teams clear the court – meet with coach for 1 minute Officials take the sideline in front of score table for Introductions All Players Take the Baseline (Unless no Anthems – then only starters take the baseline) ANNOUNCER introduces officials National Anthem if applicable ANNOUNCER introduces officials Canadian National Anthem if applicable Greeting for full team compliment Players return to benches for final remarks while officials take their positions Starters take baseline, substitutes on bench or in warm-up zone While line-ups are being check, starters are introduced Clock is set to 3 minutes
8:03*	0:00	Opening Serve - Game starts

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\*Actual time may vary depending on when first game is completed if less than 30 minutes for warm up is available. Teams are guaranteed a 30-minute warm up once the net has been set up.

**Intermissions:** 3 min. between all sets. 5-minute break can be requested between sets 2 & 3



### OUA Soccer Hosting Protocol

The following additional items are to be included in operating hosting procedures for soccer:

1. *Visiting Team*
  - a. The visiting team will be allowed a minimum warm-up of 20 minutes on the playing field.
2. *Event Day Staff*
  - a. Ball boys / girls will be provided by the host team (youth local teams), where possible.
3. *Field Markings*
  - a. The recommended size of any soccer field used for OUA competition is 70 yards wide and 110 yards long.
  - b. The field is to be lined and equipped according to FIFA Regulations. Markings shall be in different colour for OUA.
  - c. A dedicated team bench will be provided within the Technical Area for coaching, medical staff and substitutes listed on the team sheet. It must be marked clearly and typically extends 1m (1yd) on either side of the designated seated area and extends forward up to a distance of 1m (1yd) from the touch line.



### OUA Game Day – Soccer Pre-Game Protocol

#### 1:00pm Game Time

Actual Time	Visible Clock	Protocol
11:15am		Teams arrive at stadium
12:00pm	50:00	Countdown begins & game sheet given to teams
12:15pm	35:00	Coaches to meet with match officials
12:30pm	20:00	Game sheet to match officials
12:50pm	0:00	End of warm-up, teams asked to leave field
12:53pm	0:00	Game-sheet signed off by officials
12:54pm	0:00	Officials cleat check & introductions
12:55pm	0:00	Walk-on to pitch
12:56pm	0:00	National anthem (if applicable)
12:58pm	0:00	Coin Toss
1:00pm	0:00	Kick-Off
2:45pm	20:00	Countdown to men’s game begins at conclusion of women’s game. Game sheet given to teams.
<i>3:05pm</i>	0:00	End of warm-up, teams asked to leave field. Game sheet given to officials.
<i>3:08pm</i>	0:00	Game-sheet signed off by officials
<i>3:09pm</i>	0:00	Officials cleat check & introductions
<i>3:10pm</i>	0:00	Walk-on to pitch
<i>3:11pm</i>	0:00	National anthem (if applicable)
<i>3:13pm</i>	0:00	Coin Toss
<i>3:15pm</i>	0:00	Kick-Off

**Intermissions:** All half-times are 10 minutes.

*Times in italics are approximate for men’s game, depending on duration of preceding game.*



### OUA Rugby Hosting Protocol

The following additional items are to be included in operating hosting procedures for rugby:

1. There must be a control zone established on side of the field of play the entire length of the sideline, a minimum of 5 metres from the sideline. This is to prevent spectators for encroaching on the field of play and increasing the possibility of being injured. Generally, this area is roped off. (Note: the barrier should discourage spectators from encroaching on the sideline but must be erected as to reduce injury if a player were to land on the barrier. It is recommended that the posts be weighted for flexibility and safety, rather than staked.)
2. The official game ball for Men's and Women's Rugby regular season and OUA playoffs is the Gilbert Barbarian (size 5)



### OUA Hockey Hosting Protocol

The following additional items are to be included in operating hosting procedures for hockey:

1. *Provisions for Visiting Team*

- a. Host institution is responsible for providing pucks for the visiting team warm-up.
- b. Host institutions equipment trainer should be accessible to help visiting team with any equipment issues that may arise
- c. Access to dressing rooms is to be provided a minimum of 90 minutes prior to game time
- d. Host institution to provide laundry facilities (if possible)
- e. Host institution to provide equipment storage (if available – visiting team to request by Monday of the week of the game)
- f. A copy of the penalty sanctions chart should be posted in the time keepers box before every game

2. *Lineup Exchange Protocol*

- a. Lineup exchange is to occur no later than 90 minutes prior to the game (visiting team must include starters)

3. *Game Sheet Exchange Protocol*

- a. Game sheet is to be provided no later than 90 minutes prior to the game and returned to home team no later than 60 minutes prior to game time.

4. *Game Film Protocol*

- a. All video of men's hockey games to include pre-game warm-up and continue following the end of each period until all players have left the ice.

(Added July 2014)



### OUA Game Day – Men’s Hockey Pre-Game Protocol

#### 7:00pm Game Time

Actual Time	Visible Clock	Protocol
6:15pm	30:00	Forty-five minutes before game time (30:00) is put on the clock and is run down non-stop
6:15pm	30:00	On-ice officials notified 15-minutes until warm-up
6:15pm	30:00	Visiting team notified 15-minutes until warm-up
6:30pm	15:00	Teams take to ice for warm-up
6:45pm	0:00	Buzzer sounds to end warm-up and all players as well as officials leave ice
6:45pm*	15:00	Clock is run down non-stop for intermission
6:55pm	5:00	On-ice officials notified 5-minutes until game time
6:55pm	5:00	Teams notified 5-minutes until game time
6:58pm	2:00	Teams take to ice and introductions made.
7:00pm	0:00	Buzzer sounds
7:00pm	20:00	Pre-Game Ceremony (if applicable)
7:05pm	20:00	National Anthem played
7:07pm	20:00	Game starts

\*Timekeeper, and scorekeeper (off-ice officials) introduce themselves to on-ice officials.

**Intermission:** Fifteen-minute intermission begins when officials leave the ice. At the 5:00 mark, notify officials and teams they have 5 minutes before end of intermission. Recommended for Teams to return at 2:00 mark of intermission.



### OUA Game Day – Women’s Hockey Pre-Game Protocol

#### 7:00pm Game Time

Actual Time	Visible Clock	Protocol
6:15pm	30:00	Forty-five minutes before game time (30:00) is put on the clock and is run down non-stop
6:15pm	30:00	On-ice officials notified 15-minutes until warm-up
6:15pm	30:00	Visiting team notified 15-minutes until warm-up
6:30pm	15:00	Teams take to ice for warm-up
6:45pm	0:00	Buzzer sounds to end warm-up and all players as well as officials leave ice
6:45pm*	15:00	Clock is run down non-stop for intermission
6:55pm	5:00	On-ice officials notified 5-minutes until game time
6:55pm	5:00	Teams notified 5-minutes until game time
6:58pm	2:00	Teams take to ice and introductions made.
7:00pm	0:00	Buzzer sounds
7:00pm	20:00	Pre-Game Ceremony (if applicable)
7:05pm	20:00	National Anthem played
7:07pm	20:00	Game starts

\*Timekeeper, and scorekeeper (off-ice officials) introduce themselves to on-ice officials.

**Intermission:** Fifteen-minute intermission begins when officials leave the ice. At the 5:00 mark, notify officials and teams they have 5 minutes before end of intermission. Recommended for Teams to return at 2:00 mark of intermission.

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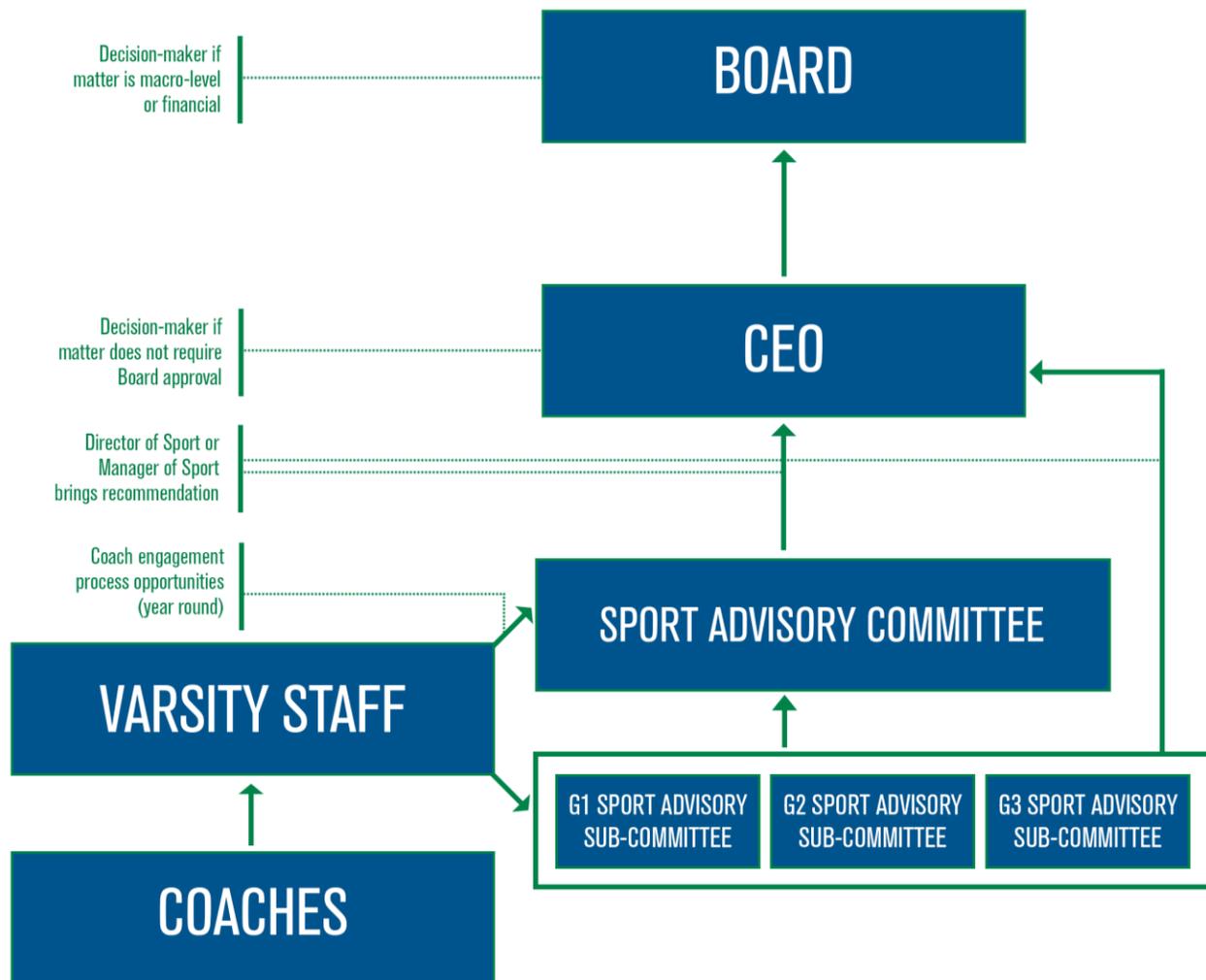


### Coach Engagement Procedure

Coach Engagement Procedure	League Sports	
	G1 (FB, BB, HKY)	G2 (VB, SOC, RUG)
Coaches - OUA	All communication to the OUA office must go through the administrator	
Coaches Survey	Annual (postseason)	
Technical Rule Changes	Annual	
Coaches Meeting	Annual (face-to-face or video)	2-Year Cycle (1 - face-to-face; 2 - video call)
Recommendation Calls	N/A	
Sport Summit	Every 3 Years (replaces coaches meeting)	
Coach Engagement Procedure	Open Sports	
	G2 (XC, FH, ROW, SWIM, T&F, WRES)	G3 (BAD, BASE, CURL, FENC, FIG, GOLF, LAX, NORD, SQU, TEN, WPOL)
Coaches - OUA	All communication to the OUA office must go through the administrator	
Coaches Survey	Annual (postseason)	
Technical Rule Changes	Annual	
Coaches Meeting	Annual Technical Meeting at Championship	
Recommendation Calls	Annual Post Championship in Fall and Winter	
Sport Summit	N/A	

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### Out-of-Season Competition Exemption Form

Games or competitions scheduled between the OUA competitive season end date (April 30<sup>th</sup>) and sport-specific training camp start date of the following academic year must be **approved** by the OUA Office.

The following conditions must also be met:

- a. All competitors must be compliant with OUA and U SPORTS eligibility and recruiting regulations.
- b. Applications must be received 30+ days in advance of the scheduled game/competition, accompanied by a \$250/competition fee.
- c. Applications received <30 days in advance of the scheduled game/competition must be accompanied by a \$500/competition fee.
- d. Approval must be received from the OUA Office before the event.
- e. Results of the competition must be registered with the OUA Office within 24-hours of the competition.

### Penalty for Participating in Out-of-Season Competitions without Approval

Fines for non-compliance will be levied as follows:

1 <sup>st</sup> Offence:	\$1,000 fine
2 <sup>nd</sup> Offence:	\$2,500 fine
Subsequent Offences:	\$5,000 fine plus a code of conduct review

**Institution:** \_\_\_\_\_

**Sport:** \_\_\_\_\_

**Date of Competition:** \_\_\_\_\_

**Location of Competition:** \_\_\_\_\_

**Opponent:** \_\_\_\_\_

(Signature)

**Athletic Director:** \_\_\_\_\_

(Signature)

**Head Coach:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**OFFICE USE ONLY**

**Date Received:** \_\_\_\_\_

**Approval Date:** \_\_\_\_\_

**Results Received:** \_\_\_\_\_