

# Cougar Athletics

## Coaches Handbook

2009-2010



Department of Athletics  
Mount Royal  
Calgary, Alberta





Cougar Athletics

Achieving Excellence

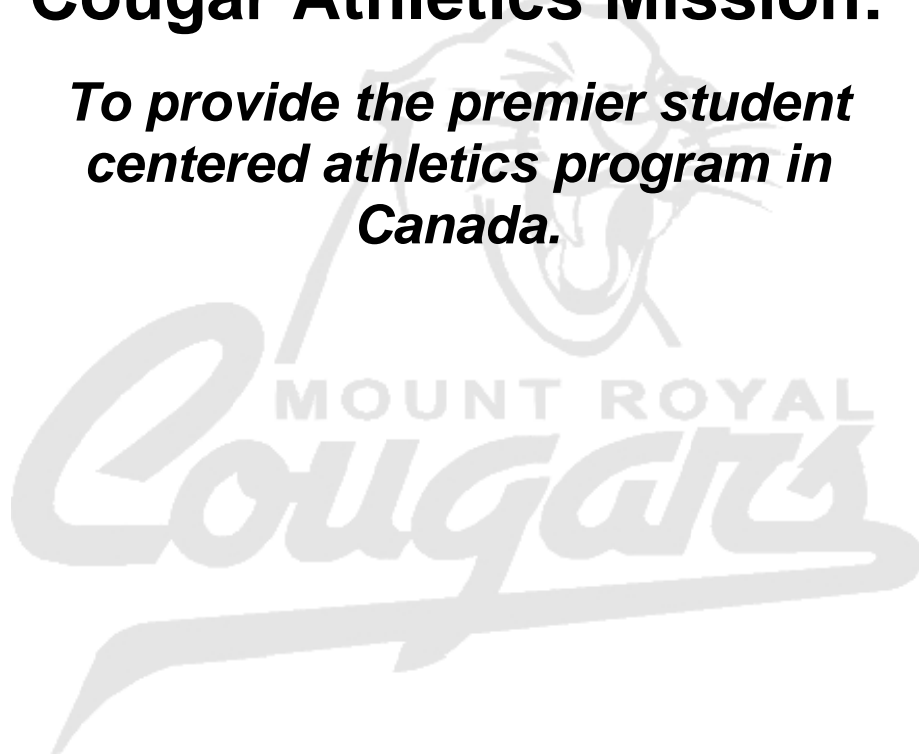
# **Cougar Athletics**

## **Vision:**

***Achieving Excellence***

## **Cougar Athletics Mission:**

***To provide the premier student  
centered athletics program in  
Canada.***



## CONTENTS

I.	INTRODUCTION .....	3
	Welcome from the Athletics Manager	
II.	ACAC GUIDING PRINCIPLES & CODE OF ETHICS .....	4
III.	DEPARTMENTAL EXPECTATIONS .....	5
	MRC Guiding Principles for Coaches	
	MRC Coaching Responsibilities	
	Guidelines for Dealing with the Media	
IV.	MRC HARASSMENT POLICY .....	9
V.	ACADEMIC INFORMATION.....	9
	Coaches' Support of Academics	
	MRC Academic Disqualification Policy	
	Cougar Athletics Academic Eligibility Standard	
	Athlete Academic Success	
	Academic Advising	
	Scholarships	
VI.	ACAC RULES & REGULATIONS.....	14
	Eligibility	
	Recruiting	
	Practice	
VII.	DEPARTMENTAL POLICIES .....	23
	Purchasing/Travel/Contractual Information	
	Team Clothing and Logo Usage Policy	
	Season Ticket and VIP Pass Distribution	
	*Policy for Injuries on the road – new*	
VIII.	FUNDRAISING .....	29
IX.	ATHLETIC THERAPY CLINIC.....	30
X.	EQUIPMENT ROOM POLICIES.....	30
XI.	DIRECTORY.....	31



*“ACHIEVING EXCELLENCE”*

*“To provide the premier student centered athletics program in Canada”*

On behalf of the entire Athletics department staff, welcome to the 2009-10 athletic season and the opportunity of being part of Mount Royal's tradition of excellence in athletics. As a member of our family you will be required to make an extensive commitment to the school, the department and to your sports program.

I know that you will embrace the lengthy history of success and the well earned reputation of the Cougar Athletics program and accept the challenge to maintain or perhaps exceed the standard of distinction that has been established before you.

This Handbook is designed to give you some fundamental information about the policies and procedures under which our athletic program operates. Please take the time to read and understand it. If there is anything that we can do to make your learning experience more rewarding please feel free to contact us.

Once again, welcome to another Cougar Athletics season. We are thrilled you are part of our family and want to wish you every success in the months to come.

Karla Karch  
Athletics Manager

Office: U 231 A  
Phone: 440-7211  
Email: [kkarch@mtroyal.ca](mailto:kkarch@mtroyal.ca)

## **ACAC GUIDING PRINCIPLES & CODE OF ETHICS**

**ACAC VISION STATEMENT** (ACAC Operating Code, Page 3)  
"Building Character Through Athletic & Academic Achievement"

### **ACAC GUIDING PRINCIPLES**

The ACAC will:

- Encourage academic success and promote a total educational experience.
- Continually contribute to the development of sport provincially and nationally.
- Provide structures that encourage competitive opportunities relevant to all members.
- Present training and competition at a level appropriate to meet the primary goal of completing a post-secondary education.
- Afford an athletic experience that assists members in striving for conference and national championships.
- Operate in a fiscally responsible manner. (Added December 2007)

### **ACAC Code of Ethics**

(ACAC OPERATING CODE - Article I Section 3; Page 9)

#### **3. Guidelines for Coaches**

**3.1** Coaches have a responsibility to:

**3.1.1** Treat everyone fairly within the context of their activity, regardless of gender, place of origin, colour, sexual orientation, religion, political belief or economic status.

**3.1.2** Direct comments or criticism at the performance rather than the student-athlete.

**3.1.3** Consistently display high personal standards and project a favorable image of their sport and of coaching.

**3.1.3.1** Refrain from public criticism of coaching colleagues; especially when speaking to the media or recruiting student-athletes.

**3.1.3.1.1.** Refrain from directing criticism toward game officials when speaking to the media.

**3.1.3.2** Abstain from the use of tobacco products while in the presence of his/her student athletes and discourage their use by student-athletes.

**3.1.3.3** Abstain from drinking alcoholic beverages when working with student athletes.

**3.1.3.4** Discourage the use of alcohol in conjunction with athletic events or victory celebrations.

**3.1.3.5** Refrain from the use of profane, insulting, harassing or otherwise offensive language in the conduct of his/her duties.

**3.1.4** Ensure that the activity being undertaken is suitable for the age, experience, ability and fitness level of the student-athletes and educate student-athletes as to their responsibilities in contributing to a safe environment.

**3.1.5** Communicate and co-operate with registered medical practitioners in the diagnosis, treatment and management of their student-athletes' medical and psychological problems. Consider the student-athletes' future health and well-being as foremost when making decisions regarding an injured student-athlete's ability to continue playing or training.

**3.1.6** Regularly seek ways of increasing professional development and self awareness.

**3.1.7** Treat opponents and officials with due respect both in victory and defeat and encourage student-athletes to act accordingly. Actively encourage student-athletes to uphold the rules of their sport and the spirit of such rules.

**3.1.8** Be aware of the academic pressures placed on student-athletes and conduct practices and games in a manner as to enable academic success.

**3.1.9** Coaches shall:

**3.1.9.1** Ensure the safety of the student-athletes with whom they work.

- 3.1.9.2 At no time become intimately and/or sexually involved with their student-athletes. This includes requests for sexual favors or threat of reprisal for rejection of such requests.
- 3.1.9.3 Respect student-athletes dignity; verbal or physical behaviors that constitute harassment or abuse are unacceptable.
- 3.1.9.4 Never advocate or condone the use of drugs or other banned performance-enhancing substances.
- 3.1.9.5 Never provide under age student-athletes with alcohol.

## **COUGAR ATHLETICS DEPARTMENTAL EXPECTATIONS**

### **MRC Guiding Principles for Coaches**

All coaches are deemed to be representatives of Mount Royal College and, as such, are required to abide by the principles, policies and practices outlined in the ACAC Code of Ethics. As a leader and role model of impressionable young adults, it is crucial for all coaches to understand how their actions, words and standards impact the behaviors and values of student athletes. Coaches must strive to develop positive values in student-athletes, both in life and in sport, including the promotion of a healthy balance between academics and athletics. The goal of our program is primarily educational and our desired outcome is to develop young adults who will be productive contributors and leaders in our society as a result of their experience in an elite athletics program. The evaluation of coaching success at Mount Royal College is not solely based upon wins and losses although team success is encouraged and strongly supported.

It is essential for coaches to understand their role in fostering and promoting the development of intercollegiate athletics within the ACAC and the CCAA. MRC is viewed by our peers as a leading institution and the MRC coaching staff is often looked upon to accept a leadership position within their sport in the ACAC and CCAA.

It is also very important that coaches are aware of the short and long term goals set by Cougar Athletics. Currently, the most important long term goal is membership in the Canada West Conference and CIS. Each team must contribute to the strategic plan that is currently in place.

Finally, it is imperative that Coaches uphold the strong tradition of Cougar Athletics and the positive reputation of Mount Royal College. Paramount amongst the goals of our program is the enhancement of the sporting experience for the student-athletes participating on Cougar Athletic teams.

## **MRC Coaching Responsibilities**

The coach of a Mount Royal College (MRC) athletic team is responsible for their players in all aspects of leadership, coaching and guidance during actual competition as well as general leadership, guidance and supervision outside of training or competition. The coach shares responsibility for promotion and public relations specific to their team and communicates as required with external media.

**The Head Coach reports to the Manager of Athletics.**

### **Major Responsibilities**

#### **A. Administrative**

1. Submitting annual non-conference budgets (including travel, gear, additional assistant coaches, consultants, recruiting, scholarships, etc.) for the Athletics Manager as requested and keeping expenditures within the finalized budget amount. Note to coaches: teams finishing their year with a deficit that can't be balanced by their adopt-a-cougar/fundraising money will begin the following year with an operating budget short the same amount. Also of note is any outstanding/ signed-out equipment or uniforms not returned at year's end will be the responsibility of the team to replace. This cost will be reflected in next season's budget.
2. Supervising the set-up and take-down of equipment prior to and following the conclusion of all practices.
3. Assisting with the selection of teams for tournaments hosted by Mount Royal College.
4. Working cooperatively with the equipment room staff with respect to the procedures for checking out (and in) of team uniforms, sweat suits and related competition equipment.
5. Working cooperatively with the Athletic Therapist to ensure the provision of first aid and therapy services for their athletes and following outlined policies that determine when an injured athlete should play (pages 26-27).
6. Working cooperatively with the Athletic Department in the planning and development of summer camps/clinics for specific sports.
7. Working cooperatively with the Athletic Department in the promotion and advertising of all events as deemed necessary and appropriate.
8. Administering approved fundraising projects and depositing all monies raised with the Athletics Manager.
9. Having complete knowledge of all ACAC policies and rules as well as MRC policies related to their program.
10. Ensuring that their team members have full knowledge of all ACAC by-laws and MRC policies as appropriate.
11. Being aware of safety/emergency procedures on and off the playing surface.
12. Attending ACAC coaches' meeting as scheduled.
13. Meeting with the Athletics Manager when required for updates and program review.
14. Attending all MRC Coaches' Meetings.
15. Completing a written report at season's end for the Athletics Manager.
16. Regularly checking an office mailbox for correspondence and messages.
17. Ensuring that all athletes and assistant coaches communicate effectively with the media – including the student media.

## **B. Coaching**

1. Recruiting elite student athletes who are capable of contributing to the team goals outlined by the athletic department and head coach.
2. Setting up, in conjunction with team members, the goals and objectives for the team.
3. Conducting and supervising conditioning programs for athletes to ensure they are in peak physical condition.
4. Organizing, administering and conducting all team practices, training sessions and meetings with players within the approved MRC policies.
5. Traveling with the team to and from all athletic events.
6. All aspects of leadership and decision-making during competition.
7. Reporting all extraordinary competition incidents/events to the Athletics Manager.

## **C. Personnel**

1. Equal and fair treatment of all their team members.
2. Being aware of the academic progress of each athlete on their team.
3. Supervising the assistant coaches.
4. Establishing a channel of communication between self and players, self and the Athletics Manager, and players (captains) and the Athletics Manager.
5. Keeping abreast of specific and general trends in their particular sport and athletics in general.
6. For self-evaluation at the conclusion of each athletic year and such evaluation be based on input from players, colleagues and others as solicited.
7. Motivating, supervising, counseling, directing and assisting players as required and appropriate.
8. Relating to self, assistants and players the appropriate philosophies of academics and athletics and ensuring an educationally sound blend of athletics and academics.

## **Guidelines for Dealing with the Media**

As an elite athletic program with a solid reputation, Cougar Athletics receives a significant level of media attention which can serve a positive function in promoting your team and our program. The following guidelines are designed to help you and your athletes deal with the media so that your team and our athletics program receive the maximum benefit that media exposure can provide.

1. Be available, accommodating and accessible to the media as much as possible. Remember, members of the media are trying to do their job and often have tight deadlines to meet, so we need to make their job as easy as possible. If it becomes difficult or inconvenient to report on Cougar Athletics, the media will turn to our competitors and provide them with the valuable media coverage that should be allocated to MRC. On the other hand, if they find it easy to deal with MRC Athletics personnel, we will likely receive greater coverage.

You can help the media by returning phone calls promptly, making yourself or your athletes available for interviews when requested and by answering the questions posed to you. If you feel that the media's request or presence is disruptive to your team's preparations for an important competition, it is certainly acceptable to politely make this known so that a more conducive appointment time can be scheduled.

2. Answer questions posed by the media in a positive tone. Remember that you are representing your team, Cougar Athletics and MRC so the impression you leave can slant a story which has a far wider impact than simply upon yourself as an individual. **It is never**

**permissible to make critical or negative comments about game officials, the opposing team or MRC personnel.** If you have a concern about an individual who belongs to any of these categories, save your comments/opinions for a meeting with the Athletics Manager at a later date and we will collectively determine the best course of action to deal with the circumstances.

3. If a controversial situation involving your team/program arises, the Athletics Manager would like to discuss the 'message' to be sent to the media with you prior to any interviews. A consistent and prepared message needs to be delivered which de-escalates the controversy and directs attention back to the many positive aspects of our program. It is unwise to avoid the media since this tends to raise suspicions that there is 'more to the story' which only serves to exacerbate a controversial situation. Be honest and fair in your comments but remember that you can control an interview by the manner in which you phrase your answers to evocative questions.

4. Be conscious of who you assign to be the spokesperson for your team. Select coaches or athletes who are comfortable answering questions and are somewhat articulate.

5. If you need any further assistance in dealing with the media, please direct further inquiries to the Marketing and Communications Coordinator.

6. On-Campus/Student Media: Treat them as you would treat media from larger organizations. Our relationship with the student media (print, radio, television) must be a positive one, as they allow us to communicate to the college community in a highly effective manner (inexpensive, extensive coverage). Ensure that you and your athletes return every call and email from the student media!

## **MRC HARASSMENT POLICY**

Discrimination and harassment are prohibited by law in Alberta by the Alberta Human Rights, Citizenship and Multiculturalism Act. In keeping with efforts to establish and maintain an environment in which the dignity and worth of all members of the college community are respected, it is the policy of Mount Royal College that discrimination/harassment of students and employees is unacceptable and will not be tolerated.

<b>At Mount Royal College the prohibited grounds of discrimination and harassment currently are:</b>				
<b>race</b>	<b>color</b>	<b>family status</b>	<b>marital status</b>	<b>religious beliefs</b>
<b>ancestry</b>	<b>place of origin</b>	<b>mental disability</b>	<b>source of income</b>	
<b>age</b>	<b>gender</b>	<b>physical disability</b>	<b>sexual orientation</b>	

For more information, please contact Human Rights Services at:

Room U216-C  
Mount Royal College  
Ph: (403) 440-6076

## **ACADEMIC INFORMATION**

### **Coaches' Support of Academics**

It is the coaches' role to understand, accept and support the Cougar Athletics philosophy of emphasizing the student-athletes' academic pursuits over athletic ambitions. This can be achieved through the following means:

- minimizing the amount of class time missed due to travel or pre-competition preparations
- monitoring the academic progress of student-athletes
- reinforcing the importance of attending classes and completing assignments
- taking appropriate action when a student-athlete doesn't adhere to the academic requirements and expectations

### **MRC Academic Disqualification Policy**

Mount Royal College is committed to maintaining high standards, encouraging academic success and indicating to students when their current program of study may be inappropriate or their academic performance may be inadequate. In keeping with these goals, the College reserves the right to warn students regarding their academic status and also to disqualify students from further registration in credit courses at the College for a period of one full academic year (Fall, Winter and Spring semesters) if their academic performance fails to meet the minimum academic standards outlined below.

Academic standards, as defined in this policy, are College-wide and relate to a student's eligibility to continue to register in credit courses at Mount Royal College. Students should be aware that specific programs of study may require conditions in addition to these minimum College-wide standards; failure to meet such program-specific standards can result in the student being required to withdraw from the program to which he/she was initially admitted and in which he/she is currently enrolled. Information concerning program-specific requirements is available in the College Calendar and in departmental policies and procedures. The responsibility for being familiar with and fulfilling these program-specific requirements rests with the student. In particular, students enrolled in the Calgary Conjoint Nursing Program should be aware that they are subject to the academic performance regulations established jointly by the Centre for Health Studies at Mount Royal College and the Faculty of Nursing at The University of Calgary.

#### **PROCEDURE**

The academic records of all credit students enrolled at Mount Royal College will be reviewed only once in any given academic year for purposes of determining academic eligibility to continue their studies at the College. This review will take place at the end of the Winter Semester for those students who do not take any credit courses in the immediately following Spring Semester and at the end of the Spring Semester for those credit students who have registered in Spring Semester courses.

#### **ACADEMIC PROGRESS CRITERIA**

1. Students must have attempted a minimum of 18 credits before their academic record will be reviewed at the end of any given academic year. Students who have accumulated fewer than 18 credits will be deemed eligible to continue their studies until such time as they have attempted at least 18 credits.
2. Those students who have attempted at least 18 credits (including courses from which they withdraw) will be considered ineligible to continue their studies at the College and will be academically disqualified if their cumulative grade point average at the time of the annual academic progress review is less than 1.50.
3. Students may request the Office of the Registrar to perform a manual recalculation of their cumulative grade point average to include only the highest grade awarded for repeated course work and to exclude grades in any courses that were taken more than six (6) years previously. If, as a result of this manual calculation, the revised cumulative grade point average exceeds 1.50, the student will not be academically disqualified and will be permitted to continue his or her studies at the College.
4. Students who are registered in credit courses at the time of their disqualification will have their registration cancelled; any tuition and mandatory fees that have been assessed and paid for those courses will be refunded.

#### **ACADEMIC WARNING**

The Office of the Registrar will issue an official academic warning to those students whose cumulative grade point average at the end of any semester of study is less than 2.00. Students who are issued an official academic warning are strongly encouraged to meet with their academic advisor and/or a College counsellor to review their academic standing and how best it might be improved in the following semester of studies.

#### **LENGTH OF ACADEMIC DISQUALIFICATION**

Students who are academically disqualified will not be permitted to resume their studies at the College for a full academic year (the Fall, Winter and Spring semesters immediately following their disqualification).

### **READMISSION AFTER ACADEMIC DISQUALIFICATION**

Students who have been academically disqualified must apply for readmission in accordance with the application deadlines for new students that are specified in the "Academic Schedule" published in the College Calendar.

Prior to making application for readmission, disqualified students must meet and consult with a College counsellor regarding their academic plans. The counsellor will indicate to the Office of the Registrar when this consultation has occurred in order to complete the student's application procedure.

Under exceptional circumstances involving documented medical reasons or serious domestic affliction, a student may request that the Registrar waive a second or subsequent disqualification if s/he withdraws from all courses during the academic year to which s/he has been readmitted and if, as a consequence, his or her cumulative grade point average at the time of the annual academic review falls below 1.50. The request for consideration of a waiver and the exceptional circumstances must have occurred prior to the end of the student's final examination period.

### **Cougar Athletics Academic Eligibility Standard**

In support of Cougar Athletics' emphasis on the academic success of its student-athletes, an academic standard for continuing participation in the athletic program has been established. Any student-athlete who does not achieve a minimum 1.5 grade point average in each semester of attendance, will be suspended from participating in any Cougar Athletics activities, including team practices or games, for one full semester while their sport is in play. Reinstatement will only be granted provided that the student-athlete continues full time attendance and achieves a grade point average above 1.5 in the academic semester subsequent to suspension.

Any student-athlete subjected to this academic suspension shall be granted the opportunity to appeal his/her suspension to the Eligibility Committee. The appeal shall be made in writing by the athlete and/or coach and shall clearly explain the justification and/or extraordinary circumstance which warrants special consideration.

A meeting involving the Student-Athlete, Coach and Eligibility Committee shall be held thereafter at the earliest possible time. The Eligibility Committee reserves the sole authority to grant or deny the appeal.

### **Athlete Academic Success**

In recognition of the unique challenges faced by every individual who balances a full-time academic schedule with the demands of varsity athletics participation, the Mount Royal College Athletic Department will endeavour to provide guidance and leadership to facilitate the academic success of student-athletes. **It is, however, the coach's responsibility to identify any potential academic problem through the monitoring of their student-athletes with the use of BLACKBOARD on the 'mymrc' website.** Students can access their grades in real time and show their coach where they are standing in each course. If a problem is recognized, please notify Cougar Athletics and we can assist your athletes in finding potential solutions. If any instructors are not using the BLACKBOARD system, Cougar Athletics will assist in contacting these instructors to provide academic updates for your athletes.

### **Athlete Academic Advising**

Mount Royal College offers academic advising to Cougar Athletes. The two athletic advisors are Shaun Sky (Phys. Ed Instructor and men's volleyball coach) and Marc Dobell (Athlete Services Coordinator and men's basketball coach). Please direct all inquiries to Shaun (440-6795) or Marc (440-6245).

There are two levels of services. The first level occurs with no cost to you. Second level services will be billed to your team account at a rate of \$30 per hour.

To begin the 1st level of services, you need to email (or deliver) a list of your potential recruits with student ID numbers and birthdays to an athletic department advisor. If you include a list of returning athletes, we will also check their status for course registration to make sure they are eligible.

Starting immediately and continuing throughout the year, we will track the admission status of new recruits. We will provide you with an update that includes the following key requirements:

- ✓ have they applied? yes or no
- ✓ spot offered? yes or no
- ✓ \$125 registration deposit paid?
- ✓ transcripts received (high school and college/university)
- ✓ additional requirements (such as testing)
- ✓ completed registration
- ✓ eligible number of courses (at least 9 credits AND 3 credit courses)

When required, reserved academic seats will be used to assist athletes with admission into the College.

2<sup>nd</sup> level Services, which can be used at a cost of \$30 per hour, include the following:

- ✓ matching recruits' academic preparation with program requirements
- ✓ advising students into appropriate classes
- ✓ course registration
- ✓ course registration follow-ups (eg. waitlisted courses)
- ✓ negotiating with departments to allow access for reserved, restricted or fully enrolled courses

If you have any questions please feel free to contact either Shawn or Marc.

Marc Dobell	440-6245	email: mdobell@mtroyal.ca
Shawn Sky	440-6795	email: ssky@mtroyal.ca

## **SCHOLARSHIPS**

### **JIMMIE CONDON ATHLETIC SCHOLARSHIPS**

#### **OBJECTIVES:**

1. To encourage and reward the pursuit of academic excellence in the field of athletics at the university, college and technical institute level.

2. To encourage Albertans to pursue their legitimate athletic and academic aspirations at Alberta Universities, Colleges, and Technical Institutes.
3. To provide a financial incentive to student-athletes who, because of the tremendous time commitment required for high level competition, do not have the opportunity to maintain employment while pursuing post-secondary studies.

**CONDITIONS:**

1. The student-athlete is an Alberta resident, i.e. a Canadian citizen or landed immigrant who has maintained residence in Alberta for 12 months, or whose parents or guardians have maintained residence in Canada for 12 consecutive months and are residents in Alberta. Notwithstanding the above, an individual who is a Canadian citizen or a landed immigrant and who has been in full-time attendance at an educational institution in Alberta in the preceding year, may be considered eligible in his current year.
2. The student-athlete is a member of a designated team selected by the Heritage Scholarship Board. (i.e. Badminton, Basketball, Soccer, Volleyball, Hockey).
3. The student-athlete is maintaining satisfactory academic standing as of the date of the nomination (minimum 2.0 GPA).
4. The student-athlete is maintaining or has maintained a practice and training program acceptable to the coach and Athletics Manager and is not under suspension for any reason by the MRC Department of Athletics.
5. The student-athlete is enrolled full-time as defined by the institution and maintaining a successful academic standing and progressing in the normal fashion toward the completion of each year leading to a degree, diploma or certificate. Mount Royal College requires the student-athlete to be enrolled in a minimum of three Mount Royal College courses totalling nine credits or more. Subsequently, the athlete must be successful at the end of the semester in nine credits or more and achieve a 2.00 GPA or greater.
6. The scholarship shall consist of \$1,800 and is payable in two instalments (December and April). The recipients shall only be entitled to the second instalment if, at the time the second instalment becomes payable, the aforementioned criteria are still being fulfilled.
7. Scholarships are assigned in the following allotments:
 

Badminton 8	(4 Men/4 Women)
Basketball 24	(12 Men/12 Women)
Soccer 36	(18 Men/18 Women)
Volleyball 24	(12 Men/12 Women)
Hockey 40	(20 Men/20 Women)

**MOUNT ROYAL COLLEGE AI BOHONUS BURSARIES**

**CONDITIONS AND PROCEDURES:**

The conditions and procedures for applying for this award are exactly the same as the Jimmie Condon Scholarship with the following exceptions.

1. The award is available to all student-athletes.
2. Applicants will be required to fill out a Mount Royal College AI Bohonus Bursary application form.

3. Team coaches shall nominate recipients and identify the amounts of each award.
4. ACAC financial aid regulations must be taken into consideration when selecting the amount of a particular Bursary.

## **ACAC RULES & REGULATIONS**

(ACAC Operating Code, Article 1, Section 5, Page 15)

### **1. Principles of Eligibility**

The ACAC acknowledges the following principles regarding the rules of student eligibility:

- to encourage inclusiveness of student participation in athletic opportunities.
- to remain sensitive to the ramifications of student eligibility regulations as they may impact other post-secondary athletic unions (eg. CCAA, CIS, etc.).
- to remain cognizant of the fundamental right of each ACAC member institution to establish their own academic eligibility standards.

**As such, the rules of eligibility shall be as follows:**

**Student-athletes ruled ineligible by the CCAA eligibility rules shall not be allowed to compete in the ACAC. The ACAC eligibility rules shall match or may be more stringent than the CCAA eligibility rules with the exception of men's hockey as it pertains to the professional rule.**

#### **1.1 Academic Load and Status**

**1.1.1 Full-time Status:** A student-athlete shall be considered a full-time student if he/she is officially registered in a minimum of 60% of a full course load in an accredited program of study (currently in progress) as defined by the institution for which he/she is competing (e.g. 9/15 credits or 18/30 credits or 60/100 credits).

**1.1.1.1** In the case of the ACAC Golf Tournament which takes place before an ACAC member institution's registered classes are to begin in that semester, a student athlete who has been officially accepted by a member institution, paid all necessary tuition and associated fees, and officially registered in the required member of courses to be eligible as a full-time student, be considered eligible to compete in the ACAC golf tournament.

**1.1.1.2** In the case of apprenticeship students who are enrolled and attending full time classes, they will be eligible to compete during their time in class as well as to the end of that semester.

**(From the CCAA Operating Code, Article 5, Section 8, page 28)**

#### **Successful Academic Progress**

**8.2.1 Two-semester participation (Participation with no previous post-secondary participation)**

**To be a student in good standing, a student athlete must pass eighteen (18) credit hours in an academic year, to be eligible to participate in the subsequent semester.**

**8.2.2 Two-semester participation (Participation with previous post secondary participation)**

**To be a student in good standing, a student athlete must pass eighteen (18) credit hours in an academic year to be eligible to participate in the subsequent semester and must pass a minimum of six (6) credit hours in the September – December semester to be eligible for the January – April semester. In the event that the student athlete is registered in any combination of full year and half year courses, the student athlete must be registered in a minimum of nine (9) credit hours in each semester and be a student in good standing at their institution to participate in the January – April semester. (Refer to 8.1.1 Full-Time Status).**

**8.2.3 One semester participation** To be a student in good standing, a student athlete must pass a minimum of 3 courses or nine (9) credit hours during the academic semester in which they participated. A student athlete, who begins playing for a CCAA team in January, must pass three courses or nine credit hours before the beginning of the next academic year in order to be eligible for participation in the subsequent semester.

A student-athlete who begins play for a CCAA team in September (one semester participation), must pass a minimum of either: 1) 6 courses or 18 credit hours in an academic year; or 2) 3 courses or 9 credit hours in a single academic semester, in order to be eligible for participation in the subsequent academic year.

**1.1.2 Academic Qualification: Insofar as:**

- the ACAC acknowledges that the goal of education is the total development of the individual (academic, personal, social, etc.);
- that an athlete's experience can and should contribute to the participant's education and personal development;
- that athletics is only part of the total development which cannot stand alone;
- and that each ACAC member institution has the right and responsibility to determine a standard of academic eligibility for its student-athletes;
- a student athlete must be considered to have attended full-time (postsecondary) in an accredited program of study in the semester in which they participated. (*Amended December 2007*)

Each individual member institution shall determine what constitutes a fulltime (post-secondary) student and what constitutes a passing GPA for their respective student athletes. Each member institution will file its academic criteria for the eligibility of student-athletes with the ACAC office on September 1 of each academic year. The standards shall be in the form of a Grade Point Average (G.P.A.) or the equivalent (eg. 1.75 G.P.A. on a 4 point scale).

**1.1.3 Academic Standing:**

**1.1.3.1 Two Semester Participation (participation with no previous post-secondary participation)**

To be a student in good standing, a student athlete must pass eighteen (18) credit hours in an academic year, to be eligible to participate in the subsequent semester.

**1.1.3.2 Two Semester Participation (participation with previous post secondary participation)**

To be a student in good standing, a student athlete must pass eighteen (18) credit hours in an academic year to be eligible to participate in the subsequent semester and must pass a minimum of six (6) credit hours in the September – December semester to be eligible for the January –April semester.

**1.1.3.3 One Semester Participation**

To be a student in good standing, a student athlete must pass a minimum of three courses and/or nine (9) credit hours during the academic semester in which they participated.

A student athlete, who begins playing for a CCAA team in January, must pass three courses or nine credit hours before the beginning of the next academic year in order to be eligible for participation in the subsequent semester.

**1.1.4 Re-instating Academic Eligibility:** A student athlete not in good standing may only practice and may not compete in any non-conference, league or championship events.

To re-establish student in good standing status, the student must conform to one of the following:

**1.1.4.1** The student athlete did not play at a postsecondary institution in the twelve (12) months immediately prior to the date of current registration.

**1.1.4.2** The student athlete has completed one (1) academic semester at her/his current institution with a minimum of nine (9) credits passed in a single semester to be eligible to participate in the subsequent semester.

**1.1.5 Conjoint Programs of Study:** Students registered in conjoint/co-offered programs between or among institutions or students registered in more than one institution simultaneously shall be free to choose the institution for their athletic participation. The student must declare an institution as their "home campus" for athletic participation purposes prior to the first scheduled Conference competition at either institution. It is understood that the student's registration status is full-time at all institutions involved in this program.

*Note:* Students in conjoint programs may not be insured by all institutions from a liability point of view.

**1.1.6 Attendance at Multiple Institutions:** Students who are registered in programs that require attendance at more than one institution will be eligible for athletics participation at the institution where the student is physically attending on a full-time basis.

**1.1.7 Non-Academic Courses:** Generally speaking, courses of general interest, community-based courses, hobby-type extension courses and non-career courses, as examples of non-credit courses, shall not be recognized for eligibility purposes. Continuing Education courses where credits are assigned and applied towards a degree or diploma are recognized as acceptable courses in a student's academic program.

**1.1.8 Withdrawal:** An athlete who withdraws or is withdrawn from any postsecondary institution before completing the academic semester and their name appeared on an official athletic Conference eligibility certificate and a game sheet in that semester is deemed to have not established academic credibility. That athlete shall be required to complete an academic semester and meet the academic standard at that institution prior to participating in an ACAC sanctioned sport. Only appeals that are medical in nature and accompanied by a doctor's medical certificate will be considered.

**1.1.9 Spring and/or Summer Upgrading:** Spring and/or summer credit courses leading to an academic program diploma/degree can be utilized by student-athletes to upgrade their G.P.A. or acquire credits necessary to restore their academic eligibility for the upcoming season.

**1.1.10 Online Correspondence Courses:** The student athlete that does not complete their online correspondence course in the semester that it contributes to their eligibility shall not be eligible to participate in the following semester. In the event a student does not qualify by completing the online course successfully, he/she may become eligible once they have completed the course, provided they are a full-time student in the following semester. *(Added May 2005)*

**1.1.11 12 Month Absence:** Notwithstanding any other provision of this section a student-athlete who has not attended any post-secondary institution on a full-time basis for a period of at least 12 months is eligible to compete provided they meet the requirement of full-time studies as described in 1.1.1. *(Added September 2005)*

**1.2 Amateur Status:**

A student must have amateur status in the activity in which he/she is participating.

**1.2.1** The provincial and national sport body determination of player amateur status shall be accepted to determine eligibility status of ACAC athletes.

**1.2.2 Ex-Professionals:** ACAC student-athletes shall be deemed ineligible to participate in the ACAC if they previously competed in a professional league within the same competitive/academic season in the same sport. Previously competed shall be interpreted to mean having played more than 3 league games at the professional level in the same season.

**1.2.2.1 Hockey Exception:** For ACAC men's hockey, an athlete who is 21 years of age or younger as of December 31 in his academic year of entry into ACAC competition, may have participated in any league classified as professional and shall:

1. be eligible to participate upon entry
2. not be charged with any years of eligibility

**1.2.3** For ACAC men's hockey, a student-athlete shall not lose eligibility for any years of participation as a professional athlete, effective January 2003.

### **1.3 Years of Eligibility**

**1.3.1** A student shall have a maximum of five (5) years of eligibility in ACAC competition. Participation in any other college or university conference shall be considered equivalent to and deducted from the five years of ACAC eligibility (Exception: Cross-country running for 2002-03). The use of years of eligibility shall be determined by the relevant governing conference. *(Amended September 2007)*

**1.3.2** The student-athlete who has completed four (4) years of post-secondary eligibility, as defined by the CCAA, at the conclusion of the 2005-06 competition year shall be considered to have used all the years of eligibility available. This student-athlete shall not be entitled to a fifth year of CCAA eligibility. *(Added September 2007)*

**1.3.3** The student-athlete who has completed his/her post-secondary eligibility within any non-CCAA four (4) year post-secondary jurisdiction (e.g. NCAA, NAIA) shall not be eligible for a fifth year of participation. *(Added September 2007)*

**1.3.4** A student shall be considered to have used one year of ACAC eligibility if he/she has participated in one scheduled ACAC contest. The appearance of the student-athlete's name on a game report \* shall be interpreted as indicating participation in that game. (\* Not to include pre-season contests.)

**1.3.4.1** The use of year-end statistics for basketball, hockey, soccer and volleyball shall be a method used to determine which athletes have used a year of eligibility.

**1.3.4.2** Annual participation summaries noted in ConfLink shall be compiled by the ACAC Office on the basis of annual statistics to determine which athletes have used up a year of eligibility (basketball, hockey, soccer, volleyball). *(Added September 2007)*

**1.3.5** A student-athlete who suffers a season-ending injury limiting his/her participation to no more than 30 percent of his/her league schedule, as documented by letter from the attending physician, physiotherapist, or chiropractor and by letter from the Athletic Director(s) of the institution(s) concerned, shall be regarded as not having played in that year.

**Note:** *Death or compassionate care of an immediate family member is to be considered in similar terms as a season-ended injury. (Added December 2005)*

**1.3.6** Student-athletes who compete at any official ACAC tournament (i.e. Regionals, Championships) excluding Grand Prix events shall be charged with having used one year of eligibility.

**Note:** Student-athletes who participated in ACAC sanctioned sports that were scheduled as one time weekend events, including cross-country running, will not be considered as having used a year of eligibility between the years 1995/96 and 2003/04. *(Original 1.3.6 (4) deleted September 2004 and new 1.3.6 (4) added December 2004)*

### **1.4 Outside Competition**

**1.4.1** A student participating in a sanctioned ACAC league sport shall not be allowed to participate concurrently in organized competition in the same sport outside of the institution in which he/she is registered.

“Concurrently” shall be interpreted as to include only the term(s) or semester(s) of the institution in which the student is registered and shall exclude specifically the period of Christmas recess for the appropriate program as defined the academic calendar of the institution in question.

“Organized competition” shall be interpreted as one for which a card or contract must be signed (e.g. Hockey Alberta, Hockey Canada, Basketball Alberta, AVA card).

**1.4.2** ACAC commitments shall at all times receive priority.

### **1.5 Transfers**

**Note: ACAL Exception: For purposes of determination of eligibility, any student-athlete who has participated at an Alberta Colleges Athletic League (ACAL) institution prior to the fall of 2005 will not be considered to have used post-secondary eligibility.**

**Institutions receiving these students will, however, be required to submit ACAC Universal Transfer Forms prior to ACAC competition in order to ensure that all other academic eligibility criteria be met. (Added May 2005)**

**1.5.1** Immediate Eligibility: A student-athlete transferring to an ACAC member institution from another post-secondary institution will be immediately eligible if he/she complies with one of the following:

**1.5.1.1 Academically Eligible at Sending Institution:** The transferring student-athlete has demonstrated that:

(1) he/she is deemed eligible for participation in the current season at/by their previous institution, or

(2) in the event the sending institution indicates the student-athlete would not be eligible to compete at that institution, that he/she has passed 9 credits (or equivalent) during the last semester of fulltime attendance at the institution from which the student-athlete is transferring.

In the case of (2), it is incumbent upon the student-athlete to demonstrate to the satisfaction of the receiving college and the ACAC Office by providing an official transcript, he/she has successfully completed credits equal to full-time status as defined by his/her sending institution.

*(Amended September 2006)*

**1.5.1.2 Completion of One Semester at Receiving Institution:** The transferring student-athlete has attended the institution to which he/she transfers full-time for a term (minimum of 12 weeks) during which time the sport in which he/she is requesting eligibility is competing, but the student-athlete only practises and competes in exhibition play, not participating in league, play-off or championship events.

**1.5.1.3 Sport Not Offered:** The institution from which the student-athlete is transferring does not offer the particular sport in which the student-athlete is participating.

**1.5.1.4 No Previous Sport Participation:** The transferring student-athlete did not previously participate in intercollegiate sports.

**1.5.1.5 No registration in Previous 12 Months:** The student-athlete did not register full-time at a post-secondary institution in the 12 months immediately prior to date of current registration.

**1.5.2 Transfers During the Academic Year:** The student-athlete transferring during the academic year shall not be eligible to participate in ACAC competition if his/her name appears on a league game sheet in the same sport at the institution from which he/she is transferring.

**1.5.3** These regulations apply to all student-athletes transferring to ACAC institutions from any post-secondary institution.

**1.5.4 Transfer Protocols:** All transferring student-athletes will be identified to the ACAC Office and will not be eligible to participate in ACAC events until his/her transfer status has been determined in accordance with this section. The following procedures must be followed:

**1.5.4.1** Prior to the athlete's participation in the ACAC, the ACAC Office must be in receipt of The Universal Transfer Form from the athlete's former institution indicating his/her academic status. Receiving institutions must assume responsibility for ensuring the forms are completed satisfactorily.

**1.5.4.2** ACAC office will verify the eligibility of each student designated on the eligibility sheet as having played the previous year at another post-secondary institution. During the competitive year, the Office will circulate by 4:00 PM each Thursday an updated list of eligible athletes by transfer. Deadline for receipt of completed forms for weekend eligibility shall be 2:00 PM on the Thursday prior to the weekend in question.

**1.5.4.3** The receipt of transfer forms and recording of eligibility for transfer students will be made by the ACAC Office as noted above and communicated to all Conference members. Decisions concerning the eligibility of transfer students shall be made by the Commissioner. Confidentiality of student records however must be maintained by the ACAC Office and cannot be shared with other Conference members without the written permission of the student-athlete.

*Note:* If an athlete has not attended a post-secondary institution in the previous 12 months, the "Universal Transfer Form" is not required.

## **2. Certificates of Eligibility**

**2.1** Two separate and distinct Certificates of Eligibility may be used in connection with the major team sports (badminton, basketball, hockey, soccer and volleyball). One shall constitute the MAIN LIST, others shall constitute SUPPLEMENTAL LISTS.

**2.2** The MAIN LIST shall be submitted electronically via the ConfLink registration system to the Conference Office at least 10 days prior to a team's first Conference contest for that sport. Member athletic departments should follow submissions details as noted in the "Player Eligibility Data Entry Form Instructions" included on ConfLink, specifically. *(Amended May 2007)*

**Signed by Registrar:** After the registrar has signed the printed form, this box is checked for official submission to the ACAC office. Colleges are still required to fax and mail in the hard copy of the form with original signatures to the ACAC Office. Once this box has been checked, colleges will be unable to edit the "eligibility" section of this athlete. *(Amended May 2007)*

**Date Signed by Registrar:** Colleges are required to enter (MM/DD/YY) the exact date the registrar signed the eligibility form for this athlete. Colleges should update their rosters weekly as required. *(Amended May 2007)*

**2.2.1** An exception to this rule shall be soccer (see Art. I, Sec 14 – Soccer item #11).

**2.3** The original of the Main List shall then be mailed to the ACAC Office. The day the electronic MAIN LIST is submitted to the ACAC Office is to be considered day one. Members are required to fax a copy of the Eligibility List print-out to the ACAC Office immediately upon electronic submission to enable the Office to verify eligibility at the earliest possible convenience. *(Amended May 2007)*

**2.5** Upon arrival of the faxed or original Eligibility List in the ACAC Office, the Office verifies the dates entered into this ConfLink field. In the event the "Signed by Registrar" date on the original Eligibility List or any Supplemental List does not match the date entered into the ConfLink field by the college, the ACAC Office shall change the date to reflect the actual date signed. *(Amended May 2007)*

**2.6** For tournament sports, hosts shall access team lists via the ConfLink registration system four days prior to the event. A faxed copy (or the original mailed) of the completed Eligibility List must be received at the ACAC Office at least four (4) days prior to the tournament. The day the fax is sent to the ACAC Office is to be considered day one. *(Amended May 2007)*

**2.6.1** An exception to this rule shall be golf and cross country running. The ACAC Office will annually determine the eligibility deadlines for golf and cross country running to match the CCAA deadlines depending on where those dates fall during the week each year. *(Added September 2007)*

**2.7** Additional competitors shall become eligible to participate four (4) days after the SUPPLEMENTAL ELIGIBILITY LISTS bearing their names have been entered into the ConfLink system and have been submitted as noted in 2.2 to 2.4 above and have been verified by the ACAC Office. *(Amended May 2007)*

i.e. Faxed copies must be received four (4) days in advance of eligibility to play. The day the fax is sent is to be considered day one.

e.g. A Supplementary List faxed on Monday will make the athlete(s) eligible to play on Friday.

**2.7.1 Exception:** For league games played between January 1st and January 15th, all Supplemental Eligibility Lists must be submitted to the ACAC Office at least 24 hours prior to the game in question. *(Amended Dec. 2003)*

**2.7.2** An exception to this rule shall be soccer (see Art. I, Sec. 14 – Soccer, Item 11.2 *(Added September 2005)*)

**2.8** The Registrar's stamp shall date (validate) the Main and Supplemental Lists. The date a faxed List was sent shall be validated by the fax machine dating process. Student-athletes are not eligible until the Lists (Main or Supplemental) are signed by the registrar. *(Amended May 2007)*

**2.9** Score sheets bearing the name(s) of unregistered athletes shall not be tabulated until a full investigation has been conducted.

**2.10** There shall be a fine of \$25.00 per day for late eligibility forms, to a maximum of \$100.00. This fine shall apply only to Main Lists. *(Amended May 2007)*

### **3. Eligibility for League / Non-Conference Play**

A competition is defined as any event in which a student-athlete at an ACAC member institution represents that institution in any athletic contest versus outside competition, regardless of how the competition is classified.

**3.1** In order to be eligible for a competition a student-athlete must be a full-time, academically qualified student in an accredited program.

**3.2 Mid-Year Eligibility – New Student-Athlete** In the case of a student-athlete who registers as a student after December 15 and begins classes by January 15, the student may be eligible to play (after December 15) if:

- a. they have been officially accepted by the institution
- b. they have registered in the required number of courses to constitute full-time studies

**3.3 Fall (1st Semester) Ineligible Student-Athlete**

In the case of the student-athlete who was ineligible in the first semester, they are deemed eligible upon receiving official fall semester grades and determination that they are indeed eligible based on ACAC eligibility rules. *(Added May 2004)*

### **4. Eligibility for Playdowns**

A student/athlete must be listed on the original certificate of eligibility (fall semester) or on a supplemental certificate of eligibility and have appeared on an ACAC regular season game sheet (on or before January 30) in order to be eligible for play-offs. In the case of soccer, supplementary eligibility forms must be in the ACAC office by October 15th each year and all athletes must appear on one or more league game sheets to be eligible for the play-offs. Cases involving injury, illness or academic ineligibility shall be decided by the Commissioner. A medical certificate shall accompany any request for medical exemption. *(Amended September 2007)*

4.1 In all activities, those games from which a player has been suspended for disciplinary reasons shall, for eligibility purposes, count as having been played.

### **5. Amendment of Eligibility Criteria**

No changes to an eligibility rule shall be made unless notice is contained in an agenda for a regular meeting of Conference Council or in the notice of a special meeting sent out ten days in advance.

### **6. High School Athletes**

The ACAC, in principle, does not endorse any high school eligible athlete practicing "regularly" with a post-secondary institution, except for special circumstances approved by the Conference Executive.

### **7. Requests for Eligibility Rulings**

7.1 All requests for information relative to the eligibility status of a student-athlete shall be directed to the Executive Director.

7.2 All requests for rulings on eligibility cases shall be directed to the Commissioner. If the representative making that particular request questions the ruling of the Commissioner, he/she may appeal to the Executive Committee for final ruling.

### **8. Eligibility For All-Conference and All-Canadian Awards**

8.1 An athlete who is no longer a student at an ACAC member institution shall not be eligible to become a member of an All-Conference team or to receive an All-Canadian nomination.

### **9. Use of Non-Canadian Athletes**

9.1 An ACAC member team shall be permitted to dress for an ACAC league or playoff game a maximum of 1 in 5 non-Canadian players for the following sports:

Basketball - 12 players - 2 non-Canadians

Volleyball - 12 players - 2 non-Canadians

Soccer - 18 players - 3 non-Canadians

Badminton - 10 players - 2 non-Canadians

Hockey - 20 players - 4 non-Canadians

9.2 For the purposes of this section, a non-Canadian player is defined as a student-athlete who:

9.2.1 does not possess Canadian citizenship, or

9.2.2 does not possess permanent residency status or equivalent status *(Amended December 2006)*

### **10. Sanctions for Violation of the Rules of Eligibility**

10.1 Where it has been determined that a member college is in violation of the rules of eligibility and has used an ineligible athlete, the college will forfeit the results of all those contests, competitions or matches in which the athlete has been recorded as an eligible player on a game sheet or registration form. The forfeit will be recorded as per the rules governing each sport. *(Added September 2006)*

## **Recruiting**

(ACAC Operating Code, Article 1, Section 7, Page 29)

### **1. RECRUITING RULES**

**1.1** All funds for recruiting or maintenance of prospective or present student-athletes shall be deposited with the member institution regardless of its source, or by whom raised. The institution shall be exclusively and entirely responsible for the manner in which it expends the funds.

**1.1.1** No member institution shall finance the transportation costs incurred by a student-athlete, his relatives or friends to visit the campus or elsewhere.

**1.1.2** No member institution shall arrange or permit off campus entertainment of any prospective student athletes.

**1.2** No member institution shall become involved in the promotion of any contests or tournament involving high school athletes, in any sport, without first obtaining the sanction of the appropriate high school athletic association.

**1.3** No member institution shall permit or allow any outside organization, agency, individual or group of individuals to utilize, administer, or expend funds for the recruiting of prospective student athletes including transportation and entertainment of and giving gifts or services to prospective student athletes or the relatives and friends of prospective student athletes.

**1.4** Except as permitted herein, an institution or its representatives shall not offer, provide or arrange, directly or indirectly, for financial aid of any kind to a prospective student-athlete for any period prior to or subsequent to his attendance at the member institution.

**1.5** No member of an athletic staff or other representative of athletic interest shall contact, directly or indirectly, the student of another collegiate institution to discuss the possible attendance of the athlete at their collegiate institution unless that student makes the initial contact with the representative of the institution. If the above occurs, the following steps shall be followed:

**1.5.1** Once the athlete has made initial contact, it is the responsibility of the athletic staff member or representative to immediately inform the athlete of the process that must be followed (1.5.2). Should the athlete want more information, the athletic staff or representative may inform the athlete of application and registration procedures provide information on the athletic program and answer any questions the athlete may have.

**1.5.2** At the earliest possible time, the Athletic Director shall officially inform the other institutions Athletic Director that the athlete has made initial contact and requested information regarding the institutions athletic program. The original AD must be notified but the new AD that she/he has received the information. Information on the athletic program and questions answered may then be passed along to the athlete.

## **COUGAR ATHLETICS DEPARTMENTAL POLICIES**

### **Purchasing/Travel/Contractual Information**

#### **Team Uniforms**

Teams typically wear white uniforms at home and dark uniforms while away. Terry Klan and Tim Cove (440-6518) in the equipment room (U-130) prepare all uniforms for regular

season play. They do, however, require at least 48 hours notice from coaches before exhibition games to have team supplies ready. Official colours are royal blue and white with grey and black used as accent colours only.

**Team Clothing**

In order to create and maintain a consistent branding image of our department to the public, all team clothing purchases must conform to approved colours and logo styles. All clothing purchases must be cleared through Trevor or Stephanie before ordering.

The department of Finance issues cheques on Wednesday afternoons each week during the year, but they require the paperwork by Friday of the week before in order to process the request for the following week. **This means that the Office Administrator requires your receipt(s) NO LATER THAN FRIDAY MORNING in any given week if you want payment by the following Wednesday!**

**Season Travel**

Reflecting Conference travel policy, coaches and/or assistant coaches may drive vans to the following locations: Lethbridge, Medicine Hat, Edmonton, Red Deer, Three Hills and Camrose. Trips to destinations such as Grande Prairie, Briercrest, Montana and places beyond require a bus driven by a professional driver. Essentially, destinations that are greater than 300km require the hiring of a professional driver. (The distribution of the high performance fund into each team's travel money at the beginning of the year is designed to offset such additional expenses).

**Meal Money Per Diems and Hotel Rooms**

Athletics will cover the cost of conference travel up to the following amounts:

Accommodations	Meal Money	Hotel
	Per Day	# Rooms
Badminton (11 SA, 2 C)	\$263.00	4 SA & 1 C
Basketball (13 SA, 1 SAT, 2 C)	\$317.00	4 SA & 2 C
Golf (11 SA, 1 C)	\$230.50	3 SA & 1 C
Hockey (21 SA, 2 SAT, 3 C)	\$511.50	6 SA & 2 C
Soccer (19 SA, 1 SAT, 2 C)	\$425.00	6 SA & 1 C
Volleyball (13 SA, 1 SAT, 2 C)	\$317.00	4 SA & 2 C

**Reminder:** Student-athletes receive \$4 (breakfast), \$5 (lunch), and \$9 (dinner)  
Coaches receive \$6.75 (breakfast), \$8.50 (lunch), and \$17.25 for dinner

**Legend**

SA = Student-athletes  
SAT = Student Athletic Therapist(s)  
C = Coach(es)

**Information to assist Coaches with budgeting**

**Buses**

Size	Day Rate	Km Rate
47-passenger coach	\$1,075.00	\$2.40/km
55-passenger coach	\$1,150.00	\$2.50/km

Trip costs are calculated on a per-day or per-trip basis; are subject to GST charges; and if the trip is an overnight trip, the driver's accommodation cost must be covered. For pricing estimates to various destinations and other bus information, please contact the Athletics Office Administrator.

#### **Rental Vans**

<b>Size</b>	<b>Day Rate</b>	<b>Kms Included</b>	<b>Excess km rate</b>
<b>LDW</b>			
15-passenger	\$179.99	250	\$0.25
	\$29.95/day		

As per College policy, the Lost-damage Waiver (LDW) must be purchased with all rentals. Mini-vans are subject to availability and rates vary. Taxes are extra.

#### **College Vans**

The only cost associated with using the college 15-passenger vans is gasoline. Drivers must be employees of the college, have their class 4 Alberta Operator's License, and have successfully completed the college van training program (available between May-August). Please note that academic departments have priority over non-academic departments and confirmed bookings can be cancelled with 48 hours notice.

#### **ACAC Host Hotel Costs**

- **Sutton Place Hotel** (Edmonton): Rates: \$78.00 + tax (01/07/09 – 30/06/10)  
\$82.00 + tax (01/07/10 – 30/06/11)
- **Service Plus Inn & Suites** (Grande Prairie): Rates: \$119.00 + tax
- **Pilgrim Inn** (Caronport, SK): Rate: \$75.99 + tax (Sept 1<sup>st</sup> – May 31<sup>st</sup> for 09/10 & 10/11).
- **Sandman Hotel**( Lethbridge, AB ) Rate: \$79.00 + tax
- **Service Plus Inn & Suites** Red Deer, AB Rate: \$94.00 + tax.

For a list of all Host Hotels including pricing estimates, please contact the Cougar Athletics Office Administrator at 403-440-6050

#### **Guidelines for Bus Travel**

Mount Royal College has entered a contract with Traxx Coach lines as the official motor coach supplier for Cougar teams through the 2009/10 season. Please keep the following considerations in mind when traveling to out of town games:

- The VCR's and DVD players supplied on the coaches are no different than the ones that you own at home. They are not made to operate in sub-zero temperatures and high humidity environments. Sometimes glitches may occur with the units. Please be patient in these instances and notify the driver at your next stop. Also keep in mind that your driver's responsibility is to get you safely to your event and back on time, not fix the equipment when it is not working properly.
- As mentioned, the driver's responsibility is to get you to your event and back safely and on time. Please do not do anything that will distract the driver while the coach is in motion. You are expected to treat all drivers and coaches with respect as you are a representative of Mount Royal College and Cougar Athletics.
- The bathrooms supplied in the coaches are for EMERGENCY PURPOSES ONLY! Please ensure that you use the washroom prior to departure so you

do not have to use the washroom on the coach. The plumbing and ventilation systems in the washrooms are not very advanced and over usage on a trip may lead to some unpleasant odors.

- Please contact Courtney Warren in the Athletics office (440-6050) for any problems arising with Traxx Coach lines. In the event that you cannot contact Courtney, Nick Jensen is our main contact with the company and he can be reached at (403) 651-5288. The direct number for dispatch is (403) 952-7144.

If you experience any of the following instances on a trip, please notify your coach immediately so that the Athletics department can document any problems or issues with the carrier:

- Drivers acting in an inappropriate manner
- Drivers that get lost
- Breakdowns
- Equipment not working properly
- Fixtures broken on the bus
- Busses are late
- Busses that are not clean
- Lack of stock in washroom

Please also make a note of when these instances occurred during the trip. All coaches are cleaned and stocked appropriately before they leave the shop and checked to see that all equipment is working properly prior to departure. That is why it is critical to get a timeframe associated with any problems or concerns.

Also keep in mind that any damage done to a coach on a trip will be billed directly to your team's account.

Overall we have had an excellent relationship with National in the past and expect to experience the same this season. Cougar Athletics appreciates your cooperation in making this a beneficial relationship for both parties. Please keep track of any incidences that occur while traveling on a National bus. At the end of the season an evaluation will be given at which time you will be able to voice your concerns to us which we will take forward to them.

### **Conference and National Championship Travel**

Your team funding (transportation, meals, accommodations and fees) will be equal to your conference allotment. In other words, you will be provided with financial support equal to the amount you would receive during the regular season. All airfare expenses will be paid by the Athletic Department. The cost of transporting, feeding and housing additional personnel will be borne by the team's account. If you wish to take additional personnel it must be approved by the Manager of Athletics.

### **Fee Deferral for Students**

If a student believes they may have difficulty paying their tuition fees by the fee deadline, but have confirmation that they are receiving a scholarship payable to Mount Royal College, they can take their supporting documentation to the Student Awards and Financial

Aid Office (E102) to confirm if their tuition fees can be deferred until their scholarship is paid. **IT IS IMPORTANT TO DO THIS BEFORE THE FEE DEADLINE.**

Also, a student who has been approved for a student loan can take their written confirmation of approval to the Student Awards and Financial Aid Office (E102) to have their fees deferred. **IT IS IMPORTANT TO DO THIS BEFORE THE FEE DEADLINE.**

Sponsored athletes can have their fees deferred if they take a letter indicating the amount and length of their sponsorship to financial aid and awards. **IT IS IMPORTANT TO DO THIS BEFORE THE FEE DEADLINE.** The letter must be from their sponsor on the sponsor's letterhead.

**Also of note: PAYROLL REQUIRES THAT ANYONE WHO PROVIDES A SERVICE FOR A TEAM/THE DEPARTMENT BE REMUNERATED WITH PAY, (not merchandise, or a break in expenses owed, etc.).**

### **Contracts**

Each coach and assistant coach will have a contract to sign. The contract will indicate the length of and terms of employment and rate of pay. Employees are paid by direct deposit on a semi-monthly period. Coaches being paid to their business are responsible for invoicing the College and will be paid by cheque.

## **Team Clothing and Logo Usage Policy**

### **Team Clothing**

Beast Inc. has been awarded the contract to supply all team clothing to Cougar Athletics for the 2006-07 season. All team clothing purchases must go through Beast. If Beast is not able to provide you with your requested item(s), you must contact Trevor to receive approval to approach another vendor. Any individual in violation of this policy may be subject to legal sanctions and fines according to the Mount Royal College Policies and Procedures Manual. For your convenience, an open purchase order has been set up with Beast. Please contact Stephanie for additional purchasing information.

All team clothing designs (after the purchase order process has been completed) **must be approved by either Stephanie or Trevor.** The final proof must have the initials of said individuals before the order can be processed.

### **Logo Usage**

The official Mount Royal College Cougar Athletics logo is shown below.



Basic rules on logo usage are as follows:

It can only be used in its entirety.

It may not be manipulated in any way, for any reason.

It must remain in only one colour, not any blend of any colour combination.

These colours include:

Royal Blue (Pantone 293); White; Grey; or Black.

Any requests to make changes to the official logo must be cleared through the Marketing and Communications Coordinator.

Any of the images shown below are appropriate images to use **complementary** to the official logo. They may also only be used in the colours designated above. No other logo may be used to represent any varsity athletic team or program of Mount Royal College.



*Cougars*



### **Ticket/Season and VIP Passes Distribution**

#### ***Passes***

Each SEASON pass is valid for 20 entries to any home regular season conference game.

Each VIP pass is valid for two entries to all home games.

Each ALUMNI pass is valid for two entries to all home regular season conference games.

Each student-athlete will receive 2 season passes (good for 40 entries) for their personal distribution. They may not leave them at the admission gate for people to use.

#### ***Tickets***

Minor sport group tickets are available for distribution to any community service event or student group, by both coaches and student-athletes. Requests must be in writing.

Additional game day tickets may be requested by Cougar team coaches in advance and in writing.

Advance tickets (student and adult) are sold at the Customer Service Centre in the Recreation Centre.

### **Policy for Injuries on the Road**

**In the event of an injury occurring while on the road, certain policies must be followed.**

Either the head coach or an assistant coach is to stay with the injured player. Under no circumstances is the injured player and/or student therapist to be left alone while the rest of the team travels on, unless a coach is staying behind with the injured party. The coach that stays is to take care of all financial aspects of the extended stay including hotel, meal and travel expenses for the student therapist and/or injured athlete. Please note that the student therapist should travel on with the team if there is a game the following day, as otherwise there will be no therapist present at that game.

Both Tija Westbrook and Karla Karch should be notified, regardless if an ambulance is called or not. The head coach of each team should consider setting up an emergency account to cover expenses incurred in such a circumstance.

## **Fundraising**

1. At present, the team athletic budgets cover the costs associated with meeting the league schedule commitment and a limited amount of exhibition travel. Athletes may be asked to assist or participate in limited department fundraising activities.
2. **Adopt-A-Cougar Program**  
Team Head Coaches may require that team members acquire Adopt-A-Cougar sponsorship to assist with their individual team's budget. Coaches may elect to designate a minimum amount that each student-athlete must generate. Student-Athletes may voluntarily agree to generate more than the designated minimum but this cannot be placed as a condition of team membership. The Adopt-A-Cougar program is a donor solicitation program that provides tangible benefits for student recruited donors. Funds generated are placed in an account designated for each team's specific travel, equipment, scholarship and operational needs. The Athletics Manager reserves the right to approve or decline all proposed Adopt-A-Cougar account expenditures.

**Adopt-a-Cougar Information:** To assist with budgeting, coaches should be aware that the Foundation takes a 7% levy from every Adopt-A-Cougar donation, bingo cheque, 50/50 cheque, or miscellaneous fundraising monies they receive. (For instance, if an athlete brings in an Adopt-A-Cougar cheque for \$300, the team is left with \$279 at their disposal once the levy is taken off. If the donor of that \$300 also wants the sponsorship package (worth \$75), the donation is reduced to \$204).

3. **Supplementary Fund Raising:**
  - ◆ Each team may conduct their own fundraising projects.
  - ◆ Team fund raising ventures must be approved by the Athletics Manager and be accompanied with a written proposal outlining the following:
    - a) Type of project
    - b) Implementation of project
    - c) Staffing
    - d) Licensing (if required)
    - e) Proposed Budget
    - f) Intended Use of Funds

**Note: All monies collected or expended on projects must be administered through the athletic budgets. Teams may not operate separate bank accounts for the collection or disbursement of funds.**

  - ◆ All projects utilizing the Mount Royal College name must be financially accountable to the College and utilize established cash handling procedures.

## **Athletic Therapy Clinic**

Athletic Therapy Clinic for Varsity Athletes

Optimal Therapies is open for varsity athletes at no charge. You DO NOT need a doctor's referral to be treated at the clinic.

You may book an appointment by calling **440-6917** (please specify that you are a varsity athlete) or drop by to room **U216** (in the Encana Wellness Centre) and talk to the receptionist to make an appointment with **Tija Westbrook**.

The hours of operation for receiving treatment are:

Monday: 1:00-6:30  
Tuesday: 1:00-6:30  
Wednesday: 10:00-12:00  
1:00-6:30  
Thursday: 1:00-6:30  
Friday: 1:00-6:30

**Please note:** Due to the large numbers of missed appointments, a cancellation charge has been implemented. If you **DO NOT cancel** an appointment within **24 hours** before your scheduled appointment time, you will be charged **\$10.00** that will be applied to your student account. Payments for missed appointments can be made at the fees office.

### **Decision-Making Process for Returning Injured Athletes Back to Play**

The decision to return an injured athlete back to play involves four people: the head athletic therapist, the student athletic therapist, the coach and the athlete. If an athlete feels they can compete, the student therapist - in consultation with the head athletic therapist and the coach - will come to a decision about return to play. If no consensus can be obtained, the decision will lie with a physician and the head athletic therapist.

### **Equipment Room Policies**

1. Team equipment (i.e. practice balls, pinnies, etc.) will be signed out and returned by the team's respective manager or designated individual for each practice. Damaged or missing equipment will be reported to the Athletics Manager or Recreation Facility Staff.
2. All team uniforms (basketball, volleyball, hockey, soccer) shall be signed out and returned by the team's respective manager or designated individual. "Sign Out" hours are Monday through Friday, 8 am - 4 pm.
3. Teams without designated individuals (i.e. team manager) are responsible individually for equipment sign out (i.e. badminton, golf).
4. ACAC rules dictate that home teams are responsible for supplying practice equipment (balls, pucks, etc.); therefore, these items will not be issued for "AWAY" games. As towels are not supplied by ACAC home teams, please request towels for your team if you are playing an away game.
5. All team uniforms will be returned the same evening for "HOME" games or the first morning upon return to the College for "AWAY" games.
6. The team manager and athletic therapist will each be assigned one locker for the storage of team supplies.
7. Members of the volleyball, basketball, badminton, and soccer teams will be assigned full lockers after the Recreation Facilities staff has received the final team list from coaches. No lockers will be issued prior to the FINAL team selection.

8. Laundering and/or alterations of all team uniforms will be done by the Equipment Room **ONLY!** There will be no laundry service on weekends unless prior arrangements have been made with the Recreation Facility Staff.
9. Uniform requests for other than regularly scheduled games (i.e. exhibition) must be submitted to the Recreation Facility Staff a minimum of 24 hours in advance. Uniform request forms are available from the equipment room or athletic office.  
**Note: The uniforms and equipment issued are the property of Mount Royal College and must be returned to Mount Royal College. If equipment/uniforms are not returned to Mount Royal College, the marks and transcripts of the athlete(s) involved may be withheld in addition to suspension of scholarships if applicable.**

Email: khenry@mtroyal.ca

**Game Day Coordinator**

Kimmo Korvela  
 Phone: 403-40-7218  
 Cell: 403-462-1123  
 Email: kkorvela@mtroyal.ca

**STAFF AND COACHES  
 DIRECTORY**

**Athletics Manager**

Karla Karch  
 Office: 403-440-7211  
 Cell: 403-463-2298  
 Fax: 403-440-8969  
 E-mail: kkarch@mtroyal.ca

**Office Administrator**

Courtney Warren  
 Phone: 403-440-6050  
 Email: clwarren@mtroyal.ca

**Administrative Assistant**

Mandy Parsons  
 Phone: 403-440-6516  
 Email: mparsons@mtroyal.ca

**Marketing Coordinator**

Brandy Wenger  
 Phone: 403-440-6968  
 Cell: 403-827-0369  
 Email: [bwenger@mtroyal.ca](mailto:bwenger@mtroyal.ca)

**Event and Communications  
 Coordinator**

Kyle Henry  
 Phone: 403-440-6256  
 Cell: 403-975-0815

**Athlete Services Coordinator**

**Men's Basketball Coach**

Marc Dobell  
 Phone: 403-440-6245  
 Cell: 403-923-6272  
 Email: mdobell@mtroyal.ca

**Community Outreach Coordinator**

**Women's Volleyball Coach**

Sandra Lamb  
 Phone: 403-440-6230  
 Cell: 403-875-5577  
 e-mail: slamb@mtroyal.ca

**Badminton Coach**

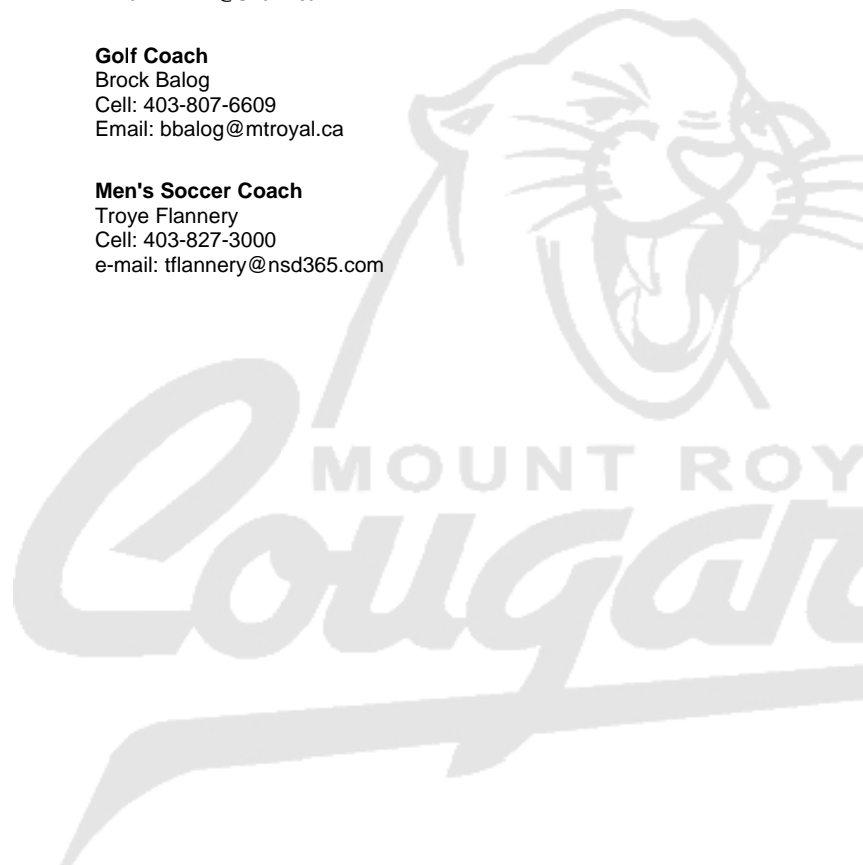
Hayden Kowel  
 Cell: 403-540-0084  
 work: 403-225-5116  
 Email: hkhk@shaw.ca

**Golf Coach**

Brock Balog  
 Cell: 403-807-6609  
 Email: bbalog@mtroyal.ca

**Men's Soccer Coach**

Troye Flannery  
 Cell: 403-827-3000  
 e-mail: tflannery@nsd365.com



**Women's Basketball Coach**  
Joe Enevoldson  
Office: 403-440-7019  
Cell: 403-305-7999  
Email: [jenevoldson@mtroyal.ca](mailto:jenevoldson@mtroyal.ca)

**Men's Hockey Coach  
Camps Coordinator**  
Jean Laforest  
Phone: 403-440-6375  
e-mail: [jlaforest@mtroyal.ca](mailto:jlaforest@mtroyal.ca)

**Women's Soccer Coach**  
Tino Fusco  
Cell: 403-471-3484  
Email: [tfusco@mtroyal.ca](mailto:tfusco@mtroyal.ca)

**Women's Hockey Coach**  
Scott Rivett  
Cell: 403-990-9820  
Email: [srivett@mtroyal.ca](mailto:srivett@mtroyal.ca)

**Men's Volleyball Coach**  
Shawn Sky  
Phone: 403-440-6795  
Cell: 403-828-3773  
Email: [ssky@mtroyal.ca](mailto:ssky@mtroyal.ca)

**Head Athletic Therapist**  
Westbrook  
440-7759  
[kwestbrook@mtroyal.ca](mailto:kwestbrook@mtroyal.ca)

Tija  
Phone: 403-  
Email:

### **Emergency Numbers**

**MRC Campus Security**  
403-440- 6897

**Equipment Room**  
403-440-6518

**National Bus Lines**  
Bus charters: 403-240-1992

**Budget Car and Truck Rental**  
Reservations and Information, all  
Calgary locations  
403-226-1550 or 1-800-267-0505

