# CAMOSUN COLLEGE CHARGERS
# STUDENT-ATHLETE HANDBOOK 2013-2014

## TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Welcome and Introduction</td>
<td>3</td>
</tr>
<tr>
<td>Chargers Vision, Mission and Values</td>
<td>4</td>
</tr>
<tr>
<td>PISE Welcome and Policies</td>
<td>5</td>
</tr>
<tr>
<td>College Organizational Chart</td>
<td>6</td>
</tr>
<tr>
<td>Centre for Sport and Exercise Education Organizational Chart</td>
<td>7</td>
</tr>
<tr>
<td>Section 1. PACWEST &amp; CCAA Membership</td>
<td>8</td>
</tr>
<tr>
<td>Section 2. Recreation &amp; Athletics Department Contacts</td>
<td>9</td>
</tr>
<tr>
<td>Section 3. Facilities</td>
<td>10</td>
</tr>
<tr>
<td>Section 4. Objectives of the Chargers Program</td>
<td>10</td>
</tr>
<tr>
<td>Section 5. Our Commitment</td>
<td>11</td>
</tr>
<tr>
<td>Section 6. Student-Athlete Commitment</td>
<td>12-13</td>
</tr>
<tr>
<td>Section 7. Student-Athlete Code of Ethics</td>
<td>14</td>
</tr>
<tr>
<td>Section 8. Student-Athlete Eligibility</td>
<td>15-27</td>
</tr>
<tr>
<td>Section 9. Operation of the Chargers Program</td>
<td>28-30</td>
</tr>
<tr>
<td>- League Schedules</td>
<td>28</td>
</tr>
<tr>
<td>- Exhibition Schedules</td>
<td>28</td>
</tr>
<tr>
<td>- Department Funding</td>
<td>28</td>
</tr>
<tr>
<td>- Athletics Budget</td>
<td>28</td>
</tr>
<tr>
<td>- Fundraising</td>
<td>28</td>
</tr>
<tr>
<td>- Uniforms &amp; Equipment</td>
<td>29</td>
</tr>
<tr>
<td>- Important Chargers Events</td>
<td>29</td>
</tr>
<tr>
<td>- Grievance Procedure</td>
<td>30</td>
</tr>
<tr>
<td>Section 10. Travel Policies</td>
<td>31</td>
</tr>
<tr>
<td>Section 11. Financial Assistance</td>
<td>32</td>
</tr>
<tr>
<td>Section 12. Intercollegiate Athletic Awards</td>
<td>32-34</td>
</tr>
<tr>
<td>Appendix A. Camosun College Important Website Addresses</td>
<td>35</td>
</tr>
<tr>
<td>Appendix B. CCES Substance Quick Reference Card</td>
<td>36</td>
</tr>
<tr>
<td>Appendix C. CCES Anti-Doping Policy</td>
<td>37</td>
</tr>
<tr>
<td>Appendix D. LifeMark Sport Medicine</td>
<td>38-39</td>
</tr>
</tbody>
</table>

Chargers Student-Athlete Handbook 2012-2013
Welcome From the Recreation and Athletics Department

Congratulations on becoming a member of the Camosun College Chargers Athletics!

On behalf of the Recreation and Athletics department, I am pleased to welcome you to Camosun College and the Chargers Intercollegiate Athletics program.

As a member of the Chargers athletics program you will be training and competing at the Pacific Institute for Sport Excellence (PISE) located on the Interurban Campus. The Pacific Institute for Sport Excellence (PISE) has been home to the Chargers since 2008 and proudly displays the numerous Pacific Western Athletic Association (PACWEST) and Canadian Collegiate Athletic Association (CCAA) championship banners that they have collected since 1994. We share this wonderful facility with our partners Canadian Sport Centre Pacific, Camosun Sport and Exercise Education and LifeMark Sport Medicine. Through this unique partnership we are able to offer a number of athletic programs and support services including strength and conditioning programs coordinated through PISE as well as biomechanical assessments and athletic sport medicine services through LifeMark that will enhance your Charger experience as you strive for excellence.

To help you succeed, both in academics and athletics, the Recreation and Athletics department has developed the Camosun College Chargers Student-Athlete Handbook. It contains useful information about eligibility, student-athlete policies and procedures and student support services available at Camosun. Further information about the PACWEST and CCAA can be found on their respective web sites www.pacwest.ca and www.ccaa.ca.

Please take time to review and become familiar with the information contained in this guide.

We hope your experience at Camosun will be positive, enjoyable and rewarding as we enter the next year in the Pacific Western Athletic Association.

If you have any questions or require any assistance, please do not hesitate to contact me at 250-220-2505.

All the best for a successful academic and athletic year!

Graham Matthews
Recreation and Athletics Coordinator
Chargers Athletics Vision, Mission and Values

Vision

Camosun’s Department of Athletics will be known across Canada for leadership and excellence in collegiate sport and will attract talented athletes with a strong desire to succeed within a solid ethical framework. Our department’s irrepressible sense of purpose will be a source of excitement and pride within the college and the community.

Our holistic approach will help student-athletes grow and develop as people, through their passion for sport. They will carry the experience and the attitude of excellence with them for the rest of their lives and pass it on to others.

Mission

Our mission is to:

- produce superb student-athletes, who are ambassadors for their sport and role models in their community and to reinforce in them a commitment to excellence that enriches the college and attracts other talented students;

- design, assemble and implement systems of support for student-athletes and coaches to achieve excellence in sport and in life;

- bring vision, leadership and coaching to the system and work collaboratively with other departments in the college and outside agencies to acquire the services needed to complete a holistic program of support;

- celebrate and promote the accomplishments of our athletes and our department within the college and the greater community.

Values

In all our interactions the coaches and staff of the department are guided by the following values, which we hope to nurture in the athletes passing through our programs:

- Integrity
- Accountability
- Teamwork
- Passion
- Commitment to excellence
- Ethics & Fair Play
- Respect
Welcome to the Pacific Institute for Sport Excellence (PISE) and the home of the Camosun Chargers Athletics Program. PISE is the result of a unique partnership with Canadian Sport Centre Pacific (CSCP) and Camosun College. It is also home to the Camosun College Centre for Sport and Exercise Education (CSEE) and The Sport Innovation Centre (SPIN). This 80,000 square foot facility consists of a double gym with international height ceiling, four multi-purpose rooms, three fitness and weight rooms, an all weather multi sport playing field, a movement studio, physiology lab, sport technology research facilities and sport medicine and rehabilitation services through Life Mark Sport Medicine.

As a member of the Camosun Chargers Athletics Program you will be provided the following privileges in PISE.

- Membership to the world class fitness centre
- Personal locker in the Chargers Team Change rooms
- Drop-in access to the gym when available
- Strength and conditioning programs developed and led by PISE fitness professionals
- Biomechanical assessments by LifeMark professional staff

When using the PISE and the services provided, please remember to treat the facility and the staff with respect by:

- Each athlete must SWIPE their membership card prior to entering the first floor facilities (including weightroom/ gymnasium/ changeroom/ athlete therapy/ high performance space, etc)
- Clean and wipe down equipment in the weightroom after each use.
- Borrowing of equipment to the gymnasium must be traded for a PISE membership card (ie: spin bikes, bands, foam rollers, etc).
- Ensure that team comes into the weightroom in a staggered manner (4-5 athletes at a time) to not overwhelm the facilities. In addition, players should spread themselves out throughout the weightroom so that other users can easily navigate the facility.
- At any one time there must be at least two pieces of any one piece of fitness equipment left for public use.
- Appropriate language and respect of PISE as a family friendly facility.
- Clean and tidy the gymnasium after each practice (pick up tape, pro-wrap, water bottles, garbage).
- Snacks and gum are NOT permitted in the gymnasium so we expect to not see these items (or remnants of them) in the gym.
- Ensure extreme care in the gymnasium when moving equipment, the volleyball carts are especially risky to the floor.
- Gym bookings have tight turnaround times, we expect the facility to be ready for the next user.
- Please use the plastic bags for ice that Chargers have purchased.
- PISE reserves the right to revisit the restricted use times.

It’s important to remember that you as a Charger student-athlete are ambassadors of the program and Camosun College. By following these simple guidelines, we will maintain a respectful and beneficial relationship between the numerous users at PISE, including the general community.

Failure to follow these guidelines may result in your loss of your user privileges at PISE.

Thanks for your cooperation.
CENTRE FOR SPORT & EXERCISE EDUCATION
ORGANIZATION CHART 2012

DEAN
Dr. Peter Rehor

ASSISTANT TO THE DEAN
Christina Burrows

COORDINATOR, RECREATION & ATHLETICS
Graham Matthews

ATHLETIC MARKETING OFFICER
Bonita Joe

PROGRAM ASSISTANT
Charity Calder

PROGRAM ASSISTANT
Mary Bronson

OFFICE ASSISTANT II
TBA

RECREATION SECRETARY
TBA

Chairs and Assistant to the Dean report to Dean

Colour coded boxes indicate reporting structure
1. PACWEST AND CCAA MEMBERSHIP

The Camosun College Chargers have men's and women's teams competing in basketball, volleyball and golf.

Since 1994, Camosun has been a member of the Pacific Western Athletic Association (PACWEST) and the Canadian Collegiate Athletic Association (CCAA). To date, there are 13 participating members in the PACWEST and over 100 members from five provincial associations in the CCAA. The Chargers basketball, volleyball and golf teams are full participating members of the PACWEST and CCAA.

<table>
<thead>
<tr>
<th>PACWEST INSTITUTION</th>
<th>ABBREVIATION</th>
<th>TEAM NAME</th>
<th>CITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Camosun College</td>
<td>CAM</td>
<td>Chargers</td>
<td>Victoria</td>
</tr>
<tr>
<td>Capilano University</td>
<td>CAP</td>
<td>Blues</td>
<td>North Vancouver</td>
</tr>
<tr>
<td>College of the Rockies</td>
<td>COTR</td>
<td>Avalanche</td>
<td>Cranbrook</td>
</tr>
<tr>
<td>Columbia Bible College</td>
<td>CBC</td>
<td>Bearcats</td>
<td>Clearbrook</td>
</tr>
<tr>
<td>Douglas College</td>
<td>DC</td>
<td>Royals</td>
<td>New Westminster</td>
</tr>
<tr>
<td>Kwantlen Polytechnic University</td>
<td>KPU</td>
<td>Eagles</td>
<td>Surrey</td>
</tr>
<tr>
<td>Langara College</td>
<td>LC</td>
<td>Falcons</td>
<td>Vancouver</td>
</tr>
<tr>
<td>Vancouver Island University</td>
<td>VIU</td>
<td>Mariners</td>
<td>Nanaimo</td>
</tr>
<tr>
<td>Thompson Rivers University</td>
<td>TRU</td>
<td>WolfPack</td>
<td>Kamloops</td>
</tr>
<tr>
<td>University of BC Okanagan</td>
<td>UBCO</td>
<td>Heat</td>
<td>Kelowna</td>
</tr>
<tr>
<td>Fraser Valley University</td>
<td>FVU</td>
<td>Cascades</td>
<td>Abbotsford</td>
</tr>
<tr>
<td>Quest University</td>
<td>QT</td>
<td>Kermodes</td>
<td>Squamish</td>
</tr>
</tbody>
</table>
2. RECREATION & ATHLETICS DEPARTMENT CONTACTS

The Chargers intercollegiate athletics program is administered by staff and coaches of the Recreation and Athletics Department (RAD) who have been brought together to help you and your teammates have an enjoyable and successful experience representing Camosun.

<table>
<thead>
<tr>
<th>Recreation &amp; Athletics Coordinator</th>
<th>Campus Location</th>
<th>E-mail</th>
<th>Telephone</th>
<th>Fax</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graham Matthews</td>
<td>PISE</td>
<td><a href="mailto:matthews@camosun.ca">matthews@camosun.ca</a></td>
<td>250-220-2505</td>
<td>250-220-2502</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Chargers Head Coaches</th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Scot Cuachon Men’s Basketball</td>
<td>PISE</td>
<td><a href="mailto:scotcuachon@gmail.com">scotcuachon@gmail.com</a></td>
<td>250-661-7597</td>
<td>250-220-2502</td>
</tr>
<tr>
<td>Brett Westcott Women’s Basketball</td>
<td>PISE</td>
<td><a href="mailto:westcott@shaw.ca">westcott@shaw.ca</a></td>
<td>250-388-9807</td>
<td>250-220-2502</td>
</tr>
<tr>
<td>John Randle Men’s Golf</td>
<td>PISE</td>
<td><a href="mailto:john@randlegolf.com">john@randlegolf.com</a></td>
<td>778-679-7888</td>
<td>250-220-2502</td>
</tr>
<tr>
<td>Charles Parkinson Men’s Volleyball</td>
<td>PISE</td>
<td><a href="mailto:cparkinson@shaw.ca">cparkinson@shaw.ca</a></td>
<td>250-888-3714</td>
<td>250-220-2502</td>
</tr>
<tr>
<td>Chris Dahl Women’s Volleyball</td>
<td>PISE</td>
<td><a href="mailto:cbdahl@shaw.ca">cbdahl@shaw.ca</a></td>
<td>778-977-1822</td>
<td>250-220-2502</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Recreation &amp; Athletics Support Staff</th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Bonita Joe Athletics Marketing Officer</td>
<td>PISE</td>
<td><a href="mailto:joeb@camosun.ca">joeb@camosun.ca</a></td>
<td>250-220-2506</td>
<td>250-220-2502</td>
</tr>
<tr>
<td>Kathryn Russell Athletics Event Assistant</td>
<td>PISE</td>
<td><a href="mailto:russellk@camosun.ca">russellk@camosun.ca</a></td>
<td>250-220-2508</td>
<td>250-220-2502</td>
</tr>
<tr>
<td>Meghan Lambeth Recreation &amp; Fitness Asst.</td>
<td>Lansdowne</td>
<td><a href="mailto:lambeth@camosun.ca">lambeth@camosun.ca</a></td>
<td>250-370-3602</td>
<td>250-370-3609</td>
</tr>
<tr>
<td>Alan Poole Recreation &amp; Fitness Asst.</td>
<td>Interurban</td>
<td><a href="mailto:poole@camosun.ca">poole@camosun.ca</a></td>
<td>250-370-4413</td>
<td>250-370-3750</td>
</tr>
<tr>
<td>Brianna McKeage Athletics Secretary</td>
<td>PISE</td>
<td><a href="mailto:McKeageB@camosun.ca">McKeageB@camosun.ca</a></td>
<td>250-220-2507</td>
<td>250-220-2502</td>
</tr>
</tbody>
</table>

Please feel that you may call on the above people for help or assistance at any time.
3. FACILITIES

Interurban Campus

Recreation & Fitness Office  Campus Centre 116
Fitness Centre  Campus Centre 114
Cardio Studio  Campus Centre 110
Movement Studio  Campus Centre 109
Shower and change rooms  Campus Centre attached to Fitness Centre
Outdoor Basketball Court

Lansdowne Campus

Recreation & Fitness Office  Young Building 116
Fitness Centre  Young Building 112
Multi-Purpose Activity Room  Young Building 114
Shower and change rooms  Young Building First Floor

PISE

Chargers Athletics Office  Level 1 Room 118

4. OBJECTIVES OF THE CHARGERS PROGRAM

The primary objective of the Camosun College Chargers intercollegiate athletics program is to assist students’ progress towards their personal, academic and athletic potential by providing high quality intercollegiate athletic experiences in a manner which will help them build self-esteem and develop the lifelong qualities of leadership, fairplay, respect, self-discipline and perseverance.

Some specific objectives of the intercollegiate athletics program includes those associated with helping student-athletes:

- Develop a high level of sport specific performance and physiological fitness.
- Learn new skills under the direction of qualified and experienced coaches.
- Learn teamwork and co-operation with other individuals.
- Learn the value of self-control and fairplay.
- Learn how to lose gracefully and win modestly.
- Develop lifetime friendships through participating in a program that tests courage, strength, self-discipline, perseverance, performance and the ability to co-operate.
- Meet individuals from other communities and colleges and broaden the athletic, cultural and social horizons of the participants through association with those individuals.
- Appreciate and respect the athletic abilities and skills of other individuals.
- Cultivate respect for officials, opponents and spectators through the promotion of Fair Play principles.
5. OUR COMMITMENT

The Chargers intercollegiate athletics staff and coaches are dedicated to building and maintaining a high quality program which will assist student-athletes in their total educational process and contribute to the positive image of Camosun College, the PACWEST and the CCAA.

COMMITMENT TO STUDENT-ATHLETES

Academics
- Ensure that the academic goals of the student-athlete are recognized as paramount.
- Ensure that the academic standards of Camosun College and the PACWEST are consistently achieved or surpassed.

Coaching
- Maintain a high standard of coaching
- Encourage and support coaching staff professional development.

COMMITMENT TO EXCELLENCE

- Carry out institutional and departmental policies and procedures in such a way that serves as an example of excellence.
- Encourage excellence in all endeavors of every participant.
- Recognize outstanding achievement and performance.

COMMITMENT TO FACILITIES

- Ensure that adequate facilities are secured to meet the needs of the intercollegiate athletics program.
- Ensure that safe, clean and functional facilities are provided for training, practice and competition.

COMMITMENT TO COMMUNICATION

- Create a positive and interactive environment for all participants to clearly and effectively communicate rights, responsibilities and expectations.
- Seek and respond positively to the suggestions and concerns of all participants.

COMMITMENT TO EQUITY OF OPPORTUNITY

- Promote equal access to opportunities for all participants.

COMMITMENT TO TRADITION

- Establish and enhance traditions of fairplay, pride, poise and innovation.
6. STUDENT-ATHLETE COMMITMENT

All athletic representatives of Camosun have a commitment to their fellow student-athletes, coaches and the College. As a member of the Chargers athletics program, it is your responsibility to:

a) Consider your academic studies at Camosun College first and foremost and maintain proper academic standards to meet the eligibility requirements of the College and the PACWEST and CCAA.

b) The department highly recommends that all student-athletes have a complete medical examination and receive approval from a qualified physician prior to participating in the intercollegiate athletics program.

c) Have medical insurance (i.e. BC MSP or the CCSS Student Benefits Plan) and provide a contact number of someone who could be reached in the event of an emergency. For more information on the CCSS (Camosun College Student Society) benefit plan visit their website at http://www.gallivan.ca/studentnetworks/members/Camosun/ccss.html or phone 250–370–1614 (Lansdowne) or 250–479–5578 (Interurban).

d) Personally contact your instructors at the beginning of each semester to inform them when classes will be missed due to approved intercollegiate athletics travel.

e) Meet with instructors to determine alternate arrangements for projects and exams. In past, arrangements have been made for the student-athlete to complete the project or exam under the supervision of the coach while away from the College.

f) Be fully dressed and ready to go for practices and games/matches. Student-athletes are required to make every effort to notify the coaching staff at the earliest possible time if they will be late or unable to attend any practices or games/matches.

g) Immediately notify coaches and the Recreation and Athletics Co-ordinator of any injuries. Report all injuries and/or accidents in writing as soon as possible, to the Recreation and Athletics Co-ordinator. Injured athletes are expected to seek medical attention as early as possible and to follow complete medical rehabilitation.

h) Use the facilities and equipment owned and leased by the College with proper care and responsibility.

i) Be considerate and courteous to facility hosts and ensure that the bench area and the change rooms are left in a neat and undamaged condition and that all garbage is placed in garbage containers when leaving host facilities – both at home and on the road.

j) Treat teammates, coaches, officials, and the opposition with respect.

k) Show good judgment and maturity. Refrain from exhibiting negative behavior (ie. swearing, being disrespectful towards others, throwing temper tantrums, showing off, fighting, etc.). Your behavior is a reflection of your team, Camosun College, players who have gone before you and players who will follow. Be a good ambassador for the team, the department and the College.

l) Avoid the use of tobacco, alcohol and other drugs. Alcohol is not recommended within 24 hours before competition. There is ZERO TOLERANCE for alcohol/illegal drugs when travelling on league and exhibition trips.

m) Strive to do your part, help out, be enthusiastic and reach for your potential both on and off the court.
n) Adhere to established policies governing the Chargers intercollegiate athletics program, Camosun College, the PACWEST and the CCAA as well as the laws of British Columbia and Canada.

Accepting these responsibilities will help the Chargers intercollegiate athletics program establish a tradition of excellence of which we can all be proud.

In addition to the student-athlete commitments, and as part of being an athletic representative, you are the “face” of the Camosun College Chargers program. We encourage you to help promote the program through participation in community events and social networking activities.

You can do this by following us on Twitter, like us on Facebook, and help us create conversations and recognition with the community at large. Posts on social media pages provide you with the opportunity to comment on your games and training, view game-day videos and photos and mingle/chat with other Chargers family members including alumni and fans.

For the latest news, and for all the following links to the social media sites, visit the Chargers Blog.

http://camosunchargers.blogspot.com

http://www.twitter.com/camosunchargers

http://www.facebook.com/camosunchargers

http://www.flickr.com/photos/camosunchargers
# 7. STUDENT-ATHLETE CODE OF ETHICS

The following is taken from the *Fairplay Handbook* which is published by the Coaching Association of Canada.

- I believe that the true essence of sport is to strive for personal achievement and excellence through full and honest effort.

- I am committed to participating in sport with integrity, and to striving to win only by legitimate means.

- I pledge to learn, understand and adhere to both the written rules of my sport and the spirit and intent of fairplay.

- I believe that violence and physical intimidation are harmful in sport, and I refuse to use such tactics in an attempt to gain unfair advantage.

- I understand that officials, teammates and opponents are all integral to sport and are worthy of my respect.

- It is my responsibility to maintain self-control. I will accept official's decisions without argument, play aggressively but without hostility, and behave graciously in triumph or defeat.

*An athletic representative whose conduct puts the reputation of teammates, coaches, the College or themselves in a compromising position will automatically be suspended from the Chargers program until the situation can be reviewed.*
ARTICLE 12 - ELIGIBILITY REGULATIONS

SECTION 1 - GENERAL

1.1 The institution’s PACWEST Board Representative is ultimately responsible for confirming eligibility of their institution’s student-athletes.

1.2 The Registrar’s signature is required on the Eligibility Sheet to confirm that:
   (a) the information contained there is accurate, and
   (b) that s/he has deemed the academic workload being taken that semester by each student-athlete is, as a minimum, equivalent in workload to 9 credit hours.
   (c) that s/he has deemed each student-athlete is in good standing as outlined below

1.3 Soccer Only
   a) For all league and exhibition "in season" competition, as defined in this Operating Manual, all participating student-athletes must satisfy the Eligibility Regulations. For "scrimmages" and “out-of-season" competition as defined in this Operating Manual, participants do not need to be "eligible", nor do they use eligibility, nor do they have to be registered post-secondary students.

   “In season” see Article 1, Section 1 for definition.

1.5 Basketball & Volleyball Only
   a) For "scrimmages" as defined in these procedures, participants do not need to be "eligible", nor do they use eligibility, nor do they have to be registered post-secondary students.
   b) For all league and exhibition competition, with the exception of inter-semester competition, as defined in these procedures, all participating student-athletes must satisfy the Eligibility Regulations.
   c) A student-athlete may participate in four (4) of a member institution’s pre-season (prior to first scheduled league game/match) non-conference games/matches without being charged with a year of eligibility. While not being charged with using eligibility, participants must meet eligibility requirements.

1.6 All changes to eligibility rules and sport specific rules that impact eligibility shall include an effective start date and will have a minimum of six (6) months implementation period, unless passed unanimously. Unanimous changes will take effect immediately.
**SECTION 2 - ACADEMIC LOAD**

To be eligible for PACWEST competition, a student-athlete must be enrolled as a full-time student in post-secondary courses, in the semester of participation at the post-secondary institution for which they represent.

2.1 Full Time Status
   Student-athlete must be registered in and attending a minimum of three (3) courses totaling nine (9) credits (or equivalent as determined by the institution's registrar), in each semester in which they participate in PACWEST competition.

2.2 Students with Disabilities
   Recognizing the institutional duty to provide reasonable accommodation and protected grounds under the Human Rights Legislation, full time status for students with disabilities shall be determined by the PACWEST member institutions.

**SECTION 3 - ACADEMIC STATUS**

3.1 Apprenticeship/Pre Employment Students
   Student-athletes must be enrolled and attending course(s) that is/are currently in progress in order to be eligible to participate in PACWEST competition.

3.2 Co-op/Work Term Students (what about practicum students)
   Student-athletes who are currently considered a Student in Good Standing and who are registered in a co-op program and on a recognized work term through the institution they are enrolled in are eligible to compete during their work term.

3.3 Alternate Delivery Courses
   Alternate delivery courses, in which the student-athlete is registered, can be applied towards the minimum credit hour totals. These courses may comprise a full course load and must be verified by the Registrar. The alternate delivery courses must be offered by the institution the student-athlete is representing at the time of competition.
   NOTE: Alternative delivery courses are defined in Article 1.

3.4 Academic Upgrading Programs
   Student-athletes enrolled in 3 courses totaling 9 or more credits (or equivalent as determined by the institution's registrar) in an academic upgrading program, in a single semester, are considered eligible. Student-athletes may be enrolled in two consecutive semesters of 9 or more credits in an academic upgrading program in the same academic year.

3.5 Collaborative Programs
   3.5.1 A student-athlete taking a course(s) or program that is offered by a different institution, but is delivered on the campus of the institution that the student-athlete wishes to participate for, can participate provided that they meet the following conditions:
     a) The student has no opportunity to participate, in their sport, with the institution that their course(s) or program is registered with due to geographical distance between the two institutions
     b) The course or program is based on a collaborative partnership between the two institutions
c) The student has the opportunity to access student services at the institution they wish to participate at

d) The Registrar at the participating institution confirms with the partnered institution’s Registrar that the student meets PACWEST academic load requirements.

e) The student-athlete has not participated for the other partnered institution in any sport in the same academic year.

3.5.2 A student-athlete that is taking a course(s) or program (e.g. collaborative nursing program), but that course(s) or program is being taught or delivered at a different institution, can participate provided that they meet the following conditions:

a) The course(s) or program is based on a collaborative partnership between the two institutions’;

b) The student-athlete has been accepted into the program or registered for the course(s) through the institution that the student-athlete wishes to participate with. The student-athlete must declare in writing the institution for which they will participate for the current year prior to tryouts

c) The student-athlete has not participated for the other partnered institution in any sport in the same academic year.

3.6 Withdrawal

A student-athlete who withdraws or is required to withdraw by their institution before completing the academic semester and their name appeared on an official PACWEST eligibility form and a gamesheet in that semester is immediately ineligible for participation and the Reinstatement Rule is applied (Section 5). Please refer to Section 4 Academic Standing to determine when to measure the student-athletes academic progress.

Section 4 - ACADEMIC STANDING

4.1 Two Semester Participation

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

NOTE: “Incomplete” or failed courses which are under appeal are not consider to have been “successfully completed”

4.1.1 Academic Progress

The academic progress of a second semester student-athlete must be measured at the completion of the Sept-Dec semester to determine eligibility for the Jan-Apr semester. If the student-athlete does NOT earn the required 6 credits (or equivalent) in the Sept-Dec semester, the student-athlete is immediately ineligible for participation in the Jan-Apr semester and the Reinstatement Rule is applied. Academic progress is measured again by August 31 to determine if the student athlete has earned the required 18 credits (or equivalent) over the academic year to be eligible for the subsequent Sep-Dec.

NOTE: 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) credits in each semester and be a student in good standing to participate in the Jan-Apr semester.

4.2 One Semester Participation

To be a student in good standing, a student-athlete must successfully complete a minimum of three (3) courses totaling nine (9) credits during the academic semester in which they participated.
A student-athlete who starts participating for a PACWEST team in September (participating for one semester), must successfully complete a minimum of 3 courses or 9 credits in the semester of participation OR 6 courses or 18 credits over the full academic year in order to be eligible for participation in the subsequent academic year.

A student-athlete, who starts participating for a PACWEST team for the first time in an academic year in January, must successfully complete a minimum of 3 courses or 9 credits in that semester of participation or 6 courses or 18 credits before the start of the next academic year in order to be eligible for participation in the subsequent academic year.

NOTE: “Incomplete” or failed courses which are under appeal are not consider to have been “successfully completed”

4.2.1 Academic Progress
The academic progress of a one semester student-athlete is assessed at the conclusion of the academic year (August 31). If the student-athlete does NOT earn the required 18 credits over the academic year or 9 credits in the semester of participation, the Reinstatement Rule is applied on August 31 and participation in the subsequent fall semester is denied.

SECTION 5 - RE-INSTATING ACADEMIC ELIGIBILITY

5.1 Student-athlete must have successfully completed a minimum of nine (9) credits in a single semester to be eligible to participate in the subsequent semester.

NOTE: In the event that the student-athlete is registered in any combination of full and half year courses in the Sept-Dec semester where they are trying to regain academic eligibility to participate in the Jan-Apr semester, the student-athlete must be registered full–time (1 half year course and 2 full year courses or two half year courses and one full year course) to be eligible to participate in the Jan-Apr semester.

NOTE: “Incomplete” or failed courses which are under appeal are not consider to have been “successfully completed”

5.2 Student-athlete has not participated at a post-secondary institution in the twelve (12) months immediately prior to the date of current registration.

NOTE: this reinstatement clause can be utilized only once during a student-athletes 5 years of eligibility.

SECTION 6 – PARTICIPATION

6.1 Athletic Participation Rule
A student-athlete must compete in one (1) regular league games/matches to be eligible to compete in Association playoffs and championships.

October 1 (Soccer, Golf and Cross Country) and January 31 (Basketball and Volleyball)
6.1.1 For the purposes of this item, “compete” is defined as having the student-athlete’s name appear on the official game sheet.

In a case where the student-athlete is unable to compete due to injury, this must be designated on the game sheet by placing “INJ” to the right of the student-athlete’s name.

6.1.2 In all cases, it is the Head Coaches’ responsibility to ensure that all the appropriate names are on the game sheet prior to her/him signing it. Further, it is the responsibility of the AD to immediately request Special Dispensation for any errors or omissions of names on any previously signed and submitted game sheet.

6.1.3 Eligibility Committee rulings on requests for Special Dispensation which have the potential to effect playoff rosters must be circulated to all members not less than five (5) working days prior to the start of Provincial Championships. The Eligibility Committee has ten (10) working days (see A12, S 7.3.2) to make a ruling therefore, it is the AD’s responsibility to submit requests for dispensation in time to meet both deadlines listed above. Late submissions, or submissions that cannot be ruled on in time, will be ruled OUT OF ORDER and denied. There is no appeal. See A17 for “perfect examples” of sport specific game sheets.

6.1.4 No student-athlete’s name can be added for the first time to a roster following the cut-off date for the sport specific participation rule. That is, a student-athlete who will not be eligible to compete after the cutoff date as determined annually by the Association.

6.2 Participation during the Inter-semester

NOTE: Participation in a single exhibition or league game/match/event during the inter-semester constitutes the use of one year of eligibility.

6.2.1 For a student-athlete who has been a registered full-time student in the September-December semester and has participated in PACWEST competition:

6.2.1.1 The student-athlete remains eligible for exhibition or league games/matches/events that occur in the inter-semester period provided that they are registered or is intending to register for the January-April Semester.

6.2.1.2 If a student-athlete participates in competitions during the inter-semester period and subsequently does is not registered for the January-April Semester:

i) The student-athlete will not be eligible for further participation in that academic year.

ii) The member team involved will forfeit any wins for games/events where the student-athlete participated in the inter-semester period.

iii) The student-athlete will be deemed to have used one year of eligibility.

N.B. The student-athlete is considered to have participated if their name appears on any game sheet during the inter-semester period.
6.2.1.3 If a student-athlete participates in competitions during the inter-semester period and is registered for the January-April Semester at the time of competition, and subsequently withdraws:

i) The student-athlete is deemed to have used one year of eligibility

ii) The student-athlete will be subject to the guidelines contained in Article 12 in order to become eligible

6.2.2 For a student-athlete who is newly registering for the January-April Semester or the student-athlete who is attempting to regain their academic eligibility:

6.2.2.1 Provided that the student-athlete is either pre-registered or intending to register for the January-April Semester, and is in good academic standing they may participate in the inter-semester period exhibition or league competition.

6.2.2.2 If a student-athlete participates in competition during the inter-semester period and subsequently does not register for the January-April Semester at the same school:

i) The student-athlete will not be eligible for further participation in that academic year.

ii) The member team involved will forfeit any wins for games/events where the student-athlete participated in the inter-semester period.

iii) The student-athlete will be deemed to have used one year of eligibility.

6.2.2.3 If a student-athlete participates in competitions during the inter-semester period and is registered for the January-April Semester at the time of competition, and subsequently withdraws:

i) The student-athlete is deemed to have used one year of eligibility

ii) The student-athlete will be subject to the guidelines contained in Article 12 in order to become eligible

NOTE: The student-athlete is considered to have participated if their name appears on any game sheet during the inter-semester period

6.3 Playoff Eligibility: See Article 12 Section 5 and Article 14, Section 19

6.3.1 To participate in the Provincial and National Championships, student athletes must meet both PACWEST and CCAA eligibility criteria.

SECTION 7 - YEARS OF ELIGIBILITY

NOTE: Student-athletes competing for a member institution in a club sport, with no avenue to an intercollegiate Provincial or National Championship, will not use a year of eligibility even if they compete against a PACWEST team in exhibition play.

Requests for re-instatement of eligibility, where the years in question occurred within another league or conference (e.g. CIS, ACAC, NAIA, etc) must be made to the league or conference where the year of eligibility was played. These rulings will be honored by the PACWEST.

7.1 A student who has completed five (5) years in intercollegiate athletics at the post secondary school level will not be eligible to compete in the PACWEST.
7.2 A student-athlete whose name appears on any official game sheet/start list, in an Association sport, shall have used one year of eligibility if the team on which s/he competed represented that institution in a PACWEST league or exhibition game/event as defined in Section 1.

7.2.1 Having one’s name appear on an Eligibility Form does not necessarily constitute the use of one year of eligibility. Having one’s name appear on an official game sheet in a league or exhibition game/event in an Association sport does constitute use of eligibility, as defined in Section 1.

7.3 Participation in any Association sport constitutes the use of one year of eligibility for all sports for that academic year.

7.4 A student-athlete participating in more than one Association sport, during the course of a normal September-April Academic Year, shall have used only one year of eligibility.

7.5 Student-athletes competing for a member institution that is completing its exhibition year requirement for membership admission do not lose a year’s eligibility.

SECTION 8 - TRANSFER AND CHANGE OF INSTITUTION

NOTE: In this section, post-secondary institution is defined as all PACWEST member institutions as well as other post-secondary institutions outside of the PACWEST (e.g. CIS, NCAA, NWAACC, etc.).

NOTE: On the “First Official Day of Tryouts”, as defined in Article 1, student-athletes are to sign FORM 28 indicating their commitment to their current institution.

8.1 Transferring from within British Columbia

8.1.1 Transferring within the PACWEST

a) A student-athlete who for the first time in their post-secondary career, transfers from one PACWEST institution to another PACWEST institution, is eligible to compete – that is s/he is NOT required to sit-out one (1) year (365 days) from the date of their last league/playoff game participation.

b) A student-athlete who, for the second time in their post-secondary career, transfers from one PACWEST institution to another PACWEST institution, in the same sport, IS required to sit-out one (1) year (365 days) from the date of their last league/playoff game participation if they are transferring to a PACWEST institution from PACWEST institutions (See Graduation Clause for possible exception).

c) A student-athlete who, for the third (or greater) time in their post-secondary career, transfers from one PACWEST institution to another PACWEST institution, in the same sport, is no longer permitted to participate in the PACWEST. (See Graduation Clause for possible exception)

Graduation Clause: A student-athlete may apply for special dispensation from 6.1.1 above if s/he graduated from a particular course of study and has transferred to a different PACWEST institution to pursue another course of study not offered at the previous institution.
NOTE: The following transfers are not counted in 6.1.1 above:

a) Transfers that take place between two post-secondary institutions outside of the PACWEST.
b) Transfers that come from a post-secondary institution outside of the PACWEST (e.g., Canada West) to a PACWEST institution.
c) Transfers from an institution where the student-athlete did not participate.

8.1.2 Same Academic Year Transfers

a) A student-athlete wishing to transfer post-secondary institutions within the same academic year, in the same sport, can only do so if have not been charged with a year of eligibility during that academic year.

b) A student-athlete wishing to transfer post-secondary institutions within the same academic year, and the same sport, after having participated in an “official tryout”, “scrimmage”, or “exhibition game” can only do so with a signed release form from the original institution.

8.2 Transferring from Outside British Columbia

A student-athlete, having participated in an official tryout/scrimmage/exhibition game for a post-secondary institution after the “First Official Day of Tryouts”, CAN participate for a PACWEST institution in the same sport in that same academic year, without a signed release form from the original institution.

8.2.1 A student-athlete will be deemed ineligible to compete in the same sport in the same academic year if their name appears on a league game sheet (or was charged with a year of eligibility) at the prior institution.

8.3 ADs receiving student-athletes who are transferring to a member institution from any other post-secondary institution must ensure that the transferring student-athlete(s) has satisfied the educational criteria as described in Article 12 Section 2 and Section 4.

8.4 A student-athlete transferring from one PACWEST institution to another PACWEST institution is required to have a completed and signed release form.

8.5 ADs receiving student-athletes who are transferring from one post-secondary institution to another post-secondary institution are "advised" to use the Transfer Form (see Article 17 - Form 11) to ensure meeting 8.3 & 8.4 above.

SECTION 9 - DOCUMENTATION OF ELIGIBILITY

9.1 General

9.1.1 A CCAA eligibility form must be completed by each member institution for each sport which leads to a sanctioned CCAA National Championship and in which an institution competes within the PACWEST.

9.1.2 The eligibility form to be used will be the current, CCAA eligibility form with British Columbia Colleges’ Athletic Association adaptations as circulated by the PACWEST Eligibility Chair Eligibility form.
9.1.3 Semester eligibility forms must be correctly completed and distributed accordingly (see Item 9.3 following), within the appropriate deadlines.

9.1.4 Any incorrectly completed eligibility form must be corrected and circulated within three weeks of error noted by the Eligibility Chair. Failure to do so may result in the offending Athletics Director being subject to an applicable fine (see Article 6, Section 7).

9.1.5 It is the responsibility of all Board Members to insure that the name of any student-athlete whose name appeared on a duly submitted Eligibility Form but who did not ever represent the institution in a PACWEST league or exhibition match/game as defined in Article 1 or who has had their year of eligibility returned by a ruling of the Eligibility Committee, is removed from the Eligibility Form by submitting changes in writing to the Eligibility Chair at or before the subsequent AGM. All requests received after the subsequent AGM will be assessed a $25 fine. Please submit to the Eligibility Chair and the CCAA National Office, a revised Eligibility Form with the names crossed off and a letter of explanation. If applicable, also provide a copy of the PACWEST Eligibility Committee’s Ruling.

9.1.6 Documentation of Eligibility

9.1.6.1 Under the heading "Previous years of post-secondary participation" are two columns; one labeled "years" and one labeled "location." In the “Years” column the actual semester dates of participation will be entered (e.g., SD03/JA04, SD04/JA05). In the “Location” column, enter the name of the institution. If a student-athlete has participated at the same institution for more than one academic year, their cumulative years of post-secondary participation information can be listed on the same line. In the event that a student-athlete did not complete their eligibility years in succession, a separate line must be used.

NOTE: SD = September-December semester
JA = January-April semester

9.1.6.2 For first-year student-athletes, under the headings “number of credits passed in previous applicable semester” and “number of credits passed in previous academic year”, put N/A. Do not leave it blank or use other characters.

9.1.6.3 For transfer student-athletes under the headings “number of credits passed in previous applicable semester” and “number of credits passed in previous academic year”, put TR or the number of credits passed at their last institution. Do not leave it blank or use other characters.

9.1.7 It is the responsibility of all Board Members to insure that any student-athlete whose name appeared on a duly submitted Eligibility Form in a PACWEST league or exhibition game/event as defined in Article 1, and who represented the institution in a PACWEST league or exhibition game/event as defined in Article 1, but who did not successfully complete the academic criteria has their name included on the Eligibility Form which is submitted to the CCAA National Office. Therefore, members must include names of such individuals on January-April Semester Forms but indicate in writing in columns 1 & 2 that the student athlete used eligibility in the September-December semester but is academically ineligible for the January-April semester. See perfect example of an eligibility form in Article 17.

9.2 Enforcement

A one hundred dollar ($100.00) fine, for each sport, shall be levied against a member institution that fails to submit or is late submitting completed eligibility forms as per the timeline in Article 12 Section 5.3.
9.3 Distribution

9.3.1 Completed SEMESTER eligibility forms must be distributed as follows:

Copy of original (including signatures) must be scanned and saved as a PDF then emailed to PACWEST Eligibility Chair and SID to be received no later than 4:30pm on the sport specific dates listed below. The Eligibility Chair will forward the eligibility forms of member institution who qualify for National Championship to the CCAA.

<table>
<thead>
<tr>
<th>September-December</th>
<th>PACWEST</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Badminton</td>
<td></td>
<td>November 1</td>
</tr>
<tr>
<td>Basketball</td>
<td></td>
<td>November 1</td>
</tr>
<tr>
<td>Golf</td>
<td></td>
<td>September 15</td>
</tr>
<tr>
<td>Soccer</td>
<td></td>
<td>October 23</td>
</tr>
<tr>
<td>Volleyball</td>
<td></td>
<td>November 1</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>January-April</th>
<th>PACWEST</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Badminton</td>
<td></td>
<td>February 15</td>
</tr>
<tr>
<td>Basketball</td>
<td></td>
<td>February 15</td>
</tr>
<tr>
<td>Golf</td>
<td></td>
<td>N/A</td>
</tr>
<tr>
<td>Soccer</td>
<td></td>
<td>N/A</td>
</tr>
<tr>
<td>Volleyball</td>
<td></td>
<td>February 15</td>
</tr>
</tbody>
</table>

NOTE: Keep a copy for your institution's files.

SECTION 10 - ELIGIBILITY COMMITTEE

See also Article 4, S7 NOTE, Article 12 Section 4 NOTE & A14, S26 for approved "written ruling" format.

10.1 Committee Structure

The standing committee will consist of three (3) representatives. Three (3) alternates will be appointed in the event that one or more of the committee is in conflict (as defined – See Article 1). The Eligibility Committee Chair will appoint an alternate from the alternate list to replace the committee member in conflict. The appointments of members will be ratified for a two-year term at the A.G.M. The chairperson will co-ordinate committee meetings as necessary and submit a report two weeks prior to Board meetings.

10.2 Terms of Reference

9.2.1 The committee will adjudicate any and all eligibility matters, e.g. applications for reinstatement, use of ineligible players, etc. The Eligibility Committee shall be solely responsible for investigating any and all alleged eligibility violations. This includes the right and permission to conduct interviews with relevant officials, institutional staff, student-athletes, coaches and bystanders. Only matters that are sent to the committee in written form will be processed by the committee.
10.3 Procedure

10.3.1 All requests of the Eligibility Committee, including any and all supportive documentation shall be sent directly to all committee members by the concerned party. The Eligibility Chair shall forward this documentation to the alleged offending institution. The alleged offending institution is permitted to provide a written response to the Eligibility Committee within 24 hours of receiving the information from the Eligibility Chair.

10.3.2 The appropriate sport convenor may be advised and consulted in all cases.

10.3.3 Eligibility infractions will be ruled on within 10 working days of receipt. The Ruling will be circulated by the eligibility chair to the entire membership upon the decision being rendered.

10.4 Reinstatement of Eligibility for Season Ending Injury

10.4.1 A student-athlete who suffers a season ending injury that limits their participation to no more than 24% of his/her conference league schedule or one (1) league tournament in badminton or golf as documented by a letter from his/her physician, and by a letter from their Athletic Director, will normally be granted reinstatement for that particular year of eligibility. Each case will be evaluated on an individual basis.

Example:
- 24% of 18 league games = 4.32 or 4 games
- 24% of 16 league games = 3.84 or 4 games
- 24% of 12 league games = 2.88 or 3 games

**NOTE:** Should the number of games change, this formula must be revised.
**NOTE:** Applications for injuries that occurred prior to the 2002-2003 season will be ruled using the rules in effect at the time of the injury.
**NOTE:** Scoresheets which included a student-athlete’s name with the INJ designation do not count towards the 24% calculation

**NOTE:** The letter from the physician must indicate the date of the injury, the type of injury and that it was season ending.

10.4.2 Special Dispensation cases will be dealt with on an individual basis.

10.5 Discipline Guidelines for Eligibility Infractions

10.5.1 To be consistent with the PACWEST operations manual - Article 10, section 3.

10.5.1 Schedule of fines - Article 6, section 7.10 (new).

10.5.2 Using an ineligible player in an exhibition or league game/match/event.

10.5.2.1 Said player discovered internally:

a. institution can be fined $100
b. student athlete may be suspended one or more league game/match/event upon their return to PACWEST competition.
c. Reinstatement of the ineligible student athlete will take place only upon evidence that the student-athlete has satisfied the criteria outlined in Article 12 Section 1 & 2.
d. possible coach suspension of one or more league game/match/event.
e. Additionally, the member will default points and/or wins that have been gained during use of the ineligible player.
f. See Article 14 Section 16.5.1 for Sport Specific details regarding game statistics.

NOTE: **Suspensions** will be consistent with suspension definition in Article 1.

10.5.2.2 Said player discovered externally:

a. institution will be fined minimum of $200 to a maximum of $1000
b. student athlete may be suspended one or more league game/match/event upon their return to PACWEST competition.
c. Reinstatement of the ineligible student athlete will take place only upon evidence that the Student-athlete has satisfied the criteria outlined in Article 12 Section 1 & 2.
d. Coach will be suspended for a minimum of one game/match/event.
e. Additionally, the member will default points and/or wins that have been gained during use of the ineligible player.
f. See Article 14 Section 16.5.1 for Sport Specific details regarding game statistics.

NOTE: **Suspensions** will be consistent with the suspension definition in Article 1.

NOTE: The committee may deem the violation to be severe and indefinite suspensions and/or further disciplinary action may be taken against the institution and individuals as deemed necessary by the Committee.

All decisions of the Eligibility Committee may be appealed to the Appeals Committee according to the operating procedures.

| Committee Members       |  |  |
|-------------------------|  |  |
| Cori Andrichuk          | - | COTR (Chair) |
| Elise Le Brun           | - | Kwantlen |
| Graham Matthews         | - | Camosun |

| Alternates:            |  |  |
|------------------------|  |  |
| Toran Savjord          | - | Quest |
| Jake McCallum          | - | Langara |
| TBC                    | - | UFV |

**SECTION 11 - INTEGRATED PARTICIPATION**

11.1 If an institution has no women’s team for a particular sport, a female student-athlete would be allowed to play for the institution’s men’s team, providing that the female student-athlete passes the standard team selection criteria.
SECTION 12 - CCAA COMPLIANCE (Amateur and Non-Canadian Student Status)

12.1 See Article 9 Section 3

12.2 See CCAA Eligibility Rules regarding the use of non-Canadian student-athletes (CCAA Article 5 Section 12) and/or the Amateur/Professional status of student-athletes (CCAA Article 5 Section 11) that may have participated in sport as a “professional”.

12.3 The Eligibility Chair is to provide a list of names to the CCAA re: eligibility for National Championship participation, confirm eligibility, sanctions and any other appropriate information requested by the CCAA. See CCAA Operations Manual
9. OPERATION OF THE CHARGERS PROGRAM

LEAGUE SCHEDULES
The PACWEST elects a VP Technical Director whose duties include creating league schedules for the following year. The PACWEST has developed a set of guidelines, which the VP Technical must follow in the development of the schedules. Participating members in the Association have an opportunity to provide feedback (in the form of suggestions and/or requests) on the draft schedule prior to its ratification.

Anyone interested in seeing the complete scheduling policy is welcome to contact the Recreation and Athletics Coordinator. Ultimately, the schedule is determined by the VP Technical and is vetted by the membership. In reality there is no "perfect" schedule for everyone.

EXHIBITION SCHEDULES
Exhibition competitions and tournaments (both at home and on the road) must be approved by the Recreation and Athletics Coordinator. It is mandatory that adequate funding for each proposed event be available either in the team budget; in the team account; or covered by team fundraising. All expenses incurred for exhibition events are the sole responsibility of the team. Failure to pay for any outstanding expenses will result in the immediate termination of future trips/events. Funds raised and assigned to the team for the following year may be used to cover any outstanding expenses.

DEPARTMENT FUNDING
All students attending Camosun must pay a Athletics Levy, which is assessed as $3.99/month of tuition. A portion of this levy is used to fund the Chargers program. Student-athletes should always keep in mind that their participation in the Chargers program is a privilege made possible by their fellow students.

ATHLETICS BUDGET
All teams are funded on an equitable basis according to league commitments.

Funding for the intercollegiate athletics program from the Athletics Levy is allocated for items such as:
- League and Championship Travel
- Travel per diem for league play and championships
- Athletics Staff, Coaches and Officials
- Uniforms and Equipment
- Association Fees
- Promotion
- Awards
- Some Exhibition Travel
- Facility Rentals as required

FUNDRAISING
Each team is expected to provide funding for “extras” such as:
- Exhibition Travel
- Team Sweats, Jackets, Clothing and Bags

All fundraising efforts must first be approved by the Recreation and Athletics Coordinator. Team fundraising accounts are controlled by the Recreation and Athletics department. A report of the team’s account will be completed following the completion of each team’s athletic season. The reports will include all revenue and expenses and the final balance.

It is mandatory for all teams/individuals wishing to order clothing, equipment, signage or any other item bearing the Camosun College Chargers name or logo to receive approval from the Recreation and Athletics Coordinator to use the Chargers name/logo BEFORE the order is made.
UNIFORMS & EQUIPMENT
All uniforms, equipment and scrimmage gear are purchased through the Recreation and Athletics department and are the property of Camosun College.

Uniforms are purchased by the Recreation and Athletics department on a rotational basis:
- MBB & WBB Home Uniforms 2010/11
- MBB & WBB Away Uniforms 2011/12
- MVB Home & Away Uniforms 2012/13
- WVB Home & Away Uniforms 2013/14

Student-athletes who fail to return any uniforms or equipment in good condition on or before the agreed date will automatically have their course marks withheld until the property is either returned in satisfactory condition or paid for.

a) A deposit maybe required from student-athletes for uniforms and/or equipment at the beginning of the season. The deposit will be refunded upon the return of the equipment signed-out provide it has been returned in good condition

b) Please keep in mind that uniforms and equipment are very expensive; treat them with respect.

UNIFORMS
- Always wash uniforms SEPARATELY (blues and whites) in COLD water.
- Do not use chlorine bleach.
- Hang dry uniforms if possible. Otherwise tumble dry in machine at the lowest temperature.
- If ironing is required, do not iron on crested or printed areas.

EQUIPMENT
- Never sit on basketballs or volleyballs.
- Never kick, throw or treat any equipment, property or supplies roughly.
- Never hang on basketball rims.

IMPORTANT CHARGERS EVENTS
The following events are organized by the Recreation and Athletics department for the benefit of all Chargers athletic representatives. Student-athletes and coaches are expected to attend.

a) Chargers Student-Athlete Orientation (Sept)
   a. Welcome and Introductions (student-athletes, coaches and athletics staff)
   b. Completion of Registration & Medical Forms
   c. Anti-Doping Policy Presentation
   d. Uniform Issue
   e. Team and Individual Photos

b) Chargers Wrap-Up

c) Chargers Athletic Awards Ceremony
9. OPERATION OF THE CHARGERS PROGRAM (continued from previous page)

GRIEVANCE PROCEDURE
If a student-athlete feels unjustly treated, the following steps should be taken:

- Contact the Head Coach and arrange an opportunity to discuss the matter in private. If the matter is not resolved;

- Contact Recreation and Athletics Co-ordinator, Graham Matthews (250-220-2505) and arrange to discuss the matter at hand. If the matter is still not resolved;

- Contact Chair of Sport Education, Andy Van Neutegem (250-220-2556) and arrange to discuss the matter at hand. If the matter is still not resolved;

- Contact the Ombudsperson and arrange an opportunity to discuss the matter. This service is offered on a part-time basis so it is always best to call and make an appointment (250–370–3405 or email ombuds@camosu.ca).
# 10. TRAVEL POLICIES

The objectives of these policies are to ensure the safety and benefit of all. Please be reminded that, as ambassadors of the College, you are representing Camosun and the entire Chargers athletics program.

a) The Recreation and Athletics department will establish and provide transportation and accommodation arrangements for all intercollegiate athletic trips associated with PACWEST and CCAA league competitions. Team members will travel as a group to and from all competitions and are expected to stay with the team at the accommodation provided. Alternate arrangements must be approved by the Recreation and Athletics Coordinator. Teams may travel with a maximum of 14 athletic representatives (i.e. two coaches, 12 players).

b) All travel to and from exhibition events must be approved by the Recreation and Athletics Coordinator. It is mandatory that adequate funding for each proposed trip be available (i.e. in the team budget, in the team account or covered by team fundraising) before any arrangements are made. All expenses incurred for exhibition events are the sole responsibility of the team. Failure to pay for any outstanding expenses will result in the immediate termination of future trips/events. Funds raised and assigned to the team for the following year may be used to cover any outstanding expenses.

c) Only authorized travelers, as identified by the Recreation and Athletics department, may travel with the team. Injured or academically ineligible players are not usually permitted to travel with the team unless the Head Coach verifies that the student-athlete will be responsible for specific duty while on the trip and the Recreation and Athletics Coordinator gives his approval.

d) Athletic representatives participating in an activity or event NOT related to a Camosun College sponsored activity while on an out of town road trip do so at their own risk. Camosun College, its officers, employees and agents shall not be liable for any injury, loss or damage suffered by individuals participating in such activities.

e) All authorized travelers are expected to be at the place of departure at the designated time. The transport vehicle will leave at that time. Those who arrive late will find themselves left behind.

f) The Chargers intercollegiate athletics program exercises ZERO TOLERANCE on the subject of student-athletes consuming alcohol and/or illegal drugs on exhibition or league trips. At the Head Coach’s discretion, student-athletes of legal age may be permitted to consume alcohol at a Provincial or National Championship wind-up social, keeping in mind that they are to act responsibly.

ANY BEHAVIOR IN CONTRAVENTION OF THIS POLICY WILL RESULT IN SUSPENSION FROM THE CHARGERS ATHLETICS PROGRAM FOR THE REMAINDER OF THE YEAR.

g) All student-athletes will be in their assigned rooms between the hours of midnight and 6:00 am of each day that they are representing Camosun College. No other persons, other than those registered to that room, are allowed in the rooms during those hours.

h) Athletic representatives are responsible for leaving rental vehicles (vans, buses, etc.) and hotel rooms in a neat and undamaged state. No items are to be removed from the rental vehicles or hotel rooms other than those brought. Any damage or loss (to vehicles, hotel rooms or any property) caused by Camosun athletic representatives or their guests will require full repayment by the individuals responsible and may result in suspension or expulsion from the Chargers intercollegiate athletics program and/or Camosun College.

i) Student-Athletes are provided with a travel per diem for all league and championship travel. Student-athletes are responsible for their own spending money and any room charges other than accommodation.

j) As representatives of Camosun College, student-athletes must consider their conduct and apparel as significant at all times, but especially so on road trips. They are expected be well groomed and to dress and conduct themselves in an appropriate manner at all times.
11. FINANCIAL ASSISTANCE

CAMOSUN COLLEGE FINANCIAL ASSISTANCE INFORMATION
Students who are eligible for financial assistance may receive funds from one or more of the following sources: loans, part-time employment, awards, bursaries and scholarships. For further information, please contact the Financial Aid Office nearest you.

Interurban Campus  
Campus Centre Room  204  250-370-4862
Lansdowne Campus  
Dawson Building Room  122  250-370-3596

BRITISH COLUMBIA ATHLETE ASSISTANCE PROGRAM
Provincial Government funding through the B.C. Athlete Assistance Program (AAP) will be available for the current year. Eligible sports in the PACWEST include badminton, basketball, golf, soccer and volleyball. Value of the awards varies depending upon funding and will be presented to student-athletes who meet the following criteria:

- Canadian citizens or landed immigrants (copies of IM1000 forms required for proof of landed immigrant status);
- Resident of British Columbia (must be a resident of BC for a minimum of one academic year prior to application);
- Currently registered and attending a minimum of three credit (post-secondary) courses or equivalent;
- Maintain a satisfactory academic standing (i.e. passing a minimum of three credit courses or equivalent);
- Register and attend in a minimum of three credit (post-secondary) courses or equivalent in the winter semester;
- Maintain a training schedule acceptable to Camosun College, Coach and Recreation and Athletics Co-ordinator; and
- Meet criteria set by his/her Head Coach.

12. INTERCOLLEGIATE ATHLETIC AWARDS

CEREMONY
Camosun College celebrates the achievements of its athletic representatives and coaches at the annual Chargers Athletic Awards Ceremony. This year’s ceremony is scheduled for Thursday April 11th, 2012. Contact the Chargers for confirmation.

AWARDS
a) Athletic Association awards
Awards administered through the PACWEST and CCAA such as the Provincial All-Star and All-Canadian awards are forwarded to the College and presented to recipients at the athletic awards ceremony. For PACWEST awards go to their website at www.PACWEST.ca, click on Operations Manual then to Article 7 - Awards. For CCAA award information go to www.ccaa.ca and click on the Awards tab.

b) College and Department Awards
These awards which are presented to student-athletes each year at the final league home game/matches or at the Chargers athletic awards ceremony.

PRESIDENT’S CUP AWARD
This award is presented to the student-athlete who has achieved academic excellence (the highest academic standing – 7.0 or higher) combined with a commitment to athletics at the intercollegiate level.

Criteria:
1. Must be a full-time student attending Camosun College and participating in a Chargers intercollegiate athletics sport during the current Fall and Winter semester/term.
2. Must be participating on a Camosun College Chargers representative team that competes in the PACWEST or other recognized intercollegiate athletics association.
3. Must have a grade point average of 7.0 or higher during the fall academic semester/term.

Award:
The College President will present the recipient with an engraved plaque. The recipient’s name will be engraved on the President’s Cup trophy, which is kept on display at the College.
12. INTERCOLLEGIATE ATHLETIC AWARDS (continued from previous page)

PACWEST ACADEMIC EXCELLENCE
The PACWEST Academic Excellence award is presented to student-athletes who has achieved academic excellence combined with a commitment to athletics at the intercollegiate level.

Criteria:
1. Must be a full time student attending Camosun College.
2. Must be participating on a Camosun College representative team that competes in the PACWEST or other recognized intercollegiate athletics association.
3. Must have achieved a cumulative GPA of 6.5 on a 9.0 scale or the equivalent of Honors at their institution. Cumulative GPA will be based on the previous year’s courses along with those completed in the September-December semester.

Award:
Athletic Directors are responsible for presenting the certificates to the recipient(s).

TEAM LEADERSHIP AWARD
The Team Leadership award is presented to the student-athlete who has demonstrated leadership skills of dedication, commitment, integrity and maturity.

Criteria:
1. Must be a full time student attending Camosun College.
2. Must be participating on a Camosun College representative team that competes in the PACWEST or other recognized intercollegiate athletics association.
3. Must demonstrate leadership skills of dedication, commitment, integrity and maturity.
4. One student-athlete from each team will be selected.

Award:
Coaches from each team will present an award to the selected student-athlete on his/her respective team.

ROOKIE OF THE YEAR AWARD
The Chargers Rookie of the Year award is presented to the student-athlete who has demonstrated growth in the areas of technical and physical skills and leadership development in his/her first year as a Camosun Chargers student-athlete.

Criteria:
1. Must be a full time student attending Camosun College.
2. Must be in his/her first year of eligibility on a Camosun College representative team and first year of competition in the PACWEST or other recognized intercollegiate athletics association.
3. Must have demonstrated growth in the areas of technical and physical skills and leadership development.
4. One student-athlete from each team will be selected.

Award:
Coaches from each team will present an award to the selected student-athlete on his/her respective team.
12. INTERCOLLEGIATE ATHLETIC AWARDS (continued from previous page)

TEAM SPIRIT AWARD
The Team Spirit award is presented to the student-athlete who has motivated others with their outstanding character and positive attitude.

Criteria:
1. Must be a full time student attending Camosun College.
2. Must be participating on a Camosun College representative team that competes in the PACWEST or other recognized intercollegiate athletics association.
3. Must be demonstrate a strong leadership skills in the motivation of his/her peers and others plus exhibit a positive attitude during and after practices and competitions.

Award:
Coaches from each team will present an award to the selected student-athlete.

CHARGERS ATHLETIC RECOGNITION AWARD
The Charger Athletic Recognition award is presented to student-athletes who complete five years of PACWEST eligibility at Camosun College.

Criteria:
1. Must be a full time student attending Camosun College.
2. Must be participating on a Camosun College representative team that competes in the PACWEST or other recognized intercollegiate athletics association.
3. Must maintain five years of PACWEST eligibility while demonstrating a commitment to the Chargers intercollegiate athletics program and his or her team.
Appendix A. Important Website Addresses

**Sport Websites:**

Pacific Western Athletic Association  
www.pacwestbc.ca

Canadian Collegiate Athletic Association  
www.ccaa.ca

Pacific Institute for Sport Excellence  
http://www.pisewworld.com/

Canadian Sport Centre Pacific  
http://www.cscpacific.ca/content/home.asp

CoachesBC  
http://www.coachesbc.ca/nccp

Canadian Online Sports Network  
http://sportscanada.tv/

Canadian Centre for Ethics in Sports  
http://www.cces.ca/en/home

**Camosun College Websites:**

Camosun College Directory  
http://camosun.ca/about/directory.html

Student Services  
http://camosun.ca/services/index.html

Financial Aid and Awards  
http://camosun.ca/services/financialaid/

Important Dates  
http://camosun.ca/learn/calendar/current/important-dates.html

Centre for Sport and Exercise Education  
http://camosun.ca/learn/programs/sport-exercise/

**Chargers Websites:**

Chargers Website  
http://camosun.ca/sports/chargers

Chargers Blog  
http://camosunchargers.blogspot.com

Chargers Flickr Photo Stream  
http://www.flickr.com/photos/camosunchargers

Chargers Facebook  
http://www.facebook.com/camosunchargers

Chargers Twitter  
http://www.twitter.com/camosunchargers
Appendix B. CCES Substance Quick Reference Card

PROTECT YOURSELF...

Check all medications before taking them to ensure they do not contain banned ingredients.

Take all necessary precautions prior to making a decision to use supplements.

Comply with testing requests when you are notified for doping control.

Determine what kind of athlete you are for the purposes of anti-doping, and know your responsibilities, including whereabouts and TUE requirements.

Find out more at: www.cces.ca/athleteszone

During Sample Collection...

You have the right to:

- Have a representative and, if available, an interpreter.
- Ask for additional information about the sample collection process.
- Request a delay in reporting to the doping control station for valid reasons (e.g., medical ceremony, media commitment, further competitions, warm down) – you will be continuously chaperoned at all times during the delay.
- Request modifications if you are a minor or an athlete with a disability.
- Comment on the sample collection process or report any perceived procedural irregularities.

You have the responsibility to:

- Remain within sight of the notifying chaperone at all times.
- Provide valid identification.
- Comply with the sample collection procedures.
- Report to the doping control station immediately upon being notified.
- Maintain control of your sample until it is sealed.
- Ensure all information on the doping control form is accurate and complete.
- Bring to the attention of the doping control officer any modifications required if you are a minor or an athlete with a disability.

What Can I Take?

Some medications (prescription or over-the-counter) contain prohibited substances.

It’s your responsibility to check the status of all medications.

CCES Substance Inquiry Resources

Global DRO
www.globaldro.com

Substance Classification Booklet
www.cces.ca/sbc

Email the CCES
substances@cces.ca

Call the CCES Info Line
1-800-672-7775

Under the rule of Strict Liability, you are entirely responsible for what you consume and for what is found in your urine or blood sample.

You can apply for a Therapeutic Use Exemption if you need to take a banned medication for a legitimate medical reason.

Marijuana is a prohibited substance, and can remain in your body for over a month!

Pseudoephedrine is back on the Prohibited List, banned in competition at a threshold level.

Find out more at: www.cces.ca/athleteszone

Join the True Sport Movement at www.truesport.ca.
Appendix C. CCES Anti-Doping Policy

Participation within Canadian Collegiate Athletic Association (CCAA) is a privilege that requires full compliance with CCAA regulations, including CCAA Eligibility, Code of Ethics and Drug Education & Control Regulations. Student-athletes are responsible for obtaining these regulations from their coaches and/or Athletic Director and to inquire how their respective circumstance relates to each.

ELIGIBILITY REQUIREMENTS & CODE OF ETHIC EXPECTATIONS OF STUDENT-ATHLETES:

It is critical that student-athletes familiarize themselves with the CCAA Policies and Procedures entitled "Eligibility" and “Code of Ethics”. Student-athletes are responsible for obtaining these rules from their coaches and/or Athletic Director and to inquire how their respective circumstance relates to CCAA eligibility requirements and code of ethic expectations. This is important, as student-athletes need to be aware that those who participate in CCAA competition and are found to be in violation of these policies, among other sanctions, forfeit their eligibility for the remainder of the current competitive year and may be suspended in the subsequent year of eligibility.

USE OF BANNED OR PROHIBITED SUBSTANCES OR METHODS:

CCAA is unequivocally opposed to the use by student-athletes of any banned or restricted substances or methods in contravention of the rules of the national and/or international sport federations, the International Olympic Committee or Fédération Internationale du Sport Universitaire. CCAA is equally opposed to any encouragement of the use of such substances and methods by individuals in positions of leadership in amateur sport (i.e. coaches, medical practitioners, sport scientists, administrators, team managers, etc.) or by the student-athletes themselves. Any student-athlete who has been proven through appropriate and due process to be in contravention of the rules of CCAA and/or the respective National and/or International Sport Federation will be suspended from all CCAA competition, including Conference and non-Conference play as per CCAA policy.

COLLECTION, USE AND DISCLOSURE OF INFORMATION:

In consideration of being permitted to participate in the CCAA, student-athletes allow the CCAA to collect and disclose personal information for the following circumstances:

- Administration and registration of student-athletes wishing to participate in CCAA sanctioned events organized by athletic personnel associated with the CCAA.
- Administering its Drug Education and Testing Program, the CCAA discloses personal information of student-athletes to the Canadian Centre for Ethics in Sport.
- Via CCAA and SIRC websites and publications for the purpose of recording and honouring student-athletes for athletic and academic excellence through awards and other honours.
- Publishing of sporting event programs.
## Appendix D. LifeMark Sport Medicine

<table>
<thead>
<tr>
<th>What We Offer:</th>
<th>Description:</th>
<th>Who Does It?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Active Release Therapy (ART)</td>
<td>ART is a hands-on approach to correcting soft tissue problems that utilizes specifically directed manual pressure while moving the joint/tissue through range of motion. ART can be very effective for relieving pain, tightness, and joint restrictions causing disability.</td>
<td>Dr. Derek Vinge</td>
</tr>
<tr>
<td>Acupuncture (ACC) Through Intramuscular Stimulation (IMS)</td>
<td>Acupuncture is a therapeutic method used to encourage natural healing, reduce or relieve pain and improve function of affected areas of the body. Acupuncture involves the insertion of very fine disposable needles through the skin and into the tissues at specific acupuncture points.</td>
<td>Chris May</td>
</tr>
<tr>
<td>Certified Athletic Therapy (AT)</td>
<td>Our AT's are responsible for injury prevention, assessment of musculoskeletal injuries, biomechanical assessments, postural evaluations, supportive taping and bracing combined with complete reconditioning of injuries. They use therapeutic modalities, soft tissues mobilization in conjunction with exercise to promote an environment conducive to optimal healing in preparing the individual for safe reintegration into an active lifestyle.</td>
<td>Sandeep Nandhra</td>
</tr>
<tr>
<td>Biomechanical Assessments</td>
<td>Comprehensive analysis of an individual’s anatomical alignment and movement patterns; including identification of areas of weakness or imbalance and strategies to improve these areas in order to maximize the performance of that individual's activities or sports.</td>
<td>Chris May</td>
</tr>
<tr>
<td>Bracing</td>
<td>Bracing is a clinical field involving the application of external braces to limbs or joints, as required due to injury or weakness (not to be confused with dental braces).</td>
<td>Chris May</td>
</tr>
<tr>
<td>Chiropractic</td>
<td>Chiropractic is a regulated, primary health care profession that focuses on whole body function and mobility. Utilizing a therapeutic “chiropractic adjustment,” the purpose is to restore joint mobility and increase nerve function due to prior soft tissue injury or body imbalance.</td>
<td>Dr. Derek Vinge</td>
</tr>
<tr>
<td>Exercise &amp; Health Promotions</td>
<td>Our staff will work with you to develop appropriate strategies to optimize general health and exercise routines, to help you to achieve your individual fitness and health goal.</td>
<td>All Therapists</td>
</tr>
</tbody>
</table>
| **Intramuscular Stimulation**  
(IMS) | IMS is a dry-needling technique aimed at reducing adverse muscle tone causing pain and dysfunction. Adverse tone, trigger points, or tight muscle bands are present in a variety of conditions that may benefit from this needling technique. | Chris May |
|---|---|---|
| **Manual/Manipulative Therapy** | Manual therapy is the branch of physiotherapy dealing with the hands-on assessment and treatment of the musculoskeletal system. It includes, but is not restricted to:  
* Physical assessment/testing joints, muscles, and other soft tissues  
* Passive joint mobilization and/or manipulation  
* Soft tissue mobilization | Chris May  
Dr. Derek Vinge  
Sarah Stewart  
Stefan Fletcher |
| **Massage** | Massage therapy involves the manipulation of soft tissue in order to decrease pain, muscle soreness, tightness, or spasm, and to improve general function and mobility. Massage therapy increases the supply of oxygen and nutrients to muscle tissue, which in turn helps to excrete waste from the muscle tissue. | Joelle McCartie  
Kim Mark-Goldsworthy |
| **Orthotics/Pedorthics** | A pedorthist is an individual who is trained in the fitting and modification of foot appliances and footwear to assist in:  
* Alleviating painful or debilitating conditions of the lower limb and accommodation of foot deformities  
* Re-alignment and balance of anatomical structures  
* Improvement of balance and control of biomechanical functioning | Dr. Derek Vinge |
| **Registered Physiotherapy**  
(RP) | Physiotherapy is a health care professional directed at evaluating, restoring, and maintaining optimal physical function. RP's have a detailed understanding of how the body works, and are trained to assess and improve movement and function, and relieve pain. | Chris May  
Sarah Stewart  
Stefan Fletcher |
| **Sport Medicine** | Our sports medicine physicians have specific training and certifications in diagnosing and treating athletes of all levels of competitions, from the weekend warrior to Olympic-level competitors. They will be able to provide referrals for further diagnostic imaging or interventions as appropriate | |