



## POLICY #1: MEMBERSHIP

### 1. MEMBERSHIP CATEGORIES

Refer to By-Law Article II.

### 2. PROBATIONARY MEMBER

#### 2.1 Conditions and Qualifications for Membership

In addition to those items identified in Article 2.2 of the By-laws, probationary members

- a) Shall not have voting privileges (see By-law 3.20).
- b) Shall not be included in cost-sharing program for meetings during year 1 of their probation.
- c) Representatives cannot be elected as an officer of the association or appointed as chair of a standing or ad hoc committee.
- d) Shall have their team name, uniform colour, design and logo approved by the Canada West Board of Directors prior to competing in Canada West.

#### 2.2 Application Process

In addition to those items identified in Article 2.4 of the By-laws, the following steps are to be adhered to throughout the application process.

- 2.2.1 The Canada West Office must receive a letter of intent for 'Canada West Membership' from Institutions who are applying to become members of the association. The letter of intent must outline the year the institution wishes to enter Canada West as a probationary member, the sports in which the institution wishes to compete, and acknowledgement by both the senior administration and the Director of Athletics that they have read and understand the application process contained in the Canada West By-laws, Policies and Procedures.
- 2.2.2 Within 14 days of receiving the letter of intent, the Canada West Office will confirm receipt of the letter of intent and forward to the applicant a complete application package and confirmation of the required application fee. A timeline will be determined by the Canada West Board of Directors that outlines when the applicant needs to complete and submit the required application package to the Canada West Office, including the initial application fee (2.3.1). Applicants must comply with all aspects of the application process.

- 2.2.3 Upon receipt of a completed application package, the Canada West Board of Directors, in consultation with appropriate staff/ committees, will vote on the acceptance of the application and determine if the application will proceed or if it will be denied. The applicant must receive Board of Director support by a majority vote in order to proceed in the process.
- 2.2.3.1.1 If rejected, the Board of Directors will communicate the reasons to the unsuccessful applicant in a formal letter and identify whether a revised application will be accepted. Additionally, the Board of Directors will inform the Canada West membership of the decision with rationale.
- 2.2.4 If the application is approved for further review and evaluation, the Board of Directors shall convene a Membership Committee comprised of President (or individual designated by the President) as Chair, a Member of the Board of Directors, two (2) additional representatives as appointed by the Board of Directors and a representative of the Office Staff. Each Membership Committee member will be appointed for a four (4) year term during a Regular Meeting.
- 2.2.4.1.1 It is desirable for each member to remain on the committee throughout the application and probationary phases. From time to time, members of the Committee may no longer be able to continue their role on the Committee. When this occurs, the Board of Directors will appoint a replacement.
- 2.2.5 The President will inform Sport Committee of the number of applications that have been approved by the Board, immediately following the September Canada West Board meeting and ask Sport Committee to initiate the applicable process for each Sport contained in the Application Package (Article 5 – FULL MEMBER ADDING A SPORT/NEW APPLICANT SPORT-BY-SPORT APPROVAL).
- 2.2.5.1.1 The intent of this work will be to allow the membership to vote on the addition of new schools/sports from an informed sport-by-sport basis.
- 2.2.6 Upon receipt of the second application fee (2.3.2), the Canada West Membership Committee shall in consultation with the applicant, coordinate a site visit.

- 2.2.7 Based upon the information contained in the application package, appropriate consultation and the site visit, the Canada West Membership Committee shall prepare a preliminary report and make a recommendation to the Board of Directors of Canada West as to the suitability of the application.
- 2.2.7.1.1 The Board of Directors shall review the Membership Committee's report. The Board may reject a membership application if it believes the application does not meet the application requirements.
- 2.2.8 If the application is acceptable, the Membership Committee report and the full application shall be forwarded to the general assembly for discussion at the Regular Meeting no later than 14 days prior to the start of the Regular Meeting.
- 2.2.9 The Applicant shall be provided an opportunity to make a presentation to the general assembly at the Regular Meeting where the Membership will be discussing the Membership Committee Report from 2.2.7.1.1. Other institutional representatives (e.g., President, Vice President, Deans) are welcome to attend and contribute to this presentation.
- 2.2.10 The Membership Committee's report and the results of Section 5 deliberations (including a sport by sport vote for new applicants) shall be communicated to the Applicant in a written summary.
- 2.2.11 The Applicant will have until March 31st to submit an addendum to their original application to address any concerns or questions raised by the Membership Committee, Sport Committee or the general assembly.
- 2.2.12 Based upon the information contained in the application package, the addendum to the application, results of Section 5 deliberations, and the site visit the membership committee will forward a final report and recommendation to the Board of Directors.
- 2.2.13 The Board of Directors shall review the Membership Committee's final report and forward the Membership Committee's report and the addendum to the application documents to the general assembly for a decision at the Annual General Meeting.

2.2.13.1 The Applicant will have the opportunity to speak to their application through one final presentation at the AGM (athletic director only).

2.2.14 A  $\frac{3}{4}$  majority vote of the voting delegates at the AGM is required to gain probationary member status. No institution has the right to admission to Canada West, even if the conditions for membership are met. The membership at the Annual General Meeting may reject a membership application if it is deemed not to be in the best interest of Canada West.

2.2.15 Institutions that have been unsuccessful through the Canada West Membership Application Process may re-apply for Canada West membership at the next normal call for Letter of Intent. The disposition of application fees paid in previous applications will be at the determination of the CW Board.

### 2.3 Probationary Membership and Application Fees

2.3.1 The initial application fee shall be \$30,000 and shall be due at the time of application. This fee is non-refundable.

2.3.2 If the Board of Directors approves the initial application, a second application fee of \$70,000 must be paid in full prior to a site visit.

2.3.3 The membership acceptance fee; payable in the first year of probation is the total of all specific sport/gender fees to which the applying school is accepted as outlined in the attached fee schedule (Appendix F).

### 2.4 Probationary Phase

2.4.1 As per By-law 2.7, the length of the probationary membership period shall be up to a maximum of three (3) years, unless extended by Special Resolution of the voting Members, subject to termination in accordance with the By-laws.

2.4.2 During the Probationary phase, the Membership Committee shall conduct a yearly program evaluation, which may include a site visit, and shall submit a report to the Board of Directors who shall review and, if the report is acceptable, forward the report and any relevant institutional updates to general assembly for discussion at the Regular Meeting.

2.4.3 The Probationary Member shall be provided an opportunity to make a presentation to the general assembly at the Regular Meeting and/or the Annual General Assembly.

### 2.5 Approval as Full Member

In addition to those items identified in Article 2.5 of the By-laws, the following steps are to be adhered to throughout the application process.

- 2.5.1
- a) Based upon the information contained in the original application package, yearly evaluation reports, and appropriate consultation, the Canada West Membership Committee shall prepare a final report.
  - b) The Board of Directors shall review the Membership Committee's report and, if the report is acceptable, forward the report and any other relevant information to the general assembly for a decision at the Annual General Meeting.
  - c) The Probationary Member shall be provided an opportunity to make a final presentation to the general assembly at the Regular Meeting and/or the Annual General Assembly.

2.5.2 In accordance with By-law 2.5 and 2.7, a  $\frac{3}{4}$  majority vote of the voting delegates at the Annual General Meeting will be required to approve full member status or to continue as a probationary member. Failure to obtain a three-quarter ( $\frac{3}{4}$ ) majority vote from the membership to move to full status or continue as a probationary member shall result in the immediate termination of the probationary applicant's membership within the association.

### 2.6 Information Required for Membership Application

Institutions applying for membership must provide the following information to support their application.

#### Section 1: Letters of Support

- 1.1 President of Institution
- 1.2 Athletic Director
- 1.3 Letters of support from two Canada West Full Member Institutions.

#### Section 2: Strategic Goals and Priorities

The institution shall provide a clear, detailed plan for its athletics program, including an outline of key goals and priorities, steps to achieve the goals and priorities, associated timeline and commitment

of financial and personnel resources. Additionally, the applicant must outline their alignment with Canada West strategic goals.

**Section 3: Athletic Department Operational Budget**

A complete budget detailing all sources of revenue and expenditures for the program. The document must include the Athletic Department's budget in the current year and expected budget for the first three years of probationary membership in Canada West. A template can be found in Appendix A.

**Section 4: Athletics Department Personnel and Administrative Structure**  
Canada West places high value on full-time athletic personnel positions.

4.1 Describe the University reporting structure as it relates to the Athletic Program. Please include a university organizational chart.

4.2 Describe the Athletic Department's staffing plan to support Canada West membership including; positions, job descriptions, duties, institutional classification and salary range. Please include a department organizational chart identifying current positions and planned future positions.

4.3 Indicate the full-time equivalency for each position.

**Section 5: Athletic Financial Awards (AFA) for Student-Athletes**

Canada West is committed to financially supporting student-athletes through Financial Awards. Indicate how you are currently supporting student-athletes and how you plan to enhance the Awards program upon entry to Canada West. In addition, please provide a budget detailing all funding sources and expenditures for your Financial Awards. The document must include the Department's financial aid budget in the current year and expected budget for the first three years of probationary membership in Canada West. A template can be found in Appendix B.

Canada West and U SPORTS require that athletic financial awards for all student-athletes be examined on a regular basis to determine if the student-athlete meets all AFA requirements. Outline the process your Institution will follow in monitoring AFAs. Please specify the position(s) that will be integral to the monitoring process, timelines, etc.

**Section 6: Sport Medicine and Science Services**

Canada West places high value on sport medicine and science services and providing student-athletes with appropriate sport medicine treatment.

- 6.1 Indicate your current provision for student-athlete assistance in the area of sports medicine and science services.
  - 6.1.1 Athletics department medical staff (as defined in Section 14.3.2A of the Canada West Medical Guidelines)
  - 6.1.2 Allied Health Resources (as defined in Section 14.3.2A of the Canada West Medical Guidelines).
- 6.2 Current provision for visiting teams in the area of Sport Medicine services available to collision, contact, and non-contact sports at your institution.
- 6.3 If accepted, what modifications, if any, will you make to your departmental staffing plan in order to comply with Canada West/ U SPORTS requirements?

### Section 7: Declared Sports

Canada West believes that new members must enhance Canada West competition.

- 7.1 Complete the applicable New Sport Application for each declared sport (5.1.2 or 5.2.2).
- 7.2 Demonstrate the competitive strength of your programs on a sport-by-sport basis over the last five years (Appendix C).
- 7.3 Describe your institution's current recruiting strategies.
- 7.4 Describe your institution's plans to further improve the quality of the declared teams in order to help enhance the Canada West Brand.

### Section 8: Sports Information and Technology

- 8.1 Canada West requires that all members have personnel available to perform the following tasks.
  - 8.1.1 Sports Information/Media Relations is managed by which position?
  - 8.1.2 Statistical management for each sport is managed by which position?
  - 8.1.3 Game Film Exchange Program is managed by which position?
  - 8.1.4 Webcast (audio and video) and video content production is managed by which position?
  - 8.1.5 Social media is managed by which position?
- 8.2 If accepted, what modifications, if any, will you make to your departmental staffing plan in order to comply with Canada West/ U SPORTS requirements?
- 8.3 Provide evidence of a successful sports information management approach.
- 8.4 Demonstrate your ability to meet Canada West TV requirements.

### Section 9: Marketing

Canada West is fully committed to marketing its brand.

- 9.1 Who is responsible for the marketing portfolio within your department?
- 9.2 Provide evidence of student and community support for the athletic program.
- 9.3 What are you doing currently to enhance the image of your athletic program?
- 9.4 Specifically, what is your plan to enhance the Canada West brand?  
e.g. More spectators, enhanced game presentation, advertising, community awareness.
- 9.5 Team Uniform and Name:
  - 9.5.1 Describe your Institution's playing uniforms- colours, design and logo. Please attach colour photos of the uniforms and logos currently being used
  - 9.5.2 What is the name(s) of the declared teams?

### Section 10: Canada West Branding

Demonstrate your ability and commitment to elevating the Canada West brand through, but not limited to, the following:

- 10.1 Branding in all facilities
- 10.2 Branding on all uniforms
- 10.3 Branding through digital media
- 10.4 Branding through webcasts
- 10.5 Other branding opportunities

### Section 11: Equity, Diversity and Inclusion

Canada West is firmly committed to equity, diversity, and inclusion as related to all student-athletes, coaches, officials, and staff. Indicate your Institution's present philosophy and commitment to equity.

- 11.1 What is your Institution's philosophy statement on equity?
- 11.2 What policies and procedures have been implemented to ensure that equity exists within your Athletic Department?
- 11.3 Provide evidence to indicate that equity has been accomplished within your athletic department.
- 11.4 If you are admitted to Canada West what steps would you take to further advance your Athletic Department's commitment to equity?

### Section 12: Eligibility Compliance Process

Canada West and U SPORTS require that the academic performance of all student-athletes be examined on a regular basis to determine if the student-athlete meets all eligibility requirements. Outline the process



your Institution will follow in monitoring student-athlete academic performance and eligibility compliance. Please specify the position(s) that will be integral to the monitoring process, timelines, etc.

12.1 Who is responsible for the eligibility compliance process within your department?

### Section 13: Facilities

Canada West requires that all playing facilities comply with Canada West general technical and playing regulations. Appropriate facilities must be in place before Probationary status will be granted.

13.1 Demonstrate the availability of suitable facilities to host Canada West events. A template can be found in Appendix D.

13.2 Demonstrate that venues are capable of accommodating a full television set-up: e.g., production truck space, power, and lighting.

13.3 Demonstrate that venues are capable of fulfilling all Canada West webcasting requirements.

### Section 14: Hosting and Event Management

Event management plays an important role in profiling Canada West events.

14.1 Who is responsible for the event management portfolio within your department?

14.2 What is your overall event management strategy?

14.3 What is your sport specific event management strategy?

### Section 15: Canada West / U SPORTS Policies Orientation

Describe your Institution's strategy to ensure that all student-athletes, coaches and other personnel involved with Canada West / U SPORTS activities are educated, on an annual basis, of all relevant Canada West / U SPORTS policies and information.

### Section 16: Discipline and Sanctions

List all instances of discipline and/or sanctioning incurred by your student-athletes, coaches and/or administrators during the past five years. Please list the governing body, the year of the infraction, the nature of the infraction, sanction imposed by the governing body and your department's/institution's response to the infraction and sanctions.

### Section 17: Transition Plan

Provide details related to ongoing competitive opportunities in your current (or another) jurisdiction pending the results of the Canada

West vote. This should include competitive opportunities in your current jurisdiction for one more year if granted probationary membership in Canada West, and an ongoing competitive opportunity if Canada West probationary membership is denied.

### Section 17: Other Documentation

This Section should contain additional information that is designed to enhance your Institution's application for membership in Canada West.

### Section 18: Sign-Off

Canada West believes it is imperative that individuals who have the authority to officially apply for membership indicate that they have read and agree that the information included is both accurate and truthful. The following statements must be included on the final page of our application and acknowledge by signature and date by Chair of the Board of Governors, the University President and the Athletic Director.

*We, the undersigned, have read and understand all Canada West By-Laws, Policies, Procedures and Playing Regulations and the U SPORTS By-Laws, Policies, Procedures and Playing Regulations.*

*We, the undersigned, acknowledge that we have read this application submission and testify, to the best of our knowledge, that the material contained herein is both truthful and accurate.*

## 3. FULL MEMBER

### 3.1 Conditions and Qualifications for Membership

Refer to By-Law Article II.

### 3.2 Withdrawal and Termination of Membership

Refer to By-Law Article II.

### 3.3 Membership Dues

Refer to By-Law Article II.

## 4. SPORT DECLARATION AND PARTICIPATION

4.1 At every Annual General Meeting of the Association, each Member shall make its participation declaration for the next two years in the following categories:

- a) Canada West league sports
- b) Canada West tournament sports

- 4.2 Adding a Sport:  
Members who wish to add a new sport or who had previously withdrawn from a particular sport must submit an application to add the sport in accordance with section 5 of this Membership Policy.
- 4.3 Withdrawing from a Sport:  
A Member may withdraw from a sport at any time up to two weeks following the Annual General Assembly for the subsequent competitive year due to financial exigency providing the Member withdrawing still meets the minimum requirements for membership, and the member has a letter from its President indicating that the inability to participate is due to financial constraints. Withdrawal after this date may be subject to a financial penalty to be determined by the Board of Directors.
- 4.4 A Member who withdraws from participating in a sport may not declare in that sport for two years following the date of their withdrawal.
- 4.5 Members may be represented in Canada West Championships by any number of competitors up to and including the maximum for each activity. If that number is less than the required minimum listed under “Allowed Number of Participants” in the Event Management Policy the Member may not use this activity as one of its’ official activity declarations.

### 5. FULL MEMBER ADDING A SPORT/ NEW APPLICANT SPORT-BY-SPORT APPROVAL

- 5.1 League Sports: The following outlines the timeline and process that needs to be followed for the addition of all league sports.
- 5.1.1 Submit a New Sport Application, for each new sport, to the Canada West Office or, in the case of a New Applicant, the Board of Directors will forward the applicable sections of the Application Package as per 2.2.5.
- 5.1.2 The New Sport(s) Application shall consist of:
- 5.1.2.1 a cover letter signed off by the institution’s President indicating the sport the member wishes to add and its preferred season of entry;
  - 5.1.2.2 a detailed operating, staffing, athletic financial aid, and student-athlete services budget for the next three years for the sport in question;
  - 5.1.2.3 a copy of the institution’s recruitment plan for the sport in question;

- 5.1.2.4 a copy of the institution's marketing plan for the sport in question;
  - 5.1.2.5 a copy of the sport specific budget report for the most recent fiscal year
  - 5.1.2.6 a copy of the sport specific facility report; and
- 5.1.3 Within 7 days of receiving a New Sport(s) Application the Canada West Office will confirm receipt of the application and, where necessary, consult with the applicant, to coordinate a site visit.
- 5.1.3.1 The site visit may be conducted by a member of the Sport Committee and/or a member of the Canada West Office. The cost of the site visit shall be charged to the Member.
  - 5.1.3.2 The site visit, and related costs, for a New Member Applicant may be included with the Membership Committee's site visit (2.2.6).
- 5.1.4 Immediately following the September Canada West Board meeting, the Canada West Board of Directors will inform Sport Committee of new sport applications received and direct them to prepare draft sport formats (and sample schedules with the Canada West Scheduler) that include the new sports.
- 5.1.4.1 The intent of this work will be to allow the membership to vote on the addition of new sports from an informed position.
  - 5.1.4.2 Sport Committee will provide the Canada West office with draft sport formats and schedule options by January 15th.
- 5.1.5 The Canada West Office shall prepare a preliminary report for each submission that contains the following:
- i. The new sport application for each sport;
  - ii. Sport Committee's report from 5.1.4.2, and;
  - iii. The results of any site visit to Members 14 days in advance of the Regular Meeting.
- 5.1.6 A Full Member applying to add a new sport will be allotted time at the Regular Meeting to present their application and answer any questions (time pre-determined by the Membership Committee). In addition to the Athletic Director, additional institutional

representatives are welcome to contribute to this presentation (e.g., President, Vice President, Dean, other).

5.1.6.1 A New Applicant will be allotted time according to 2.2.9, and a sport-by-sport vote will occur whereby the new applicant must secure  $\frac{3}{4}$  majority vote of the Full Members, declared in that sport in question, at the Regular Meeting to move forward with that sport during the application process

5.1.7 Addendum to applications:

5.1.7.1 A Full Member applying to add a new sport will have until March 31st to submit an “Addendum to the New Sport Application” adding any new or additional information to be considered.

5.1.7.2 With the results of the sport-by-sport vote, new members applicants will have until March 31 to submit an addendum to their application (2.2.11)

5.1.8 The Canada West Office shall review all the information and prepare a final report to the membership 14 days in advance of the AGM that:

- i. Includes the New Sport’s application from 5.1.2;
- ii. The report of the sport options prepared by Sport Committee.
- iii. identifies if the application meets the criteria:
- iv. identifies the implications of the application on the conference;
- v. where applicable a start date and;
- vi. Any Addendum from 5.1.7 or 2.2.10.

5.1.9 The member applying to add a new sport will be allotted time at the AGM (as pre-determined by the Membership Committee) and must secure  $\frac{3}{4}$  majority vote of the Full Members, declared in the sport in question, at the AGM to add the sport. Only one institutional representative makes this final presentation.

5.1.10 Fees

5.1.10.1 For a Full Member, if accepted, a fee equivalent to the normal Sport Specific Fee levied by Canada West for that Sport in the operating year of the application will be assessed.

5.1.10.2 For a New Applicant, if accepted, fees equivalent to the Sport Specific Fees contained in Appendix F will be assessed.

5.2 Non-League Sports: The following outlines the timeline and process that needs to be followed for the addition of the following non-league sports:  
(e.g., Cross country, swimming, track and field, wrestling)

5.2.1 Submit a New Sport(s) Application, for each New Sport, to the Canada West Office by October 31<sup>st</sup> of the year preceding the desired year of entry or, in the case of a New Applicant, the Board of Directors will forward the applicable sections of the Application Package as per 2.2.5.

5.2.2 The New Sport(s) Application shall consist of:

5.2.2.1 a cover letter signed off by the institution's President indicating the sport the member wishes to add and its preferred season of entry;

5.2.2.2 a detailed operating, staffing, athletic financial aid, and student-athlete services budget for the next three years for the sport in question;

5.2.2.3 a copy of the institution's recruitment plan for the sport in question;

5.2.2.4 a copy of the institution's marketing plan for the sport in question;

5.2.2.5 a copy of the sport specific budget report for the most recent fiscal year

5.2.2.6 a copy of the sport specific facility report; and

5.2.3 Within 7 days of receiving a New Sport(s) Application from a Full Member, the Canada West Office will confirm receipt of the application and, where necessary, consult with the applicant, to coordinate a site visit.

5.2.3.1 The site visit may be conducted by a member of the Sport Committee and/or a member of the Canada West Office. The cost of the site visit shall be charged to the Member.

5.2.3.2 The site visit, and related costs, for a New Member Applicant may be included with the Membership Committee's site visit (2.2.6).

- 5.2.4 The Canada West Board of Directors will inform Sport Committee of new sport applications received and direct them to review the application during the November/December Sport Committee meeting.
- 5.2.5 At the direction of Sport Committee, the Canada West Office shall follow-up on any information that needs to be clarified, prepare a draft report identifying any deficiencies, and send out a preliminary report with the complete application to Members 14 days in advance of the Regular Meeting.
- 5.2.6 A Full Member applying to add a new sport will be allotted time at the Regular Meeting to present their application and answer any questions (time pre-determined by the Membership Committee). In addition to the Athletic Director, additional institutional representatives are welcome to contribute to this presentation (e.g., President, Vice President, Dean, other).

5.2.6.1 A New Applicant will be allotted time according to 2.2.8.

- 5.2.7 The member applying to add a new sport must secure 3/4 majority vote of the Full Members, declared in the sport in question, at the Regular Meeting to add the sport.

#### 5.2.8 Fees

5.2.8.1 For a Full Member, if accepted, a fee equivalent to the normal sport specific fee levied by Canada West for that Sport in the operating year of the application will be assessed.

5.2.8.2 For a New Applicant, if accepted, fees equivalent to the Sport Specific Fees contained in Appendix F will be assessed.

5.3 Non-League Sports: The following outlines the timeline and process that needs to be followed for the addition of the following non-league sports: Rugby 7s

- 5.3.1 Full Members must declare their full participation in the Rugby 7s tournament schedule by the Canada West AGM.
- 5.3.2 Full Members intending to partially participate in the Rugby 7s tournament schedule must declare by the current season's

Canada West Rugby 15s Championship. Participation may be invited at the discretion of the host and CW Office.

- 5.3.3 The Canada West Office will communicate all declarations to the Rugby 7s Sport Liaison.

5.4 Non-League Sports: The following outlines the timeline and process that needs to be followed for the addition of the following non-league sports: Golf and Curling

- 5.4.1 Full Members can declare for the current season's championships so long as they indicate their participation by the deadlines.

- 5.4.1.1 For golf, Full Members must declare by the Tuesday following the August long-weekend.

- 5.4.1.2 For curling, Full Members must declare by December 1.

- 5.4.1.3 The Canada West Office has the discretion to adjust these timelines or allow additional entries.

- 5.4.2 The Canada West Office will communicate all declarations to the championship host.

From time-to-time, the Canada West Board of Directors may elect to modify the timelines outlined in 5.1-5.4, if it is deemed in the best interest of the association (e.g., assists with scheduling, league balance, or some other direct benefit to the association).



## APPENDIX A ATHLETIC DEPARTMENT OPERATIONAL BUDGET TEMPLATE

2.1 EXPENSES	Probationary Status			
	Current	Year One	Year Two	Year Three
1. Membership Application fees 1.1 CWUAA 1.2 U SPORTS				
2. Association Operating fees 2.1 CWUAA 2.2 U SPORTS				
3. Sport Specific fees 3.1 CWUAA 3.2 U SPORTS				
4. Championship fees 4.1 CWUAA				
5. Personnel 5.1 Athletic Director 5.2 Secretarial 5.3 Head Coaches 5.4 Assistant Coaches 5.5 Sport Medicine 5.6 Marketing Manager 5.7 SID/PR Director 5.8 Event Management Manager 5.9 Compliance Manager 5.10 Sponsorship Manager 5.11 Other				
6. Team Travel- League (List all sports) 6.1 Sport A •Meals •Travel •Accommodation • Sundries 6.2 Sport B •Meals •Travel •Accommodation • Sundries				
7. Play-offs (CWUAA/ U SPORTS) 7.1 Current Conference				

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7.2 CWUAA				
7.3 U SPORTS				
8. Equipment				
8.1 Sport Specific				
• Team A				
• Team B				
8.2 Technology				
8.2.1 Webcasting Equipment				
9. Facility Rental				
10. Administration				
10.1 Supplies				
10.2 Meetings				
11. Athlete Support (Non-Funded Awards)				
11.1 Recognition/Awards				
11.2 Scholastic				
11.3 Sport Science				
11.4 Other				
12. Recruiting				
13. Sport Medicine				
14. Other Expenses: Please List				
TOTAL				

### 2.2 REVENUE

Source	Current		Year ONE		Year TWO		Year THREE	
	Int	Ext	Int	Ext	Int	Ext	Int	Ext
1. Institutional								
1.1 Base								
1.3 Student fees								
1.4 Endowments								
2. External								
2.1 Alumni								
2.2 Corporations								
2.3 Endowments								
2.4 NSO/PSO/ 2.5 Other								
Partnerships/								
3. Athletic								
Department Generated								
3.1 Team Specific								

## CANADA WEST – POLICY #1: MEMBERSHIP

3.2 Fundraising								
3.3 Ticket sales								
3.4 Sponsorships								
3.5 Concession								
3.6 Alcohol								
3.7 Merchandise								
4. Other								
TOTAL								

APPENDIX B  
ATHLETIC FINANCIAL AID BUDGET TEMPLATE

Dollar Value

Source	List Name of Award	Team 1	Team 2	Team 3
1. Annual Awards 1.1 Internally funded 1.2 Externally funded				
2. Endowed Awards (Annual Proceeds) 2.1 Internally funded 2.2 Externally funded				
3. Other				
4. Total number of awards				
5. Total value of awards				
6. Average value of awards				
7. Total value of awards				

Total Value Male: \_\_\_\$\_\_\_\_\_

Female: \_\_\_\$\_\_\_\_\_

**APPENDIX C  
TEAM COMPETITIVENESS TEMPLATE**

CWUAA believes that new members must be able to enhance CWUAA competition. Demonstrate that declared teams have been very successful in the past and any Institutional plans to further improve the quality of the declared teams.

6.1 Please indicate the competition record for the previous five years.

	Year One	Year Two	Year Three	Year Four	Year Five
Year					
Sport 1 _____					
League Record					
League Standing					
Play-off Record					
Play-off Result					
Exhibition Scores vs Canada					
West opponents					
Sport 2 _____					
League Record					
League Standing					
Play-off Record					
Play-off Result					
Exhibition Scores vs Canada					
West opponents					

## APPENDIX D FACILITY TEMPLATE

- i) Minimum standards as dictated by Canada West playing regulations
- ii) Minimum spectator seating
  - Football – 2,000
  - Basketball – 1,000
  - Volleyball - 1,000
  - Hockey – 1,000
  - Soccer – 500
- iii) Facilities suitable to facilitate television, radio, and web broadcasting
- iv) Facilities suitable for hosting Canada West play-offs and championships

	Basketball	Field Hockey	Football	Ice Hockey	etc.
Name of competition venue					
Owned by					
Scheduled by					
Athletics has priority booking					
Size of playing surface					
Seating capacity					
Can accommodate game day practice at competition venue for visiting teams					
Visiting team locker rooms are available at competition venue					
Visiting team locker room have showers					
Officials' locker room is available with showers at the competition venue					
Visiting team meeting rooms are available at the competition venue					
Venue is fully capable of television broadcasting					
Venue is fully capable of radio broadcasting.					
Venue is fully capable of web broadcasting					
Sport medicine facility is on-site					
Ability to meet Canada West branding standards					

## APPENDIX E CURRENT CANADA WEST MEMBERS

### The charter members:

- University of Alberta
- University of British Columbia
- University of Calgary
- University of Lethbridge
- University of Saskatchewan
- University of Victoria

### Full members:

- Brandon University (2005)
- University of British Columbia Okanagan (2013)
- University of the Fraser Valley (2010)
- Mount Royal University (2014)
- University of Manitoba (2001)
- University of Northern British Columbia (2014)
- University of Regina (2001)
- Trinity Western University (1999)
- Thompson Rivers University (2010)
- University of Winnipeg (2001)
- MacEwan University (2016)

## APPENDIX F NEW APPLICANT SPORT SPECIFIC FEES

The acceptance fee for each sport is based on 75% of the average sport-specific operating costs, as identified in the Canada West Comparative Data Report. The Comparative Data Report is a measure that is based on actual Canada West member costs and is reflective of the costs of operating Canada West programs. Numbers will have to be re-calculated to consider inflation in future years. Numbers below represent 2019 operating costs/sport

Women's Basketball -	\$90,000
Men's Basketball -	\$90,000
Cross-Country-	\$20,000
Field Hockey -	\$37,000
Football -	\$213,000
Women's Hockey -	\$167,000
Men's Hockey -	\$167,000
Rugby -	\$44,000
Women's Soccer -	\$61,000
Men's Soccer -	\$61,000
Swimming -	\$50,000
Track and Field-	\$50,000
Women's Volleyball -	\$89,000
Men's Volleyball -	\$89,000
Wrestling -	\$55,000