



## POLICY #16: FINANCE

*Note: all references to Canada West Office in this document refer to the appropriate Canada West Staff member assigned to that role by the Board*

### 1. MEMBERSHIP FEES AND PAYMENTS

a) Fees will be assessed in the following categories:

i) Operating Expense Assessment

An amount assessed equally amongst all Members, including Probationary Members in their second or subsequent years as a Probationary Member to cover the cost of the Association's general operations. The fee will be part of the budget presented at the Annual General Meeting and will require a majority vote of the Members, excluding Probationary Members.

ii) Sport Specific Fees

An amount assessed equally amongst all Members, including Probationary Members, participating in certain Canada West sports to cover direct expenses related to operating that sport. The fees will be part of the budget presented at the Annual General Meeting and will require a majority vote of the Members, excluding Probationary Members

iii) Playoff Travel Subsidy Fees

An amount assessed equally amongst all Members, including Probationary Members, participating in select Canada West sports to share in the playoff financial travel risk based on an agreed upon formula. See Section 5 of this policy for details.

b) Payment of fees described in Section 1(a) above is due within 90 days of receipt of invoice. Members who fail to remit payment for fees by the prescribed deadline will be subject to fines and/or other sanctions. See Section 7 of this policy and Section 2.10 of the By-Laws for details.

### 2. RESERVE FUND

- a) The Association may create and make periodic provision for one or more Association Restricted or Unrestricted Reserve Fund(s) for use against unforeseen requirements, for capital outlays, for replacements, for business opportunities and/or for other Association purposes.
- b) Any surplus of Association funds existing at the end of a fiscal year may be placed in a Restricted or Unrestricted Reserve Fund.
- c) The Finance Manager shall make the investment of funds in the Reserve Fund(s) in the name of the Association, after approval by the Board of Directors.
- d) Current Reserve Funds:

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- i) Unrestricted operations reserve fund maintained at minimum of \$250k to provide for 6 months of operating expenses.
- ii) Unrestricted projects reserve for funds in excess of \$250k  
These funds will be available for strategic and operational opportunities, or to cover unexpected operational deficits. All expenditures from this reserve fund are to be approved by the Board. The balance in this fund will change year-to-year depending upon surpluses/deficits of operations and funding for special projects.
- iii) ~~FISU Men's Hockey – Fund disbursed every 6 years to support the Canada West team and support staff representing Canada at the FISU Games. All Canada West Men's Hockey schools each contribute \$1,000 per year to this fund. Men's Hockey schools that enter Canada West ice hockey competition between the 6 year FISU Games cycle are required to make a catch-up payment to the fund as if they had joined Canada West ice hockey competition immediately in the season following the FISU games with Canada West representatives.~~

### 3. TRAVEL EXPENSES (DEFINED BELOW)

#### 3.1 General Assembly

The Travel Expenses for up to two delegates per member of all Members to Association Assemblies may be claimed for cost sharing purposes.

In the case of the Annual General Assembly, the host institution shall be financially responsible for all meeting logistics as outlined in Policy 5 – General Assembly.

#### 3.2 Board of Directors

The Travel Expenses of all requested representatives to all Board of Director's meetings (other than the Regular and Annual) shall be borne by the Association.

#### 3.3 Sport Liaison

All Travel Expenses for sport liaisons to attend approved meetings/events are part of the overall cost-sharing for that meeting.

#### 3.4 Staff

a) All Travel Expenses for convenors and officials' coordinators to attend approved meetings/events are part of the overall cost sharing for that meeting. Travel Expenses for other personnel approved to attend coaches' meetings will be borne by the Association.

d) All Travel Expenses for Canada West Staff on authorized Association business shall be borne by the Association.

#### 3.5 Professional Development Meeting Subsidies

1. The intent of the subsidy is to encourage additional personnel to attend the professional development sessions by reducing associated travel costs.

2. The Board will decide on the 'maximum' amount of funding in support of the session(s) and will decide:
  - a) if subsidy funding will be applied towards travel costs and/or meeting refreshments.
  - b) if there are any funds remaining after disbursing funds as detailed below, whether the excess balance will be distributed to those whose primary transport exceeded the base subsidy on a pro rata basis.
3. 'If' the Board has decided a 'travel' subsidy will be provided to attendees at the Professional Development session(s) recommended policy will be:
  - a) a school will be eligible to receive the maximum, per institution subsidy, if their costs, as detailed below, meet or exceed the subsidy allowed per school.
  - b) expenses for 1 attendee from each school will be eligible for the subsidy / rebate.
  - c) only primary transport (air - *excluding seat selection* or mileage) is considered towards the subsidy, with the following exceptions.
    - i) if the meetings sessions are scheduled for an early start, as determined by the Board, 1 preceding night hotel for those who had to arrive the day before due to flight schedules or driving distances
    - ii) if the AD is the only representative, additional hotel nights for the AD required in advance of the normal association meeting will be used instead of transport (their transport is cost shared as part of their attendance at the association's normally scheduled meeting)

### 3.6 Cost Shared Meetings & Championships

All meetings that have been approved to be held as face to face will be eligible for cost sharing.

Travel and hosting for the championships for the sport of golf curling will be cost shared. Each curling team's allocation will be calculated, per gender, based on the number of people on the team, up to the maximum allowed.

- a) Members will have 14 days to submit their Travel Expenses for cost-shared meetings. Failure to submit a travel expense report by the deadline may result in a fine. See Section 7 of this Policy for details.
- b) Probationary Members shall be excluded from the cost-sharing program during their first year of probation.
- c) To encourage fiscal responsibility, flight cost ceilings will be determined annually in Aug and distributed at the beginning of Sep for meetings in the upcoming fiscal period.
- d) The cost sharing for face to face meetings will be based on:

Attendees:

- i) Regular meeting and annual general assembly of the association: **2 attendees**
- ii) Face to face coaches' meetings – if/when scheduled (all schools in the sport): **1 attendee**
- iii) Face to face athletic therapist, SID meetings (all schools): **1 attendee**
- iv) Face to face meetings not identified above, will be as approved by the Board.

SHARED / INCLUDED Travel Expenses

- i) Primary Transport:

From home to meeting Location

**Air** - includes air fare (to a maximum of the ceiling as per 3.6.c), baggage and home airport parking

\*\* Does NOT include advance seat selection - exceptions for extenuating circumstances will be considered (will also include cost of rental vehicles if required due to location)

**Ground** - personal driving allowance, rate as per 16.3.7, ferries, and parking at site

ii) Accommodation - 1 preceding night allowed ONLY if necessary due to airline scheduling constraints

- 'if' required, the accommodation rate for the above requirement will be that of the host hotel, as coordinated by the CW office.

NOT INCLUDED Travel Expenses

i) Accommodation (unless required as per ii above)

ii) Per diems

iii) On site ground transportation

e) Members will have 14 days to submit their Travel Expenses for cost-shared meetings. Failure to submit a travel expense report by the deadline may result in a fine. See Section 7 of this Policy for details.

f) Probationary Members shall be excluded from the cost-sharing program during their first year of probation.

### 3.7 Rates

a) Mileage reimbursement is at \$0.45 per kilometre where personal vehicles are used for transportation.

b) The per diem for meals may be claimed unless the meal was paid for by others or was claimed as part of a business meal expense. Rates are currently \$40/day = \$8/breakfast, \$12/lunch, \$20 dinner. This may be claimed unless the meal was paid for by others or was claimed as part of a business meal expense.

### 3.8 Travel Expenses

In this policy, the term Travel Expenses includes: air fare, baggage charges, personal driving allowance (not to exceed the cost of comparable air fare), destination accommodations, destination transportation expenses, home airport parking, per diems, etc. These expenses are subject to the approval of the Canada West Office. Please note, per diems are not an eligible Travel Expense for cost sharing purposes.

a) For all cost shared meetings, the accommodation rate for the cost sharing formula will be that of the host hotel, as coordinated by the CW Office.

### 3.9 Hosting Expenses – Championship Sport Cost Sharing

Hosts will need to submit expenses (facility rentals, hospitality costs, etc) and revenues (sponsorships, advertising, etc) associated with hosting the event to the CW office. All submissions must be accompanied by supporting documentation and must be received within the same 14 days as stipulated for attending members.

### 4. CONTROLS AND PRACTICES

- a) For cheques in the amount of \$1,000 or less, one physical signature and for cheques in the amount of greater than \$1,000, two physical signatures shall be required to access and write paper cheques on Canada West accounts. Two electronic authorizations are required to disburse funds via electronic fund transfers.
- b) Signing authorities for the accounts at TD Canada Trust in Edmonton, AB and New Westminster, BC are: Canada West President, VP Finance, Managing Director and Finance Manager.. The Canada West Finance Manager will also have signing authority on paper cheques when the transaction has been pre-approved by one of the authorized directors. Signatories are not allowed to co-sign or authorize any payments to their respective institutions.
- c) All bank accounts and investment certificates shall be held in the name of “Canada West Universities Athletic Association” with no individual SIN numbers attached to them
- d) Expense claim forms shall be used for reimbursement of expenses incurred by Canada West personnel. Expense reports are to be submitted at least on a monthly basis when the staff person, director or contractor has incurred expenditures, permitted by and in accordance with policy, while conducting business on behalf of Canada West. Further, approval of Canada West staff expense claims will be approved by their superior, which in most cases will be the Managing Director. The expense claims of the Managing Director will be approved by the President or Vice-President, Finance. The expense claims of any Director will be approved by the President. The expense claims of the President shall be approved by the Vice-President Finance AND the Canada West Office or another Director.
- e) An investment strategy shall be developed for Canada West by the Finance Committee to ensure that maximum benefit accrue to Canada West while giving consideration to minimizing risk to the principal amounts.
- f) Staff are permitted to enter into the purchase of goods or use of services commitments on behalf of Canada West as long as the expenditure is consistent with their employment scope of responsibilities and the amount is within the current Board approved budget for that specific category. Staff are permitted to instruct contractors in the same respect when within the staff’s employment scope and budget. The Canada West Office is permitted to approve expenditure commitments that exceed the current Board approved budget for that specific category as long as the overall Board approved budget on a “net revenues over expenditures” is not made worse. All other expenditure commitments (i.e. out of budget or over budget) require the approval of the majority of the Board.
- g) Consistent with the policy in Section 4d, staff may approve invoices or expense claims from contractors, vendors and suppliers for payment. For greater certainty, this approval requires a clerical check for accuracy that goods were received in proper specification or services were rendered satisfactorily or expenses incurred according to policy, and budgetary room in the cost category.
- h) When staffing levels permit, cheques issued to Canada West should be received by someone other than the Finance Manager and stamped “For the deposit only to the account of Canada West Universities Athletic Association.” The actual deposit and updating of the financial accounts can then be made by the Finance Manager.
- i) Canada West staff members are permitted to have a corporate credit card, in the name of the designated Canada West Office staff member with the Association’s bank to conduct

Association business when cheques, bank drafts or EFT are not accepted. The terms and limits of the credit card will be set by the Board of Directors from time to time.

## 5. CANADA WEST PLAYOFFS

### 5.1 Funded Participants for cost-sharing competitions

The number of participants who may be claimed by the visiting team should be equal to the number dressed plus team officials

Basketball (M&W)	12 + 2
Football (M)	48 + 8
Ice Hockey (M)	20 + 3
Ice Hockey (W)	20 + 3
Soccer	18 + 2
Volleyball (M&W)	14 + 2

Note: If less than the maximum number of visiting participants travel, the playoff travel subsidy will be adjusted accordingly.

### 5.2 Canada West Playoff Travel Subsidy Program

Due to the significant cost of travel in Canada West, all participating Members in selected Canada West sports (football, soccer, ice hockey, basketball and volleyball) shall share in the playoff financial risk based upon an agreed formula. Participants in the actual playoffs should expect to assume more of the costs than the non-participants.

#### Principles

- The program is a "travel subsidy program" and not a "total cost recovery program".
- The subsidy for meals is \$20.00 per participant and the accommodation rate is \$32.00 per participant. The team needs to be on "travel status" in order to claim these amounts. On Travel Status is defined as that the majority of the team will not be sleeping in their ordinary residences for the duration of the event.
- The assessments and reimbursements for airfares will be at 75% of actual expenses. If there is a "surplus" in the budget pool after reimbursing teams for 75% of their airfare that surplus will be used to equalize costs between travelling teams. If there is a shortfall in the budget, all schools participating in that sport will be equally assessed an additional fee at year end.
- Host guarantees are based on a \$5.00 per person admission fee and a conservative projected spectator attendance figures. (See Chart)
- Guarantees will be reviewed on an annual basis based on data supplied by play-off hosts. (See Chart)
- Assessments for budgeting purposes are based on the most expensive Play-off match-ups.
- Chartered bus travel subsidy will be as per actual cost to a MAXIMUM of \$3.85 per km per bus. Distances between universities in kilometres for calculation purposes will be as per Google Maps.

- h) Ferry expenses will be reimbursed at actual cost and are in addition to private vehicle or chartered bus travel cost.
- i) A chart outlines the mode of travel to be used for travel to play-off sites.
- j) All trips over 700 km warrant the use of air travel
- k) Due to the size of the traveling party, bus travel for football warrants the use of two buses.
- l) If a host wants or needs to lengthen a playoff series beyond the required number of days, they must submit a written request to the Board upon notification of their hosting appointment. The Board will determine if the host will be responsible for the additional travel costs incurred by the visiting team (s) or if the additional visiting team(s) costs will be otherwise reimbursed.

### 5.2.1 Sharing Formula

- a) For the host, the costs shall include:
  - i) A guarantee to Canada West
  - ii) The costs of hosting the event including the cost of game fees for officials
- b) For the visitor, the costs shall include:
  - i) Travel costs and on-site expenses in excess of the Canada West Playoff Travel Subsidy.
- c) For the Canada West 'participating Members' in each respective sport, the cost shall include:
  - i) The Canada West Playoff Travel Subsidy rate for each sport as set at each Canada West AGM. The most expensive permutation of travel costs (air/bus/van) plus the subsidy for accommodation, meals, and on-site travel (when applicable) less the Host Guarantee divided by the number of participating Members shall constitute the Canada West Playoff Travel Subsidy rate for each sport.
  - ii) Year-end travel subsidy shortfall assessment – only when the budget pool is not sufficient.

### 5.2.2 Subsidy Rates

- a) Airfare: The Canada West Office shall calculate the cost for the two farthest participating Members in each respective sport by using the normal published excursion airfares at time of printing.
- b) An on-site ground transportation subsidy is provided to help offset the cost of inter-city transportation. This subsidy will be paid to teams who fly to a playoff site. The following rates are the maximum subsidy available per series/game.
  - \$300 for basketball, and volleyball
  - \$350 for ice hockey and soccer
  - \$450 for football
- c) Meals: \$20 per day for the maximum allowable number of days.
  - 1 day Men's Soccer – 1<sup>st</sup> Round
  - 1 day or 3 days Women's Soccer = 1<sup>st</sup> Round
  - 2 days Football /Men's & Women's Soccer – Final 4

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3.5 days                      Basketball / Volleyball / Ice Hockey

d) Accommodations: \$32 per day per participant for the maximum allowable number of nights

1 day                              Men's Soccer – 1<sup>st</sup> Round

1 day or 3 days              Women's Soccer – 1<sup>st</sup> Round

2 nights                          Football /Men's & Women's Soccer – Final 4

3 nights                          Basketball / Volleyball / Ice Hockey

### 5.2.3 Playoff Guarantees

The play-off guarantees are based on a \$5.00 admission charge and conservative projected spectator attendance figures. Attendance figures for best-of-three series are based on two gates.

Men's Basketball:	Play in Game	\$1,250 (250 spectators per game)
	Qtr/Semi Finals	\$4,000 (400 spectators per game)
	Bronze	\$750 (150 per night)
	Gold	\$2,000 (400 per night)

Women's Basketball:	Play in Game	\$1,000 (200 spectators per game)
	Qtr/Semi Finals	\$3,000 (300 spectators per game)
	Bronze	\$500 (100 per night)
	Gold	\$1,500 (300 per night)

Football:	Semi Finals	\$5,000 (1,000 attendance)
	Final	\$7,500 (1,500 attendance)

Men's Hockey:	Quarter Finals	\$2,000 (200 per game)
	Semi Finals	\$4,000 (400 per game)
	Final	\$5,000 (500 per game)

Women's Hockey:	Quarter Finals	\$1,000 (100 per game)
	Semi Finals	\$1,000 (100 per game)
	Final	\$2,000 (200 per game)

Men's and Women's Volleyball:	Qtr/Semi Finals	\$2,000 (200 per match)
	Bronze	\$500 (100 per night)
	Gold	\$1,500 (300 per match)

Men's Soccer:	Quarter Finals	\$250 (50 spectators per game)
	Final Fours	\$500 (100 for two days)

Women's Soccer:	Quarter Finals	\$500 (100 for three days)
	Final Four	\$500 (100 for two days)



### 5.2.4 Procedures for Filing and Receiving Rebates

- a) At the AGM, the Canada West Office shall present an updated Canada West Playoff Travel Subsidy Budget.
- b) On or about July 1, each Member shall be invoiced the amount of their share of Canada West Playoff Travel Subsidy Rate as defined for the sports in which they participate.
- c) The Monday following each playoff game/series, the Canada West Office shall forward invoices (net 30 days) for the appropriate host 'guarantee' fee owed by the host Member as noted above.
- d) Within ten (10) working days of each playoff game/series, the visiting Member(s) shall submit a travel claim to the Canada West Office. Failure to comply will result in a fine. See Section 7 of this policy for details. If the information has not been received fifteen (15) working days after the playoff game/series/championship event, the visiting Member will forfeit the travel portion of the rebate where receipts are required.
- e) Within twenty-one (21) working days of each playoff game/series, the Canada West Office shall forward to each Member a summary of any rebates that will be forthcoming.
- f) Prior to March 31, the Canada West Office shall indicate in writing to each participating institution the amount of rebate owing for that year.
- g) At the AGM, the Canada West Office shall provide each participating Member a cheque for the rebates owing in the sports included in the Canada West Playoff Travel Subsidy Program.

### 5.3 Playoff Officials' Expenses

For all sports not participating in the Best Officials Playoff Program, the host is responsible for the payment of officials' game fees, per diems, mileage, accommodations, ground transportation and air travel. The officials' game fees will be at the rate generally prevailing in the host province unless otherwise agreed between the Canada West Office, sport convenor and officials' assignor.

The Best Officials Playoff Program, which is addressed under item 5.4 of this policy, includes men's and women's basketball, men's and women's volleyball, football and men's and women's ice hockey.

### 5.4 Canada West Best Officials Playoff Program

Canada West has agreed to a 'Best Officials' Playoff Program for the sports of basketball, volleyball, football and ice hockey. This program has been designated as a "best officials" program and not a "neutral officials" program.

#### 5.4.1 Officials Covered Under the Program

Basketball - two traveling and one local. If there is not a local official considered to be part of the "best officials" program, then a third official may be brought in. Final Four - four traveling and two local

Volleyball - one traveling (first referee) and one local (second referee). Final Four - two traveling and two local officials. In addition, a local official will be assigned as the Head Official to serve on the Protest Committee and shall act as the “reserve official” in the event of illness or weather related travel issues preventing an assigned official from fulfilling their duties.

Football - a minimum of three traveling and four local. The number of travelling officials may be increased pending funding availability.”

Women’s Ice Hockey - One traveling referee, one local referee and two local linesmen.

Men’s Ice Hockey - One traveling referee, one local referee and two local linesmen.

### 5.4.2 Program Guidelines

A specific fund has been budgeted to cover travelling playoff officials’ hotel, meal and transport expenses. All schools participating in the sports covered by the program are billed equally for their annual contribution to the fund. A ceiling has been set to ensure that, whenever possible, the most economical and efficient mode of travel is utilized. The Canada West Office and playoff assignor’s work together to plan travel for playoffs so that ceiling caps are not exceeded.

Any excess contributions will be reimbursed back to Members as part of the fiscal year end cheques, any shortages will be billed accordingly.

Officials' playoff game fees are not included in the Best Officials Playoff Program fund and therefore are the responsibility of the host. The officials’ game fees will be at the rate generally prevailing in the host province unless otherwise agreed between the Canada West Office, sport convenor and officials’ assignor. For basketball, the officials’ game fees will be that agreed with the Basketball Panel and Canada West.

#### a) Transportation

**Airfares:** Lowest possible fare to be arranged by official and/or Coordinator of Officials. In the event of a shortened playoff series, a change fee may be reimbursed if it has been pre-approved by the Canada West Office.

**Ground:** Actual cost of bus/train ticket or rental vehicle arranged by official. Mileage of \$.45/km for personal car for agreed upon distance from official's home to game site. Actual cost of taxi from airport if required.

**NOTE:** If two officials are from the same city, they must travel together.

#### b) Accommodation

Host Member to arrange and pay for double occupancy hotel accommodations for the minimum number of nights required. Officials are to pay for all room incidentals. The host member should be in contact with the sport convenor,

Canada West Sport Manager and officials' assignor to confirm responsibility for hotel arrangements. Preferably, officials should be located at a hotel away from the participating teams.

c) Meals

A per diem, based on time away from their home city is paid. As these officials are employed by Canada West for these competitions, Canada West per diems (as opposed to provincial officials' organization's per diems) as per 3.6 b) of this policy will apply.

### 5.4.3 Program Procedures

a) Hosts:

- Are responsible to advise the Canada West office of the names of each of the officials who worked each of the playoff games they hosted
  - o Either by submitting the list as part of their claim for accommodations – or – can submit LEGIBLE pdf copies of all of the series' score sheets immediately after the conclusion of the playoff game/series
- Are responsible for playoff officials' game fees, for which they will be billed, from either the Canada West Office or from the sport's provincial organization. The officials' game fees will be at the rate generally prevailing in the host province unless otherwise agreed between the Canada West Office, sport Convenor and official's assignor. For basketball, the officials' game fees will be that agreed with the Basketball Panel and Canada West.
- Are responsible to make all onsite arrangements and pay directly for officials' accommodations (excluding football).
  - o The host will be reimbursed for hotel accommodations from the Best Officials' Playoff Fund following the game or series. All claims by hosts for accommodation expenses must be made within ten (10) working days of the event. Claims not submitted within ten working days are subject to fines.

b) Officials' Coordinators / Convenors:

- Are responsible to advise the host Members and the Canada West Office the names of each of the officials assigned, and indicate if they are travelling, for each playoff game / series:
  - o To the Host Schools
  - o To the Canada West Office
- Ensure all officials are provided with, or know where to obtain, an Expense Claim Form and that they know when, how and what to submit to the Canada West Office in order to be paid game fees and to be reimbursed for eligible travel expenses

c) Canada West Office:

Will pay officials:

- game fees direct to officials, once claimed
- reimbursement of allowed, authorized travel expenses: air, ground and meals

Will invoice hosts:

- Game fees paid to officials

Will pay hosts:

- Reimbursement of claimed accommodation expenses on the fiscal year end cheques

### 5.5 Canada West Track and Field Championships

To assist schools with the cost of hosting the Canada West Track and Field Championships, visiting teams will pay the host school \$750/school plus \$20/athlete to help off-set the costs of hosting the Championships. This is not intended to cover the full cost of hosting the Championships.

Examples:

- Team traveling 47 athletes would pay \$1,690 to the host
- Team traveling with 27 athletes would pay \$1,290 to the host

## 6. POLICY ON ADMINISTRATIVE BUDGETS FOR HONORARIUM BASED STAFF

The following policy will be reflected on the annual contracts signed by the honorarium based staff

1. Administrative budgets for the various honorarium based positions will be established annually as part of the overall association budget.
2. Annual administrative budgets will be confirmed with each honorarium based staff member at the start of their contract.
3. Funds within a sport Convenor's or sport official's coordinator administrative budget are to be used to offset costs associated directly with the execution of their Canada West duties and responsibilities.
4. Unused administrative budget referenced in paragraph 6 (3) funds may not be carried over to the next fiscal year. In rare circumstances, with the approval of the Finance Manager, unused funds may be carried over when there is a specific purpose or use.

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### 7. FINES

- a) Conference Seeding Representative Fails to Participate in U SPORTS Championship Seeding Conference Call (P3 – 5.7.9).....\$500
- b) Conference representative fails to participate in U SPORTS Awards selection conference call (P3 – 5.7.10).....\$500
- c) Institution or institutions representative (including a coach) fails to participate in any award selection vote .....\$500
- d) Failure to circulate eligibility certificates by deadline (P7 -1.5 and 1.6).....\$500
- e) Failure to notify the conference prior to the start of the season of a change to the annual schedule, including changes to start time (P8-6.6).....\$200
- f) Non-compliance to uniform regulations (P9 – 6).....\$500
- g) Failure to upload game film by designated deadline (P11 – 3e),4.1i) and 4.2 e).....\$200
- h) Failure of an Institution and/or coach to participate in the voting process for awards. (P15 – 1h) .....\$500
- i) Release by a member of All-Star or Major Award winners prior to established release date and time: (P15 – 4c).....\$500
- j) Failure to follow Canada West webcast regulations (P12)..... See Appendix B
- k) Failure to pay membership fees within 90 days of receipt of invoice. (bylaws 2.9).....2% of the outstanding fees
- l) Failure to submit playoff officials’ expenses report to Canada West Office by designated deadline (P16 – 5.3) .....\$500
- m) Failure to submit playoff subsidy report to Canada West Office by designated deadline (P16 – 5.1.4) .....\$500
- n) Failure to submit the playoff guaranteed Canada West Office by designated deadline (P16 – 5.2.4).....2% of the outstanding fees
- o) Failure to submit travel expenses for cost shared meetings to Canada West Office by designated deadline (P16 – 3).....\$200
- p) Competing head coach not present the Hardy Cup press conference (P 12 – 1.4).....\$500
- q) Failure to participate in CW football head coach media conference call (P 12-1.4).....\$200
- r) **Failure to adhere to Policy 13, Section 1.2 Game Night Duties / Information.....\$200**

#### NOTE:

1. Failure to take remedial action within 5 business days on items which resulted in a fine will result in an additional fine equal in value being assessed.
2. Repeat offenses in the same year will result in progressive doubling of fines.
3. Section 3 of the Protest Policy lists penalties and sanctions applicable to the policy.
4. Section 6 of the Conduct, Discipline and Appeals Policy lists penalties and sanctions applicable to the policy.

#### Appeals

Fines may be appealed by the institution’s Director of Athletics or designate to the Canada West Board of Directors. Appeals must be submitted in writing and received by the Canada West Office within two (2) business days of receipt of the fine. The member submitting the appeal will be invoiced for a \$100 non-refundable fee if the decision is upheld. The appeal must clearly

articulate the extenuating circumstances to be considered by the Board. The Board shall review the appeal and related documentation, and render a decision at their next monthly meeting. The ruling of the Board of Directors shall be final and binding.

### 8. FEES

- a) Request for Relief of Eligibility Requirements                      \$100  
Policy 7, Item 1.10c - Non-Refundable Administration Fee
  
- a) Conduct Appeals Fee    \$500  
Policy 6, Item 1.7.2 - Refundable if Appeal is upheld
  
- b) Protest Fee    \$250  
Policy 10, Item 4 - Refundable if Protest is Successful

**Appendix A**

**CANADA WEST PLAYOFF TRAVEL SUBSIDY  
Mode of Travel**

	UofA/ MU	UBC	BU	UofC/ MRU	UofL	UofM	UNBC	UofR	UofS	TRU/ UBCO	TWU/ UFV	UVic	UofW
UofA/ MU	X	Air	Air	Bus	Bus	Air	Air	Air	Bus	Air	Air	Air	Air
UBC	Air	X	Air	Air	Air	Air	Air	Air	Air	Bus	Bus	Bus	Air
BU	Air	Air	X	Air	Air	Bus	Air	Bus	Bus	Air	Air	Air	Bus
UofC/ MRU	Bus	Air	Air	X	Bus	Air	Air	*Bus	*Bus	Air	Air	Air	Air
UofL	Bus	Air	Air	Bus	X	Air	Air	Bus	Bus	Air	Air	Air	Air
UofM	Air	Air	Bus	Air	Air	X	Air	*Bus	*Bus	Air	Air	Air	None
UNBC	Air	Air	Air	Air	Air	Air	X	Air	Air	Bus	Air	Air	Air
UofR	Air	Air	Bus	*Bus	Bus	Bus	Air	X	Bus	Air	Air	Air	Bus
UofS	Bus	Air	Bus	*Bus	Bus	Air	Air	Bus	X	Air	Air	Air	Air
TRU/ UBCO	Air	Bus	Air	Air	Air	Air	Bus	Air	Air	X	Bus	Bus	Air
TWU/ UFV	Air	Bus	Air	Air	Air	Air	Air	Air	Air	Bus	X	Bus	Air
VIC	Air	Bus	Air	Air	Air	Air	Air	Air	Air	Bus	Bus	X	Air
WPG	Air	Air	Bus	Air	Air	None	Air	Bus	Bus	Air	Air	Air	X

\* Football – size of traveling party and distance (over 6 hours) warrants two buses.

NOTE: Travel Modes are the “same” for the following:

- University of Fraser Valley and Trinity Western University
- UBC Okanagan and Thompson Rivers University
- University of Calgary and Mount Royal University
- University of Alberta and MacEwan University

# CANADA WEST – POLICY #16: FINANCE

## Appendix A-2

### CANADA WEST FLIGHT CEILINGS: 2022 - 2023 Face to Face Meeting Cost Shares Updated 2023 Feb. 25

	Departure Origins												
	YEG	YVR	YBR	YYC	YQL	YWG	YXS	YQR	YXE	YKA	YLW	YXX	YYJ
Destination	UofA / Mac	UBC	BU	UofC / MRU	UofL	Uof M / Uof W	UNB C	UofR	UofS	TRU	UBC O	TWU / UFV	UVic
Victoria Oct2022 - Special Mtg	650	-	1,000	525	575	800	550	850	725	600	525	-	-
Vancouver Feb2023 - Regular Mtg	500	-	1,000	475	750	675	650	875	650	725	625	-	-
Regina May2023 - AGM	800	875	1,050	650	950	875	950	-	750	800	800	875	900
Kelowna Apr2023 SID	400	375	650	400	525	575	500	575	675	-	-	400	450
Calgary Apr2023 AT		-	375	700	-	-	625	475	600	675	425	500	350

**\*\* Additional meetings, other than those listed above, may be required and will be subject to the same cost ceilings for matching destinations**

*Chart will be updated when and if any additional locations for in-person meetings are scheduled*



## Appendix B

### Broadcasting and Streaming Fines: Policy 12 Infractions

DESCRIPTION	POLICY	FINE
<b>1</b> Unauthorized broadcast, or stream of a CW event, or CW NC/EX event using a service other than Canada West TV.	12/1.1	\$1,500
<b>2</b> Failure to webcast CW mandatory sport event (per game), or CW championship event (per game for rugby, per day for swimming, track & field, and wrestling).  <i>NOTE: Applicable only to soccer during the 2019 season, a fine of \$250 will apply for not webcasting a sport. See Policy 12, 1.3a for more details.</i>	12/1.3a	\$500
<b>3</b> Unauthorized webcast of a non-Canada West sanctioned sport event using Canada West TV.	12/1.3b	\$500
<b>4</b> Unauthorized webcast of a U SPORTS national championship event using Canada West TV.	12/1.3c	\$500
<b>5</b> Improper stream name, or late encoder start resulting in the late start of a stream: <ul style="list-style-type: none"> <li>• Feed transmission begins AFTER scheduled stream start time: First offence \$125, future infractions \$250</li> <li>• Feed transmission begins AFTER scheduled event start time (based on CanadaWest.org): First offence \$250, future infractions \$500</li> </ul>	12/1.4a	\$125/\$250 \$250/\$500
<b>6</b> Failure to have an event archived on Canada West TV. <ul style="list-style-type: none"> <li>• Soccer game not submitted for archiving by 5 p.m. PT on the first Wednesday following competition</li> <li>• Incorrect stream name resulting in a previously archived event being overwritten and is still unavailable by 5 p.m. PT on the first Wednesday following competition.</li> </ul> <i>NOTES: In 2018-19 members are responsible for submitting coaches film for any non-live webcast soccer games.</i>  <i>Incorrect stream names will force an existing event archive to be overwritten. Members will be notified on the Monday following competition if an existing archive has been</i>	12/1.4d	\$125 \$125

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	<p><i>overwritten and needs to be replaced. Members have two options when replacing an overwritten archive:</i></p> <ol style="list-style-type: none"> <li><i>1. Provide Yare with a transcoded version of the event – not coaches film, except for non-live webcast soccer games – capable of being viewed at the following resolutions: 240p, 360p, 540p, or 720p</i></li> </ol> <p><i>Pay a \$50 fee to cover the costs associated with archive recovery by Yare. For this option, Canada West will make payment to Yare and then invoice the member at a later date.</i></p>		
<b>7</b>	<p>Insufficient internet infrastructure resulting in repeated stream drops (during the same event, or repeatedly from week-to-week from the same venue)</p> <p><i>NOTE: The CW office will notify host member of issues flagged by Yare. No fine will be issued the first occurrence, but can be issued if problems persist. Maximum fine of \$1,500 per venue, per season)</i></p>	12/1.4b	\$500
<b>8</b>	Failure to transmit an uninterrupted high definition video feed throughout the event.	12/1.5a	\$500
<b>9</b>	Failure to use/improper use of a scorebot for mandatory scorebot sports.	12/1.5b	\$250
<b>10</b>	Lack of at least one active camera for mandatory sports.	12/1.5c	\$500
<b>11</b>	Lack of a commentator throughout the course of an entire event (video feed being provided).	12/1.5d	\$500
<b>12</b>	Audio issues leading to an interruption in play-by-play for a portion of the webcast.	12/1.5d	\$250
<b>13</b>	Lack of usage/improper use of the approved CW TV scoreboard (as outlined in the CW TV Guide).	12/1.5e	\$250
<b>14</b>	Failure to use required Canada West provided content for pre-game, intermission/halftime, and post-game (as outlined in the CW TV Guide).	12/1.5f	\$250
<b>15</b>	Failure to use the Canada West graphics package provided to members by the Canada West office (as outlined in CW TV Guide).	12/1.5g	\$250
<b>16</b>	Use of unauthorized broadcast elements.	12/1.5h	\$250
<b>17</b>	Failure to fulfill an agreed to interview for a broadcast, or webcast.	12/1.6c	\$250
<b>18</b>	Failure by a coach to provide media availability following an event.	12/1.6c	\$250

**Appendix C**

Sports Information Fines: Policy 13 Infractions

	<b>DESCRIPTION</b>	<b>POLICY</b>	<b>FINE</b>
<b>1</b>	Late submission of season, championship, or awards materials	13/2.1b	\$200
<b>2</b>	Late submission of awards biography	13/2.1b	\$200
<b>3</b>	Failure to upload team rosters one week prior to the member’s first CW event, or failure to update roster as needed during the season.	13/2.1c	\$200
<b>4</b>	Failure to abide by statistical file formatting guidelines	13/2.1d	\$200
<b>5</b>	Failure to abide by standard SID roster format, or failure to upload SID roster to designated location (ie. Dropbox).	13/2.1e	\$200
<b>6</b>	Failure to adhere to the CW scoresheet guidelines	13/2.1g	\$200
<b>7</b>	Failure to submit team photos one week prior to CW Championship.	13/2.1j	\$500
	Use of a non-approved statistical software to stat CW events.	13/2.2.1	\$500
<b>8</b>	Recurring statistical inaccuracies.	13/2.2.2	\$500
<b>9</b>	Failure to adhere to the CW event recap requirements.	13/2.3	\$200
<b>10</b>	Late, or incomplete submission of game results.	13/2.4 13/2.5	\$200
<b>11</b>	Late posting of CW event recap to the CW site.	13/2.4 13/2.5	\$200
<b>12</b>	Failure to submit discipline reports by designated deadline to the CW Office and designated sport convenor.	13/2.4 13/2.5	\$500
<b>13</b>	Failure to submit game sheets to the CW Office and designated sport convenor.	13/2.4 13/2.5	\$200
<b>14</b>	Failure to submit Tournament/Meet Results by designated Deadline.	13/2.4 13/2.5	\$200
<b>15</b>	Failure to provide digital photograph of the winning conference championship team (banner/trophy shot) to the CW Office.	13/2.5	\$500
<b>16</b>	Head football coach participating in the Hardy Cup not present at the Hardy Cup press conference.	13/3.1a	\$500
<b>17</b>	Head football coach with a televised game not present for CW football weekly coaches call.	13/3.1b	\$200