

## Canada West Universities Athletic Association Operations Manual

### Summary of important timelines

The following document references important deadlines listed within the Canada West Operations Manual only. It is highly recommended that all members review the Operations Manual to familiarise themselves with all policies/regulations as the following are meant to be used as guidelines only.

ACTIVITY/EVENT	TIMELINES	POLICY REF.
Application deadline for member to add a sport.	for participation 24-25	CW-P1-5.1.1
All student-athletes and coaches are required to complete the annual U SPORTS-CCES doping education e-Learning course. in advance of participation in competition (conference or non-conference).	U SPORTS - P40.30.2.1.2	Prior to competition
Member institutions are required to present eligibility educational seminars to their student-athletes.	U SPORTS - P40.30.2.2	prior to or within the first two (2) weeks of the competitive season
Deadline for coaches committees to submit request to board to hold meeting in location not in compliance with policy.	September 15 Fall sports; October 15 Winter Sport	CW-P3 - 5.9.4
Deadline to circulate initial eligibility certificate (unsigned) to Canada West Office and members FOR ANY SPORT	7 days prior to the first competition or before U SPORTS deadline	CW-P7 - 1.5
Deadline to circulate additions to any eligibility certificate to Canada West Director of Sport and members.	72 hours (local time) prior to the start of competition.	CW-P7 - 1.6
Deadline to circulate initial football eligibility certificate (signed) to Canada West Director of Sport and U SPORTS	October 1st	U SPORTS 40.30.3.5.2.1
Deadline to circulate initial soccer eligibility certificate (signed) to Canada West Director of Sport and U SPORTS.	October 1st	U SPORTS 40.30.3.5.2.1
Deadline to circulate initial field hockey eligibility certificate (signed) to Canada West Director of Sport and U SPORTS.	October 1st	U SPORTS 40.30.3.5.2.1
Deadline to circulate initial cross country eligibility certificate (signed) to Canada West Director of Sport and U SPORTS.	October 1st	U SPORTS 40.30.3.5.2.1
Deadline to circulate initial rugby eligibility certificate (signed) to Canada West Director of Sport and U SPORTS.	October 1st	U SPORTS 40.30.3.5.2.1
Deadline to circulate initial basketball eligibility certificate (signed) to Canada West Director of Sport and U SPORTS.	November 1st	U SPORTS 40.30.3.5.2.1
Deadline to circulate initial ice hockey eligibility certificate (signed) to Canada West Director of Sport and U SPORTS.	November 1st	U SPORTS 40.30.3.5.2.1

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Deadline to circulate initial volleyball eligibility certificate (signed) to Canada West Director of Sport and U SPORTS.	November 1st	U SPORTS 40.30.3.5.2.1
Deadline for members to file for playoff travel subsidy	10 working day following playoff game/series	CW-P16 - 5.2.4
Deadline for playoff host institutions to submit claims for officials accommodations.	10 working day following playoff game/series	CW-P16 - 5.3
Deadline to circulate initial swimming eligibility certificate (signed) to Canada West Director of Sport.	December 1st	U SPORTS 40.30.3.5.2.1
Deadline to circulate initial wrestling eligibility certificate (signed) to Canada West Director of Sport.	December 1st	U SPORTS 40.30.3.5.2.1
Office to notify members, including Presidents, of date, time and location of Regular Meeting and request voting delegates.	21 to 60 days prior to Regular Meeting	CW-BL 3.8 a)
Deadline for members designated as hosts of U SPORTS to submit a contingency plan for the hosting of any CW Championship that may be scheduled on the same weekend.	30 days prior to Regular Meeting	CW-P8 - 4
Deadline for members to submit proposal for addition to the agenda for the Regular Meeting.	21 days prior to Regular Meeting	CW-BL 3.16
Deadline for University Presidents to submit appointment of delegates for the Regular Meeting.	21 days prior to Regular Meeting	<b>CW-BL 3.21</b>
Deadline to circulate initial track & field eligibility certificate (signed) to Canada West Director of Sport.	January 21st	U SPORTS 40.30.3.5.2.1
Deadline to submit initial curling eligibility certificate to U SPORTS.	see championship bulletin	U SPORTS- P40.30.3.5.2.1
Office to notify members, including Presidents, of date, time and location of AGM and request voting delegates.	21 to 60 days prior to AGM	CW-BL 3.8 a)
Deadline for head therapist committee to submit minutes from meeting.	60 days prior to AGM	CW-P3 - 5.8.5
Deadline for members to file for playoff travel subsidy	10 working day following playoff game/series	CW-P16 - 5.2.4
Deadline for playoff host institutions to submit claims for officials accommodations.	10 working day following playoff game/series	CW-P16 - 5.3
Deadline for coaches committees to submit minutes from meetings.	April 1	CW-P3 - 5.7.5
Deadline for CW Office to circulate President, VPs and Managing Director Report to be circulated to members.	30 days prior to AGM	CW-BL 3.13
Deadline for members to submit nomination for election of officers.	30 days prior to the AGM.	CW-BL 4.5

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Deadline for members to submit proposed amendments to By-laws.	30 days prior to AGM	CW BL 8.3
Deadline for members to submit proposal for addition to the agenda for the AGM.	21 days prior to AGM	CW-BL 3.15
Deadline for University Presidents to submit appointment of delegates for the AGM.	21 days prior to AGM	CW-BL 3.20
Deadline for the office to circulate proposed amendments to the by-laws to members.	21 days prior to AGM	CW-BL 8.3
Deadline for declaration of participation for next 2 years.	AGM	CW-P1 - 4.1
Next deadline for new member applications.	January 2023	CW-P1 - 2.2
Deadline to declare in football, soccer, field hockey , cross country and rugby with U SPORTS	U SPORTS	Oct 1st
Deadline to declare in basketball, hockey and volleyball with the U SPORTS	U SPORTS	Nov 1st
Deadline to declare in swimming and wrestling with the U SPORTS	U SPORTS	Dec 1st
Deadline to declare in track & field and curling with the U SPORTS	U SPORTS	Jan 21st

**Notes:**

Deadlines related to the application of the Communications, Results and Statistics Policy will be circulated by the Associate Director, Communications at the start of the season.

Deadlines related to the application of the Medical Support Services Policy are clearly articulated in the document. Each institutional head-therapist should familiarize themselves with the policy.

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Members

ACTUAL DATE
31-Oct-22
member to identify
member to identify
15-Sep-22
member to identify
member to identify
01-Oct-22
01-Oct-22
01-Oct-22
01-Oct-22
01-Oct-22
01-Oct-22
01-Nov-22
01-Nov-22

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01-Nov-22
fall
fall
01-Dec-22
01-Dec-22
06-Dec-22
06-Jan-23
16-Jan-23
16-Jan-23
21-Jan-23
member to identify
02-Mar-23
02-Mar-23
spring
spring
01-Apr-23
01-Apr-23
01-Apr-23

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01-Apr-23
10-Apr-23
10-Apr-23
10-Apr-23
AGM
01-Jan-23
01-Oct-22
01-Nov-22
01-Dec-22
21-Jan-23

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