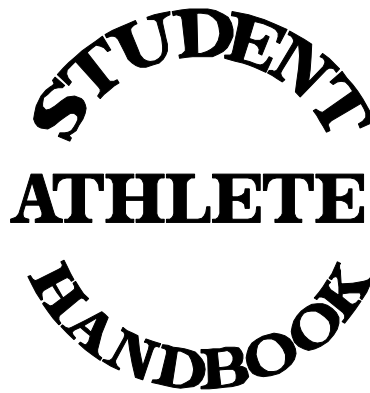


# BISHOP'S UNIVERSITY



## ATHLETIC DEPARTMENT



## **INTRODUCTION**

This information is intended to provide direction for all student-athletes, coaches, and athletic department members who participate in inter-university student competition. The purpose of this information is to make student-athletes aware of their responsibilities, the responsibilities of the department and to clarify rules and regulations.

Please take the time to read all information and should you have any questions feel free to talk to your coach or any member of the Athletic Staff.

Go Gaiters!

Athletic Department

## **MISSION STATEMENT**

Bishop's University Athletics is committed to the University's goal of helping individuals realize their full potential in their intellectual, spiritual, social, and physical dimensions.

To this end, we provide athletic opportunities that meet the talents, interests, and needs of a broad range of individuals. We encourage meaningful interaction through a variety of programmes and activities available for men and women including recreation, intramurals, club sports, and a select group of competitive interuniversity athletic teams.

We strive to provide high quality coaching, support services, scheduling, facilities and equipment which enable us to achieve the greatest degree of success with our student-athletes and teams. Consistent with our tradition, the Department of Athletics dedicates itself to the pursuit of excellence in interuniversity competition, thereby creating pride and affinity with our alumni and friends, while generating positive recognition for the University and the local community.

# Student-Athlete Code of Conduct

## Student-Athlete Code of Conduct

The Bishop's University Department of Athletics requires that all student-athletes conduct themselves consistent with the tradition of academic and athletic excellence at Bishop's University, and according to the highest standards of ethical behaviour.

A student-athlete is defined for the purpose of this code as a BU student meeting all QSSF, CUFLA, and CIS eligibility requirements who has been selected to be a member of a Bishop's University Class A, B, inter-university team or Class C Varsity Club Team.

Bishop's University student-athletes are required to conduct themselves in accordance with all Bishop's University policies, including the Bishop's University Code of Student Conduct (<http://www.ubishops.ca/administration/CONDUCT.htm>)

Involvement in inter-university sports imposes an additional responsibility on student-athletes. If a student-athlete is facing a suspension or expulsion from the university as a result of a complaint under the Bishop's University Code of Student Conduct, the procedures and sanctions related to the student misconduct under the Bishop's University Code of Student Conduct will apply.

Generally, the Head Coach, in accordance with league regulations and issues pertinent to the specific sport, is responsible for the establishment and implementation of team rules. The Bishop's University Department of Athletics requires that all teams establish team norms that meet the high standard of behaviour outlined in this code.

## Behavioural Requirements

The Student-Athlete Code of Conduct applies to a student-athlete's conduct that is associated with student membership or participation in any Bishop's University inter-university or Varsity Club and that has, or might reasonably be seen to have, an adverse effect on the proper functioning of the university, the rights of members of the Bishop's University community or the reputation of Bishop's University.

The Bishop's University Department of Athletics demands the following from its' student-athletes. Failure to adhere to such requirements is an offense under this code.

1. Student-athletes will commit to setting an excellent example and understand their responsibilities as role models. Their behaviour will reflect well on the reputation of Bishop's University by treating their teammates, opponents, officials, spectators and the public in general with respect and consideration.

2. Student-athletes abide by the rules and regulations of their sport as set out by the QSSF, CUFLA, and CIS (including the use of illegal/banned substances) and the sport

governing body.

3. To help promote good relations with all concerned, student-athletes commit to conduct themselves in all situations in a manner that will maintain and enhance positive student-athlete/coach relations.

4. Student-athletes understand that an important principle in life is respecting others and the property of other people. Therefore Bishop's student-athletes pledge to not willfully damage the property of others, which could include, but is not limited to, hotel rooms, facilities at Bishop's University and other universities, as well as transportation vehicles. Student-athletes will treat others and themselves with respect and dignity.

5. Student-athletes will not engage in sexist, racist or discriminatory language and/or behaviour.

5.1 Student-athletes will commit to compete at peak performance therefore student-athletes will not consume/use alcohol or illegal/banned substances while on route to or from, or at the site of athletic events/contests, hotels, competitions or practices. Please note that all CIS student-athletes are subject to random testing for the use of illegal drugs. **Positive drug tests can result in a ban from CIS participation.** The consumption or possession of alcohol on Bishop's University team sanctioned transport is strictly prohibited. At Department of Athletics sanctioned events, or those events sanctioned by other QSSF, CUFLA, and CIS member institutions where alcohol may be available, student-athletes are required to adhere to all provincial and/or federal laws and conduct themselves responsibly.

**5.2 Student-athletes will not consume/use alcohol forty eight (48) hours prior to any competition. As a student-athlete, your actions are constantly in the public eye and reflect directly on your team and on the University. Bishop's University coaches condition their student-athletes so that on game day they can compete at peak performance. Failure to adhere to this 48 Hour Rule can allow individual coaches to sanction the student-athlete as they see fit. Repeated infraction of this rule may lead to suspension from the team.**

**5.4 Student-athletes will not engage in any hazing/initiation activities of any type.** In response to the dangerous practices that are often inherent with initiations and hazing and their resulting consequences on both the individuals and the teams involved, Bishop's University Athletic Department has established the following policy as a guiding principle. The Athletic Department recognizes their responsibility in the protection of its student-athletes, teams and clubs, and seeks to protect the integrity of both the Department and the University.

**“Bishop's University will not tolerate in any form team/club initiations or hazing as a prerequisite to inclusion, either on or off campus, unless the initiation is directly supervised by the coaches responsible for their respective teams and does not include events that involve alcohol abuse, inappropriate behaviour and**

**conduct, theft, destruction of property, acts of a lewd and vulgar nature or any form of activity that infringes on one's individual rights. Any team/club guilty of engaging in the aforementioned practises of initiation can and will be sanctioned severely. The sanctions imposed can and will be directed towards both the individuals involved and the team/club they represent, and will include but not be limited to, suspension from the team/club, probation for the individual or team/club, reduction or withdrawal of financial support, withdrawal of athletic awards for the year and suspension from post-season competition."**

**Note: No policy can address, in specific fashion, all possible situations, which may take place. When this policy does not address a specific behaviour, student-athletes and teams are expected to conduct themselves and their activities in a spirit of social responsibility and respect for others.**

## **UNIVERSITY ACADEMIC INFORMATION**

**Note:** The University Academic calendar is the only complete written set of academic regulations governing all Bishop's students. Your Divisional Academic Dean is an important resource in helping you interpret the regulation.

### **1. ACADEMIC ELIGIBILITY**

To participate in interuniversity competition you must be registered in at least 3 courses (9 units of credit) per semester unless you are graduating. You must remain registered in these courses throughout the competitive season.

## **FULL TIME REQUIREMENTS**

### **2. HOW TO REMAIN ACADEMICALLY ELIGIBLE**

For full-time students, registered at the University for a minimum of 2 consecutive semesters, a cumulative average of 55% calculated at the end of each regular academic year (September through April) will be required to remain in good academic standing. (See sections on School of Business and School of Education for particular requirements of these programmes).

For part-time students, registered at the University for a total of 18 credits or more, a cumulative average of 55% calculated at the end of each regular academic year (September through April) will be required to remain in good academic standing.

Students who do not achieve this standard will be subject to the following regulations:

1. Both full-time and part-time students failing to achieve a 50% average will be required to withdraw from the University for 12 months beginning with the Bishop's Summer School, after which they may apply to be considered for re-admission. Please note: A student may be required to withdraw without first being placed on probation if their academic performance requires it.
2. Students with averages between 50% and 54% will be placed on academic probation. Full-time students will be required to raise their cumulative average to 55% by the end of the next regular academic year (September through April). Part-time students will be required to raise their cumulative average to 55% over the next 9 credits attempted. Students on probation who fail to achieve the 55% in that period will be required to withdraw from the University for 12 months beginning with the Bishop's Summer School, after which they may apply to be considered for re-admission.

3. Students completing courses in the Bishop's Spring School, or supplemental or deferred examinations, will have their cumulative average re-calculated on receipt of those final results. Their academic standing will be revised at that time should their new cumulative average require such a change. Supplemental examinations must be written prior to the add/drop deadline to alter a student's academic standing in that semester.
4. These regulations are implemented by the Division's Deans and the academic Standing Committee and administered by the Director of Admissions.
5. Decision of the Divisional Deans on academic probation, withdrawal from the University, and subsequent re-admission are binding. A student may request the Academic Standing Committee to re-consider an unfavourable decision, but such a request does not necessarily constitute a basis for provisional re-admission. Only one request for re-consideration of a Dean's decision will be heard by the Committee in each case. Students wishing to request re-consideration should contact the Admission Office for additional information on the process by July 15<sup>th</sup>. Decisions will normally be made by the Academic Standing Committee in mid-August.

## **GENERAL INFORMATION**

1. The specific regulations regarding maintenance of good standing in the programmes of the Business Division and the School of Education are in effect in addition to the regulations above and following, where applicable. (see Business or Education)
2. The cumulative average is calculated using all courses attempted at Bishop's including those in which a grade of "0" is received, with the exception of extra degree credit ESL courses, and courses from which students have withdrawn with permission. The courses are weighted according to their credit value.
3. Courses completed elsewhere are not included in the calculation of Bishop's University's cumulative average (see Credit for Studies Completed Elsewhere).
4. Should a student repeat a course at Bishop's in which a mark has already been received, the mark awarded in the second registration will be used in the calculation of the cumulative average and credits awarded, regardless of whether it is the higher or lower mark. Repeated courses will not affect academic standing, which is based on academic performance in a particular academic year.

5. Students with a failing cumulative average (i.e. below 50% will not be eligible to graduate from the University. (see Additional Graduation Requirement in Business Administration.)
6. Students who have been asked to withdraw may not register for any course(s) at the University or complete courses elsewhere on a letter of permission.
7. Applications for re-admission must be submitted in writing to the Admission Office. Students who are re-admitted will be admitted on probation.
8. A full-time student on academic probation may not be registered in more than 15 credits not including lab credits per semester. A part-time student on academic probation may not register in more than 9 credits not including lab credits until probation has been removed. Both ESL courses and EWP 099 are included in the credit count.
9. "Academic probation" and "must withdraw for academic reasons" will be recorded on the transcript of the students concerned.
10. Formal written notification from the Academic Standing Committee or the Director of Admissions is the only valid statement of a student's academic standing. Opinion expressed by or information provided by individuals are not binding unless confirmed in writing by the Committee or the Director of Admissions.
11. In cases of alleged procedural errors, incorrect information, or discrimination, an appeal may be made to the Student Appeals Committee.
12. Inquiries regarding any of the above should be addressed to the Admission Office.

## **COURSE ADD, DROP DEADLINE**

8 class days following the first day of classes.

## **COURSE WITHDRAWAL (with permission)**

Usually 7 weeks after the 1<sup>st</sup> day of class

**PLEASE NOTE: NON-ATTENDANCE AT CLASS OR NOTIFICATION OF THE INSTRUCTOR DOES NOT CONSTITUTE COURSE WITHDRAWAL. WRITTEN PERMISSION FROM YOUR ACADEMIC DEAN MUST BE SECURED.**

**SCHOLARSHIPS, AWARDS, LOANS** are administered directly by the university, please refer to the Academic Calendar.

## **ATHLETIC AWARDS**

There are various categories that are allowable under CIS Regulation. The categories are:

- a) Federal Government
- b) Provincial Government
- c) Sports Governing Bodies
- d) University Athletic Awards
- e) Academic Scholarship with Athletic Component
- f) Alumni, Private and Corporate Awards

For specific information always check with the Director of Athletics to make sure that awards received do not jeopardize your eligibility.

For entering students, the recipient must have a minimum grade of 80% or equivalent.

The recipient must be a Canadian Interuniversity Sport – eligible athlete who has been a full-time student for at least two semesters in an academic year at the member institution providing the award and have attained 65% G.P.A. or the equivalent within the previous academic year of student.

The following is a list of awards offered that have an athletic component:

- |   |                                 |
|---|---------------------------------|
| - <b>Hon. G. Howard Ferguson Cup</b>        | - <b>Robert Goldberger</b>      |
| - <b>Strathcona Foundation Plaque</b>       | - <b>Ron Kaulbach</b>           |
| - <b>Ross Hunting Prize</b>                 | - <b>Zdenek Munzar</b>          |
| - <b>Charles A. Shearson Memorial Prize</b> | - <b>Thomas Price</b>           |
| - <b>Webster Prize</b>                      | - <b>Riddell Gaiter Classic</b> |
| - <b>Owen Carter</b>                        | - <b>Joe &amp; Yvonne Scott</b> |
| - <b>John &amp; Pattie Cleghorn</b>         | - <b>Paul Gratias Award</b>     |
| - <b>Wally Denver</b>                       | - <b>Roger V. Hardy Bursary</b> |
| - <b>James Etcheverry Award</b>             |                                 |

## **CIS ACADEMIC REQUIREMENTS FOR ATHLETIC ELIGIBILITY**

### **1. Academic Year**

An academic year is defined as being 365 consecutive days calculated from the first day of fall classes as set out in a member institution's official calendar. A year is defined as a period of 365 consecutive days.

### **2. Course Load Requirements**

- A student-athlete must be enrolled in a minimum of three (3) courses (minimum 9 credit hours or equivalent) in the term in which they are competing within Canadian Interuniversity Sport, unless there are circumstances within their academic program which would warrant an exception to this ruling and in which the university continues to declare this individual a full-time student in that term (such as graduate students, registered special needs students and co-op students).
- Special needs student-athletes are eligible provided that their post-secondary institution has deemed that they are enrolled in the equivalent of a full course load as defined by their institution. A special needs student is a student with a disability or as deemed so by the institution.
- Any student-athlete registered in a co-op program and on a recognized work term to fulfill a required co-op component of their academic program will be eligible to participate for that institution.

### **3. Academic Standing**

- A student-athlete who successfully completes a minimum of three full courses, or six half courses, or eighteen semester hours during the academic year at a degree granting institution, is a student in good standing for that academic year, unless there are circumstances within their academic program which would warrant an exception to this ruling and in which the university continues to declare this individual a full-time student (such as graduate students, registered special needs students, and co-op students).
- In order to be eligible for Canadian Interuniversity Sport competition, a student-athlete who has attended and been charged with a year of eligibility in a recognized sport of Canadian Interuniversity Sport at a degree-granting post-secondary institution must have been a student in good standing in that year.

- A special needs student must be considered in good standing at his/her institution in order to be eligible for the following year.
- Any student-athlete who is ineligible to compete in Canadian Interuniversity Sport competition because the athlete is no longer a student in good standing, must, over and above previously attained academic credits, successfully complete within an academic year; three full courses, or six half courses, or eighteen semester hours at a recognized post-secondary institution where courses are recognized for credit at the member institution registering the Canadian Interuniversity Sport athlete. **The student-athlete is eligible for participation immediately upon successful completion of the above academic requirements.**
- Any student-athlete who has been required to withdraw by their institution can compete immediately upon successfully completing 18 credit hours within a twelve month period at any post-secondary institution where courses are recognized for credit at the member institution registering the Canadian Interuniversity Sport athlete. Exception: Any student-athlete who successfully completes 18 credit hours, but is required to withdraw by their institution for academic reason, will be eligible upon re-admittance to any member institution, subject to the transfer rule if applicable.
- Subject to the two above policies, a student-athlete transferring from a non-degree granting institution to a Canadian Interuniversity Sport member institution, is considered to be a student in good standing if the student has achieved a minimum 60% average of those courses utilized to determine the student's university admission. This includes all CCAA institutions.

## **STUDENT-ATHLETES ENTERING DIRECTLY FROM ANOTHER CANADIAN INTERUNIVERSITY SPORT INSTITUTION**

### **Participation**

An athlete, who has participated in a recognized sport of Canadian Interuniversity Sport, at a degree granting post-secondary institution shall not be eligible to transfer and participate in the same sport at another member institution in the same academic year.

Within men's football, any athlete attending a training camp at one institution cannot participate for another Canadian Interuniversity Sport member institution in the same competitive season.

Within men's football, it is unacceptable for non-registered student-athletes to practice with a member's team in spring training camps and out of season practice sessions. Such practices are restricted to Canadian Interuniversity Sport eligible registered students of that institution.

A student-athlete, who transfers from one Canadian Interuniversity Sport member institution to another member institution, must not participate for a period of one calendar year in the recognized sport of Canadian Interuniversity Sport in which such athlete participated at the previous Canadian Interuniversity Sport institution in order to be eligible for Canadian Interuniversity Sport participation.

A student-athlete that enrolls in a graduate degree program at a member institution who completed their undergraduate degree at another member institution the previous academic year, shall retain any available eligibility to participate immediately. This shall be a one-time allowance.

### **Discontinuance of a Sport**

Notwithstanding an athlete who is registered at a Canadian Interuniversity Sport member institution and who successfully completes at least one academic year at that institution, shall be allowed to transfer to another institution and participate immediately when the original member institution cancels the sport.

### **Discontinuance of an Undergraduate Program**

An athlete who is registered at a Canadian Interuniversity Sport member institution, which has discontinued the undergraduate program in which the athlete was registered, shall be allowed to transfer to another institution and participate immediately when the member institution cancels the undergraduate program.

## **STUDENT-ATHLETES ENTERING DIRECTLY FROM A NON-CANADIAN INTERUNIVERSITY SPORT POST-SECONDARY INSTITUTION**

Canadian Colleges Athletic Association (CCAA)

A student-athlete, who transfers to a member institution from a post-secondary degree or non-degree granting institution that participates in the Canadian Colleges Athletic Association leagues shall be eligible to participate immediately in Canadian Interuniversity Sport competition, unless:

- a) the athlete has participated in any post-secondary institution game or games in that semester or term, or
- b) the athlete has not achieved a minimum 60% average or equivalent on those courses utilized to determine his/her university admission or
- c) the athlete has completed his/her CCAA eligibility as per Policy.

### **Non-Degree Granting Institutions (excluding CCAA)**

A student-athlete, who transfers to a Canadian Interuniversity Sport member institution from a post-secondary non-degree granting community or university college (within Canada or otherwise), shall be eligible to participate immediately in Canadian Interuniversity Sport competition, unless the athlete has participated in any post-secondary institution game or games in that semester or term.

In addition, a student competing at an institution in the NJCAA will be eligible immediately provided that he/she has achieved a minimum of 60% or equivalent in his/her last year at the NJCAA institution.

### **Non-Canadian Degree Granting Institutions**

A student-athlete, who transfers to a Canadian Interuniversity Sport member institution from a non-Canadian post-secondary degree granting institution (such as the NCAA and NAIA), cannot participate for a period of one calendar year in the sport in which such athlete participated at the previous post-secondary institution in order to be eligible for Canadian Interuniversity Sport participation.

## **YEARS OF PARTICIPATION**

### **Maximum Years**

An athlete shall be allowed to participate in Canadian Interuniversity Sport competition for five (5) years.

An athlete who has completed their eligibility to participate in any recognized sport of Canadian Interuniversity Sport within another post-secondary jurisdiction, in accordance with that jurisdiction's rules, is ineligible for Canadian Interuniversity Sport competition, with the following exceptions:

- a) NJCAA student-athletes
- b) NCAA and NAIA student-athletes who participated for three or less years of NCAA or NAIA competition but are no longer eligible for NCAA or NAIA competition because of the jurisdiction's respective time-clock / terms of attendance regulations.
- c) CEGEP student-athletes are subject to Policy "CEGEP participation".

### **Post-Secondary Participation (conference and non-conference)**

The appearance of the name of an athlete on any score sheet or entry form or results sheet, within Canadian Interuniversity Sport, shall be deemed as participation in that game or competition for which the athlete was registered.

Within Canadian Interuniversity Sport, an athlete shall be charged with a year of eligibility for each year of competition where the athlete participated in any one of the following:

- a) Participation in three or more non-conference competitions or tournaments, wherein any number of competitions that occur during three consecutive days shall count as one non-conference competition for the purposes of this rule. This includes participation within a club or community league, beyond Canadian Interuniversity Sport conference competition, during the academic year.
- b) Participation in two or more conference competitions if there is no non-conference schedule in that sport as determined by the institution.
- c) Any participation in a conference playoff or conference-specific competitive structure that determines qualification to a Canadian Interuniversity Sport Championship.
- d) Any participation in a Canadian Interuniversity Sport Championship.

Within another post-secondary jurisdiction other than Canadian Interuniversity Sport, an athlete shall be charged with a year of eligibility in accordance with that jurisdiction's regulations.

Participation which occurs exclusively within a club or community league involving a Canadian Interuniversity Sport member in a Canadian Interuniversity Sport recognized sport will not result in the charging of a year of eligibility.

Athletes participating and representing their institution in a sport recognized by Canadian Interuniversity Sport prior to August 31<sup>st</sup> will be considered to have participated in the academic year in which such participation occurred. Participation on or after August 31<sup>st</sup> will be considered as participation in the following academic year.

An athlete who was not registered in the required number of courses for Canadian Interuniversity Sport competition as per Academic Standing Policy in the fall term (September-December), but who has registered for the required number of courses for Canadian Interuniversity Sport competition as per Academic Standing Policy in the winter term (January-April), shall be eligible to participate as of December 26 in that academic year.

### **CEGEP Participation**

CEGEP athletes shall be charged with a year of Canadian Interuniversity Sport eligibility for each year of participation beyond three (3) years in CEGEP athletic programs in a recognized sport of Canadian Interuniversity Sport.

Within Men's Basketball (and beginning with the 2003-2004 academic year for Football), a student-athlete, who has used up his high school eligibility outside Quebec, or graduated from high school in their home province (excluding Quebec), and is attending a CEGEP, shall be charged with a year of eligibility for each year or partial year of participation in CEGEP basketball (or football).

## GENERAL ATHLETIC INFORMATION

1. **Medical Insurance:**

You are advised to have your own insurance coverage.

2. **Annual Awards Night:**

The department hosts an Annual Awards night to honor achievements accomplished in university competition.

3. **Athlete's Participation in Fund Raising Events:**

Athletics cannot solely rely on revenues from activities fees and university grants. Over 40% of their expenses are funded through outside sources of revenue.

All interuniversity athletes are expected to volunteer their time and energy to help the department achieve their goals.

e.g: Athletic Raffle  
Gaiter Bash  
Athletic Card

4. **Funded Programs**

A. Funded

- Rugby (W)
- Football (M)
- Soccer (W)
- Basketball (M & W)

B. Partially Funded

- Rugby (M)
- Golf (M & W)
- Alpine Skiing (M & W)

5. **Non-Funded Programs**

The Athletic Department also offers programs that are entirely self-financed.

Non-Funded

- Ice Hockey (W)
- Men's Lacrosse

6. **Academic Tutoring Services**

The Athletic Department subsidizes tutoring up to 10 hours per semester. Arrangements for this service is coordinated through the Counselling office.

7. **Sports Medicine Service**

Athletic therapy services are available to interuniversity teams based on the level of program funding.

## **FUNDRAISING / SOLICITATION**

### **Fundraising**

Individuals clubs/teams may be interested in a variety of fund-raising projects to supplement their in-season and out-of-season operations. All such proposed programs must receive approval from the appropriate departmental sport supervisor. All club sport projects to be submitted for approval to the Intercollegiate Coordinator. This will be done to ensure that all programs follow the laws and meet the guidelines of the Department and the University. This includes solicitation of donations of service and/or goods from suppliers, restaurants, etc.

### **Sponsor Solicitation**

All sponsor solicitation must be channelled through the Intercollegiate Coordinator and/or the Director of Athletics. It is illegal to represent the University and Department in asking for donations, without receiving proper permission.

Failure to abide by this policy will result in forfeiture of the team's practice facility (for any sports club) and for intercollegiate teams, loss of the revenue or benefit derived from the unapproved sponsorship. Other actions could also be taken against the sport.

## **STUDENT HOST RESPONSIBILITIES**

Thank you for volunteering your time to host a prospective Bishop's student in the University Overnight Program. The overnight experience is often a major factor in a University selection process. In order for such an activity to run smoothly, there are certain expectations we have of you, as host, and of visiting students. These expectations are in place to protect the welfare and safety of all involved.

1. Substance abuse – visiting students are instructed not to bring or consume alcohol or illegal drugs during their visit. Hosts are not permitted to supply or serve overnight guests that are not of legal age with alcohol or illegal drugs. Use of illegal drugs is strictly prohibited. Hosts are expected to be exemplary in their comportment and to represent Bishop's Athletics in the best possible light. Use your best judgement if a questionable situation arises and notify Security or an RA if you feel that this expectation is in any way being compromised. Immediate notification will free you from direct responsibility.
2. We anticipate that you may need to be away from your guest for a period of time (i.e. meeting with a study group, professor, club or athletics, etc.). Whenever possible, you are encouraged to take your guest with you. If this is not feasible, then you (personally) may leave your guest for no longer than a period of 1 ½ hours. If you need to leave your guest, you **must** make arrangements with a reliable friend to stay with your guest for the time that you are away. Guests may not, under any circumstances, be left alone.

3. In case of an emergency, notify proper University personnel immediately. If you are in a residence, call an RA. If you are off-campus call 911 and alert the coach of the incident.

## **UNIVERSITY POLICY ON ATHLETIC SCHEDULING**

### **Preamble**

It is intended to guide the scheduling of athletic activities and to define the limits of classroom activities beyond their scheduled hours.

### **Student Responsibility**

Students must understand that their choice of schedule – academic, athletic, and extra-curricular – may present them with scheduling conflicts. The dilemma about choosing one activity scheduled to conflict with another is theirs. While professors and coaches can be helpful in clarifying student thinking about the consequences of the choice a student makes, it is the student who finally must decide. Students may not make the problem the responsibility of a professor or a coach. Students are urged to contact professors well in advance when planning to miss class for athletic participation. As athletic participation may impact academic performance, athletes should make every effort to attend all other classes and class functions.

### **Athletic Department Responsibility**

**Contest Scheduling** – Every possible effort will be made to avoid scheduling of athletic contests from Monday to Thursday.

**Team Practices** – Normally will not be scheduled to begin before 4:00 PM Monday through Thursday. Students participating in Intercollegiate Athletics are encouraged to enrol in sections which end by that time

### **Facility Reservation**

All requests for facility use including the scheduling of any contests must be made prior to the scheduling of any contests with the Coordinator of Athletic Facilities. Allocation of facilities will be prioritized and based upon season and team classification.

## ATHLETIC DISCIPLINE

All head coaches have a reasonable degree of autonomy regarding disciplinary action taken with student-athletes on their teams. Athletes should be made aware of team policies/rules and commensurate penalties for breaking policies/rules.

In cases where student-athletes and coaches are in disagreement over disciplinary sanctions, and/or in cases where student-athlete appeals may be warranted, the Director of Athletics will review the situation and render a decision.

## EQUIPMENT POLICY

The Coordinator of Athletic Facilities and coaching staff share the responsibility for controlling athletic equipment and supplies. In general, team members sign out practice gear and equipment at times prearranged by coaches and the Coordinator. Equipment will be issued to in-season teams only.

A loop system is employed on a daily basis allowing for clean, dry practice clothing. Team uniforms will be checked out by athletes on days and times prearranged by coaches and the equipment manager. All uniforms are to be returned upon completion of a contest or trip.

Athletes are responsible for the return or cost of the issued equipment. All issued protective equipment and supplies (to include game and practice uniforms) must be returned immediately after the last athletic competition in each sport. **Athletes will be billed for all issued equipment not returned by this time. If issued equipment is not returned within two weeks after the last competition, full financial restitution must be made.**

Remember, you are responsible for your own equipment. **Do not modify equipment.** Do not trade equipment with other athletes or team mates. Do not have other athletes return your equipment. When you return equipment at the end of the season, be sure you return it to the designated individual of the program. Do not leave it with student workers.

## **DRESS CODE**

Category: Intercollegiate Teams and Intercollegiate Sport Clubs

In order to maintain and enhance the public image of the Intercollegiate Athletics Program, a universal dress code for all Intercollegiate Athletes and Staff has been established.

This code will be used when Bishop's teams are in the public eye as a group en route to any Intercollegiate competition including: home and away games, while boarding and disembarking from auto/bus/train/air transportation, travel to and from competition and overseas travel.

**Coaches have the right to set dress code expectations for their teams** provided it is a neat and tidy presentation (in general, no denim clothes, running shoes, T-shirts and clothing carrying a logo other than Bishop's University) and the following minimums are met:

Minimum dress code for men: shirt, tie, dress pants

Minimum dress code for women: appropriate blouse/shirt, dress pants/skirts

For home events played at Bishop's on days when athletes come directly from class, the Bishop's dress code is still in effect.

Notes: An entire team dressed in a team uniform such as "team polo shirt" is acceptable. Team track-suits are also acceptable for brief public appearances or for extended team travel. Jackets may be required as part of an individual team's dress code.

Student-athletes who represent Bishop's University at practices, home and away events, should not wear apparel which represents other institutions. Wearing of such apparel indicates a lack of pride in your association with your team and university. Student-athletes should be identified as Bishop's athletes.

## **ACCOMMODATIONS**

Athletes are responsible to ensure that their behaviour and deportment are above reproach while occupying accommodations while representing Bishop's University Department of Athletics. All athletes will be responsible for their conduct and must ensure that all bills associated with accommodation are promptly paid in relation to their accommodation rental agreement.

### **Category: Intercollegiate Teams**

It is expected that all athletes will stay in the accommodation booked for the teams on overnight trips. The department will book accommodation so each athlete has their own bed to sleep in. Athletes of the opposite gender are not permitted to room

together. Athletes are personally responsible for any damage or charges that are assessed to the room in which they have been assigned. **Alcoholic beverages are not allowed in accommodations provided and booked through the Department of Athletics.**

### **MEAL SUPPLEMENT**

#### **Category: Intercollegiate Teams – Class A**

A meal supplement shall be provided by the Athletic Department on the following allocation scale:

**Breakfast \$5.00**

**Lunch \$7.00**

**Dinner \$10.00**

The supplement shall be provided for the following athletic contests for official game rosters only:

Regularly scheduled league games/contests/events.

Non-conference events which are scheduled through the coordinator and fall within the operating budget.

A meal supplement may not be received for those non-conference games/contests/events which fall outside the operating budget of the activity.

The coach of each team is required to submit a travel report indicating who received the supplement as allocated by the Business Office. The meal supplement for a given road trip may be used for other purposes provided the following occurs:

- a) All team members agree to the designated purpose.
- b) The coach must submit a trip report upon conclusion of the trip (if the supplement has not been allocated in the budgeted manner, the coach must indicate how the money was spent and this letter must be signed by the team captain).

## **TRANSPORTATION POLICIES**

Only Athletic Department cleared Bishop's University employees or students are permitted to drive Bishop's University rented vehicles.

**There will be no alcohol transported on the team buses.**

When more than one vehicle is used by a team or group for off-campus trips, the vehicles will travel together (in caravan style) as a unit at all times.

In cases of inclement weather, all vehicles are to stop momentarily while drivers evaluate weather and driving conditions. The adult supervisor in charge will make a final decision as to the nature of immediate and future travel.

Whenever possible, teams or groups travelling extended distances will have one cellular phone assigned to them. This phone is for emergency use only and is to stay with the adult supervisor in charge. Any non-emergency calls made will be charged to that group or particular individual making the call. Cellular phones are not intended for personal use! Distribution of cellular phones will be made according to availability at the time the trip is scheduled.

All emergency notifications are to be through the University switchboard (819-822-9600).

It is expected that all athletes will travel to and from all athletic contests in the rental vehicles provided through the Department. Athletes may not transport themselves by their own personal vehicle unless they obtain permission, by providing a valid reason to the coach. If such permission is given, the athlete then absolves the University of any responsibility during such travel and no reimbursement for expenses shall be provided for such travel. Athletes will return with the team in the rental vehicles provided unless permission, for valid reason, is received from the coach.

Per request of our contracted bus company, cleats are not to be worn on the bus nor dirty game-worn clothing.

## **HEALTH CARE**

### **PRE SEASON MEDICAL**

All Intercollegiate Team athletes must complete a pre-season medical examination prior to taking part in our official team practice or try-out. The cost will be \$ 30.00 per medical. The fee is non-refundable.

## **POLICY ON HARASSMENT**

Living in a university environment entails respect for the welfare and dignity of others. Harassment of any kind is intolerable, and we share the responsibility of promoting a climate of education, support and understanding. The University has developed policies and procedures for dealing with all forms of harassment. The Committee administering this policy includes representatives of all constituents of the University; the policy document is posted on the Bishop's web site, and can also be obtained from the Principal's Office.

## **COACH / PROGRAMME EVALUATION**

Each student athlete is requested to complete an evaluation of his/her coach / programme to be submitted to the Director of Athletics. In addition to completing the form, students are welcome to speak with the Director regarding their thoughts and/or concerns. Please see the Coach Evaluation Form.

## COACH / PROGRAMME EVALUATION FORM

SPORT: \_\_\_\_\_

COACH: \_\_\_\_\_

STUDENT ID#: \_\_\_\_\_

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**Please respond to the questions below using the following system:**

**A** – above expectations

**B** – meets expectations

**C** – below expectations (please explain any “C” rating in response box below)

**D** – unable to determine

**E** – not applicable

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**Practice Sessions:** My coach ...

A  B  C  D  E  Was on time.

A  B  C  D  E  Seemed organized.

A  B  C  D  E  Used time well.

A  B  C  D  E  Was patient.

A  B  C  D  E  Possessed self-control and poise.

A  B  C  D  E  Treated athletes fairly / equally.

A  B  C  D  E  Accepted suggestions from athletes, incorporated ideas into practices.

A  B  C  D  E  Allowed athletes to “air” their concerns without fear of recrimination.

A  B  C  D  E  Used humour when appropriate.

A  B  C  D  E  Gave constructive criticism and feedback.

- A  B  C  D  E  Disciplined team when necessary.
- A  B  C  D  E  Prepared us well regarding “physical conditioning” needed to compete.
- A  B  C  D  E  Prepared us well “mentally” to put forth appropriate effort.
- A  B  C  D  E  Prepared us for competitions through appropriate practice activities.
- A  B  C  D  E  Used positive methods to motivate.
- A  B  C  D  E  Dealt appropriately and effectively with injured athletes (includes respecting decisions made by sports medicine staff).
- A  B  C  D  E  Gave clear and adequate explanations/demonstrations.
- A  B  C  D  E  Demonstrated an ability to analyze and correct techniques.
- A  B  C  D  E  Conducted “competitive” practice sessions.
- A  B  C  D  E  Utilized assistant coaches effectively.

---

A – above expectations    B – meets expectations    C - below expectations    D – unable to determine    E – not applicable

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**Game Related: My Coach ...**

- A  B  C  D  E  Planned appropriate away game-day departure times.
- A  B  C  D  E  Provided us with adequate meals/lodging on away trips.
- A  B  C  D  E  Prior to competition, reminded athletes in a timely way of individual/team training code (dress for travel, grooming, curfew, personal behaviour, etc.).
- A  B  C  D  E  Utilized scouting reports to prepare us for competition.
- A  B  C  D  E  Discussed competitive plan/strategy with us before each contest.
- A  B  C  D  E  Instilled confidence in us through effective game/event management.
- A  B  C  D  E  Adapted tactical plan to changing circumstances.
- A  B  C  D  E  Communicated effectively during time-outs and between periods.
- A  B  C  D  E  Demonstrated knowledge of athlete injury factor and respected judgment of sports medicine staff.
- A  B  C  D  E  Encouraged “ethical conduct” with respect to tactics and strategies.
- A  B  C  D  E  Exercised control on the sidelines (athlete and officials relationships).
- A  B  C  D  E  Exhibited appropriate / acceptable post-game behaviour with athletes, officials, opponents, fans (including parents).

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A – above expectations    B – meets expectations    C - below expectations    D – unable to determine    E – not applicable

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**General Items: My Coach...**

- A  B  C  D  E  Set a good personal example.
- A  B  C  D  E  Displayed consistency and decisiveness in actions.
- A  B  C  D  E  Was an effective motivator.
- A  B  C  D  E  Had a good rapport with athletes.
- A  B  C  D  E  Gave me the impression that he/she cared about me other than just as an athlete.
- A  B  C  D  E  Was knowledgeable about the sport.
- A  B  C  D  E  Was available to talk with regarding personal problems or advice.
- A  B  C  D  E  Consulted me/members of my team regarding team "training code."
- A  B  C  D  E  Involved me with the recruiting process (i.e. I met prospects, hosted prospects, assisted with mailing/telephone calls).
- A  B  C  D  E  Respected our assistant coach(es).
- A  B  C  D  E  Provided us with opponents of comparable competitive nature.
- A  B  C  D  E  Provided us with an adequate number of contests.
- A  B  C  D  E  Enhanced my performance through his/her coaching.
- A  B  C  D  E  Was enjoyable to play for.

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A – above expectations    B – meets expectations    C - below expectations    D – unable to determine    E – not applicable

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