

# **CONSTITUTION & BY-LAWS**

**CANADIAN INTERCOLLEGIATE SAILING Association**

**REVISED November 22<sup>nd</sup> 2022**

# UNIT I: The Constitution of the Canadian Intercollegiate Sailing Association

## I. NAME

- A. The name of this organization shall be the Canadian Intercollegiate Sailing Association, herein referred to as the Association.
- B. The Canadian Intercollegiate Sailing Association is a class Association of Sail Canada.
- C. NOTE: The masculine gender has been used for brevity and includes all genders

## II. PURPOSE

- A. The purpose of the Association shall be:
  - 1. To have sole authority for the conduct and management of all official Canadian intercollegiate sailing events.
  - 2. To promote the sport of sailing at universities and other post-secondary institutions in Canada for the purpose of improving and developing the sailboat racing techniques of said students.
- B. The Association shall be empowered to own, hold, operate and administer real and personal property for said educational purposes and to solicit, accept, hold and administer contributions.
- C. No part of the net earnings of the Association shall benefit of any individual. The association shall not participate in or intervene in any political campaign on behalf of any candidate for public office.
- D. No officer, member or employee of the Association shall receive or be entitled to receive any pecuniary profit from the operations except reasonable compensation for services rendered or expenses incurred.
- E. In the event of liquidation, dissolution or termination of the Association, all its remaining money assets after payment of its liabilities shall be distributed ratably amongst the members while its other physical assets shall be distributed to Sail Canada.

## III. MEMBERSHIP

- A. Membership shall be given to a group, club, or team of post-secondary students enrolled in full-time studies at a Canadian post-secondary educational institution and whose organization has paid the prescribed annual fees.
- B. Membership shall be restricted to one (1) group representation for each institution. In the case where there are multiple groups requesting membership from a single institution, priority shall be given to the group that receives sponsorship from the respective institution's athletic department.
- C. The Executive Committee of the Association will set the standards for, and approve of, the admission of such organizations to the following categories of membership:
  - 1. Provisional Membership
    - a) Provisional membership shall be obtained by submitting a written letter of intent to the Executive Committee.

- b) Provisional membership shall be the first step of affiliation and is designed to provide a membership for clubs and colleges where the sport is in its formative stage.
- c) A change in status may be sought following one year of activity.
- d) Provisional members shall be charged annual dues at a reduced fee for a maximum of 5 year unless approved by the Executive Committee.
- e) Provisional members shall not hold the right to:
  - (1) Host national championships

2. Regular Membership

- a) Application for Regular Membership shall be obtained by submitting a written letter of intent to the Executive Committee. Only Provisional Members and former Members of the league may apply for Regular Membership. A majority vote by the Executive Officers at a duly convened meeting shall be required for approval.
  - b) Regular membership entitles the member organization to full privileges, rights and obligations of membership, subject to Unit I and Unit II of the Constitution and By-Laws of this Association.
  - c) Regular members are encouraged to:
    - (1) Host one regatta per year.
- D. All membership categories are valid for one year and must be reaffirmed each year by the Executive Committee. The payment of Annual fees can be used to reaffirm membership.
- E. The Executive Committee shall have the authority to suspend the membership privileges of any member for gross violation of the Constitution and By-Laws or wilful disregard of the rulings of the Association. Membership may also be suspended for actions that are clearly detrimental to the well-being or reputation of the Association. The suspension may be terminated, extended or made an expulsion at the next Annual Meeting of the Association. An expulsion motion shall require a two-thirds majority vote of all voting members of the Executive Committee to be carried. Fines or other sanctions may be imposed at the discretion of the Executive Committee and also require a two-thirds majority vote of all officers.
- F. If deemed necessary, additional classes of membership may be created by existing Executive Committee officers at a duly convened meeting or at the AGM. Creation of a new position must be passed at a time where no less than two-thirds of the Officers are present and requires a majority vote of present Officers.
- G. Membership may be annulled at the request of the withdrawing member. Such a request must be submitted in writing to the Executive Committee. Annulment of membership must be passed at a duly convened meeting where not less than two-thirds of the officers are present.

**IV. FEES AND ACCOUNTS**

- A. The annual dues and fees for the support and general expenses of the

Association shall be determined by the Executive Committee prior to the season. All dues shall be made payable to The Canadian Intercollegiate Sailing Association.

- B. A late fee may be applied to the dues and fees. The dates of applicability and amount of the late fee shall be determined by the Executive Committee at a duly convened meeting.
- C. Invoices shall be issued by the Treasurer, and overdue invoices shall be paid at an additional 5% for 30 days after the due date, 10% for 60 days after the due date, and an additional 20% if payment has not been received 90 days after the due date marked on the invoice.
- D. Invoices for team fees shall be issued by the Treasurer in the month of May, and the due date for all teams, shall be before the first regatta held in the fall season.
- E. The fiscal year of the Association shall be the year ending on 31 December each year.
- F. Distribution of funds, when equal or less than those received from annual revenues of the current year shall require the approval of two (2) signing officers. The Treasurer, President, and Vice-President are the signing officers.
- G. Distribution of funds for capital expenses, when exceeding annual revenues of the Association of the current year shall require the approval of all three (3) signing officers and the majority of the remaining members of the Executive Committee.

#### **V. GOVERNING BODY**

- A. The governing body of the Association shall be the Executive Committee consisting of elected officers of the executive committee, hereby known as officers, with specific roles as described below.
  - 1. The officer is to be elected as an officer of the sponsoring group as prescribed by that organization's nomination and election procedures. It is possible that the officer may be a student or alumni.
  - 2. Officers must be at least eighteen (18) years of age and have capacity under law to contract.
  - 3. Each team representative may be required to submit a record of the selection procedure in which they were elected as proof of election. This record shall be endorsed by a signing officer of the sponsoring team.
  - 4. Officers shall be elected for a term of 1 year by the association members at an Annual General Assembly of Members. They may be re-elected.
  - 5. The held executive position shall be automatically vacated:
    - a) if at a general meeting of members, a resolution is passed by fifty percent plus one of the votes cast in favour of the removal of the officer;
    - b) if at a CICSA executive meeting, a resolution is passed unanimously by all other executive officers to remove the officer from their post, the general membership must be informed at the following Annual Meeting;
    - c) At the discretion of the president, an officer's absence from more

than two regular meetings without sufficient excuse is sufficient grounds for removal from the executive committee.

- d) if an officer has resigned his position by delivering a written resignation to the president of the organization;
  - e) if they are found by a court to be of unsound mind;
  - f) if they become bankrupt or suspends payment or compounds with his creditors;
  - g) on death.
6. Provided that if any vacancy should occur, the president may appoint a member of the Association to temporarily fill the vacancy until the following executive meeting whereby a majority vote, a new officer can be appointed and stand until the next Annual General Assembly of Members.
- B. The officers shall serve as such without remuneration and no officer shall directly or indirectly receive any profit from his position as such; provided that an officer may be paid reasonable expenses incurred by him in the performance of his duties. Nothing herein contained shall be construed to preclude any officer from serving the corporation as an officer or in any other capacity and receiving compensation, therefore.
  - C. The Executive Committee shall have the general supervision and control of the management and administration of the affairs of the Association and may exercise all or any of the powers of the Association, including the power to draw up the condition of the National Championships, to approve the dates and scheduling of regattas, to standardize rules of intercollegiate sailing competition, and to act on all matters of policy. Additional powers can be designated to the Executive Committee upon a two-thirds majority vote of the general membership at annual or emergency meetings.
  - D. The Executive Committee may appoint such agents and engage such employees as it shall deem necessary and such persons shall have such authority and shall perform such duties as shall be prescribed by Executive Committee at the time of such appointment.
  - E. Remuneration for all employees and committee members shall be fixed by the Executive Committee by resolution.
  - F. The Executive Committee shall maintain these positions:
    - 1. President
      - a) Oversee affairs of the Association.
      - b) Chair the Executive Committee
      - c) Be responsible for the administration and development of the operational policies of the Association.
      - d) Call for executive and general meetings.
      - e) Preside over all meetings of the Association and shall be an ex-officio member of all committees within the Association.
      - f) Represent the CICSA at any meetings involving the Association's interests or appoint another officer in their place.
      - g) Monitor all CICSA events and activities, ensuring that policies

described by this Constitution and its By-Laws are followed.

- h) Inform all members of all procedures and regulations to be followed.
  - i) Ensure the Association's financial obligations are met.
  - j) Have the power to approve all regatta officials for the National Championships and any other regattas sanctioned by the Association
  - k) Appoint the CICSA representative at all National Championships
  - l) Perform such other duties that are from time to time assigned by the Executive Committee.
2. Vice-President & Procedural Rules Officer
- a) Ensuring all competing members are eligible prior to competing
  - b) Ensuring all proper forms are submitted to CICSA at the beginning of the season
  - c) Support the President in the operation of the Association; serve as the organizational leader in the absence of the incumbent President
3. Secretary
- a) Maintain the files, minutes of all meetings (including meetings of the Executive Committee and all committees), membership records and correspondences of the CICSA. The files, corporate seal, meeting minutes and records of the Association are to be kept at the location of the Secretary.
  - b) Publish either a hard copy or online Directory of membership.
  - c) Issue meeting agendas and tally the results of all votes taken by the Executive Committee.
  - d) Make the records of the Association open to at the request any Member collegiate team at reasonable times.
  - e) Perform such other duties that are from time to time assigned by the Executive Committee.
  - f) Maintain information management system, i.e., Dropbox, CICSA history of results and awards, database management of eligibility
4. Treasurer
- a) Have charge of all sums of money of the Association and ensure collection of all dues, entry fees and other money owed to the Association.
  - b) Make receipt for all donations subject to the direction of the Executive Committee, and invest the funds of the Association.
  - c) Upkeep such books as may be necessary for the duties of this office. The books and corporate seal of the Association are to be kept at the location of the Treasurer and at all times shall be open to inspection by any member of the Executive Committee.
  - d) Serve as chair of the Budget Committee, form a report in detail at the Spring Annual Meeting of all money collected, expended or

invested, and any other matter deemed proper, and shall perform such other duties as the Executive Committee may require.

- e) Perform such other duties that are from time to time assigned by the Executive Committee.
- 5. Competition and Scheduling Officer
  - a) Scheduling regattas
  - b) Regatta Hosting Applications
  - c) Ensuring all CICSAs Constitutions and By-Laws are abided by, specifically stated in the NOR and SIs where applicable
  - d) Communicate with OA's to coordinate regattas
  - e) Chair the Procedural Rules Committee
- 6. Fundraising Officer
  - a) Sponsorship, brand management with the sponsors
  - b) Fundraising events
  - c) Chair the Fundraising Committee
- 7. Communications Officer
  - a) Chair the Communications Committee
  - b) Assemble content and send out newsletters
  - c) Ensuring that communication mediums, including all social media are up to date.
  - d) Delegate promotional activities
  - e) Maintain and update website
- 8. Team Development Officer
  - a) Accept applications for new teams
  - b) Organize sailing clinics for teams
  - c) Create opportunities for teams to improve structure, i.e. holding conferences, mentorship programs, etc.
  - d) Chair the Team Development Committee
  - e) Work and advocate within provincial sporting associations
- G. If deemed necessary, additional positions may be created by the existing Executive Committee at a duly convened meeting or at the Annual General Assembly of Members. Creation of a new position must be passed as business at a time where not less than two-thirds of the Executive Committee is present.
- H. Executive Officers must submit an executive report at the Association's Annual Meeting.

## **VI. ELECTIONS**

### **A. Election of executive officers shall occur at the Annual General Assembly of Members**

- 1. Nomination Procedure
  - a) The representative from any member school of the Association can nominate a person, or numerous persons for an Executive Committee position.
  - b) Member schools may nominate student members of the Association for any position.

- c) Each school may only be represented once, unless:
  - (1) A position is not filled. In that case, the position may be filled by a nominated member from an already represented school.
  - (2) One (1) incumbent from the school for any position is elected for re-election. A member of their represented school may be nominated for election of another position. If there are two (2) or more incumbents, the "incumbent" will be designated as the student nominated first in the election, according to the hierarchy of positions listed in (V).f. above. All further nominees will not be considered incumbent and will be subject to the bylaws described in (VI).c.

2. Election Procedure

- a) A representative from each member school of the Association, nominated by that school, shall vote for Executive Committee positions. The candidate receiving the largest number of votes shall be considered elected. In the case of a tie, the incumbent President shall cast the deciding vote except when he is seeking re-election to office, in which case the incumbent Vice-President shall cast the deciding vote.

**B. Term of Office**

- 1. The term of office for all executive officers shall start on January 1<sup>st</sup> and last until December 31<sup>st</sup> of a given calendar year.
- 2. Executive officers members may be re-elected. An officer may hold a given position for a maximum of 2 consecutive years, unless the position is uncontested.
- 3. Once an officer is elected, they may be re-elected for a second term regardless of their academic enrollment.

**C. Vacancies**

- 1. The President shall appoint a qualified person to fill any officer vacancy, which may occur until the next meeting of the Executive Committee where the appointment shall be confirmed by vote. Any officer vacancy existing at the time of a meeting of the Executive Committee shall be filled by the officers in a by-election.

**VII. COMMITTEES**

- A. Each Committee Shall be chaired by an Officer of the organization, or in the case where there is no suitable officer available, a person designated by the President.
- B. Each Member Team within the Organization shall have at least one representative on a committee. A team who does not have a representative on a committee shall not be permitted to attend CICSA National Championships.
- C. The Chair of each committee is responsible for the staffing and administration of their committees.
- D. Committee Members are not required to be current sailors within the organization



and can be alumni, coaches ,or other community stakeholders.

- E. All committees, other than the Executive Committee, must meet at minimum every 3 months.
- F. CICSA shall maintain the following standing committees:
  - 1. Executive Committee
    - a) Chaired by the President
    - b) Responsibilities of the Executive Committee are outlined in Article V.
  - 2. Membership Committee
    - a) Chaired by the Vice-President.
    - b) Maintain a list of current competitors so eligibility can be tracked.
    - c) Build email list of all sailors in CICSA for Communications Committee.
    - d) Organize off season social events.
    - e) Build and advertise Membership benefits to individual members.
  - 3. Procedural Rules Committee
    - a) Chaired by the Competitions and Scheduling Officer.
    - b) Set and maintain a standard for how individual events are scored and publish those results online for all to see.
    - c) Calculate Region and Season Scores Weekly and publish the results for all to see.
    - d) Maintain and Update the Procedural Rules.
    - e) Ensure member teams are familiar with the Procedural Rules and Scoring system.
  - 4. Fundraising Committee
    - a) Chaired by the Fundraising Officer
    - b) Develop sponsorship proposals.
    - c) Solicit Sponsors.
    - d) Find and apply for Grants.
    - e) Support Member Teams in receiving Sponsorships and Grants.
  - 5. Communications Committee
    - a) Chaired by the Communications Officer
    - b) Maintain regular communications to member teams
    - c) Develop recruiting opportunities for CICSA and its member teams.
    - d) Maintain the Newsletter to keep stakeholders up to date on the league and its operations.
  - 6. Team Development Committee
    - a) Chaired by the Team Development Officer.
    - b) Contains Members from all 4 regions.
    - c) Advocates for and support new teams joining CICSA.
    - d) Communicate with Regional stakeholders in starting new teams
    - e) Develop resources for new and growing teams.
  - 7. Keelboat Committee
    - a) Chaired by a Keelboat Captain appointed by the Executive

Committee.

- b) Develop CICSА keelboat events.
- c) Oversee the National Keelboat Team, it's tryouts, training, and competitions.

8. National Championship Committee

- a) Chaired by a Designate appointed by the President
- b) Must have a representative from the national championship host schools for that year.
- c) Oversee and set the standard for all National level Championships
- d) Act as the Co-OA for National Championships on the behalf of CICSА
- e) Assist the host team in accessing resources to support the event.

G. Other temporary committees may be created at the discretion of the President.

**VIII. MEETINGS**

**A. Annual Meeting**

- 1. The Annual Meeting of the Association shall be held at any such time between 01 October and 31 January and any such place that is convenient for the officers, for the purpose of electing officers, hearing annual reports and carrying out any other business relevant to the Association.
- 2. The meeting can be held in person or on a digital platform.

**B. Executive Committee Meetings**

- 1. Meetings of the Executive Committee may be held at any time and place to be determined by the Officers provided that 48 hours written notice of such meeting shall be given to each Officer.
- 2. There shall be at least one (1) meeting per month of the Executive Committee.
- 3. Executive Committee meetings may be held by telephone or internet conference calls.
- 4. Each Officer is authorized to exercise one (1) vote.
- 5. A majority of Officers in office shall constitute a quorum for meetings of the Executive Committee. Any meeting of the Executive Committee at which a quorum is present shall be competent to exercise all or any of the authorities, powers, and discretions by or under the by-laws of the corporation.

**IX. MEETING PROCEDURES**

- A. When decisive action is to be made by the Executive Committee, a majority of the Executive Committee present shall constitute a decisive vote on all business or policy matters, except as provided in the Constitution and By-Laws of the Association.
- B. Only officers elected at the Annual General Assembly of Members or voted on by the Executive Committee may have a vote at any meeting. The Officer must attend the meeting in person or by conference call to be eligible to vote. Non-voting members (not affiliated with a regular member team of the

Association) who have been elected to any officer position do not gain a vote by means of holding office.

C. In case of a tie, the incumbent President shall cast the deciding vote.

**X. INDEMNITIES TO OFFICERS**

A. Every officer of the Association and their heirs, executors, and administrators, and estate and effects, respectively, shall from time to time and at all times, be indemnified and saved harmless out of the funds of the Association, from and against;

1. all costs, charges and expenses which such officer, sustains or incurs in or about any action, suit or proceedings which is brought, commenced or prosecuted against him, or in respect of any act, deed, matter of thing whatsoever, made, done or permitted by him, in or about the execution of the duties of his office or in respect of any such liability; and,
2. all other costs, charges and expenses which he sustains or incurs in or about or in relation to the affairs thereof, except such costs, charges or expenses as are occasioned by his own wilful neglect or default.

**XI. AMENDMENTS**

- A. The Canadian Intercollegiate Sailing Association Constitution may only be amended or repealed at any annual or special meeting of the Executive Committee, provided that notice of the proposed change is distributed prior to the meeting.
- B. Amendments to the constitution shall require two-thirds majority vote to pass.
- C. All such amendments shall take effect immediately, and all members of the Association shall be notified and given a copy of the amended constitution.
- D. The by-laws of the Association may be amended in the same manner as prescribed by this constitution.
- E. An electronic copy of the Constitution and By-Laws of the Association are to be maintained on the official website of the Association.

**XII. APPEALS**

- A. All actions made by the Executive Committee may be appealed by submitting such request to the Secretary in writing. The appeal shall be reviewed by the Executive Committee, who shall send the documentation, with a recommendation for action, to the appropriate committee, which shall make the final ruling. The Executive Committee may alternatively direct the appeal to Sail Canada and/or the National Sport Dispute Resolution Centre. Any hearings for the appeal shall be held within thirty (30) days of receiving a request. Written notification of the hearing shall be given to the appealing party five (5) days before the date of the hearing.

# UNIT II: By-Laws of the Canadian Intercollegiate Sailing Association

## I. ELIGIBILITY

### A. Eligibility for Collegiate Teams

1. To be eligible for competition, a collegiate team shall be a Member, in good standing, of the CICSA.

### B. Eligibility for CICSA Championships

1. Any Member collegiate team of the CICSA, in good standing, shall be eligible for competition in CICSA Championships.
2. The CICSA may deny the entry of a member college from a CICSA event if that college's dues, entry fees, or assessments are not current.

### C. Eligibility for Student Athletes

1. Academic Status
  - a) Students are eligible provided they are registered as full-time students by the academic regulations of their respective institutions in each term (semester) in which they are competing.
  - b) Requests for allowance of part-time students shall be submitted to the Executive Committee. From time to time the CICSA Executive Committee may allow part-time students to be eligible for competition to increase participation.
  - c) A student-athlete who is enrolled in a co-op or internship program within their program of study at any Canadian post-secondary institution may compete in CICSA.
  - d) Graduate students are eligible provided they are declared "full-time" by the academic regulations of their respective institutions. In order to participate in the subsequent year, graduate students must be deemed "in good standing" as determined by the academic regulations of their institution.
  - e) A student with a disability or deemed so by the institution, is eligible provided their institution stipulates the required workload that is equivalent to three full courses or six half courses within the academic year.
  - f) A student-athlete, with eligibility remaining in his/her last term, semester or quarter prior to graduating, who is enrolled in less than full-time, but is carrying the classes necessary for graduation at the end of that term, semester or quarter, may compete. This is a one time allowance.
2. Participation Allowance
  - a) Once an individual has accepted and started a position as a compensated coach of a CICSA member collegiate team, the individual shall not be eligible for any competition in any CICSA events for the duration of their contract. Requests for allowance

may be submitted to the Executive Committee for approval on a case-by-case basis.

- b) No student-athlete shall compete in more than five (5) of six (6) consecutive years, beginning with the season in which the student-athlete first competes in any intercollegiate regatta.
  - (1) An intercollegiate regatta is defined as any competitive event attended within, but not limited to, CICSA, ICSEA (Intercollegiate Sailing Association - USA) or BUSA (British University Sailing Association - UK).
- c) No student-athlete shall compete for more than one college in any one season except when a regatta qualifier event is held prior to the commencement of the season in which the regatta is held.
- d) If a competing institution is unable to find enough sailors to compete in a CICSA event, they may borrow sailors from another institution, with the permission of the Executive Committee, the school supplying the sailor and the sailor themselves.
- e) A student-athlete's eligibility for any CICSA Championship shall be determined by the student-athlete's eligibility for the season in which the Championship is held.
- f) If a student-athlete attends a postsecondary institution that is not a member of CICSA, they may request to attend a regatta on behalf of a member school, provided they are paying team fees for said school. This will only be allowed if written request is submitted to the executive committee one week prior to the event and if the student registers with CICSA as per Section 4 - Registration Requirements. If the student-athlete is found to have been given any form of compensation for their participation, the host school may have their membership revoked at the discretion of the executive committee. The student-athlete is not permitted to attend regattas on behalf of more than one institution per academic year.
  - (1) No more than three (3) student-athletes from non-member post-secondary institutions may participate in regattas on behalf of host member institutions. If more than three (3) students from a non-member institution participate in the same regatta, all students from the non-member institution will be banned from competing for the current and following academic year.
  - (2) If more than three (3) student athletes from the same non-member post-secondary institution wish to participate on behalf of a member institution, they must reach out to the CICSA team development officer.
- g) No student-athlete shall receive financial assistance, from the University or College, to attend the post-secondary institution

based solely upon sailing ability. Furthermore, no coach or representative of an athletic interest related to sailing shall influence, or attempt to influence, financial aid decisions on behalf of a proactive student-athlete. This shall not prohibit the team from providing and discussing financial aid information with prospective student-athletes. Individual teams may provide financial assistance to individuals to cover sailing related expenses within CICSA or member teams.

3. Eligibility after Graduation

- a) A student-athlete who has finished their full-time enrollment with their academic institution prior to the commencement of the season in September is no longer eligible to compete.
- b) A student-athlete eligible to compete, who has finished their full-time enrollment with their academic institution in the mid-part of a competitive season, shall remain eligible until the end of that season.
- c) If it is permitted by the regulations of both the individual collegiate sailing teams constitution and the team's host institution's athletic team's policy, alumni of that institution are permitted to maintain non-competing roles within the respective collegiate team.
- d) Eligibility for an event not governed by the CICSA (Student Yachting World Championship, World University Games, etc.) shall be determined as prescribed by the governing organization of said event.

**D. Registration Requirements**

1. All student- athletes, in order to be eligible to compete, shall be registered with their institution's sailing team prior to competing each season.
2. A collegiate team representative shall enter legibly and completely, on a record of participation, the names and class years of all skippers and crews who competed, as well as the races in which they competed. Before the end of a regatta, the college team representative shall print his or her name legibly and sign the record of participation.
3. A collegiate team failing to properly complete or sign their required entry on the record of participation before the expiration of protest time at the end of the regatta shall be re-scored.
4. A collegiate team using a student athlete that doesn't meet the student-athlete eligibility requirements, as defined by these By-Laws, in competition, shall be disqualified from the affected races, without a hearing, and those races shall be re-scored. Requests for reinstatement shall be fully documented and sent to the Executive Team, who shall send the documentation, with a recommendation for action, to the appropriate committee, which shall make the final ruling.

## **E. Safety**

1. Personal Flotation Devices (PFD) – Inherently buoyant personal flotation devices (DOT or CCG approved) shall be worn by all student-athletes and coaches while on the water. PFDs shall be worn outside all clothing and foul weather gear, except that a thin shirt or team uniform may be worn over the PFD. PFDs are not required when ashore or on objects attached to shore. This rule shall be enforced at all times, in all CICSА regattas.
2. Special Clothing - Host colleges may require appropriate special clothing (wet or dry suits) for any regatta, providing advance written notice is given to each competing college.
3. Team Uniforms - All student-athletes competing in CICSА Regattas are required to wear a uniform designating their collegiate team. The uniform shall be a lightweight jersey, bib, or pinnie worn over the PFD, or like coloured PFDs. To designate the collegiate team, any combination of the sponsoring institution's name, nickname, mascot, or another identifying image should be present on the back of the uniform and, except for an individual's name or number, shall be the same for all team members competing. CICSА recommends that the image used to designate the college be at least 8" X 8" in size.

## **F. Recruitment Regulations**

1. It is considered unacceptable for an Athletic Director or a coach to speak disparagingly of another person or institution in order to attempt to persuade an athlete to come to their institution or enhance the reputation of their institution by comparison.
2. Enticement of a student-athlete from one university to another university by a coach, Athletic Director, or other university officials is forbidden.
3. A university or its representatives are prohibited from paying, providing, or arranging for the payment of transportation costs incurred by relatives or friends of a prospective athlete to visit the campus or elsewhere.
4. Alumni organizations and individuals who are in any way affiliated with or involved in the recruiting process shall be governed by these recruiting guidelines.
5. The onus shall be on each CICSА member to advise any alumnus who functions in violation of CICSА rules and regulations that they jeopardize the participation of their institution in intercollegiate competition.

## **II. PRACTICE AND COMPETITION**

### **A. Scheduling**

1. The Executive Committee shall determine the method of practice and competition scheduling as required prior to the commencement of each season.
  - a) The CICSА Draft shall determine the event selection for teams.
  - b) All CICSА national events shall have their locations determined by the Executive Committee.

- (1) The Executive Committee shall advertise and solicit applications for hosting these events by March 1st of each calendar year.
  - (2) The Executive Committee shall vote on the hosting venue of the aforementioned events based solely on the applications received from Regular Member collegiate teams.
    - (a) A majority vote in favour of a venue and hosting shall be required for selection of a host.
  - (3) The Executive Committee shall announce the hosting collegiate teams and venues for the aforementioned events by April 1st of each calendar year.
  - (4) Events may be added to the Season Schedule after April 1st at the discretion of the Executive Committee
2. Consideration is to be made for the following:
- a) Canadian Intercollegiate Sailing Keelboat Championships (SYWoC Qualifier for following year - Fall)
  - b) Canadian Intercollegiate Sailing Fleet Racing Championship
  - c) Canadian Intercollegiate Sailing Team Racing Championship
  - d) Canadian Intercollegiate Sailing Match Racing Championship

## **B. Draft**

1. The CICSА Draft forms will be distributed to member schools no later than April 1<sup>st</sup>. This includes but is not limited to:
  - a) Co-ed Invitational Events
  - b) National Championships
  - c) Keelboat Invitational Events
2. A list and schedule of all upcoming events will be made available to team delegates prior to the draft.
3. Scheduling rankings are determined before the draft occurs according to the CICSА Performance Ranking System, including no-show penalties or late-drop penalties.
4. For each unexcused no-show from a team, they will drop one place overall in the draft.
5. For each withdrawal within 72 hours of event report time, a team will drop one place overall in the draft.
6. The home team for any invitational event will be automatically scheduled for their event using the first available spot.
7. Once an event is full, teams may use one of their turns in the draft to choose an alternate spot in an event.
8. Teams may not obtain additional berths for an event during the draft.
9. Teams may draft additional berths as alternates for an event provided they:
  - a) Accept the alternate berth as an alternate at lower priority to teams without any berths at said event.



- b) Do not exceed 2 berths at said event unless a request is submitted in writing and is approved by the Executive Committee.
- 10. Teams may not obtain additional berths for Fleet Racing Nationals or Team Racing Nationals.
- 11. Teams requesting an additional berth for other National Championships must submit it in writing to the Executive Committee for approval.
- 12. Should a team or teams withdraw from an event following the draft, alternates are to be offered positions at said event in the order they appear on the schedule with 2nd berth teams not offered positions until there are no 1st berth teams.
- 13. Teams will be given 24 hours to accept the alternate position, after which they will lose their spot and the next team shall be offered the alternate position.
- 14. Teams requesting new alternate positions (1st or additional) shall be added to the end of the alternate list if the request is made after the preliminary draft.

**C. Regatta Cancellation**

- 1. For each canceled regatta without notice given to CICSA and attending teams 72 hours before event report time, the team hosting the event will drop one place overall in the draft.
- 2. Exceptions will be made for circumstances beyond the host team's control at the discretion of The Executive committee including but not limited to:
  - a) Weather
  - b) Fewer than 4 teams attending the event
  - c) Equipment failure beyond reasonable capability to repair

**D. International Events**

- 1. CICSA shall be responsible for any international collegiate events in which post-Secondary students at a member institution are representing Canada. This includes, but is not limited to the Student Yachting World Championship (SYWoC) and the World University Championship (WUC).

**E. Participants' Conduct**

- 1. All members of CICSA, including but not limited to; individual student-athletes, coaches, directors, and officers actively engaged in the sport, shall abide by the Sail Canada Code of Conduct.
- 2. If an instance of gross misconduct by a student-athlete is reported to the Executive Committee, it shall conduct an investigation under the CICSA Misconduct Investigation Procedure

**F. Racing Rules of Sailing**

- 1. All regattas shall use rules based on the Racing Rules of Sailing (RRS). Regatta officials may, from time to time, modify parts of the rules as required for an individual regatta. Notification of any rule modifications must appear in the Sailing Instructions for the regatta.
- 2. Scoring

- a) At National Championship Events and Qualifying regattas where a collegiate team is permitted and able to field more than one (1) boat per fleet, only one (1) boat per fleet may be used to complete the scoring for the regatta for that collegiate team. This boat must be identified to every team prior to the first race being sailed. If this is not publicly identified to the OA and the teams present the lower of the 2 shall be scored.

#### **G. Crews and Substitutions**

1. Except for single handed dinghies, two student-athletes constitute a dinghy crew. For regattas using boats larger than 19 feet overall length, the Schedule Bulletin or other written notice shall specify the number of crewmembers.
2. Limitations and Exceptions - There is no limitation on substitutions within a regatta, except that a student-athlete:
  - a) After competing as a skipper, shall not sail in any other division (fleet).
  - b) After competing as crew, may shift to another division (fleet) as skipper or crew but thereafter sail only in that division (fleet).
  - c) After competing for one team (boat), shall not sail for another team (boat) from their school.
  - d) May only compete in one regatta per day.
3. Penalty
  - a) If a school is found in violation of any rules stated in *G. Crews and Substitutions*, the regatta host and CICSA Executive Committee shall be notified immediately.
  - b) Unless granted explicit advanced permission by the CICSA Executive Committee a school in violation of the rules stated in *G. Crews and Substitutions* shall be disqualified from the event and not earn a score in the Performance Ranking System.

#### **H. Performance Ranking System**

1. The Performance Ranking System (PRS), Section III of the Procedural Rules, is the scoring system used for the overall CICSA league for the following purposes:
  - a) Awarding the Overall League Championship Trophy, annually to the team with the top score in the PRS.
  - b) To determine the order of teams in the Draft.
2. If the Performance Ranking System is found in violation of the Constitution, the rules stated in the Constitution shall govern the overall scoring.
3. Members may suggest modifications to the Performance Ranking System by notifying the Executive committee. The PRS may only be modified by a majority vote from the Executive Committee, and the CICSA membership shall be notified immediately of any changes and their implications.

4. Changes to Section III of the Procedural Rules cannot be made during the competition season. All changes voted on shall take effect for the Next Season.

# Addendum 1

## Improper Behavior

The following actions of a member team or one of its sailors renders the member team subject to punishment under Unit 1, Section III, E. of the Constitution. Breaking one of the rules below may result in Sanctions, Fines, or Dissolution of the member team in question. Or banning the sailor in question from competing. It is the responsibility of the member team to ensure their sailors know these rules and that they are enforced. These rules exist to ensure the longevity of the organization and its member teams.

1. No Alcohol or other narcotics can be consumed by CICSA sailors while on the water at competitions, team practices, clinics, or any other event where they are representing CICSA or a member team.
  - a. Why?: In the 1970's 4 Canadian University Sailors drowned during a team practice while consuming alcohol. This resulted in the league and 80% of teams being shut down for multiple years.
2. No sailor, staff, or member team, shall openly insult or disparage another sailor or member team of the organization.
3. No sailor or member team shall intentionally sabotage the efforts of another sailor or member team of the organization.