



CICSA PROCEDURAL RULES

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In collaboration with the 2025 CICSA Board of Directors
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BASIC RULES

COMPETITIVE PRINCIPLES

The aim of all competitions shall be to declare as winner the institution or person best qualified on the merits of sailing skill and sportsmanship. Individuals employed by or associated with a Member Institution to administer, conduct, or coach intercollegiate sailing in Canada shall to the best of their ability act with honesty and sportsmanship. The hosting sailing club or institution shall make every effort to ensure that each race of a regatta is a fair test of sailing and that sailors maintain the highest standards of sportsmanship. More on this in the sections below.

CICSA clearly and strongly prohibits discrimination in policies and at programs, events, activities, and competitions, including on the basis of age, colour, disability, gender, national origin, ethnic origin, religion, creed, or sexual orientation.

Additionally, CICSA seeks to establish and maintain an inclusive culture that promotes equitable participation for sailors and opportunities for coaches and administrators from diverse backgrounds.

CICSA and its Members shall strive to promote an atmosphere of respect for and sensitivity to the dignity of each person but also the environment that they are in. Each event shall have clear commitments and engagement on leaving the aquatic and general environment surrounding the event in a better state than before.

CICSA acknowledges that environmental action clearly is interconnected with the sport of sailing in modern times.

PURPOSE AND RESPONSIBILITY FOR THE CONTENTS The purpose of the CICSA Procedural Rules (CICSA PR) is the unification of all conditions for intercollegiate sailing competitions throughout Canada. All contestants shall be held responsible for the complete knowledge of the contents of these Procedural Rules.

1 RULES

- (a) Regattas within the regime of CICSAs rules shall be governed by The Racing Rules of Sailing (RRS) as adopted by World Sailing and Sail Canada as a national governing body except as changed by these Procedural Rules.
- (b) For the purposes of RRS 89.2(a), these Procedural Rules and other information provided by the CICSAs Schedule shall rank as the Notice of Race for all CICSAs regattas if not otherwise stated. Hosting institutions or clubs shall provide further details if needed.
- (c) For the purpose of RRS 90.2, these Procedural Rules and their Appendices shall run as Sailing Instructions for all CICSAs regattas under Regional (REG) and Invitational (INVT) classifications. Hosts shall provide further details as needed. Sailing instructions must still be provided to CICSAs two weeks prior to National (NAT) level events for approval.
- (d) A physical or digital copy of the Procedural Rules and Collegiate Class Sailboat Regulations shall be readily available at all CICSAs-approved regattas.

2 CHANGING THE PROCEDURALS

- (a) Sailing instructions may change only Procedural Rules of Section 4 – PR 13.2 - General Conduct. Changes must be explicitly stated in Sailing Instructions. Hosts wishing to change other CICSAs Procedural Rules must get written authorization from the CICSAs Board of Directors with a two weeks' notice of the change. Notices under the two-week threshold may lead to non-approval and denial of the change to the Procedural Rules.
- (b) The Board of Directors of CICSAs may formally change these Procedural Rules by vote at a regularly scheduled meeting after multiple advisory rounds with qualified judges and umpires as well as sailors. Any changes will be communicated to all CICSAs members and affiliates.

REQUIREMENTS FOR REGATTAS

3 NATIONAL LEVEL EVENTS

- (a) CICSA is the Organizing Authority for the CICSA National Championships, establishes the Conditions for these events, and approves and supervises their management by the host institution, team, club, and venue.
- (b) National Level events include Fleet Race Nationals, Team Race Nationals, Keelboat Match Race Nationals and Keelboat Fleet Race Nationals.
- (c) These events will be referred to as “NAT” for the remainder of this document.

4 REGIONAL LEVEL EVENTS

- (a) CICSA is not the Organizing Authority for regional events, however Regional Championship level events will need approval of their Sailing Instructions prior to their release to competitors. Sailing Instructions for these events must be released to competitors seven (7) days prior to event start.
- (b) CICSA may assist the Organizing Authority of regional events if needed, provided that the host school provides adequate notice.
- (c) These events will be referred to as “REG” for the remainder of this document.

5 INVITATIONAL AND LOCAL EVENTS

- (a) Host schools are the Organizing Authority for all other regattas involving post-secondary institutions. CICSA or agents acting on the behalf of CICSA may be used to advise the bodies and teams on an invitational level event.
- (b) In order for Invitational events to be scored, CICSA must be advised a minimum of **6 weeks** prior to the event, with constitutional draft procedures to be followed. Unscored training events may be held at any time during the CICSA season.

(c) CICSA encourages the development of new or novel regattas and sailing opportunities for college sailors. Any regatta in this category must be supportive of CICSA schedules, procedures, and principles. The scheduling and conduct of such regattas which are to be attended by colleges from more than one CICSA Region and which may be either wholly or partially intercollegiate, shall be cleared through the CICSA Board of Directors.

ELIGIBILITY

6 UNIVERSITIES AND COLLEGES

- (a) To be eligible for competition, a post-secondary institution shall be a Member, in good standing, of CICSA, have submitted their team roster no later than September 30th of the competition year and paid their team fees.
- i) Athletes may be added to team rosters no later than one (1) week prior to their involvement in any CICSA competition, provided written notice be sent to the Board of Directors and additional competitor fees paid. This applies to all INVT or REG events.
 - ii) Athletes may only be added to a team's roster for NAT level events under extenuating circumstances, requiring written notice and approval by the CICSA Board of Directors no later than 21 days prior to the National Championship.
 - iii) Teams may be required to pay a fee for attending a NAT-level event. This fee will go to CICSA and will be used to support NAT level events, dispersed at the discretion of the CICSA BOD. The exact amount of this fee is determined at the discretion of the CICSA BOD..
- (b) CICSA may deny the entry of a member's team from a CICSA event if that college's dues, entry fees, or assessments are not current.
- (c) Refer to CICSA Constitution and By-Laws Unit I - Section III for further information on membership eligibility.

7 STUDENT-ATHLETES

(a) **Academic Status** – To be eligible to represent a college in competition, a student-athlete shall be enrolled in at least a minimum full-time undergraduate program of studies at the institution they represent, except as provided in CICSA PR 7(b) & 7(d).

i) Student-athletes will be required to present a valid student card, or alternative proof of student status at event check-in.

(b) **Final Term Exception** – An eligible student-athlete in their last term prior to graduating, who is enrolled in less than a full-time set of courses but is carrying all the classes necessary for graduation at the end of that term, may compete. This exception shall be allowed only once per student-athlete. (c)

Seasons of Competition: Five-Year Limit

i) A student-athlete's eligibility begins when that student-athlete has been scored in a race governed by CICSA.

ii) No student-athlete shall compete for more than five Fall seasons and five Spring seasons, to be completed within six calendar years.

iii) No student-athlete shall compete for more than one college in any single CICSA Competition Year except as specified in CICSA PR 9(c).

iv) A student-athlete's eligibility for National-level Championships shall be determined by their eligibility for the season in which the Championship is held, subject to CICSA PR 7(d) below.

v) When a student-athlete has been scored in a single race in any CICSA regatta in a given season (other than Spring and Fall 2020 and Spring 2021 due to the COVID-19 pandemic), they have competed in that season.

(d) **Eligibility after Graduation** – No student-athlete shall compete after receiving a bachelor's degree from any college, except that a student-athlete, eligible to compete when the degree was received, shall remain eligible until the end of that season. Exemptions under the rule by example: i) A member of the Class of 2021 may for example compete as a full-time

graduate student or full-time undergraduate student pursuing a second bachelor's degree or post- bachelor's certificate during the 2021-2022 academic year.

- (e) **Financial Assistance** - No student-athlete shall receive full financial assistance to attend college based upon sailing ability. Furthermore, no coach or representative of an athletic interest related to sailing shall fully have the decision power over financial aid decisions on behalf of a prospective student-athlete. This shall not prohibit coaches or other representatives from providing and discussing financial aid information with prospective student-athletes.
- (f) **Amateur Status** - A student-athlete shall be a Group 1 competitor as defined by World Sailing Regulation 22.2. Once an individual has accepted and started a position as a compensated coach of a CICSA team, the individual shall not be eligible for any future competition in a CICSA event.
 - i) Exception: Notwithstanding any other provision of CICSA Procedural Rules and the Racing Rules of Sailing, CICSA Procedural Rule 7(f) shall not apply to an individual who has been officially named as a member of a National Team if the sole reason that individual is classified as a Group 3 is due to their participation on a National Team. For purposes of this exception, a National Team is one selected, organised and sponsored by Sail Canada or, for student athletes representing another nation, the equivalent organisation of that nation. (Text of World Sailing Regulations can be found at www.sailing.org). Elite athletes competing via sponsorship funding but not financially compensated for their sailing skills are eligible to compete within CICSA.
 - ii) The above exception doesn't include a member of a team competing in a Ocean Race, Senior or Women's America's Cup cycle as well as other fully funded Group 3 constituting conditions.
- (g) **Use of Ineligible Student-Athlete** - A team using an ineligible

student-athlete, as defined above, in competition, shall, unless another penalty applies, be disqualified from the affected races without a hearing; no other team's scores shall change. Requests for reinstatement shall be fully documented and sent to the CICSA Board of Directors, which shall make the final ruling (Changes RRS 63.1 & A4 or D3.1) (See also CICSA PR 13).

- (h) **Hardship Waivers** – An extension of up to two seasons beyond the Five-Year Limit may be granted under extenuating circumstances. See IX in the Appendix
- (i) **Eligibility Questions** - All questions and protests concerning eligibility shall be decided by the CICSA BOD, except that any questions or protests relating to World Sailing Regulation 22.2 shall be referred to the World Sailing Classification Authority.

8 CREWS AND CREW SUBSTITUTION

- (a) Except for single handed dinghies, two student-athletes constitute a dinghy crew. For regattas using boats larger than 6m in overall length, the NoR shall specify the number of crew required for the event.
- (b) **Limitations and Exceptions** - A student-athlete, after competing in one regatta, shall not compete in another regatta until the completion of the first. Each team will be permitted **one** crew substitution at CICSA events, after which the change remains in place for the remainder of the regatta. Other exceptions include:
 - i) After competing as a skipper, shall not sail in any other division.
 - ii) After competing as crew, a sailor may shift to another division as skipper or crew but thereafter sail only in that division.
 - iii) If a team sends three athletes instead of the four for a dinghy regatta, the crew may compete in both divisions as a crew. Approval is required by both the host school and CICSA BOD for this exception.
 - iv) After competing for one team, shall not sail for another team from their college.

- v) A team that breaks a preceding section of CICSА PR 8(b) shall be disqualified without a hearing from all affected races by the Regatta Chair, the Commissioner, or the CICSА Board of Directors or an otherwise legal agent of CICSА for the time period of the event (Changes RRS 63.1).
- (c) **Emergency Substitutions** - In an emergency (e.g., illness or failure of transportation), a student-athlete of any other team may substitute as crew provided that:
- i) The substitute meets the requirements of CICSА PR 7 & 8; and,
 - ii) The Regatta Chair approves the substitution.
 - iii) Teams may use up to two emergency substitutions for INV level dinghy events, and up to one for REG level dinghy events.
Emergency substitutions are not allowed for NAT level events, unless there are extreme extenuating circumstances. Teams must request approval from both the host school and CICSА BOD. In this request, the team must state the reason for needing emergency substitutions.
 - iv) Any type of keelboat event cannot have more members of substitute crew than of their original team

9 REGISTRATION REQUIREMENTS

- (a) All student-athletes shall register with CICSА annually prior to competing in a season.
- (b) A team representative shall enter completely on the Record of Participation Form the names and class years of all skippers and crews who will compete.
 - i) A team failing to properly complete the Record of Participation Form before the expiration of the registration period for each season and regatta shall be subject to rescoring according to CICSА PR 23(a) for fleet racing and CICSА PR 23(b&c) for team or match racing. (See

also CICSА PR 14, 15, 16).

10 FAILURE TO ATTEND

- (a) If a team is unable to attend an event previously drafted, they must notify the Organizing Authority and CICSА Board of Directors of their withdrawal **no later than 72 hours prior to event start.**
- (b) Failure to notify the OA and CICSА of withdrawal will result in the following No-Show penalties.
 - ii) **1st No-Show - Scoring Penalty:** The first incidence of failure to notify of withdrawal will result in the applicable team to incur a Scoring Penalty, in which the team is required to hold a score of “0” for one of their scored season regattas. The team will also receive an official warning from the CICSА BOD.
 - iii) **2nd No-Show - Scoring Penalty and Meeting with CICSА BOD:** For a second incidence of no-show, the applicable team will incur a second scoring penalty, in which a score of “0” is held for two of their scored season regattas, as well as a meeting with the team’s executive and the CICSА BOD. This will impact the team’s abilities to attend NAT level events.
 - iv) **3rd No-Show - National Event Suspension:** After a third incidence of no-show, the applicable team will not be allowed to compete in any National competitions of the current season.

11 SAFETY

- (a) **Personal Flotation Devices (PFDs)** – All student-athletes shall wear inherently buoyant personal flotation devices while on the water. When possible, PFDs shall be worn outside all clothing, ensuring the visibility of the team’s uniform. PFDs are not required when ashore or on objects attached to shore. (Changes RRS 40 and the Part 4 preamble.)
- (b) **Special Clothing** – Organisers may strongly recommend special

clothing (e.g., dry suits or helmets) for any regatta, provided sufficient advance written notice is given to each competing teams' representative(s).

- (c) **Temperature** - Wind limits and temperature thresholds for competition shall be determined by regatta Organizing Authorities, in collaboration with their partnered yacht club and in consultation with CICSA. Temperature and wind thresholds must be approved by the CICSA Board of Directors for all regattas taking place after October 31st or before May 1st of a competition season.
- (d) **Team Uniforms** - Each student-athlete competing in a CICSA regatta shall wear a uniform designating their college. The uniform shall be a lightweight jersey, bib, or pinnie worn at all times (except when changing or adjusting equipment or clothing) over the lifejacket, or like-coloured lifejackets. To designate the college, any combination of the college's name, nickname, mascot, or other identifying image shall 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.
- (e) A college whose student-athletes fail to wear PFDs or uniforms for each race may be subject to the appropriate penalty per CICSA PR 23(a) or (b). In REG and INVT-level regattas, as described in CICSA PR 4, the Regatta Chair may waive any penalty under this rule.

12 CONDUCT

- (a) No contestant shall use, either on or off the water, during the hours of competition or at a CICSA National- or Conference-sanctioned function, any controlled substance including, but not limited to, marijuana and alcoholic beverages. Violations of PR 12(a) shall be reported to the student-athlete's Commissioner and to the CICSA BOD for appropriate action (See CICSA Constitution & By-Laws Addendum 1).
- (b) No contestant shall use any tobacco or vape product during the hours of competition in the vicinity of the Regatta Site. Failure to comply will result

in the appropriate penalty as deemed by the Regatta Chair and the CICSA BOD.

MANAGEMENT OF REGATTAS

13 GENERAL REQUIREMENTS

1 OFFICIALS

(a) The Regatta Chair and Protest Committee shall be approved by CICSA for CICSA NAT and REG Championships. Approval is not required for INVT level events, though CICSA can provide assistance if needed. (b) The race officials shall include at least:

- i) A Regatta Chair or PRO, who is responsible for all decisions affecting the conduct of the regatta, except as provided in CICSA PR 13(b)(ii), below;
- ii) A qualified Protest Committee, which shall decide all questions arising under the CICSA PR and RRS as well as ensure the fairness of the competition;
 - i. For INVT level regattas the PRO and Judge may be the same, unless when judging on matters including a conflict of interest. Conflict of interest must be subsequently reported to CICSA, who will convene a special hearing for the dispute in such matters.
 - ii. A PRO or Judge who has lost his licence or lost a protest against himself where the judgement of the CICSA board was to withdraw their confidence in their ability to conduct the above will not be eligible to host further events.
- iii) A Scorer, who shall record the race results and prepare a Regatta Report for the Regatta Chair and PRO;
- iv) A Rescue Party, who shall operate a rescue launch of at least one rib. (c) **Regional Regatta Representative or Commissioners**– At REG and NAT Championship regattas, CICSA shall appoint a CICSA Regatta

Representative who shall assist in ensuring the quality and fairness of the competition on site. If not explicitly stated otherwise, this responsibility is delegated to the host school's team leadership (ex. presidents, regatta coordinators, etc.)

- i) For the purposes of RRS 90.1, the Regatta Representative acts on behalf of CICSA as the organising authority and will serve as their legal agent during the event.
- ii) The Regatta Representative may direct the race committee to apply for redress for a boat per rule 60.2(b).
- iii) Additional officials may be appointed and may include an honorary Regatta Chair.

2 GENERAL CONDUCT

(a) **Sailing Instructions** – See CICSA PR 1(d).

(b) **Race Committee Signals**

- i) **Starting Systems** - For regattas, RRS 26 - shall be used as changed in Appendix III for all dinghy events. For regattas using boats larger than 19 feet overall length, RRS 26 must be used in its original form unless otherwise stated by notice of CICSA.
- ii) **Individual Recall** - When at a boat's starting signal any part of her hull is on the course side of the starting line or she must comply with RRS 30.1, the race committee shall promptly display flag X (or a designated flag or device) with **one clear sound**. The flag shall be clearly displayed (prohibiting the use of a double sided pole unless adequately modified to ensure visibility) until the hull of each such boat has been completely on the pre-start side of the starting line or one of its extensions and has complied with RRS 30.1 if it applies, but no later than two minutes after the starting signal or one minute prior to the next starting signal, whichever is earlier. The Race Committee may also attempt to notify individual boats by hailing their sail or bow

numbers via megaphone. (Changes RRS 29.1)

- iii) **General Recall** – The race committee may signal a general recall with multiple sounds and the hail of “general recall” and need not display the First Substitute except for NAT level events. Following a general recall, the warning for any subsequent start may be initiated at any time (Changes RRS 29.2). After multiple general recall, RRS 30.3 (Black Flag Rule), may be implemented to subsequent starts of the corresponding race series and no signal need be given. (Changes RRS 30.1)
- iv) **Special Signals** - The sailing instructions shall designate any special signals and explain their meaning. This allows for innovative uses of numbered flags for match racing events or team racing events as well as expedited starting procedures.

(c) **Courses** – All courses, whenever possible, shall be laid out so that the first leg is a beat to windward within a 10° error margin.

- i) Fleet Racing regattas shall follow a windward-leeward course.
- ii) Team Racing regattas shall follow a Digital N course.
- iii) Match Racing regattas shall follow a windward-leeward course. iv)

Changing the Course After the Start – Marks may be moved as necessary to maintain a course configuration or change course length, but no mark shall be moved when any boat is on the leg that it terminates. Rules 32 and 33 have effect as per RRS.

v) **Course Duration** - The recommended race duration times are described below.

Races shall be timed from the start of the race until the finish of the first boat in that race.

Dinghy Fleet Racing	15-20'
Team Racing	10-15'
Match Racing	10-15'
Fleet Racing (6+ metres)	30'

(For fleets of fewer than 18 boats, shorter courses may be used. For a fleet of fewer than 12 boats, a course should be at least 12 minutes in duration. For a fleet of 13 to 17 boats, the course should be one minute in duration per boat in the fleet.)

(d) **Time Limits**

i) There is no set time limit for dinghy races. While either the Regatta Chair or the Protest Committee may abandon a race, such authority should be exercised with caution. A sound signal and the use of the appropriate visual signals shall be used for all NAT and REG level events.

i. INVT level events may use a megaphone to communicate the abandonment of a race. (Changes RRS 32.1)

ii) The time limit for races using boats larger than 6m overall length shall be 30 minutes for the leading boat to pass the first mark and 45 minutes for the leading boat to finish. All boats not finishing within 15 minutes of the first boat shall be scored DNF (Changes RRS 35).

iii) A time limit for the start of the last race on a given day may be set prior to the first race of that day unless such time is in the Schedule Bulletin or other written notice board and must be communicated at the skippers' meeting.

iv) The latest start time is sunset, provided the boats can reasonably sail back ashore before dusk unless provided with proper lights. (e) **Rigging and Tuning** - the following measures should be taken by the Organizing Authority to ensure boat uniformity. Failure to do so during REG or NAT level regattas are grounds for protest.

i) All boats must be set to identical tune and rig settings as best as possible.

ii) Bridles must be removed or rendered unusable. (i.e. shackle down the block)

iii) Trapeze wires, and rigging must be removed or rendered unusable.

iv) Mainsails must all be rigged loose footed, meaning that even sails with a bolt rope at the foot cannot be fed through the boom track. v)

At all REG & NAT events, the host team is required to request a second opinion from another competitor, or the CICSA Representative to confirm boat rig uniformity.

i. A piece of white electric tape shall be signed and dated by the second opinion confirming the boat's uniformity.

(f) **Postponing a Regatta** - When a regatta in progress is postponed to a later date, it shall be started anew, except for team and match races, which shall resume from the point at which racing was halted. (g) **Race**

Schedule

i) At fleet racing REG level regattas, no division shall sail more than 15 races per day.

ii) No REG or NAT level regatta race shall start after 1500 local time on Sunday unless specified by the Sailing Instructions, at the Skipper's meeting, and agreed on by all attending parties.

iii) Any regatta-specific changes to CICSA PR 13.2(f)(i) or (ii) shall be communicated in the Sailing Instructions and, for REG and NAT regattas, submitted to the CICSA Board for approval prior to use.

(h) **Wind Minimum** - Races should not be started unless the Race Committee is satisfied that the windspeed in the starting area, and, to the best of its belief, on the rest of the course, is in excess of an average of 4kts (7.5km/h) for a reasonable period before the start as measured using instrumentation and while not moving over the bottom or anchored. Current should be taken into consideration.

i) For REG and INVT level regattas no instrumentation has to be used but it is advised that the conduct of races under the limit be halted as soon as a majority of the competing teams concur.

3 COACHING

The following limitations are placed on the actions of coaches, including the Race Committee or college team members acting as coaches: (a) **When and Where Permissible** - A student-athlete may receive

coaching, assistance, equipment, or sustenance only while ashore or on the dock, except that, when boats do not dock after each race, the Race Committee may designate an area or provide a boat where coaching may take place, provided that all coaches have equal access to the area or boat. A coach may not also act as a member of the Race Committee.

(b) **Before Protesting** - A student-athlete shall not communicate with a coach before reporting an intention to protest to the Race Committee. Breaking this rule may be grounds for closing the protest.

(c) **Outside Help** - Communication between teammates that are racing in different boats or divisions is limited only by the provisions of RRS 41 (Outside Help).

(d) **Penalty for Breaking CICSА PR 13.3** - A boat that breaks CICSА PR 13.3(a) or 13.3(c) while racing shall be subject to disqualification from that race and while not racing shall be subject to disqualification from her most recently completed race. Repeated conduct will result in a scoring penalty at the discretion of the CICSА BOD.

4 BREAKDOWNS

(a) When a boat suffers a breakdown, the boat's crew shall make all reasonable efforts to fix the damage and continue racing, unless that would result in further damage or risk to the crew. Race officials may require a damaged boat to retire.

i) All damage reparations made by a boat's crew **must** be reported to the next team substituting into said boat. Failure to do so will result in a hearing by the regatta chair and subject to the appropriate scoring

penalty.

- (b) When a boat's score is made significantly worse by equipment failure clearly not the fault of the boat's crew or by swamping, capsizing, disablement or damage caused by an infringing boat, that boat may be awarded compensation.
- (c) **Compensation for Breakdowns** - When the Protest Committee is satisfied that compensation is warranted (See CICSA PR V); it shall use one of the following methods:
 - i) Unless CICSA PR 13.4(c)(ii) or (iii), below, apply, points shall be awarded as the team's average score for all other races in that division or series. However, the boat shall receive its actual finishing place if that place was better than the average score. Decimals are rounded to the nearest integer, rounding .5 up. Such compensation may result in two boats having the same score.
 - ii) If the breakdown occurred at or near the finishing line and the boat's position was clearly secure, she may be scored in that position. Even though other boats may have finished ahead of the BKD boat, such boats shall be scored as having finished behind the RDG boat.
 - iii) When method CICSA PR 13.4(c)(i), above, clearly does not yield a fair scoring of a student-athlete's performance in that race and CICSA PR 13.4(c)(ii), above, does not apply, the Protest Committee may award compensation that is more equitable for that student-athlete.
- (d) **Limit on Compensation for Breakdowns** - The award of breakdowns to a team shall be limited to two per division or series when four or more races are sailed, one per division when fewer than four races are sailed. If a boat breaks down in a race and cannot be repaired or replaced in time for the subsequent race(s), the team(s) assigned to that boat shall be awarded BYE(s) for the race(s).

5 REGATTA REPORTING

Within three days after a regatta, the Regatta Chair or Organising Team or Institution shall submit a report to CICSА, who shall distribute it to any other Associations represented in the regatta. The host team shall retain a copy of the regatta report for a minimum of 3 years. In addition, for eliminations held 14 days or less prior to a Championship, or other regatta for which colleges qualify, the final scores shall be transmitted immediately to CICSА. A CICSА Regatta Host Template is provided in Appendix IV.

The report shall consist of:

The regatta name, location, and date, and organising committee
A tally sheet showing: Total scores Winning skippers and crews Listed names of all competitors, their affiliate school, including all skippers and crews.
A report of the points scored by each team in every race
A signed record of participation including the participating teams
A synopsis of the racing conditions and anomalies

Failure of a host to submit a regatta report in a timely manner may result in penalties to be determined by the CICSА BOD of the host team. Properly completed and submitted results as above satisfy CICSА PR 13.5.

14 FLEET RACING REQUIREMENTS

1 CONDUCT – FLEET

(a) **Divisions** - In regattas of four or more teams, there shall be two or more divisions unless otherwise specified in the Notice of Race. Otherwise, the competing teams shall sail and be scored as a Combined Division. (b) **Rotation of**

Boats

i) The format for fleet racing regattas with less boats than competing teams shall be one or more round robins (where a round robin is a number of races, for each division, equal to the number of teams), using a change-of-boat system, such that each team shall sail each boat once if the round robin is completed (except for events held in multiple fleets of boats or other special events, which shall designate the format in writing). In any boat rotation format, no team shall sail the same boat for more than two consecutive races.

i. A suggested Boat Rotation Template is provided in Appendix IV.

ii) Unless there is a reasonable chance that two or more round robins can be completed and the intention to do so is announced before the regatta begins, a regatta shall be limited to one round robin of races.

iii) The Regatta Chair shall try to ensure that the boats used are equal in performance. Boats clearly superior or inferior should be excluded. A substitute boat may be inserted in the rotation because of damage, but the sails of the original boat shall be used, if possible.

(c) **Combined Divisions** – A regatta of any size may be designated as combined division if specified in the Schedule Bulletin or other written notice. Combined Division events shall be run in accordance with all CICSAs Procedural rules, including PR 14.1(b), except that:

i) Each team shall be represented by one boat in each division.

ii) All divisions shall start and finish together and each boat shall be scored in her finishing place regardless of division

2 SCORING REGATTAS

(a) For detailed information on the CICSAs scoring system, see Appendix

I. (b) **Official Regatta** – An official regatta shall be published in the Regatta Schedule and shall consist of at least two competing teams sailing a minimum of four races in each division. In order for a regatta to be scored, CICSAs must be advised a minimum of **6 weeks** prior to the

event, with constitutional draft procedures to be followed. (c)

Scoring System - The Low Point Scoring System in RRS Appendix A shall be used, except as changed below.

- i) A boat not sailing a race at the direction of the Race Committee (BYE) shall be scored using the procedure set out in the CICSA PR.
- ii) BKD & RDG – A boat awarded breakdown points (BKD) or given redress (RDG) shall be scored in accordance with CICSA PR 13.4. (Changes RRS 64.3 & A9)

(d) **Series Score** - Each team's division series score shall be the total of its race scores for that division.

(e) **Regatta Score** – Teams shall be ranked, after adding all division series scores, in order of lowest total score first and highest total score last.

i) **Multi-Day Events** – If races are not sailed and scored on the final day in which racing was scheduled of a multi-day event, final regatta scores shall include all races scored in each division

ii) **Breaking Ties** (Changes RRS A8)

- i. In case of a tie between two or more teams, in a division or regatta, they shall be broken by the lowest range between best and worst race scored (excluding penalty scores).
- ii. If a tie remains between two or more teams, each team's race scores shall be listed in order of best to worst, and at the first point(s) where there is a difference the tie shall be broken in favour of the team with the best score(s) (RRS A8 standard)
- iii. If a tie still remains between two or more colleges, they shall be ranked in order of their scores in the last race where all of the tied teams received a score.

1 TEAM RACING RULES – SPECIAL

RRS Appendix D shall be used for all team-racing regattas. Knowledge of this section is expected of any student-athlete competing in such events. D4.4 and D4.5 are changed by CICSА PR 14, below:

- (a) **Expedited Hearing Procedure** – When the sailing instructions state, CICSА PR VII shall be in effect.
- (b) **Re-sailing a Race**
 - i) A re-sail, if necessary and conditions permit, may occur after prescribed sailing hours. Races sailed from an incomplete round robin or series, where the teams met, shall be used as re-sail races.
 - ii) Races from an incomplete round robin or series which are used as re-sail races shall not also be used as tie-break races.
 - iii) Re-sail races will only be considered at an early stage of the event or at a later stage between teams in contest for the top three positions if the time limit may be affected.

2 SCORING REGATTAS

- (a) For detailed information on the CICSА scoring system, see Appendix I.
- (b) **Breaking Ties** - The following methods shall be used for breaking ties:
 - i) A sail-off, if conditions permit and after prescribed sailing hours, if necessary, a single race between each tied team (based on their overall win-loss records). Races sailed from an incomplete round robin or series, where the tied teams met, shall be used as sail-off races. Sail-off wins and losses shall not affect a team's overall record;
 - ii) The number of races won when the tied teams met;
 - iii) Total points scored when the tied teams met;
 - iv) A future sail-off, to be scheduled by the Regatta Chair either at the same site or at a neutral, equitable, site.
- (c) The methods in CICSА PR 15.2(a), above, shall be applied in the

order specified below when:

- i) A tie involves a qualifying place for a future regatta or round, and the tied teams met once
 - ii) A tie involves a trophy place (1st, 2nd, or 3rd), but not a qualifying place, and the tied teams met once
 - iii) A tie involves neither a qualifying nor a trophy place - unless the race committee, at its discretion, elects to use CICSA PR 15.2(b)(ii), above.
 - iv) When none of the methods in CICSA PR 15.2(b), above, are able to break a tie, the place shall be decided by the toss of a coin or spin of a squash racket in a best of three formats.
- (d) **Breakdowns in Team Racing** - Breakdowns in Team Racing shall be scored in accordance with RRS D5.
- (e) **Changing the Format** - When conditions make the announced format unmanageable, the Commissioner (if present) or the Regatta Chair and Protest Committee may alter the format to ensure an equitable determination of the winner.

16 MATCH RACING REQUIREMENTS

1 MATCH RACING RULES – SPECIAL

RRS Appendix C shall be used for all team-racing regattas. Knowledge of this section is expected of any student-athlete competing in such events. (a) **Expedited Hearing Procedure** – When the sailing instructions state, CICSA PR VII shall be in effect.

(b) **Re-sailing a Race**

- a. Similar to team racing, will be done in accordance to CICSA PR 15.1(b).

2 SCORING REGATTAS

- (a) For detailed information on the CICSA scoring system, see Appendix I.
- (b) **Breaking Ties** - In accordance with CICSA PR 15.2(a,b).
- (c) **Breakdowns in Match Racing** - Breakdowns in Match Racing shall

be scored in accordance with RRS C6.

- (d) **Changing the Format** - When conditions make the announced format unmanageable, the Commissioner (if present) or the Regatta Chair and Protest Committee may alter the format to ensure an equitable determination of the winner.

OTHER SAILING RULES

17 SERIOUS COLLISIONS

A collision causing damage requiring more than normal maintenance is regarded as a serious incident. When such damage occurs, the Protest Committee shall hold a hearing under RRS 60.2, 60.3 & 63 to determine the facts and consider whether those involved exercised reasonable care in handling their boats. If the Protest Committee finds that either or both boat(s) did not, one or both may be disqualified, regardless of any alternative penalty(ies) accepted under RRS 44.1. In extreme cases, either or both boat(s) may be excluded from the rest of the regatta (Changes RRS 64.1).

18 PRE-EVENT TRAINING

Once a team has qualified for a NAT level Championship, members of that team shall sail neither at the site nor in the boats to be used in the Championship more than 48 hours prior to the scheduled event.

- (a) A team may sail at the site or in the boats if competing in a previously scheduled CICSА regatta or with written consent from the CICSА BOD.
- (b) Teams may sail at the site or in the boats in the event that training days are designated by the Organizing Authority, providing equitable access to training for all competitors.
- (c) CICSА PR 18 shall not restrict a team from sailing in its home waters or boats.
- (d) A college that breaks CICSА PR 18 shall be given a penalty as determined by the CICSА BOD using CICSА PR 23(c) as

guidance.

PROTESTS, PENALTIES & APPEALS

19 NOTIFICATION

- (a) The “red flag” requirement of RRS 61.1(a) is deleted and, when the identity of the protested boat could be uncertain, the boat’s sail number shall be included in the hail. Failure of a hailed boat to hear the hail shall not, by itself, be grounds for closing the protest.
(Changes RRS 61.1(a))
- (b) A protesting boat shall, at the first reasonable opportunity after finishing, notify both the Race Committee and the protested boat of her intent to protest. Failure to do so may be grounds for closing the protest (Changes RRS 63.5).
- (c) **Race Committee Protests** - A member of the race committee or protest committee intending to protest a boat, following an incident that is observed in the racing area, may, at the first reasonable opportunity, inform the boat by making a sound signal, hailing "protest" and her sail number. The signalled boat is then allowed to take an alternate penalty, as available under RRS 44 (Changes RRS 61.1(b)).

20 TIME LIMITS

Unless otherwise stated in the sailing instructions, a protest by a boat, or by the Race Committee or Protest Committee about an incident observed in the racing area, shall be delivered to the race office no later than 30 minutes after the last boat reaches the shore after the last race of the day.

21 ALTERNATE PENALTY SYSTEMS

- (a) In extreme wind conditions, the Race Committee may substitute the scoring penalty of RRS 44.3, as modified by CICSА PR 22(b), for breaking a rule of RRS Part 2 - When Boats Meet and RRS 31 - Touching a Mark.

- (b) For regattas using boats larger than 6m overall length, the scoring penalty of RRS 44.3 shall apply with the changes below unless a one-turn or modern penalty system is being specified in the SI or NoR.
- i) The penalty shall be the whole number (rounding .5 upward) nearest to 20% of the number of teams entered, or a minimum of two positions, whichever is higher (Changes RRS 44.3(c)).
 - ii) When yellow flags are not provided, a hail of “yellow flag” shall suffice as acceptance of the penalty (Changes RRS 44.3(a) and (b)).
 - iii) A team that has accepted a scoring penalty while racing shall inform the Race Committee of her penalty at the first reasonable opportunity after finishing (Changes RRS 44.3(b)).
- (c) When a boat, after accepting an alternate penalty under CICSА PR 22(b), protests the other boat, it shall be only on the allegation that the other boat also broke a rule in the same incident or a separate incident in the same race (Changes RRS 60.1).
- (d) When the Race Committee fails to specify an alternate form of penalties, a one-turn penalty will suffice instead of a two-turn penalty in all Fleet Races of boats under 6m in length.
- i) If the turn did not clearly result in the boat positioning itself behind the boat infringed, it shall reduce its speed noticeably until the other boat gains an advantage of a boat length or is otherwise clear ahead.

22 IMMEDIATE PENALTIES

When the sailing instructions state this rule is in effect, RRS Appendix P shall be in effect with the changes below:

- (a) Delete the word “first” in the title and body of P2.1
- (b) Delete P2.2 and P2.3.
- (c) P3 is changed to read: “If a boat has been penalised under Rule P1 and the Race Committee signals a postponement, general recall or abandonment,

the penalty is cancelled.”

23 SCORING AND PARTICIPATION PENALTIES

- (a) **Fleet Racing Scoring Penalty** - A team subject to this penalty shall have 5 points per division added to their final regatta score, with a hearing (unless in extreme circumstances determined by the RC or PC), by the Regatta Chair, the Commissioner, or the CICSA BOD.
- (b) **Team and Match Racing Scoring Penalty** - A team subject to this penalty shall have TWO WINS subtracted and TWO LOSSES added to their final regatta score, with an expedited hearing, by the Protest Committee, Regatta Chair, the Commissioner, or the CICSA BOD (Changes RRS 63.1, D4.3 & C10.5).

24 INTERESTED PARTIES

Under RRS 63.4, a *support person's conflict of interest* is not significant, except when the team or higher education institution's team the *support person* represents is a *party* to the hearing.

25 HEARINGS

The Protest Committee shall take such evidence as it considers necessary to determine the facts of an incident and base its decision on them (Simplifies RRS 63.6).

26 WRITTEN DECISIONS

A request for a written protest decision by a party to the hearing shall be made before the Protest Committee departs the regatta (Changes RRS 65.2) and no later than 1700 on the last day of the event.

27 GROSS BREACHES AND MISCONDUCT

For the purpose of RRS 69, the term 'boat' can be interpreted to include the institution it represents. Any penalty imposed under this rule shall be reported to the offending team's Commissioner and the CICSA BOD. Penalties imposed under Section C of the RRS may lead to actions against the Team as a whole.

28 APPEALS AND REQUESTS TO THE NATIONAL AUTHORITY

(CICSA) (a) RRS 70, appeals; confirmation or correction of decisions; rule interpretations; requests to a national authority and RRS Appendix R Procedures for Appeals and Requests, shall apply.

(b) There will be no fee for appeals to the CICSA BOD.

(c) In accordance with RRS 70.5(a), the right of appeal is denied at all series events as identified by the CICSA Interconference Regatta or Conference Schedule.

(d) The CICSA Appeals and Protest Committee shall be constituted of:

- a. The CICSA president or their legal deputy (with one vote),
- b. A qualified judge or umpire (with one vote, two votes to break a tie)
- c. The CICSA Advisory board or Board of Directors (with one vote per member, but no more than 3)
- d. A designated scribe (best case one of the above)

(e) The above Committee described in CICSA PR 29(d) can legally appeal decisions made by the CICSA BOD by recommendation of a Commissioner or Team's representative or leadership about the latter.

APPENDIX

I CANADIAN INTERCOLLEGIATE SAILING ASSOCIATION SCORING SYSTEM

(a) A team's **Region Score** is defined as the average of their event points from events attended, not including allotted drops, and not including any National Championships. This is used to rank teams within one of CICSA's

4 competing regions: Ontario, Quebec, Atlantic, and Western.

- a. Teams are required to attend a minimum of two (2) INVT or REG events to obtain a region score, provided that there is a minimum of two events in their region. One of which is required to be the region's REG championship. In the event that a region does not have 2 events, teams within that region may be scored for one (1) if no other events are attended.
- b. Teams may use INVT or REG events outside their region for their region score.
- c. If a team attends more than their two (2) required events, they are entitled to drops. Teams are then scored for 50% rounded up of their best regatta scores. For example, if a team attends 5 season events, they will be scored for their best 3, allowing them to drop 2 event scores. If a team attends 4 season events, they will be scored for their best 2.

(b) A team's **Season Score** is defined as the sum of their Region Score and their best National Championship score. This is used to rank teams nationally, and dictates the draft order for the following competition year. Teams are restricted to one (1) berth per national championship unless otherwise amended by the CICSA Board of Directors.

- a. There are four (4) different national championships that may be on the season schedule.
 - i. Fleet Race Nationals
 - ii. Team Race Nationals
 - iii. Keelboat Fleet Race Nationals
 - iv. Keelboat Match Race Nationals

b. In the event that a team attends 3 or more National Championships, they may be scored for their top 2, with their lower National Championship score replacing one of their region score events, provided they've received higher scores at the NAT level event.

- (c) **Event Points** are defined as the number of points available at every event.
- a. The points that each team earns at an event can be calculated using the following formula where:
 - i. N is the number of teams present at that event
 - ii. W is the weight assigned to that event
 - iii. P is a team's finishing position in that event.
 - b. Event points = $W * ((N+1) - P) / (N+1)$
 - i. Any no-show or unexcused late drop teams are still counted in the number of teams present at that event
 - ii. if a team joins an event at any point, including within 72 hours, they are added to the number of teams present at that event
 - c. Event weights (W) are:
 - i. 15 for Fleet Racing Nationals (FRN)
 - ii. 13 for all other National Championships (NAT)
 - iii. 10 for all other A Tier Events (REG & some INVT)
 - iv. 8 for B Tier events (all other INVT events)
 - d. It is important to note that the more teams attending an event, the more points that event is worth.
- (d) In the event that there are more than 3 scheduled keelboat events (INVT or NAT) during a CICSA season, the keelboat circuit will be scored separately from the dinghy season.
- (e) If a team is unable to attend an event previously drafted, they must notify the Organizing Authority and the CICSA Board of Directors of their withdrawal **no later than 72 hours prior to event start**. See CICSA PR 10 for detailed information on scoring and monetary penalties associated with Failure to Attend.
- (f) Fleet Race Nationals is not a draftable event; teams must qualify through the following process:
- a. One (1) automatic berth for the host team.
 - b. One (1) automatic berth for each regional championship winner. i.

If the REG Championship is won by the school hosting Fleet Race Nationals, no additional berth will be allotted.

- c. The rest of the berths are offered to the highest-ranked teams which have not secured an automatic berth, based on their region score prior to any CICSA National Championship sailed.
 - i. Teams must accept their Fleet Race Nationals berth no more than 48 hours after it is offered to them. Failure to confirm attendance in the above-mentioned delay will result in the berth being offered to the next qualifying team.

II COMPETITIONS AND PRACTICE SEASONS

- (a) The CICSA Competition Season begins September 1st of a given year and ends on May 1st of the subsequent year, following the format of an academic year.
- (b) CICSA Special Unscored events may take place anytime during the year, including outside of the competition season.
- (c) Where possible, each region (Western, Ontario, Quebec, and Atlantic) will be allotted a national championship to host each season. The championship each region hosts will rotate each year. Teams within that region then bid on hosting that event. Exceptions may be made for regions that do not have sufficient resources to host that specific event or do not wish to do so.
- (d) Target National championship division and rotation is as follows:
 - (i) 2023-2024
 - (1) Western: Match Racing Nationals
 - (2) Ontario: Team Racing Nationals
 - (3) Quebec: Keelboat Nationals
 - (4) Atlantic: Fleet Racing Nationals
 - (ii) 2024-2025
 - (1) Western: Team Racing Nationals
 - (2) Ontario: Keelboat Nationals

- (3) Quebec: Fleet Racing Nationals
- (4) Atlantic: Match Racing Nationals
- (iii) 2025-2026
 - (1) West: Keelboat Nationals
 - (2) Ontario: Fleet Racing Nationals
 - (3) Quebec: Match Racing Nationals
 - (4) Atlantic Team Racing Nationals
- (iv) 2026-2027
 - (1) West: Fleet Racing Nationals
 - (2) Ontario: Match Racing Nationals
 - (3) Quebec: Team Racing Nationals
 - (4) Atlantic: Keelboat Nationals
- (v) The above rotation will repeat every 4 seasons.

II RULES FOR SPECIAL REGATTAS

- (a) CICSA Special Events shall be governed by the appropriate Rules (RRS Appendix B for Windsurfing Rules, and the RRS High Speed Rules for High Speed Classes)
- (b) Long-distance races may be permitted but have to be indicated in the NoR and Competition Schedule as such prior to the event.

III START SYSTEMS – SOUNDS AND FLAGS

- (a) The below rules will apply to dinghy races sailed under the regime of CICSA as well as all NAT level and REG level events, unless stated otherwise in Sailing Instructions or Notice of Race:

Signal	Sound	Time	Visual (mandatory)
Warning	1 short	3'	Class Flag up / Flag with "3" up
Preparatory	1 short	2'	P, U, Black up / Flag with "2" replacing "3"
Preparatory	1 long	1'	P, U, Black down / Flag with "1" replacing "2"
Start	1 long	Start	Class Flag down / Flag with "Start" replacing "1"

IV CICSА DOCUMENTS AND FORMS

CICSА Documents and Forms can be downloaded from [the](#)

[Website](#) Available forms include:

- i) CICSА Procedural Rules and Collegiate Class Sailboat Regulations (this document)
- ii) [CICSА Constitution and By-Laws](#)
- iii) [CICSА Record of Participation](#)
- iv) [Regatta Host Template](#)
- v) [Appendix VII - Guidelines for On-Water Judging & Umpiring](#)
- vi) Sailing Instructions Template (coming soon)
- vii) Notice of Race Template (coming soon)
- viii) Fleet Racing - [Boat Rotation Template](#)

V GUIDELINES FOR BREAKDOWN

This is intended to guide competitors, race committees, and judges in the application of the CICSА PR (Breakdowns), but not to limit the authority of judges in resolving individual cases equitably.

Competitors are expected to use reasonable care and seamanship in handling boats. They are also expected to check the likely points of failure of a boat they are about to sail. If they do not do so, they should not expect relief when simple and preventable failures occur.

At a competitors' meeting, the Race Committee should point out the particular items on the boat(s) being used that need to be checked before each race. Judges should consider a situation in which a competitor legitimately did not have time to make the necessary inspections.

Tests for qualifying a breakdown for compensation should

- include. (a) Did a piece of equipment break?
- (b) If so, did a significant loss of finishing position result?
- (c) Could the failure have been prevented by reasonable inspection

and/or adjustment before the race?

(d) Was the equipment used in a reasonable or proper manner? Compensation should be awarded only when equipment fails, not for improper handling or poor seamanship. Where on the course the failure occurred should be considered in determining whether it caused a significant loss of finishing position. Examples of equipment failure for which compensation **SHOULD BE** considered, even though the equipment may still be serviceable, and even if the competitor made a visual inspection before the race:

- (a) Loss of a batten during a heavy-air race, if the competitor did not rig the sail;
- (b) Water in air-tight compartment(s) in excess of one gallon, when the competitor was not given time to drain the compartment(s);
- (c) Damage to a centreboard gasket that significantly increases drag and/or permits excessive amounts of water to enter the boat.

Examples of equipment failure for which compensation **SHOULD NOT BE** awarded, when the equipment remains serviceable:

- (a) Failure of a halyard knot or the opening of a halyard shackle, if rigged by the competitor.
- (b) Pintles and gudgeons that become disengaged.
- (c) Outhauls or boom vang that disengage or slip;
- (d) Cotter pins, cotter rings ('ring dings') or fast pins that disengage because they were not taped prior to use.

VI HARDSHIP WAIVERS

(a) **Definition:** A Hardship Waiver is an extension of up to two seasons beyond the Five-Year Limit defined in CICSА PR 7(c). Waiver

(b) **Qualification** - A Student-Athlete ("SA") may apply for a Hardship Waiver:

- i. if injury or illness causes the SA to withdraw from school or become a part-time
- ii. student for one or two seasons to recuperate, thereby

- preventing the SA from competing.
- iii. if injury or illness causes an eligible SA to withdraw from school after competing in no more than the first 34% of competition weekends for which the SA's team was originally scheduled in that season.
 - iv. when extenuating circumstances which are beyond the control of an eligible SA – including but not limited to: caring for an immediate family member; layoff or death of a financially supporting family member – cause the SA to withdraw from school.
 - v. regardless of the number of seasons or partial seasons in which injury, illness, or extenuating circumstances are involved. Each case will be considered on its own merits, without reference to previous cases.

(c) Limitations

- i. Re-injury after 34% of the competition weekends shall not be grounds for a Hardship Waiver.
- ii. No SA shall be awarded more than one Waiver.
- iii. Waivers shall not permit a SA to violate CICSA PR

7(d). (d) Submission of Application

- i. Applications must be submitted to the Chair of the Eligibility Committee during the season immediately preceding that in which the Hardship Waiver will be used.

(e) Contents – Applications must include:

- i. a description of the injury, illness, or extenuating circumstance that qualifies the SA for the Waiver.
- ii. each Season & Year when the SA competed in a CICSA event and the Season & Year when the SA is expected to acquire the credits for a bachelor's degree.

- iii. If the SA is applying for a partial season waiver: the dates of any CICSA event(s) in which the SA competed and the number of Weekends scheduled by the SA's team.
- iv. If the SA suffered an injury or illness: a detailed statement from a physician(s) indicating the nature and time of the injury or illness making it necessary for the SA to withdraw from competition, as well as when clearance was approved for the SA to resume competition. If ADA or other legal rights are involved, they need to be included in the application.
- v. If the SA is claiming extenuating circumstances: full documentation of the circumstances using physician's statements, Decree of Bankruptcy, Proof of Termination, or other independent records including when the SA will earn a bachelor's degree.

(f) **Decisions** – The Eligibility Committee shall select one of the following after reviewing applications:

- i. Indicate that the application needs to have additional or more detailed documentation b. Decide that the Application is not approved
- ii. Approve a one season extension to immediately follow the 5th year Season
- iii. Approve a contiguous two season extension to immediately follow the 5th year Season

(g) **Appeals**

- i. Should the SA feel that new information is available which was not considered by the Eligibility Committee, they may submit this information within 14 calendar days from receipt of the original decision.