

ELIGIBILITY FORMS

A CCAA eligibility form shall be completed by each member institution for each activity in which that institution competes at the conference level, which leads to a sanctioned CCAA National Championship.

To be eligible to compete in CCAA Championships, each student-athlete's name must appear on a CCAA Eligibility sheet within the appropriate deadlines.

Completion of Eligibility Forms

- 1 Member institutions that fail to submit eligibility forms shall be assessed a \$100.00 fine and the forms must be forwarded to the National Office.
- 2 Eligibility forms are available from the national office or can be computer generated. All information must be typed or Institutions shall be fined \$100/form.
- 3 Make sure the name of the Athletic Director and Registrar is typed first. Signatures, from the athletic director/designate and registrar/designate shall be hand written or stamped on the eligibility form.
- 4 All CCAA Eligibility Forms must be sent by fax or mail to the National Office on or before the designated deadline date.
- 5 It is the member Athletic Director's responsibility to ensure that the names of the student-athletes who used eligibility by participating in the Fall semester and failed to meet their respective PCAA's academic criteria for continued participation in the winter semester of the same academic year, appear on the winter semester forms which are submitted to the CCAA and marked as having used eligibility but not currently eligible. (i.e. strikethrough the players name).
- 6 **Years of Post-Secondary participation include current year in column. If the student is playing their first year, the column for them will read "1". If in their second year of play, the column will read "2" etc.**
- 7 **Academic Commencement and completion on the Eligibility form refers to the current year.**
- 8 **Only those student-athletes who have participated in a Drug Education program offered by their institution athletic departments would be considered eligible to participate in the CCAA national championships. The Completed drug Education column on the Eligibility form must indicate when the course was completed. Note: Drug Education Attendance forms do not need to be submitted to the CCAA National Office.**
- 9 The PCAA Confirmation of Eligibility as per item 8.3.6 shall be confirmed directly in the Eligibility Form under the Column titled Provincial Use. Provincial Convenors/designates shall sign the form confirming eligibility of each student athlete listed.

Deadlines for Eligibility Forms

Golf	October 4.
Soccer & Cross Country Running	Oct-23
All Other CCAA Sports	Feb-15

Supplemental Eligibility forms

Changes to Eligibility forms received by the National Office on or before the above deadline dates may be accepted without penalty according to specific circumstances provided that the changes are received at the National Office by the following dates:

Golf	Oct-07
Soccer & Cross Country Running	October 31.
All Other Sports	February 23.

Errors and Omissions

A **\$100.00** fine per form shall be assessed for any error or omission. If the same error is detected on all forms submitted by a member college **one (1)** fine of **\$100.00** shall be levied. All errors or omissions must be corrected by the member institution and resubmitted within seven (7) days of notification of error.