



**MacEwan**  
UNIVERSITY

SPORT AND WELLNESS

# **SPORT CLUBS HANDBOOK**

(Updated August 2024)  
Office of Accountability: Recreation Supervisor

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# 1. GENERAL INFORMATION

## 1.1 Organization and Administration

Recreation is a department of MacEwan University Sport and Wellness (MUSW). We are responsible for all aspects of the delivery of recreation on the MacEwan University City Centre Campus. Our programs are divided into 6 specific areas:

- Leagues
- Tournaments
- Events
- Camps
- Sport Clubs
- Initiatives

### 1.1.1 Sport Clubs

Sport Clubs are student organizations established to promote interest, participation, and competition in a sport. Good stewardship of a Sport Club is the responsibility of its student participants and their elected officers. The Sport Clubs program is administered through MacEwan University Recreation, which serves as an information center, administrative body, and resource for those involved in the Sport Club program.

## 1.2 Communication

Recreation's main form of communication and information dispersal will be through our website at [www.MacEwan.ca/SportClubs](http://www.MacEwan.ca/SportClubs).

## 1.3 Recreation Staff

MacEwan University Recreation consists of different levels of personnel, working together as a team to build and implement league programming.

### 1.3.1 Professional Staff

Professional Staff consist of a Recreation Supervisor and a minimum of one Recreation Consultant. The Recreation Supervisor oversees and assists with all program areas in the Recreation area of Sport and Wellness. The Recreation Consultant(s) specialize in programming and administering specific areas within the Recreation area. The Recreation Consultant(s) report to the Recreation Supervisor.

### 1.3.2 Recreation Assistants

Recreation Assistants are the link between Professional Staff and Student Casual Workers. They often lead the Student Casual Workers during program delivery. The Recreation Assistants report to the Recreation Supervisor and are led by the Recreation Consultant(s) depending on which program(s) they support.

### 1.3.3 Student Casual Workers

Student Casual Workers are contracted to assist Recreation with game day league operations. Two types of Student Casual Workers are available for our leagues:

- Monitor

### 1.3.4 Other Staff

A variety of other staff may be required to assist with our league operations and programming. They can include the following:



- Contracted employees
- External vendors
- Practicum students
- Volunteers
- MacEwan University Sport and Wellness staff

#### **1.4 Reporting**

Sport Clubs are accountable to the Sport Club Coordinator(s). All club approvals will come from the Sport Club Coordinator(s) and the Sport and Wellness Director. In addition, the Sport Club Coordinator(s) and the Sport and Wellness Director will assist Sport Clubs with the delivery of their programs and services. Club Officers may need (where applicable) to approve club documentation. Club Officers are directly responsible for the administration and supervision of their respective Clubs. Coaches report directly to the Club Officers.

#### **1.5 Mission Statement**

##### **1.5.1 Recreation Mission Statement**

Recreation is committed to providing sport and recreational opportunities for physical and social interaction that fulfill all degrees of interest at all skill levels of participation.

##### **1.5.2 Sport Clubs Mission Statement**

- To provide students, staff and faculty the opportunity to participate and receive instruction in a wide range of recreational and competitive programs and to assist in the development of sound lifelong leisure values and skills.
- To provide an avenue for camaraderie and a feeling of belonging among individuals in the university community through common sporting interests.
- To develop leadership by providing students the opportunity to organize, administer, and problem-solve for individual Sport Clubs.

#### **1.6 Goals and Objectives**

- To provide programs that foster a lifetime of appreciation and involvement in wellness, sport, and recreation activities for our students, faculty, staff, members, and the community.
- To offer participants a unique recreational experience that encourages friendly competition in an inclusive environment where the focus is on social interaction and personal enjoyment.
- To create fiscally sustainable programs that will inspire growth and accessibility both in the short term, and in the long term.
- To promote the importance of sportsmanship and ethical play in sport and recreation activities through our Spirit initiatives.
- To provide valuable practicum placement, volunteer experience, and employment opportunities for students of MacEwan University.

#### **1.7 Respect**

The goals, purposes, and activities of the Club must respect the rights and freedoms of others. These rights include, but are not limited to, the right to privacy and freedom of expression and association. The Club must also respect the right of individuals to freely choose to join their group.

#### **1.8 Values**

- Enjoyment.
- Inclusion.
- Quality.
- Teamwork.
- Health.

## **1.9 Learning Outcomes**

Because of participating in the Sport Club programs, student participants will be able to:

### **1.9.1 Skill Development**

- Demonstrate teamwork while engaging in healthy levels of competition.
- Develop social skills while building a sense of community.
- Promote good sportsmanship and fair play.
- Develop increased knowledge and skills in a specific sport/activity.

### **1.9.2 Leadership Development**

- Liaise between participants and Sport Club Administrators
- Demonstrate leadership and supervision over their team.
- Develop organizational skills in managing a team's affairs.
- Identify their own leadership styles and develop skills to work with people who have styles different from their own.
- Maintain the administrative operations of a university sports club.
- Coordinate a group of their peers for the effective operation of a student organization.
- Develop, follow and report on a budget and funding plan specific to their club.

# **2 RISK MANAGEMENT**

## **2.1 Risk Management Plan**

Risk Management is the process of working towards creating a less dangerous environment by becoming aware of and addressing potential and perceived risks involved in activities. It also includes monitoring organization activities and taking corrective actions and proactive steps to minimize the opportunity for accidental injury and/or loss and to protect Club finances, Club image and MacEwan University.

Developing a Risk Management Plan is an effective means of identifying and minimizing the possible risks associated with Club activities. Clubs should include a Risk Management Plan with all event requests. This includes, but is not limited to: requests for travel, fundraising, competitions, and events. There are 4 elements of risk management that Clubs should acknowledge:

### **2.1.1 Identify of Possible Threat**

Prior to hosting an event, traveling to a competition, or competing in any other activity, Clubs should work to identify the risks associated with that activity. Risks do not include only those things that can lead to injury, but also include risks to the Club's finances, image and MacEwan University. The Risk Assessment tool can be very helpful when working through this process.

### **2.1.2 Evaluation of Threat**

Once you have identified the risks associated with the Club's activities, the risks should be assessed to determine their severity and probability. A proper evaluation of these risks will assist the Club in determining the best way to handle each risk.

### **2.1.3 Develop a Plan**

Once the risks have been evaluated, Clubs must determine the most effective method for managing each risk. Clubs may choose to do one of 3 things after evaluation: eliminate, limit, or accept the risks. All Sport Clubs, by their nature, involve risk. Therefore, the answer should not always be to eliminate the activity simply because the risk exists. Instead, Clubs should work to determine how to best manage and minimize the risks.

#### **2.1.4 Implement the Plan**

Once the most effective method(s) for managing the risk has been identified, Clubs should implement the risk management plan. This could include, but is not limited to: physical modifications, proper signage, and education. The implementation possibilities are endless and should be discussed with the Sport Club Coordinator(s).

#### **2.2 Waiver**

All participants are required to review, sign, and submit a waiver to the Recreation Department before engaging in any activity with a Sport Club. The purpose of the waiver is to make participants aware that involvement in a Sport Club is voluntary and has many inherent risks and that by participating, individuals accept and fully assume these risks.

Waivers are available on the Sport Club web page or from the Sport Club Coordinator(s). Sport Club members will be required to sign an activity waiver specific to their sport as well as a separate travel waiver for each trip they attend as a representative of the Sport Club.

#### **2.3 Medical Screening**

Everyone participating in a Sport Club must take responsibility for his/her own health and safety. All individuals who intend to participate in a Sport Club should, for their own protection, have a physical examination conducted by a qualified medical professional before participating in any Sport Club activities. MacEwan

University Recreation reserves the right to require members of Sport Clubs, classified as HIGH RISK, to be medically cleared to participate.

#### **2.4 Participant Undertakings**

In consideration of being allowed to participate in our sport clubs, participants will conduct themselves in accordance with the University's guidelines. Such guidelines include, but are not limited to the following:

- Complying with the rules and activity instruction of the MacEwan University Recreation.
- Reporting injuries or illnesses to MacEwan University Sport and Wellness staff as soon as possible.
- Being responsible for personal property.
- Declaring you do not knowingly have any medical condition which would prevent you from participating in our clubs.

#### **2.5 Liability**

Participation in our sport clubs are voluntary and may involve the risk of injury and even the possibility of death. MacEwan University, MacEwan University Sport and Wellness, and MacEwan University Recreation do not accept liability for any injuries sustained while participating in sport club activities. All participants are encouraged to possess their own health insurance prior to participation.

#### **2.6 Right of Removal**

To protect the safety of its participants, Recreation reserves the right to remove individuals from play who we suspect are unfit to participate. This includes individuals who sustain injuries while participating in Recreation's programs, as well as individuals who arrive with a pre-existing injury and/or condition.

#### **2.7 Blood**

Any person(s) with visible blood on themselves or on their clothing will be asked to stop participating immediately. They will only be permitted back into an activity after the clothing has been removed, the blood flow has stopped, or the affected area has been bandaged. Teams and players are asked to bring

extra clothing to a game in case of this occurrence. A game will be stopped if any blood (dry or wet) is on the playing area, until such time that the spill can be appropriately cleaned and sterilized.

## **2.8 Health Emergency**

For any Health Emergency that may directly or indirectly involve Sport Clubs, MacEwan University Recreation will follow advice, restrictions, and/or orders as directed by the provincial and/or federal government.

## **2.9 Jewelry**

Recreation strongly recommends that all participants remove rings, watches, bracelets, necklaces, earrings, and any other facial piercings when participating in a sport club activity.

## **2.10 Concussion Protocol**

### **2.10.1 Preamble**

MacEwan University is committed to maintaining the health of student recreation participants. Our activities, as do most physical activities, have an inherent risk of concussion. MacEwan University recognizes that concussions are a significant public health issue because of their potential short- and long-term consequences. MacEwan University therefore enacts this policy and related protocols as tools to help prevent, recognize and properly treat concussions, which may occur in our activities.

MacEwan University will endeavor to have all participants follow all treatment protocols, return to learn protocols and return to play protocols.

### **2.10.2 Definitions**

1. Sport Related Concussion (SRC) – MacEwan University supports the definition of concussion from the Consensus Statement, 2016 on concussions in sport. Sport related concussion is a brain injury induced by biomechanical forces. Several common features that may be utilized in clinically defining the nature of a concussive head injury include:
  - SRC may be caused either by a direct blow to the head, face, neck or elsewhere on the body with an impulsive force transmitted to the head.
  - SRC typically results in the rapid onset of short-lived impairment of neurologic function that resolves spontaneously. However, in some cases, symptoms and signs may either resolve over a few minutes to hours.
  - SRC may result in neuropathological changes, but the acute clinical signs and symptoms largely reflect a functional disturbance rather than a structural injury and, as such, no abnormality is seen on standard structural neuroimaging studies.
  - SRC results in a range of clinical signs and symptoms that may or may not involve loss of consciousness. Resolution of the clinical and cognitive features typically follows a sequential course. However, in some cases symptoms may be prolonged.
2. Suspected concussion – Mechanism of injury and the presence of any one or more signs or symptoms from any of the following clinical domains:
  - Symptoms – somatic (e.g., headache), cognitive (e.g., feeling like in a fog), and/or emotional symptoms (e.g., lability).
  - Physical signs – (e.g., loss of consciousness, amnesia, neurological deficit).
  - Behavioral changes – (e.g., irritability).
  - Cognitive impairment – (e.g., slowed reaction time).
  - Sleep disturbance – (e.g., drowsiness).
  - Concussion diagnosis – a clinical diagnosis made by a medical doctor.
3. Persistent symptoms - Symptoms lasting for longer than the typical 2 weeks in adults or 4 weeks in youth (under age 18).
4. Concussion diagnosis – a clinical diagnosis made by a medical doctor.

### **2.10.3 Stages of Concussion Management**

1. Education - MacEwan University athletic therapists will participate in regular continuing education to remain current in concussion research and guidelines. Athletic therapists and recreation staff will meet annually to discuss the best practices laid out in this policy and that information can then be disseminated by recreation to their staff on an annual basis. This education will include:
  - Definition of a concussion.
  - Mechanism of injury.
  - Early recognition of signs and symptoms of a concussion.
  - Concussion prevention strategy.
  - Concussion protocol.
  - Return to learn recommendations protocol following a concussion.
  - Return to play recommendations following a concussion.
2. Prevention - MacEwan University requires that all activity within its purview follows the rules of the game and that the rules will be consistently enforced in order to effectively ensure safe play. Further, although it is recognized that equipment does not eliminate the risk of head injuries, all equipment used will meet national guidelines, fit correctly and be used for the purpose designed.
3. Identification and Management - MacEwan University requires that a Concussion Action Plan (CAP) be available and implemented at all activities and events in case of a suspected concussion. The CAP will provide appropriate direction to all individuals, and allow proper care for athletes when a suspected concussion occurs. MacEwan University will follow recommendations from the most current Consensus Statement on Concussions and Alberta Concussion Alliance.
4. Documentation of Incident - Injury report forms will be used to document the incident. A note from a medical doctor or nurse practitioner will be required before returning to MacEwan University Recreation activities after a concussion.
5. Diagnosis - Recreation participants with a suspected concussion will be recommended to follow up with their family physician for diagnosis, guidance through a return to learn and return to play process, and clearance for return to play. Athletes with persistent symptoms following a SRC should be referred to treating physicians for further evaluation and practitioners specializing in concussion treatment.
6. Return to Learn - MacEwan University will provide recreation participants with recommendations from the most current Consensus Statement on Concussions.
7. Return to Play - MacEwan University will provide recreation participants with recommendations from the most current Consensus Statement on Concussion.

### **2.10.4 Concussion Action Plan (CAP)**

<b>Concussion – Signs and Symptoms Red Flags – Signs and Symptoms</b>
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Headache	Not breathing
Pressure in head	Impaired circulation
Neck pain	Loss of consciousness
Nausea or vomiting	Headache worsening in severity
Dizziness	Seizures
Blurry vision	Memory loss
“Feeling slowed down”	Repeated vomiting
Sensitivity to light or noise	Cannot recognize people or places
“Don’t feel right”	Increasing confusion or unusual behavior
Difficulty concentrating or remembering	Slurred speech
Balance problems	Weakness or numbness in arms or legs
Fatigue or low energy	Severe neck pain
Confusion	Double vision, unequal pupils
Trouble falling asleep	
Emotional, irritable, sad, anxious	

<b>Instructions Post Head Injury</b>
<ul style="list-style-type: none"> <li>● Monitor participants for above red flags.</li> <li>● Do not operate a motor vehicle.</li> <li>● Avoid physical and mental activity until follow up with team physicians and athletic therapists. <ul style="list-style-type: none"> <li>● No prescription or non-prescription medication until otherwise advised by a physician.</li> <li>● Reduce stimulus to brain (screen time, music, reading).</li> </ul> </li> </ul>

1. Rapid removal from play if a concussion is suspected.
2. If an athlete has any above red flags, activate EMERGENCY ACTION PLAN (911).
3. If no red flags are present, go through questions on Concussion Recognition Tool 5 (appendix). If there is a mechanism of injury (MOI) and any one sign or symptom, the athlete should not return to play that day and should be treated with a concussion.
4. Discuss concussion protocol with athletes and review above instructions.
5. Referral to physician for evaluation, diagnosis and instructions.
6. See appendix for Return to Learn and Return to Play protocol.
7. Physician clearance before returning to contact.

### **2.10.5 Return to Learn Protocol**

Symptom-limited cognitive activity can be initiated after the acute phase (24-48 hours) and should precede initiating the return to play process. If the athlete is successful in completing one RTL stage without exacerbating symptoms, they can progress to the subsequent stage the following day. If cognitive activity provokes symptoms, the athlete should reduce cognitive activity to a sub-symptom threshold.

Stage	Aim Activity	Goal of each step
1	School activities Homework, reading & other cognitive activities.	Increase tolerance to cognitive work.
2	Return to school part-time Gradual return to school, may have to start with half days.	Increase academic activities.
3	Return to school full-time Gradually progress school activities until a full day can be tolerated.	Return to full academic activities and catch up on missed work.

### 2.10.6 Return to Play Protocol

Symptom-limited physical activity can be initiated after the acute phase (24-48 hours), and should proceed to the return to learn process. There should be 24 hours between stages. If symptoms recur, the athlete should return to the previous asymptomatic level after being symptom free for a minimum of 24 hours. Participants should not progress to stage 2 RTP until sign and symptom free.

Stage	Aim Activity	Goal of each step
1	Symptom limited activity Walking, sub-maximal biking (30% Max HR).	Gradual introduction to light activity.
2	Light aerobic exercise Stationary biking at 50-60% Max HR.	Increase HR.
3	Sport-specific exercise Running or interval sprints at 60-70% Max HR, calisthenics, therapist directed shooting or passing in a controlled setting.	Increased intensity, add sport specific movements, proprioception, calisthenics.
4	Non-contact training drills Passing and shooting drills with the team. Progressive resistance training.	Exercise, coordination and increased thinking.
5	Full contact practice Following medical clearance, participate in normal training activities.	Restore confidence and reintroduce contact in a controlled environment with the team.
6	Return to play - normal game play.	

### **2.11 Weather**

If severe weather approaches the following process should be followed to prevent injury and or death:

- During severe weather season, the weather will be monitored by the Risk Management officer or coach that is outside with the Sport Club activity.
- If thunder is heard or lightning/funnel clouds are seen, the activity must be immediately stopped.
- All participants must move to shelter. Clubs must wait at least 30 minutes after the last flash of lightning or sound of thunder before returning to the field or activity.

### **2.12 Facility Inspection**

It is the intent of MacEwan University Sport and Wellness to keep all facilities in safe, playable condition. It is important that Sport Club members complete the On-campus and Off-campus Facility Inspection Forms prior to facility use and report any problems or concerns that may pose a hazard to the users of the area to appropriate staff. If hazards are found during this inspection, Sport Club activities should be delayed, rescheduled, or moved to a new location until the hazard has been addressed. Activities may resume once the hazard no longer poses a danger to participants.

### **2.13 Certifications**

Clubs are required to have a minimum of 2 members certified in CPR and First Aid at every Club event. Clubs with more than 20 members are encouraged to maintain a certification ratio of one to ten (1:10) of certified members to club members. There must also be at least one Club member certified in proper Blood and Body Fluids Disposal. MacEwan University Sport and Wellness will offer courses for these certifications at a reasonable rate to Club members.

### **2.14 Off-Campus Events**

When practicing, or competing off-campus, Clubs must always have the following:

- Fully stocked first aid kit.
- Member(s) trained in first aid/CPR.
- Fully charged cellular phone.
- Address of the playing facility.
- Understanding of Emergency Access to the playing surface.

### **2.15 Attendance**

The Risk Management Officer of the club should attend each Sport Club practice. If they are unable to, they may identify other club officers who would be eligible to act in their stead. These individuals must be trained on the Risk Management plan for the Sport Club, the emergency procedures for the facility in which the practice is to take place and will complete all the other duties of the Risk Management Officer.

Attendance must be taken

at each Sport Club event and the record retained for a minimum of one calendar year.

### **2.16 Major Emergency**

A major emergency requires an ambulance, fire and/or police services.

1. **Call 9-1-1.** Reaction time is critical.

2. Give operator the following information:

- Location.
- Nature of life threatening injury (sudden illness, head, back, etc.) - DO NOT TRY TO DIAGNOSE AN INJURY!
- How to gain access to the facility or area.
- Where they will be met and who will meet them – send a Club member to that location to meet



EMS. • Note the time of the call.

3. Remain calm - DO NOT PANIC.
4. Have a First Aid/CPR certified Club member(s), trainer, coach, or other qualified individual administer initial care to the best of their training and ability, until EMS arrives.
5. Notify MacEwan University Campus Security and the Sport Club Coordinator(s) or other Sport and Wellness staff members using the chain-of-command listed below.
6. While you are waiting for EMS to arrive and transport the victim, have someone fill out an Incident Report Form.
7. Have any witnesses to the incident complete Witness Statement Forms.
8. If the incident occurred within the Edmonton Census Metropolitan Area (ECMA), have all Club members who responded to the incident wait for direction from the Sport Club Coordinator(s) (or other Sport and Wellness staff member).
9. With assistance from the Sport Club Coordinator(s), complete the Major Incident Report Form.
10. All forms will be collected and filed by the Sport Club Coordinator(s) as per the Sport and Wellness ERP.
11. Report any symptoms of Critical Incident Stress to the Sport Club Coordinator(s), who will assist the Club member with accessing appropriate support services.

### **2.17 Minor Emergency**

If, in your opinion, an injury is not life-threatening, take the following steps:

1. Have a First Aid/CPR certified Club member(s), trainer, coach, or other qualified individual assess the individual and provide first-aid to the best of their training and ability.
2. If required, call 9-1-1.
3. Continuously monitor patients until treatment is complete, or EMS arrives. If their condition dramatically worsens, refer to the Major Emergency Process above.
4. Notify MacEwan University Campus Security and the Sport Club Coordinator(s) or other Sport and Wellness staff members using the chain-of-command listed in your Risk Management Binder.
5. A Club member should stay with the victim and complete an Incident Report Form.
6. DO NOT DIAGNOSE AN INJURY TO THE VICTIM, A BYSTANDER OR ON THE INCIDENT REPORT FORM.
7. Have any witnesses complete the Witness Statement Forms.
8. Return all completed forms to the Sport Club Coordinator(s) by 10 a.m. the next business

### **2.18 Communication**

Incident Response communication is crucial. Club Officers and all Club Members have a role in assisting with any incidents that may occur during a Sport Club event. The following communication flowcharts should be used in case of an on or off-campus incident:

#### **2.18.1 On-Campus Incident**

<b>On-Campus Incident Response - Club Member</b>	
<b>Major Emergency</b>	<b>Minor Emergency</b>
<i>(Requiring Ambulance, Fire or Police)</i>	

First Responder stays with patient, treats as necessary and requests that bystanders:



**Notify the Welcome Desk to Call 9-1-1 and SECURITY 780-497-5555**

Provide as much detail as possible regarding the injured individual.



Notify Welcome Desk Staff about the need for **FIRST AID KIT and A.E.D.**



Once the Welcome Desk staff person arrives with First Aid Kit and A.E.D., work with the staff person to deliver First Aid treatment to the victim until relieved by EMS.



Complete Incident Report (all individuals providing first aid) and Witness Statement Forms (all individuals who witnessed the incident).



Call Sport Club Coordinator(s)

**Erinne Babcock 780-918-1923**

and

**Matt Fitzgerald 780-257-2148**

If no answer, leave a message and then contact:

**Andrea von Albedyhll 780-504-8144**



First Responder assess injured participant and requests that bystander:



Notify Welcome Desk Staff about injury, need for FIRST AID KIT ,and have the staff contact **Security 780-497-5555**



Once Welcome Desk staff person arrives with First Aid Kit, work with the staff person to deliver First Aid treatment



Continuously monitor victims until treatment is complete. If their condition dramatically worsens, refer to LEFT SIDE of the page



Complete Incident Report Form

**This MUST be completed in detail by all individuals who delivered first aid and immediately forwarded to the Sport Club**

**Coordinator(s)**



Call Sport Club Coordinator(s)

**Erinne Babcock 780-918-1923**

If no answer, leave a message and then contact:

**Matt Fitzgerald 780-257-2148**

Meet with the Sport Club Coordinator(s) to collaboratively complete the Major Incident Report Form.



Inform Sport Club Coordinator(s) of any symptoms of Critical Incident Stress.

### **2.18.2 Off-Campus Incident**

<b>Off-Campus Incident Response - Club Member</b>	
<b>Major Emergency</b> <i>(Requiring Ambulance, Fire or Police)</i>	<b>Minor Emergency</b>

<p>First Responder delivers <b>FIRST AID</b> and requests that bystander:</p> <p style="text-align: center;">↓</p> <p style="text-align: center;"><b>CALL 9-1-1</b></p> <p>Provide as much detail as possible regarding the injured individual and your location.</p> <p style="text-align: center;">↓</p> <p>First Responder provides First Aid until relieved by EMS.</p> <p style="text-align: center;">↓</p> <p>Call <b>Security</b> at <b>780-497-5555</b> to report the incident.</p> <p style="text-align: center;">↓</p> <p>Complete Incident Report (all individuals providing first aid) and Witness Statement Forms (all individuals who witnessed the incident). ↓</p> <p style="text-align: center;">Call Sport Club Coordinator(s) <b>Erinne Babcock 780-918-1923</b> and <b>Matt Fitzgerald 780-257-2148</b></p> <p>If no answer, leave a message and then contact: <b>Andrea von Albedyhll 780-504-8144</b></p> <p style="text-align: center;">↓</p> <p>Return to MacEwan University and meet with the Sport Club Coordinator(s) to collaboratively complete the Major Incident Report Form. ↓</p> <p>Inform Sport Club Coordinator(s) of any symptoms of Critical Incident Stress.</p>	<p>First Responder delivers <b>FIRST AID</b></p> <p style="text-align: center;">↓</p> <p>If needed, <b>CALL 9-1-1</b></p> <p>Provide as much detail as possible regarding the injured individual and your location.</p> <p style="text-align: center;">↓</p> <p>First Responder continues providing first aid until relieved by EMS (if contacted) or until First Aid has been completed</p> <p style="text-align: center;">↓</p> <p>Call <b>Security</b> at <b>780-497-5555</b> to report the incident.</p> <p style="text-align: center;">↓</p> <p>Complete Incident Report Form (all individuals providing first aid) and Witness Statement Forms (all individuals who witnessed the incident) and return them to Sport Club Coordinator(s) ASAP.</p> <p style="text-align: center;">↓</p> <p>Call Sport Club Coordinator(s) <b>Erinne Babcock 780-918-1923</b></p> <p>If no answer, leave a message and then contact: <b>Matt Fitzgerald 780-257-2148</b></p>
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# MEMBERSHIP

## Eligibility

1. All currently enrolled MacEwan University students taking 6 credits or more per term are eligible to participate in a Sport Club.

- a. MacEwan University students not enrolled in 6 credits or more per term are eligible to participate in a Sport Club if they purchase a MacEwan University Sport and Wellness membership, term pass, or, where possible, opt-in to the Sport and Wellness Fee.
2. MacEwan University employees, alumni, and MacEwan University Sport and Wellness members may be eligible to participate in the Sport Club program, depending on the classification of the Sport Club and league requirements.
  - a. All non-students must maintain an active membership or pass with MacEwan University Sport and Wellness for the duration of their participation in the Sport Club program.
3. Only individuals 18 years or older are eligible to participate in Sport Clubs.
4. Only student members of a Club may hold a Club officer position.
5. All members (including coaches) of a Sport Club must complete a Club Registration package, pay Club registration fees (and other fees, if applicable), and be listed on the Club's membership roster before they are recognized as an official member of the Sport Club.
6. Inter-university athletes are eligible for membership in Sport Clubs. It is strongly encouraged that inter-university athletes provide written notification to their coach and check policies of the governing body (league, association, etc.) prior to joining a Sport Club.

## **Requirements**

1. Club Members must abide by all policies, rules and procedures established by MacEwan University, including but not limited to, the Student Rights and Responsibilities and the MacEwan University Recreation Sport Club policies and procedures.
2. When entering MacEwan University Sport and Wellness facilities, all Sport Club members must present their student IDs and enter through the designated access points. Any non-student members must have paid alternative access (through a membership, a drop-in pass, etc.).
3. Be respectful of MacEwan University staff, Sport Club participants, opponents, fans, and members;
4. Advocate role modeling and sportsmanship for other teams and institutions.
5. Individuals who are members of aquatic-based Sport Clubs are required to pass a swimming test prior to acceptance into the Sport Club. The Sport Club Coordinator(s) and the MUSW Aquatic Supervisor will work with the Sport Club officer to work out a testing plan.
6. Along with the guidelines for membership outlined in these policies and procedures, Sport Club members are required to comply with the guidelines as set forth by national and/or provincial sport organizations.

Failure to meet these requirements will result in disciplinary action against the member and/or the Club.

# **4 CLASSIFICATION**

## **4.1 Overview**

The Sport Club program has been developed for allowing students to engage in extramural, inter-university activities at a level of competition above that of intramural competition, but below that of inter-university athletics. Sport Clubs compete against other local clubs and universities but are not inter-university athletics programs which are administered by the MacEwan University Athletics Department. All first year clubs must spend their first club year at a probationary Recreational level.

## **4.2 Status**

#### **4.2.1 Recreational**

Recreational Sport Clubs are special interest, recreationally-oriented, activity Clubs whose purpose is to present opportunities for social interaction, skill development, and friendly competition. These Clubs do not travel for competition and may only engage in intra-Club exhibition games.

1. Membership must be composed of at least 40% MacEwan University students.
2. If a Club chooses to charge membership dues, MacEwan University employees and members/pass holders of MacEwan University Sport and Wellness must be charged at least 25% more than MacEwan University students.
3. Recreational Clubs will be managed by either the Students Association or Sport and Wellness. Clubs whose activities are deemed low to moderate risk will be managed by the Students' Association while high risk activities will be managed by Sport and Wellness.

#### **4.2.2 Semi-Competitive**

1. Must belong to an organized competitive league or have a competitive tournament schedule.
2. Holds organized practices.
3. Regional or local competition is the focus.
4. Membership must be composed of at least 60% MacEwan University students.
5. May charge membership dues. MacEwan University employees and members/pass holders of MacEwan University Sport and Wellness must be charged at least 25% more than MacEwan University students.
6. Where possible, hold a current membership with a provincial, national, or independent sporting organization.
7. Shall not hold tryouts and cannot have a membership cap.
8. If the Club chooses to secure the services of a coach, MacEwan University recommends that the individual has valid coaching certifications.
9. Semi-Competitive Sport Clubs will be managed by MacEwan University Sport and Wellness
10. Must provide proof of active membership with a recognized national or provincial sporting organization (NSO or PSO), where applicable. Clubs may not engage in any extramural competition until they have met this requirement.

#### **4.2.3 Competitive**

1. The Club has been a compliant Semi-Competitive Sport Club for one year.
2. The Club must secure the services of a volunteer or paid coach who has valid coaching certifications.
3. Must belong to an organized competitive league or have a competitive tournament/competition schedule.
4. The Club has a plan in place which will allow them to move toward a national level of play. This structure may include player policies, practice criteria etc.
5. The Club has a commitment to winning, shown through dedication to practice, games, attitude toward the sport and goal to compete at the National level.
6. Has a membership composed of 100% MacEwan University students.
7. May charge membership dues.
8. May hold tryouts for membership, provided the Club does not violate MacEwan University's Harassment Policy (D1125).
9. Competitive Sport Clubs will be managed by MacEwan University Sport and Wellness.
10. Must provide proof of active membership with a recognized national or provincial sporting organization (NSO or PSO), where applicable. Clubs may not engage in any extramural competition until they have met this requirement.

#### **4.3 Status Review**

Club Classification status will be reviewed annually by MacEwan University Recreation administration. The Sport Club Coordinator(s) must approve all Club classification changes.

# 5 APPLICATION

## **5.1 Deadlines**

Sport Clubs run parallel with the MacEwan University fiscal year. Each fiscal year begins on April 1 and runs through to March 31. Fall application requests will be accepted until March 15 and Winter application requests are accepted until October 15.

Club renewal applications happen annually with the deadline for submission being on

## March 31. **5.2 Considerations**

Individuals seeking to start a Sport Club must complete and submit the Sport Club Application, which must include the following information:

### **5.2.1 Name**

Sport Clubs will use the name MacEwan University (Name of Activity) Club (i.e. MacEwan University Barbell Club).

### **5.2.2 Demonstration of Interest**

Submit the names of at least 10 individuals (along with their MacEwan University Student ID numbers or MacEwan University Sport and Wellness Membership numbers) who are committed to joining and being engaged members of the Sport Club. Exceptions regarding minimum membership requirements may be made, on an individual basis, in the sole discretion of the Sport Club Coordinator(s).

### **5.2.3 Demonstration of Organization**

Submit a proposed Sport Club Constitution along with the names of the proposed officers. The constitution must define the Sport Club's purpose, goals, and objectives; the duties and responsibilities of the officers; detail continuity procedure consisting of established officer election dates, the procedure for election, and the training/hand over process; and defined membership requirements.

### **5.2.4 Demonstration of Financial Sustainability**

Submit a balanced budget which clearly defines the financial needs of the Sport Club and how the Club members will address these needs.

- Revenue should include the proposed Sport and Wellness Startup Grant, specific information on membership dues, and realistically projected revenue from fundraising initiatives.
- Expenses should include: the cost of equipment purchase, travel expenses, league fees, coaching honorariums, and administrative expenses.

### **5.2.5 Demonstration of Need**

Demonstrate that existing Sport and Wellness programs are not meeting the needs of the applicants. A sport or form of a sport currently offered by MacEwan University Athletics or MacEwan University Sport and Wellness (including Recreation Leagues and Sport Clubs) will not be duplicated.

### **5.2.6 Demonstration of Safety**

Demonstrate that the welfare of the Sport Club's members is safeguarded. Evidence should be presented showing well-qualified coaches and officers, the existence of safety equipment, the supervision of practice and competitive sessions. A Risk Management Plan and Risk Rating and Controls Grid will also be required.. Other risk management documentation may be necessary based on the mitigation strategies of each specific club.

### **5.2.7 Satisfaction of a "True Sport" Definition**

Demonstrate that the applying Sport Club meets the following guidelines:

- A sport with a national or international governing body (i.e. AVA, ABA, Squash Alberta, or an independent governing body such as the International Badminton Federation).
- Sport Club applications for activities without national governing bodies will still be considered but may be forwarded to the Students' Association for consideration as a Student Activity Club as opposed to Sport Club.
- Produce a set of rules published by the sport's governing body. Note: Recreational Clubs do not need to provide evidence of established leagues and competitions or be affiliated with a national governing body.
- Present evidence that there are established competitions, tournaments and clinics within a 4-hour radius of MacEwan University, if applicable.
- Sport Clubs cannot participate in ACAC or U Sport – Canada West leagues or tournaments.
- Show that the learning and development of skills specific to the sport is the main

### **objective. 5.3 Space Availability & Equipment**

Availability of facilities and equipment for Sport Club practices and competitions is very limited due to use by academics, Griffin Athletics, MacEwan University Recreation, informal recreation, and rentals. Applications must include a list of all facilities and equipment the Sport Club will require, preferred practice times, equipment storage solutions, as well as how the Sport Club intends to acquire the equipment that they will need.

### **5.4 Provisions**

Student Activity Clubs applying for membership in the Sport Club program cannot continue their affiliation with the MacEwan University Students' Association if their application is accepted.

### **5.5 Approval Process**

#### **5.5.1 Stage 1 – Application**

The application deadline to get a club started for Fall is May 1. If you wish to start a club for Winter, you must apply by October 15. If you submit your application after this date, your club will still be allowed to complete their application however they will be eligible to start at the next application window.

To start your club, you will need to complete the following steps, in chronological order, prior to the approval process of your application being reviewed:

	<b>Task</b>	<b>Time Commitment</b>
1	Read the Sport Club Handbook.	1 day
2	Set up a meeting with the Sport Club Coordinator(s)	2 hours
3	Complete initial blueprint all Google Drive documentation required for club approval.	2 weeks



4	Work with the Sport Club Coordinator(s) to edit documentation where necessary.	2 weeks
5	Wait for the final approval decision.	1 month

Acceptance of the Sport Club registration package does not constitute approval of a Club. The Sport Club Coordinator(s) will notify Club leadership of the decision regarding recognition as a member of the Sport Club program. The Sport Club Coordinator(s) will consider the information submitted in the registration package and will decide based on the following factors:

- Satisfactory completion of the registration package;
- Availability of facilities, equipment and university finances;
- Financial Feasibility – the Club’s ability to financially support their proposed activities;
- The degree of student interest in the proposed Club;
- Safety and Risk Assessment;
- Benchmarking current standards of Club recognition policies with peer institutions;
- The availability of adequate competition within reasonable travel distance from MacEwan University;
- Other factors as decided by Sport and Wellness staff at their discretion.

If a Sport Club’s initial application is denied, they will be given one month to make changes and re-submit their application. If their second application is denied they must wait until the following fiscal year to re-submit.

To maintain their status as a recognized Sport Club, the Club officers must complete an annual renewal process. Failure to complete this process will result in the revocation of the Sport Club’s status as a recognized club in the MacEwan University Recreation Sport Club program. The deadline for renewal is March 31.

### **5.5.2 Stage 2 – Inactive Club**

Once a Sport Club has received notice of the acceptance and approval of their application they are considered an Inactive Club. They cannot apply for funding, schedule facilities, organize practices, travel, or compete. The Club will be advanced to a Conditional Club once the following criteria have been met:

	<b>Task</b>	<b>Time Commitment</b>
1	Successful completion of the online Officer Training program. At the start of each Club year, Sport Club officers are required to complete Officer Training.	1 hour
2	Proof of required number of Club members with current First Aid/CPR certifications. Digital copies should be sent to the Sport Club Coordinator(s).	1 week
3	The Registration Management System, including liability accounts and registration packages have been set-up at the Sport and Wellness Welcome Desk by the Sport Club Coordinator(s).	2 weeks

### **5.5.3 Stage 3 - Conditional Clubs**

All first-year sport clubs must start their club at the Recreational classification level. During

their first year, they will be considered a Conditional Club.

	<b>Task</b>	<b>Time Commitment</b>
1	Conditional Sport Clubs may book facilities, practice, compete in extramural games (once all requirements have been met)  Travel Request Forms must be completed and approved per off-campus event	1 week to 1 month
2	Conditional Sport Clubs may apply for a one-time start up grant (1st year Clubs) or an annual grant (2nd+ year Clubs) from MacEwan University Sport and Wellness.	1 to 2 weeks
3	Each Sport Club has one year to demonstrate viability in terms of Club administration, student interest, and support in terms of Club members.	1 fiscal year
4	If applicable, Coaches must submit a Sport Club Coach's Contract, waiver, Criminal History Check, proof of coaching certification (if applicable) and signed Reference Approval Form.	1 month

#### **5.5.4 Stage 4 – Active Clubs**

After their first year, clubs will have full club benefits indefinitely if they complete their annual renewals. Active Clubs will be required to:

	<b>Task</b>	<b>Time Commitment</b>
1	Updated and edit club documentation where necessary.	4 hours
2	Submit club officers change forms, when needed.	1 hour
3	Submit a schedule of events. The deadline for the Fall semester is October 15 and the deadline for the Winter semester is February 15.	2 hours

#### **5.6 Year-End Meeting**

Club officers must schedule a meeting with the Sport Club Coordinator(s) to discuss the Renewal Application, Club conduct, administrative compliance, etc. Club officers will be notified by April 30 with the Sport Club Coordinator(s)'s decision regarding the Club's Renewal Application.

#### **5.7 Scholarships**

Sport Clubs cannot offer scholarships, including university tuition scholarships.

#### **5.8 Club Officers**

Each Club is required to have an elected student leadership team (club officers) that consists of a President, Risk Management, and Treasurer. Other non-mandatory positions may include the Secretary,

Public Relations Manager, Equipment Manager, etc. Non-mandatory positions must be approved by the Sport Club Coordinator(s).

## **5.9 Contracts**

A contract is any agreement that creates an obligation. Sport Clubs do not have the legal status to enter contracts on their own behalf; therefore, all contracts must be presented to the Sport Club Coordinator(s) for approval. Students who sign contracts which purport to be on behalf of MacEwan University are personally responsible for the agreement and may face legal action. Note: This includes contracts for equipment, travel expenses, buses, hotels, facilities etc. Internal booking confirmations are the only exception to this policy.

## **5.10 Equipment Plan**

Each Club is required to develop and demonstrate adherence to an equipment plan which includes uniform replacement process, projected equipment needs, inventory process, inventory control, and projected equipment costs. This plan must be submitted and reviewed each year at each Sport Club annual review meeting.

- Equipment purchased by Sport Clubs belongs to Sport and Wellness.
- Equipment needs (benchmark) are set by the Club and are approved by the Sport Club Coordinator(s).
- Clubs must request permission from the Sport Club Coordinator(s) prior to disposing of any equipment purchased by the club.

## **5.11 Self-Dissolution**

A Club may choose to dissolve itself by providing to the Sport Club Coordinator(s) with:

1. Written notice with the reasons why the Club is dissolving.
2. Written acknowledgement and agreement from at least 75% of the Club's members.
3. Funds remaining in a Club account after that Club has been dissolved will be transferred to the MacEwan University Recreation sport club fund after all financial obligations of the Club have been fulfilled. No Club members or affiliates may benefit from any funds remaining in a Club account after the Club has been dissolved.

# **6 FINANCIAL**

## **6.1 Overview**

Financial needs are met through membership dues, student-sponsored fundraising events, and MacEwan University grant funding. Members of Sport Clubs are expected to make every reasonable effort to support programs through their own resources which may include dues, fund raising projects, and special events.

Sports Clubs are not permitted to hold any funds off-campus (i.e. bank, credit union, club member's house). All club funds must be held by the University. If a club is found to hold any funds off campus this could be considered a breach of these policies and the club runs the risk that their sport club status could be revoked.

Each club will have a "Sport Club Account" (SCA) held at MacEwan University that will act as their bank account. Their SCA will be assigned a unique class code that will allow all parties to monitor club fund balances. This account will hold all funds received by the club, including, but not limited to: membership dues, donations, sponsorship and fundraising. MacEwan University considers Sport Club funds as "funds held on behalf of others" and will maintain these funds in an account separate from their own.

In addition to funds raised by club members, all sports clubs are eligible to apply to the Recreation

Department for funding grants. Recreation offers both a “Startup Grant” and “Annual Operating Grant”. The Startup grant is only available during the club’s first year of operation, whereas clubs can apply for the annual operating grant on a yearly basis.

## **6.2 Sport and Wellness Grants**

Sport and Wellness may, from time to time, offer grants to Sport Clubs in the form of Start-Up Grants for Conditional Clubs and Annual Operating Grants for Active Clubs. The amount of funding available for distribution to Sport Clubs may fluctuate from year to year based on the number of Sport Clubs and budget allocations from the university.

### **6.2.1 Selection Criteria**

Sport and Wellness will consider Grant applications based on the following:

- Year-end conduct review.
- Adherence to administrative deadlines (Administrative compliance).
- Level of competition.
- Number of participants.
- Club activity level.
- Fiscal responsibility – as demonstrated by the financial report submitted at the end of the year.

Grant applications from Clubs who are currently in a deficit will not be considered. MUSW grants will be available to Clubs at the beginning of the university’s fiscal year (April 1). Funds from MUSW grants do not carry over to the next fiscal year.

### **6.2.2 Grant Application**

To apply for MUSW Grants, Sport Clubs must do the following:

#### **6.2.2.1 Startup Grant**

During their first year of operation, (conditional) clubs may apply for a startup grant worth up to \$500 to help clubs offset some of the upfront operational costs.

Complete the MUSW Grant Request Form and submit to the Sport Club Coordinator(s). Include a detailed explanation of how the funds will be used to further the goals and objectives of the Club. The request for Startup Grants must be received less than one month after the Club’s acceptance into the Sport Club program. Conditional Clubs can apply for a one time Startup Grant of up to \$500.

#### **6.2.2.2 Annual Grant**

After their first year as a club, (active) clubs may apply for an annual grant. To do this, clubs can request to complete an annual grant application form. This form is to be submitted to the Sport Club Coordinator(s) and should include a detailed explanation of how the funds will be used to further the goals and objectives of the Club. MUSW Grants can only comprise a maximum of 30% of a Sport Club’s annual operating budget.

The request for MUSW grants must be submitted by March 1, accompanying the Sport Club’s annual budget request. Late submission of a grant request may result in the decrease or loss of funding for the following year.

Successful recipients will receive a maximum amount of 30% of the club’s annual operating expenses. All Recreation grant funding awarded must be used by March 31st, the end of the fiscal year. Funds not used by this date will be lost, funds do not “rollover” from one fiscal year to the next. It should be noted that although the maximum award is 30% of the clubs operating expenses, the amount awarded could be less, as it is based on the Funding available and number of eligible clubs that have applied.

### **6.3 Membership Fees**

Sport Clubs may choose to charge a membership fee. Fees for non-MacEwan University students must be at least 25% higher than dues for MacEwan University students.

Fees can be set on an annual basis: April 1 to March 31

To be included in the Sport and Wellness Program Guide, membership fees must be communicated to the Sport Club Coordinator(s).

- Club Treasurers are responsible to ensure that all Sport Club members have paid their dues.
- Membership reports can be requested from the Sport Club Coordinator(s) at any time.
- Membership dues are held in the Club's liability account.

#### **6.3.1 Membership Fee Increase**

Requests to increase Club dues must be submitted to the Sport Club Coordinator(s) for approval and must include a written justification and signatures of at least 2/3 of the Club's membership.

- Requests to increase dues must be submitted by Mar 1 as part of a Club's operating budget.
- Increases to Sport Club dues come into effect at the beginning of the next dues session (i.e. at the beginning of the new fiscal year).

#### **6.3.2 Medical Refunds**

Refunds of membership fees, requested for medical reasons, may be granted and prorated (at the discretion of the Sport Club Coordinator(s)) when accompanied by a doctor's note.

### **6.4 Budgets**

The creation and administration of a balanced budget is an integral part of maintaining the sustainability and success of a Sport Club. The Sport Club Coordinator(s) will be available to assist Clubs with the development of an annual budget.

On an annual basis, clubs must submit a financial plan (budget) that outlines how they will cover all their expected expenses while maintaining a positive balance. The Sport Club Coordinator(s) will meet with the

Treasurer from each sport club to assist with the creation of a fiscally sound operating budget for each fiscal year.

Clubs should make every effort to be as accurate as possible in the creation of their budget plans. The budget should be as detailed as possible and should include a breakdown of the expenses associated with each budget line, as well as the total for each line. Budget templates will be distributed as part of the Google Drive application package (for start-up and renewal applications).

Sport Club financial records should be transparent. Any member should be able to look at the books and see where the money is coming from and where the money is going.

#### **6.4.1 Positive Balance**

Clubs must always maintain a positive balance. To ensure financial sustainability, Clubs are only able to budget to spend money that they already have in their liability accounts and what they expect to receive in MUSW grants. If Clubs expect to spend more than what they have in their liability account, the members must be prepared to cover these expenses on their own and must submit a plan to cover these expenses along with their budget. Clubs are not allowed to enter a deficit. If a loss occurs, the Clubs membership is expected to immediately cover the loss and will face further disciplinary action.

#### **6.4.2 Tracking**

Each Sport Club must manage their budget and maintain a current financial tracking sheet. Templates for record keeping are available upon request.

## **6.5 Purchases**

Club officers and/or members may not make personal purchases or purchases on behalf of the sport club. All purchases must go through the Sport Club Coordinator(s). Purchases made without prior approval will not be reimbursed and will be the financial responsibility of the individual who made the purchase. The individual will be subject to further disciplinary action and may face legal action.

The following steps are taken in order for a club to make a purchase using their liability account or their grant:

1. Send the Sport Club Coordinator(s) an email requesting permission for a purchase. The email should include the following information:
  - Item to be purchased (ex. Equipment, facility booking, hotel reservations, car rentals etc.).
  - Supplier – for items that will be paid via an invoice, please include the address, name of your contact, phone number, email address, and fax number.
  - Purpose of the item – Expenses must directly support the goals and objectives of the club and cannot be for the sole benefit of any one club member(s). Individual competition and travel expenses are considered to benefit an entire sport club.
  - Cost of the item, with GST breakdown.
2. Based on the information provided, the Sport Club Coordinator(s) will decide how the purchase should be made. Once purchase approval has been granted, the club must obtain purchasing directions (e.g. a quote, a website purchasing link, etc.) so that the Sport Club Coordinator(s) will be able to purchase the item(s) on behalf of the sport club. Sport Club Coordinator(s) will consider a variety of factors including:
  - Storage solutions for item(s).
  - Cost of item(s) - reviewing club balance(s) to ensure the money is there to make the purchases.
  - Purpose of the item - is it appropriate for the club and its members?
  - How the item will be paid for - an item may not split costs between a grant and a club's liability account.
3. All purchases will be delivered to MacEwan University Sport and Wellness. The Sport Club Coordinator(s) will upload all purchasing information (e.g. invoices, quotes, etc.) to the sport club's Google Drive account for transparency and ease of access reasons. Once the item(s) arrive, the Sport Club Coordinator(s) will inform the sport club of their arrival (for pick-up).
4. Receipts for all purchases must be retained by the Sport Club Coordinator(s). The original is sent to MacEwan University Finance and photocopies should be kept on behalf of the Sport Club. All memos, e-mails, invoices etc. pertaining to Sport Club finances must be kept.

# **7 SPONSORSHIP**

## **7.1 Overview**

With Sport and Wellness grants composing up to a maximum of 30% of the Club's overall annual budget, it is necessary for Clubs to seek other sources of financial support. Organizing fundraising events and seeking sponsorships are a great way to raise money to offset a club's operating costs. A sponsorship is a relationship whereby an organization supports an event, activity, or team financially, or through the provision of products or services. Ideally, this arrangement should benefit both parties, with the goal of

becoming a long-term relationship.

Finding sponsorship dollars is not easy due to many factors including; competitive charities and events, economic factors, ensuring there's enough Return on Investment (ROI) within your sponsorship package to entice donors to prompt them to support you, and other related factors. Sponsorships require a commitment to both seek out partnerships while fulfilling your end of the agreement.

## **7.2 Policy**

Clubs are encouraged to seek sponsors to subsidize the costs associated with operating the Club.

1. A sponsor receives exposure only (no tax receipt) in exchange for a cash and/or gift-in-kind contribution to the Club.
  - This can take the form of banners or posters at Sport Club events or logos on Sport Club uniforms or other clothing.
2. All decisions regarding the suitability of potential sponsors will be approved by the Sport Club Coordinator(s) – decisions will be final and cannot be appealed.
3. Clubs may offer companies the following as benefits of sponsorship:
  - Banners with sponsor logo put up at games (subject to league rules), placement of sponsor logos on uniforms and apparel, sponsor logo placed on Club posters and advertisements, sponsor logo and mention on Club webpage. All logos must be smaller than that of MacEwan University.
  - Any other ideas must be approved by the Sport Club Coordinator(s).

## **7.3 Prohibited Sponsors**

1. All alcohol companies (i.e. makers or distributors of alcoholic beverages).
2. All companies that promote the consumption of alcohol (one exception: A pub/bar may contribute food or food discounts in exchange for exposure).
3. All tobacco/cannabis companies.
4. All current sponsors of MacEwan University Recreation and MacEwan University Athletics (a list will be provided).

## **7.4 Process**

1. Submit a written request to seek sponsorship to the Sport Club Coordinator(s). The request should be sent at least 2 weeks (3 weeks if the request will be over \$1000) before the club intends to contact the sponsor and should include the following:
  - The name of the business(es)/individual(s) the club would like to approach
  - Specific details on what the club will be requesting
  - How the club plans to recognize the sponsor.
2. Once the request has been approved, the Club is free to contact the potential sponsor. Try to set-up a face to face meeting where possible. You will have more impact in person than you will over the phone. If you can't arrange a time to get together, ensure that you follow-up your letter with a phone call. Ask questions at the meeting; try and find out what the sponsor needs and how your team can help them achieve their goals.
3. Once an agreement has been made, ensure you get it in writing, through a Terms of Reference, to be signed by authorized persons from both parties. Remember, clubs do not have the authority to sign contracts; please submit all agreements to the Sport Club Coordinator(s) for approval. The club should keep a copy of all contracts and agreements for future reference.
4. Obtaining an agreement for a sponsorship deal is the start, not the end of a relationship. Work hard to look after the sponsor's interests as this may reap future rewards. Create a personal relationship and be sure to invite the sponsor to the tournament or event. Follow up with a handwritten note or other personalized recognition emphasizing how their support directly affected your success. Remember that a sponsor is associating its name and public image with your tournament or event. It is important

that its name is enhanced not damaged by the association with the Club.

### **7.5 Approval**

Clubs must obtain approval from The Sport Club Coordinator(s) before beginning the process of seeking sponsorship or organizing a fundraising activity. Remember, Clubs are a part of a larger organization that may already have relationships with these organizations.

Clubs cannot promise University resources without the prior approval of The Sport Club Coordinator(s). For example, agreeing to post a banner in the Christenson Family Centre for Sport and Wellness without the proper approval could cause you to default on your end of an agreement.

Under no circumstances may any payment or profit accrue to the benefit of any individual member(s) of the Club.

### **7.6 Tax Receipts**

No Club will offer or promise to provide a charitable tax receipt to any potential donor. Clubs themselves will not be able to provide charitable tax receipts. As per fundraising guidelines through the CRA, no sponsorship donations can receive a tax receipt. Only donations that come with no benefit for the donor (non-sponsorship) can be received by the University. All tax receipts will be generated by the Finance Department and/or Alumni and Development.

## **8 FUNDRAISING**

### **8.1 Overview**

Fundraising on the other hand is the process of soliciting and gathering voluntary contributions, such as money or other resources, from individuals or businesses. There are often initial costs associated with hosting a fundraising event. Clubs should ensure that they have enough money in their account to cover these initial costs, while determining whether the event will be profitable.

Fundraising by groups affiliated with MacEwan University is overseen by the Alumni & Development Department and is governed by university policy D4200. All Sport Club officers should carefully review this policy prior to engaging in any fundraising or sponsorship activities.

### **8.2 General**

The Fundraising Request Form must be received by the Sport Club Coordinator(s) at least 3 weeks (15 business days) prior to the fundraising event. If a Club would like to serve food at an on-campus location as part of a fundraiser, the Fundraising Request Form must be submitted at least 4 weeks (20 business days) in advance.

### **8.3 Approval**

Fundraising activities may not be held at any venue that is associated with activities, products or an image which may harm or tarnish the good academic name, image, or reputation of MacEwan University, or that brings or could bring MacEwan University into disrepute. The Sport Club Coordinator(s) will have final say on the suitability of any fundraising event.

### **8.4 Alcohol**

Alcohol may only be served at an off-site, licensed establishment. The primary focus of a fundraising event can NOT be related to alcohol (i.e. Promoting drink specials or drinking games is prohibited). Individuals may not consume alcohol while actively engaged in the organization and administration of a Sport Club fundraising activity or event.



## **8.5 Proceeds**

The net proceeds of the fundraising event must be used for the stated purpose of the organization, for purposes related to the goal of the Sport Club, or for donation to a charitable organization. All proceeds from fundraising activities will be deposited into the Club's Liability account.

## **8.6 Food**

All food served on MacEwan University property (except for bake sales or potlucks) must be purchased through MacEwan University's food service provider, Aramark.

## **8.7 Cash Handling**

Costs associated with fundraisers (i.e. food costs, rentals etc.) must be handled per the financial procedures as laid out in this Policies and Procedures. One person must be responsible for all financial transactions that occur as part of the fundraiser. This includes keeping accurate records of transactions. If the event is taking place off-campus, all proceeds must be returned to the University within 24 hours. If handling cash, the Club Treasurer will book a cash box and float from the Customer Service Supervisor.

### **8.7.1 Process**

1. E-mail the Sport Club Coordinator(s) at least 2 business days in advance of the event. The request must include the following:
  - The date, time, and event for which the cash box is being requested.
  - Who is authorized to pick up the cash box.
2. On the day of the event the Treasurer, or designate, will sign out the Cash Box from the Welcome Desk.
  - The Treasurer, or designate, must count the float in the cash box and sign the Cash out form.
3. The Treasurer, or designate, must show a photo ID to sign out the Cash Box.
4. The cash box should be collected as close to the start of the event as possible.
5. During the event, the treasurer, or designate, must keep accurate records of all cash transactions.
  - This record can take the form of a tally of purchases, registration forms with payment amounts, official receipts, depending on the event.
6. The cash box should always be safeguarded, ideally with 2 Club members present.
7. The cash box and transaction records, including all proceeds, must be returned to the Welcome Desk within 24 hours of the conclusion of the event.
  - A Welcome Desk staff member will compare the transaction record to the cash in the cash box and will complete a Cash in Form.
  - The Sport Club will be responsible for any discrepancies between the transaction record and the money in the cash box.
8. The Club will receive a copy of the transaction record and the cash-in record. These copies should be kept by the individual club as part of their records retention.
9. All proceeds will be kept at the Welcome Desk until they can be deposited into the Club's Liability account.
10. If the event is taking place off-campus or finishes after the Welcome Desk is closed, the cash box must be kept in a secure location (i.e. not in a car or locker on campus) until it can be returned to the Welcome Desk.
  - Failure to return the cash box within the 24-hour deadline or repeated discrepancies between the cash box and the Club's transaction records may result in disciplinary action.

## **8.8 Donations**

Donation requests over \$1000 must be reported to MacEwan University Alumni & Development Department for final approval and should therefore be submitted for approval a few weeks earlier.

## **8.9 Raffles**

Raffles are not permitted with an application through AGLC. AGLC applications must be done through General Accounting / Alumni and Development as it is the Foundation that holds this account.

## **8.10 Gambling**

Casino Nights, Gambling for prizes, awards, or money requires an AGLC license. AGLC license applications must be done through General Accounting / Alumni and Development as it is the Foundation that holds these accounts.

- Clubs may host a 'casino night' with funny money if they do not charge an entrance fee (this would defeat the purpose of Fundraising but could be held as a fun event). If clubs start charging entrance fees and offering prizes, money, etc. for winnings; attendees are now playing a game of chance (e.g. gambling).
- A suggestion would be hosting a poker tournament (through AGLC application) at a local casino. An entrance fee could then be charged after application approval with a portion of that entrance fee going back towards the club and a portion going to the casino. Attendees would then opt to play with their own money (beyond the entrance fee) at their discretion.

# **9 BOOKINGS**

## **9.1 Overview**

Each Sport Club is responsible for scheduling practices, competitions, and various special events for the year. A copy of each Club's proposed schedule of activities must be filed with the Sport Club Coordinator(s) for approval prior to the beginning of each semester. Because facility space is limited, being a recognized Sport Club does not guarantee access to university facilities and as such, Sport Clubs may need to book external facilities.

Unauthorized or inappropriate use of university facilities and/or equipment may result in disciplinary action against the Club or individual members and may result in the Club or representative assuming financial responsibility for use or damages.

If a Club knows that they will not be using a facility that they have previously booked, they must notify the Sport Club Coordinator(s) as soon as possible. Failure to cancel unused bookings may result in the Club assuming financial responsibility for use, forfeiture of future bookings, and loss of booking privileges. Determination and assignment of the available time is the administrative responsibility of the Sport Club Coordinator(s).

Home competition approval is based upon available facilities, staffing and demonstration of appropriate risk management. No new competitions will be approved for the last month of each semester. Some exceptions may apply.

## **9.2 On-Campus Bookings**

Clubs must submit a Facility Request form to the Sport Club Coordinator(s) detailing their facility booking requests for the whole academic year. This includes all practices, games, tournaments,

meetings, etc. The Facility Request Form for the following academic year must be submitted by May 15. Failing to submit or submitting requests late may result in the forfeiture of bookings.

Once the Facility Request Form has been received, Clubs must receive permission from the Sport Club Coordinator(s) to make changes to their facility requests. Requests must detail the reason for the change request and the bookings they would like to change or add. Submission of this request does not guarantee that the requested changes can be accommodated.

The booking request must be submitted at least 2 weeks in advance of the requested facility booking.

1. The request should be sent at least 3 weeks (4 weeks if the event is taking place on campus and food will be served) before the event.
2. Once approval has been granted, book the space and resources needed for the event. All on-campus space bookings should be requested through the Sport Club Coordinator(s).
3. Tables, chairs, audio-visual equipment, etc. may also be requested as part of your booking. There may be costs associated with the rental of certain spaces on campus.
4. When booking off-campus facilities ensure to get booking confirmations in writing and submit all contracts to the Sport Club Coordinator(s) for approval.
5. Confirm all bookings at least a week before your event.

### **9.3 Sport and Wellness Bookings**

To book space within MacEwan University Sport and Wellness, contact the Sport Club Coordinator(s) to assist. **9.3.1 Rules and Regulations**

1. First come, first served
2. Requests taken from: Fall term (May 1), Winter Term (Oct 1), Spring/Summer term (Feb 1)
3. limited space available for all clubs
4. Max time per week per club - 4 ½ hrs
5. Max time per booking - 1 ½ hr
6. No charge / no deposit
7. Non-primetime
8. Activity use only (no homework / hang out spaces available)
9. Lab (8-203) /& Aerobics studio are off limits
10. Orientation with Fitness prior to use
11. Clubs to contact Maureen / Marcel for any booking inquiries (who then reach out to Sport and Wellness). Sport and Wellness will send Clubs to Maureen / Marcel if they skip this step
12. Check in at the Welcome Desk
13. No food / glass water bottles allowed (plastic water bottles okay)
14. No loud music / no inappropriate lyrics
15. Must be 18 years or older (unless they are a current MacEwan University student)
16. Must be members of the Club in order to participate in Club activities (Club president to take attendance "Honour System")
17. Clubs can't compete with MUSW programs and services (conflict of interest)
18. Facility Use availability to be updated each semester (hours change)
19. 3 strike rule for Code of Conduct violations within our facility (e.g. improper use of equipment / damage to facility)

#### **9.3.1.1 High Performance Studio**

- Primetime - no bookings: 10-6 pm Mon-Thu; 8-9 am M/W/F; 8-9:30 am Tue / Thu
- Non-Primetime: Max booking time: 1.5 hrs per session

#### **9.3.1.2 Mind Body Studio**

- Primetime - no bookings: 11-1 pm Mon-Fri; 4-7 pm Mon-Thu; Fri 9-10

am

- Non-Primetime: Max booking time:1.5 hrs per session

### **9.3.1.3 Classrooms (8-207, 8-211)**

- Limited availability each day: Individual requests will be discussed

### **9.3.1.4 Gym (North Court, Centre Court, South Court)**

- Limited availability each day: Individual requests will be discussed

## **9.4 Off-Campus Bookings**

Some clubs will be required to book external facilities to facilitate their practices and competitions. The City of Edmonton oversees the booking process for all city owned facilities, as well as facilities owned by the Public and Catholic School Boards. The process is long and requires a fair amount of flexibility and patience.

External facility booking requests must be submitted to the Sport Club Coordinator(s) for approval. Requests must include the following:

- The type of facility – gym, natural turf, artificial turf, ball diamond, ice rink.
- The dates and times required (school facilities/fields cannot be booked before 6pm during the school year).
- The sport and activity – practice, game, tournament etc.
- A list of at least 3 facilities the club would like to book.

One request can be used for all scheduled activities in a season, if all the required information is provided.

- Requests for Spring/Summer/Fall rentals must be submitted by Feb 1.
- Requests for winter rentals must be submitted by October 1.

## **9.5 Approval**

Once bookings have been approved, Clubs will receive a booking confirmation contract. This contract must be read, signed and returned to the Sport Club Coordinator(s). Clubs will receive a copy of the signed booking contract and should keep this for their records. If the club notices any errors on their booking contract they should contact the Event Planner and Scheduler directly. This is the ONLY contract that Club Officers can sign.

## **9.6 Funds**

Clubs must have the funds available in their accounts to cover the entire cost of their facility rental (if there is a cost associated with the rental) before their booking request will be approved.

## **9.7 City of Edmonton**

A Club representative must accompany the Sport Club Coordinator(s) to any City of Edmonton facility assignment meetings. Clubs are responsible for reading and understanding the City of Edmonton Joint Use Agreement and meeting all renter requirements.

Club chooses 3 or 4 city facilities that will meet their needs for each type of competition (i.e. 3 or 4 facilities that could be used for practices, 3 or 4 facilities for games etc.). This information can be found on the City of Edmonton website or by searching the websites of individual facilities. The Club submits the City of Edmonton facility access form to the Sport Club Coordinator(s).

- If the request is approved, the Sport Club Coordinator(s) will submit the proper forms to the City of Edmonton on behalf of the club.
- Once the City of Edmonton has set the Facility Use meetings, the Sport Club Coordinator(s) will notify the club.
  - If applicable, a club representative must accompany the Sport Club Coordinator(s) to the City of

Edmonton meeting. If a club representative does not attend the meeting they will lose their ability to book space for the year.

When the City of Edmonton has allocated field rentals the club will be sent a rental confirmation contract. The club must look over this contract carefully and ensure that the times, dates, locations etc. meet their needs. Once the club has approved the rental they must submit the contract to the Sport Club Coordinator(s) to have signed and returned to the City.

### **9.8 Certificate of Insurance**

The Sport Club Coordinator(s) will request a Certificate of Insurance from the owner of all off-site facilities. This must be received before a sport club can use the facility.

## **10 TRAVEL**

### **10.1 Overview**

Trip approvals vary based on where the trips are being held: In-City, In-Province, In-Country, and International. **10.2 Trip Leaders**

The Trip Leader is a sport club member, generally a student and usually a club officer (but not always), who is responsible for implementing and enforcing all trip policies and procedures.

### **10.3 In-City Approval**

#### **10.3.1 Registration**

- Certifications.
- Constitution.
- Concussion Protocol.
- On-Campus Emergency Response Plan.
- Off-Campus Emergency Response Plan.
- Policy - Alberta Traffic Safety Act.
- Policy - MacEwan University Travel Policy (D1090).
- Policy - Sport Club Policies and Procedures.
- generic club membership waiver.
- Risk Management Plan.
- Workers Compensation Forms.
- Witness Statement Forms.
- Club Membership Registration Form.
- Risk Management Facility Inspection Checklist.
- Medical Incident Reports.
- Model Release Forms.
- Get Active Questionnaires (GAQ)..

#### **10.3.2 Request**

- Itinerary.
- Travel Request Form.
- Risk Management Plan Ratings Control and Grid Matrix.

#### **10.3.3 Collection**

- Trip Registration Payment – Intelli.
- Attendance List – Intelli.
- Attendance List – Club.
- Certificate of Insurance from Contacted Company.
- Reservation Confirmations.
- Welcome Desk Cheat Sheet.

#### **10.3.4 Trip**

- Arrival notification.
- Departure notification.
- Email Final Report.
- Email to Sport and Wellness Director.
- Tools – Communication.
- Tools – First Aid Kit.

### **10.4 In-Province Approval**

#### **10.4.1 Registration**

- Certifications.
- Constitution.
- Concussion Protocol.
- On-Campus Emergency Response Plan.
- Off-Campus Emergency Response Plan.
- Policy - Alberta Traffic Safety Act.
- Policy - MacEwan University Travel Policy(D1090).
- Policy - Sport Club Policies and Procedures.
- generic club membership waiver.
- Risk Management Plan.
- Worker's Compensation Forms.
- Witness Statement Forms.
- Club Membership Registration Form.
- Risk Management Facility Inspection Checklist.
- Medical Incident Reports.
- Model Release Forms.
- Get Active Questionnaires (GAQ).

#### **10.4.2 Request**

- Itinerary.
- Travel Request Form.
- Risk Management Plan Ratings Control and Grid Matrix.

#### **10.4.3 Collection**

- Trip Registration Payment – Intelli.
- Driver's license.
- Insurance.
- Registration.
- Attendance List – Intelli.
- Attendance List – Club.
- Certificate of Insurance from Contacted Company.
- Reservation Confirmations.
- Welcome Desk Cheat Sheet.

- Emergency Health and Medical Information.
- Emergency Response Service (ERS) Forms.
- Mandatory Pre-Departure.
- Participant Headshots.

#### **10.4.4 Trip**

- Arrival notification.
- Departure notification.
- Email to Security.
- Email Final Report.
- Email to Sport and Wellness Director.
- Tools – Communication.
- Tools - First-Aid Kit.

### **10.5 In-Country Approval**

#### **10.5.1 Pre-trip**

- Ensure all travel forms are signed and submitted.
- Arrange a meeting with The Sport Club Coordinator(s) to discuss travel plans.
- Create and distribute itinerary.
- Schedule and facilitate pre-trip meeting with all Club members.
- Ensure at least 2 travelling Club members have first aid/CPR certification.
- Collect Risk Management Binders.
- Ensure there is a first aid kit in each vehicle.
- Do roll call and record in which vehicle everyone will be traveling.
- Notify Sport Club Coordinator(s) of departure.

#### **10.5.2 During Trip**

- Ensure proper driver rest stops and changes take place.
- Hotel check-in and check-out.
- Ensure the Sport Club alcohol and drug policies are enforced.
- Follow the Emergency Action Plan (if applicable).
- Notify Sport Club Coordinator(s) of return.

#### **10.5.3 Post Trip**

- Complete Trip Summary report.

### **10.6 International Approval**

#### **10.6.1 Pre-trip**

- Ensure all travel forms are signed and submitted.
- Arrange a meeting with The Sport Club Coordinator(s) to discuss travel plans.
- Create and distribute itinerary.
- Schedule and facilitate pre-trip meeting with all Club members.
- Ensure at least 2 travelling Club members have first aid/CPR certification.
- Collect Risk Management Binders.
- Ensure there is a first aid kit in each vehicle.
- Do roll call and record in which vehicle everyone will be travelling.
- Notify Sport Club Coordinator(s) of departure.

#### **10.6.2 During Trip**

- Ensure proper driver rest stops and changes take place.
- Hotel check-in and check-out.
- Ensure the Sport Club alcohol and drug policies are enforced.
- Follow the Emergency Action Plan (if applicable).

- Notify Sport Club Coordinator(s) of return.

### **10.6.3 Post Trip**

- Complete Trip Summary report.

### **10.7 D1090**

In accordance with MacEwan University's Travel Approval and Risk Management policy (D1090), all travel must be approved by the Sport Club Coordinator(s); Director, Sport and Wellness; or VP, Finance and Administration.

### **10.8 Deadlines**

Travel Authorization Request forms must be submitted to the Sport Club Coordinator(s) at least 15 business days before departure (30 days for international travel).

### **10.9 Contact Information**

Clubs must provide the name and contact information for the Trip Leader as part of their application.

### **10.10 Emergency Response Form**

Clubs engaging in international travel must complete the Emergency Response Program form which will be submitted to the Office of the Registrar.

### **10.11 Reservations**

Clubs must receive written authorization to travel before making any reservations or commitments related to travel. Clubs who travel without the proper authorization will lose their status as a Club.

### **10.12 Trip Chaperones**

From time to time, MacEwan University will require that a university employee accompany Sport Clubs who are traveling internationally or who are representing the university at a national championship. Sport Clubs will not be responsible for the travel costs of the trip chaperone. The decision to require chaperones will be based on the risk assessment of the travel and the level of competition (i.e. National Championship vs. league play).

### **10.13 Letter of Absence**

If official Club travel will interfere with scheduled classes, we encourage club members to contact their professors at the beginning of each term to make them aware of the absence and to confirm that the travel will not conflict with any exams. If requested, the Recreation Department will supply Club members with a letter to give to their professors explaining the absence. Even with the letter, professors/instructors are not required to permit the absence or allow the club members to reschedule exams. The request for a Letter of Absence must be submitted to the Sport Club Coordinator(s) no later than 15 business days prior to travel.

### **10.14 Transportation**

Except as otherwise arranged by MacEwan University Sport and Wellness, student members of Clubs are required to arrange for their own transportation to events. MacEwan University Sport and Wellness strongly recommends that Clubs arrange for professional means of transportation (bus, train, or airplane).

#### **10.14.1 Personal Vehicles**

Students who use their own vehicles, or who accept rides from other students, for transportation to and from events do so at their own risk and must ensure that they are licensed and insured for such use.



#### **10.14.2 Capacity**

No person may rent any vehicle with a capacity for more than 10 passengers on behalf of a club or for use as a means of travel for club members.

#### **10.14.3 Rental Insurance**

When a student rents a vehicle, the rental company's insurance must be purchased.

#### **10.14.4 Liability**

Both the vehicle owner and the driver should understand that they may be exposing themselves to personal liability in the event of an accident.

#### **10.14.5 Passengers**

Clubs must submit a detailed list of club members traveling in each specific vehicle. Once the list has been submitted, club members may not change vehicles.

#### **10.14.6 Travel Time**

When multiple vehicles are traveling to the same destination, they will travel together. No late or early departures by one vehicle or another. Clubs must request permission ahead of time, from the Sport Club Coordinator(s), to travel separately.

#### **10.14.7 Traffic Safety Act**

Drivers are required to drive in accordance with all federal, provincial and municipal laws and regulations relating to driving (including without limitation the Traffic Safety Act (Alberta) and the Criminal Code (Canada) while engaged in Sport Club travel, and to drive in a safe, prudent and courteous manner. In addition, drivers must not:

- Drive between 12:00am and 6:00am, except in emergencies;
- Drive more than 3 hours without taking a break of not less than 10 consecutive minutes;
- Drive for a period which would result in the driver exceeding 10 hours of driving and competitive activity in a 24-hour period.

#### **10.14.8 Traffic Violations**

Drivers are solely responsible for any traffic ticket, citation, violation tickets or other punishment imposed by law enforcement authorities (including any legal fees associated with the same) and may face additional disciplinary action by the Sport Club Coordinator(s). Club funds may not be used to pay for, or reimburse Club Members for, fines or fees incurred while driving to or from Sport Club events.

#### **10.14.9 Alternate Travel**

Unless previously approved, by submitting a Travel Waiver form, club members who travel with the club must remain with the club at all times and cannot return from competition with family or friends.

#### **10.15 Roll Call**

The Risk Management Officer must conduct a roll call prior to departure from the University. The roll call, along with an itinerary and contact information for all Sport Club members in the vehicle must be submitted to MacEwan University Security prior to departure. Roll call must be completed before departure and after any stop.

#### **10.16 Communication**

The Trip Leader must text the Sport Club Coordinator(s) when the Club departs for their trip. The Trip Leader must notify MacEwan University Security (in person) and the Sport Club Coordinator(s) (by text) that the Club has safely returned from their trip. Only Club members and authorized coaches may travel with the team for club sanctioned events.

## **10.17 Inclement Weather**

MacEwan University Recreation reserves the right to postpone or cancel any sport club trip due to inclement weather. While the goal of MacEwan University Recreation is not to deny clubs the opportunity to travel, the safety and well-being of club members will always be the priority. In accordance with policy D1090, if MacEwan University Recreation cancels a Sport Clubs' travel activities, participants will not normally be reimbursed for non-recoverable expenses. The club must use prudent judgment when deciding whether to travel during inclement weather. Whenever travel arrangements change, the Sport Club Coordinator(s) must be contacted immediately for notification and advice.

## **10.18 Accommodation**

Clubs must submit a rooming list, detailing the names of each student and the room they are staying in, to the Sport Club Coordinator(s) the day before departure. If the club is departing on a weekend the forms must be submitted by the Friday before departure.

### **10.18.1 Room Assignment**

MacEwan University Recreation prohibits the sharing of beds (i.e. one head per bed). Room sharing is based on one another's comfort level with each other. Clubs should ensure that they have enough rooms booked to comply with this policy.

### **10.18.2 Damage**

Upon check-in, club members should inspect their rooms for damage. Any damages should be reported to the Trip Leader who will bring them to the attention of the hotel staff. Any damages that occur during a club's stay must be reported to the Trip Leader who will report them to the hotel administration and the Sport Club Coordinators. Club members are responsible for any charges associated with damage that occurs while they are occupying their rooms. Club funds may not be used to pay damage fees.

### **10.18.3 Respect**

Club members must demonstrate respect for other hotel visitors by respecting quiet time regulations as laid out by Hotel Administration. Any complaints/compliments that are received during a Club's stay must be reported to the Sport Club Coordinator(s) as part of the Trip Summary report. This information may result in disciplinary action against the Sport Club.

## **10.19 Departure Timelines**

### **10.19.1 15-30 Days Before Departure**

- Plan your route and itinerary.
- Take note of distances to be traveled, competition times, and number of Club members who will be traveling.
- Get cost estimates for all expected travel expenses (including but not limited to:  
hotel reservations, rentals, competition fees, gas).
- Due to MacEwan University's existing travel contracts, hotels, flights, and car rentals must be arranged through the Sport Club Coordinator(s).
- Submit Travel Request Forms to The Sport Club Coordinator(s) at least 15 business days in advance of travel (30 business days in advance for inter-provincial and international travel).
- If a Club knows their travel schedule at the beginning of the year, they can submit a bulk travel authorization for the entire year. They will still need to submit expected expenses and itineraries, but these will be due 7 business days in advance of travel as opposed to 15 (requests for Letters of Absence will still need to be submitted 15 business days in advance).
- Travel Authorization Form.
- Letter of Absence Request .

- Itinerary.
- Travel Roster.
- Expected Expenses.
- Once travel authorization has been granted, book hotels, rental vehicles, pay league fees etc. ● Where possible, expenses should be paid ahead of time on a MacEwan University P-card.

#### **10.19.2 7-14 Days Before Departure**

- Confirm all hotel and car rental reservations.
- Print copies of all reservation confirmations.
- Collect first aid kit and Risk Management Binders.
- Hold a Club meeting (may occur during a previously scheduled practice).
- Discuss the itinerary, code of conduct, travel policies, etc.

#### **10.19.3 1-6 Days Before Departure**

Submit finalized trip forms to the Sport Club Coordinator(s). If the Club will be departing on a weekend the forms must be submitted by the Friday before departure. The required forms include:

- Departure times and arrival times.
- Contact information at the trip destination.
- Final Travel Roster including cell phone numbers for each participant (keep a copy in the vehicle kit).
- Rooming List.

#### **10.19.4 Day of Departure**

- Do a participant roll call, taking note of who is traveling in each vehicle, and submit a copy to MacEwan University Security and a copy to the Sport Club Coordinator(s).
- Club members may not switch vehicles once roll call has been taken.

#### **10.19.5 During Trip**

- Notify the Sport Club Coordinator(s) of safe arrival at destination.
- In the event of a serious injury or emergency, follow Emergency Action Plan as laid out in the Risk Management binder.
- Notify MacEwan University Security and the Sport Club Coordinator(s).
- Notify the Sport Club Coordinator(s) of safe return.

#### **10.19.6 Post Trip**

The Trip Leader must complete the trip report and submit it to the Sport Club Coordinator(s) by 4:30pm on the second business day after return. The trip report includes:

- All Travel Forms.
- Written account of any sportsmanship issues.
- Written report of any breaches of policy.
- Completed Incident Report forms.

# **11 CODE OF CONDUCT**

## **11.1 Overview**

As a member of the MacEwan University community, members of recognized Sport Clubs are mandated to conduct themselves and their organizations in a manner compatible with the University's philosophy, policies and function as an educational institution, both on and off the field of play. To this end, MacEwan University Recreation has established this Code of Conduct which defines the parameters of violation, discipline and dispute resolution.

Recognition as a Sport Club grants certain opportunities and attendant responsibilities: permission to make authorized use of the University name; permission to compete off campus representing the University; and access to University funds, space and resource allocations. As Clubs participate in leisure and competitive pursuits off campus, they must be aware that they are always representing the University to the greater community. Because of the limits of the University's relationship with Clubs, Club officers are vested with the responsibility to ensure that the recognized Sport Club, and its members, abide by all University, Recreation and Sport Club policies and procedures. Club officers are accountable for the actions of the Club and for ensuring that all Club members are familiar with the Sport Club policies (or have signed the Conduct Agreement) as described in these policies and procedures.

Violation of laws, ordinances, or non-compliance with MacEwan University, Recreation, or Sport Club policies and procedures by Club members, Club officers, and consultants, whether occurring on or off campus, will result in the re-examination of the Club's status as a University-affiliated organization and may result in individual discipline under appropriate Sport Club and University policies (see MacEwan University policy E3102).

### **11.2 Jurisdiction**

The Sport Club's disciplinary and appeals process addresses Clubs that are found to be in violation of Sport Club policies and procedures. Depending on the severity of the violation, MacEwan University Recreation reserves the right to report individuals to the following individuals for further disciplinary action.

Individual Club members who are matriculated MacEwan University students and have violated University policies will be referred for disciplinary action to the Director of Student Affairs for disciplinary action. Individual Club members who are staff and/or faculty and have violated University policies will be referred to the employee's supervisor, department head or dean for disciplinary action. Individual Club members who are alumni or affiliates of MacEwan University and have violated University policies will be referred to the Senior Manager, Sport and Wellness for review and discipline.

### **11.3 Alcohol and Drugs**

The use of alcohol or controlled substances (including performance enhancing substances) by a Sport Club participant during any Club sponsored event, activity or competition (including practices) is not permitted. A Club member's involvement in such conduct may result in suspension or dismissal from the Sport Club program, and the Club member's conduct could result in disciplinary action against the Club. The Sport Club is responsible for taking appropriate steps to ensure that its spectators at home contests act appropriately.

There is a zero-tolerance policy for Sport Clubs regarding the consumption of alcohol and controlled substances (including performance enhancing substances) during any sanctioned Sport Club event (such as practices, games, etc.).

There will be no alcohol and/or drug consumption by individuals while engaging in a sanctioned Sport Club activity. This includes, but is not limited to: practices, games, and fundraising activities. Club members may not wear clothing identifying them as members of a MacEwan University Sport Club (i.e. uniform, club clothing, etc.) while consuming alcohol. Individual Club members will be held accountable for violations of this policy.

### **11.4 Hazing**

MacEwan University has a zero-tolerance policy regarding Sport Club participants engaging in hazing or activities that could be interpreted as hazing. For the purpose of this policy manual, hazing is defined as an act that, as an explicit or implicit condition for initiation to, admission into, affiliation with, or continued membership in a group or organization, could be seen by a reasonable person as endangering the physical health of an individual or as causing mental distress to an individual through, for example, humiliating, intimidating, or degrading treatment; destroys or removes public or private property; involves the consumption of alcohol, other drugs, or other substances; or violates any of the policies of the university.

Hazing activities include, but are not limited to:

- Forcing someone to eat food, even food they may like or enjoy, the eating of spoiled foods or raw onions, goldfish or anything an individual refuses to eat.
- Publicly wearing apparel which is conspicuous and not “normally” in good taste.
- Verbal abuse.
- Playing extremely loud music or music repeated over and over or any other audible harassment.
- Not permitting new members to talk for extended periods.
- Requiring or encouraging new members to act like animals or other objects.
- Forcing, requiring or endorsing new members to violate any University or National policy or any municipal, provincial, or federal law.
- Throwing anything (whipped cream, garbage, water, paint, etc.) at an individual.
- Assigning or endorsing “pranks”.
- Sleep deprivation.
- Forced nudity (full or partial) at any time.
- Forcing or requiring new members to drink alcohol or consume any other substance.
- Forcing new members to spend any amount of time in uncomfortable or cramped quarters.
- Paddle swats/hitting of any nature.

Sport Club members who are engaging in, supporting, organizing, or watching hazing activities will result in individual discipline under appropriate Sport Club and University policies (MacEwan University policy E3102). MacEwan University Recreation will report incidents of hazing to the appropriate authorities.

## **11.5 Infractions**

The following activities/conduct will not be tolerated and may lead to disciplinary sanctions against a Club or its members including, but not limited to, probation, suspension or dismissal from the Club Sports Program.

### **11.5.1 Minor Infractions**

Examples of minor infractions include, but are not limited to:

#### **11.5.1.1 Administrative**

Failure to submit or update forms and documentation such as:

- Contact Information of Newly Elected Club Officers.
- Club Roster.
- Participant Waivers.
- Club Constitution.
- Competition/Practice Schedules.
- Season Results.
- Accounting Report.

- Budget Request.
- Travel Authorization.
- Coach Contract.
- Payment Requests.
- Deposit Forms.
- Recreation Space Requests.
- Risk Management Plan.
- Participant Code of Conduct.
- Non-use of allocated resources, space.
- Unexcused Absence: Officer Training Workshops, Meetings with the Sport Clubs Office, Disciplinary Hearings.

#### **11.5.1.2 Conduct**

- Unnecessary physical contact.
- Use of inappropriate gestures or language (profanity).
- Inappropriate use of equipment.
- Other infractions as decided by the Sport Club Coordinator(s).

### **11.5.2 Major Infractions**

Examples of major infractions include, but are not limited to:

#### **11.5.2.1 Administrative**

- Unauthorized travel.
- Inappropriate accounting practices.
- Unauthorized use of University facilities.
- Allowing ineligible individuals to participate in Club activities.
- Falsification of information.
- Misuse of University facilities.
- Unauthorized fundraising activities.
- Unauthorized use of a coach.
- Operating at a deficit.
- Failure to report medical incidents or breaches of code of conduct.

#### **11.5.2.2 Conduct**

- Club hazing.
- Discrimination, Harassment, and Bullying - specifically, violation of the University's Harassment Policy.
- Sexual misconduct.
- Theft and property damage.
- Weapons, firearms and explosives—possession and/or use of at any Sport Club activity or gathering.
- Overly aggressive play that could lead to injury or fighting.
- Throwing an object onto the playing surface or at an individual.
- Engaging in a verbal altercation with an opponent, spectator, or teammate.
- Striking an opponent, spectator, teammate, official, or MacEwan University Recreation staff member.
- The use of abusive, demeaning, or threatening (racist, sexist, etc.) language or behavior
- Violation of Sport Club Alcohol and Drug Policy.
- Any action that may bring embarrassment or negative publicity to individuals, Clubs, MacEwan University Recreation, MacEwan University Sport and Wellness, and/or MacEwan University.  
Negative publicity can be defined as any information portraying individuals, Clubs, MacEwan University Recreation, MacEwan University Sport and Wellness, and

MacEwan University in a negative and/or irresponsible image made available through

any communication medium including, but not limited to: Internet networking communities (i.e. myspace.com, facebook.com etc.), video and audio recordings, personal websites and blogs, alumni communications and print/broadcast media.

- Other infractions as decided by the Sport Club Coordinator(s).

## **11.6 Disciplinary Action**

Once an infraction has been identified, the Sport Club's officers will receive written notification from MacEwan University Recreation within 2 working days informing them of the infraction and requesting that they set-up a disciplinary meeting with the Sport Club Coordinator(s). Once notice has been given, the Sport Club officers have 7 calendar days to arrange a disciplinary meeting. The Club must be represented at the disciplinary meeting by all its currently elected officers and/or the individual responsible for the infraction. Failure to schedule or provide representation at a disciplinary meeting will result in immediate suspension of a Sport Club.

### **11.6.1 Minor Infractions**

1st offense: warning/discussion with the Sport Club Coordinator(s) and Club Officers.

2nd offense: probation.

3rd offense: suspension (length up to the discretion of staff).

4th offense: Club member prohibited from future participation in the Sport Club program and/or Club's membership or pass is revoked.

Disciplinary action for non-students may include the loss of their Sport and Wellness membership, with no refund of membership/pass fees.

### **11.6.2 Major Infractions**

1st offense: probation.

2nd offense: suspension (length up to the discretion of staff) .

3rd offense: Club member prohibited from future participation in the Sport Club program and/or Club's membership/pass is revoked.

## **11.7 Probation**

Probation is generally one year. Sport Clubs placed on probation are not eligible for Sport and Wellness funds during that time. Participants or Clubs that have a second incident occur during probation are immediately placed on suspension. Once a Club has been served notice, it is automatically placed on probation until the completion of the discipline process. While under probation, the following privileges are suspended:

- Travel
- Facility Use
- Equipment Use
- Use of the MacEwan University name, marks and logos

Set forth below are examples of the progressive discipline that may be imposed for infractions; however, these are only guidelines. Depending on the facts and circumstances surrounding the incident, more serious and immediate action may be taken at the discretion of the Sport Club Coordinator(s).

## **11.8 Suspensions**

Suspensions may be for a period of one year or longer, based upon the seriousness of the infraction. A Club or individual placed on suspension may not participate or use MacEwan University facilities for Club functions. Furthermore, a suspended Club may not represent the University in any manner nor use the University's name. Additional infractions while a Club is under probation triggers revoking of Sport Club's membership.

Once the Club has served the term of its discipline, as defined by the disciplinary process, the Club

must reapply for membership as an Active Sport Club.

### **11.9 Appeals**

Once the Club officers have been notified of the decision of MacEwan University Recreation, they are entitled, under this Code of Conduct, to request an appeal. The Club officers must submit a written request to the Director, Sport and Wellness within 10 calendar days. A Club remains on probation during the appeal process. The appeal request must state:

1. Charged infraction
2. Action taken by MacEwan University Recreation
3. Grounds for the appeal, which may include:
  - New information not available at the Disciplinary Meeting.
  - Procedural disputes that may change or affect the outcome of the decision.
  - Severity of sanction.

The Appeals Board will consist of the Sport and Wellness Director, the Sport Club Coordinator(s), and 2 student representatives (generally peer Club Officers).

## **12 COACHES**

### **12.1 Overview**

It is the Club's responsibility to secure the services of a coach for their Club if they wish to have one or are required to have one. While the selection of coaches is the responsibility of the Club, appointment of the individual is subject to approval by the Sport Club Coordinator(s).

If a Club wishes to secure the services of a coach, members should seek an experienced, qualified individual who possesses technical knowledge of the sport and risk management. The coach should know and demonstrate knowledge of how to avoid player injuries and resulting liability. MacEwan University Recreation recommends that coaches have, at least, an NCCP level 1 coaching certification. For high risk sports, coaches are required to have at least an NCCP level 1 certification and it is recommended that coaches have a higher level of certification specific to the sport they are coaching. All coaches are required to be certified in First Aid, CPR, and AED prior to starting and must sign a Volunteer Agreement each year.

Coaches need to be aware that the MacEwan University Recreation Competitive Sport Clubs structure is not on a path to interuniversity athletics status.

### **12.2 Requirements**

Coaches are not a requirement for Sport Clubs; however, it is important to know the guidelines of your national or provincial sporting organization (NSO or PSO) as some organizations may require that Clubs have coaches with certain levels of certification. It is a recommendation for Semi-Competitive Clubs and a requirement for Competitive Clubs to have a coach with a valid certification. The Sport Club Coordinator(s) do not have the expertise to determine the technical skills of a coach and therefore, rely on the judgment of the Sport Club members to evaluate those qualities and skills.

### **12.3 Benefits**

As volunteers, Coaches are not entitled to the benefits provided by MacEwan University to its employees, including, but not limited to: workers' compensation, health and unemployment insurance, pension plans



or any other remuneration.

#### **12.4 Pay**

Participation of a coach in a Sport Club is voluntary. Monetary rewards, honorariums, or special considerations are not promised or given to prospective coaches except in situations where the Club, in consultation with the Sport Club Coordinator(s) agree to provide a stipend or honorarium in return for services rendered. Stipends and honorariums are the financial responsibility of each Club.

#### **12.5 Facility Use**

Club coaches will only be able to use MacEwan University Sport and Wellness facilities during scheduled Club hosted events, training, and competitions. Access will only be granted to spaces reserved. Any further use of the facility by the coach will require the purchase of a membership or pass. Please see a MacEwan University Sport and Wellness program guide for membership details.

#### **12.6 Right of Refusal**

The Sport Club Coordinator(s) reserve the right to refuse to approve any Coach they deem to be unsuitable. **12.7 Approval**

Before a coach can receive final approval, a meeting with the Coach, Club President, and the Sport Club Coordinator(s) must be arranged to discuss details, coaching roles, responsibilities, and guidelines. Persons who serve in the coach role will be volunteers and not an employee of MacEwan University. All coaches will be required to sign a MacEwan University Volunteer form and a waiver. They will also be required to submit a completed criminal history background check as well as a consent to contact references form allowing the university to conduct a sport organization check prior to performing any coaching duties.

- The fee for the background check is the responsibility of the individual, though Clubs may choose to reimburse this expense from their reserve fund.

The Sport Club Coordinator's approval of a coach is only valid for one calendar year. All coaches must undergo an annual evaluation, at the end of which their affiliation with the Sport Club program will either be terminated or extended for an additional year.

If a Club wishes to procure the services of a coach, the student representative must submit the following to The Sport Club Coordinator(s):

- Coach's Resumé.
- Copies of Coaching Certifications specific to the sport.
- Copies of First Aid/CPR/AED certification.
  - 2 reasons why the Sport Club would like to hire a coach, and why the club recommends the individual.

If the Sport Club Coordinator(s) approves the Club's recommended coach, they will notify the Club in writing. The coach will not receive final approval until the coach has met with The Sport Club Coordinator(s) to discuss coaching roles, responsibilities, and guidelines and the following forms have been submitted:

- Sport Club Coach's Contract.
- Waiver.
- Completed Criminal History Background Check.
- Signed Reference Check approval form.

Once these conditions have been met, the Sport Club Coordinator(s) will provide the Club with final approval to secure the services of the coach through the signing of the. This document must be submitted to the Sport Club Coordinator(s) prior to the individual engaging in any coaching duties.

#### **12.8 Meeting**

Coaches must attend yearly meetings with the Sport Club Coordinator(s). Paperwork, policies and procedures, and responsibilities will be covered. Coaches will not be approved to continue working with a Sport Club until after their meeting with the Sport Club Coordinator(s).

### **12.9 Club Management**

The coach should restrict his/her contributions to coaching and are prohibited from becoming involved in the Club's management. A Sport Club is first and foremost a student organization. The philosophy, and key to the success of the Sport Club program is the emphasis placed on student leadership and participation. Therefore, matters involving the management of the Club must be left to the student members. The student leaders, not the coach, must serve as the liaison between the Sport Club and the Sport Club Coordinator(s).

Club business matters (i.e. hosting tournaments, submitting forms, and requesting facilities and equipment) must be coordinated by the Club members, with the coach serving only in an advisory capacity. Club activities and events should be a team effort and not left solely to the coach or a single student representative.

Coaches should refrain from discussing or conducting Sport Club matters with anyone but the Club or the Sport Club Coordinator(s). Coaches may not sign contracts or agreements on behalf of the Club or the University.

### **12.10 Representation**

Participation in the Sport Club program is completely voluntary. Monetary rewards or scholarships shall not be promised or given to any player or prospective player by the coach. Coaches should help ensure good sportsmanship at all times. Sport Club members are representatives of MacEwan University and should conduct themselves in a manner that does not detract from the reputation of the University. This includes competitive situations on and off campus, contact with other teams and institutions, and interactions with event staff.

If, in the opinion of the Sport Club Coordinator(s), the students are being neglected or misled by the coach, if the coach is not working in the best interest of the Club, promoting an unsafe or unhealthy environment, or not providing proper guidance, the Coach's approval can be rescinded at any time without prior notice.

### **12.11 Termination**

Coaches serve at the pleasure of their Club's members, and their services may be terminated at any time for cause or no cause at all.

### **12.12 Safety**

Coaching is not only an obligation to develop skills, condition, and motivate players, but also to ensure the safety of their athletes. If a coach determines the participant's safety is at risk, the issue must be resolved prior to resuming activity. Coaches shall conduct safe and organized practice sessions/classes that will enable all Club members to develop and improve their skills.

### **12.13 Communication**

Coaches should refrain from making appointments with the Sport and Wellness Director, the Athletics Director; or any other person to discuss Club business, unless they feel the safety of Sport Club members is at risk. All communication should be conducted through the Sport Club Coordinator(s).

### **12.14 Practice Plan**

Coaches must develop a practice plan that demonstrates safe and progressive skill development. High Risk Sport Clubs must present their practice plans at the beginning of the year. MacEwan University Recreation will conduct spot checks of other sports.

# 13 OFFICERS

## **13.1 Overview**

Clubs are self-administered, and the daily operations of each Club are the responsibility of its officers and members. The contribution of each member is vital to the Club's success; however, the Club President is ultimately responsible for ensuring that the Club maintains operations, upholds its commitments, and works towards the will of the Club's members. Each Club President should delegate responsibilities among officers and Club members as necessary.

## **13.2 Eligibility**

Only MacEwan University students may hold club officer positions. Faculty/Staff/Public members are not eligible to hold a club officer position however Faculty/Staff/Public members are eligible to vote.

## **13.3 Insubordination**

If in the opinion of The Sport Club Coordinator(s), the Club is being neglected or misled by the Club officers or the coach, or if they are not working together for the best interests of the Club, they will be required to undergo a review of their organization and leadership by a special Appeals Committee. While the Club is under review or upon the recommendation of the Appeals Committee, a club's official activities and administrative transactions may be suspended and/or the Club's status as a recognized sport club with MacEwan University Recreation may be withdrawn.

## **13.4 Mandatory Officers**

Each Club must have a minimum of 3 officers: President, Treasurer, and Risk Management Officer. Exceptions regarding minimum officer numbers may be made, on an individual basis, by appealing to the Sport Club Coordinator(s).

## **13.5 Optional Officers**

It is recommended that Clubs with larger membership or higher levels of risk increase the number of officers. Other Club officers may include but are not limited to: Vice President, Equipment Manager, Communications Manager, etc.

## **13.6 Compensation**

At no time will a Club enable its officers to gain financial compensation through their involvement as an officer of the Club.

## **13.7 Officer Responsibilities**

Responsibilities of the Club officers include, but are not limited to:

- Provide leadership and direction to the Club;
- Work for the Club's membership while maintaining the Club's best interests;
- Follow regulations as stipulated by MacEwan University Sport and Wellness and the Sport Club Policies and Procedures;
- Serve as liaison between the Club and the Sport Club Coordinator(s) concerning all Club activities;
- Inform Club members and coaches of all responsibilities, obligations, policies, procedures, and crucial deadlines;
- Fulfill all national governing body and/or league obligations.

## **13.8 Position Descriptions**

### **13.8.1 President**

The club President will be responsible for completing the most important elements of running a successful organization. The President is ultimately responsible for making sure the club, its officers, and its members are fully compliant with all policies and procedures but can delegate tasks as they see fit. These duties will include, but are not limited to, the following:

- Provide the overall vision and direction for the club.
- Serve as the liaison between the club members, Sport Club Coordinator(s) and MacEwan University Sport and Wellness.
- Schedule and lead club meetings.
- Serve as a representative to the national governing body.
- Monitor the activities of the Club to ensure compliance to the policies and procedures of MacEwan University, MacEwan University Recreation, and the provincial and/or national governing body.
- Work with other club members to promote the club.
- Notify MacEwan University Recreation immediately of any schedule changes.
- Assure members are up-to-date on policies and procedures from Policies and Procedures. ● Train the future President on duties and procedures.
- Maintain inventory of equipment and supplies managed by the club.
- Submit necessary paperwork (ensure all members complete all required paperwork), forms, and reports by the indicated deadlines.
- Submit a facility request to the Sport Club Coordinator(s) by the designated date/time each quarter ● will work with Sport Club Coordinator(s) to resolve:
  - Any conflicts, disciplinary matters or complaints regarding the club's behavior.
  - Report any violation in policies.
- Responsible for checking any club email account regularly and ensuring prompt replies.
- Responsible for attending all meetings scheduled with the Sport Club Coordinator(s) and ensures the presence of other required members. If the President cannot make a scheduled meeting, the Risk Management Officer or Treasurer must attend the scheduled meeting and 24-hour notice is required via email to the Sport Club Coordinator(s).
- Complete the annual President's Training (organized by MacEwan University Recreation).
- Complete the annual membership renewal process through MacEwan University Recreation.

### **13.8.2 Risk Management Officer**

The Risk Management Officer's main responsibility will be to assist the President with ensuring all Club requirements are met. In addition, the Risk Management Officer will also be responsible for the Risk Management aspects of all Club activities. These duties will include, but are not limited to, the following:

- Preside over Club meetings and business during the President's absence.
- Attend mandatory meetings with, or in the absence of the President.
- Complete the annual Risk Management Training (organized by MacEwan University Recreation).
- Maintain First Aid/CPR/AED and blood borne pathogen certifications.
- Ensure at least 2 members of the club with First Aid/CPR certification are present at all club activities. This must be demonstrated, at the annual review meeting, through the submission of event attendance lists.
- Attending meetings and ensuring the club has and adheres to a comprehensive risk management plan

- Inspect equipment and facilities utilized by the club and report all maintenance and repair needs to the Sport Club Coordinator(s).
- At the start of each practice or event, ensure that club members are familiar with the evacuation plan for relevant facilities and the emergency response plan for events
- Ensure no individuals participate in practices or competition unless they are approved members of the Sport Club, are on the updated roster, are medically cleared (where required), and have signed and submitted the Assumption of Risk and Liability Waiver.
- Ensure that a copy of the emergency procedures is present during any Club practice, games, or travel
- Report all safety concerns, issues and incidents to the Sport Club Coordinator(s) in a timely manner, fill out Incident Report forms when necessary and turn them in to the Sport Club Coordinator(s) no later than 24 hours following the competition.

### **13.8.3 Treasurer**

The club Treasurer is a crucial club officer and should be carefully selected and voted on by the club membership. This position cannot be combined with any other officer position within the club to ensure checks and balances within each club and to ensure that all monies are handled properly. The Treasurer is responsible for keeping completed and updated records of all club financial transactions per university financial policies and provincial laws. These duties will include, but are not limited to, the following:

- Attend the annual Treasurer training.
- Confirm collection of dues (if applicable).
- Submit deposits.
- Submit quotes, sales order, and invoices.
- Submit proper paperwork for travel reimbursements.
- Keep an accurate financial record, including all receipts to document expenditures. • Assist the President with budget preparation.
- Work with The Sport Club Coordinator(s) to develop budgets, budget requests, and to ensure efficient use of funds.
  - At no time may a Club run a deficit. If this occurs and a club cannot meet financial obligations, the Treasurer is to notify the Sport Club Coordinator(s) and club members within 5 business days.
  - The President and Treasurer will be required to schedule a meeting with the Sport Club Coordinator(s) to discuss potential solutions and ways to avoid this situation in the future. → If financial obligations cannot be met and a solution cannot be reached the Club will be immediately placed on probation.

## **14 MARKETING**

### **14.1 Overview**

All marketing and communication materials (including but not limited to: posters, flyers, application forms, invitations, letters, web pages, t-shirt graphics etc.) must be approved in advance by the MacEwan University Sport Club Coordinator(s) and/or the Sport and Wellness Marketing Manager. When promoting your Club (via activities or promotional materials), please remember that you are representing MacEwan University.

### **14.2 Website**

Each Club will be required to provide the Sport Club Coordinator(s) with up-to-date information in a timely manner to keep their webpage up-to-date. Clubs have great flexibility on what content they

want on their pages, however the following are mandatory:

- Club description.
- Officer information.
- Contact information.
- How to join a club.
- Practice schedule.
- Event schedule.
- Constitution.
- Team photo.
- Results.

The Sport Club Coordinator(s) require a minimum of 3 business days' notice to upload information (but it may take longer). The Sport Club Coordinator(s) will evaluate all Club pages on a random basis.

### **14.3 Social Media Platforms**

Sport Club Coordinator(s) will build, administer, and assist all Sport Clubs with their Facebook groups. All other social media is to be maintained by Sport Club Officers. Sport Clubs are not permitted to establish Facebook pages (only groups). Content must adhere to MacEwan University standards by posting appropriate content, free of spelling and grammar mistakes, and pertain to the Sport Club program. For other social media channels (Instagram, Discord, etc.) a request should be made to the Sport Club Coordinator(s), who will then set up the account and share login information with club officers. Sport Club social media should not be used until the club has been approved and considered "active".

### **14.4 Promotional Materials**

All communication materials must be submitted to the Sport Club Coordinator(s) for approval before use. Sport Clubs may be able to access the design services of the MUSW Graphic Designer however cannot guarantee the availability of the MUSW Graphic Designer to complete Sport Club work. Clubs must submit a completed online Creative Brief to the Sport and Wellness Marketing department at least 4 weeks before the Club needs the finished proof. Creative Briefs submitted after the 4-week cut-off will not be accepted.

Communication materials must be submitted electronically at least 2 weeks prior to the date you need the final approved copy (5 business days for the initial approval and 5 more if any modifications/edits are required). All communication materials must meet a minimal standard of professionalism, as determined by the Sport and Wellness Marketing Manager:

- May not be handwritten.
- May not have items scratched out (unless done intentionally for graphic effect).
- Must have the MacEwan University header.
- Must have the MacEwan University Recreation footer.
- Must have the Club's correct name.
- Must have the Club's contact information.
- Must be the standard size of 11x17 inches.

Posters created for other purposes may be designed in a larger format but must be approved by the Sport Club Coordinator(s) before printing. Violations of these regulations may result in disciplinary action towards the Club or the individual. Violations may also result in sanctions for repeat offenses, flagrant offenses, and blatant disregard for regulations.

### **14.5 Promotional Booths**

Clubs are permitted to have a booth presence at all MacEwan University Sport and Wellness promotional booths. The Sport Club Coordinator(s) will notify all clubs of the times, dates, and locations. Individual clubs may also request their own promotional booth times and locations. Tables must be reserved via the Sport Club Coordinator(s) at least 2 weeks prior, if clubs are seeking additional promotional booth time.

### **14.6 Posters**

No Club shall put up posters within MacEwan University (including Sport and Wellness) OR on MacEwan University Recreation's bulletin boards that are found throughout MacEwan University without prior approval. Sport Clubs must seek approval before posting on designated Students' Association of MacEwan University (SAMU) bulletin boards. There may be additional costs associated with posting on SAMU boards. Space on MacEwan University Recreation bulletin boards is subject to availability. We cannot guarantee there will be space for Club posters. Clubs are responsible for putting up and taking down their own posters and removal must be done in a timely manner. Clubs not following this policy may face disciplinary action.

Posters may not be placed on any of the following:

- Painted surfaces.
- Concrete surfaces.
- Glass surfaces (excluding glass blocks).
- Wooden Surfaces.

Masking tape is the only adhesive that can be used to hang posters.

Only posters approved by the Sport Club Coordinator(s) and/or the Sport and Wellness Marketing Manager may be posted. Clubs are responsible for putting up and taking down their posters outside of MacEwan University. Clubs not following this policy may face disciplinary action. Before posting anything, the Club will get approval from the property owner.

#### **14.7 Media Requests**

Requests by the media for comment should be addressed by the Club President or other officer. Remarks should be limited to information about the Club itself and should not include material specific to other Sport Clubs, MacEwan University Sport and Wellness, or MacEwan University. Print media should be approved by The Sport Club Coordinator(s) prior to publication, where possible. The MacEwan University Media Relations Advisor is available, through the Sport Club Coordinator(s), to provide guidance on how to speak to the media. Failure to comply with these guidelines will result in disciplinary action against the Club.

The Sport Club Coordinator(s) must be notified within 24 hours of all media requests. MacEwan University Sport and Wellness reserves the right to assess the purpose of any story and to choose whether to provide information. Should media outlets request to contact a Club directly, the Sport Club Coordinator(s) will assess the request and, when appropriate, provide a response.

#### **14.8 Visual Identity**

Each Sport Club will be provided with a logo specific to their club. This logo must be used for all marketing and promotional materials. Clubs will also be provided with a Sport Club version of the Griffins image and logo. Clubs may not use the inter-university athletics' Griffins logo, image, or any other aspect of the Griffins' visual identity. Clubs may not use any aspect of the MacEwan University visual identity.

## **15 SUPPORT**

### **15.1 Staff**

#### **15.1.1 Recreation Staff**

Recreation Staff will include Sport Club Coordinator(s) to assist with the building and implementation of your club as well as any on-going Club support that may be required

throughout the club year.

#### **15.1.2 Welcome Desk Staff**

Welcome Desk Staff assist with any registration documentation and payment collection of your Club. **15.1.3 Fitness Staff**

Fitness Staff assist the Club with any fitness space orientation and training that may be required for your club.

#### **15.1.4 Marketing Staff**

Marketing Staff assist with design work for your Club. Designs may be initiated through the Club but must receive approval and edits through our Marketing Staff prior to public consumption.

#### **15.1.5 Aquatics Staff**

Aquatics Staff assist any Clubs who require the use of our aquatics facility space. Aquatics Staff also lifeguard and assist Club's in any water emergencies and/or incidents.

#### **15.1.6 Athletics Staff**

Athletics Staff assist any Clubs who wish to work together with our Athletics department to showcase their Club in and around varsity events.

### **15.2 Equipment Storage**

Some limited storage space may be available to Sport Clubs within MacEwan University Sport and Wellness. The Club Coordinator, in consultation with MacEwan University Welcome Desk staff, will determine the appropriateness of storing Club equipment within MUSW facilities.

### **15.3 Office Space**

MacEwan University Recreation is occasionally able to provide office space for business conducted by clubs. Please book time with the Sport Club Coordinator(s). Each Club is responsible for storage and purchase of its paperwork, materials, etc.

### **15.4 Facility Space**

Facility Space may be available, at no charge, within the Sport and Wellness facilities and in campus-wide spaces. Off-campus support may also be available through Recreation Staff assistance.

### **15.5 Registration Tracking**

Recreation Staff will administer and update all Club registration tracking through google drive. 60

### **15.6 Online Administration**

#### **15.6.1 Facebook Group**

Recreation Staff will assist in administering and monitoring all Club facebook groups.

#### **15.6.2 MacEwan Website**

Recreation Staff will assist in administering and monitoring the [www.MacEwan.ca/SportClubs](http://www.MacEwan.ca/SportClubs)

### **15.7 Marketing and Promotional Support**

Sport and Wellness Staff will assist, design, and approve all Club design work. Staff will also support Clubs by assisting with promotional space bookings and provide bulletin board space for all Club print marketing.

### **15.8 Documentation Approvals**



Sport and Wellness Staff will assist in building, editing, and gaining approval for all Club documentation. **15.9 Risk Management**

Sport and Wellness Staff will assist all Clubs with risk mitigation and management strategies, certification requirements, and documentation.

**15.10 Purchases**

Recreation Staff will pay for all Club approved purchases, including accepting deliveries and paying external vendors.

**15.11 Photocopying and Printing Services**

Recreation Staff will assist all Clubs with standard promotional printing (e.g. 11x17 posters), at no charge to the Club. Any non-standard printing services required by Clubs will not be provided by Sport and Wellness. Club photocopying will also be available through Sport and Wellness, at no charge, up to 25 copies.