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Section I  CAMPUS & COMMUNITY RECREATION CLUB SPORTS PROGRAM

A. Campus & Community Recreation Club Sports Program Guiding Principles

Vision of the Campus & Community Recreation Club Sports Program
Campus & Community Recreation Club Sports Program recognizes the value of physical activity as a vehicle for creating lifelong leadership skills, citizenship and social development foundations for University of Alberta students.

Campus & Community Recreation Club Sports Program focuses on the vision to have well organized clubs which provide physical activities for the University of Alberta student with the purpose of enhancing quality of life.

Mission of the Campus & Community Recreation Club Sports Program
Administratively, the Club Sports Program will deliver a sustainable group structure by: providing a framework for transparent, fiscally responsible student led activities; engaging and assisting groups in selecting safe and appropriate environments for physical activity; fostering an atmosphere of leadership development through peer education, and; developing groups to act as ambassadors of the University of Alberta.

Participatory, the Club Sports Program will offer a sustainable group structure by providing diverse opportunities to learn and lead through physical activities and to foster personal and social growth through extracurricular group activities.

B. Purpose of the Club Sports Program

As an integral component of the Campus & Community Recreation program and the Faculty of Physical Education and Recreation (FPER), the Club Sports Program strives to meet the recreational and competitive needs of the University of Alberta community in a wide variety of sport and recreation activities. Student interest and dedication will lead to the development of Club Sports that will further students’ extra-curricular and leadership experiences at the University of Alberta (UA).

The program focuses on students as the primary target audience. This program model emphasizes student leadership and development by providing parameters under which UAlberta student club leaders and UAlberta student members make choices regarding the operation of the club. As a recognized program of Campus & Community Recreation, the delivery model provides the financial framework, procedural oversight and policy guidelines to follow Unit, Faculty and University requirements. Campus & Community Recreation seeks to provide students valuable leadership experiences and create a sustainable student Club Sports structure from year to year.

The number and type of Club Sports will be directly related to student interest. Any type of sport and recreation pursuit that is consistent with the mission of the FPER is not a duplication of services is inclusive to all students and can show adequate student interest is eligible to apply for membership.

A group of students with a common interest in a sport that is not currently represented in the FPER should explore the possibility of being recognized by the Campus & Community Recreation Club Sports Program.

C. Classification of Club Sports at Campus & Community Recreation

Club Sports are formed for the intrinsic value of recreation, camaraderie, competition and leadership.

The core purpose of recreational-based Club Sports is to offer an opportunity for the enjoyment of participation in a sport. Campus & Community Recreation provides these approved clubs facility space to meet with others who enjoy the same sport and may occasionally hold intra-club competitions and tournaments.
The core purpose of competitive-based Club Sports is to compete at an intercollegiate, open or club level. These clubs generally have coaches who lead practices and competition situations.

Note: Instructional-based activities primarily focused on teaching UAlberta students the fundamentals of a particular sport or activity will be conducted through a different delivery model: that of the Campus & Community Recreation Instructional Recreation Program.

D. Current Club Sports Program Recognized Clubs

<table>
<thead>
<tr>
<th>Badminton</th>
<th>Rowing</th>
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<tr>
<td>Cheer</td>
<td>Rugby</td>
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<tr>
<td>Contemporary Dance (MOD)</td>
<td>Scuba Diving</td>
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<td>Dance</td>
<td>Squash</td>
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<td>Fencing</td>
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<td>Figure Skating</td>
<td>Synchronized Swimming</td>
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<td>Lacrosse</td>
<td>Table Tennis</td>
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<tr>
<td>Outdoors</td>
<td>Tae Kwon Do</td>
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<tr>
<td>Paddling</td>
<td>Triathlon</td>
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<tr>
<td>Powerlifting</td>
<td>Ultimate Frisbee</td>
</tr>
<tr>
<td>Quidditch</td>
<td>Water Polo</td>
</tr>
</tbody>
</table>

E. Club Sports Committee

Student leadership is integral to the success and development of the Club Sports Program. An executive student representative from each club will be a member of the Club Sports Committee. These student leaders will take on an advisory role in the following areas related to the Club Sports Program:

• Act as the communication liaison between the club and the Campus & Community Recreation staff
• Conduct disciplinary and/or appeal hearings and make sanction recommendations to Campus & Community Recreation
• Review applications for new Club Sports and make recommendations regarding acceptance to the committee, the Campus & Community Recreation Staff and Director/Associate Director of Campus & Community Recreation
• Review clubs annually and make recommendations for deletion/demotion to Campus & Community Recreation as well as approving any tier changes
• Review and recommend Club Sports Awards
• Advise the Campus & Community Recreation Club Sports staff on policy development
F. Club Sports Program Organizational Structure

Campus & Community
Recreation Director:
Cheryl Harwardt

Campus & Community
Recreation Associate Director:
Grachella Garcia

Club Sports
Program Coordinator:
Erin Sokoloski

Recreation Facilitator

Recreation Facilitator

Club Sports Committee

Club Executives
Section II  STUDENT LEADERSHIP

A. Role and Support of Campus & Community Recreation

The Campus & Community Recreation Club Sports Program provides the required administrative structure to adhere to University policies and procedures. The program also provides student leaders the components of the program delivery model and guidelines necessary to sustain a club from year to year. Student leadership and development will occur through various sessions and committees associated with the program. Specifically, the Campus & Community Recreation Club Sports Program will provide student leaders dedicated Program Coordinator and Recreation Facilitators to administer the following non-exhaustive list of program components:

- Coordinate facility requests within the FPER, the University of Alberta and the Edmonton community
- Provide financial accountability of all funds including budget, revenue/expense reports, equipment and clothing purchases, and other program needs
- Approve and process any human resource needs related to coaching
- Assist to administer the operation of Clubs by providing mentoring, problem solving and administrative best practices to the student leadership and individual members
- Provide guidelines for event management
- Approve use of the University of Alberta name
- Provide access to photocopying, a club mailbox, a website and email support
- Provide publicity and promotional support through the available outlets both on and off campus

B. Role of the Student Leaders

The student leaders set the direction and level of activities to be pursued by the club. Their dedication and commitment to their sport lead other students to become involved in the development of the group. The student leader identifies future leaders in the club to continue the program. The importance of the student leader’s role in communicating with the individual club members and Campus & Community Recreation Program Coordinator cannot be over-emphasized. Through the student leader’s responsible attitude in discussing club needs and satisfying the necessary requirements of the Club Sports Program (CSP), a club will develop a positive and beneficial relationship with the CSP.

C. Executive Structure

Recreational Clubs

I. Student Executive Board of Directors

The club’s Terms of Reference/Constitution will determine the structure and position of a Student Executive Board of Directors. The nominations and election process will be followed to complete the slate of student leaders and the student members of the club will vote to determine the Executive.

Competitive Clubs

Two Models are acceptable in competitive participation tiers.

I. Student Executive Board of Directors

(As stated above)

II. Management Team

This structure consists of representation of at least three (3) students selected by the UAlberta student participants on the team. The number of student representatives must be greater than the number of non-students on the Management Team. A manager and/or coach may be on the Management Team. If the Management Team structure is followed, the purpose of the team must not be for the employment of a coach or as a business opportunity for any person regardless of student or non-student status.
D. Club Sports Committee Representation

Each Club is required to have a Club Sports Committee Representative. The Club Sports Committee is the form in which students contribute to the CSP and provide valuable input regarding the direction of the program. The representative is to attend Club Sports Committee meetings/clinics and serve as a liaison between the club members, the Committee and Campus & Community Recreation.
A. New Club Application Procedure

A group of students with a common interest in a sport that is not currently represented in the FPER should do the following to explore the possibility of being recognized by the Campus & Community Recreation Club Sports Program:

1. Prepare a formal proposal of the Club’s purpose for review by Campus & Community Recreation and the FPER Service Area Directors (Athletics and Campus & Community Recreation). The formal proposal must be submitted prior to March 1st for a possible September start and prior to August 1st for a possible January start. Proposals should include the following details (please also see Appendix A):
   a. National Sport Organization (NSO), Provincial Sport Organization (PSO) and/or Governing Association
   b. Description of competition and/or scope of activity details (including team names and location if applicable)
   c. Goals and Objectives
   d. Terms of Reference/Constitution (including required Campus & Community Recreation content)
   e. Facility Requirements (type, length of season, frequency of use, etc.)
   f. Funding Model
   g. Financial Report on equipment costs and tournament costs
   h. NSO and PSO Insurance Coverage (team/group and individual coverage if available)
   i. Proposed Coach/Instructor (including credentials)
   j. Team Selection Procedures (including criteria, evaluation tool, and timeline, if applicable)
   k. List of Interested Students (signatures/ID#)
   l. Proposed Executive/Management Model
   m. Risk Management Plan
   n. Eligibility to be a recognized Student Group with Student’s Union (Recreation Clubs only)

2. Make a formal presentation of the proposal of the Club to the Club Sport Committee (CSC) and/or the Campus Recreation Advisory Committee (RAC). Once approved by the CSC and/or the RAC, the proposal will need to be passed by the Campus & Community Recreation Director(s) and UAlberta Risk Management Office representative.

Upon completion of the above items, FPER Service Area Directors (Athletics and Campus & Community Recreation) will be the final approval for the request for recognition of the recommendation, brought forward from the Director of Campus & Community Recreation.

FPER Service Area Directors reserve the right to refuse recognition to any club requiring extensive funding, facilities or resources. The Sport and Recreation pursuit must be consistent with the mission of the FPER and is not a duplication of services. In addition, high liability/risk factors and proper representation of the University of Alberta student body will be considered in the acceptance of a Club Sport.

New Club Sports will have a one-year probationary status to substantiate adequate administration and maintain the minimum participation requirements, as well as justifying that the club has the necessary organization and support to create a sustainable program.

Campus & Community Recreation reserves the right to refuse or revoke recognition to any club who fails to adhere to the Campus & Community Recreation Club Sports Policy and Procedure Manual, misuses facilities, misuses funding, misrepresents the University of Alberta, and/or uses the University of Alberta community for personal monetary gain and/or promotion of a private enterprise.
B. Terms of Reference/Constitution Development and Required Wording

Each club’s Terms of Reference (ToR)/Constitution describe the purpose and structure of the Club. The ToR shows how the scope will be defined, developed and verified. Each Club’s ToR will provide a documented basis for making future decisions regarding the club and the club’s structure, as well as confirming/developing a common understanding of the scope among the club members. A reviewed/dated ToR must be submitted to the Club Sports Office by the end of September each year.

Please see APPENDIX B for a sample ToR/Constitution and what needs to be included in each Club’s ToR.

C. Annual Review Process

Clubs will be reviewed annually to assess participation statistics, facility usage, financial sustainability, compliance with program policies and member in good standing with their NSO/PSO and/or governing association. The Annual Review will be conducted by the Campus & Community Recreation Program Coordinator and submitted for review to the Club Sports Committee and the Director of Campus & Community Recreation. The Director of Campus & Community Recreation, in consultation with the Director of Athletics, will make the final decision as to whether or not the clubs are categorized and serviced appropriately. Issues of non-compliance may result in sanctions being placed on a club based on the severity of the situation and due process will be followed. Demotion and/or deletion may be recommended during the annual review process and a more in-depth review will take place with relevant stakeholders. The Annual Review will be based primarily on meeting the criteria of the Tier System and Administrative Points System.

D. Students’ Union Student Groups Registration

Club Sports meeting the requirements of the Students’ Union (SU) Student Groups Office will be registered by the Club Sports Program Coordinator during the Fall Term. Registration with the Students’ Union Student Groups Office provides access for Clubs to services and grants offered by the SU.

University of Alberta Student Groups Services (SGS) provides all approved Student Groups with BearsDen access and use via Alberta.collegiatelink.net/Organizations.

E. Office of the Dean of Students Registration

Club Sports will be submitted to the Office of the Dean of Students registration system, providing documentation to the University of Alberta indicating Campus & Community Recreation’s acceptance of a specific club into the CSP. When a club is accepted into the CSP it is considered a program administered and governed by Campus & Community Recreation. The CSP works with the Office of the Dean of Students to ensure a club program delivery model is consistent with any developing university policies and procedures.

During the Fall Term, the Club Sports Program Coordinator will record the status of Campus & Community Recreation Clubs with the Office of the Dean of Students.

Co-curricular record and agreement in conjunction with the University of Alberta Office of the Registrar will be coordinated with the CSP directly. Co-curricular record is only applicable to certain Officer/Club Executive positions.

F. Club Executive Responsibilities and Requirements

The responsibilities listed below should be considered guidelines and is not an exhaustive list of the Executives duties related to the relationship between the Club and Campus & Community Recreation. It is recommended that each club appoint/designate specific club executives or representatives to complete the club duties. Written expectations
documented internally between club executives as a mutually understood agreement for roles and responsibilities per club’s assigned club executives are also recommend.

Responsibilities include, but are not limited to:

- Attend scheduled meetings with the Club Sports Program Coordinator to discuss Club business, issues and any upcoming events.
- Ensure that each individual member of the club has received all necessary documentation the club delivers and has completed required forms including appropriate insurance waivers.
- Inform all Club members of policies, procedures, expectations, emergency procedures, information sessions and any other pertinent content of the Club Sports Handbook and the University Of Alberta Student Code Of Behavior.
- Monitor all Club activities/events, assuring that all policies and procedures are followed.
- Meet the deadlines required for the CSP including: travel authorizations, purchase requests, waiver forms, CPR and first aid certifications and others as assigned. Details of above requirements and others are contained in this handbook.
- Arrange facility reservations for all Club activities through the Club Sports Program Coordinator.
- Provide in a timely manner a copy of the club’s scheduled activities, games or tournaments for both semesters of the academic year of operation.
- Check regularly for Club correspondence from Campus & Community Recreation, including the Campus & Community Recreation provided CCID Email.
- Report results of all activities and competitions to the CSP Program Coordinator within five (5) business days after the event.
- Assure that all Club financial obligations are met, including submitting a budget by the required date. Please see APPENDIX C for a sample Budget Report.
- Report any injury that occurs at any Club events to the Club Sports Program Coordinator within 24 hours, as well as complete an injury report.
- Complete the Year-End Survey/Report and submit to the Club Sports Program Coordinator. Please see APPENDIX D for a sample Year End Report.
- Maintain complete inventory records and update when changes occur. Return all equipment and inventory record at the conclusion of the academic year (April). Please see APPENDIX E for a sample Inventory Record.
- Submit a current copy of the Club’s Term of Reference/Constitution at the beginning of the Fall Term (September) and when any changes occur throughout the year.
Section IV  MEMBERSHIP REQUIREMENTS

A. Type of Members

Conditional Tier, Recreational Tier and Competitive Tier I clubs will consist of a minimum of 75% currently enrolled UAlberta students paying the Athletic/Recreation fee (Student Members). The remaining 25% will consist of Associate Members (staff, alumni and community). The Associate Members will be non-voting, cannot hold an executive position and may not be eligible for some competitive situations. Membership fees will be differentiated based on the type of member.

Competitive Tier II clubs will only consist of currently enrolled UAlberta students paying the Athletic/Recreation fee. The coaching of a Competitive Club Sport may be led by a UAlberta staff, alumni and/or community member. A Competitive Club Sport either uses a student leadership model or will have a management team that includes a minimum representation of three (3) students selected by the UAlberta student participants. Membership fees will be the same for all student members. Some student executive members will have a discounted price as per club constitutions.

Note: Some exceptions to memberships may apply to Tier II Clubs; please direct any questions to the Club Sports Program Coordinator.

B. Eligibility Requirements for Participation

Student Members
• Currently enrolled UAlberta students who have paid the Athletic and Recreation Fees and present an active and valid ONEcard are eligible to participate.

Note: Not all students are eligible under this category if they have special circumstances related to taking Co-op Terms for their program of study, are PhD students who do not pay Athletic and Recreation Fee, etc. Questions and inquiries for full status of a club member can be reviewed on a case-by-case basis with the Club Sports Office.

Associate Members
• Currently employed UAlberta staffs that are members of the Van Vliet Complex and present an active and valid ONEcard are eligible to participate.

Note: NASA and AUSSA Van Vliet Centre Membership are required to be considered eligible staff.

• Current members of the Van Vliet Complex and present an active and valid Van Vliet Complex Membership Card are eligible to participate. All non UAlberta student members must be 18 years or older.

Note: Some Recreation Tier Clubs may have Terms of Reference/Constitution that require all members to be UAlberta Student Members

• 90% of Competitive Tier I and ALL Competitive Tier II Clubs are required to be comprised of UAlberta Student Members to be eligible for competition representing the University of Alberta. *Exceptions may apply based on the NSO and/or PSO associated with the competition.

All CSP participants must present an active and valid ONEcard at all club activities. (ONEcard: can be a Student ONEcard, Staff ONEcard, Alumni ONEcard, or Community ONEcard.) Each CSP participant must complete a Waiver Form corresponding to their club registration. Each club has a different and specific waiver. The waivers are kept on file by Campus & Community Recreation for minimum of 5 years.

Individual club members are responsible for paying fees and dues in a timely manner to the CSP on which they participate. Individual members may be asked to sign an agreement stating that “the individual neglect of paying the required club dues and/or fees can and will result in a suspension of privileges and/or an academic hold as the consequence.”

C. Individual Member Registration Procedures
All CSP registration occurs through the Customer Service Centre in the FPER. Each individual member is responsible for completing registration at the Customer Service Centre prior to participation in club activity.

Note: Although clubs prefer not to limit the number of members allowed joining, it is recognized that only a certain number can realistically participate in practice and/or competition. Participation is not only limited to facility space availability and capacity; each club must work out a fair and equitable method for accommodating all of its members’ needs for participation in practice and competition. The maximum registration numbers can be reduced if the club does not provide sufficient and realistic participation opportunities.
Section V  STANDARDS OF CONDUCT AND GOVERNENCE

Club Sports and/or its individual members have an obligation to conduct themselves and their organization in a manner compatible with the Club Sports Program’s and University’s philosophy.

A. Individual Member and Club Behaviour Expectations

CSP members are expected to act in a mature and responsible manner both on and off campus, especially while participating in club activities, in accordance with the CSP policies and the University Of Alberta Code Of Student Behaviour.

Code of Student Behaviour:

The University of Alberta’s Code of Student Behaviour designates offensive behaviour which could infringe upon the goal of the University to provide a place for freedom to teach, engage in research, create, learn, study, speak, associate, write and publish.

The Code lists wrongdoings by students against people and property that the departments may wish to pursue through the formal discipline system.

Inappropriate behavior and inappropriate use of University property and resources may be punishable under the Code. These include (but are not limited to) disruptions, harassment, discrimination, damage to property, unauthorized entry, unauthorized use of facilities or equipment, misuse of library or computer resources.

Inappropriate academic behaviour punishable under the Code includes (but is not limited to) plagiarism, cheating, distribution of confidential materials, misrepresentation of the facts, research and scholarship misconduct.

The Code lists sanctions that may be imposed for Code breaches. These include expulsion, suspension, fine, restitution, conduct probation, written reprimand, and exclusion from specific University areas, mark reduction, grade reduction, and grades of F/1F, suspension or rescission of degree already awarded.

Departments may obtain information and advice regarding the Code of Student Behaviour from the Appeals Coordinator, University Secretariat.

Club members who participate in inappropriate activity which violates the Club Sports Program policies, University of Alberta Code of Student Behaviour, University policies, campus regulations, Provincial laws and/or Federal laws will be subject to disciplinary action by Campus & Community Recreation, Dean of Students and/or appropriate legal authorities.

Inappropriate conduct or actions while participating in any Club Sports related activity will jeopardize the club’s continued status as a Campus & Community Recreation Program. Disciplinary action may result in revocation of recognition as a Campus & Community Recreation Program and notification of the misconduct forwarded to the appropriate University officials.

Any participant or spectator who commits, incites, or aids others in committing any of the following acts of unsportsmanlike misconduct shall be subject to disciplinary procedures:

1. Participant or spectator hits, strikes, or pushes a Campus & Community Recreation employee (student or professional) will result in an indefinite suspension from the CSP.
2. Hitting or striking another participant or spectator will result in an indefinite suspension from the CSP.
3. Threatening physical harm toward a Campus & Community Recreation employee (student or professional), participant or spectator will result in an indefinite suspension from the CSP.
4. Verbally abusing a Campus & Community Recreation employee (student or professional), participant, user, guest, or member will result in an indefinite suspension from the CSP.

5. Action(s) which could potentially cause equipment or facility damage and/or personal injury will result in an indefinite suspension from the CSP.

6. Participants and spectators are expected to be cooperative and honest when asked for assistance in identifying individuals who may be involved in incidents. Failure to do so may result in an individual and/or club discipline.

7. Any participant entering/using a facility illegally, using an assumed name, or using a University of Alberta or Van Vliet Complex photo ID card illegally will be declared ineligible from all Campus & Community Recreation programs.

8. Personal conduct situations that are not covered by the previous rulings will be dealt with in an appropriate manner by the Assistant Director (or his/her designee) responsible for the program in which the unsportsmanlike conduct and/or ejection occurred.

B. Specific Club Discipline Policies

CSP clubs should include policies regarding the responsibilities of the individual members and the resulting discipline in their Terms of Reference. Campus & Community Recreation requires that any policies that are created to define behaviours within the club setting that would be deemed detrimental to the group be presented in writing to the Club Sports Program Coordinator for each individual member. If an individual member is notified of a violation of club policy, the club must ensure that a process is outlined which would inform and record the incidents to the individual and Campus & Community Recreation.

C. Discipline & Due Process

Violation or non-compliance with guidelines presented in the CSP Handbook and University of Alberta policies will result in disciplinary actions. Actions taken by Campus & Community Recreation may include, but are not limited to:

i. **Warning**: Written notice to the Club president that continuation or repetition of a specified misconduct may be cause for other disciplinary action.

ii. **Probation**: A specified period of time during which a Club Sport is warned that any further violation will be cause for further disciplinary action. During the period of probation, the Club Sport may be prohibited from specified activities and privileges. Loss of privileges may include funding, facility reservations, equipment usage, storage, and other Campus & Community Recreation and FPER services.

iii. **Suspension**: Exclusion from all or specified privileges or activities of the CSP and possibly loss of recognition as a Club Sport for a specified period of time.

iv. **Expulsion**: Permanent termination of status as a Campus & Community Recreation Program.

v. **Appeal**: A club may appeal in writing to any disciplinary actions. The appeal must cite justifications to be reviewed by the Club Sports Committee, the Club Sports Program Coordinator, the Director of Campus & Community Recreation and FPER Service Unit Directors. If warranted, the club may ask to appear before one of the above named representatives.
D. Disciplinary Incident Review

1. When a disciplinary incident occurs, Club Sports representatives will meet with the Club Sports Program Coordinator(s) or designate to begin the review and investigation.
2. The club suspected of violating policy will be asked to prepare written documentation regarding the incident.
3. The Club Sports Program Coordinator will conduct an investigation with the appropriate individuals involved or witnesses in the incident.
4. Upon conclusion of the investigation, the Club Sports Program Coordinator will consult with the Club Sports Committee and the Director of Campus & Community Recreation and determine a sanction.
5. If the University Of Alberta Student Code Of Conduct is suspected to have been violated, Campus & Community Recreation will notify the Office of the Dean of Students.

During the investigation phase, club privileges may be suspended pending the outcome and reinstated at the conclusion of the investigation.

In addition to the disciplinary actions taken by Campus & Community Recreation, Club Sports members may be held responsible for violations collectively and/or individually (when acting as part of the club).

E. Appeal Process

The appeal process exists to ensure that all disciplinary actions taken against individual members and/or clubs of the CSP are fair and equitable.

A club and/or individual member must appeal in writing to any disciplinary actions, detailing the club’s rationale for the appeal and any circumstances related to the infraction(s). Written appeals must be submitted to the Club Sports Program Coordinator within 72 hours of written notification of the disciplinary action.

Appeals may be made to- and reviewed by- the Club Sports Committee, Director of Campus & Community Recreation, FPER Service Unit Directors, and Faculty of FPER Faculty Executive depending on which entity set the sanction. If warranted, the club may ask to appear before one of the above named representative groups.

F. Ineligible Participant Discipline Policy

- Individual club members are not considered a member of a Club Sport until all required forms are on file
- An ineligible participant will be expelled from future participation in the Club Sports Program and will be reported to Campus & Community Recreation. Further action may be taken under the Campus & Community Recreation Misconduct Policy
- Any Club Sport allowing ineligible participation of any participant will be placed on probation for one year. Violation of probation may result in suspension or expulsion from the Club Sports Program

G. Hazing or Froshing

The University of Alberta Campus & Community Recreation Club Sports Program defines hazing as any activity or behaviour in which one or more members of a group humiliates, degrades, or risks emotional or physical harm to another person in the group, regardless of their willingness to participate.

Any hazing/initiation activity that involves the following is prohibited, regardless of whether the student-athlete has consented to participation in the activity:

1. Alcohol consumption or any alcohol-related activities
2. Any physical contact, either direct or indirect
3. Risks to the safety of an individual(s) or property

Any activity/behaviour that falls under any of these categories is strictly prohibited and those individuals and/or teams who are found to have engaged in such activity/behaviour will be held accountable. **Hazing or Rookie Initiation is not allowed within the Club Sports Program. Complaints of hazing will be investigated and valid complaints will result in a meeting between the suspected parties and the Club Sports Program staff. Hazing is considered a violation of the Code of Student Behaviour.**

Activities such as carrying equipment or requiring team members to take care of the water before and after practice do not constitute hazing. Legitimate tasks or team jobs that must be done are not classified as hazing/initiations simply because team members are required to perform them, unless an atmosphere of humiliation, degradation, abuse or danger arises.

If you are unsure whether an activity is hazing, ask yourself the following questions:

1. Is alcohol involved?
2. Will active/current members of the group refuse to participate with the new members and do exactly what the new team members are being asked to do?
3. Does the activity risk emotional or physical abuse?
4. Is there risk of injury or question of safety?
5. Do you have any reservation describing the activity to your parents, a professor or a University official?
6. Would you object to the activity being photographed for the school newspaper or filmed by a local TV news crew as representative of the behaviour of collegiate student athletes?

If the answer to any of these questions is “yes,” the activity is probably hazing.

Club Executive members are required to sign the Anti-Hazing Policy at the start of the Fall Term (September). They are responsible for informing their club about the Club Sports Hazing/Initiation Policy, ensuring that their club does not engage in any such activity and for reporting any such activity should it occur. If there is any question as to whether or not an activity would constitute a violation of the hazing policy, student athletes and coaches need to ask the Club Sports Coordinator or Director of Campus & Community Recreation for clarification. Please see **APPENDIX F** for the Anti-Hazing Policy.
Section VI  FINANCIAL

Club Sports receive funding from Campus & Community Recreation, Campus Recreation Enhancement Fund, club membership fees, donations, and fundraising. Club Sports funds must be used for the benefit of the entire group and follow University of Alberta financial policies and procedures. Club Sports are expected to have a funding model in which core programs can be sustained based on club and University resources.

A. Club Sport Program Financial Policies and Procedures

i. Club Financial Account and Statements
The only financial account a Club Sport is eligible to hold is the Campus & Community Recreation account. All deposits and disbursements must be conducted through this account. Campus & Community Recreation will provide the Club Treasurer a statement of the club transactions on a monthly basis.

ii. Individual Member Registration Fees
Individual member registration fees are collected solely through the Faculty of Physical Education and Recreation’s Customer Service Centre (located at 1-213 Van Vliet Centre). Each Club is responsible for determining the cost of membership per student/non-student. Each member is also charged a Club Sports Administrative Fee of $5/semester or $8 for both semesters. The Admin Fee is waived for those joining for the Spring/Summer semester only.

iii. Deposits of Funds
If funds are not collected through the Customer Service Centre, arrangements for proper collection and deposit must be made with the Club Sports Program Coordinator. An example where monetary collections/deposits would be organized with the Club Sports Program Coordinator is the collection of fees at special events where registration is not possible through the Customer Service Centre. A deposit slip must be completed and approved by the Club Treasurer/President and the Club Sports Program Coordinator. Please see APPENDIX G for the Deposit Form.

iv. Purchasing Procedures
• All expenditures (including CREF allocations) must have prior approval of the Club Sports Program Coordinator before ordering
• All purchase requests (including CREF allocations) must be accompanied by supporting documentation for written approval (formal quotes, entry forms, or specific company publications)
• Once expenditures (including CREF allocations) have been approved, the Club Sports Program Coordinator will provide assistance to complete the purchase and have the items delivered to the University of Alberta
• All equipment purchases become the property of the University of Alberta. Clubs are able to rent the equipment out with prior approval of the Club Sports Program Coordinator
• Club Sports do not have the authority to sell or dispose of University equipment/property. Any unsafe, outdated or unusable equipment must be returned to the Club Sports Office for disposal

v. Methods of Payment

Campus & Community Recreation processes all payments for Club Sports. Prior approval from the Club Sports Program Coordinator is required and the timeline for payments ranges from 1 week to 1 month in length, depending on the type of payment.
• Invoices: Approved vendor sends invoice directly to Campus & Community Recreation for processing
• **Credit Card:** Club sports Program Coordinator uses University Purchase Card to complete approved purchases

• **Travel:** Club Sports Program Coordinator completes purchase through University Travel Provider or other approved provider. All travel arrangements are made through the Club Sports Office

• **Gift Cards:** The Club Sports Coordinator can purchase pre-determined gift cards for Clubs to purchase items for their events. Clubs are responsible for submitting receipts along with the used gift card to the Club Sports Office after items have been purchased

• **Individual Reimbursement:** This form of payment is only to be used when no other option is available after meeting and discussing with the Club Sports Program Coordinator. The Club Treasurer/President submits approved receipts and payment is directly deposited or a cheque is mailed

vi. **Independent Contractor (paid Coaches) Payment Procedures**

Written approval by the club executive is required to begin a Human Resources payment. Documented certifications and other coaching criteria are required to provide an honorarium or similar payment to a person. Begin the process by meeting with the Club Sports Program Coordinator before offering any monetary reimbursement to a person.

vii. **Contracts**

A contract is any agreement that creates an obligation. Club Sports do not have the legal identity to enter into contracts on their own behalf. Only those individuals expressly authorized to sign certain types of human resource, facility rental and dollar amount agreements may sign such contracts. Students who sign contracts become personally liable for the agreement. Clubs renting out club equipment can obtain a rental agreement contract from the Club Sports Program Coordinator.

B. **Campus Recreation Enhancement Fund (CREF)**

CREF is a Student Union fund that was created to enhance Campus & Community Recreation programs at the University of Alberta. Applications for the fund are sent to all CSP Clubs late January/early February and are accepted before the end of February each academic year. All applications are reviewed by a student committee. Visit uab.ca/recreation or email racchair@ualberta.ca for more information.

C. **Sport and Recreation Budgets**

Individual Club Sport budget proposals for the next academic year are due to the Club Sports Staff by the end of March. Budget forms and specific expense/income information are distributed in the spring semester. The Club Sport staff will be available to help guide clubs through the budget process.

**General Information**

Budget reports are for the following academic year. Base projected budgets on the best information available, such as what the Club has done in the current year. If major changes are expected in the future, indicate why. Attach as much supporting documentation as is feasible. Make reports self-explanatory.

**Complete a Budget Forecast Form (APPENDIX C) and include information regarding the following:**
**Club Operating Expenses**
List expenses associated with the daily operation of the Club. What types of expenses do you expect to incur in recruiting new members, communicating with the membership, publicity and any other costs associated with maintaining the Club? Also include NSO and PSO dues, if applicable.

**Practice/Game/Match Expenses**
What does it cost to participate in these contests? League/Association dues, officials/judges costs and facility rental fees are some questions you should consider.

**Travel Expenses**
Calculate transportation to and from the site (vehicle rental, airfare, lodging, etc.) Do not include meals.

**Equipment**
List equipment you would like to purchase for general club use. This list should not include any "personal equipment" such as t-shirts or shoes. Please also indicate the life expectancy of this equipment. Any equipment purchased becomes the property of the University of Alberta to ensure the availability for the Club's use in the future.

**Dues**
How many members do you expect? What amount of dues will the Club charge? Will this be a Fall/Winter charge or a charge per semester? Specify the Club dues for UA students, UA staff/Alumni and community members, as membership dues vary between clubs.

**Donations**
Does the Club plan on soliciting donations? If so, list all expected donations both corporate and private, and how the Club will obtain said donation(s).

**Corporate/Sponsorship Support**
List all potential corporate support, including cash donations, equipment or discounts the Club expects to solicit. Include the company’s address and contact person.

Please see **APPENDIX C** for a sample Budget Forecast Form.

**D. Sponsorships, Donations and Fundraising**

As a Campus & Community Recreation program, Club Sports represent the University of Alberta. When seeking sponsorship, donations and/or fundraising (monetary or material), a Club Sport is asking on behalf of the University of Alberta. It is crucial that misrepresentation of the Club Sport’s position within Campus & Community Recreation or the University of Alberta does not occur. Use of official logos must be pre-approved by Campus & Community Recreation. Sponsorship, donation and fundraising policies will be updated throughout the year, therefore contact the Club Sports staff for the most current document.

Before seeking and/or contacting a potential sponsor or donor:

1. Submit the proposal letter that the club wishes to present to potential sponsors/donors to the Club Sports Program Coordinator.
2. Submit a list of potential sponsors/donors for approval.
3. Receive written authorization from Campus & Community Recreation to begin pursuing sponsors/donors. 
   **Note:** Often approval is required from other UAlberta Faculties and Administration, therefore Campus & Community Recreation will contact the necessary offices on the Club’s behalf.
4. Submit Sponsor or Donor Verification form upon receiving a sponsorship and/or donation. Please see **APPENDIX H** for a sample Sponsor Verification Form.
Section VII  FACILITIES

All participants using UA facilities must have a valid UAlberta ONEcard or VVC Membership Card and be prepared to present it. Club Sport Staff will periodically visit each site to check-in all participants present.

Club Sports Staff may allow admission of a non-member wishing to assist a club in a coaching capacity only when the proper paperwork has been completed. Club Sport coaches must always present a valid Van Vliet Centre Community Card.

The Campus & Community Recreation Facilities Scheduler reserves the right to place activities where deemed appropriate. If a scheduled practice must be preempted, the Facilities Scheduler will make every effort to provide an alternative facility.

Club Sports must adhere to FPER Facilities policies and procedures.

If facilities and/or equipment are damaged during Club Sport activities, it is the responsibility of the club to report such an occurrence to the Club Sports Staff. Damages and corrections will be assessed once the Club Sports Staff and the Director of Campus & Community Recreation have reviewed the item(s). Cost of repair may be the responsibility of the club.

A. Facility Booking Policies and Procedures

1. Clubs may request practice facilities and times for each semester. Request must be submitted prior to March 1 for the following academic year. Practice schedules cannot be altered without approval of the Club Sports Program Coordinator. Because of changing schedules, dates and times, the Club Sports Coordinator may not always be able to meet your club’s desired first choice scheduling needs and/or requests. Since facility schedules are printed and distributed to many users of the facility, it is very difficult to change a practice reservation. However, at the beginning of each term we will try to make any necessary additions/deletions in your facility schedule based on submitted requests. Although no guarantees can be made, historical time slots will be favoured and reserved to the best of the scheduling abilities.

2. Facility requests should include any special set-up that may be desired, including locker room/shower usage. Campus & Community Recreation will make every effort to accommodate requests. All equipment needs may not be possible through Campus & Community Recreation and it is the Club’s responsibility to make alternative arrangements with the Club Sports Staff’s approval.

3. Facilities reserved for Club Sports may have a charge. If a Club reserves a facility and does not intend to use the site, the Club Sports Staff must be notified of the cancellation a minimum of ten (10) business days in advance of the reservation. If cancellation is not made, the club will be charged the standard rental rate for the facility and for the hourly time required to set-up the facility. Failing to notify the Club Sports staff of a cancellation may influence future bookings. When scheduling home games, tournaments and special events, please see the following Event Planning Section.

4. A copy of facility contracts will be emailed to your Club’s account as well as printed for your Club’s binder. It is your responsibility to check the contracts for any inconsistency or changes you desire. Due to special events, building closures and holidays, there may be inconsistencies in your schedule that cannot be changes or controlled. Additional times may be granted upon special request to the Club Sports Coordinator.

5. Practice sessions adhere to the class schedule and regular building hours during each semester. Club activities end the last day of classes unless approval to continue between semesters was pre-approved through the Club Sports Coordinator, and the facility is available. Please submit requests ahead of time for scheduling requests.

6. Any Club using a facility is obligated to clean up after the activity. Basic hygiene and respect for facility space and other user groups are expected. Some housekeeping services are available if pre-requested (i.e. a damp mop for mopping floors).
7. A Club must consistently have a minimum of ten members present to use their facility space. A Club may be bumped out of their facility space during their time if the required numbers of participants are not present. Your Club’s bookings may be decreased in future semesters and/or immediately taken into effect if appropriate attendance numbers are not maintained. Some clubs may have pre-approved attendance numbers with approval from the Club Sports Coordinator.

8. Clubs wishing to collect entry fees from tournament participants, admission fees from spectators, donations, or raise money in any other manner while using a University of Alberta facility must notify the Club Sports Coordinator for approval or may be deemed to be in the violation of club policy regarding fee collection. When in doubt, please communicate with the Club Sports Coordinator.

Many of the facilities with the Faculty of Physical Education and Recreation are ‘shared’ facilities with other program areas within Campus & Community Recreation, with other University user groups as well as external groups. This results in many different user groups utilizing the same indoor and outdoor facilities. Clubs should request politely when it is time for them to take over their assigned facility and ensure they, in turn, leave a facility at their scheduled ending time. It is highly recommended that the club president/contract keep a copy of their facility contract with them so if any conflict occurs they have documentation of their facility usage. Facility Services also has day sheets which indicate and confirm room usage and facility bookings.
Section VIII  EVENT PLANNING

Clubs hosting an event (tournament, game, clinic), must meet with the Club Sports Staff well in advance of the event. The logistics of events often require months of planning and hundreds of hours of volunteer work. Campus & Community Recreation will assist groups with the event but the Club takes responsibility of running the event.

A. Scheduled Home Games, Tournaments and Special Events

All bookings, including special event requests, must be submitted to the Club Sports Staff and approved by the Campus & Community Recreation Facilities Scheduler. Requests for facilities should be made prior to March 1st for the upcoming academic year (September through August). Fees may apply to facility bookings.

Each Club is entitled to one (1) free facility booking per academic year to host an event/tournament. This excludes South Campus facilities and pools due to associated staffing fees. All other events/tournaments are subject to facility charges.

Activities within FPER Facilities should be scheduled during posted hours of operation. Clubs may incur additional charges if damage occurs and/or facilities are scheduled and not used.

Failure to submit the required forms for a home activity will result in a three (3) month probationary period and restriction placed on scheduling privileges.

Club Sports are responsible for constructing a schedule of competition that is acceptable to the National Sport Organization or Provincial Sport Organizations of their sport. The Club Sports Staff is available to assist in searching out opponents. Contact the Club Sports Staff to arrange an individual meeting to begin developing an approved schedule.

B. Officials and Judges

Scheduling officials and judges is the responsibility of individual clubs. The Club Sports Staff is available to assist in locating qualified officials. Clubs may want to consider having officials sign an agreement when scheduled for a game/contest to confirm their commitment. All forms of payment must be pre-approved by Campus & Community Recreation.

1. Payment of Officials

There are two (2) ways to pay officials for working games/tournaments/events:

i. Association Agreement: A standing order is set up with a league or an official’s organization and they will submit a bill to the club for games officiated. The Sport Club then pays the league or organization and is not responsible for payment to individual officials. This is the most preferred way of paying officials.

ii. Independent Contract for Services (i.e. Paid Coaches): Contact the Club Sports Staff in advance of the game/contest to make the necessary arrangements.

NOTE: Some University employees may not be eligible to be paid for services other than their current employment position.
Section IX  EQUIPMENT AND UNIFORMS

A. Equipment Purchases

All equipment purchases require advance authorization from the Club Sports Office.

Clubs must obtain a minimum of two (2) quotes/bids from competing companies to ensure the best possible price is found. One quote will be accepted in situations where a second quote is hard to come by, such as for specialty equipment/products.

All equipment purchases must be shipped to the Club Sports Office.

Equipment will be inventoried by the Club Sports Staff and then issued to the club for the academic year. Uniforms will require each individual club member to complete a sign-out form, organized by each individual club. Team sporting equipment requires the signature of an executive to release it from Campus & Community Recreation. If any equipment or uniforms are not returned, an academic hold will be placed on the student’s records.

All equipment must be returned before the conclusion of the Winter Term (April), unless alternative arrangements have been made or if the club is operating during the Spring/Summer Term.

B. Equipment Storage

All Club Sport equipment should be stored in University facilities whenever possible. The Club Sport Staff will assist in finding an appropriate location. When keys are issued to representatives for storage areas, it is the responsibility of the representative to assure that the keys and storage rooms are not misused.

C. University Equipment Available

FPER allows access to a variety of equipment:

- Most sporting equipment is available for check-out from the equipment room with a valid ONEcard.
- Radios, CD players, televisions, VCR’s and DVD players may be booked at least three (3) days in advance by the Club Sports Staff.

D. Donated Equipment

All donated items must be approved by the Director of Campus & Community Recreation before acceptance for risk management purposes.

E. Inventory

An equipment inventory form for each Club is kept on file in the Club Sports office. The Club Sports Staff will monitor the equipment inventory list. Club representatives are expected to conduct a thorough, hands-on inventory and complete the inventory form at the end of each Winter Term (April). Any unsafe equipment should be reported (returned, if possible) to the Club Sports Staff. Please see APPENDIX E for an Inventory Record.

F. Uniforms

Based on their Tier, Clubs will be required to wear uniforms with their individual Club Sports Logo. Uniform style can be determined by the club; however, the logo must abide by the logo rules in Section XIV of the Club Sport Handbook.
Section X  RISK MANAGEMENT

Safety of the Club Sports participants is of utmost importance. Each club is given a risk rating based on pre-determined criteria, putting them into one of four (4) categories, each with different club requirements. To obtain a copy of the Risk Rating for your club, please contact the Club Sports Office.

There are inherent risks involved in all recreational and competitive sport programs. The participants in the Club Sports Program should be aware that involvement is voluntary.

A. Risk Management Requirements

1. At least two (2) members of a club complete the CPR and Standard First Aid Course (or equivalent). It is mandatory that one certified member be at each practice and all away events. Cards of the certified individuals need to be on file with the Club Sports Staff.

2. An athletic trainer is recommended to be on site for home activities.

3. A "Waiver and Release of Claims for Extracurricular Activities" must be on file with the Club Sports Staff for all club members.

4. An accident report must be filed for every injury (please see procedure below).

5. If privately owned automobiles are a means of transportation for club members, the owners of the automobiles are strongly encouraged to ensure they have proper insurance coverage.

6. All events on campus must be registered with Campus & Community Recreation. Off-campus travel must be authorized by the Club Sports Program Coordinator.

7. All Club Sports must be reviewed annually by the University of Alberta Risk Management Office.

B. Accident and Injury Reporting Procedures

Use the following procedure when an accident or injury occurs:

1. Attend to injured person(s).

2. Notify Club Sport Staff and/or the Club Sport Program Coordinator (contact info on roster).

3. As soon as feasible, complete a UAlberta Accident Report Form. If injury occurs off-Campus, be sure to obtain any additional documentation which might be completed by other Universities, police, ambulance personnel, doctors, or hospitals.

4. Contact family members and/or emergency contact person(s) as indicated on the club roster. **NOTE:** Club must always have a copy of club emergency information on-site.

5. Upon return or after the incident, schedule a meeting with Club Sports Staff to review the situation. The purpose of this meeting is to attempt to prevent future accidents and to analyze the incident that occurred.
C.  Insurance

It is recommended that each individual Club Sports member secure their own Accident/Health Insurance. The Campus & Community Recreation unit of the FPER does purchase Sport and Accident Insurance and provides insurance for accidents while participating in the Club Sports Program.

Travel Insurance is provided for those members included on an event specific travel roster. Please contact the Club Sports Staff if an injury occurs while at an away event. Timelines and documentation are important to processing a claim made for an injury at an away event (please see Section XII Travel).

D.  Blood and Bodily Fluid Spills

**UNIVERSAL PRECAUTIONS - ALWAYS PUT ON GLOVES FIRST.**

Participants involved in activities (practice, game and tournament) associated with any Club Sport member who is bleeding are required to leave the activity until bleeding has completely stopped. In order to return to the activity, all soiled clothing must be sprayed with a disinfectant or removed and the wound must be cared for appropriately.

While risk of one athlete infecting another during practice/competition is close to non-existent, there is a remote risk that blood-borne infectious diseases can be transmitted. Procedures for reducing the potential for transmission of these infectious agents should include, but not be limited to, the following:

1. The bleeding must be stopped; the open wound covered and if there is any amount of blood on the uniform it must be changed before the athlete may participate.

2. Routine use of gloves or other precautions to prevent skin and mucous membrane exposure when contact with blood or other body fluids is anticipated. Gloves are available for Club Sports use in First Aid bags and at Facility Services.

3. Immediately wash hands and other skin surfaces if contaminated (in contact) with blood or other bodily fluids. Wash hands immediately after removing gloves.

4. Clean all blood-contaminated surfaces and equipment with a solution made from proper disinfectants before practice/competition resumes. Notify a Facility Manager of any bodily fluid spill.

E.  Facility Inspections

It is the intent of the FPER to keep all facilities (both indoor and outdoor) in safe, playable condition. FPER will make every effort to review the conditions of each playing surface and surroundings prior to all Club Sport activities and events. However, it is important that Club Sport members review facilities immediately prior to use and report any problems or concerns that may pose a hazard to the users of the area to the Club Sports staff. Please see APPENDIX I for an outline of facility inspections.

F.  University of Alberta Alcohol at University Events Policy

Club Sports registered with Campus & Community Recreation are required to comply with the University of Alberta “Alcohol at University Events Policy”: [https://www.su.ualberta.ca/media/uploads/25/liquorpolicy.pdf](https://www.su.ualberta.ca/media/uploads/25/liquorpolicy.pdf)
This policy applies to any event that is being conducted under the name of the group/team on behalf of its members or guests and includes events on and off campus, at member’s private properties or at any facilities used to conduct Club Sports activities. UAAlberta Alcohol at University Events Policy **MUST** be followed.

Should any Club breach these policies, they face severe consequences not only jeopardizing the status of the club with Campus & Community Recreation, but potentially Code of Student Behavior discipline action on offending parties.

To help recognize what types of activities are risks to your club in regards to events with alcohol, below are some potential situations that may occur:

1. Members of the Club would organize via email to host potlucks at people’s homes, and we all have some drinks and food together.
2. We have members of the Club that are not yet 18.
3. We host fundraisers at this great bar on Whyte Avenue from time to time.
4. Our Club has never sent members to the University Alcohol Awareness Seminars.
5. We have no members that have attended SIPS training (Server Intervention Procedure Seminar).
6. The Club often goes out for dinner together and some of us have a couple of drinks.

Please contact the Club Sports Program Coordinator should you have any doubts in your mind about the activities you engage in that potentially involve alcohol. It is not the intention of Campus & Community Recreation to restrict the activity or planned event, but to help ensure it is conducted in a safe manner for all participants.

G. Inclement Weather Policies

The basic guideline for assessing the situation in the absence of the Club Sports Staff is: if there is any question or doubt, reschedule.

In case of inclement weather and/or poor field conditions, the following policy should be followed for event cancellations:

1. A Club Sports Staff or other full-time Campus & Community Recreation staff member may cancel the game prior to starting due to severe weather and/or dangerous playing conditions.
2. In the absence of a full-time Campus & Community Recreation staff member, the decision to cancel an event prior to starting will be the responsibility of the Club Sports Recreational Facilitator or Club President.
3. Once the contest has begun, the responsibility for cancelling the event rests jointly with the game officials and the Club Sports Staff. Club Sports Staff and club officers should inform the game officials of Campus & Community Recreation’ inclement weather policy and any other pertinent information to assist the official in making a prudent decision once the contest has begun.

If there is lightening in the area, Clubs will use the 30-30 rule to determine continuance of play:

- If there are fewer than 30 seconds between lightning and thunder, the storm is too close for safety; the game will be postponed
- After 30 consecutive minutes without any thunder strikes, the game may resume
Section XI  TRAVEL

The Club Sports Staff will assist Clubs with their travel plans. Club members must receive staff approval prior to departure and have sufficient funds to cover travel expenses prior to the trip. The Club Sports Staff must approve all travel whether or not the Club intends to use University funds.

A. Travel Roster and Itinerary Forms

Any travel outside the Edmonton Capital Region must have an approved Travel Authorization. Travel within the Edmonton Capital Region must also be reported in writing to the Club Sports Staff.

All "Travel Authorization" documents must be completed prior to any travel.

Steps to completing Travel Authorization

1. Submit a Travel Request to Club Sports Staff via email/in person using the Travel Request Form. Please see APPENDIX J for Travel Request Form. This form is due at least two (2) weeks prior to travel date.
2. Submit a Travel Roster. Volunteer coaches may also be listed on the Travel Roster but must have an approved coaching application on file with Campus & Community Recreation. Please see APPENDIX K for Travel Roster. This form is due at least two (2) business days prior to travel date.
3. Submit Travel Itinerary, including intended route, emergency plan and contact numbers prior to departure. Please see APPENDIX L for Travel Itinerary. This form is due at least two (2) business days prior to travel date.
4. Submit a Volunteer Driver Waiver for each driver on the trip. Please see APPENDIX M for Volunteer Driver Waiver. This form is due at least two (2) business days prior to travel date.

B. Travel Reimbursement

Any expenses expected to be incurred during travel (such as gas) must be authorized in advance by the Club Sports Staff. No reimbursements will be made without the expense being authorized in advance on the Travel Request Form (APPENDIX J). Club Executive, including the Treasurer, must pre-approve expenses prior to travel.

To receive reimbursement for travel from the Club's financial account, a Travel Expense Reimbursement form must be completed and legitimate receipts must be submitted to the Club Sports Office upon return. A legitimate receipt is one on the company's letterhead with the correct date clearly indicated and the billing amount itemized and clearly stated. Photocopies and/or photos of the receipt may not be accepted. Please see a Club Sports Staff for a Travel Expense Reimbursement form.

The Club Sports staff will process the paperwork requiring the signature of the claimant to complete the reimbursement. Generally this process takes a minimum of 10-14 business days.

C. Methods of Travel

All methods of travel require prior approval. If planning a trip outside of the province of Alberta, it is strongly recommended that Clubs use chartered bus and/or chartered/commercial air carriers for official Club Sport travel. Only Club Sport members on the Travel Roster may travel on University approved modes of transportation.

Airline Tickets

Prior approval is required for any airline ticket purchase. Club Sports are required to get a quote from at least 2 different airline carriers prior to being approved to purchase tickets. The Club Sports Office will contact WestJet Group Travel to inquire about any group deals. Tickets can only be charged if the Club has a sufficient balance in their account to cover the entire amount of the charge. Only tickets used by Club members and coaches may be charged using the Club's account. Parents, family members and friends may not charge tickets using the Club's account.
Rental Vehicles
For trips inside the province of Alberta, it is strongly recommended that Clubs use rental vehicles for official Club travel (*15 passenger vans are prohibited*). The Club Sports Staff can assist with arrangements for approved University rentals.

Personal Vehicles
Use of personal vehicles is NOT recommended for official Club Sports travel. The driver’s personal liability insurance will be responsible for covering any liability that may result from the use of the vehicle for the proposed travel. All drivers for Club trips regardless of their Club status, will be required to submit a signed Volunteer Driver Waiver ([APPENDIX M)](#) at least two (2) days prior to travel.

Drivers
Each club shall designate members that will serve as official drivers on club trips. These drivers will be the only members eligible to drive for the club. Each of these drivers shall meet the following requirements:

- Possess a valid Driver’s License
- Submit a copy of their current automobile liability insurance card

Required Safety Policies:

- All travelers MUST wear seat belts or other approved safety restraint devices required by law while the vehicle is in operation
- Passengers should help keep drivers alert and watch for signs of drowsiness
- Drivers must adhere to the posted speed limits and must obey all traffic laws and regulations
- A designated club member will serve as the navigator. The navigator will sit in the front passenger seat and will remain awake throughout his/her duty as navigator
- Drivers are responsible for determining that no objects in the vehicle obstruct rear or side views
- Driving between the hours of 12:00 AM (midnight) and 6:00 AM is strongly discouraged except in an emergency situation
- The following regulations concerning the balance of driving, sleeping and breaks should be followed:
  - a) For every 4 hours of driving, drivers must take a 20-minute break
  - b) For each 12 hours of driving, drivers must take at least a 4-hour rest period
  - c) Alternative drivers must be provided for trips expected to take more than eight hours

Lodging
The Club Sports Office will assist with all accommodation bookings. Accommodations (hotel/motel) should be for no more than four (4) to a room. When possible, the Club Sports Office will recommend hotels in certain cities as the University of Alberta has preferred rates with many hotels around Canada. Once a location and accommodation is approved, the Club Sports Office will confirm all bookings and make payment using a third-party authorization form from the hotel/motel. Accommodations will be paid for using the Club Sports Travel Payment Card.
Section XII  CLUB TIER SYSTEM

The Club Sports Tier System has been put in place to hold each Club Executive team accountable for the successful operation of their Club as well as to help Clubs set and meet annual goals. This Tier System was created to give each Club the opportunity to improve the functionality of their club by gaining a certain level within the system. There are four (4) levels within the Tier System based on twenty (20) different categories, including a points system. Please see Appendix O for Points System. At the end of each academic year, the Club Sports Committee will evaluate the requirements for each tier and changes will be made accordingly. Please see Appendix N for a summary of each Tier.

The Club Sports Tier System has four (4) different levels. These levels are outlined below.

A. Conditional Tier
All new clubs are assigned conditional status for the first year of operation, giving the club one year to demonstrate viability in terms of club administration, student interest and support in terms of club members. To help with funding initiatives, and if CREF funding is granted, the Club Sports Office will help subsidize some club expenses including equipment purchasing, facility rental and some fundraising initiatives. Upon successful completion of Conditional status (determined by the Club Sports Committee), a club will be eligible for one of the other Club Sports Tiers.

- Minimum of 10 club members*
- Minimum of 205 Club Points/year
- Minimum of 75% student club members
- 25 total community service hours
- Host 1 event/game per academic year
- Attend 3/6 club leadership training sessions
- Attend Club Sports Committee meetings
- Meet with the Club Sports Office at least once per semester

*Exceptions can be made; please contact the Club Sports Office with any concerns.

B. Recreational Tier
This tier is for returning clubs who do not necessarily compete in extramural activities/events and who are not associated with a National Sport Organization or a Provincial Sport Organization. Clubs in this tier can move into a different tier based on the criteria met/not met.

- Minimum of 15 club members (at least 10 active in the club)*
- Minimum of 205 Club Points/year
- Minimum of 75% student club members
- 25 total community service hours
- Host 2 events/games per academic year
- Attend 5/6 club leadership training sessions
- Attend Club Sports Committee meetings
- Meet with the Club Sports Office at least once per semester

*Exceptions can be made; please contact the Club Sports Office with any concerns.

C. Competitive Tier
Clubs who meet the criteria of the Competitive Tier I consist of clubs recognized by a Provincial Sport Organization and compete on behalf of the University of Alberta at different provincially sanctioned events. This tier is also open to clubs who are beginning to pursue regional, intercollegiate and/or open competition.

- Minimum of 20 club members (at least 15 active in the club)*
- Minimum of 235 Club Points/year
- 100% student club members (on competition roster); 75% otherwise*
- 50 total community service hours

*Exceptions can be made; please contact the Club Sports Office with any concerns.
• Minimum of 1 competition (at least 3 other teams at event) per academic year
• Host 1 tournament/3 games or events at the University of Alberta per academic year
• Attend 6/6 club leadership training sessions
• Must compete using Club Sports logo uniforms
• Attend Club Sports Committee meetings
• Meet with Club Sports Office at least once per month in Fall and Winter Terms (excluding December and April)
• Must hold at least 1 practice (or 2 hours of practice) per week
• Must be recognized by a Provincial/National Sport Organization
• At least 2 official events/travel representing UA*

*Exceptions can be made; please contact the Club Sports Office with any concerns.

D. Performance Tier
Clubs who meet the criteria of the Performance Tier consist of clubs recognized by a Provincial/National Sport Organization and compete on behalf of the University of Alberta at different provincial, national and/or international events. Clubs in this tier consistently compete against teams and individuals in intercollegiate and/or in open competitions and may involve try-outs to be a member of the Club.
• Minimum of 20 club members (at least 20 active in the club)*
• Minimum of 265 Club Points/year
• 100% student club members (on competition roster); 75% otherwise*
• 75 total community service hours
• Minimum of 2 competitions (at least 3 teams at event) per academic year
• Host 1 tournament/3 games or events at the University of Alberta per academic year
• Attend 6/6 club leadership training sessions
• Must compete using Club Sports logo uniforms
• Attend Club Sports Committee meetings
• Meet with Club Sports Office at least once every 2 weeks*
• Must hold at least 2 practices/week
• Must be recognized by a Provincial Sport Organization and/or National Sport Organization
• At least 2 official trips/travel representing UA

*Exceptions can be made; please contact the Club Sports Office with any concerns.

E. Request for Competitive Status Change
Clubs may request to be moved to a different Tier prior to the end of February for the next Academic Year. Applications will be reviewed by both Campus & Community Recreation and the Club Sports Committee. A decision will be made prior to club commencement in the Fall Term. Applications will be reviewed on the following criteria:
• The information submitted meets criteria for the new Tier
• The Club’s budget allows for a change of Tier
• Facility availability for change of Tier
• Administrative support needed is available
• Determine the appropriateness of a provincially/nationally competitive status for the Club

After the review, the Club Sports Staff will recommend that the Club Sports Committee review the appropriate applications. The Club Sports Committee will question the Club Executive to confirm the Club’s reason for applying to a different Tier and discuss the Club’s goals and plans for the future. Upon completion of the review, the Club Sports Committee will recommend the appropriate level of status for the Club. The Club Sports Committee recommendations will be reviewed by the Club Sports Staff for endorsement. The Club Sports Committee’s decision will be effective for the following academic year.
F. Club/Team Selection Criteria

Clubs can engage in casual training and coaches can have identification sessions; however, before try-outs begin and any kind of selections are made, a club/team organizational meeting must happen. After the organizational meeting, the following information must be made available to the Club Sports Office and to the participants in the form of hand-outs:

1. Try-out evaluation criteria and schedule. How will participants be evaluated and selected? What are the measurement criteria? How many days will there be tryouts or is there an ongoing yearly process depending on the nature of the activity/competition?
2. Overview of the time commitment and yearly schedule of activities (i.e. practices, games, travel).
3. Cost for participation in the Club and financial expectations for the activities (such as additional trip costs, required fundraising, etc.).
4. Expectations of the Campus & Community Recreation program and coaching staff. The roles and responsibilities of the parties involved for the upcoming year will be stated.
5. Selected players will be expected to sign an athlete contract, which may include minimum academic requirements, participant conduct expectations etc.

During and at the conclusion of the selection process, all evaluations must be documented and submitted to the Club Sports Office. Final decisions as to the selection of teams lie with the coach/leader of the program with advisement of Campus & Community Recreation. Campus & Community Recreation will only intervene on procedural matters and not subjective judgments made by coaches.

G. Competitive Tier and Performance Tier Athletic Certification

Club Sports competing in intercollegiate competitions are often required to certify academic eligibility. The academic requirements differ for each National Sport Organization (NSO)/Provincial Sport Organization (PSO) and are necessary for individuals to compete.

Steps to Obtain Athletic Certification:
1. Obtain the official forms from your PSO/NSO.
2. Review details of the certification requirements with the Club Sports Staff.
3. Have each student complete and sign a “Release of Information” Form.
5. Staff will coordinate with the University of Alberta Registrar to certify the PSO/NSO forms.

H. Coaches

Clubs may seek the assistance of a coach, and in some cases, a coach is needed (based on the Club’s risk assessment and/or Tier). It is imperative that the coach maintains the same philosophy of student development incorporated into the Club Sports Program and Campus & Community Recreation. The coach must allow the students to take on the administrative requirements of the Club Sports Program and concentrate their efforts on coaching decisions. All coaches selected by a club should have coaching certifications and/or endorsements recognized by their National Sport Organization (NSO) and/or Provincial Sport Organization (PSO); in some cases these certifications are mandatory. If a coach does not have a nationally recognized certification/endorsement, they must attend the required clinics offered by the NSO/PSO. Continued education and training in sport-specific coaching theory is strongly recommended for all Club Sports coaches. Campus & Community Recreation reserves the right to refuse or revoke a coaching application if the Club Sports Program philosophy and policies are not followed. Coaches must submit a new coaching application each academic year. The person who serves in a coaching role will not be considered an employee of the University of Alberta.
After the club determines who they would like to secure for a coach, the prospective coach will be required to complete a Club Sports initial application. The application will be reviewed by the Club Sports Staff and approval may be granted or the club will be asked by the Club Sports Staff to find an alternative applicant.

All Club Sports coaches, whether volunteer or paid, will not be approved by Campus & Community Recreation until the prospective coach has undergone a full criminal history background check. The fee for the background investigation will be the responsibility of the individual.

Coaching Application Information

The Coaching Application should be submitted prior to the time when the individual serves in a coaching capacity. If a Club wishes the services of a coach, the student representative must submit the following:

1. Coach Information Form.
2. Short Biography on the coach, including their experience in the sport.
3. Copies of Coaching Certifications for specific sport.
4. Two (2) reasons as to the benefit this coach will provide the club and why the club recommends this coach.

If approved, the coach will be issued a Van Vliet Community Membership Card through Campus & Community Recreation. This ID card must be presented at all club functions if requested. The card does NOT make the coach eligible for any other FPER programs. Further questions regarding the ID card or access to FPER facilities should be directed to the Club Sports Staff.

Individual Clubs cannot hire a coach on their own. Each coach is contracted for service which needs to be discussed and organized through the Club Sports Staff.

Coaching services will be provided at the discretion of the club members for a period of one year. All coaches must re-apply for their positions each year prior to the Fall Term regardless of how long they have been affiliated with the club.

Coaches must abide by the following guidelines:

1. The coach shall be aware of and follow all University and department procedures relative to the Club Sports Program. The club officers should schedule an appointment with the Club Sports Staff and coach to cover these procedures.
2. The coach should restrict his/her contributions to coaching and should refrain from activities involved in the club’s management. A Club Sport is first and foremost a student organization. The philosophy and key to the success of the Club Sports Program has been the continued 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 Club and the Club Sports Staff.
3. Club business matters (hosting tournaments, submitting forms, equipment requests, etc.) must be handled by the student members with the coach serving in an advisory capacity. Club activities and events should be a team effort and not left solely to the coach or student representative.
4. Coaches should refrain from discussing Club Sport matters with anyone but the Club and Club Sports Staff.
5. Participation in the Club Sports Program is completely voluntary. Monetary rewards or scholarships shall not be promised or given to any player or prospective player by the coach. If club scholarship funds have been established, a committee of club members shall decide who will receive these rewards according to the written guidelines for that account.
6. Coaches should help ensure good sportsmanship at all times. Club members are representative of the University of Alberta 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.
7. Campus & Community Recreation has an obligation to protect the student members of the Club Sports Program. If in the opinion of the Club Sports Staff, students are being neglected or misled by the coach or if the coach is not working in the best interest of the club, the coach will be released from their position within the club.

8. Coaching is not only an obligation to develop skills, condition and motivate players, but also to protect their safety. In addition to taking certain steps to reduce the risk of injury to students, coaches should be concerned with the risk of their own liability as a result of serious injury. It is recommended that coaches purchase travel, medical and liability insurance.

9. Coaches need to be aware that the Campus & Community Recreation Competitive Tier and Performance Tier system is not on a path toward University of Alberta varsity status.
Section XIII  PUBLICITY AND PROMOTIONS

A. Faculty of Physical Education Program Guide

The FPER produces a Program Guide three times a year. All Club Sports are listed in the Guide, so making sure that contact information is up to date is very important. If Clubs have programs they are running (i.e. development camps, kids camps), they may coordinate adding these programs into the Guide as well. Each Club has access to the Campus & Community Recreation website for an information page, and may have an email set up for their club.

B. Campus & Community Recreation Identification Logo

All print material being produced for posting or distribution by a Club must contain the Campus & Community Recreation logo. The logo is available on the website in the administrative tools section (http://www.toolkit.ualberta.ca/Toolkit) or by contacting the Club Sports Office.

CAMPUS & COMMUNITY RECREATION

Each Club will also have their individual Club Sports shield logo (similar to below) that must be used on advertising and clothing/uniform orders. For Campus & Community Recreation’s Visual Identity Guide, please contact the Club Sports Coordinator.

C. University of Alberta Athletics Logo Policy

The purpose of this policy is to provide information and guidelines to the University community regarding the use of University of Alberta Athletics ‘Golden Bears’ and ‘Pandas’ trademarks/image properties. This policy will serve to protect University of Alberta Athletics Images and name value.

I. Who Should Use This Policy

This policy applies to faculty, staff, students, athletes, academic departments, ad hoc groups, administrative divisions/departments, alumni organizations, championship committees, informal groups and student organizations.

II. Guidelines for Use of Trademarks

The University's trademarks are intended to present a positive image and may not be altered in any way. Nor can the University's trademarks/image property be used in the name of a club, non-affiliated program, and/or logo (which include student group t-shirt designs).

The University of Alberta Athletics image property is its name, logos, seals, slogans, and any other images, words, terms, abbreviations, or likenesses used to identify the University, its campuses, its mission, its employees, or its students.

The University's trademarks/image property are not to be used in any way that discriminates or implies discrimination against any persons or groups based on age, ancestry, belief, colour, creed, disability, national origin, race, religion, sex, sexual orientation or veteran status, or in any other way that would be a violation of the University's anti-discrimination policies.
Logos (including, but not limited to):

III. Student Group Artwork
Certain artwork or designs will not be approved for use. These include, but are not limited to, the following:

- art using the Golden Bears or Pandas names and/or logos;
- art closely resembling the Golden Bears and Pandas names and/or logos, including any bear or bear paw logo;
- art depicting the use or endorsement of alcohol;
- art depicting the use or endorsement of illegal drugs;
- art depicting the use or endorsement of tobacco products;
- art depicting the use or endorsement of firearms or other weapons;
- art depicting racist, sexist, hateful, demeaning or degrading language or statements;
- art depicting profanity;
- art depicting sexual acts;
- art depicting statements impugning other Universities.

IV. Approval
No person and/or organization may use the Golden Bears and/or Pandas logo or an image confusingly similar with the Golden Bear or Panda without written approval from Athletics at the University of Alberta. Approval to use artwork for one application (for example, a t-shirt) does not constitute approval to use the mark in connection with any other item or to change the design in any way, without seeking additional approval.

To submit a request for artwork approval, please contact the Campus & Community Recreation Club Sports Staff. A review committee will either deny or approve artwork based upon the above guidelines.

D. FOIP – Freedom of Information and Privacy
When posting information about club members, including pictures, please be aware of FOIP issues. All member waivers include a FOIP and photography section.

E. Class Excuse Requests
Campus & Community Recreation cannot excuse a student from an academic class for a Club Sports competition. The Club Sports Staff may send a letter notifying an instructor that you are a current member of a Club and that you are away on a legitimate Club Sports competition. However, it is still up to that instructor to grant the exclusion. It is strongly suggested that the student discuss the activity with the instructor as early as possible in the semester. If a club member needs a letter sent to an instructor, please provide the following information to the Club Sports Staff: instructor's name, campus office address, full name of class, student's name and ONEcard number, as well as the event in question. This information must be submitted at least one week in advance of when the letter is needed.

F. Website Access and Space
The Campus & Community Recreation website (uab.ca/recreation) contains a page for all Club Sports programs. Each Club Sport should at minimum keep the information on their webpage updated with contact information and basic club
information. Other additions to the webpage may include practice schedule, game information, team picture (please see FOIP information), tryout criteria, and celebration of team successes. Please contact the Club Sports Program Coordinator for more information, and/or to make any changes to your club’s website.

G. Photocopying and Mail

There is a photocopier available in the Campus & Community Recreation main office. One copy of the material being copied with the number of copies to be made should be put in the Club Sport General Inbox at the Campus & Community Recreation Offices. Photocopying should be for Club activities only, not for the private use of club members.

Envelopes and University of Alberta Club Sports stationary are available and groups may mail club items. See the Club Sports Staff for more information.
APPENDICIES

APPENDIX A – SAMPLE NEW CLUB APPLICATION

UNIVERSITY OF ALBERTA _______________________ CLUB
FORMAL PROPOSAL

A. Governing Association
   In this section of the proposal, list any organizations that the club would be associated with, either provincially (Provincial Sport Organization; PSO) or nationally (National Sport Organization; NSO).

B. Description of Competition and/or Scope of Activity Details
   This section will include anticipated opposing team names and locations of anticipated games/competitions. Should your club not wish to compete, this section will outline why your club is an activity club by providing details on the structure of play during allocated facility time.

C. Goals and Objectives
   What does your club hope to achieve both in the short-term and the long-term? Why do you want this club to exist? What objectives will your club strive to meet?

D. Terms of Reference/Constitution
   This section outlines the club’s proposed scope and limitations, as well as how the club will be run on a day-to-day basis. Please see APPENDIX B for a Template.

E. Facility Requirements
   In this section, please state required facility type (i.e. outdoor field, indoor studio, large gymnasium), length of sessions (i.e. 5 hours per week; 2 x 3-hour sessions, 1 hour biweekly) and any other information regarding what the facility needs in order to make your proposed club successful (i.e. pool lane separators, three 6’ tables).

F. Funding Model
   How will your club be fiscally responsible? What revenues will your club generate? Are you aware of any sponsorships, grants or donations that may be available for your club?

G. Financial Report on Equipment and Tournament Costs
   What equipment – and how much/many – will your proposed club need to purchase? Are there any costs associated with proposed games, tournaments, trips that the club anticipates participating in?

H. NSO and PSO Insurance Coverage
   If your club is associated with an NSO or a PSO, are there any insurance costs associated with becoming a member? Are these fees per team/group, or individual? Will any of these fees be included in the membership dues?

I. Proposed Coach/Instructor
   Is your club planning on having a coach or instructor? Will this coach/instructor be paid or volunteer? If paid, how much will the coach/instructor cost? Does the coach/instruction have any credentials (i.e. what is required in order to be a coach/instructor for your club?).
J. **Team Selection Procedures**
   What are the required criteria for members to meet prior to registering for your club? How are you going to evaluate the members of your club? What is the timeline for registration for your club? How many members will you accept? Will people be ‘cut’ from the club if they do not meet certain criteria?

K. **List of Interested Students**
   Please include a list of interested student members, including their signatures indicating they would like to be a member of this club, as well as their ONEcard numbers.

L. **Proposed Executive/Management Model**
   This section will include the executive positions your club will have and the tasks that are included within each executive position. Examples of different executive positions include: president, vice president, treasurer, social media coordinator, social events coordinator.

M. **Risk Management Plan**
   Please list any potential emergencies your club may encounter and include an action plan on what your club will do should any of these emergencies occur.

N. **Eligibility to a Recognized Student Group with the Students’ Union**
   All Club Sports, once approved by the Faculty of Physical Education and Campus & Community Recreation, are eligible to become Student Groups with the Student’s Union.
### Article I  Name

Must include University of Alberta club name

### Article II  Purpose

### Article III  Membership

#### Section 1  Eligibility

- This organization does not discriminate in the selection of members or appointments when discrimination is defined as denying individuals membership appointment on the basis of a person’s age, race, national origin, color, gender, sexual orientation, creed, handicap or place of residence (mandatory wording).

- Scholastic or other qualifications

- A student organization shall consist of at least 75% currently enrolled student members. The currently enrolled University of Alberta student members must be paying Athletic and Recreation Fees. University of Alberta staff members who are currently Van Vliet Centre members are eligible for membership to the club.

#### Section 2  Methods of selecting members

#### Section 3  Methods for revoking membership

### Article IV  Officers

#### Section 1  Listing of Officers

(Required to include Club Sports Program Advisory Council Representative)

#### Section 2  Powers and duties of officers

#### Section 3  Election

*(recommend holding elections between Dec. 1\textsuperscript{st} and Jan. 31\textsuperscript{st})*

- Qualifications of officers
- Nominating procedures
- Election procedures
- Term of office *(recommend one year)*

#### Section 4  Procedure to fill vacancies

#### Section 5  Impeachment proceedings

### Article V  Organizational Structure

#### Section 1  Executive committees and duties

#### Section 2  Other committees and duties

### Article VII  Rules of Procedure

*CSP – Club Sports Program  
FPER – Faculty of Physical Education and Recreation*
Section 1  Attendance and absences policy
Section 2  Frequency of meetings
Section 3  Quorum
Section 4  Minutes
Section 5  Use of recognized authority

VIII  Regulatory powers

IX  Finance
Section 1  Dues, membership fees
Section 2  Annual and special fundraising projects shall be approved by Campus & Community Recreation *(mandatory wording)*
Section 3  All expenditures shall be approved by Campus & Community Recreation *(mandatory wording)*
Section 4  Organizational monies will be handled by Campus & Community Recreation, regardless of source *(mandatory wording)*

X  National Sports Organization *(mandatory section)*
Section 1  Name of organization
Section 2  Purpose of governing organization is to provide competition guidelines, policies and procedures.
Section 3  Membership to the ___National Sports Organization___ is a requirement to participate in club practices and competitions.

XI  Amendments

XII  Effective Date of Terms of Reference *(Required to record all dates of edits)*
### APPENDIX C – BASIC BUDGET REPORT

Budget Summary Report

#### I. Expenses

<table>
<thead>
<tr>
<th>Category</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Travel &amp; Accommodation</td>
<td>$ ________</td>
</tr>
<tr>
<td>(Only self-generated funds)</td>
<td></td>
</tr>
<tr>
<td>b. Honorarium</td>
<td>$ ________</td>
</tr>
<tr>
<td>c. Equipment</td>
<td>$ ________</td>
</tr>
<tr>
<td>d. Publicity</td>
<td>$ ________</td>
</tr>
<tr>
<td>e. Office Expenditures</td>
<td>$ ________</td>
</tr>
<tr>
<td>f. Facilities Rental</td>
<td>$ ________</td>
</tr>
<tr>
<td>g. Tournament Fees</td>
<td>$ ________</td>
</tr>
<tr>
<td>h. Affiliation Fees</td>
<td>$ ________</td>
</tr>
<tr>
<td>i. Other</td>
<td>$ ________</td>
</tr>
<tr>
<td><strong>Total Expenses</strong></td>
<td>$ ________</td>
</tr>
</tbody>
</table>

#### II. Revenue

<table>
<thead>
<tr>
<th>Category</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Membership Dues</td>
<td>$ ________</td>
</tr>
<tr>
<td>b. Donations</td>
<td>$ ________</td>
</tr>
<tr>
<td>c. Fundraising</td>
<td>$ ________</td>
</tr>
<tr>
<td>d. Other</td>
<td>$ ________</td>
</tr>
<tr>
<td><strong>Total Revenue</strong></td>
<td>$ ________</td>
</tr>
</tbody>
</table>

#### III. Total Request

Expenses – Revenue: $ ________
Itemized Budget Report

Please itemize the information that you reported in the Budget Summary Report. This will allow the Club Sports Council to understand the justification for each item. If you need more space, please use the last page.

I. Expenses

   a. Travel & Accommodation
      Please fill out a trip itinerary form for each planned trip for the coming year and attach to the budget request form. Please see APPENDIX I for Trip Itinerary Form.

   b. Honorarium
      Coaches $__________________
      Instructors/Monitors $__________________

   c. Equipment
      Rentals
      1. ___________________ $ _________________
      2. ___________________ $ _________________
      3. ___________________ $ _________________
      Repairs
      1. ___________________ $ _________________
      2. ___________________ $ _________________
      3. ___________________ $ _________________
      Purchases
      1. ___________________ $ _________________
      2. ___________________ $ _________________
      3. ___________________ $ _________________
      4. ___________________ $ _________________
      5. ___________________ $ _________________

   d. Publicity
      Newspaper Ads $__________________
      Posters $__________________
      Others $__________________

   e. Office Expenditures
      Copying $__________________
      Postage $__________________
      Phone Calls $__________________
      Other $__________________

   f. Rental of Facilities
      Place ____________________________ $ ___________ ______
      Place ____________________________ $ ___________ ______

   g. Tournament Fees
      Where ___________________________ $ ____________ _____
      Cost per player/team $___________ ________
      Where ___________________________ $ ____________ _____
      Cost per player/team $___________ ________
h. Affiliation
   Organization _____________________  $ ___________ 
   Fees per year _____________________  $ ___________ 

i. Other
   Item ___________________________  $ _______________
   Item ___________________________  $ _______________

   Total Expenses  $ _______________

II. Revenue
   a. Membership Dues
      Student/Faculty/Staff  $ _______________
   b. Donations
      Source __________________     $ _______________
      Source __________________     $ _______________
   c. Fundraising
      Source __________________     $ _______________
      Source __________________     $ _______________
   d. Other
      Item ___________________     $ _______________
      Item ___________________     $ _______________

   Total Revenue  $ _______________

Please use this space for any comments, feedback or as extra for the budget summary forms.
__________________________________________________________________________________________________
__________________________________________________________________________________________________
__________________________________________________________________________________________________
__________________________________________________________________________________________________
__________________________________________________________________________________________________
__________________________________________________________________________________________________

For Use Only:

Total Club Sports Grant (CREF):  $ _______________

First Term Expenditures:  $ _______________
Second Term Expenditures:  $ _______________
Third Term Expenditures:  $ _______________

Approved: ___________________________  Date: ___________________________
(Club Sports Coordinator/Club Sports Staff)

Notes:
__________________________________________________________________________________________________
__________________________________________________________________________________________________
__________________________________________________________________________________________________
__________________________________________________________________________________________________
__________________________________________________________________________________________________
APPENDIX D – SAMPLE YEAR END REPORT

Campus & Community Recreation Club Sports Office
Faculty of Physical Education & Recreation
2-662J Van Vliet Complex

Please answer the following questions to the best of your ability. This information will be used to evaluate and improve the Sport Clubs Program at the University of Alberta. Part 1 is an evaluation of Sport Clubs operations. Part 2 is an evaluation of the services provided by Campus & Community Recreation.

PART 1

1. Approximately how many hours per week did the club meet and practice this year?

2. Approximately how many members attended club events, meetings and practices, on a regular basis (at least once a week)?

3. Of the above, approximately how many are MALE? _________  FEMALE? _________

4. How often does your club send updates for your website to the Sport Clubs Coordinator?

5. When do you plan on transitioning your Club Executive?

6. Please describe how your club elects new Club Executives:

7. Please describe how the club trains new Club Executives:

8. List the three most challenging aspects of leading your club during this semester:
   a)
   b)
   c)

9. Name two improvements you club needs to make:
   a)
   b)
10. Please rank the following on a scale of 1-10 (1=Very Poor; 5=Average; 10=Excellent)
   a) Commitment of Club Executives: ____________________________
   b) Commitment of Club Members: ____________________________
   c) Club Executives’ understanding of Sport Clubs Policies and Procedures: ____________________________
   d) Club Members’ understanding of Sport Clubs Policies and Procedures: ____________________________
   e) Club’s preparedness in the case of emergency: ____________________________
   f) Overall success of the Club: ____________________________

11. List any awards or achievements received by the Club this year.

___________________________________________________________________________________________
___________________________________________________________________________________________

List all Local Competition or Performance Events for this year:

<table>
<thead>
<tr>
<th>Name of Event</th>
<th>Date(s)</th>
<th># of Club Participants</th>
<th>Location</th>
<th>Results/Description</th>
</tr>
</thead>
</table>

List all Club Travel for this year:

<table>
<thead>
<tr>
<th>Name of Event</th>
<th>Date(s)</th>
<th># of Club Participants</th>
<th>Location</th>
<th>Results/Description</th>
</tr>
</thead>
</table>

List all Fundraising Activities for this year:

<table>
<thead>
<tr>
<th>Name of Event</th>
<th>Date(s)</th>
<th># of Club Participants</th>
<th>Location</th>
<th>Results/Description</th>
</tr>
</thead>
</table>
List all Volunteer Activities and Community Service from this year:

<table>
<thead>
<tr>
<th>Name of Event</th>
<th>Date(s)</th>
<th># of Club Participants</th>
<th>Location</th>
<th>Results/Description</th>
</tr>
</thead>
</table>

**As we continue to transition our Club Sports programs, your response to the following will aid us in the coming year**

**Part 2**

Please comment on the following on a scale of 1-10

(1=Very Poor; 5=Average; 10=Excellent)

1. Communication from Sport Clubs Coordinators: _____
2. Campus & Community Recreation provides clear expectations for Sport Clubs Executives: _____
3. Responsiveness of Campus & Community Recreation to Sport Clubs concerns: _____
4. The Sport Clubs Staff provides clear expectations regarding membership: _____
5. The Sport Clubs Staff provides clear protocols for Club travel: _____
6. Club Executives understanding of budget procedures (reimbursements/use of funds): _____
7. Club Executives understanding of procedures & management of facility reservation requests: _____
8. Club Executives understanding of the guiding principles and rationale of Campus & Community Recreation and the Sport Clubs Program: _____
9. Club acceptance of Campus & Community Recreation and the Sport Clubs policies and procedures: _____
10. Club understanding of the role of the Sport Clubs Advisory Council: _____

ADDITIONAL COMMENTS:
__________________________________________________________________________________________________
__________________________________________________________________________________________________
__________________________________________________________________________________________________
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__________________________________________________________________________________________________
Club Inventory List

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<tr>
<th>Item</th>
<th>Description</th>
<th>Quantity</th>
<th>Date</th>
<th>Where</th>
<th>Warranty</th>
<th>Price</th>
<th>Condition</th>
<th>Model</th>
<th>Serial/Item #</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tennis Racket</td>
<td>Wilson</td>
<td>3</td>
<td>3-Mar</td>
<td>Sport Check</td>
<td>1 year</td>
<td>$89.99</td>
<td>Good</td>
<td>Federer Limited 100</td>
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APPENDIX F – ANTI-HAZING POLICY

Anti-Hazing Policy:

Campus & Community Recreation at the University of Alberta prohibits bullying, hazing, intimidation or threats. Hazing includes, but is not limited to, humiliation tactics, forced social isolation, verbal or emotional abuse, forced or excessive consumption of food or liquids, or any activity that requires a student to engage in illegal activity. I understand that hazing of any type is not permitted in any University of Alberta sanctioned activity.

I will not engage in any of the prohibited conduct. I further understand that it is my responsibility to immediately report any acts of hazing that I become aware of to a sponsor, professor, counselor, school support staff, coach or administration in my school.

By signing this acknowledgement, I affirm my responsibility to prevent and report hazing. I also understand that any violation of this could result in academic or team consequences that could include dismissal from the activity or further disciplinary consequences and/or referral to law enforcement.

___________________________________________________     _________________________
Student Athlete/Executive Signature           Date
APPENDIX G – DEPOSIT FORM

Campus & Community Recreation Club Sports Office
Faculty of Physical Education & Recreation
2-662J Van Vliet Complex

DEPOSIT FORM

Club: ___________________________________________ Date (dd/mm/yy): ____________________

Deposited By: _____________________________________ Signature: __________________________

Money From:
☐ Fundraising ☐ Donation Other: _________________________________

Deposit:
☐ Cheque ☐ Cash ☐ Both (please specify below)

DEPOSIT #1: _______________________________________ ______________________________________________

DEPOSIT #2: _______________________________________ ______________________________________________

DEPOSIT #3: _______________________________________ ______________________________________________

DEPOSIT #4: _______________________________________ ______________________________________________

DEPOSIT #5: _______________________________________ ______________________________________________

DEPOSIT #6: _______________________________________ ______________________________________________

TOTAL DEPOSIT: _________________________________

COMMENTS:_____________________________________________________________________________________

______________________________________________________________________________________________

______________________________________________________________________________________________

______________________________________________________________________________________________

DEPOSIT RECEIPT (FOR OFFICE USE ONLY)

Club Name: ___________________________________________________________________________________________________________

Club Member: _________________________________________________________________________________________________________

Date (day/month/year): __________________________________ Amount deposited: ________________________________

Received by: ___________________________________________ Signature
Sponsor Verification Form

This is to verify that ___________________________ __________________ (business/individual’s name)
_____________________________________________ (address, city, province, and postal code)
_____________________________________________ (phone, fax, email, and/or website)

has agreed to sponsor the ____________________________ (name of Club).

Value of the sponsorship donation is: __________________________
Duration of sponsorship: __________________________

The above-mentioned Club Sport agrees to provide the following services, advertisement, or promotion for the above mentioned sponsor:
__________________________________________________________________________________________________
__________________________________________________________________________________________________
__________________________________________________________________________________________________
__________________________________________________________________________________________________

The above-mentioned sponsor agrees to the terms listed above in return for the services, advertisement, or promotion provided by the Club Sport.

__________________________________________    _____________________  __________________________
Business Representative or Individual Signature                 Club Representative Signature                 Club Sport Program Coordinator Signature
__________________________________________    _____________________  __________________________
Date          Date          Date
Outdoor Facilities

- **Playing Surface**
  - Free of debris (bags, rocks, glass, etc.)
  - No holes
  - No tire tracks
  - Grass mowed to reasonable height
  - No freestanding water
  - Height and condition of sprinkler heads should be checked
  - No designations that field is under repair
  - Playing surface should be free of manhole covers, trees, utility access, etc.
  - Field playing dimensions should allow for safety zones that are obstacle-free

- **Equipment**
  - Equipment not in use should be far enough off the playing surface that players running or pushed out of bounds will not fall/trip on
  - Equipment should be checked for damages or repairs (i.e. missing bolts, broken parts, etc.)
  - No equipment should have jagged edges
  - Training equipment should be in safe, working condition without temporary repairs

- **Bleachers**
  - Free of debris
  - No broken seats

- **Miscellaneous**
  - Emergency Blue phone should be in working order
  - Vehicles are not permitted on playing fields
  - Pets are not allowed on playing fields
  - Alcohol or tobacco products are not permitted at Club Sport events

Indoor Facilities

- **Playing Surface**
  - Free of debris
  - No freestanding water
  - No loose wall panels
  - Proper padding at end of play area

- **Fixtures**
  - No broken windows
  - Nets in good condition
  - Wire cables and pulleys checked
  - Mirrors cleaned and secured
  - Mats clean
• Lighting
  o Ceiling lights in working order

• Exits
  o No debris or water in doorways or stairs
  o All exit doors in good working order
  o No doors propped open
  o Exit signs highly visible

• Equipment
  o Equipment not in use should be far enough off the playing surface that players running or pushed out of bounds will not fall/trip on
  o Balls are properly inflated
  o No loose or unnecessary equipment in the practice area
  o All goal/standards are properly installed

Inform Club Sports Staff of any problem. If the Club Sports Staff are not available, see a Facility Manager or contact the Facility Services Desk.
APPENDIX J – TRAVEL REQUEST FORM

Please submit this form to the Club Sports Staff at least 2 weeks prior to intended travel. Forms can be submitted in person or by emailing: clubsports@ualberta.ca. Submission of this form does not confirm travel; travel will be confirmed via email after the Travel Request Form has been reviewed by the Club Sports Office.

Club Sport: __________________________________________________________________________________________

Trip Leader: ________________________________________________________________________________________

Email: ___________________________________________ Student #: __________

EVENT INFORMATION

Event Name: ________________________________________________________________________________________

Type of Event (e.g. game, race): _______________________________________________________________________

Location (incl. city, province, venue): __________________________________________________________________

__________________________________________________________________________________________________

Date(s) of Event: _________________________________

Team Lodging: _______________________________________________ Phone: ___________________

In-Travel Contact (Student Member): ___________________________ Phone: ___________________

Emergency Contact: _________________________________________ Phone: ____________________

TRAVEL INFORMATION

Departure from UA:

Departure: Date: ___________________ Time: ___________________ 

Arrival to Destination: Date: ___________________ Time: ___________________

Return to Edmonton:

Departure from destination: Date: ___________________ Time: ___________________

Arrival: Date: ___________________ Time: ___________________
Intended Method of Travel (Check One):

○ Rental Car  ○ Charter Bus:

○ Personal Vehicle  ○ Rental from Airport (Airport Name):

○ Airline *if checked, please attach airline quote
  *All flights MUST be approved by Club Sports staff prior to purchase of airline tickets.

Travel Route Description (attach separate sheet if necessary):
(Description of Travel Route – including street/road names and scheduled stops with addresses)

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COST OF TRAVEL

Estimated Cost of Travel:

Transportation: ___________________________ $_________________

Accommodations: ___________________________ $_________________

Registration Fee(s): ___________________________ $_________________

Other: ___________________________ $_________________

TOTAL ESTIMATED COST: $_________________
APPENDIX K – TRAVEL ROSTER

Please submit this form to the Club Sports Staff at least 2 weeks prior to intended travel. Forms can be submitted in person or by emailing: clubsports@ualberta.ca

Event Name: ____________________________________________

Event Location: ______________________________ Event Start: _____________  Event End: ____________

TRIP LEADER(S):

<table>
<thead>
<tr>
<th>NAME (on ONEcard)</th>
<th>STUDENT NUMBER</th>
<th>E-MAIL</th>
<th>PHONE</th>
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LIST OF APPROVED COACHES, MANAGERS, VOLUNTEERS, etc.:

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COACHES MEETING HELD
The Club President and/or other Executive Members must sign that they have instructed all travelling Club Members on what is appropriate conduct while representing the University of Alberta away from campus.

____________________________________________________  _________________________________________
NAME (PLEASE PRINT)           SIGNATURE

FOR OFFICE USE ONLY:

ALL MEMBERS LISTED ELIGIBLE TO PARTICIPATE:   YES   NO
ALL OTHER CLUB MEMBERS TRAVELLING:

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Please submit this form to the Club Sports Staff at least **2 business days** prior to travel. Forms can be submitted in person or by emailing: clubsports@ualberta.ca

| Club Sport: ______________________________ | Date of Request: __________________________ |
| Destination & Purpose: __________________________ |
| Departure: Date: __________ | Time: __________ |
| Return: Date: __________ | Time: __________ |
| Traveling Club Executive(s): __________________________ |
| Traveling Club Member(s) with First Aid/CPR: __________________________ |

**LODGING:**

| Name of Hotel/Motel: __________________________ | Location: __________________________ |
| Overnight Lodging Dates: __________ | Phone: __________________________ |

**Hotel Room 1:**

| Club Member 1: __________________________ | Club Member 2: __________________________ |
| Club Member 3: __________________________ | Club Member 4: __________________________ |

**Hotel Room 2:**

| Club Member 1: __________________________ | Club Member 2: __________________________ |
| Club Member 3: __________________________ | Club Member 4: __________________________ |

**Hotel Room 3:**

| Club Member 1: __________________________ | Club Member 2: __________________________ |
| Club Member 3: __________________________ | Club Member 4: __________________________ |

**Hotel Room 4:**

| Club Member 1: __________________________ | Club Member 2: __________________________ |
| Club Member 3: __________________________ | Club Member 4: __________________________ |
Hotel Room 5:
Club Member 1: _______________________________  Club Member 2: ______________________________
Club Member 3: _______________________________  Club Member 4: ______________________________

Hotel Room 6:
Club Member 1: _______________________________  Club Member 2: ______________________________
Club Member 3: _______________________________  Club Member 4: ______________________________

Hotel Room 7:
Club Member 1: _______________________________  Club Member 2: ______________________________
Club Member 3: _______________________________  Club Member 4: ______________________________

Hotel Room 8:
Club Member 1: _______________________________  Club Member 2: ______________________________
Club Member 3: _______________________________  Club Member 4: ______________________________

TRANSPORTATION:
○ Rental Car  ○ Charter Bus: _____________________________________________
○ Personal Vehicle  ○ Rental from Airport (Airport Name): __________________________
○ Airline

*Attach all transportation rental/flight confirmation documents to this form.

Personal Vehicle:  (please attach separate sheet if there are more than 2 drivers).

DRIVER 1: ________________________________________________________________________________________

Car: Make: _____________________________  Model: _____________________________  Year: __________
License #: _____________________________  Insurance #: __________________   Expiry: __________
Passenger 1: _________________________________  Passenger 2: _________________________________
Passenger 3: _________________________________  Passenger 4: _________________________________
Passenger 5: _________________________________  Passenger 6: _________________________________
Passenger 1: _________________________________  Passenger 2: _________________________________
Passenger 3: _________________________________  Passenger 4: _________________________________
Passenger 5: _________________________________  Passenger 6: _________________________________
Passenger 7: _________________________________  Passenger 8: _________________________________

**Travel Route Description (attach separate sheet if necessary):**
(Confirmed Travel Route – including street/road names and scheduled stops with addresses)
__________________________________________________________________________________________________
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FOR OFFICE USE ONLY:

ALL TRAVEL DOCUMENTS RECEIVED BY CLUBS OFFICE: YES  NO

CLUB SPORTS STAFF APPROVAL: _______________________ DATE: __________________

Signature
DEPARTMENT / FACULTY: Physical Education & Recreation; Recreation Services

SUPERVISOR: Erin Sokoloski – Club Sports Program
Telephone No. 780-248-1459

DATES: From: ___________________________ To: ___________________________

LOCATION (where duties will be performed): *CITY & PROVINCE

ACCEPTANCE OF RESPONSIBILITIES
In consideration of my volunteer work, I understand that I am not entering into an employment relationship with the University of Alberta and that I am not entitled to receive a salary or any employee benefits. I understand that my duties and responsibilities have been explained in detail. I understand that either the University or I may terminate this volunteer relationship at any time without notice.

1. I will follow all rules, guidelines and abide by any and all risk assessments, health and safety regulations and instructions received prior to or during the above noted volunteer activities;

2. I acknowledge that I am subject to the University of Alberta’s Policies and Procedures and that I represent the University of Alberta. I therefore, agree to conduct myself accordingly at all times while performing my volunteer activities.

3. I agree to abide by the requirements of all applicable laws at all times while I am engaged in volunteer activities.

ASSUMPTION OF RISK
I acknowledge that I am aware there are risks associated with or related to the duties described above that I will be required to perform. These risks include, but are not limited to:

1. the risks associated with travel to and from locations where my duties will be performed including transport by public or private motor vehicle, bus, train or other alternate transportation system.

2. any manner of injury or death resulting from use or misuse of equipment/tools required to perform my duties.

3. any manner of physical or mental injury (including death) that could result from being on University of Alberta property while carrying out my volunteer duties.

I freely accept and fully assume all such risks, dangers and hazards and the possibility of personal injury, death, permanent disability, property damage or loss resulting thereof.

PERSONAL AUTOMOBILE INSURANCE
The University does not insure personal vehicles for either employees or volunteers. Volunteers who will be driving their own personal vehicles on University business are urged to contact their insurance broker to ensure that they have adequate personal automobile and property insurance.

I declare that I have a valid driver’s license and confirm that the vehicle I use/operate for the above noted volunteer duties has sufficient automobile liability insurance in the amount of not less than $1,000,000. I understand and agree to accept full legal liability and responsibility of any types of incidents that may be incurred by the passengers arising out of the vehicle I use/operate to and from locations to be visited during the above noted volunteer duties and related activities.

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APPENDIX M - VOLUNTEER DRIVER REGISTRATION FORM

<table>
<thead>
<tr>
<th>Name of Volunteer Driver</th>
<th>Last Name:</th>
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Signatures

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APPENDIX M - VOLUNTEER DRIVER REGISTRATION FORM

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<thead>
<tr>
<th>Name of Volunteer Driver</th>
<th>Last Name:</th>
<th>First Name:</th>
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</thead>
<tbody>
<tr>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Street Address:</th>
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<table>
<thead>
<tr>
<th>Phone Number:</th>
<th>( )</th>
<th>Email Address:</th>
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<tbody>
<tr>
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</table>

<table>
<thead>
<tr>
<th>Birth Date:</th>
<th>mm/dd/year:</th>
<th>(Note this is used to track destruction of this form only)</th>
</tr>
</thead>
<tbody>
<tr>
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<table>
<thead>
<tr>
<th>Driver’s License No.</th>
<th>Class:</th>
<th>Expiry Date:</th>
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<tbody>
<tr>
<td></td>
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<table>
<thead>
<tr>
<th>Emergency Contact:</th>
<th>Last Name:</th>
<th>First Name:</th>
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<table>
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<th>Relationship:</th>
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<th>EXT:</th>
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<tbody>
<tr>
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</tbody>
</table>

INITIALS: ____________

Signatures

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APPENDIX M - VOLUNTEER DRIVER REGISTRATION FORM

<table>
<thead>
<tr>
<th>Name of Volunteer Driver</th>
<th>Last Name:</th>
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<tbody>
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<table>
<thead>
<tr>
<th>Street Address:</th>
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<table>
<thead>
<tr>
<th>Phone Number:</th>
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INITIALS: ____________

Signatures

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<table>
<thead>
<tr>
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<tbody>
<tr>
<td></td>
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<table>
<thead>
<tr>
<th>Street Address:</th>
<th></th>
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</table>

<table>
<thead>
<tr>
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<th>( )</th>
<th>Email Address:</th>
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<th>Driver’s License No.</th>
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</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

<table>
<thead>
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<th>First Name:</th>
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</table>

<table>
<thead>
<tr>
<th>Relationship:</th>
<th>Phone Number: ( )</th>
<th>EXT:</th>
</tr>
</thead>
<tbody>
<tr>
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</tr>
</tbody>
</table>
WAIVER AND RELEASE OF LIABILITY

I hereby release the University from liability for any loss, damage or injury (including death), which I may sustain as a result of my volunteering duties as noted above, including any loss, damage or injury unless caused by the negligence of the University.

I agree to be solely responsible for any such loss, damage or injury.

Initials: __________

ACKNOWLEDGEMENT

I HAVE READ AND UNDERSTOOD THIS AGREEMENT, in entering into this Agreement, I am not relying upon any oral or written representations or statements made by the University of Alberta other than what is set forth in this Agreement. I am aware that by signing this agreement, I am WAIVING CERTAIN LEGAL RIGHTS, which I or my heirs, next of kin, executors, administrators, assigns, and representatives in the event of my death or incapacity may have against the University.

Signed this _______________ day of ________________________________, 20_____, at Edmonton, Alberta.

Signature of Volunteer _____________________________________________

Signature of Witness ______________________________________________

Printed Name of Volunteer __________________________________________

Printed Name of Witness ___________________________________________

Protection of Privacy - The personal information requested on this form is collected under the authority of Section 33(c) of the Alberta Freedom of Information and Protection of Privacy Act and will be protected under Part 2 of that Act. It will be used for the purpose of implementing this waiver. Direct any questions about this collection to: Privacy Office @ 780-492-9419

Note: Document must be copied to a single page back to back when used.
Signed documents must be filed with the Department/Faculty and be kept for a minimum of five years
APPENDIX N – TIER SYSTEM SUMMARY

Club Sports Tier System At-A-Glance

*Exceptions apply. Please see Club Sports Handbook for a detailed explanation of the Tier System.

<table>
<thead>
<tr>
<th></th>
<th>Conditional Tier</th>
<th>Recreational Tier</th>
<th>Competitive Tier</th>
<th>Performance Tier</th>
</tr>
</thead>
<tbody>
<tr>
<td>Roster Size (Minimum)*</td>
<td>10</td>
<td>15</td>
<td>20</td>
<td>20</td>
</tr>
<tr>
<td>Active Members*</td>
<td>5</td>
<td>10</td>
<td>15</td>
<td>10</td>
</tr>
<tr>
<td>Student Members*</td>
<td>75%</td>
<td>75%</td>
<td>90%</td>
<td>100%</td>
</tr>
<tr>
<td>Hosting Events</td>
<td>Host 1 game/event or 2 seminars</td>
<td>Host 2 games/events or 2 seminars</td>
<td>Host 1 Tournament or 2 games or 2 seminars</td>
<td>Host 1 Tournament or 3 games or 3 seminars</td>
</tr>
<tr>
<td>Attendance at other Club Sports Events</td>
<td>5 members at 1 event</td>
<td>5 members at 1 event</td>
<td>8 members at 2 different events</td>
<td>10 members at 2 different events</td>
</tr>
<tr>
<td>Club Sports Committee Meeting Attendance</td>
<td>1 member at meetings</td>
<td>1 member at meetings</td>
<td>2 members at meetings</td>
<td>2 members at meetings</td>
</tr>
<tr>
<td>Leadership Series</td>
<td>3/6 training sessions</td>
<td>5/6 training sessions</td>
<td>6/6 training sessions</td>
<td>6/6 training sessions</td>
</tr>
<tr>
<td>Executive Orientation</td>
<td>1 at Fall Training</td>
<td>1 at Fall Training</td>
<td>2 at Fall Training</td>
<td>2 at Fall Training</td>
</tr>
<tr>
<td>Meeting with Club Sports Office *</td>
<td>1/Semester</td>
<td>1/Semester</td>
<td>1/Month</td>
<td>Biweekly</td>
</tr>
<tr>
<td>Community Service</td>
<td>25 Total Hours; 2 event min; 5 members/event</td>
<td>25 Total Hours; 2 event min; 5 members/event</td>
<td>50 Total Hours; 2 event min; 8 members/event</td>
<td>75 Total Hours; 2 event min; 10 members/event</td>
</tr>
<tr>
<td>Administrative Requirements</td>
<td>Earn minimum of 205 points prior to April deadline</td>
<td>Earn minimum of 205 points prior to April deadline</td>
<td>Earn minimum of 235 points prior to April deadline</td>
<td>Earn minimum of 265 points prior to April deadline</td>
</tr>
<tr>
<td>Practices*</td>
<td>Not required</td>
<td>Not required</td>
<td>Required</td>
<td>Required</td>
</tr>
<tr>
<td>Travel*</td>
<td>Not required</td>
<td>Not required</td>
<td>Required</td>
<td>Required</td>
</tr>
<tr>
<td>Provincial/National Governing Body</td>
<td>Not required</td>
<td>Not required</td>
<td>Required</td>
<td>Certified Coach Required</td>
</tr>
<tr>
<td>Coaching*</td>
<td>Not required</td>
<td>Not required</td>
<td>Required</td>
<td>Required</td>
</tr>
<tr>
<td>Competitions*</td>
<td>Not required</td>
<td>Not required</td>
<td>Required</td>
<td>Required</td>
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<tr>
<td>Uniform Logo Required</td>
<td>Not required</td>
<td>Not required</td>
<td>Required</td>
<td>Required</td>
</tr>
<tr>
<td>Other Requirements</td>
<td>Must meet criteria for Club Sports Program and maintain good standing</td>
<td>Must meet criteria for Club Sports Program and maintain good standing</td>
<td>Must meet criteria for Club Sports Program and maintain good standing</td>
<td>Must meet criteria for Club Sports Program and maintain good standing</td>
</tr>
<tr>
<td>Bollywood Dance</td>
<td>Contemporary/MOD</td>
<td>Dance</td>
<td>Cheer</td>
<td></td>
</tr>
<tr>
<td>Climbing</td>
<td>Badminton</td>
<td>Fencing</td>
<td>Men’s Rugby</td>
<td></td>
</tr>
<tr>
<td>Figure Skating</td>
<td>Lacrosse</td>
<td>Power Lifting</td>
<td>Rowing</td>
<td></td>
</tr>
<tr>
<td>Outdoors</td>
<td>Squash</td>
<td>Synchro</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Paddling</td>
<td>Swim</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Quidditch</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Scuba</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Table Tennis</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Table Tennis</td>
<td></td>
<td>Ultimate</td>
<td></td>
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<tr>
<td>Tae Kwon Do</td>
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</table>
## APPENDIX O – CLUB POINTS SYSTEM

### Category: Weekly Numbers/Attendance

<table>
<thead>
<tr>
<th>Category</th>
<th>Items</th>
<th>Point Value</th>
<th>Total Points Possible</th>
<th>Deductions (late)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>5-10 September</td>
<td>2 Points Each</td>
<td>44 Points</td>
<td></td>
</tr>
<tr>
<td></td>
<td>11-17 September</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>18-24 September</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>25-1 October</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>2-8 October</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>10-15 October</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>16-22 October</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>23-29 October</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>30-5 November</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>6-12 November</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>20-26 November</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>27-3 December</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

2 points deducted per day; no credit if more than 2 days late but still must turn in (Due to the Club Sports Office by the Friday of the Following Week)

### Category: Travel Paperwork

<table>
<thead>
<tr>
<th>Category</th>
<th>Items</th>
<th>Point Value</th>
<th>Total Points Possible</th>
<th>Deductions (late)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Travel Request/Travel Itinerary Form</td>
<td>N/A</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Travel Roster Form</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Travel Reimbursement Form</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Post Travel Results</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Travel Request due 2 weeks prior to travel date; Itinerary/Roster due 2 business days prior to travel; Reimbursement/Results due 3 business days post travel 5 points deducted per day late/incomplete

### Category: Events (Clubs Fair, RecStock/FWMY)

<table>
<thead>
<tr>
<th>Category</th>
<th>Items</th>
<th>Point Value</th>
<th>Total Points Possible</th>
<th>Deductions (late)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Fall Term (Clubs Fair, RecStock, Find What Moves You)</td>
<td>10 Points/day</td>
<td>80 Points</td>
<td>N/A</td>
</tr>
</tbody>
</table>

### Category: Fall Paperwork

<table>
<thead>
<tr>
<th>Category</th>
<th>Items</th>
<th>Point Value</th>
<th>Total Points Possible</th>
<th>Deductions (late)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Club Executive Roster</td>
<td>10 Points Each</td>
<td>70 Points</td>
<td></td>
</tr>
<tr>
<td></td>
<td>First Aid Trained Members</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Anticipated Event/Tourney/Travel Form</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Updated Club Constitution</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Current Year Projected Budget</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Inventory List</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Sanctioning Agreement and Coach Form</td>
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</tbody>
</table>

5 points deducted/day for each item

### Category: Final Paperwork

<table>
<thead>
<tr>
<th>Category</th>
<th>Items</th>
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<th>Total Points Possible</th>
<th>Deductions (late)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>End-of-Year Report</td>
<td>12 Points for End-of-Year Report</td>
<td>37 Points</td>
<td>10 points deducted if not completed one week after initial deadline (see Club Sports Office for deadlines)</td>
</tr>
<tr>
<td></td>
<td>Club Sports Survey</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Club Sports Yearbook Photos/Blurb</td>
<td></td>
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</tbody>
</table>

### Category: Club Sports Meetings

<table>
<thead>
<tr>
<th>Category</th>
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<th>Point Value</th>
<th>Total Points Possible</th>
<th>Deductions (late)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Leadership Training (x 6)</td>
<td>10 Points</td>
<td>120 Points</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Club Sports Committee Meetings (x 6)</td>
<td></td>
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</tr>
</tbody>
</table>

10 points deducted if no club members attend any scheduled meeting

### Category: Awards

<table>
<thead>
<tr>
<th>Category</th>
<th>Items</th>
<th>Point Value</th>
<th>Total Points Possible</th>
<th>Deductions (late)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Club of the Year</td>
<td>10 Points per award received</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Most Improved Club</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Outstanding Student Leadership (Club executive of the year)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>New Executive of the Year</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Community Service Award</td>
<td></td>
<td></td>
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</tr>
<tr>
<td></td>
<td>Fundraising Award</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>*Awards determined by Committee</td>
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Total Possible Points: 325

### Tier System Points Breakdown

<table>
<thead>
<tr>
<th></th>
<th>Conditional/Recreational</th>
<th>Competitive Tier</th>
<th>Performance Tier</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tier System</td>
<td>205 Points</td>
<td>235 Points</td>
<td>265 Points</td>
</tr>
</tbody>
</table>