

2013-2014 SPORT CLUBS



**DALHOUSIE
UNIVERSITY**

Inspiring Minds

POLICY & PROCEDURES MANUAL

Sport Club Policy & Procedures Manual

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Important Contact List

NAME	POSITION	PHONE	EMAIL
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Melissa MacKay	Manager of Student Life	494-3366	melissa.mackay@dal.ca
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Andrew Harding	Campus Recreation Coordinator	494-2002	andrew.harding@dal.ca
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CONTACT	PHONE
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Dalplex Customer Service Centre	494-3372
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Aquatics Office	494-3357
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Court Bookings (Squash, Racquetball, Tennis, Badminton)	494-6818
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Facility Rentals/Reservations	494-6467
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Dal Emergency	494-4109
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Sport Club List ▪ 2013-2014

TIER 1	TIER 2
Baseball (M)	Badminton
Field Hockey (W)	Cheerleading
Football (M)	Cricket
Lacrosse (M)	Curling
Ringette (W)	Dance
Rowing	Dal Swing Dance
Rugby (M)	Fencing
Rugby (W)	Figure Skating
Lacrosse (W)	Judo
	Kayaking
	Masters Swimming
	Sailing
	Scuba Diving
	Squash
	Taekwondo
	Ultimate Frisbee
	Volleyball
	Water Polo
	Tennis

Sport Club Contact List ▪ 2013-2014

Tier 1

SPORT CLUB	CONTACT PERSON	EMAIL
Baseball	Jordan Wilson	dalhousiebaseball@gmail.com
Field Hockey	Linda/Mike Bonin	lamb01@eastlink.ca
Football	Henry Whitfield	henry.whitfield@gmail.com
Lacrosse	Jack Inglis	Stephen.Inglis@dal.ca
Ringette	Ellen Fraser	el584825@dal.ca
Rowing	Niko Maclellan	dalrowing@gmail.com
Men's Rugby	Tyler Stafl	tyler.stafl@hotmail.com
Women's Rugby	Hayley Allen	womendalrugby@gmail.com

Tier 2

SPORT CLUB	CONTACT PERSON	EMAIL
Badminton	Steve Foster	steve.foster@dal.ca
Cheerleading	Tessa Bermarija	dalcheer@gmail.com
Cricket	Manoj Hariharan	manoj.hariharan@dal.ca
Curling	Karen Smith	k.e.m.smith@dal.ca
Dance	Kristen Rob	kristen.a.rob@gmail.com
Dal Swing Dance	Mark Pavlovski	pavlovski@dal.ca
Fencing	Samuel Mundy	dalkingsfencing@gmail.com
Figure Skating	Janessa Keans	jn885756@dal.ca
Judo	Paul Duchesne	paul.duchesne@dal.ca
Kayaking	Rob Holden	dks@dal.ca

Masters Swimming	Brain Todd	brian.todd@nrcan.gc.ca
Sailing	Jacob Saunders	saundersjacob@hotmail.com
Scuba Diving	Michael Schwinghamer	michael.schwinghamer@dal.com
Squash	Devin McCarthy	devinmccarthy@gmail.com
Taekwondo	Trayan Kolev	T.Kolev@dal.ca
Ultimate Frisbee	Garrett Jung	garrett.jung@dal.ca
Volleyball	Andrew Harding	andrew.harding@dal.ca
Water Polo	Jordanne Buote	jordanne.buote@dal.ca
Tennis	Graham Flick	Graham.Flick@dal.ca

Section I

Welcome and Introduction

INTRODUCTION

Welcome to the 2013-2014 sport club season. This policy manual is designed to help club executives, coaches, and members with the proper information to run their sport clubs. If you need additional assistance you can contact the Manager of Student Life (902-494-3366 or melissa.mackay@dal.ca) or the Campus Recreation Coordinator (902-494-2002 or andrew.harding@dal.ca) to arrange an appointment at the Campus Recreation Office in Dalplex.

WHAT IS A SPORT CLUB?

Sport clubs are recognized student organizations that have been formed by individuals motivated by a common interest and desire to participate in a specific sport or activity. They are registered organizations recognized by the Dalhousie Student Union (DSU) and the Department of Athletics and Recreational Services, to promote and develop interest in a sport. Members learn new skills, refine existing skills, engage in competition, and enjoy the recreational and social fellowship of sport.

Dalhousie University sport clubs provide additional opportunities for students interested in a specific sport to develop or improve their skills, to compete on-campus or in local metro competitions. Some clubs also have the opportunity to represent the university in intercollegiate competition.

These clubs not only provide an active lifestyle but they also enhances the students learning experience through their involvement in the establishment, public relations, organization, administration, budgeting, scheduling, and the development of skills in their particular sport. Involvement in a team setting helps enhance the student's overall education and experience in university. This season Dalhousie University is offering over 25 different sport clubs for both males and females.

SPORT CLUB CLASSIFICATION

Dalhousie University's sport club model is categorized into two (2) tiers. These tiers represent the level of service each club receives based on what standards are met.

Tier 1

Tier 1 sport clubs are designed to compete at recognized inter-university leagues and/or championships including regional, provincial, national, or international competition. These clubs have the option of hosting try-outs for team selection if they chose to do so. Those not selected for the team will still belong to the club and will be eligible to participate during their practices provided they are not a risk to themselves or others and do not impede the quality of the practice.

These clubs will be required to adhere to criteria for competition that an external body may demand for competition. Some competitions may require certified level coaches and it is up to the club to secure appropriate coaching personnel. Only Dalhousie University students are eligible to participate in tier 1 sport clubs.

Tier 2

Tier 2 sport clubs may have a competitive component within their club structure, but the focus is more on the personal skill development through the occasional arranged competitions with other university or community clubs. These clubs may organize or sponsor an occasional tournament or special event to aid in the furthering of the club participation and personal skill development.

These clubs are open to Dalhousie University students, individuals of all abilities and skill levels, though some clubs may have safety requirements that need to be fulfilled prior to becoming a participant. Tier 2 clubs are non-instructional and do not generally have coaches.

CAMPUS RECREATION VISION, MISSION, AND STRATEGIC GOALS

Vision

The Department of Athletics and Recreational Services will inspire excellence in sport, recreation and wellness.

Mission

The Department of Athletics and Recreational Services creates and improves sport, recreation, wellness and community connections for Dalhousie University.

Strategic Goals

1. Develop and maintain programs, events and services that contribute to the student and Dalplex member experience.
2. Develop and maintain successful varsity teams and successful student-athletes to build campus spirit and pride and enhance community connections.
3. Build community connections through communication and promotion of programs, events and services.

Section II

Organization and Administration

JOINING A SPORTS CLUB

Joining a sport club is simple. The first step is to identify which club is best for you. A complete list of clubs can be found at the start of this manual or by going to http://athletics.dal.ca/intramurals_Clubs.html. Once you have decided what sport club is best tailored to your skill level and time commitment it is preferred that you get in touch with the contact person for the club. A full list of club contacts can be found on at the start of this manual or on the website provided above.

RENEWING A PREVIOUSLY REGISTERED SPORT CLUB

Sport clubs must reapply each year by completing the following procedure:

If you wish to ratify an existing society for the 2013-2014 season this year's executive, or last year's executive will need to complete the following steps below depending on whether or not you have administrative authority:

1. To check and see if you have administrative authority you need to go to 'My Membership' listed under 'Society Actions'. If your society authority is "Regular" you will need to have the previous administrator to make changes to your authority through 'Manage Members'.
2. You will then need to invite or update your new executive, as it is required by the Society Review Committee that all societies have at least three current executive members. To do this you will click 'Manage Members', and invite people using their Dal email addresses. They will receive an email with a link taking them to Tiger Society online where they will need to sign in and click on 'My Societies' under 'Actions'. Any invitations will show up here. The administrator only needs to click on the arrow beside your society's name to respond and accept the membership. A second option is to have members login to Tiger Society, open up the society's profile page, and click on "Request to Join" at the bottom right of the page. You will find any membership requests under 'Manage Members'. Accept the requests and then click on a member's name to make them an executive. Click the name again to change their authority to administrative if desired. There should be at least two executives with administrative rights.
3. All executives need to sign a waiver form acknowledging their position within the club. This acknowledgement form is located under 'My Membership' under 'Society Actions' once they have been listed as an executive officer.

4. After completing the above steps you will need to go to 'Manage Ratification' and click the submit button. Your society's request for ratification will be responded via the email address listed on your Tiger Society profile page under contact information. If you wish to edit the email address, please have an executive with administrative rights click 'Edit Society' under the 'Society Actions' tab and scroll down to contact information. The SRC meets every two weeks, but possibly more frequently in the fall and at expected busier times throughout the year. Your society will be notified within 48 hours after a meeting of the SRC about their ratification status. You can be ratified, provisionally ratified, or denied. If provisionally ratified, you will have three to five weeks to make a few minor but important changes to your constitution and you will receive instructions on how to make corrections and upload your revised constitution. If denied there is most likely an error with your application. If this happens you will receive instructions how to make corrections and re-apply. As always your society coordinator is there to support you throughout the process.
5. Submit an updated copy of the club's Constitution and By-laws.
6. Submit an updated copy of the names, addresses and phone numbers of the clubs new executive officers, the club advisor and the names of those having signing authority of the clubs bank accounts.
7. Submit an updated copy of the club's membership roster and disclaimer/release forms.
8. All required forms must be submitted by October 1st to be eligible to receive any supportive assistance from the Department of Athletics and Recreation Services.
9. The renewal process for a sports club is conducted through the Dalhousie Student Union (DSU).

REGISTERING A NEW SPORT CLUB

Dalhousie sport clubs are considered to be "Societies" within the Dalhousie Student Union and therefore must first be ratified through their approval process. The steps to complete this process are as follows:

1. First, go to www.dsu.ca and proceed to the "Tiger Society" link.
2. Once there, login with your Dal NetID and password and click "Create Society". The website will then provide step by step instructions. Be sure to provide as much detail as possible then upload a constitution. This form can be found on the DSU website in "Society Resources under the Leadership & Involvement" tab.
3. Once this process is done, complete the steps for "Renewing a Previously Registered sports club" as listed above where applicable.

A sport club may be formed when a sufficient number of students, faculty, staff and/or community members that are affiliated with the Department of Athletics and Recreational Services by virtue of having purchased a Dalplex Membership express a desire to participate in a particular sport. Generally this includes a minimum 10 interested individuals who have signed the form as intended members.

Each sports club is required to be officially organized with a slate of executive officers. A minimum of three is recommended. Club officers are responsible for the general function and

operation of the club, for the supervision of the club membership, and the insuring of the clubs adherence to the policy and procedures, and for any disciplinary measures due to misconduct or damages sustained by their clubs membership. Club officers must be students within the club, not outside coaches or community members.

Each club is required to supply a list of the clubs executive officers with names, addresses, telephone numbers, etc. and a current copy of a club constitution to the Campus Recreation Office. Club officers must also keep accurate membership rosters, receipts of all revenues and expense, financial statements, and contract agreements on file.

Club Executive Officers are expected complete the required forms and submit them to the Campus Recreation Office at Dalplex then meet with the Manager of Student Life or the Campus Recreation Coordinator to discuss their application of approval, facility reservations, funding potential, and special event requirements. A club will not be provided with university support or resources until they have been officially approved.

STEPS TO REQUEST A NEW SPORT CLUB

Registering a new sport club must include all of the following:

1. Become ratified as a “society” as per DSU requirements.
2. Submit a completed and signed New Sport Club Request Form to the Campus Recreation Office in the Dalplex.
3. Meet with the Manager of Student Life to review the possibility of a club formation, policies and regulations.
4. Submit a Sports Club Executive List Form to the Campus Recreation Office.
5. Submit an updated typed copy of the sport clubs Constitution and By-Laws. It must set forth the clubs official name, purpose, organizational structure, and define the qualification for club membership, official representatives, etc.
6. A club executive officer must attend a sport club orientation/club council meeting in September.
7. Submit an up-to-date sport club membership roster with names, membership numbers, and telephones numbers to the Campus Recreation Office.
8. Submit Activity Waiver Form for each registered member of the club to the Campus Recreation Office.
9. Decide upon an individual to serve as the clubs advisor, and submit this individual’s name, address and telephone number to the Campus Recreation Office.

All forms are available in the Appendices section of this manual, on the website, and hard copies are available from the Campus Recreation Office in Dalplex.

Section III

Sport Club Officers

SPORT CLUB OFFICERS

Sport club members have numerous opportunities to become directly involved in the administration and supervision of their club. Officers collectively have the responsibility for writing their club constitution and by-laws, determining their membership requirements, establishing their schedule, establishing and selecting their coach, scheduling their practice and game times, and developing and administering their club budget.

Since sport clubs are self-administered, the daily operation of any club is the responsibility of its officers. The contribution of each officer is vital to the overall success of the club, but it is the president who is ultimately responsible for seeing that the functions are properly run. Tier 1 and 2 clubs must have at least two officers per semester to remain active.

Conducting the business of a sport club is too large for any one individual. A good president will learn to delegate some of his/her general responsibilities to others. Delegation of responsibilities helps eliminate the impossibility of having one person do all the work and gives other members a sense of value.

Since each club is different, the duties of officers will vary from one club to the next. The following is a list of suggested duties:

President

The club president should be elected or officially confirmed by the sustaining vote of the club membership (50% + 1). The club president or his/her representative should perform the following duties:

1. Serve as the liaison with the Department of Campus Recreation and with the Student Union's vice president for clubs and organizations.
2. Complete the re-affiliation process through the Department of Campus Recreation and the Student Union Association by September 15th of each year. This consists of submitting an updated copy of the club constitution, list of club executive officers. By October 15th a list of all club members with their full name, B00 number and email address; along with signed copies of a Release and Indemnity Agreement forms and Individual Participation. Agreements for each Club member must also be submitted to the Campus Recreation Coordinator.
3. Operate the club in compliance with all policies and procedures established by the Department of Campus Recreation.
4. Inform club members of University and Department policies and procedures.
5. Check with the Campus Recreation Office regularly for mail, messages or to provide update on matters pertaining to their Club.
6. Submit a club budget to the Campus Recreation Coordinator and Manager of Student Life, and discuss request for developmental grant funding.
7. Notify Campus Recreation Office of any membership roster changes.

8. Notify the Campus Recreation Office within 72 hours of any club activity travel plans outside of the Metro area or facility schedule changes.
9. Request in writing and make follow-up contact to confirm club's practice and/or game facility days and times. Request for any changes to practice schedule, games, meetings, etc need to be made two weeks in advance and are pending availability.
10. Train incoming president in all duties and familiarize them with the sport club handbook, policies and procedures before they begin their term of office.
11. Serve as an authorized signing officer on club's bank account, and/or assign designated signing officers.
12. Meet with the Manager of Student Life, the club's treasurer to audit club's financial records and to perform an annual evaluation during the Spring Semester.
13. Arrange for club's continuation of a summer program by requesting facility times. Arrange for check-in of equipment that has been out on loan. Arrange for club's records, and bank statements, etc. are left with club advisor or a club officer who will be in the local metro area for the summer months. Notify the Campus Recreation Office of club's summer contact individual.
14. Submit all required paperwork to the Office of Campus Recreation by the established deadlines.

Vice-President

The Vice-President should be elected or confirmed by the club membership, and should perform the following duties:

1. Preside over the club meetings and club business in the absence of the club president.
2. Assist the club president with administrative duties as stipulated by the specific club constitution.
3. Oversee the responsibilities of any internal club committees, special assignments projects, or events.
4. Be responsible for overseeing the club's equipment care and maintenance.
5. Other duties as stipulated by the club's constitution.

Secretary

The Secretary should be elected or confirmed by the club membership, and perform the following duties:

1. Keep an accurate record of all club meetings and those in attendance.
2. Keep a roster of club memberships (names, addresses, telephone numbers, email addresses, membership numbers, etc.), their current Dalplex membership standing, and notify the club president and the Office of Campus Recreation of any changes in membership status etc.
3. Keep a record of all club contractual agreements, or negotiations, etc.
4. Prepare and submit to club president for signature all forms and documentation required to be submitted to the Campus Recreation Office.
5. Conduct correspondence for club and provide written documentation of club's activities to the club advisor and the Campus Recreation Office.

6. Check at the Campus Recreation Office on a regular basis for club mail or messages and forward appropriate information to club president or treasurer, etc.

Treasurer

The club treasurer is a crucial club officer and should be carefully selected and voted by the club membership. This position may be combined with that of the club secretary if the club so desires. The treasurer is responsible for keeping completed and undated financial records of club financial transactions according to university financial policies and provincial laws. Specific duties of the treasurer include:

1. Collect club membership dues, and issue written receipts. Deposit all monies in the club's bank account and keep a record of all deposits.
2. Request and receive cheques from the Manager of Student Life from the development grant funds for authorized expenditures. Seek prior approval from the Campus Recreation Coordinator for any expenditure that is to be reimbursed from the university development grant funds allocated to the club.
3. Have signing authority on the club's bank account. Prepare and issue all club cheques for payment of club obligations. Seek the signing authority of other designated signing officers on all cheques.
4. Keep an accurate record of all club revenue and expense accounts. Keep receipts and documents for each expenditure and each deposit.
5. Know and follow all university guidelines for all expenditures and transactions made by the club.
6. Assist the club president and vice president in budget preparation and presentation. Know and follow guidelines for requesting club development grant funds from the Manager of Student Life.
7. Prepare and submit a financial report to the club's president and the Campus Recreation Coordinator and Manager of Student Life each semester. Assist the club executive officers in preparing the club's annual report and financial statement. Be prepared (at any time during the year) to meet with the Manager of Student Life, along with the club president, for an audit of the club's financial records (account ledgers, bank statements, receipts of all transactions, etc.).
8. Insure that club monies are used properly and that bills are paid on time.

All officers must be Dalhousie University students. It is recommended that first year to fourth year students represent the club as officers, so that continuity in the club administration continues year in and year out. Officers are expected to be mature, energetic, and honest. Each officer is responsible to their respective duties.

Section IV

Sport Club Membership Requirements

MEMBERSHIP RULES AND FEES

Each sport club will determine its own club membership rules, but they must be free of any restriction based on race, color, religion, sex, age, national origin, or disability. Clubs may have a designated competitive or performance team within the club structure, but cannot deny club membership to any student or associate member based solely on his or her skill level. Those interested in the club should still be allowed, if they decide to do so, to continue to practice and be a part of other functions even if they are not selected on the competing team.

Sport clubs that are having try-outs must ensure that they provide all the necessary information to the Manager of Student Life in a timely manner so it can be posted on the clubs webpage.

Coaches and instructors who are volunteering their time may be granted a Dalplex membership. The clubs president is responsible for contacting the Campus Recreation Coordinator for approval.

Each sport club is responsible to set a participation fee for their club. This fee must be approved by the Manager of Student Life or the Campus Recreation Coordinator. The amount of the fee may vary from club to club and will be based on the budget submitted by the clubs officers.

DALHOUSIE STUDENTS

Sport club membership is open to currently enrolled Dalhousie University undergraduate and graduate students barring any disciplinary restrictions.

NON-DALHOUSIE STUDENTS

Faculty, staff and community members who have a current Dalplex membership are permitted to join most sport clubs, but cannot be an officer. There may be times when such individuals are not permitted as a full club member. This includes specific league eligibility requirements, if the club competes in an inter-university league, in which case all participants must be students. In such a case, faculty, staff, and community members may be able to join as practice players only. Students from other universities or colleges are not permitted to participate in any club activities until they have purchased a Dalplex membership. No one under 18 years of age may participate in club activities unless they are a current Dalhousie University student.

Section V

Facility Information

FACILITIES

There are a range of indoor and outdoor recreational facilities available to sport clubs for regularly scheduled practices, competitions, meetings, and special events. Facility time is based on the following criteria; usage from previous seasons, size of the club membership, ratio of participants to the facility capacity, demand on the requested facility and the sport club tier. Dalhousie University offers the following facilities on campus:

AVAILABLE FACILITIES

Dalplex (6260 South Street)

- Basketball courts
- Volleyball courts
- Badminton courts
- 2 Climbing walls
- 3 Squash courts
- 1 Racquetball court
- Open floor space
- Beach volleyball court
- Olympic size swimming pool
- Indoor track

Studley Gym (6185 South Street)

- Hardwood basketball/volleyball court
- Dance studio/multi-purpose room
- Skating Rink
- Wickwire field

Sexton Gym (1360 Barrington Street)

- Grass soccer field
- Hardwood basketball/volleyball court
- 2 Squash courts

SCHEDULING A FACILITY

Dalhousie University hosts many varsity, intramural and sport club teams. This puts heavy pressure on relatively limited facilities. It is essential that sport clubs submit their facility request form well in advance to the Campus Recreation Office. These requests can be made for on or off campus facilities pending approval. The Campus Recreation Office will do their best to facilitate each sport clubs needs.

If a sport club requires additional facility space above and beyond what is allotted to them they can fill out a facility request form and submit it to the Campus Recreation Office. The request will be reviewed by the Manager of Student Life. No additional facility request will be granted until the sport club receives confirmation from the Campus Recreation Coordinator or Manager of Student Life. All requests must be made at least 14 days in advance.

SCHEDULING MEETING ROOMS

Meeting rooms for club use are available upon request. Most meeting rooms are free of charge for student groups and societies. Any sport club wanting to use a meeting room must complete the facility request form and submit it to the Campus Recreation Office at least 14 days in advance.

FACILITY RULES AND REGULATIONS

The below rules and regulations are enforced at all athletic facilities on campus:

1. Athletic clothing and footwear must be worn in all athletic facilities. No outdoor footwear or street clothing is permitted.
2. Food and glass bottles are not permitted in recreation facilities.
3. Lock all your valuables and belongings in a locker. Do not leave valuables unattended. The Campus Recreation Office and Dalhousie University are not responsible for lost or stolen articles.

Sport clubs are unable to book a facility during reading week, and exam periods. If a sport club wishes to practice during these times they must seek approval from the Manager of Student Life.

All athletic facilities on campus have a 10 minute change-over period. This has been set in place to allow groups the opportunity to put away equipment and clear their members from the facility in sufficient time to allow the next group to start their activity at the proper time. Sport club members should be advised not to enter a facility before the designated start time unless the facility is vacant.

HOSTING A SPECIAL EVENT

Sport clubs wanting to host a competition, tournament or special event must submit the special event form and submit it to the Campus Recreation Office to seek approval by September 15th. Each sport club is allowed to host one special event per year.

Section VI

Travel Policies

SPORTS CLUB TRAVEL PROCEDURES

Travel is a fundamental part of many sport club programs. All club members must remember that they are representing Dalhousie University when traveling and are expected to behave appropriately. Any club tournaments or special events away from campus will be considered a trip and must be communicated to the DUS, Manager of Student Life or the Campus Recreation Coordinator.

The following procedures and forms must be followed and submitted to the Campus Recreation Office a minimum of two weeks prior to the departure date. If all paperwork is not completed, the club will not be permitted to travel.

1. A **Travel Request Form** must be filed with the Manager of Student Life and DSU prior to departure. Only those club members who are listed may travel. It is important to note that if there has not been an itinerary form submitted the trip will not be a university sanctioned trip (i.e. University insurance coverage will not be in effect).
2. All drivers must be properly licensed, have automobile insurance covering at least the minimum coverage required by the province and have completed a **Driver Authorization Form**. Anyone operating a vehicle with a capacity of 10-24 passengers is required by law to hold a Class IV License.
3. Travel to and from competition in personal vehicles is not a preferred method of travel. If a club member decides to travel in their own vehicle an **Independent Travel of Assumption of Risk and Release of Liability Form** must be completed and submitted to the Campus Recreation Office.
4. Sport clubs traveling by personal or rental vehicles is limited to travel between the hours of 6:00AM and 12:00AM (midnight).
5. Clubs are restricted to driving no more than 10 hours total in any one day.
6. A minimum of two authorized drivers must be present in each vehicle for trips greater than 300 kilometers from Dalhousie University.
7. When multiple vehicles are traveling to the same destination, they must stay within sight of each other.
8. Drivers must ensure they have adequate liability insurance; the University will not accept responsibility for any injuries or damages sustained.
9. All drivers must operate vehicles with extreme caution, abiding by all laws. Individuals accept a heavy responsibility when agreeing to drive. Club members must cooperate fully.
10. In case of emergency, the Manager of Student Life should be contacted immediately at (902) 494-3366 (office). If the Manager of Student Life cannot be reached please call the Campus Recreation Coordinator at (902) 494-2002 (office) or (902) 221-1780 (cell).

TRIP LEADER RESPONSIBILITIES

When sport clubs travel, trip leaders are required. These individuals are generally responsible, mature students representing the travel group. The trip leaders are responsible for the following topics pre-trip, during the trip, and post-trip:

Pre Trip

- Ensure all travel forms are signed and submitted
- Provide every club member with information/itinerary sheet
- Inform the Campus Recreation Office of any changes to trip details
- Ensure the trip leader has First Aid and CPR certifications
- Ensure there is a first aid kit in each vehicle
- Ensure each vehicle has a cell phone
- Make sure each vehicle has been inspected
- Email the Campus Recreation Coordinator upon departure

During Trip

- In charge of the clubs credit card
- Ensure each vehicle is traveling within sight of each other
- Enforce proper driver rest stops and driver changes
- Ensure the sport club alcohol and drug policies are in effect
- Follow the Emergency Action Plan (if applicable)

Post Trip

- Email the Campus Recreation Coordinator upon arrival
- Complete Accident Report Forms (if applicable)

INTERNATIONAL TRAVEL

Medical expenses in the United States and other countries can be high. When traveling to the United States or elsewhere, members should arrange for appropriate medical coverage. Student Health Insurance will not cover expenses abroad.

TRAVEL EXPENSES

During the trip, receipts must be saved if club members expect to be reimbursed for their expenses. Prior to the trip the club must discuss with the Manager of Student Life what can and cannot be reimbursed. Receipts must be turned in by the proceeding Wednesday of the return date as listed on the travel form. Assuming a **Travel Request Form** was approved prior to the trip.

Section VII

Sport Club Finances

BANK ACCOUNTS

Each sport club is responsible for creating their own bank account and keeping precise financial records of all transactions. Bank accounts can be established at any branch in HRM. Club executive will be accountable to sustain clear and accurate financial operations for their members. Each sport club is required to have three officers with signing authority on the account and two officers will be required to authorize a cheque at any one time. Once a bank account has been established the location, account number and the three signing officers need to be submitted to the Manager of Student Life.

CLUB GRANTS

The Campus Recreation Office and DSU will provide financial assistance to sport clubs if requested and approved. Sport club grants may be used for general operations, equipment purchases including uniforms, travel, membership fees or facility rentals. The Manager of Student Life or DSU will examine the following factors when allocating grants; membership size, general expenses, fundraising efforts, and fixed cost related to the activity. Grants may not be used for social events or other activities not related to the club.

SOURCES OF REVENUE

Fundraising

All fundraising events must be approved by the Campus Recreation Office at least two weeks prior to the event and may also require approval by DSU.

Examples of fundraising ideas include:

- Souvenir sales
- Movie nights
- Bake sales
- Car washes
- Hosting a tournament/competition
- Summer camps
- Sport leagues/lessons

Donations

Donations are defined as monetary or equipment gifts that are given to a club with no obligation of public recognition by the club. Clubs may solicit donations from family, friends, members or alumni. Donations can be recorded as tax-deductible, but additional paperwork is required. Contact the Manager of Student Life or the Campus Recreation coordinator for more details.

Sponsorships

Sponsorships are defined as the giving of money or goods by an individual or organization in exchange for public recognition by the club. All potential sponsors must be approved by the Campus Recreation Office before a club can make any formal agreement for sponsorship with an organization. Contact the Manager of Student Life or the Campus Recreation coordinator for more details.

Social Events

Sport Clubs may use a portion of their membership fee for social events. A maximum of \$10/club member may be spent on social events. All social events must be discussed and approved by the Manager of Student Life or the Campus Recreation Office before the event can take place. Sport club funds cannot be spent on alcohol.

CLUB MEMBERSHIP

Club membership fees are set by each individual sport club. Individuals interested in join a club should contact their representative for more details.

Section VIII

Safety and Risk Management

EMERGENCY PROCEDURES

In athletic facilities there are a wide range of emergency situations which may arise. As part of the University, we do not use 911. **All emergencies are to be called into Dalhousie Security at 4109. Security will make the call to 911 if it is necessary.** If there is an emergency situation you are not to speak to the media/public regarding the details. Direct all inquiries to Dalhousie Public Relations (2517).

If a sport club is competing at Dalplex and an emergency occurs, the lifeguards are well-trained in first aid and emergency protocol should a problem arise. As a rule of thumb, call the pool office (3357) or radio them if a medical emergency is taking place so that a trained staff person is present to administer first aid as necessary.

INJURY REPORTS

Whenever an incident takes place, an incident report is to be completed to ensure that all relevant details are recorded. When completing an incident report form, be sure to record as much relevant information as possible. Do not let the individual involved fill out the report. Personal information for the individual involved in the incident is to be printed in the top half of the form. Your name is to be printed in the “when and whom the incident was reported” section of the form. Please ensure that the completed incident report form is given to the Manager of Student Life or Campus Recreation Coordinator.

POWER OUTAGE

If there is a power outage at Dalplex, all activities at Dalplex are to cease immediately. As such, no one is allowed into the facility until the power has been regained. Dalplex is equipped with an emergency lighting system that should automatically come on. Sport club members must proceed to the front lobby and gather all their belongings on their way out. Wait for the power to be restored before returning to the facility.

FIRE PROCEDURE

If the Fire alarm is pulled immediately evacuate the building using the same procedure as for the power outage above. Do not open any closed doors just knock very loudly on them and yell that we are evacuating the facility. Do not go into any area that looks hazardous just shout in to see if anyone is there and if you get a response inform emergency services personnel when they arrive. In the fieldhouse at Dalplex, sport club members exit through the spectator ramp doors unless you are aware of a problem that way and then use the emergency exits. Only use the emergency

exits in the fieldhouse if that is the only safe way for building occupants to exit. Once you have evacuated the building wait outside until it is safe to return to the facility.

EMERGENCY ACTION PLAN

In each Sport Club, two mature and responsible members should be designated as either a **call** or **charge** person at each event or competition. In the event of an emergency or injury, the **call** person is responsible for seeking help, while the **charge** person will control the emergency situation.

The following are the responsibilities of the **call** and **charge** person:

Charge Person

1. Stay with the injured person
2. Clear all other people away from the patient
3. Keep the patient calm and **DO NOT MOVE THE INDIVIDUAL**
4. If an ambulance is needed, signal the **call** person to make the call
5. Stay with the patient until medical attention arrives, monitoring any changes
6. Upon arrival of medical team, provide information as required

Call Person

1. If the **charge** person signals to make the call, refer to the Emergency Action Plan Card. Refer to appendix for card.
2. Make the call
3. State that it is medical emergency (If applicable)
4. Give your best description of the emergency (Is the athlete conscious, breathing, bleeding, etc.)
5. Give exact location and best access route
6. Give telephone number from where you are calling
7. Report back to the **charge** person that help is on its way and give estimate time of arrival
8. Go to access entrance and make yourself visible and wait for the ambulance

Once emergency services take control of the situation the **charge** and **call** person are responsible to fill out the Incident Report Form and submit all necessary information to the Campus Recreation Office in Dalplex.

Section IX

Dalhousie Campus and Sport Club Policies

ALCOHOL POLICY

The University considers all its members - faculty, staff and students - to be mature persons and accordingly, the obligation to use alcohol legally and responsibly is, first and foremost, an individual one. That individual obligation does not preclude the University from taking appropriate action against individuals when their actions adversely affect University activities or are inconsistent with this Policy.

Where appropriate, the University will undertake to:

- (a) Implement serving practices and policies that promote the responsible use of alcohol and inhibit the adoption of high risk alcohol consumption practices.
- (b) Pay particular attention to alcohol use practices in University residences.
- (c) Manage alcohol use in a way that seeks to prevent the creation of unreasonable risks.
- (d) Manage licensed facilities in accordance with the law and the terms of the University license.
- (e) Provide appropriate training to those responsible for the management of licensed premises and the serving of alcoholic beverages.
- (f) Educate members of the University, especially high risk groups, regarding responsible alcohol use and the dangers of problematic use.
- (g) Stay in touch with developments regarding alcohol use education programs and training, related services, and other relevant data regarding alcohol consumption on campus.
- (h) Intervene when problematic alcohol use endangers the individual involved or others, significantly affects an individual's ability to function in the University context, or results in damage to the property of the University, disrupts its activities, educational or otherwise, or interferes with the rights of other persons.

These principles have implications for the administration of the University's liquor license, the approach to alcohol use among the University's students, and among its faculty and staff.

The University's Liquor License

With the exception of residence rooms, alcoholic beverages may not be consumed on campus except in licensed areas by arrangement with Bar Services. With the exception of beverages purchased for private consumption in a residence, and in the Graduate House and the Dalhousie

Arts Centre which have been authorized to place their own orders under the University's license, and the University Club which has its own license, only alcoholic beverages purchased through Bar Services may be consumed on campus.

Pub Crawls

The University does not approve of pub crawls, and their organization or promotion on campus is not permitted. Members of the University who nonetheless choose to organize pub crawls should be aware of the responsibility and potential personal liability involved.

Additional information on Dalhousie University's alcohol policy can be found at <http://studentservices.dal.ca/rights/alcohol.html>.

ALCOHOL AND DRUG POLICY

No student shall contravene the Liquor License Act of Nova Scotia or a provision of the Campus Alcohol Policy, nor shall any student possess, use or sell a drug to which access is restricted by the Narcotics Control Act.

Additional information on Dalhousie University's alcohol and drug policy can be found at http://senate.dal.ca/Files/2005_Revised_Code_of_Student_Conduct.pdf.

SMOKING POLICY

Dalhousie is a no-smoking University. It is committed to providing a safe and healthy place in which to work and study. The University's non smoking policy came into effect on September 1 2003. The policy prohibits smoking in all University buildings, including University residences, on University property and in University vehicles.

Under this policy those who wish to smoke are asked to leave University property. While smoking on public property smokers are asked to avoid littering, to be respectful of others, and of course to abide by the municipal by-law. Additional information on Dalhousie University's smoking policy can be found at http://safety.dal.ca/programs_services/smokefree/.

SEXUAL HARASSMENT

The University occupies a special place in society as an intellectual community with a responsibility for the discovery and sharing of knowledge. This aspiration demands a commitment to an atmosphere of reciprocal respect among all members of the university community. Sexual harassment potentially undermines the full and free participation of all members of the community by negatively impacting on an individual's employment conditions or academic status or performance or by creating an intimidating, hostile or offensive working or academic environment.

Dalhousie University does not tolerate sexual harassment of any kind. Indeed, the University regards sexual harassment as unacceptable behaviour that is subject to a wide range of disciplinary measures, including dismissal or expulsion from the University.

All members of the University community have a responsibility to ensure that the University's working and learning environment is free from sexual harassment. Administrative Heads, as defined in section 27 of this policy, bear the primary responsibility for encouraging and maintaining a working and learning environment free from sexual harassment. They are free to act, and should act, on this responsibility, whether or not they are in receipt of individual complaints. It is the obligation of Administrative Heads to be familiar with this policy and, where appropriate, to undertake training, in order to ensure that they are able to fulfill these responsibilities.

The purposes of this policy are:

- (a) to be educational, in that its existence will increase awareness of and sensitivity to the negative impact of sexual harassment;
- (b) to prevent sexual harassment by indicating the seriousness with which Dalhousie University views this issue;
- (c) to provide fair procedures for handling complaints when they do occur.

Additional information on sexual harassment can be found at http://hrehp.dal.ca/Harassment/Sexual_Harassment/.

HAZING

The Department of Athletics and Recreational Services does not condone the hazing or initiation of athletes and students in any form, whether such activities occur on or off the campus of Dalhousie University.

Hazing or initiation can be in the form of voluntary or involuntary actions that relate to subjecting newcomers to degrading, embarrassing or abusive actions or activities.

Sport club executives are required to inform and advise all members of their team of this policy and its implications at the commencement of club activities. Executives must do everything in their power to ensure compliance to this policy by all members of their club. Failure to inform club members of the seriousness of this policy is considered facilitation of hazing and initiation activities by the executives. Any executive, club member, coach or instructor, facilitating or participating in such activities may be subject to disciplinary action including immediate suspension or dismissal from the Dalhousie University sport club program and/or the University.

Any incidents of hazing need to be reported to the Manager of Student Life or the Campus Recreation Coordinator.

CLUB CONDUCT AND DISCIPLINARY SANCTIONS

Each sports club will be held accountable for actions of all club members and coaches both at home or away contests and around the community. The membership should institute a strict club policy concerning negative behavior and conduct. Negative conduct will not be tolerated. Furthermore, all club members are to abide by the Dalhousie University Code of Student

Conduct available at: http://senate.dal.ca/Files/2005_Revised_Code_of_Student_Conduct.pdf.

Should issues arise regarding the failure to comply with club policies or procedures, the clubs officers and all individuals involved will be required to meet with the Manager of Student Life to discuss the matter. All issues are addressed on an individual basis. Failure to comply may result in suspension of privileges or loss of sanctioning, if not more serious consequences that the university deems suitable.

APPENDIX A

Coaches Agreement and Waiver Form

Coach Name: _____ **Sport Club:** _____

Address: _____

City: _____ **Province:** _____ **Postal Code:** _____

Phone Number: _____

E-mail Address: _____

Number of year affiliated with the Club: _____

Do you have up to date First-Aid Certification: Yes (expiry date: _____) No

Date Service Begins: _____ **Date Service Ends:** _____

Coaching services will be provided at the discretion of the Club Members for a period of up to one year (September through April). All coaches must reapply for their positions each year, regardless of how long they have been affiliated with the Club. Every coach is subject to approval by the Department of Athletics and Recreational Services and the Department of Athletics and Recreational Services reserves the right to terminate this agreement at any time. The agreement to coach is a volunteer position with the university and does not imply and shall not constitute employment by Dalhousie University or any of its departments for any reason. All coaches shall be subject to the following rules, regulations and procedures:

1. The Coach agrees to abide by all rules and policies of Dalhousie University, the employing Club, the Department of Athletics and Recreational Services, and any Governing Body of the Sport. Violation of any such rule or policy may be grounds for immediate termination of this agreement at the sole discretion of the Manager of Student Life at the Department of Athletics and Recreational Services.
2. Department of Athletics and Recreational Services will review the coaching agreement. Agreements must be accompanied by a resume and/or written summary of credentials and experience. In the event of a dispute between the Club and the coach, the Club must notify and seek assistance from the Department of Athletics and Recreational Services.
3. Coach is considered a role model for the participants of the Club; therefore coach will behave in a way that will maintain the highest principles, integrity and dignity of the sport. Coach will not make any demands on a participant that are inconsistent with the Sports Club program guidelines and regulations or in any way compromise the participants' academic pursuits.

4. Coach will provide organized and safe instruction and training for various skill levels and will monitor performance for purposes of evaluating skill levels for recognition or assignment of competitive entries. The safety and welfare of the participants should always be place above the value of personal prestige or gain.
5. Coach will be held accountable for the conduct of their players and has a responsibility to address any misconduct and/or unsportsmanlike behavior. Coach must immediately notify the Manager of Student Life of any situation that might violate the Sports Club's Code of Conduct.
6. Coach may provide input concerning finances, competition schedules, demonstrations, special events, and training trips. However, the final decision regarding any Club matter will be made by the Student Officers.
7. If the Club agrees to provide compensation for the coaching services it may be on a monthly, quarterly, or annual basis. If the agreement is terminated, the coaches may be paid for their services on a pro-rated scale of total practices and/or competitions scheduled if included in the original contract. The Club may also pay expenses, when appropriate, for travel and lodging during training and competitive events.
8. The agreement to coach becomes effective when signed by the Club President, Coach and Manager of Student Life.

Special notes, additional conditions or declarations: _____

Club President: _____

Signature: _____ Date: _____

Club President: _____

Signature: _____ Date: _____

Coach Name: _____

Signature: _____ Date: _____

Payment Schedule:

Amount Paid: \$_____ (Check one) Monthly_____ Quarterly_____ Annually_____

What percentage of the Club's budget is allocated to the coach's salary? _____%

APPENDIX B

Driver Authorization Form

*Prepare one Authorization Form for each driver **PRIOR TO YOUR FIRST TRIP**. Only authorized drivers are permitted to drive for Inter-university team trips/events.*

*Please answer the questions below and attach a photocopy of your current and valid driver's license (**Front and Back**).*

Have you ever had your license suspended or revoked for reckless driving? Yes No

Have you ever been convicted of any of the following vehicle related infractions?

Hit and Run: Yes No

Leaving an Accident Scene: Yes No

Failure to Appear: Yes No

DUI: Yes No

Any other Vehicle Related Felony: Yes No

Have you had more than one at fault accident in the past 36 months? Yes No

If yes, how many? _____

Have you accumulated 6 or more "demerit points" in the past 36 months? Yes No

If yes, how many? _____

Authorization to drive is valid for one calendar year and is based on the applicant's driving record.

Authorization will not be granted if an applicant answered YES to any of the above questions.

*By signing below you acknowledge that you have answered the above questions **truthfully and to the best of your knowledge**. If there are any changes in your license status you must notify the Department of Athletics and Recreational Services.*

Sport Club: _____

Name: _____ **Date:** _____

Signature: _____

Athletics and Recreation Office Use Only:

In accordance with the Inter-university Sport Program's Travel Policies & Procedures, I hereby authorize the above named team member to drive for IU sanctioned events. This authorization process does not certify the ability or suitability of the person receiving authorization to be a good and safe driver. It is always the responsibility of the driver and all passengers of a vehicle to be aware of potentially hazardous situations when traveling.

Authorization for the following period: _____ to _____

Authorized Signature: _____

Date Approved: _____

Manager of Student Life

Approved Copy Returned to Team: ☐ Yes ☐ No

Initials: _____

APPENDIX C

Travel Request Form

*This form must be completed and submitted to the Manager of Student Life at least two working days prior to travel. **Please note: All Sport Club members who could possibly be operating a vehicle must have a valid driver's license on file with the Campus Recreation Office.***

Sport Club: _____ **President:** _____

Activity (circle one): Single Game Tournament Scrimmage Other

Location: _____ **Registration Fee:** _____

Departing: _____ **Returning:** _____

(Date and time)

(Date and time)

Method of Transportation (circle one): Private vehicle Rental vehicle Motor coach

Private vehicle: List all below

Driver's Name	License No. & Province	Car Make/Model	Insurance Company

Will you be staying overnight?(circle one): Yes No

If Yes:

Name of hotel/motel: _____ **Phone Number:** _____

Address: _____ **Arrival/Depart. Date:** _____

Number of Rooms: _____ **No. of Nights:** _____ **Cost per Night:** _____

Sport Clubs inquiring about air or train travel need to contact the Recreation Office at Dalplex.

Please list all travelers on the lines provided, including coaches and staff:

- | | |
|-----------|-----------|
| 1. _____ | 16. _____ |
| 2. _____ | 17. _____ |
| 3. _____ | 18. _____ |
| 4. _____ | 19. _____ |
| 5. _____ | 20. _____ |
| 6. _____ | 21. _____ |
| 7. _____ | 22. _____ |
| 8. _____ | 23. _____ |
| 9. _____ | 24. _____ |
| 10. _____ | 25. _____ |
| 11. _____ | 26. _____ |
| 12. _____ | 27. _____ |
| 13. _____ | 28. _____ |
| 14. _____ | 29. _____ |
| 15. _____ | 30. _____ |

If you have more people traveling than the space provided, please attach with this form.

APPENDIX D

Year-End Financials

<u>Revenue</u>	<u>Amount (\$)</u>
University Allocated Funds	_____
Membership Fees	_____
Fundraisers	_____
Donations	_____
Personal Funds	_____
Tournament Revenue	_____
Total Revenue:	_____
<u>Expenditures</u>	
League Fees	_____
Tournament Entry Fees	_____
Transportation	_____
Rental Vehicle/Airfare/Bus	_____
Gas (Mileage)	_____
Accommodations	_____
Team Apparel/Equipment	_____
Facility Fees	_____
Services	_____
Officials	_____
Coaches	_____
Equipment Rentals	_____
Total Expenses:	_____
Final Balance:	_____

APPENDIX E

Society Constitution Template

Article I: Name

- The name of the society/club and any abbreviations that will be used to describe it.

Article II: Purpose

- Describe your society's purpose or objective. What other organizations are you involved with?
- Why would individuals want to join this society? What makes your society unique to other societies at Dalhousie?

Article III: Membership

- Who can be a member? Technically all students at Dalhousie are entitled to join so do not limit by age, gender, race, religion. There may be qualifications that must be met in order to join based on what your society's purpose; for example membership fee, access to a bicycle.
- Community members may join but only students (members of the DSU) can have voting privileges.

Article IV: Executive Officers

- What executive positions are available within your society? There must be at least three, and of these positions there must be at least three signing officers.
- What are the duties of each executive position?
- Only Dalhousie (Dal & Kings if a Joint Society) students are eligible to hold executive positions. If your society is joint, a minimum of one executive and one signing officer must be Dal not kings students.

Article V: Meetings

- Describe when regular, special and/or executive meetings shall be called (there must be at least one general meeting per year).
- Explain your quorum, how many members must be present in order for votes to count (%50 + 1 of all members, or at least 10 members). As well, of your quorum, what majority vote will pass the motion being voted upon (%50 + 1, or 2/3rds majority)?

Article VI: Election Procedures

- When describing election procedures, you may want to include the following information:
- Who oversees elections; who if this is an executive who wants to re-run?
- How long positions must be advertised.
- Where will the election take place?
- Is there a date by which positions must be elected?
- How are nominations to be accepted?

- What qualifications must candidates meet?
- Are positions elected by vote? What is majority vote?
- Executive take office when?
- If vacancy-procedure?

Article VII: Impeachment

- How will the impeachment of an executive position be handled? What is the procedure and majority vote required to impeach an executive member and/or members? Mention that anyone up for impeachment will be given the opportunity to speak in self defense at meeting of the general society called to decide upon the motion to impeach. Is quorum different than it would be normally for general meetings?

Article VIII: Finances & Audit

- Source(s) of funding?
- Who will be the three signing officers?
- At least 2 must sign each cheque; an executive cannot sign on a cheque made out to him/herself.
- What is the fiscal period?
- Who passes the society's budget?
- If levied, must submit books for audit to the DSU VPFO based on the deadlines set out in Society Policy (available under forms & docs on the About Us tab at www.dsu.ca)

Article IX: Constitutional Amendments

- What is the procedure for proposing and implementing amendments to the society constitution?
- Majority vote?
- Must be submitted to the Society Review Committee for approval.

APPENDIX F

New Sport Club Request

Please complete this form and submit to the Campus Recreation Office at Dalplex.

The _____ club requests permission to become a registered Sport Club in the 2013-2014 academic year.

Note: A minimum of 10 members are required for a new Sport Club request.

Name (Print): _____

Signature: _____

Title in Club: _____ Date: _____

Phone: _____ E-mail Address: _____

Statement of purpose of the sport club: _____

***Also attach any other information that is outlined in the
Sport Clubs Policy Manual***

APPENDIX G

Special Event Request Form

Please complete this form and submit to the Campus Recreation Office at Dalplex before the below dates:

Fall Term: September 15

Winter Term: December 4

Sport Club: _____

Event Coordinator: _____

Phone Number: _____ E-mail: _____

Name of the Event: _____

Date: _____ Hours: _____

Description of the Event: _____

Goal of the Event: _____

If additional space is needed please attach to this document

Facility Requested: _____

Expected Number or Participants: _____ Registration Fee: _____

Sport Club Coordinator: _____ Date: _____

APPENDIX H

Sport Club Executive List

20__-20__

Sport Club: _____

Effective Date: _____

CLUB EXECUTIVES:

President: _____

Student # _____

Signature: _____

Email: _____

Vice President: _____

Student # _____

Signature: _____

Email: _____

Secretary: _____

Student # _____

Signature: _____

Email: _____

Treasurer: _____

Email: _____

Signature: _____

Email: _____

Please complete form and return to the Sport Club Coordinator.

Any changes need to be reported immediately.

OFFICE USE ONLY:

Sport Club Coordinator: _____

Date: _____

APPENDIX I

Sport Club Members Form

Name of Sport Club: _____

Number of members: _____ Date: _____

Name	Email Address	Student #
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____
7. _____	_____	_____
8. _____	_____	_____
9. _____	_____	_____
10. _____	_____	_____
11. _____	_____	_____
12. _____	_____	_____
13. _____	_____	_____
14. _____	_____	_____
15. _____	_____	_____
16. _____	_____	_____
17. _____	_____	_____

Some Sport Clubs may also be able to register online please see Sport Club Manual for details

APPENDIX J

Purchase Request Form

This form is to be used to initiate the purchase of equipment or supplies. Please submit all form to the Campus Recreation Office.

Sport Club: _____

Date: _____

Name: _____

Phone #: _____

Requested By: _____

VENDOR OPTIONS:

Preferred Vendor Name: _____

Address: _____

Phone #: _____

Fax #: _____

Website: _____

Second Vendor Name: _____

Address: _____

Phone #: _____

Fax #: _____

Website: _____

Third Vendor Name: _____

Address: _____

Phone #: _____

Fax #: _____

Website: _____

Note: All requests over \$500 require a minimum of three vendors.

Reason of Purchase: _____

Quantity	Unit	Catalog #	Complete Description of Item	Unit \$	Total \$

Subtotal		
Tax		
Shipping		
Grand Total		

OFFICE USE ONLY:

Order Placed By: _____

Date: _____

APPENDIX K

Post-Game Report Form

After the completion of each game, tournament, or competition this report needs to be filled out and submitted to the Campus Recreation Office.

Sport Club: _____

Date: _____

Name: _____

Title within Club: _____

Home Team: _____

Visiting Team: _____

Score of the Game: _____

Location: _____

Game MVP: _____

Highlights of the Game: _____

Problems or Concerns (If Applicable): _____

Was an Accident Report Filed? (Circle one):

Yes

No

If YES, please attach completed Accident Report Form

APPENDIX L

Fundraising Approval Form

CLUB INFORMATION

Sport Club: _____

Name of Person in Charge of the Event: _____

Phone #: _____ E-mail: _____

DESCRIPTION OF EVENT

What type of fundraiser are you planning (circle one):

Sale of Merchandise

Sale of Food or Beverage

Request for Donations

Raffle

Sponsorship

Other: _____

NOTE: Any event needs to abide by Dalhousie University's Alcohol Policy

Date(s) of the fundraiser: _____

Location of the fundraiser: _____

Anticipated financials of the fundraiser:

Revenue: _____ Expenses: _____

Description of the fundraiser: _____

Please attach any other information that may be relevant.

Sport Club Coordinator: _____ Date: _____

OFFICE USE ONLY:

Approved: _____ Not Approved: _____

Approved under the following conditions or changes: _____

Permit Name or Number: _____

Approved by: _____ Date: _____

APPENDIX N

Club President's Agreement Form

Sport Club: _____**Year:** _____

By completing the President's Agreement form, I have read and understood the Sport Club Policy Manual, the regulations and the duties assigned to the role of the President of a club. These duties include:

- Preside over meetings
- Ensure all administrative paperwork is complete
- Serve or appoint someone on the Sport Club council
- Submit all members medical forms to the Department of Athletics and Recreational Services
- Update the membership list with the Sport Club Coordinator at all times.
- Maintain consistent communication with the Department of Athletics and Recreational Services
- Complete the re-affiliation process through the department of Athletics and Recreational Services and Dalhousie Student Union.

Name (Print): _____**Date:** _____**Phone #:** _____**E-mail:** _____**Signature:** _____

APPENDIX O

Request for Sport Club Funding

Sport Club: _____

Date: _____

Amount Requested: \$ _____

Date Funds Required: _____

Applicant Name: _____

Phone #: _____

Email: _____

Send request to the Department of Athletics and Recreational Services

Explanation for Funding: _____

Number of members involved in the event/benefiting from the request: _____

Breakdown of Expenses

Travel: \$ _____

Accommodations: \$ _____

Fees: \$ _____

Equipment: \$ _____

Other: \$ _____

OFFICE USE ONLY:

Amount Approved: _____

Date: _____

Recreational Coordinator: _____

Signature: _____

APPENDIX P

Reimbursement Request Form

This form is to be used to reimburse someone for the pre-approved purchase of supplies equipment or services, or for the payment of fees on behalf of the club.

DO NOT use this form for entertainment or travel related expenses

Sport Club: _____

Requested By: _____ Date: _____

Phone #: _____ Email: _____

Personal Information

Name of person being reimbursed: _____

Address: _____

City: _____ Province: _____ Postal Code: _____

Description and purpose of items purchased or service acquired: _____

Amount Requested: \$ _____

*Reimbursements require the **ORIGINAL** receipt showing what was purchased on what date, and from whom. The receipt must also be signed by the person being reimbursed.*

OFFICE USE ONLY

Approved by: _____ Account charged to: _____

APPENDIX Q

Medical Profile Form

Name: _____ Phone #: _____

Address: _____

Height: _____ Weight: _____ Date of Birth: ____/____/____

Health Card #: _____ Subscriber's Name: _____

Allergies to Food or Drugs: _____

Disabilities or Previous Medical Conditions: _____

Emergency Contact:

Name: _____ Phone #: _____

Address: _____

Relationship: _____

Please Circle each of the following questions:

Do you have any permanent disabilities? Yes No If yes, please specify: _____

Do you wear glasses? Yes No

Do you wear braces or false teeth, bridges, etc.? Yes No

Do you wear a hearing aid or hearing implant? Yes No

Do you wear contact lenses? Yes No

Do you wear a medic alert bracelet? Yes No If yes, please specify: _____

Date of last tetanus immunization: _____ Blood Type: _____

Have you ever had or, do you have any of the following:

Arthritis or rheumatism	Yes	No	Headaches	Yes	No
Asthma	Yes	No	Heart Trouble	Yes	No
Chronic Nosebleeds	Yes	No	Hernia	Yes	No
Diabetes	Yes	No	Skin Condition	Yes	No
Diphtheria	Yes	No	Stomach Problems	Yes	No
Dislocating Shoulder	Yes	No	Swollen/Painful Joints	Yes	No
Dizziness	Yes	No	Trick or Lock Knee	Yes	No
Epilepsy	Yes	No	Previous Breaks/Sprains	Yes	No
Fainting	Yes	No			

If you answered yes to any of these, please elaborate: _____

List Medications: _____

Participant's Signature: _____

Date: _____

Witness's Signature: _____

Date: _____

APPENDIX R

Independent Travel Assumption of Risk and Release of Liability Form

This form is to be submitted to Campus Recreation Office before departure of indicated trip.

Name: _____ Student #: _____

Email: _____ Phone #: _____

Sport Club: _____

I will NOT be traveling with the team TO / FROM (circle one or both)

I have declined to use travel arrangements provided by Dalhousie University specifically for the following event:

Location of event/competition: _____

Date(s) of event/competition: _____

I assume full legal responsibility in making alternative travel arrangements. Dalhousie University has offered to provide me transportation to and from the event/competition, but I clearly refuse this offer and agree to accept any and all risk of personal injury which may result from my decision to use alternative arrangements.

I therefore absolve Dalhousie University, the Department of Athletics and Recreational Services and the team coach from any and all responsibilities should any bodily injury or accident(s) occur. Furthermore, I assume responsibility for all of my actions and activities before I join, or once I leave the company of the team.

NOTE: If submitting after office hours, please email to andrew.harding@dal.ca to alert coordinator of your absence.

Sport Club Member: _____ Date: _____

Coach: _____ Date: _____

Must be signed and submitted before departure.