

**UNB
RECREATIONAL SERVICES
SPORT CLUB PROGRAM
2020-2021**



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Emergency Names and Numbers

Gansheng Xu Director, Recreation Services	453-5049
James Cress, Manager of Recreation Sports	458-7041
Evan Richtsfeld, Sport Club Communications	458-7707
UNB Security	453-4830

Introduction

Recreation Services is a department within the Faculty of Kinesiology. The Faculty has five programs: Undergraduate, Graduate, Intercollegiate Athletics, Facility Operations and Recreation Services. The Sport Club Program is one of the five units of the Recreation Services with the other four units being: Intramural Sports, Fee Base, Fitness and Aquatics.

Sport clubs are primarily student-run organizations. Club members are responsible for the organization and administration of their club. The *Sport Clubs Policies and Procedures* are designed as a guide to club executives, as a framework within which to structure a sport club, and as a source of reference for pertinent information.

The philosophy of the Sport Club Program is to promote student driven sport activities that focus on health, wellness, and the acquisition of physical skill development. Clubs will provide an educational experience through the process of management and organization for the students involved. Sport Clubs are designed to serve individual interests, which can be competitive, recreational, or instructional in nature. These interests may represent the university in competition or may conduct intra-club activities such as practice, instruction, social, and tournament play.

Mission Statements

UNB Faculty of Kinesiology

The Faculty's mission is to create, disseminate and apply knowledge about physical activity and its relation to health, wellness and human performance, and to provide opportunities for participation in physical activity at a variety of levels. The overall goal is to improve the quality of human life by championing lifelong health and wellness

Recreation Services

This program's mission is to improve the quality of life for students, members of the university community and where possible, the community at large by encouraging a physically active lifestyle. This is achieved through involvement as a voluntary participant or organizer in the program's spectrum of recreational, competitive sport, fitness, free play, and non-credit sessions. This program regularly considers the needs of clients as well as societal trends and research findings to ensure that its activities are appropriate.

Definition of a Sport Club

The Sport Club Program offers an opportunity to compete in a particular sport or activity at a level higher than intramural sports. Unlike Varsity programs, sport clubs are self-funded and are responsible for generating required revenue to cover their needs. They involve a commitment from participants for training, competing and leadership as most sport clubs partake in regional, provincial and national championships.

Clubs will consist of an approved group of 10 or more participants who have formally received approval through the department of Recreation Services. The clubs within Recreation Services are sports that can make significant contributions to the physical fitness of the participant. Therefore, activities, which directly involve the operation of, motorized vehicles and table games or similar pastimes are not approved club activities.

Purposes of the Sport Club Program

1. To make available, to students as well as staff, faculty and other Recreation Services members of the community, opportunities for the instruction and participation in a wide range of recreational and competitive sports which can develop sound life-long leisure and skills.
2. To provide an avenue for camaraderie in the university community through common interests to develop a feeling of belonging among individuals in the shared pursuit of leisure interests.
3. To develop leadership by providing opportunities for students to organize, administrate and problem solving for individual clubs and/or the Sport Club Council and to become officers thereof.

Common Activities of Sport Clubs

- Regular participation in a sport
- Instruction in a sport for all members of the club
- Activities to promote the particular sport (Demonstrations, presentations, etc)
- Competitions (could be internally or externally)
- Social activities

Classification of Sport Clubs

Sport Clubs that are affiliated with UNB Recreation Services must meet the goals and objectives that are set by the university, faculty and department. Clubs will be classified as one of the following categories, according to the club's most relevant category of involvement. The two categories are: Recreational & Instructional, and Competitive Sport Clubs.

Recreational & Instructional Clubs

Recreational and Instructional clubs are organized for leisure, activity instruction and socialization. R & I clubs are open to members of all abilities and skill levels. Some clubs may have safety requirements that need to be fulfilled prior to becoming a participant. Some Recreational and Instructional clubs could have competitive opportunities.

Competitive Clubs

Competitive clubs are designed to compete at recognized competitions including inter university, regional, provincial, national or international. Competitive clubs have the option of hosting tryouts for team selection. Those not selected for the competitive team will still belong to the club and will be eligible to participate with the club during their practice times and to be part of all club benefits or privileges. These clubs will be required to adhere to criteria for competition that an external body might demand for competition.

Sport Club Council

The Sport Club Council is composed of the presidents or a club executive representative of all sport clubs and the Manager of Sport Clubs. Meetings are convened and chaired by the Manager of Rec Sports at least once per academic year. This committee serves four main purposes:

- 1) It offers advice to the Manager of Sport Clubs concerning general policies and procedures.
- 2) It coordinates and unites efforts such as Fundraising, publicity and training workshops.
- 3) It facilitates communication among sport clubs and with the Manager of Sport Clubs.
- 4) Selection of applicants for special funding.

One representative is selected from the Sport Club Council to represent sport clubs on the Recreation Services Advisory Committee (if in existence).

Membership

Membership in the Sport Club Program shall be open to all full-time UNB students and individual who paid the Sport Club program fee to Recreation Services.

To be an approved member of the Sport Club Program, individuals must complete the registration process through the Recreation Services module by going online or in person at the Client Services office at the Richard J. Currie Center. The registration process will include but not limited to; completing demographic information, paying fees (if applicable) and completing required documentations such as waivers and assumption of risk forms.

General Club Conditions

- Persons from the university community must be given preference in situations where the number of memberships is limited.
- Clubs should maintain a 65% - 35% split between individuals from the university community compared to those individuals not from the university.
- The length of Sport Club memberships is to be a maximum of one-year, ending August 31 of each year.
- Members holding a Sport Club Affiliation Membership only have access to campus facilities during approved scheduled club activity times.

Registration Process

In order to register for the Sport Club Program, whether online or in person, individuals will be required to hold a valid Recreation Services membership or pay the Sport Club program fee. Full time UNB students who have paid the Facility Access fee are already members, all other individuals will be required to purchase the program fee at the time of registration with Recreation Services.

To register for a specific Sport Club, go to the Recreation Services website. Select the 'Register' button. From that point, follow the instructions.

Facility Access

All Sport Club members are required to swipe into an access point upon entering recreation facilities. Facility Operation staff will control facility access.

Financial Assistance

Sport Clubs meeting the established definition and other requirements may receive financial (through the grant program) or other forms of assistance from Recreation Services. This assistance may take the form of the following:

- 1) provision of facilities;
 - a. If the club's activities take place on campus, these facilities will be provided free of charge **where possible**. If the activities take place in rented facilities, either on or off campus, the club may request financial assistance to help defray rental costs.
- 2) provision of equipment and supplies;
 - a. Recreation Services may provide funds for a stock of the basic equipment and/or supplies available to club members for instructional purposes; e.g. basic fencing equipment, basic SCUBA equipment. These funds will not be provided for the purchase of personal equipment for club members.
- 3) assistance with instructional costs;
 - a. High quality instruction is important in a Sport Club's program. In many cases, the highly skilled club members provide instruction to others, and no fee is involved. When an instructor must be hired and remunerated, the club may apply for assistance. Clubs may pay instructors an hourly rate or give them an honorarium.

- b. The salaries or honoraria for all instructors must be processed through the Faculty of Kinesiology. This makes these employees part-time of the University and thus provides them with insurance coverage. Requests for instructors to be appointed as part-time employees must be submitted on the appropriate form, available from the Recreation Office.

4) provision of travel allowance.

- a. Recreation Services may provide money for travel to activities such as competitions, clinics, workshops or similar functions. Meals and lodging shall usually be the responsibility of the individual club members.

It must be emphasized that each club must observe the order of priorities. First, if facilities must be paid for, grant money may be used for this purpose. Second, if facilities pose no financial problem, monies may be used for the purchase of basic equipment and supplies. Third, after facility and equipment needs are met, the club may apply for a grant to help in covering instructional costs. Finally, if funds remain, grant money may be used for travel purposes as outlined above.

The extent of assistance will vary from club to club. Ordinarily, the grant received from Recreation Services will not exceed 50% of the club's total operating budget.

A club may receive financial assistance if:

1. It has a constitution, which has been approved by the Recreation Services
2. The monies are available
3. The club shows financial responsibility by raising a significant portion of its operating budget from membership fees and other approved sources and activities
4. The club has operated successfully for one year without financial assistance
5. According to the Sport Club Assessment score using the assessment rubric.

Sport Club Grant Program

The Sport Club Grant Program is the means of distributing funding to clubs in support of club activities. Each Sport Club will receive funding according to each individual club's fulfillment of the administrative compliance requirements. Points will be awarded to clubs as outlined on the Assessment tool. The total funding available for allocation will be determined each budget year and will cause the dollar value per point to vary from year to year. As clubs fulfill the administrative requirements they will accumulate points throughout the year. The club's earned points will be multiplied by the dollar value of

each point to determine the funding to be allocated upon completion of mandatory requirements. 75% of the Club's grant will be available before the end of that club's season and once mandatory requirements have been met. The remaining 25% will be available to the club once the concluding requirements can be determined.

Assessment Categories

Club Management

- A. Each Sport Club is assigned a Registration Club Fee. This fee must be paid before November 30th each year.
- B. Clubs are required to have a minimum number of elected officers. (President, Treasurer, Secretary) These elected officers assist in proper delivery and fulfillment of club tasks.
- C. Sport Clubs with higher membership numbers will receive more assessment points. Membership numbers will be determined by the online registration system.
- D. Sport Clubs are required to have a 65%/35% split of students to associate members but Clubs with a higher student ratio will receive more assessment points.
- E. The higher the level of competition that the club participants in the more points awarded.
- F. It is encouraged that clubs fundraise to keep cost to the members at a minimum. It is the responsibility of the club to coordinate fundraising activities and communicate these activities to the Coordinator. Points will be awarded to clubs according to the amount raised in registered fundraising activities. If the activity is not register it does not count.
 - a. In order for the club to receive points for fundraising activities:
 - i. Register the fundraising activity via the 'Fundraising Registration Form
 - ii. Results of the Fundraiser must be reported within one week of the event.

Forms and Reports

- A. Throughout the year, Recreation Services requires that all clubs complete and submit a number of forms and reports. The deadlines for these forms are outlined on the annual calendar. These forms are extremely important for both record keeping and risk management purposes. All forms are available at the Sport Club office or online. Points will be awarded for completing the documents by the deadline.

Expenses

- A. Some clubs have more expenses than other clubs due to coaching/instructors, required equipment, off campus facility and affiliation dues. Recreation Services recognizes this fact and will provide additional points to those clubs.

Year End Report

- A. Reporting, concluding activities from the season and preparing for the next season are important to the long-term structure of the club. Points are awarded as each step is completed with the Year End Report.

Meetings

- A. Meetings assist with the communication between the Coordinator and the clubs. There are a number of meetings throughout the year. The first two meetings are mandatory and the final two meetings are highly recommended with additional points to clubs that attend.
 - a. Annually a Sport Club General meeting
 - b. Year End Meeting
 - c. 1st Term one on one meeting
 - d. 2nd Term one on one meeting

Training

- A. The Sport Club organizational structure is designed to promote leadership development in students. With individual Sport Clubs being governed by a student executive and the high turnover rate of these student executive, training session will be offered to support the development of the students.

Travel

- A. Sport Clubs travel frequently for competition. It is extremely important for risk management, liability and record keeping that Recreation Services is aware of every instance that a Club travels. Points will be award for Sport Clubs that travel great distances and submitting completed travel forms.
2. Each club must have a current bank account with two signing officers; two members of the sport club executive (usually the president and the treasurer).
3. All specific expenditures must be approved by the Coordinator of Sport Clubs before any funds are committed. The appropriate forms are available from the Recreation Office. Allocation of a grant to a club indicates only general approval of the club's budget. Each specific expenditure must be approved before funds are committed.
4. A club may receive grant funds in two ways (See #5 and #6)
5. All club expenditures in excess of \$50.00, for which grant funds will be used, must be processed through the University of New Brunswick Purchasing Department. All requests must be submitted on the appropriate form, check in Recreation Office. In most cases, clubs should anticipate a minimum of six weeks for processing and receipt of goods.
6. The club may request an advance for travel or small purchases. The club presents an outline of anticipated expenses on the appropriate form available from the Recreation Office. The Coordinator of Sport Clubs then authorizes preparation of a cheque made payable to the club. The club must submit receipts for funds

to account for the advance within two weeks of the expenditure. Request for an advance must be submitted two weeks before funds are required.

7. The club is responsible for meeting all of its financial commitments.

Fundraising

All fundraising activities must be approved by the Manager of Sport Clubs and be in line with the Sport Club Fundraising Protocol. Clubs must outline each proposed activity on an appropriate form and submit it. Clubs are reminded that a license is required for all raffles, draws, etc. This can be obtained from the Provincial Government.

All major fundraising activities must be approved through the **UNB Development and Donor Relations Office**. A request for permission to fund raise should be submitted to the Sport Club Office, for clearance with the Development Office. The request should include details regarding the project, such as the purpose, names of groups/businesses that will be approached, monetary amounts, dates the canvassing will occur, etc.

Youth Camps and Programs

Clubs wishing to offer a youth camp or program must contact the Manager of Sport Clubs. All youth camps and programs must be coordinated through Recreation Services. Individuals under the age of 16 are not eligible to be members of Recreation Service, which in turns makes them ineligible to members of the Sport Club Program.

General Conditions

- Registration is done through the Recreation Services system
- A list of the instructor is required prior to the program.
- Clubs are responsible to cover expenses including facility costs
- A 15% gross revenue-sanctioning fee would be levied.

Facility Reservation

Reservations for facilities are made through the Manager of Sport Clubs, who will in turn contact the appropriate persons regarding bookings of facilities. All facility reservations should be submitted via email. Requests for the club's regular activity time for the upcoming year should be submitted to the Manager of Sport Clubs with the club's Year-End Report. Facility requests for special activities should be submitted to the Manager of Sport Clubs. It is essential to remember that reservations should be made well in advance, whether for regular club activities or special events.

Clubs using facilities off campus are responsible for making their own arrangements.

Equipment

All equipment purchased for the club becomes the property of the University of New Brunswick. In certain circumstances, alternate arrangements may be necessary for the storage and control of club equipment. These will be established on an individual basis by the Manager of Sport Club, the Equipment and Facilities Manager, and the club executive.

The club is responsible for ensuring that all equipment is properly maintained and repaired. All costs incurred should be included in the club's budget. Clubs must submit an accurate inventory of all club equipment on the appropriate form by March 31st of each year.

Club Executive

Each sport club must have an elected executive, the majority (minimum 50%) of whom, if not all, should be students. The executive is responsible for the on-going operation of the club's program. The duties of each member of the executive must be outlined in the club's constitution.

Roles

President:

- Liaison between the club and Recreation Services
- Inform all club members of all procedures and regulations as outlined in UNB Sport Club Policy and Procedure Manual.
- Submit required documentation to Recreation Services
- Ensure the club's financial obligations are met

Vice President:

- Work closely with the club president
- Assume the president's duties in the absence of the president

Treasurer:

- Keep club financial records
- Prepared budgets,
- Ensure club fees have been collected and paid

Secretary

- Prepare minutes of club meetings
- Duties as assigned by the president

Conduct

Sport clubs are expected to function in a mature and responsible manner both on and off campus in all club related activities. The University of New Brunswick has “GENERAL REGULATIONS ON CONDUCT” that is strictly enforced for both academic and non-academic offences. In addition, each member will be required to review and agree to the UNB Sport Club’s Code of Conduct.

Discipline and Due Process

Violation or non-compliance with guidelines presented in the Sport Club Policy and Procedure Manual and the University of New Brunswick regulations on Conduct will result in disciplinary actions. Action taken by Recreation Services may include, but are not limited to:

1. Warning: Written notice to the Sport Clubs president.
2. Fine: To the club or to individual member.
3. Letter of Apology: From the violating club or member.
4. Probation: A specified period of time during which a Sport Club is warned that any further violation will be cause for further disciplinary action. During the period of probation, the sport club may be prohibited from specified activities and privileges. Loss of privileges may include funding, facility reservations, equipment usage and other Recreation Services services.
5. Suspension: Exclusion from all or specified privileges or activities of the Sport Club Program and possibly loss of recognition as a Sport Club for a specified period of time.
6. Expulsion: Permanent termination of status as a Recreation Services program.
7. Appeal: A club must appeal in writing to any disciplinary actions. The appeal must cite justifications to be reviewed by the Director of Recreation Services. If warranted the club may ask to appear before Director.

Disciplinary Incident Review Guidelines

1. When a disciplinary incident occurs, Sport Club representatives will meet with the Sport Club Manager 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 Sport Club Manager will conduct an investigation with the appropriate individuals involved or witnesses in the incident.
4. Upon conclusion of the investigation the Sport Club Manager will determine a decision and sanction.

5. If the University of New Brunswick Student Code of Conduct is suspected to have been violated, Recreation Services will notify the appropriate campus office.

Appeal Process

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

An individual member or club 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 Director of Recreation Services within 48 hours of written notification of the disciplinary action.

Hazing

Hazing is any activity expected of an individual wishing to join a group (or of an individual wishing to gain or maintain full status in a group) which humiliates, degrades, abuses, endangers or subordinates that individual, regardless of his or her willingness to engage in the activity. As such, hazing is a form of harassment.

Some forms of hazing are blatant: personal servitude, sleep deprivation, yelling, swearing at, striking or insulting one or more members. Other common forms include having members wear embarrassing clothing, perform humiliating activities or consume vile substances. Often excessive consumption of alcohol accompanies hazing. Some forms of hazing are more subtle, but no less potentially harmful: requiring some members to perform duties not required of other members, requiring silence of some members or otherwise socially isolating them. Similarly requiring some members to sit or kneel while other members are standing may subordinate the former and constitute hazing. Hazing can occur in the context of a single activity/ceremony or it may occur over an initiatory period of time.

In keeping with the principles of providing a safe and positive learning environment, of respecting human rights and equality and of supporting the dignity of all community members, the University of New Brunswick (UNB) does not tolerate hazing in any form. Any UNB community member involved in planning, implementing or participating, actively or passively, in such an activity is subject to disciplinary action as detailed in the procedures below.

Hazing is not permitted. Complaints of hazing will be investigated. Hazing is considered a violation of the Student Code of Behaviour. Sport Clubs and/or the individual members of Sport Clubs may face disciplinary action for inappropriate on-campus or off-campus actions while participating in any club related activity.

Alcohol & Illegal Drugs

Use of alcohol and or illegal drugs during any sanctioned Sport Club event or activity by participants is not permitted. Please refer to the Sport Club Code of Conduct.

Supervision

Clubs are responsible to their members. All activities organized by a sport club must be properly supervised. Supervision should be the responsibility of persons who:

1. have been appointed by the club executive,
2. are accountable to the club executive, and
3. have the appropriate experience and training/certification to assure proper conduct, during all club activities, of all club participants.

Concussion Policy

Sport Club members will be required to complete the concussion awareness and education program prior to the start of the season. In addition, some higher risk sports will be required to complete concussion baseline testing. All Sport Clubs will be required to follow the UNB Concussion protocol which outlines removal from play and return to play process.

Application to Create a Club

APPLICATION PROCESS

1. The Coordinator will meet with all Club applicants.
2. Applicants are to submit all required forms and documents.
3. Recreation Services will review the application and render a decision on ratification status.
4. If status is granted, the Club can immediately start to organize themselves and begin participation during the approved term.
5. Once approved, newly ratified clubs will be on probation for a period of one calendar year. If clubs have not met the requirements of the Sport Club program by the end of this probation period they will be de-ratified.

REQUIREMENTS

Recreation Services will evaluate an application based on its merits with regard to the best interest of the University community and Recreation Services. Any group proposing to start a new Sport Club must provide evidence that:

- a. Its membership is open to all UNB students and Recreation Services members (it is encouraged to have a maximum of 35% of the participants being non-student members);
- b. It intends to carry on activities that do not infringe any federal, provincial, and municipal laws, nor any UNB or Recreation Services policies and procedures;
- c. It does not share the same mandate as an existing Recreation Services Sport Club or any Club that has been de-ratified within the last year.
- d. It is an activity-based Club, whose mandate is recreation and/or physical activity.

NON-ACCEPTANCE

An application may be denied based on the following:

1. An insufficient number of students willing to support the new club.
2. A lack of on-campus or off-campus facilities.
3. The expense to run the club is greater than the financial viability.
4. The inability to purchase liability insurance for the club.
5. Duplication of a similar club that already exists and is active.
6. Does not support Recreation Services' mission.

NOTE: 1. Feel free to contact the Coordinator of Sport Clubs for advice or assistance with respect to any of these steps.

Travel

Travel is a fundamental part of many sport club programs. All club members must remember that they are representing UNB when they travel and that they are expected to behave appropriately.

In order to reduce costs, club members travel in private or rented vehicles. To ensure that travel is a safe and enjoyable experience for all, the following procedures must be followed for all club-sponsored trips:

1. All sanctioned UNB Sport Clubs must closely follow all regulations, policies and procedures in order to be approved for off-campus travel. Please note that all off-campus travel requires appropriate travel

approval and paperwork to be submitted in advance of a trip. Please refer to the Travel Policy document.

Required Documentation

1. Travel Itinerary - A *Travel Itinerary Form* must be completed and submitted at least seven business days in advance of travel for each separate trip. The Travel Roster is included on this list. All Club members traveling must be listed on the above-mentioned form
2. Driver Authorization Form - To be authorized, drivers must be approved by Recreation Services. To obtain approval, drivers must submit the form at least 10 days prior to the trip. This authorization process does not certify the ability or suitability of the person receiving the 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 while driving.
3. All drivers must be properly licensed. Please note that all Clubs are **prohibited** from using **15 passenger vans** for club travel.
4. If the club is using a rented passenger car or mini van, in which there are 2 or more passengers (club members), there must be at least two individuals authorized to drive these vehicles traveling in each car or mini van.
5. Drivers must ensure they have adequate liability insurance; the University will not accept responsibility for any injuries or damages sustained.
6. When traveling in the U.S.A., members should arrange for appropriate medical coverage. Student Health Insurance will not cover expenses over that covered by Medicare.
7. 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.
8. Club members not traveling with the club must submit a Travel Release form.
9. In case of emergency, the Manager of Recreation Sport Programs should be contacted immediately at jcress@unb.ca or (506) 458-7041 (office).