

**UNB
SPORT CLUB PROGRAM
RESOURCE MANUAL
2020-2021**



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Introduction

The *Sport Clubs Policies and Procedures Manual* is 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 below appendices link to information discussed and outlined in the Sport Clubs Operational manual.

Appendix

Sport Club Framework Memorandum

MEMORANDUM

FROM

The University of New Brunswick Faculty of Kinesiology- Recreation Services Sport Club Program

TO

University of New Brunswick Recreation Services Sport Clubs

This MEMORANDUM is hereby made by and between the University of New Brunswick Faculty of Kinesiology Recreation Services Sport Club Program hereinafter referred to as UREC, and the University of New Brunswick Recreation Services Sport Clubs, hereinafter referred to as the Clubs.

A. PURPOSE:

The purpose of this memorandum is to clarify the duties and responsibilities of both parties (Recreation Services and the Sport Clubs) in regards to the services, benefits, responsibilities of both parties. In hopes of continuing to develop and expand a framework of cooperation between UREC and the Sport Clubs to develop mutually beneficial programs, projects and activities at the University of New Brunswick.

B. STATEMENT OF MUTUAL BENEFIT AND INTERESTS:

The benefits for the individual Sport Clubs include being an active member within UNB Recreation Service's Sport Club program and being provided a platform to participate in the designated sport.

The benefits for UNB Recreation Services are through the strategic participation of sporting activities and development of service to all Sport Club users.

The mutual benefit for both parties is to provide a sport club program at the University of New Brunswick.

C. UREC SHALL:

1. Manage the bookings of each Sport Club including, but not limited to, facility bookings, maintaining the master facility schedule, coordinating various user groups, and complying with the University's policies.
2. Make the Kinesiology facilities available to the Sport Clubs for practices, competitions and related activities. This is subject to applicable university facility management rules, regulations, policy as well as Kinesiology and other management direction.
3. Include and utilize the Clubs' technical expertise in regard to the sport as it pertains to programs, and sport specific requirements.
4. Maintaining the master registration list of all approved Sport Clubs and their members.
5. Ensuring each Sport Club are abiding by the proper safety procedures including university and national standards.
6. Approve all Sport Club publication or printed materials intended for public distribution regarding the Sport Club Program and their programs, which is release directly from the department.
7. Allocate available revenues in the form of a Sport Club grant to the individual clubs for their related Sport Club expenses.
8. Provide access, where possible to financial awards and scholarships to sport clubs and individual participants.
9. Facilitate, coordinate, develop partnerships and sponsorship agreements for the Sport Club Program.
10. Liaison between the sport clubs and the university including providing access to appropriate university services. Including but not limited to financial accounts, donation services, facility management, catering services, and risk management.
11. Represent and liaison between respective leagues and associations on behalf of sport clubs. For example, USPORT, AUS, CCAA, ACAA, N.S.O.'s, P.S.O's and independent organizations.
12. Review this memorandum with clubs and modify as necessary.

D. The Sport Clubs SHALL:

1. Operate, manage and fund all club activities, on and off campus including, but not limited to, club facility time, practices, competitions, transportation, accommodations, participant recruitment, coordinating supervision for club facility time occurring to the university policies and procedures.

2. Provide technical assistance to Recreation Services related to Sport Club projects, activities and initiatives.
3. Manage and control a community bank account. The bank account must follow the Sport Club policies and procedures.
4. Abiding by all the university regulations; publish and manage all club related online content and advertising including, but not limited to: a website, social-networking pages, email servers, email accounts, etc.
5. Ensure all individuals participating in the club are eligible. This includes but not limited to being members of both UREC and the club, league and association requirements.
6. Complying with all UREC Sport Club policies and procedures including, but not limited to, submitting a Year End Report, paying a club fee, submitting required forms and reports.

E. IT IS MUTUALLY UNDERSTOOD AND AGREED BY AND BETWEEN THE PARTIES THAT:

1. CLUB BANK ACCOUNT – Club's should possess a community account in which club business may be conducted from. University accounts are available if so, warranted by the individual club.
2. ACTIVITIES - The Club may organize or participate in club activities during the allocated access time in which is directly related to the club's purpose and demographic. See Schedule A. Additional access time may be requested through UREC for proposed additional activities. Events that are additions and or beyond the scope of a typical club event must submit the appropriate application for approval.
3. COOPERATIVE PROGRAMS - The Club and UREC may enter into mutually benefiting programming on a net profit-sharing basis, if both parties are in agreement.
4. INVENTORY & EQUIPMENT – All equipment including but not limited to; gear, uniforms, mats, flooring and miscellaneous equipment remains the property of the university and managed by the club.
5. FUNDING – The individual Sport Clubs within the UREC Sport Club Program are self-funded. UREC, where possible, will attempt each year to provide limited financial support in the form of a grant to each club but the majority of the cost is the responsibility of the club.

6. FUNDRAISING – All fundraising must be in line with fundraising protocols and policies. Major fundraising activities must be approved through the office of Development and Donor Relations. Organization and facilitation of the fundraising activities are the responsibility of the club.
7. PERIPHERAL PROGRAMS – Programs like camps, youth and junior programs are not the focus of the Sport Club Program. Clubs must abide by all policies and procedures regarding to peripheral program and prior approval from UREC. All logistics surrounding these programs are the responsibility of the club.
8. FACILITY RESERVATION – Requests for on campus facility reservation are to be sent to the Manager of Recreation Sport Programs on an annually basis. Confirmation will be sent to the club. UREC will attempt to accommodate requests where possible. Facility fees maybe the responsibility of the club.
9. FACILITY ACCESS – When Sport Club members are accessing the assigned facilities; they will abide by the policies and procedures. This includes but not limited to swiping/signing into access points.
10. TRAVEL – The Sport Club will be responsible for organizing and arranging travel for off campus activities. Travel must conform to the policies set by the University of New Brunswick, Faculty of Kinesiology and UREC. The Sport Club office may be able to assist in some cases.
11. CONDUCT – All members including coaches, board members, volunteers and participants are expected to function in a manner that is in line with the university. Clubs fall under the UNB Student Disciplinary Code as well as UREC conduct policies. Examples of conduct policies include Hazing and the use of Drugs and Alcohol.
12. SUPERVISION – All activities organized by a Sport Club must be properly supervised. Activities are only permitted as long as proper supervision is present.
13. STAFF ASSISTANCE – The primary role of UREC and the staff of the Sport Club Office is to provide guidance, direction, administrative support and be the university liaison in fulfilling the required policies. The Sport Club Office staff may or may not be able to provide hands on or onsite support.
14. PRINCIPAL CONTACT -

UNB Recreation Services
James Cress, Manager of Recreation Sport Programs
University of New Brunswick

Phone: 506-458-7041
FAX: 506-453-3511
E-Mail: jcress@unb.ca

SCHEDULE

A. REGULAR CLUB PROGRAMS

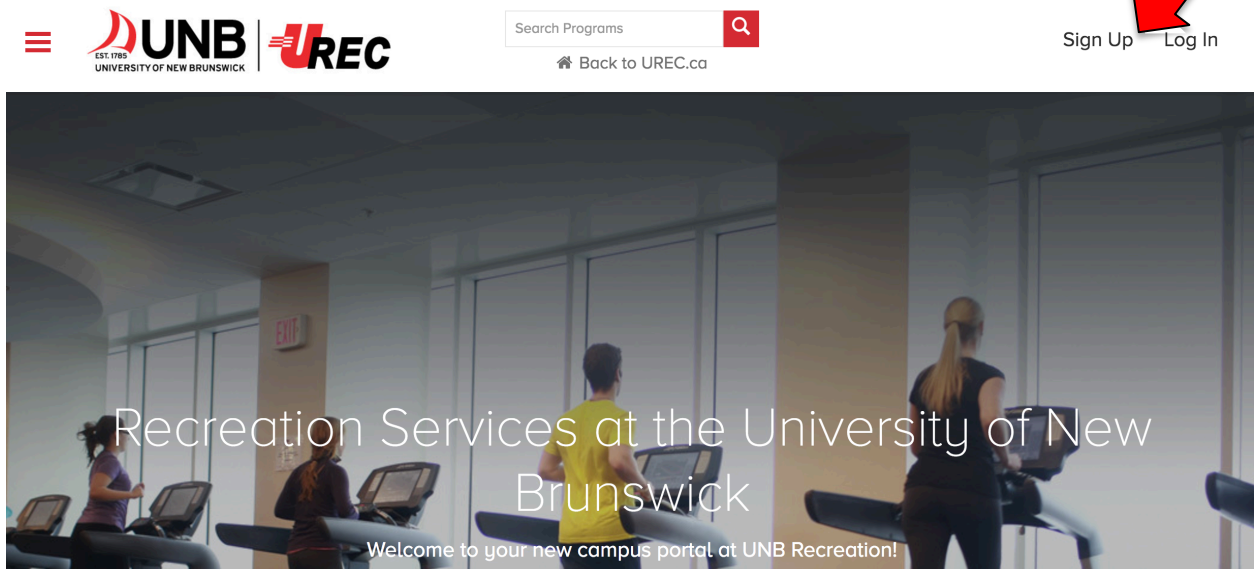
1. Club Practices and Training - Open to all club members, administered by the club.
2. Competitions - Periodic competitions within or without a league. Scheduled and open to members.
3. Tournament Competition – Multiple team competition hosted by the UNB team.
4. Exhibition Competition - Periodic competitions outside of a league. Scheduled and open to members
5. Promotional Activities – Sport events and activities designed to promote participation in the sport. This includes but not limited to demonstrations and presentations.
6. Social Activities – Activities designed to create comradely within the club.

Register with UREC

How to Register for Sport Clubs using the URec Online Registration Site

Step 1: Go to: <https://recreation.unbf.ca/> OR from the URec website (www.urec.ca), click on Register for Courses and Classes

Step 2: Sign into the member portal



UNB Students & Old Portal Users

If you already have an account, click '**Log In**' at the top right.

Note: The username and password you were previously using will work on the new portal. For **UNB Student** your **MyUNB login information will be used for your username and password.**

1st Time Users

If you do not have an account, click '**Sign Up**' at the top right. Unsure of your account details? Forget your username and password? Our Membership Services staff will be happy to help you out! Contact the Membership Services desk at 453- 4579.



Log In

Use a local account to login

Username

Password

LOG IN

[Forgot your password?](#)

[Sign Up](#) if you don't have a local account.

Use another service to log in

There are no external authentication services configured.

Step 3: Once signed in, scroll down until you see the Sport Club icon. Click on the icon.



Fee Based: General Population



Fee Based: Silver Series



Fee Based: Semi-Private



Sport Clubs



Aquatics



Climbing Wall Bookings

Step 4: Change the **Semester to Full Year 2019-20** located on the left side of the screen.

[Sign Up](#)
[Log In](#)

Classification	All Categories		
<ul style="list-style-type: none"> All Classifications Aquatics Climbing Wall Bookings General Population Semi-Private Silver Series Sport Clubs Semester Full Year 2016-2017 Spring & Summer 2017 Fall 2017 		Cheerleading Reds Cheerleading is a competitive club team at UNB. Tryouts will be held in early September. The season runs from September to April, with competitions starting in early February....	\$0.00
		Football Red Bombers Football has a long standing history in Fredericton. Tryouts will be held in early September with the team being selected quickly to prepare for their first league game...	\$0.00
		Baseball Club In early September with the start of the fall academic semester, baseball players who are enrolled as full time students at UNB can try out for the UNB Baseball Team. The team mus...	\$0.00
		Cricket Club Apart from organizing games against out of province teams on a regular basis and participating in the Maritime Twenty 20...	\$0.00

Step 5: Click on the club you wish to register for.

Note: If you are a Non UNB Student, Non URec member or a UNB Student who has not paid your university fees, you will be charged the URec Non Member price.

Step 6: Click 'REGISTER'.

Programs / Men's Rugby

The Ironmen RFC have a long standing tradition of excellence at the University of New Brunswick. Playing games against both university sides and NB senior men's sides, the competition faced by the team is varied and challenging. For more information, please contact the club at unbrfc@unb.ca

Program Offerings

Men's Rugby 2016-2017
Full Year 2016-2017

58 spot(s) available

REGISTER

Schedule not set for Men's Rugby 2016-2017

Step 7: Follow all steps and proceed to Checkout.

A new Checkout window will appear and will request your **credit card information**.

You will receive an e-mail confirmation when registration and payment is complete. Any questions? Please call our Membership Services desk at (506) 453-4579.

Code of Conduct

SPORT CLUB CODE OF CONDUCT (2020-21)

Sport Club members are representatives of the University of New Brunswick (UNB) and the Sport Club program. **Being a member of the Sport Club program is a privilege – not a right.**

Sport Club members play a role, both in the university community and surrounding community, and it is necessary that all members of the program understand the importance and parameters that outline their role.

The University assumes that students come to UNB for a serious purpose and accept responsibilities as members of the University community. Students are required to behave at all times in a manner consistent with UNB's general regulations on conduct (<http://www.unb.ca/fredericton/studentservices/student-conduct/>) and **will be** subject to discipline if they engage in conduct that is inconsistent with the principles.

Sport Club student-athletes are very visible students on campus and in the wider community, and are held to a higher code of conduct than other students. Student-athletes are expected to conduct themselves with integrity and responsibly in competition, in practice, and while in the public eye – **AT ALL TIMES.**

The Sport Club program strongly believes in the principles of trustworthiness, respect, integrity, success, leadership, responsibility, personal growth, dedication and citizenship. In maintaining these principles, the following expectations should be understood:

CODE OF CONDUCT

The following Sport Club Code of Conduct is in addition to the rules and regulations at the University of New Brunswick governing student behaviour (such as the Student Disciplinary Code). This Code of Conduct reflects the additional higher standards referenced above required to participate as a student-athlete. By signing below, I agree to conduct myself in accordance with Canadian and New Brunswick laws, and all rules, requirements and codes of ethics of the U SPORTS, Atlantic University Sport (AUS) leagues, Canadian College Athletic Association, Atlantic College Athletic Association, the University of New Brunswick, the Sport Club program, and the rules of my team.

1. **Academic Commitment:** I understand and will abide by the eligibility rules as established by U SPORTS, Atlantic University Sport (AUS), Canadian College Athletic Association (CCAA) and Atlantic College Athletic Association. I will assume full responsibility for my academic progress and achievement. I will make every effort to stay in good academic standing at UNB and, if necessary, will seek additional academic help from my instructors, TAs, teammates, coaches, etc. I will attend, participate in, and be prepared for my classes, unless excused for team travel and competition, or some other legitimate reason. I will discuss with instructors, well in advance, the procedure to be followed if competition necessitates missing an examination or assignment deadline, and notify instructors in advance when competition or travel requires missing class.

I have read and agree to the above policy on academic commitment.

Initial Here:

2. **Alcohol, Tobacco and Illegal/Banned Substance (ATIBS) Use:** I will follow Canadian and New Brunswick laws and individual team rules concerning ATIBS, including but not limited to laws regarding minimum legal age and respecting laws on prohibited, banned and controlled drugs and substances. If I am a student-athlete of legal drinking age (19), I will conduct myself in a responsible manner when consuming alcohol. I will refrain from the consumption of alcohol at least 24 hours before competition and will not consume ATIBS during any Sport Club competition, practice or event. I will not consume (or otherwise) ATIBS on team trips or athletic events, including in hotels and vehicles/buses transporting teams to/from competition (exceptions only apply with head coach approval). I know and respect the U SPORTS and CCAA banned substances policy and will consult with program medical staff if unsure of the use of nutritional supplements and over-the-counter or prescribed medication. I will refrain from the use of illegal/banned substances, at all times. If I have any doubt as to whether a substance is illegal, banned or otherwise restricted by law or policy, I will not consume it and I will consult with a coach or University representative first.

I have read and agree to the above policy on alcohol, tobacco and illegal/banned substances.

Initial Here:

3. **Hazing Activities:** I will not participate in hazing of any sort. I understand that hazing is not acceptable at UNB (<http://www.unb.ca/fredericton/orientation/hazing-education/hazing-policy.html>) and that members and teams participating in hazing (both on and off campus) are subject to strict sanctions. I acknowledge that I have a responsibility to my team to prevent any form of hazing, and to promptly report hazing that is taking place to either my coach or another University representative.

I have read and agree to the above policy on hazing activities.

Initial Here:

4. **Social Media and Internet Use:** I will always portray myself and my team in a positive light when using social media and the internet. I will not post or share offensive notes, tweets, texts, photographs or other material that reflects negatively on me, my team, the Sport Club program, or the University, and I will discourage others from doing the same.

I have read and agree to the above policy on social media and internet use.

Initial Here:

5. **Respect of Property:** I will not unlawfully possess, trespass, damage, steal, or misuse **ANY** property, whether I am participating in a Sport Club event, practice or competition, or within of the larger community. If I witness such acts committed by others, I will report them to my coach, another University representative, or local law enforcement immediately.

I have read and agree to the above policy on respect of property.

Initial Here:

6. **Violence:** I will not engage in, or be tolerant of, acts of violence, including assaults on people or property, hate crimes, hazing, stalking, sexual violence or harassment, or any other conduct prohibited by University regulations or Canadian and New Brunswick laws. If I witness such acts committed by others, I will report them to my coach, another University representative, or local law enforcement immediately.

I have read and agree to the above policy on violence.

Initial Here:

7. **Sexual Conduct and Discrimination:** I will not initiate non-consensual sexual contact, and I acknowledge that all forms of harassment (including sexual) and non-consensual sexual contact are prohibited both by law and UNB regulations (<http://www.unb.ca/fredericton/vp/resources/documents/sexualassaultpolicy.pdf>; <http://www.unb.ca/humanrights/harassment.html>). Sexual harassment includes such things as: verbal abuse or threats of a sexual nature, unwelcome sexual invitations or requests, demands for sexual favours, or repeated innuendos or taunting about a person's body, appearance, sexual orientation or gender identity. This includes behaviour conducted through electronic means (emails, text messages, social media, etc.).

I have read and agree to the above policy on sexual conduct and discrimination.

Initial Here:

8. **Injury:** I will disclose any injury I incur that may impact my ability to participate fully in practices and/or competition and will comply with to the UNB Sport Club Concussion Protocol.

I have read and agree to the above policy on injury.

Initial Here:

9. **University and Local Community:** I will be a responsible and engaged member of the University and broader community. I will treat everyone fairly and with respect, regardless of gender, ethnicity, race, sexual orientation, religion, political belief, or economic status. I will remember that both my own and my team's reputations are at stake when I am participating in interuniversity competition (home and away), attending classes, and socializing with friends and others both in and outside of the University community. I will refrain from any conduct that might be considered unsporting or that might tarnish my reputation or the reputation of my team or the University.

I have read and agree to the above policy on community responsibility.

Initial Here:

10. **Remaining Informed of Expectations and Policies:** I am responsible for my own behaviour and for reading, understanding, and abiding by the policies applicable to me, including but not limited to: the current year's Sport Club Handbook; General Regulations on Student Conduct, Student Disciplinary Code, Alcohol Policy, Rights and Responsibilities, and the Handbook for Off-Campus Living (<http://www.unb.ca/fredericton/student-services/student-conduct/>); and the U SPORTS (<http://en.usports.ca/information/members-info/bylaws-policies-procedures>) and AUS (http://aus.prestosports.com/about/member-info/SECTION3-StandardsOfConduct_2017.pdf) leagues.

I have read and agree to the above policy on remaining informed of expectations and policies.

Initial Here:

NOTE: No policy can address all possible situations, which may take place. When this Sport Club code of conduct policy does not address a specific behaviour, members and teams are expected to conduct themselves and their activities in a spirit of social responsibility and respect for others. Ultimately, do not disrespect yourself, your team, the Sport Club program, or the University.

VIOLATIONS

Conduct by members alleged to have violated the UNB Sport Club Code of Conduct will be addressed by the Head Coach/Club Lead and Manager of Recreation Sport Programs. Sanctions **will be** applied when an allegation proves to be true.

VIOLATIONS OF MULTIPLE RULES AND SANCTIONS

It is important that members recognize that the sanctions and processes under this Code are focused on the student-athlete's membership with the Sport Club program. Violations of this Sport Club Code of Conduct that may also be violations of other student policies at the University (such as the general UNB Student Disciplinary Code and General Regulations on Student Conduct) may result in additional investigations, sanctions, etc. under any and all applicable policies as decided by the University in its sole and unfettered discretion. This may result in parallel investigations and assessments of violations/sanctions based on the rules and considerations unique to each policy. It is possible for different sanctions to result under different policies based on the considerations unique to each policy/rule/regulation/etc.

SANCTIONS

Sanctions for violations to the UNB Sport Club Code of Conduct include, but are not limited to:

- A letter of reprimand by the Head Coach/ Club Lead, copied to the Manager of Recreation Sport Programs.
- Suspension of the member or team for one or more competitions
- Suspension of the member or team for an entire season
- Removal of athletic scholarships or team funding
- Community service by the member or the team
- Counselling
- Probation
- Behavioural contract between the member or team and UNB Recreation Services to correct behaviour
- Dismissal from the team/club

APPEALS

A sanction imposed under the Sport Club Code of Conduct may be appealed within 14 days, in writing, to the Director of Recreation Services or the Dean of Kinesiology.

I _____ *(print name)* understand and accept my responsibilities as a Sport Club member and am proud that I have been chosen to be a member of this program. I understand that failure to conduct myself responsibly, as stated and implied by the conditions in this UNB Sport Club Code of Conduct, may result in sanctions up to and including suspension or dismissal from the team/club.

TEAM/CLUB: _____

DATE: _____

SIGNATURE: _____

STUDENT NUMBER: _____

UNB and the UNB Sport Club program are committed to protecting your personal information. Your personal information is being collected for code of conduct purposes and will only be accessed by administrators who are responsible for the Sport Club Code of Conduct. The collection and protection of personal information is accomplished under the authority of the Right to Information and Protection of Privacy Act and follows the UNB Policy for the Protection of Personal Information and Privacy. For more information on the protection of personal information at UNB please consult UNB Policy for the Protection of Personal Information & Privacy and the University Secretariat, University of New Brunswick, PO Box 4400, Fredericton, NB, E3B 5A3 www.unb.ca/secretariat (506) 453-4613.

Manager of Recreation Sport Programs (OR DESIGNATE): _____

DATE: _____

Hazing Policy

University of New Brunswick (October 28, 2011)

Policy on Hazing

Description: Deals with any initiation activities or initiation-like activities, whether they be formal or informal, which may be expected of individuals who wish to join, to gain or to maintain status in regard to any club, team, residence house or other group associated with UNB.

Procedures: Specific procedures to implement this policy will be developed and maintained as appropriate for each campus.

Approvals: Approved and recommended by the Ad Hoc Hazing Group 2011/10/28, Approved by the Board of Governors 2012/06 15

Authority: Board

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 a 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.

Vulnerable Sector Check Request Letter

Date: July 18, 2018

To whom it may concern:

RE: _____

Please be advised that the above individual has been offered a position with the University of New Brunswick Recreation Services. As part of employment (including volunteering) they may be in close contact with children, youth and/or vulnerable populations, and we require a Vulnerable Sector Check prior to them commencing employment.

If you have any further questions or concerns, please contact me.

Sincerely,



Gansheng Xu
Director of Recreation Services
University of New Brunswick
(506) 453-5049 (Work)
(506) 453-4629 (Fax)
gx@unb.ca (E-mail)

For Requests of Fredericton residents, please use the Fredericton Online Record check system. The link is:

<http://www.policysolutions.ca/checks/services/fredericton/>

Screening Policy

Screening Policy UNB Recreation Services

Effective as of April 1st, 2014

1.0 Purpose

The purpose of this Policy is to:

- ensure the highest level of safety within URec programs;
- provide a safe and healthy environment for URec members;
- assist URec in verifying the suitability of a prospective candidate for employment or volunteer work; and
- provide guidelines for screening and protecting URec staff and volunteers through an approved organizational policy.

2.0 Application

In general terms, this Policy applies to the majority of employment and volunteer positions within URec, the notable exception is staff and volunteers whose primary functional responsibility is exclusively administrative with minimal interaction with students, athletes, minors and vulnerable populations. Specifically, based on current staffing and volunteer models, this Policy applies to the employment and volunteer positions listed in Schedule "A".

3.0 Requirements

Pursuant to this policy:

Employees

- Potential employees and job applicants hired on and after April 1st, 2014 into one of the positions listed in Schedule "A" will be required to provide a Vulnerable Sector Check as a condition of their employment.
- Employees hired before April 1st, 2014 who are employed in one of the positions listed in Schedule "A" on a term appointment will have, as at least one of their conditions of employment for any potential new or renewed term appointments, the mandatory requirement to provide a Vulnerable Sector Check.

- If a Vulnerable Sector Check certificate has already been provided within the past 12 month period before this Policy comes into effect (i.e. April 1st, 2013 to March 31st, 2014), it shall be deemed acceptable.
- Persons who hire employees into positions listed on Schedule “A” are required to ensure the Vulnerable Sector Check is a condition of employment and is included on any job descriptions, advertisements and contracts.
- The Vulnerable Sector Check certificate must be provided prior to an employee’s official start date or term appointment renewal date. If the Vulnerable Sector Check certificate is not provided prior to either of those dates, the employee shall not be scheduled to work and shall receive no pay until such time as it is provided.
- The results of the Vulnerable Sector Check are used to determine whether an individual is suitable to work in positions where they will be in close contact with vulnerable people. All employment decisions made in conjunction with the review of the results of the Vulnerable Sector Check are made at the exclusive discretion of URec. Results that are not satisfactory to URec, in its exclusive discretion, will be grounds to not offer new or renewed employment or grounds for immediate termination, and URec will have no further liability to the person, subject only to applicable employment standards legislation.
- For specific URec employment positions, Vulnerable Sector Check certificates shall be considered valid for a 5-year period, after which a new Vulnerable Sector Check will be required for continued employment. Those positions requiring an updated Vulnerable Sector Check certificate are listed on Schedule “A”.

Volunteers

- URec volunteers will be required to provide a Vulnerable Sector Check as a condition of their volunteer work with URec if they hold one of the volunteer positions listed in Schedule “A”.
- Current URec volunteers who hold one of the volunteer positions listed in Schedule “A” must provide a Vulnerable Sector Check within six (6) months of the effective date of this policy.

- New URec volunteers who hold one of the volunteer positions listed in Schedule “A” must provide a Vulnerable Sector Check before commencing volunteer orientation and training. The Vulnerable Sector Check will be kept in the individual volunteer’s file.
- If a Vulnerable Sector Check certificate has already been provided within the past 12 month period before this Policy comes into effect (i.e. April 1st, 2013 to March 31st, 2014), it shall be deemed acceptable.
- Exception will be granted to those volunteers who are required to have their Vulnerable Sector Check completed as a condition of their employment, such as school teachers and police officers. A confirmation of such a check needs to be received by URec.
- Volunteering with URec will be conditional on the results of the Vulnerable Sector Check. URec will use the results of the Vulnerable Sector Check to determine whether an individual is suitable to volunteer with URec in a position where they will be in contact with vulnerable people. All decisions with respect to the suitability of a volunteer made in conjunction with the review of the results of the Vulnerable Sector Check are made at the exclusive discretion of URec. Results that are not satisfactory to URec, in its exclusive discretion, will be grounds to not offer new or renewed volunteer opportunities with URec or grounds for immediate termination of the volunteer relationship.

4.0 Definition

- Vulnerable Sector Check: The vulnerable sector check is the “Criminal Record Search - Vulnerable Sector Screening” to provide screening of individuals who intend on working or volunteering with the vulnerable sector. A vulnerable person is defined as a person who, because of their age, a disability, or other circumstances, whether temporary or permanent are (a) in a position of dependence on others or (b) are otherwise at a greater risk than the general population of being harmed by a person in a position of authority or trust relative to them.

5.0 Timeline

This policy will come into effect on April 1st, 2014.

6.0 Procedures

The following outlines the process for an employee, applicant, or volunteer (including an applicant for volunteer work) to acquire a Vulnerable Sector Check:

- The employee/applicant/volunteer must apply for and obtain a Vulnerable Sector Check at his/her local police detachment.
- The employee/applicant/volunteer must provide the original copy of the Vulnerable Sector Check certificate to the hiring supervisor.
- The supervisor shall make a photocopy of the original Vulnerable Sector Check certificate (date stamp received, affix supervisor's signature) and shall clear the employee/applicant/volunteer for hiring/scheduling.
- The supervisor shall provide the copy of the Vulnerable Sector Check certificate to the Director of URec where the Vulnerable Sector Check certificates shall be placed in the employee's personnel file or the volunteer's file.
- It is the employee's/volunteer's responsibility to cover the cost of the Vulnerable Sector Check, with the following exceptions:
 - o URec will reimburse the cost of the Vulnerable Sector Check for those employees who started their employment at URec prior to the implementation of this policy upon their employment renewal; and
 - o URec will reimburse the cost of the Vulnerable Sector Check for all swim instructors, both new and renewed.

7.0 Minors

Individuals under the age of 18 are unable to provide a VSC. Accordingly, any employee/applicant/ volunteer 18 years of age or under shall comply with this Screening Policy by providing a Criminal Record Check in place of a VSC. Non-compliance will result in ineligibility for employment or volunteer work.

8.0 Compliance

Any employee/applicant/volunteer over the age of 18 shall comply with this Screening Policy. Non-compliance will result in ineligibility for employment or volunteer work.

9.0 Related General Information

- A Vulnerable Sector Check is a condition of employment for those positions with URec listed in Schedule "A", and should be included in all job descriptions, advertisements and contracts.
- A Vulnerable Sector Check is a condition for all volunteer positions, new and continuing with URec listed in Schedule "A".
- It is the responsibility of the employee/applicant/volunteer to ensure that URec receives a photocopy of the original Vulnerable Sector Check certificate.
- URec will accept the check provided by a legitimate third party, e.g.: MyBackCheck.com.

10.0 Helpful Links

<http://www.rcmp-grc.gc.ca/cr-cj/vulner/faq-eng.htm>

<http://www.fredericton.ca/en/publicsafety/securityclearance.asp>

Schedule "A"

Positions subject to the Vulnerable Sector Check requirements

Note: This list of positions is subject to revision. Any questions with regard to the Vulnerable Sector Check requirement should be addressed to the Director of URec in advance of the posting/hiring for the position.

The following positions are subject to a Vulnerable Sector Check prior to the start of employment, at the renewal of a term contract of employment, prior to volunteering with URec, or as a condition of continued volunteering with URec:

Employment Position	Initial Check	Re-Check required after 5-years
Fitness & Sport Performance Consultant	X	
Group Fitness / Instructional Program Instructors	X	
Strength Centre / Free Weight Room Supervisors	X	
Climbing Wall Monitors	X	
Membership Services Staff	X	
Aquatics Instructors	X	X
Personal Trainers	X	X
Camp Instructors / Counsellors	X	X
Volunteer Position		
Sport Club coaches, managers, chaperons, instructors, monitors, trainers and any other volunteer position identified by URec as requiring a Vulnerable Sector Check	X	X

UREC Accident Report Form



Recreation Services Supplemental Accident/Incident Report

Date: _____

Time: _____

Staff/Monitor on Duty: _____

Signature: _____

Print NAME

First Responder(s): _____ Email: _____

Name of Victim (first and last name): _____

☐ Member ID #: _____

☐ Student ID#: _____

☐ Guest/Visitor: _____

☐ Program Participant; Program: _____

☐ Other: _____

Victim Contact Information: Phone: _____ Email: _____

Location of Accident/Incident: _____

Description of What Happened (additional sheet may be attached if necessary): _____

-

-

-

-

Actions Taken/First Aid Provided (additional sheet may be attached if necessary): _____

-

-

-

-
☐ EMS Contacted
administered
☐ AED used
Signature: _____
HR: _____ Time: _____ BP: _____ Time: _____
HR: _____ Time: _____ BP: _____ Time: _____
HR: _____ Time: _____ BP: _____ Time: _____

Results: _____

-

-

-



Follow
up: _____

-

-

-

-

-

-

Date Received:_____

Supervisor: Name:_____

Signature:_____

Emergency Response Plan

Emergency Response Plan

1. **The following must be at the facility at all times:**
 - a. **An individual responsible for First Aid.**
 - b. **Emergency contact numbers (UNB Security 453-4830, 911, etc)**
 - c. **All participants' information. (membership forms)**
 - d. **First aid kit.**
 - e. **Accident Report Forms**
 - f. **Access to a phone, this includes pay phones**
 - i. **Please note that calls to UNB Security via on campus pay phones are free by pressing the UNB Security button. The UNB Security button is labelled in yellow and located near the bottom of the unit.**
2. **There must be at least two individuals on site that are designated as Accident 'In Charge' Individuals.**
 - a. **A Primary individual will be designated as the "In Charge Person", this is the individual who will take charge of the situation so that there is no confusion, and the injured can be immediately assessed.**
 - b. **A Secondary person must also be designated as the "In Charge Person", this is the person who will take charge if the Primary individual is directly involved in the accident.**
 - c. **The Primary and Secondary individuals could be:**

- i. **A designated staff member**
 - ii. **Coach**
 - iii. **Volunteer**
 - d. **An individual must also be designated to be labelled the 'Call Person' who is responsible for making calls to appropriate groups or departments (management, 911, UNB Security, etc)**
 - e. **An individual will be designated to guide the appropriate groups/departments to the scene of the accident.**
3. The 'In Charge' individuals assess the situation by answering the below questions. If the answer is 'Yes', the 'In Charge' individual will proceed to point 4 (calling 911 and UNB Security)
- a. Is there blood?
 - b. Is there an apparent need for paramedics?
 - c. Is the injured person conscious?
4. If paramedics are needed, call the emergency number.
- a. 911
 - b. UNB Security 453-4830 (Yellow button on UNB Pay Phones)
5. Communicate to the 'call person' calling 9-1-1:
- a. the location of where the accident happened within the facility,
 - b. the name facility,
 - c. door to be entered by emergency personnel,
 - d. and the severity of the injured person.

6. An individual is responsible to go and wait by the entrance that the emergency response team will be entering from, to better direct them to the location of the injured person. UNB Security may assist with directing emergency personnel.
7. If paramedics are not immediately necessary,
 - a. The designate 'In Charge' individual will take control of the scene
 - b. Remove any unnecessary individuals from the scene.
 - c. Gets the information about the injured person (membership form)
 - i. Name
 - ii. Age
 - iii. Emergency contact
 - iv. Medical card
 - v. Student Id/Urec number
8. If the injured individual has to go to the emergency room, someone must accompany the injured individual. UNB Security may assist in transporting the injured individual.
 - d. Preferably an individual who is 18 years or older, and that is in a leadership role (such as a staff person,).
9. If first aid must be performed immediately,
 - a. The individual who is certified should perform first aid.
10. Once the situation has been rectified, and has regained order, it is necessary to document the situation by completing the UNB Accident Report Form.

Out of Province Emergency Coverage

Emergency Out of Province Medical Coverage

AIG Insurance Company Policy # SRG 9114145

This policy provides coverage to Insured Persons while they are traveling outside their province of residence. It provides benefits for covered losses resulting from Injury or Sickness occurring during the first 45 consecutive days of a trip outside the province of residence, subject to all the exclusions, limitations and provisions of the policy.

Who is covered by this policy:

- Board of Governors
- Volunteers (would include volunteer assistant coaches)
- Students full and part time (includes Student Athletes)
- Employees (full and part time not covered by Human Resources benefit plans)

Restrictions/Exclusions Examples:

- individuals must be under the age of 80
- pre – existing medical conditions are excluded
- individuals are residents of Canada
- any sickness or injury if at the time of the sickness or injury, the insured person is under the influence of drugs, alcohol (blood level in excess of 80 mg of alcohol per 100 ml of blood) or other intoxicant (unless administered on, and in strict accordance with the advice of a legally qualified Physician).
- A sickness or injury that, at the time of departure, might reasonably be expected to require an insured person to undergo treatment, surgery or hospitalization.
- Any treatment or surgery which reasonably could be delayed until the insured person returns to his or her province of residence.

Coverage Examples:

- lab tests and X-ray examination ordered by a legally qualified Physician or Surgeon for the purpose of diagnosis.
- Drugs or medicines that require a legally qualified Physician or Surgeon's written prescription.
- Expenses for accidental injury to natural and sound teeth (capped or crowned teeth are considered whole or sound natural teeth) which requires treatment by a legally qualified dentist or dental surgeon within 30 days from the date of the accident, not to exceed in the aggregate the amount of \$2,000.00 as the result of any one accident.
- Out patient services provided by a Hospital.

Emergency Medical Contact:

- U.S. and Canada 1-877-204-2017
- Elsewhere 0-715-295-9967 collect
- The insurer must be notified within 48 hours from the time of the incident. If the insurer is not informed, this could result in the denial of claims for some expenses or in some expenses being only partially covered.

Accessing the Max Health Clinic Therapy Services

Welcome to Max Health Institute, we will be servicing the URec club sport programs out of our two clinics; the Richard J. Currie Center on the UNB Campus and on 550 Prospect Street.

To book an appointment:

- By phone: 451-6837 ext 1 Currie Center, ext2 Prospect
- By e-mail: info@maxhealthfred.ca
- In person: 3rd floor Currie Centre, room 306, Quartermain Sports Medicine Clinic
- Every athlete **must have a Doctor's referral before booking an appointment.**

Billing:

We offer direct billing for most insurance companies. According to your health plan, any percentage of the treatment cost not covered by your insurance company will be billed to

URec. The majority of insurance companies will cover 80% for each visit for physiotherapy treatment; the remaining 20% will be paid by the URec department for club sport athletes. The same applies for athletic therapy coverage, however you must have a referral that indicates athletic therapy.

If your coverage through insurance does not allow direct billing, **you will have to pay up front for your appointments** then submit your receipt to your insurance company and be reimbursed.

Once you have reached the maximum with your personal insurance, approval is required from UNB URec to cover the cost of future appointments. If unable to get approval, **you are responsible for paying for your appointments.**

Health Professional

Five Physiotherapists
Two Athletic Therapists
One Osteopath
Three Massage Therapists
Three Chiropractors

No Show Policy

Please be advised that there is a “No show” policy in place; a \$20 penalty for missed or forgotten appointments. If an athlete needs to cancel an appointment please notify the clinic 24 hours in advance. This cancellation fee will be the responsibility of the student.

Ice Tubs

The Quartermain Sports Medicine Clinic has two hydrotherapy tubs which can be used by the athletes. The rules will be as follows:

1. You must book times at the clinic to use the tubs 24hours in advance, as there are many athletes wanting to use them.
2. Athletes must wear appropriate clothing when entering the clinic to use the tubs, and then once in the hydrotherapy room they can change into clothing to use the tub.
3. They **must** bring their own towels.
4. Please put a towel down on the ground to avoid leaving water on the floor during usage.
5. Must wear footwear after use of the tub.
6. Remember it is not a hang-out; this is a private clinic. No more then four athletes in at once, please avoid making too much noise.
7. Please leave the room as you found it.
8. Violation of these rules will result in ceasing of privilege to use the facility

Clinic Hours

Currie Center: Monday to Thursday 8am to 8pm, and Friday from 8am to 4pm.

550 Prospect: Monday/ Wednesday 8am to 8pm
Tuesday/Thursday 8am to 6pm
Friday 8am – 3pm

UNB Concussion Protocol

UNB Varsity Reds & Sport Clubs Concussion Protocol

(August 2017)

The following is the concussion protocol that will be followed by all Varsity and Sport Club Athletes competing for the University of New Brunswick Varsity Reds and URec Sports Club programs.

The protocol follows the “Consensus statement on concussion in sport: the 5th International Conference on Concussion in Sport held in Berlin, April 2017”. The conference was held with the world leaders on sport concussions.

Definition

“The Berlin expert panel modified the previous Concussion in Sport Group (CISG) definition as follows:

Sport related concussion (SRC) is a traumatic brain injury induced by biomechanical forces. Several common features that may be utilised in clinically defining the nature of a concussive head injury include:

SRC may be caused either by a direct blow to the head, face, neck or elsewhere on the body with an impulsive force transmitted to the head.

SRC typically results in the rapid onset of short-lived impairment of neurological function that resolves spontaneously. However, in some cases, signs and symptoms evolve over a number of minutes to hours.

SRC may result in neuropathological changes, but the acute clinical signs and symptoms largely reflect a functional disturbance rather than a structural injury and, as such, no abnormality is seen on standard structural neuroimaging studies.

SRC results in a range of clinical signs and symptoms that may or may not involve loss of consciousness. Resolution of the clinical and cognitive features typically follows a sequential course. However, in some cases symptoms may be prolonged. McCrory, et.al 2017)”

“The suspected diagnosis of concussion can include one or more of the following clinical domains:

1. Symptoms—somatic (eg, headache), cognitive (eg, feeling like in a fog) and/or emotional symptoms (eg, lability);
2. Physical signs (eg, loss of consciousness (LOC), amnesia);
3. Behavioural changes (eg, irritability);
4. Cognitive impairment (eg, slowed reaction times);

5. Sleep disturbance (eg, insomnia).

If any one or more of these components are present, a concussion should be suspected.

McCorry – 2012

An athlete displaying one or more sign or symptoms of a concussion then will not return to play until they follow the return to play protocol. Must be symptom free for 24 hour period prior to commencing protocol.

Removal from Play

Any athlete who suffers a blow to the head during competition or practice **must be removed from play immediately** in order to be evaluated using the SCAT3 (Sport Concussion Assessment Tool 3). The athlete will be evaluated by a certified health care professional or a student therapist by administering the SCAT5 sideline assessment and the information forwarded to the UNB Head Athletic Therapist. The **athlete will not return to play the same day of play if displaying symptoms or the mechanism what deemed severe** (McCorry, 2017 et al.), and will complete a full assessment to determine the return to play protocol.

The key features of follow-up examination should encompass:

1. A medical assessment including a comprehensive history and detailed neurological examination including a thorough assessment of mental status, cognitive functioning, sleep/wake disturbance, ocular function, vestibular function, gait and balance.
2. Determination of the clinical status of the patient, including whether there has been improvement or deterioration since the time of injury. This may involve seeking additional information from parents, coaches, teammates and eyewitnesses to the injury.
3. Determination of the need for emergent neuroimaging to exclude a more severe brain injury (eg, structural abnormality).

Graduated Return To Play Protocol		
Rehabilitation Stage	Functional Exercise at each Stage	Ojective of the Stage
1. No Activity	Symptom limited physical and cognitive rest (72hrs)	Recovery
2. Light Aerobic Exercise	Walking, swimming, or stationary cycling keeping intensity <70% Max HR, No resistance training	Increase HR (Athlete will work in a heart rate zone that does not bring on significant symptoms, Sub-symptom threshold (SST)

3. Sport-Specific Exercise	Skating drills in hockey, running drills in soccer. No head impact activities.	Add movement (SST)
4. Non-Contact training drills	Progression to more complex training drills, eg. Passing drills in football and ice hockey. May start progressive resistance training.	Exercise, coordination and cognitive loading (SST)
5. Full Contact Practice	Following medical clearance, normal training (**Cleared by Doctor**)	Restore confidence and access functional skills, by coaching staff
6. Return to play	Normal Game Play	

Return to Learn

Please be aware that some individuals can return to being able to do low or even medium level exercise, but the cognitive side of functioning continues to bring on post-concussion symptoms. Should this be the case with any varsity or club level athlete, the athlete will not return to athletic competition if they are unable to participate in symptom free academic activity.

****Concussion is often an evolving injury, and signs and symptoms may be delayed. Therefore, erring on the side of caution (keeping an athlete out of participation when there is any suspicion for injury) is important.****

Written by Geoff Mabey – Head Athletic Therapist UNB Varsity Reds, August 2013 (Modification August 2017)

Geoff Mabey – CAT(C), Osteopathy Manual Practice (Thesis Writer)

John Richard – Director of Athletics UNB Varsity Reds

James Cress – Manager of Recreation Sport Programs

Concussion Education

Concussion Education

UNB Recreation Services believes that the safety of Sport Club participants is of the utmost importance. Player safety is a shared responsibility - particularly when it pertains to concussions.

Everyone involved in athletics shares the responsibility of knowing:

- what a concussion is and how it can occur
- how to recognize the signs and symptoms of a concussion
- what to do when a concussion is suspected

We are unable to prevent all concussions; However, we can work together to ensure that athletes suffering from concussions get the care they need.

Resources

- [Concussion education and awareness](#)
- [Concussion myths](#)
- [Learning outcomes](#)
- [Varsity Reds and Sport Clubs concussion protocol](#)
- [CRT5 tool](#)

Training

To register, go to <http://www.sportrisk.com/webinar/employees>
Complete the Employee Login form and follow instructions

8-1: Concussion Education & Awareness

User Code: UNBCRE-929-2

8-2: Concussion Recognition & Response

User Code: UNBCRE-929-3

Upon registration, you'll be directed to the concussion materials.
IMPORTANT - after viewing the video - complete the quiz. You'll receive a confirmation email.

BMO Community Chequing Account

BMO ACCOUNT SIGNING OFFICERS PROCESS

1. Make an appointment at the BMO Prospect Street branch
 - a. 506.453.0243
 - b. Request Jill Campbell or Heather Matchett
2. At the time of the appointment bring:
 - a. All individuals listed as signing officers
 - b. Government issue Photo ID
 - c. Authorization letter from the Sport Club Office
3. The bank will require officers to sign account documents
4. Officers should receive a new debit card.
5. Update contact information, statement access, etc.

Fundraising Protocol

UNB Recreation Services Sport Clubs Fundraising Protocol

Sport clubs depend largely upon their fundraising activities and generous donations from alumni and friends. In order to facilitate each club's fundraising initiative within the university's policy, the following protocol is developed for sport clubs and it requires sport clubs' compliance.

1. All fundraising activities and alumni events undertaken by UNB sport clubs require a completed fundraising application to the Sport Club Office (see the attached Fundraising Application). Applicants are encouraged to submit their application as soon as possible.
2. All individual, corporate, foundation, or small business fundraising and/or donation seeking efforts, including requests of money, service and products, must be approved prior to first contact by the Sport Club Office.
3. All alumni invitations must be approved, prior to contact, by the Sport Club Office.
4. All funds generated from the fundraising event must be deposited into the proper Account after the event. **Funds raised are NOT to be deposited into personal accounts.** The Club Treasurer shall have all receipts from all funds raised/spent and is responsible for the collection of the generated funds.
5. All gifts received requiring a tax receipt must be deposited and recorded in the appropriate Trust Account with the Office of Development and Donor Relations. Gifts-in-kind require special processing (please contact the Office of Development and Donor Relations for specific information).
6. Clubs that fail to abide by the outlined procedures may lose University fundraising privileges.
7. When a sport club or a related external group (friends group, volunteers, etc.) coordinates a fundraising effort, the organizer is responsible for providing documentation stating that the funds will benefit the club and will be properly recognized and receipted by that club. Any questions concerning recognition of the gift will be directed back to the club.

UNB SPORT CLUB FUNDRAISER APPLICATION

This form is to be completed and **submitted to the Sport Club Office**. All fund-raising efforts must submit this application at least **2 weeks prior** to the event and solicitation for the event.

Club seeking to raise funds:

Description of special event:

Date of fundraising event: __/__/____ Location of event: _____

Entity the donated funds will benefit: _____

Does the group already have a Trust Account? _____

Contact information for main fundraiser:

Name _____

Phone(s) _____

Email _____

Address _____

Financing

What is the estimated cost of this project \$ _____

Estimated Income \$ _____

What will the money raised be used for? _____

Where will budgetary money supporting this event come from? _____

What will happen to solicited/left over items if fundraiser is cancelled? _____

List specific prospective donors (on separate sheets), including target amounts, type of solicitation, prospective date of solicitation, and a statement of relationship to

unit/org/individual seeking funds (include name of business if soliciting businesses).

Attach draft invitations, flyers, tickets, etc.

Signature of Requestor _____ Date
____/____/____

OFFICE USE ONLY

Sport Club Fundraiser - Approval Form

1. Manager of Sport Clubs, Recreation Services

Action: ☐ I approve this request ☐ I am denying this request
☐ I am returning this request to requestor for more information

Comments:

Manager of Sport Clubs: _____ Date ____/____/____

Phillips Sports Leadership Academy

Phillips Sports Leadership Academy

Applying

New Student-Athletes Applications (open to 2nd year students and higher)

All student-athletes that were not in the PSLA last year and are in at least 2nd year of their program, need to apply via the application on vreds.ca and click Inside Athletics to open the PSLA page. The link to apply is at the very bottom of the page. We will accept student-athletes at either the Emerging Leaders or Veteran Leader level. Incoming student-athletes need to submit a letter of interest and resume in addition to the online application. The letter and resume can be emailed to phillipsleadership@unb.ca. The deadline to apply is in early September .

Returning PSLA Student-Athletes

All student-athletes that were in the PSLA previously need to send an email to phillipsleadership@unb.ca expressing their interest in continuing in the PSLA. This does not guarantee them a place in the PSLA, but we do not need to them to complete the full application again.

Selection

All student-athletes will be notified during the later part of September about their selection into the PSLA. We'll vet all incoming and returning student-athletes through our selection committee and ask for feedback from you on student-athletes that have applied. Leadership 360 student-athletes will be selected from last year's Veteran Leaders via the selection panel and feedback from coaches. The Leadership 360 Group will be 6-10 student-athletes, and should be a team captain or top leader in your program.

Social Media Policy

UNB Sport Club Social Media Policy

Accounts:

Twitter: @UNBSportclubs

Facebook: @UNB.sport.club (facebook.com/UNB.sport.club)

Instagram: @UNBSportclubs

Objectives

- To connect with stakeholders and maintain positive relationships.
- To share information and results regarding Sport Club games and events.
- To recognize and celebrate the successes of our student athletes.
- To support URec's overall mission of promoting a healthy and active lifestyle.

Content Guidelines

All posts must be aligned with both the URec and UNB brands.

Important components of our brands include:

- Quality
- Excellence
- Positivity
- Leadership and teamwork

See URec's *Social Media Style Guide* for further information.

General Regulations

- Inappropriate language or imagery is unacceptable.
- There is zero-tolerance for discriminatory content.
- Content may not be negative or disrespectful to UNB sport club opponents.
- URec/ UNB sport clubs are not to be portrayed in a negative light.
- Content must be honest and accurate.
- Credit original sources when reusing content.

Each social media platform has it's own set of policies. Review the appropriate documents and follow the policies.

Questions? Contact URec's Marketing Officer,

Social Media Style Guide

Grammar & Punctuation

- Double check all content before posting!
 - Make sure that you are using appropriate grammar.
 - Ensure that CURRIE CENTER is spelt properly in all caps. 'The Richard J. CURRIE CENTER'
 - Use proper punctuation in each post.
 - Appropriate abbreviations (usually to meet Twitter character maximum):
 - ICYM = In case you missed it
 - RT = Retweet
 - DYK = Did you know?
 - FB = Facebook
 - QOTD = Quote of the day
 - TBT = Throwback Thursday
 - FBF = Flashback Friday
 - RJCC or CURRIE CENTER = Richard J. CURRIE CENTER (appropriate on Twitter)

Tone of Voice

- Personable, friendly, energetic, positive and supportive.
- Sarcasm rarely comes across well on social media – do not use sarcasm in posts.
- Keep it short and to the point!

Photography, Video & Style

- Use UNB/UREC brand approved typography and colours.
- Use only high quality photos and videos.
 - If you need a stock photo, please contact the Marketing Coordinator.
- Use high quality graphics!
 - If you do not have access to Photoshop or InDesign, Canva can be used to build social media graphics. UREC has a Canva for Work account. On this account, you can: build/save custom templates, access free templates and access free stock photos.
- Credit original sources when reusing content.

Content & Scheduling

- Content ideas:
 - Upcoming events

- Tournaments/games/meets
 - Fundraisers
 - Special events
 - Results
 - Scores/results of events
 - Event photos
 - Video highlights
 - Miscellaneous information
 - Team awards
 - News articles
 - Community engagement
 - New recruits
- Space out content. Aim to post over several days, instead of several posts in one day.
 - Facebook maximum: 2-3 per day, at least 2 hours apart
 - Twitter maximum: 5-8 per day
 - If you choose to use a cross-platform content manager, such as Hootsuite, make sure that your content is appropriate for each account. I.e. if it says retweet, it is inappropriate for Facebook and Instagram. You would need to create new content.
 - Ensure that each team is getting adequate exposure. Some team use social media more often, which makes it easier to stay up to date with them. However, it is important to also seek out information from teams that are not as active online.

Tags & Hashtags

- Tag URec and the specific sport club team account that you are posting about. It is also appropriate to tag UNB Fredericton. You can also tag the opposing team.
- Hashtags to be used:
 - #OnlyHere
 - #UNB
 - #UNBSC or #UNBsports

Shares & Retweets

- Feel free to share, retweet or quote tweet content (when relevant!) from UNB, URec, UNB Sport Club team accounts and media such as the Daily Gleaner and the Brunswickan.
- Space out shares and retweets. Try not to share or retweet more than two pieces of content in a row. (Break up posts with original content)

Emoji's

- When used appropriately, Emoji's and GIF's are fun, visual way to add to a post. They have also been shown to increase audience engagement!
- As a rule, limit emoji use to athletic themed or celebratory (non-alcoholic) icons.
- **Do not** use any emoji's that have any potential innuendos.

Web Links

- Shorten web links that you wish to include in a post. This can be done on goo.gl.

Contests

Please speak to URec's Marketing Officer before running any contests or promotions.

Club Constitution Template

Outline for Sport Clubs Constitution

The outline is designed to allow individual sport clubs to have some freedom in drafting and updating their club constitutions. There are, however, certain items that all clubs are required to put in their constitutions. They are indicated by the phrase “include the following” or are enclosed by quotation marks. All items are designed must be included verbatim. Any other by-laws a club wishes may be included so long as they do not conflict with the Mission Statement of the University of New Brunswick (see Appendix 1). All constitutions must be submitted in typed and electronic format and in a style similar to this outline, and submitted to the Manager of Recreation Sport Programs.

Article I Name

“This club/organization shall be known as” (two alternatives):

- a) “the _____ of the University of New Brunswick” or
- b) “the University of New Brunswick _____

Club/Association”

Article II Purpose

Outline the purpose of the club in general terms, not what it wishes to aspire to in any one particular year. If the club subscribes to a certain set of beliefs, principles, or objectives, these must be stated in this section. Nothing in this statement of purpose shall discriminate against any person or group or the constitution will be rejected.

Article III Membership

Define who may become a member. All students, faculty and staff, as well as community members, must be allowed to become club members provided they ascribe to the avowed purpose of the club. Please refer to “Sport Clubs Policies and Procedures” for membership eligibility and membership ratio between students and non-students.

Article IV Officers

Name all executive positions that the club will have and the terms of their offices. Namely, the duties and responsibilities of each position, the eligibility for executive office, the manner in which the executive shall be held accountable to the membership and when elections shall

be held. Include the following: "The President (or whatever the chief officer's title is) shall submit a report at the end of the year to the Coordinator of Sport Clubs who shall keep all reports in a place available to successive officers and members" and "the president or club delegate shall be required to act as an active representative to the Coordinator of Sport Clubs.

Article V Funds

Insert a paragraph outlining which executive members have signing authority over the club's funds as well as the minimum number of signatures for signing club cheques. The Treasurer shall be responsible for all financial business of the club. He or she shall submit a report to the Executive and Board of Directors when required to do so, and shall render the accounts, together with the vouchers for all payments, for the fiscal year ending prior to the Club Annual General Meeting. The Treasurer will also provide a copy of the year-end Financial Statement to the Coordinator of Sport Clubs in the spring.

Article VI Meetings

State how often the club will meet during the year. The constitution must also include who may call a meeting (e.g. executive, or a percentage of the membership). The latter is needed for the unlikely case of: if the executive ever started to operate the club without reference to the membership's wishes. The constitution must also state what the quorum at the general meetings will be.

Article VII Elections

These can now be held at general meetings of the club. Include the following:

- (1) "The election for President shall be held before March 31st at which time the Director of Campus Recreation shall be notified of the election."
- (2) "Election of other officers shall take place no later than the first general meeting of the fall at which time the Coordinator of Sport Clubs shall be notified of the new executive," (i.e. positions, names, addresses, phone numbers, student IDs and e-mail address).

Article VIII Amendments

Include the following:

"The constitution and by-laws of the _____ (organization name) may be amended on written published notice of one week and by a quorum of _____ (Percentage of members needed) at a general meeting where a quorum is present.

Appendix 1

Mission Statement of the University of New Brunswick

The University of New Brunswick, with campuses in Fredericton and Saint John, and with its diverse programs and varied activities, strives:

- to be known for its excellence in teaching by providing students with the highest possible quality instruction, library and laboratory resources which are appropriate for both undergraduate and graduate learning, and an environment conducive to the development of the whole person;
- to achieve national and, in selected areas, international recognition for its research programs by capitalizing on its comparative advantages and by maximizing the benefits to be derived from its two-campus structure through reinforcement and enhancement of their individual strengths;
- to serve New Brunswick, the Atlantic Region and the Nation through the provision of broadly educated graduates, and through the development of applied programs involving the private sector and government agencies;
- to co-operate with governments and post-secondary institutions in developing a coherent system of advanced education, and to recognize the need for long-term financial stability and accountability;
- to serve as a source of information and expertise to help society understand and deal with the major issues and opportunities of our time;
- to encourage the development of a network of international co-operation in teaching, research and community development;
- to be a responsible and responsive employer.

Kahunaverse Order From

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Sexual Harassment Information Sheet

WHAT IS SEXUAL HARASSMENT?

Sexual harassment is any unwelcome sexual communication or conduct that is offensive, intimidating, or humiliating. It may be expressed in many ways, from subtle to very obvious. Some types of comments or behaviour are unwelcome based on the response of the person subjected to the behaviour, even when the person does not explicitly object.

WHAT CONSTITUTES SEXUAL HARASSMENT?

Sexual harassment can occur anywhere that a Sport Club member represents his/her association. This includes parties, meetings, competition site, and may be perpetrated or experienced by fellow referees, athletes, coaches or spectators.

Any of the following *may* constitute sexual harassment:

Physical:

- Unwanted or unnecessary physical contact, including touching, hugging, shoulder massages, patting or 'accidentally' brushing against a person.
- Unnecessary leaning over or invading an individual's space
- Impeding or blocking an individual's movements
- Long stares or sexually suggestive looks
- Unwanted flirting

Verbal:

- Using rude or offensive language
- Repeated requests for dates or inappropriate invitations
- Remarks that make others uncomfortable
- Telling sexist jokes
- Making comments about a person's physical attributes or appearance
- Tales of sexual exploitation or spreading sexual rumours
- The use of demeaning or offensive names such as honey, sweetie, baby, girl, boy or hunk.
- Behaviour based on gender, which a person feels undermines their status or

position of responsibility

Online:

- Sending sexually explicit messages or posting sexually based passages, links or pictures

Note: The level of tolerance for sexual harassment varies from culture to culture.

WHO IS AFFECTED?

Surveys show that roughly 70% of women and 15% of men have experienced sexual harassment.

WHAT TO DO ABOUT SEXUAL HARASSMENT

If you are being sexually harassed, clearly express that the conduct is unwelcome and tell the harasser to stop, if it is safe to do so.

If a person is not comfortable confronting the harasser or the harassing behavior continues, they may contact a UNB representative that they are comfortable talking with. This harassment should be reported to the Sport Club Office.

Only the person being harassed can decide what the best response is for them. Tell someone! Should you witness someone being harassed, it is your responsibility to speak up as well.

CONSEQUENCES OF SEXUAL HARASSMENT

Sexual Harassment is illegal and can result in serious consequences!
Sexual Harassment constitute serious breaches of the Student Disciplinary Code.

WHAT CAN YOU DO TO PREVENT SEXUAL HARASSMENT?

- Think before speaking
- Leave sexually based behaviour at the door
- Ignorance is no excuse
- Be aware of others' personal space.
- **NO** means **NO** the first time
- Treat everyone with respect

It's up to all of us to do our part - harassment ends when we SPEAK UP!

Please see UNB's website for

The full Discrimination, Sexual Harassment and Harassment Policy.

<http://es.unb.ca/apps/policy-repository/>