

2019-2020 SPORT CLUB Handbook



Sport Club Handbook

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Important Contact List

NAME	POSITION	PHONE	EMAIL
Chris Keough	Campus Recreation Coordinator	494-2002	sportclubs@dal.ca
Patrick Nearing	Assistant Director, Varsity Athletics	494-3550	patrick.nearing@dal.ca

CONTACT	PHONE
Dalplex Customer Service Centre	494-3372
Aquatics Office	494-3357
Court Bookings (Squash, Racquetball, Tennis, Badminton)	494-6818
Facility Rentals/Reservations	494-6467
Dal Emergency	494-4109
Lost and Found, Dalplex	494-6818
Lost and Found, Studley Campus	494-8833
Sexton Gym Office	494-6053
DSU Member Services Coordinator	494-7718

Important Dates

Date	Action
August 29th	Coach Training (6pm-8pm Room 206 Dalplex)
September 3 rd	Club Executive Training 6pm-9pm Location TBC
September 11 th	Submit club waivers*, rosters, and final budget
December 1 st	Deadline to submit winter term travel requests
May 30 th	Submit training camp requests (tier 1) and year end reports (including financials)

Please note, the above dates are absolute deadlines, we would prefer to receive your information and forms as soon as they are available.

*Waivers must be signed prior to any club member participating in any club activities (including training camps / tryouts).

Section I

Welcome and Introduction

INTRODUCTION

Welcome to the 2019-20 sport club season. This handbook is designed to help club executives, coaches, and members with the proper information to run their sport clubs. If you need additional assistance you can contact the Campus Recreation Coordinator (902-494-2002 or SportClubs@Dal.Ca) to arrange an appointment at the Campus Recreation Office in Dalplex.

WHAT IS A SPORT CLUB?

Sport clubs are recognized student organizations that have been formed by students motivated by a common interest and desire to participate in a specific sport or activity. In addition to being sanctioned as a 'club' by Dalhousie, they are generally also ratified societies recognized by the Dalhousie Student Union (DSU), to promote and develop interest in a sport. Members learn new skills, refine existing skills, engage in competition, and enjoy the recreational and social fellowship of sport. Some clubs also have the opportunity to represent the university in intercollegiate competition.

SPORT CLUB CLASSIFICATION

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

Tier 1

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

These clubs will be required to adhere to criteria for competition that an external body may demand for competition. Some competitions may require certified level coaches and it is up to the club to secure appropriate coaching personnel. **Only full time Dalhousie University students are eligible to participate in tier 1 sport clubs. If a Tier 1 club wishes to include Non-Dalhousie students (only permitted under special circumstances) they must contact the Assistant Director, Varsity Athletics to make arrangements prior to allowing those students to become club members.**

Tier 2

Tier 2 sport clubs may have a competitive component within their club structure, but focus mainly on personal skill development through occasional arranged competitions with other university or community clubs. These clubs may organize or sponsor an occasional tournament or special event to aid in the furthering of the club participation and personal skill development. These clubs are open to Dalhousie University students of all abilities and skill levels, though some clubs may have safety requirements that need to be fulfilled prior to becoming a participant. Tier 2 clubs may also admit Dalplex members, though in order to maintain student club recognition the majority of membership must be comprised of Dalhousie students.

Organization and Administration

JOINING A SPORT CLUB

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

RENEWING A PREVIOUSLY REGISTERED SPORT CLUB

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

- 1: Re-ratify as society with DSU
- 2: All club execs. attend Sport Club training as directed by DSU and Campus Recreation
- 3: Complete Renewal Form for approval by Campus Recreation
4. Submit a budget for the upcoming year
5. Submit competition schedule.

Please note that your club is not considered official, and therefore will not receive club privileges, until the above steps have been completed to the satisfaction of Campus Rec.

REGISTERING A NEW SPORT CLUB

Dalhousie hosts a multitude of sport clubs, however if you determine that there is a need for a particular sport that we don't offer you may wish to start a new club. A sport club may be formed when a sufficient number of students express a desire to participate in a particular sport. Generally this includes a minimum 10 interested individuals who have signed on as intended members.

Each sports club is required to be officially organized with a slate of executive officers. A minimum of three is required. Club officers are responsible for the general function and operation of the club, for the supervision of the club membership, and the insuring of the clubs adherence to the policy and procedures, and for any disciplinary measures due to misconduct or damages sustained by their clubs membership. Club officers must be students within the club, not outside coaches or community advisors. For more information on the duties of Club Executives see Section III.

Club Executive Officers are expected to complete the required forms and submit them to the Campus Recreation Office at Dalplex then meet with the Assistant Director, Varsity Athletics or the Campus Recreation Coordinator to discuss their application of approval, facility reservations, funding potential, and special event requirements. **Please note that in making the decision to recognize a student organization as a sanctioned club Campus Recreation must consider the university's ability to support a portion of club activities. It is at the discretion of the university whether there is capacity amongst scarce resources to add any new clubs to the current compliment.** A club will not be provided with university support or resources until they have been officially approved and sanctioned.

STEPS TO REQUEST A NEW SPORT CLUB

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

1. Become ratified (or re-ratified) with the DSU (Dalhousie Student Union). (<http://dsu.ca/ratification-form>)
2. Submit a New Sport Club Request Form to the Campus Recreation Office in Dalplex (please request form by emailing sportclubs@dal.ca when you provide confirmation of ratification.
3. Meet with the Campus Recreation Coordinator and the Assistant Director, Varsity Athletics to review the possibility of a club formation, policies and regulations.
4. Submit the names, B00#'s and email addresses of your executive members to the Campus Recreation Office.
5. Club executive officers must attend / or complete all sport club training requirements to the satisfaction of Campus Rec.
6. Submit an up-to-date sport club membership roster with names, B00#'s numbers, e-mail addresses to the Campus Recreation Office.
7. Submit Sport Club Waiver Form for each registered member of the club to the Campus Recreation Office.

All forms are available on the website and hard copies are available from the Campus Recreation Office in Dalplex.

Section III

Sport Club Leadership

SPORT CLUB EXECUTIVE OFFICERS

Sport club executives collectively have the responsibility for writing their club constitution and by-laws, establishing their schedule, establishing and selecting their coach, scheduling their practice and game times, and developing and administering their club budget.

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

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

Since each club is different, the duties of officers will vary from one club to the next. The following is a list of required duties though there may be variation between club executive on how they are dispersed:

President

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

1. Serve as the main contact with the Department of Campus Recreation and with the Student Union.
2. Complete the re-affiliation process through the Department of Campus Recreation and the Dalhousie Student Union by August 1st of each year. This consists of submitting an updated copy of the club constitution, list of club executive officers. By September 10th a list of all club members with their full name, B00 number and email address; along with signed copies of a Sport Club Waivers and Anti-Hazing Acknowledgements for each Club member must also be submitted to the Campus Recreation Coordinator.
3. Operate the club in compliance with all policies and procedures established by Campus Recreation.
4. Inform club members of Dalhousie policies and procedures, and respond to any violations of these as directed by the club constitution and / or Campus Recreation.
5. Check and respond to their Dalhousie email account. Respond to emails pertaining to club business within two days.
6. Submit a club budget to the Campus Recreation Coordinator and Associate Director, Student Life, and discuss request for developmental grant funding.
7. Notify Campus Recreation Office of any membership roster changes.
8. Notify Campus Recreation of all travel plans outside of HRM one month in advance of departure.
Tier one teams who travel regularly are required to submit a Travel Itinerary Form outlining season travel no later than August 21st for fall term and Dec 1st for winter term.
9. Request in writing and make follow-up contact to confirm club's practice and/or game facility days and times. Request for any changes to practice schedule, games, meetings, etc need to be made two weeks in advance and are pending availability.
10. Train incoming president in all duties and familiarize them with the sport club handbook, policies and procedures before they begin their term of office.
11. Serve as an authorized signing officer on club's bank account, and/or assign designated signing officers.
12. Notify the Campus Recreation Office of club's summer contact individual.
13. Submit all required paperwork to the Office of Campus Recreation by the established deadlines.

Vice-President

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

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

Secretary

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

1. Keep an accurate record of all club meetings and those in attendance.
2. Keep a roster of club memberships (names, addresses, telephone numbers, email addresses, membership numbers, etc.), their current Dalplex membership standing, and notify the club president and the Office of Campus Recreation of any changes in membership status etc.
3. Prepare and submit to club president for signature all forms and documentation required to be submitted to the Campus Recreation Office.
4. Draft Year End Report to be submitted to Campus Recreation each April summarizing club activities and achievements.

Treasurer

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

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

Safety Officer:

It is required that at least one member of the Sport Club be certified in (at minimum) Emergency First Aid. Proof of this certification must be submitted to Campus Recreation with your roster each year.

Dalhousie, via Dalplex provide opportunities for Club members to become certified in First Aid. It is encouraged that Clubs have as many members certified as possible.

Some responsibilities of the Safety Officer include:

1. The primary responsibility is to ensure the health and safety of Club members.
2. Ensure that at least one Safety Officer is present at all Club activities.
3. Maintain current First Aid certification
4. Comply with policies, procedures and emergency action plans.
5. Prepare and submit incident report forms as required to Campus Recreation and the Environmental Health and Safety Office.
6. Enforce any rules and regulations imposed by the university, league or facility and be a safety advocate for the sport.
7. Ensure that a First Aid kit is available at all practices and competitions. In addition, keep kit stocked with fresh and necessary supplies.
8. Ensure that no individuals participate in practice unless they are approved members of the Sport Club and they have a waiver form on file in the Campus Recreation Office.
9. Confidentially maintain records of member allergies, pre-existing medical conditions, etc. which have been voluntarily disclosed in case of emergency.
10. Return to play responsibilities.

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

Should the club exec. Consist of only 3 members it is the Exec's responsibility to ensure all duties listed above are completed

Coaches / Community Advisors:

Many clubs will receive guidance from dedicated community volunteers who are passionate about the success of Dalhousie Sport Clubs. While we appreciate the integral part these advisors / coaches* it is essential to define their role and responsibility within the framework of a student organization like Sport Clubs.

*For the purposes of this handbook, Coaches are defined as those individuals who instruct, or train athletes in a specific club sport activity. Coaches should be certified to coach/instruct by the sport's governing body (or hold equivalent training / experience) and must fill out and submit a **Coach Information Form** to Campus Recreation prior to commencing work with the team. Campus Recreation reserves the right to remove any coach from club participation should safety or conduct concerns arise.

Role of Coaches / Instructors/ Community Advisors

Coaches and Community Advisors serve at the discretion of their club's members and the Department of Campus Recreation. Coaches and Advisors are expected to adhere to the following guidelines:

1. Sport Clubs are prohibited from making any type of monetary payments to Coaches/Advisors. Clubs may finance coach / advisor travel expenses, but that is the extent of "payments" given.

2. Coaches/Advisors must be aware of and follow all Dalhousie University policies and procedures relative to Sport Clubs.
3. Coaches/Advisors are responsible to ensure eligibility criteria for league competition is met in conjunction with the Club President.
4. A Sport Club is first and foremost a student organization, and, as such, the student leaders (not the coach/instructor) must serve as the link between the Club, the Campus Recreation. The philosophy and key to the success of the Sport Clubs Program has been the continued emphasis placed on student leadership and participation.
5. Coaches/Advisors are expected to help in ensuring that club conduct adheres to University policies (especially those related to hazing, alcohol, and harassment) at all times, including when they attend practices or events.
6. Coaches and instructors who are volunteering significant time and require access to Dalplex facilities may be granted a Dalplex membership. The clubs president is responsible for contacting the Campus Recreation Coordinator for approval. Please note these are granted at the discretion of the university based on need and may only grant access to areas required for club activities.
7. Club business matters (i.e. hosting events, submitting forms, meetings, facility requests) must be handled by the student members.
8. Coaches/Advisors must be recommended by the club and renew their application each academic year. Continuation of coaching/advising duties is not a right and will be voted upon by the club membership.
9. The University reserves the right to 'revoke' coaching/volunteer privileges.
10. Coaches/Instructors/Community Advisors must complete a criminal record check/vulnerable sector check and provide results to Campus Recreation Office before first club practice takes place.

Section IV

Sport Club Membership Requirements

MEMBERSHIP RULES

Each sport club will determine its own club membership rules, but they must be free of any restriction based on race, color, religion, sex, age, national origin, or disability. Clubs may have a designated competitive or performance team within the club structure, but **cannot deny club membership to any student or associate member based solely on his or her skill level, provided they are not a risk to themselves or others**. Those interested in the club should still be allowed, if they decide to do so, to continue to practice and be a part of other functions even if they are not selected on the competing team. Sport clubs that are having try-outs must ensure that they provide all the necessary information to the Assistant Director, Varsity Athletics in a timely manner so it can be posted on the clubs webpage.

DALHOUSIE STUDENTS

Sport club membership is open to currently enrolled Dalhousie University undergraduate and graduate students barring any disciplinary restrictions. **Only full time Dalhousie students may compete or travel representing Dalhousie.**

NON DALHOUSIE STUDENTS

Dalplex members may engage with Tier 2 clubs as participants as long as membership of the club remains a student majority.

Section V Facility Information

FACILITIES

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

AVAILABLE FACILITIES

Dalplex (6260 South Street)

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

Studley Gym (6185 South Street)

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

Sexton Gym (1360 Barrington Street)

- Grass soccer field
- Hardwood basketball/volleyball court
- Studio/multi-purpose room

Halifax Forum (2901 Windsor Street)

- Skating Rink

Halifax Curling Club (948 S Bland St)

- Curling Rink

SCHEDULING A FACILITY

Dalhousie University hosts many varsity, intramural and sport club teams. This puts heavy pressure on relatively limited facilities. It is essential that sport clubs submit their facility requests well in advance to the Campus Recreation Office. The Campus Recreation Office will do their best to facilitate each sport clubs needs. Please be aware that requested space and times cannot be guaranteed as there are many users of Dalhousie facilities.

If a sport club requires additional facility space above and beyond what is allotted to them they can submit a written request to the Campus Recreation Office. No additional facility request will be granted until the sport club receives confirmation from the Campus Recreation Coordinator or Assistant Director, Varsity Athletics. All requests must be made at least 14 days in advance.

SCHEDULING MEETING ROOMS

Meeting rooms for club use are available upon request. Most meeting rooms are free of charge for student groups and societies. Any sport club wanting to use a meeting room must submit a request to the Campus Recreation Office at least 14 days in advance. The DSU also have access to meeting room space in the Student Union Building for societies and can be contacted at dsumemberservices@Dal.Ca

FACILITY RULES AND REGULATIONS

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

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

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

HOSTING A SPECIAL EVENT

Sport clubs wanting to host a competition, tournament or special event must contact the Campus Recreation Office to seek approval by September 15th. Each sport club is allowed to host no more than one special event per year, and some additional facilities fees may apply. Approval will be based on facility availability and suitability for the requested activity.

Section VI

Travel Procedures

SPORT CLUB TRAVEL PROCEDURES

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

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

1. **Bus Travel Requests** must be emailed to the Assistant Director, Varsity Athletics (Include travel itineraries and number of participants travelling with request) patrick.nearing@dal.ca and sportclubs@dal.ca. Approved teams must have budget in place to cover these costs before bookings are made (teams that receive financial allocations from Athletics Department will have this allocation put towards bus transportation before any other expenses). The club president must also fill out the Bus Travel Form and submit to sportclubs@dal.ca prior to departure.
2. All clubs are required to notify sportclubs@dal.ca when/where they are travelling regardless of whether transportation is provided by the University. **Failure to do this can result in loss of club status which includes practice time.**
3. If the University provides transportation from an outside company (includes a driver hired by the bus company) but a club member decides to travel using an alternative method of transportation (even 1 way) page 2 of the **Independent Travel Assumption of Risk and Release of Liability Form** must be completed, signed and submitted to the Campus Recreation Office before the trip takes place.
4. If the University does not provide bus transportation page 1 of the **Independent Travel Assumption of Risk and Release of Liability Form** must be completed, signed and submitted to the Campus Recreation Office before the trip takes place.
5. **Travel by Rental Vehicle or Personal Vehicle** requires all drivers to be properly licensed (having a full license and not a graduated license), and have automobile insurance covering at least \$1 million. Drivers must ensure they have adequate liability insurance; the University will not accept responsibility for any injuries or damages sustained. If rental vehicles are used appropriate additional insurance must be obtained from the rental agency, including collision coverage (CDW). **Please note that we do not recommend travel by personal vehicles!**
6. Sport clubs traveling by rental vehicles or personal vehicles are limited to travel between the hours of 6:00AM and 12:00AM (midnight) and can only travel 10 hours total in any one day.
7. A minimum of two authorized drivers must be present in each vehicle for trips greater than 300 kilometers from Dalhousie University.
8. In case of emergency, Dalhousie Security Services should be contacted immediately at 902.494.4109. Security Services may inform a student's identified emergency contact and / or the Assistant Director of Varsity Athletics. A written report of the incident should be submitted by the Club Safety Officer (or their designate) to the within 24hours via email at SportClubs@Dal.Ca.

CLUB PRESIDENT (OR DESIGNATE) TRAVEL RESPONSIBILITIES

Pre-Trip

- Ensure all travel forms are signed and submitted by all club members, coaches and trainers (if applicable)
- Provide every club member with information/itinerary sheet
- Inform the Campus Recreation Office of any changes to trip details
- Ensure someone on the trip has up to date First Aid and CPR certifications
- Ensure there is a first aid kit travelling with the team
- Ensure each vehicle has a cell phone

During Trip

- Organize proper driver rest stops and driver changes
- Ensure the University Alcohol Policy and Code of Student Conduct are in effect
- Follow the Emergency Action Plan (if applicable)

Post Trip

- Complete Incident Report Forms (if applicable)

INTERNATIONAL TRAVEL

Clubs undertaking international travel should meet with the Assistant Director, Varsity Athletics well in advance of making travel arrangements.

Medical expenses in the United States and other countries can be high. When traveling to the United States or elsewhere, members should arrange for appropriate medical coverage. Student Health Insurance will not cover expenses abroad. Clubs should also be sure to check whether any travel advisories are in effect for the destination.

TRAVEL EXPENSES

During the trip, receipts must be saved if club members are eligible to be reimbursed for their expenses. Prior to the trip the club must discuss with the Campus Recreation Coordinator or Assistant Director, Varsity Athletics if any funding is to be granted and what can and cannot be reimbursed. Receipts must be turned in by the proceeding Wednesday of the return date as listed on the travel itinerary form.

Section VII

Sport Club Finances

Sport Clubs are responsible for all aspects of the club's financial management, including receipt of revenues and payment of all club expenses.

MEMBERSHIP FEES

Each sport club is responsible to set a membership fee for their club. This fee must be approved by the Assistant Director, Varsity Athletics or the Campus Recreation Coordinator. The amount of the fee may vary from club to club and will be based on the budget submitted by the clubs officers.

BANK ACCOUNTS

All Sport Clubs must maintain their own bank account off-campus. Each sport club is responsible for creating their own bank account and keeping precise financial records of all transactions. Bank accounts can be established at any branch in HRM. Club executive will be accountable to sustain clear and accurate financial operations for their members.

Each sport club is required to have three officers with signing authority on the account and two officers will be required to authorize a cheque at any one time. Once a bank account has been established the location, account number and the three signing officers need to be submitted to the Campus Recreation Coordinator.

TRAVEL FUNDING

Tier 1 clubs who travel regularly within the Atlantic region as a component of their competitive program may be allocated annual funds to be attributed to this expense at the discretion of the university. Clubs must be in good standing with the university and have met all requirements and deadlines as set by Campus Recreation. These funds shall be distributed by direct-pay invoicing to the university or reimbursement – lump sum cheques will not be issued to the club. All expenses must be approved by the Assistant Director, Varsity Athletics before they are incurred.

SPECIAL GRANTS

Any club may apply for a Special Grant (maximum award of \$500) in situations where they are encountering unanticipated expenses for travel to competition finals or awards, equipment, uniforms etc. Clubs should contact the Campus Recreation Coordinator at SportClubs@Dal.Ca to request consideration at least one month in advance of the expected expenditure and provide the following items:

- 1) The club budget for the year
- 2) Details of the expense and how it would benefit club members (using grant application form)
- 3) At least 2 quotes from potential suppliers.

Grants will be considered first in the fall term. If any funds remain winter submissions will also be allowed. As grants are limited, submission of a request does not guarantee that a grant will be issued or approved.

OTHER SOURCES OF REVENUE

DSU Grants

The Dalhousie Student Union makes available various grants and fundraising support to societies. Clubs who are ratified societies with the DSU are encouraged to apply annually for grants/funding. Society grants are available to help eligible societies defray operational costs, as well as help plan, promote and participate in endeavours that will be beneficial for the Dalhousie community. Each society is eligible to receive up to \$1000 in Grant funding per year (typically restricted to \$500/semester).

For more information visit: <http://dsu.ca/grants>

Fundraising

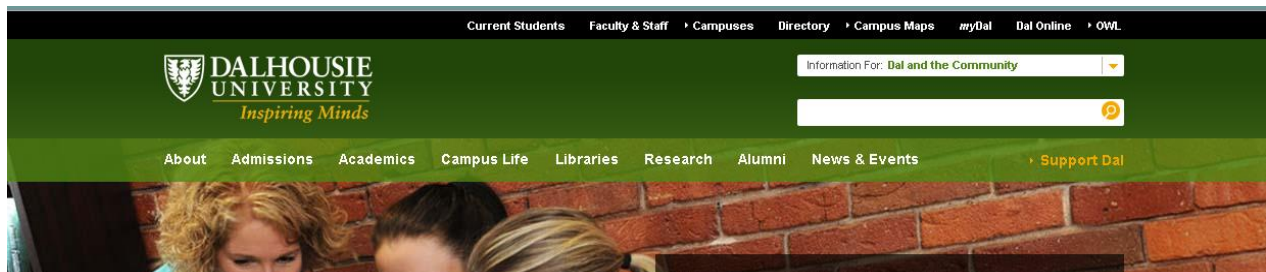
All fundraising events must adhere to DSU risk management guidelines for society activities. Additionally, Campus Recreation should be advised when clubs are undertaking fundraising activities.

Examples of appropriate fundraising ideas include:

- Souvenir sales
- Movie nights
- Bake sales (DSU or LSC only)
- Hosting a tournament/competition
- Crowd Funding

Donations

Donations are defined as monetary contributions that are given to a club with no obligation of public recognition by the club. Clubs may solicit donations from family, friends, members or alumni. Donations can be recorded as tax-deductible by donating through dal.ca by selecting 'support dal' (see below).



Sponsorships

Sponsorships are defined as the giving of money or goods by an individual or organization in exchange for public recognition by the club. **All potential sponsors planning to provide over \$500 (cash or in kind) must be approved by the Campus Recreation Office before a club can make any formal agreement for sponsorship with an organization.** Contact the Assistant Director, Varsity Athletics or the Campus Recreation coordinator for more details. Sponsorships and sponsor recognition must adhere to Dalhousie University and DSU policies and procedures. Sponsorships from organizations promoting alcohol, tobacco,

energy drinks, etc. are limited to financial donations only. No visible recognition (logos, promotional items, etc.) will be permitted to be associated with the club or its activities, nor should a club accept donations of product.

Community Organizations

External sport bodies / organizations may provide fundraising opportunities or grants from which clubs can benefit. Agencies such as Sport NS or Recreation NS may be used for funding support, however Campus Recreation must approve club participation in advance.

Section VIII

Safety and Risk Management

EMERGENCY PROCEDURES

In athletic facilities there are a wide range of emergency situations which may arise. As part of the University, we do not use 911. **All emergencies must be called into Dalhousie Security at 4109. Security will make the call to 911 if it is necessary.** If there is an emergency situation you are not to speak to the media/public regarding the details. Direct all inquires to Dalhousie Public Relations **(2517)**. Please also notify the Assistant Director of Varsity Athletics, Patrick Nearing, by calling 902-221-5483 if any emergency situations occur.

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

INJURY REPORTS

Whenever an incident takes place, (such as an emergency, injury prohibiting return to play, or unsafe facilities) an incident report is to be completed to ensure that all relevant details are recorded. When completing an incident report form, be sure to record as much relevant information as possible. Do not let the individual involved fill out the report, generally club Safety Officers will be responsible for completing and filing these reports. Please ensure that the completed incident report form is given to the Assistant Director, Varsity Athletics or Campus Recreation Coordinator and a copy to the Director of Environmental Health and Safety.

Section IX

Dalhousie Policies

Sport Clubs are responsible to know and abide by all university policies while engaging in club activities on or off campus. Clubs shall be held accountable for the actions of its members.

Clubs are encouraged to review the policies found at the below link including the Code of Student Conduct: https://www.dal.ca/dept/university_secretariat/policies/student-life.html

This site contains information on relevant policies and topics such as:

- Student Code of Conduct
- Alcohol Policy
- Bullying / Harassment
- Information Technology / Acceptable Use
- Hazing
- Sexual Harassment
- Discrimination

Clubs should also review the **DSU Society Policy**:
<http://dsu.ca/bylaws>

CLUB CONDUCT AND DISCIPLINARY SANCTIONS

Each sports club will be held accountable for actions of all club members and coaches both at home or away contests and around the community. The membership should institute strict club standards concerning negative behavior and conduct. Negative conduct will not be tolerated. Furthermore, all club members are to abide by the Dalhousie University Code of Student Conduct available at the link above. Should issues arise regarding the failure to comply with club policies or procedures, the clubs officers and all individuals involved will be required to meet with the Assistant Director, Varsity Athletics (or their designate) to discuss the matter. Failure to comply may result in suspension of privileges or loss of sanctioning, if not more serious consequences that the university deems suitable.

SOCIAL MEDIA NETWORKING GUIDELINES

As technology continues to rapidly evolve, it presents many new and exciting opportunities for social interaction and communication. Dalhousie student-athletes are held in high regard and are seen as role models in the community. As leaders club members have the responsibility to portray their team, their University and themselves in a positive manner at all times - and protect the reputation of their club and the University. Information shared online is vulnerable to context, circumstance and interpretation and comes with the same rights and responsibilities as offline actions. It is also important to note that while the University does not regularly police Facebook, Twitter or other similar sites, students may still be held accountable for any online behavior that does not align with Dalhousie's Student Code of Conduct. **Club members are expected to be responsible and appropriate with their online presence and not to engage in offensive or negative behaviour. As student leaders club athletes represent their university on and off the field and are held to a high standard with regards to modelling appropriate behaviour.**
