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**IMPORTANT CONTACTS**

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sportclubs@uwo.ca

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Assistant Coordinator  
sportclubs@uwo.ca

**Sherri Castrilli**  
Travel Coordinator  
(519) 661-2111 ext. 83552  
mustangtravel@uwo.ca

**Campus Recreation**  
Membership Services (Front Desk)  
(519) 661-3090

**Campus Police**  
wscs@uwo.ca  
https://www.uwo.ca/campussafety/

**Non-Emergency**  
519-661-3300, or Ext. 83300

**Campus Emergency – Dial 911**  
SERT/Medical/Ambulance – Dial 911  
Fire – Dial 911  
Hazardous Materials Emergencies – Dial 911
SECTION 1 – WELCOME AND INTRODUCTION

1.1 WELCOME TO WESTERN CAMPUS RECREATION – FALL 2021

Welcome to the Sports and Recreation Services team! You have made an important commitment to our Western community, your peers and colleagues, and to all the student constituents and members of our program. For Campus Recreation to realize its goals and potential, we rely on the efforts and contributions of our student team of staff and volunteers; you are very much the face of your programs and services. Our hope is that you relish this opportunity, as much as we are pleased to have you on board with us! We trust the experience will be a mutually rewarding one.

Our mission in Sports and Recreation Services is to be leaders in delivering our programs and services while inspiring others to live active and healthy lifestyles. You become a central player in our pursuit of providing our members with the very best experience.

Providing first-rate service quality is more art than science. In recreation, we can’t rely upon tangible cues to guide our quality evaluations. Quality of service relies heavily on an interactive process between participants and our staff and volunteer team. These interactions, or encounters, depend on your energy and efforts. Each and every member of our team needs to understand the unique expectations and needs each participant of our program brings, approaching each and every encounter with professionalism, compassion, understanding, and leadership. You are what ultimately shapes and defines the recreation experiences. Make each and every impression a high quality and memorable one.

You play an equally important role in our team’s responsiveness to our constituents. For our Sports and Recreation Services programs to continue to be leading edge, we must be in tune with the changing and evolving needs of our membership. You are situated on the front lines, living the life of both a team player and a member, and as such, play a critical role in our potential to realize opportunities to improve our game. We encourage and challenge you to find opportunities and provide suggestions to make a difference and enhance our services and sports club experiences.

The contents of this manual are to act as a resource for you. You have a responsibility to understand its contents, its policies and their rationale, and the procedures for delivering exceptional service. Read it with intensity and refer to it for answers and to help steer your judgment. If you require clarification, seek answers from your supervisor. In addition to this resource, any of your peers, your supervisors, and any of the full-time staff team are here to support and assist you. Please do not hesitate to share your thoughts and ideas, learn and grow with one another, and really get to know others that will be sharing this unique experience.

It will be an exciting and challenging year for all of us at Sports and Recreation Services. We look forward to the Sports Clubs gaining some new avenues for their programming and participation, and we are excited to have you back in our facilities. However, bricks and mortar rarely fulfill people’s desires. It truly all comes back to the people involved. I got my start in campus recreation as a participant, and then a student employee. I always loved my job and volunteerism because of the people I had around me, and by enabling the members in our programs to have a fun and gratifying time. I encourage you to do the same.

Best Regards,

Beth Emery

Varsity and Recreation Sports Coordinator - Campus Recreation
1.2 INTRODUCTION

Welcome to the 2021-2022 Campus Recreation Sport Club season. Our Sport Clubs program is a unique entity within Campus Recreation that allows students to organize their own Clubs to further their activity and competition in sports about which they may feel passionate. This manual will help Club Executives, instructors/coaches, and members to direct the activities of the Club; it also includes all forms the Club will need. If you need additional help please contact the Assistant Coordinator at sportclubs@uwo.ca. If you would like to meet in person, it is highly recommended you schedule an appointment.

1.3 SPORTS AND RECREATION SERVICES - MISSION

Campus Recreation leads in the innovative promotion and delivery of recreation programs and services that inspire our diverse University community to live an active and healthy lifestyle.

1.4 SPORTS AND RECREATION SERVICES – VALUES

- Leadership
- Knowledge
- Integrity
- Responsibility
- Mutual Respect
- Drive

1.5 SPORT CLUBS – MISSION

As an integral part of Campus Recreation, the Sport Club Program provides opportunities for students to form their own recreational experience through student led, organized, and structured sport activities.

1.6 WHAT IS A SPORTS AND RECREATION SERVICES RECREATIONAL BASED SPORT CLUB?

A Sports and Recreation Services Sport Club is a sanctioned organization, established by students who share a common interest in a particular sport or activity. Sport Clubs provide instruction and skill development, student leadership development, and/or competition, and are designed to enhance the University experience and promote life-long learning and appreciation for physical activity.

The leadership of the students and dedication of the Club Executive officers determines the success and stability of the Club. Student leaders are responsible for a number of administrative and organizational activities that are closely monitored and evaluated to ensure the Club’s success. As representatives of Campus Recreation and the University during events and competition, Sport Clubs must exist within the policies and procedures established by UWO and Campus Recreation.

Clubs must generate their own source of funds (membership dues, fundraisers, donations, etc.) and receive no monetary funding from Campus Recreation.
1.7 SPORT CLUBS CRITERIA

Each new Sport Club will undergo a one-year probationary period. If the Sport Club meets each requirement below to the satisfaction of the Sport Clubs Program Coordinator, the Club may achieve Sport Club status.

To be considered a part of the Club Sports Program, all clubs must meet the following criteria:

1. Physically active or athletic in nature
2. Includes some form of instruction and/or competition and availability of adequate competition (tournaments, matches, leagues, etc.)
3. Maintains 15 active student members
4. Demonstrates student leadership by maintaining a minimum of 2 officers (President & Treasurer) within the club
5. Active club members are UWO students who have paid registration fees and who have an active Campus Recreation membership to the WSRC.
6. Certify at least 2 club members in CPR & First Aid with at least 2 certified members present at all team practices and competitions
7. Demonstrate financial stability and submit an annual budget worksheet
8. Adhere to ALL University of Western Ontario and Campus Recreation policies and procedures
9. Approval from Recreational Clubs Coordinator and Campus Recreation Manager is required for all new clubs

Clubs will be reviewed at the end of the academic year to retain status; no club is guaranteed permanent status.

---

1 Refers to a minimum average of 15 participants per session over the course of the academic year. Having 15 members registered does not qualify if all members don’t show up to practice sessions.

2 UWO students include those who attend Western’s affiliated colleges (Huron University College, King’s University College, and Brescia University College)
### SECTION 2 – CAMPUS RECREATION SPORT CLUB BENEFITS

#### 2.1 FACILITY SCHEDULING PRIORITY

The Western Student Recreation Centre sport facilities are host to a multitude of programs offered by Campus Recreation. By affiliating with Campus Recreation, Clubs are afforded priority over other student groups, yet Campus Recreation programs including varsity sports, drop-in recreation, intramural sports, dance, and sport instruction receive initial considerations. If WSRC facilities are booked through the Program Coordinator, Campus Recreation will cover the cost of such facilities for Club use. Clubs are only responsible for additional costs such as lifeguards, event set-up, tear-down, etc.

#### 2.2 PROMOTION THROUGH SPORTS AND RECREATION SERVICES

To assist Clubs in advertising their activities and contact persons, Campus Recreation will publish Sport Club information in program brochures, posters, website (westernmustangs.ca), and Club/Residence bulletin boards. Our publications and website reach thousands of people each term.

#### 2.3 CERTIFICATION COURSES

All Club Executives are able to take courses offered through Campus Recreation that directly benefit the Club (e.g. First Aid & CPR).

#### 2.4 BENEFITS TO CLUB EXECUTIVES

##### 2.4.1 SERVICE TO WESTERN COMMUNITY

Clubs at Western provide an opportunity for students to meet new people and help have a great overall experience at Western. Western was recently voted the “best student experience” and the efforts of Club Executives who provide service to the campus community contributes to this great student experience.

##### 2.4.2 LEADERSHIP SKILLS

Club Executives are responsible for operating a club that involves strong leadership abilities. Setting schedules, planning practices, organizing events/tournaments, and social events all involve the ability to take on a leadership role.

##### 2.4.3 FINANCIAL/BUDGETING SKILLS

Clubs are required to submit a budget each year. The skills for this task will help students learn the importance of financial management. These skills are transferable to many other jobs and important tasks in life in general.

##### 2.4.4 NETWORKING

Being a Club Executive means being in contact with the Program Coordinator and other sport management professionals. Club Executives can gain valuable skills in forming good personal relationships and networking that can help them out in their future careers.
2.4.5 EXPERIENCE WORKING WITH NON-PROFIT SECTOR

Campus Recreation is a non-profit organization that puts money into its programs and services to serve the campus community. As a Club Executive you are taking part in providing these services to the campus.

2.4.6 PROFESSIONAL DEVELOPMENT

As a Club Executive, you are given the opportunity to develop numerous skills that will benefit you in the future as you pursue your professional careers. Skills such as time management, organization, and communication are necessary as a Club Executive.

All of the above benefits, not only enhance you as a person; the experience you gain will enhance your résumé and professional/graduate school applications!
SECTION 3 – STARTING A NEW CLUB

All groups wishing to start a new Club must submit a New Sport Club Application for Ratification to the Program Coordinator – Recreation and instruction by the following deadlines:

- Feb. 1st of current academic year for affiliation on the following fall term (September)

3.1 APPLICATION MATERIALS

All application materials must be submitted by the appropriate deadlines and in the appropriate format.

One electronic copy (PDF) of the following:

1. A typed cover letter stating the group’s desire to be ratified along with the names, student numbers, email addresses, and telephone number of two (2) Club Executives for the Club, if ratified.
2. A typed draft budget for the Club, indicating all potential sources of revenue and expenses. Note: There is a $20 administration fee per member, and there is no funding from Campus Recreation.
3. A typed list of no fewer than fifteen (15) students currently registered at UWO who are interested in joining the Club, if ratified. The list shall include the students’ names, student numbers, address, telephone number, and signatures.
4. A typed, maximum three (3) page proposal answering the following questions:
   a. What is the purpose of the Club?
   b. How is the Club unique from already ratified Campus Recreation or USC Clubs?
   c. How will the Club benefit the University Community?
   d. What types of facilities are needed for Club practices?
   e. Do you foresee any risk of injury at practices or events (i.e. potential injury to people)?
5. A typed copy of the proposed constitution of the Club (see Constitution Content below for guidelines).

Once received, the application will be reviewed by the Campus Recreation Clubs Coordinator. Please note that applications will be evaluated based upon their ability to provide evidence that:

- It is an activity-based club, whose primary focus is on recreation and/or physical activity
- Its membership is open to all and only current Western students
- It intends to carry on activities that do not infringe any federal, provincial, and municipal laws, nor any UWO or Campus Recreation policies and procedures
- It does not share the same mandate as an existing Campus Recreation Sport Club or USC Club, or any Club that has been de-ratified within the last year
- It meets the additional Club Criteria as outlined in Section I – Introduction and Welcome

All groups seeking approval of Club status will be notified of their final status no later than: March 31st for the upcoming year.

If status is granted, the Club can immediately start to organize themselves and begin participation during the approved term, provided all facility requests and appropriate documentation is completed and on file with Campus Recreation.
3.2 CONSTITUTION CONTENT

All clubs are required to have a current, up-to-date, and Campus Recreation approved Constitution on file with Campus Recreation. Campus Recreation will assume the policies and procedures outlined in the Club’s Constitution will be adhered to by all Club members. Constitutions must have the following articles:

3.2.1 ARTICLE I – NAME
State the official name of the Sport Club.

3.2.2 ARTICLE II – PURPOSE
State the reasons for the formation of the Sport Club and the Club’s objectives.

3.2.3 ARTICLE III – MEMBERSHIP
State which people are qualified for membership (must be open to any and all Western students).
State what a member must do to be recognized as a full member.
State what rights and privileges a full member has.
State what the procedures are if the membership is limited.

3.2.4 ARTICLE IV – MEETINGS
State how many meetings are to be held during the school year, and when and where they are to be held.
State the procedures for calling regular and/or special meetings.

3.2.5 ARTICLE V – EXECUTIVE BOARD
State what officers will make up the Sport Club Executive and what their duties will be. All Executives (with the exception of Coaches/Instructors) must be current UWO students.
Coaches/Instructors may be part of the Executive, but are ex-officio members.
State procedures for handling vacancies within the Sport Club Executive.

3.2.6 ARTICLE VI – ELECTIONS
All members have voting rights (except Coaches/Instructors). Each Executive member may cast only one vote.
State which officers will be selected by the membership, how long the terms of these officers will last, and how many times a person may hold the same office.
State the nominating procedures and when they will take place.
State procedures in case a runoff is necessary.
State the procedures for removing an officer from the Sport Club Executive.
State procedures for dealing with a vacancy if an officer leaves his/her office before the term expires.

3.2.7 ARTICLE VII – FUNDS
State procedures for the allocation of all Sport Club funds (revenues and expenses).
3.2.8  ARTICLE VIII – AFFILIATIONS
State any affiliations with local, state, provincial, regional, or national organizations.
State adherence of any rules by the sport’s governing body.

3.2.9  ARTICLE IX – INSTRUCTORS/COACHES
State qualifications desired of an instructor/coach.
State the selection process and procedures for acquiring and/or replacing an instructor/coach.

3.2.10  ARTICLE X – RATIFICATION OF CONSTITUTION
State how the constitution will be approved by the membership.

3.2.11  ARTICLE XI – AMENDMENTS
State how an amendment will be presented, to whom it will be presented, and how it will be ratified.

3.2.12  ARTICLE XII – DISCIPLINE
State the process that will be followed if members of the Club are out of compliance (include major and minor offences).
### SECTION 4 – SPORT CLUBS TIMELINE (MEETINGS & RESPONSIBILITIES)

#### 4.1 GENERAL CLUB RESPONSIBILITIES

##### 4.1.1 PROGRAM START-UP

<table>
<thead>
<tr>
<th>Event Description</th>
<th>Date/Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Club President Training meeting – meet with the Program Coordinator to receive updates and information about the upcoming year</td>
<td>Week of September 13th-17th (Tentative)</td>
</tr>
<tr>
<td>Submit Finalized Executive List</td>
<td>Presidents Meeting</td>
</tr>
<tr>
<td>Submit photocopies of all On-Site Supervisors’ First Aid &amp; CPR certifications</td>
<td>Before the first club session</td>
</tr>
<tr>
<td>Submit Instructor/Club Contract and Instructor Payroll Form (if applicable)</td>
<td>President Meeting</td>
</tr>
<tr>
<td>Submit Clubs Week promotional material to Program Coordinator for approval</td>
<td>1 week prior to clubs week start date</td>
</tr>
<tr>
<td>Campus Recreation Sport Clubs Week</td>
<td>September 20th-24th (Tentative)</td>
</tr>
<tr>
<td>Begin Club practices</td>
<td>September 26th, 2021 (Tentative)</td>
</tr>
<tr>
<td>Submit Revised Club Constitution</td>
<td>October 1st, 2021</td>
</tr>
<tr>
<td>Submit Revised 2021-2022 Projected Budget</td>
<td>October 1st, 2021</td>
</tr>
<tr>
<td>Apparel Order Submission Deadline</td>
<td>February 1st, 2021</td>
</tr>
</tbody>
</table>

##### 4.1.2 PROGRAM WRAP-UP

<table>
<thead>
<tr>
<th>Event Description</th>
<th>Date/Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Club Executive Elections</td>
<td>March</td>
</tr>
<tr>
<td>Submit completed Executive Evaluations</td>
<td>Mid March</td>
</tr>
<tr>
<td>Submit Budget (to end of February)</td>
<td>Mid March</td>
</tr>
<tr>
<td>Attend Year-End Meeting</td>
<td>Late March-Early April</td>
</tr>
<tr>
<td>Submit Facility Request Form for coming year</td>
<td>at Year-End meeting</td>
</tr>
<tr>
<td>Submit Final Club Executive list for upcoming year</td>
<td>at Year-End meeting</td>
</tr>
<tr>
<td>Submit Summer Club Contacts (if applicable)</td>
<td>at Year-End meeting</td>
</tr>
<tr>
<td>Submit Final Budget</td>
<td>End of April</td>
</tr>
</tbody>
</table>

#### 4.2 OTHER CLUB RESPONSIBILITIES

<table>
<thead>
<tr>
<th>Responsibility</th>
<th>Timing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attendance Records</td>
<td>24 hours after each practice</td>
</tr>
<tr>
<td>Accident/Incident Reports</td>
<td>24 hours after each practice</td>
</tr>
<tr>
<td>Event Request</td>
<td>at least 15 business days in advance</td>
</tr>
<tr>
<td>Driver Authorization (web form)</td>
<td>at least 10 business days in advance</td>
</tr>
<tr>
<td>Travel Request Form</td>
<td>at least 10 business days in advance</td>
</tr>
<tr>
<td>Travel Roster</td>
<td>at least 5 business days in advance</td>
</tr>
<tr>
<td>Post-Event Report</td>
<td>5 business days after the event/trip</td>
</tr>
<tr>
<td>Facility Reservation Requests (additional)</td>
<td>at least 7 business days in advance</td>
</tr>
<tr>
<td>Facility Reservation Cancellations</td>
<td>at least 7 business days in advance</td>
</tr>
</tbody>
</table>
SECTION 5 – FALL START-UP PROCEDURES

5.1 CLUB MEETINGS

All Clubs must attend a Club Specific Meeting with the Program Coordinator in early September. The Club President and at least one more Club Executive must be in attendance at this meeting. This meeting is mandatory and will provide Clubs with important information regarding program start-up, facility reservations, and event schedules for the year.

*Clubs who fail to attend a Club-Specific Meeting will forfeit their table space at Clubs Week.*

5.2 CLUB DOCUMENTATION

Clubs are required to have at least 50% of their Executive Members with current First Aid & CPR certifications

**On-Site Supervisor** – All Sport Clubs are required to have at least 2 First Aid & CPR certified members as “On-site supervisors” at all Club activities, practices, competitions, events, and trips. Regular Club members are allowed to act as “on-site supervisors”.

- Campus Recreation will make available opportunities for First Aid & CPR certification/re-certs. Fees can be subject to reimbursement if the Club’s expense budget permits.
- Clubs must have a record of all certified Executives and Regular Club Members (i.e. On-Site Supervisors) on file in the Campus Recreation Administrative Office.

All Clubs travelling to events, competitions, or practices off-campus must have Club members who have completed the Driver Authorization process. Each vehicle travelling more than 300 kilometres must have at least two currently authorized drivers.

Clubs are required to submit a schedule of Club activities ([Event Schedule Form](#)) at their September club-specific meeting. Revisions and updates should be submitted on a regular basis to the Program Coordinator.

To schedule all on-campus events, competitions, and practices, submit a [Facility Request Form](#) to the Program Coordinator or Sport Clubs Assistant Coordinator.

Facility requests must be submitted at least 7 business days in advance of the requested date/time. Please submit facility requests as soon as possible since facility time is limited and in high demand.

Clubs are required to have an updated copy of their Club Constitution on file in the Campus Recreation Administrative Office by **October 1st**, if not before.

5.3 CLUBS WEEK

Campus Recreation Clubs Week is held in WSRC atrium. Each Club is allocated table space during Clubs Week – half a table per club.

*Club registration and payment can be made via [www.shop.westernmustangs.ca](http://www.shop.westernmustangs.ca)*

*Clubs CANNOT accept payment for membership directly at their tables during Clubs week, or any time throughout the year.*
SECTION 6 – CLUB POLICIES AND PROCEDURES

6.1 MEMBERSHIP

Sport Clubs are open to all Western students. Each Sport Club must establish a fair and equitable method of accommodating all of its members’ needs for instruction/coaching and participation in practices, competitions, events, tournaments or trips during the year. Policies outlining these methods should be described in the Club’s Constitution. The following membership policies apply to all Clubs:

1. All Sport Club Members must be 18 years or older (the only exception being students enrolled at The University of Western Ontario that are under the age of 18).
2. Sport Club members and/or executives are prohibited from being part of an Intercollegiate Athletic (IA) team that competes in the same sport/event. If a Sport Club member wishes to compete for IA within the same sport as his/her Club membership, they must cancel their membership and/or resign their Executive duties from the Club and be removed from the Club Membership Roster. In special situations, an application can be submitted to the Program Coordinator for an exemption.
3. Intercollegiate Athletes listed on an OUA or USports eligibility Roster are ineligible for membership in Sport Clubs that compete in the same Sport/Events.
4. Executive positions within a Sport Club may only be held by currently enrolled UWO students that are also members in good standing with the affected Sport Club.
5. All Sport Club members need to have a current and valid Campus Recreation (CR) membership (Note: Most full or part-time students receive a CR membership with their tuition fees - their Western 1 card should already be valid at Membership Services. Specific Club membership fees are separate and in addition to Campus Recreation Membership fees). If a prospective member is not a student and/or does not have a Campus Recreation membership, he/she will not be eligible to participate in any Sport Club activities.

Sport Club memberships may be purchased online at www.shop.westernmustangs.ca throughout the year. If a new member drops by a Club practice, he/she is welcome to watch and ask questions, but not participate. They can then be directed to the online website to purchase a membership for the Club before participating.

6.2 VIOLATION OF MEMBERSHIP POLICIES

Any person found participating in Club activities that has not registered for the Club, signed a waiver/assumption of risk form, and/or completed their membership registration is in direct violation of the Membership Policies.

Each Sport Club is responsible for knowing and following the membership requirements. Violation of these regulations may, at the discretion of the Program Coordinator, result in one or more of the following sanctions:

- Participation in a Club activity by a non-registered participant (1st violation):
  - Participant will be declared ineligible and may be expelled from the Club.
- Participation in a Club activity by a non-registered participant (2nd violation):
  - The Club will be suspended from all activities for a minimum of three terms beginning on the month of April of the academic year when the infraction occurred. Upon completion of the sanction, the Club will be on probation for a period of three terms.
6.3 MEMBERSHIP FEE REFUNDS

It is the responsibility of the Club to notify all members of the Campus Recreation Sport Club membership refund policy. The refund policy is as follows:

All memberships will be refunded within 14 days of purchase, minus a 10% administration fee. After this 14-day trial period, partial refunds will be issued for medical reasons only (with written documentation).

*The 10% administration fee may be waived if transferring to another course/program or leaving a credit on account for future purchases.

On occasion, certain facilities may not be available due to maintenance, special events, etc. Campus Recreation will provide notice whenever possible, but memberships will not be extended.

6.4 CLUB REQUIREMENTS FOR PARTICIPATION

Sport Club status within Campus Recreation shall be reviewed on a regular basis.

The following is a brief overview of the Sport Clubs Program requirements. All Sport Clubs:

- Must meet a minimum membership base of 15 participants.
- Must schedule a Club-Specific meeting with the Program Coordinator each year during the end of August/beginning of September.
- Must bring required documentation (completed) to the Club-Specific meeting.
- All Club Executives must be present at the Sport Clubs AGM.
- Must submit practice attendance forms and accident/incident reports to the Campus Recreation Administrative Office within 24 hours of practice/accident/incident.
- Must complete and submit event and travel forms within specified time frame.
- Must submit Club budgets on or by the dates specified.
- Must attend a Year-End meeting with the Program Coordinator (during the months of March or April).
- Must submit required documentation (completed) prior to the Year-End meeting.
- Adhere to policies set forth in the Club’s Constitution.
- Adhere to guidelines established within the Campus Recreation Sport Clubs manual.

All Clubs are required to have the following documents on file with the Program Coordinator prior to any Club activities beginning. It is the responsibility of the Club to ensure that these documents are always up-to-date. Failure to maintain required documentation is grounds for de-ratification.

- Updated Club Constitution
- Executive contact list
- Photocopies of all On-Site Supervisors’ First Aid & CPR certifications
- Driver Authorization forms (for Clubs who travel off-campus)
- Sport Club & Instructor Letter of Agreement (as applicable)
- Instructor payroll information (as applicable)
6.5 MEETINGS

All Clubs must have at least one Club Executive in attendance at both the Club Specific and year-end meetings. All Club Executives must attend the Annual General Meeting held the second week of September.

The primary purpose of Sport Club meetings is to provide central planning, administrative guidelines, and general supervision and evaluation for the Sport Clubs program, including:

- Serve as a communication vehicle between Clubs and the University community.
- Promote the program toward increasing interest and participation in Clubs.
- Aid in formulating and implementing policies and procedures under which the Clubs shall function.
- Seek solutions to common problems.

Each Sport Club must hold at least 4 Executive meetings and at least 4 Club Membership meetings, and must provide meeting minutes for review to the Program Coordinator.

Executive meetings should discuss:

- Relay of information from the Program Coordinator.
- Operational decisions for the club.
- Constitutional amendments.
- Event planning.
- Future plans for the club.

Club Membership meetings should include:

- Voting on specific club matters.
- Relay of information from Program Coordinator involving the club as a whole.
- Relay of information from Executive Team.
- Elections for Executive Members.
- Evaluations and feedback.

6.6 CLUB DISCIPLINARY ACTIONS

Campus Recreation, the Program Coordinator, and the Student Coordinator are here to support and do everything we can for Clubs. To enable all Club activities to run smoothly, we have established certain responsibilities that all Clubs must abide by. Clubs who fail to remain in good standing (e.g. failure to attend required meetings, hand in required documents, etc.) may lose Club privileges (and/or face de-ratification) which include:

- Recognition and use of Western’s name and logo
- Practice times
- Table/Time during Clubs Week
- Other promotional events
- Online web space/media exposure
- Generic UWO Club email address
- Travel support
6.7 DE-RATIFICATION OF CLUBS

Any Club that fails to attend a Club-Specific meeting, AGM, Year-End meeting, or fails to maintain requirements during the year may be de-ratified. Once a Club is de-ratified, any group interested in restarting that activity must wait a period of three terms before applying for Club status again. Campus Recreation and the University Students’ Council (USC) work cooperatively to offer Clubs to the University community. Therefore, any Campus Recreation Sport Club that is de-ratified will not be considered for ratification through the USC.

Clubs that have not been in good standing with Campus Recreation during a given year will be reviewed during the new Club application period in March. At this time, a decision will be made to determine if Campus Recreation will continue to support this Club or if they will be de-ratified.

6.8 RATIFICATION PROCEDURES

In the event a Club is de-ratified the following will occur:

- The Club President and Executive will receive a notification of De-Ratification from Campus Recreation.
- Club web space and email addresses will be removed immediately.
- All Club promotional materials displayed on Campus Recreation and University displays will be removed.

All Club account activities are frozen and any outstanding balances (i.e. negative account balances) must be paid by the Club to restore the account to a zero balance. Any remaining balance in the Club account becomes the property of Campus Recreation and The University of Western Ontario.

All Club equipment purchased through University accounts becomes the sole property of Campus Recreation.
SECTION 7 – CLUB EXECUTIVE, INSTRUCTOR/COACH & VOLUNTEER RESPONSIBILITIES

All Sports and Recreation Services recreational based Sport Clubs must have at least two Executive officers, as specified in their Club Constitution. The only requirement placed on these Executive positions by Campus Recreation is that the Executive must be currently enrolled students.

More and more, special interest Clubs are being formed on campus to accommodate the interests of various groups of students. Because of the number and varieties of recreational activities, the roles of the instructor/coach are becoming even more important in the administration of the Sport Clubs program. If the instructor/coach is paid, they may not hold an Executive position, nor do they have voting rights within the Club.

7.1 SPORT CLUB EXECUTIVE

The following duties should be allocated amongst officers in relation to the needs of each individual Club.

- Administer Club meetings and record minutes.
- Supervise all Club activities and ensure 2 certified On-Duty Supervisors are present at all practices/events.
- Coordinate promotions.
- Serve as liaison between the Club and the Campus Recreation Program Coordinator.
- Complete all required departmental or league/association forms.
- Prepare and submit yearly budget requests to the Campus Recreation Program Coordinator for approval.
- Approve expenditure of funds in accordance with the Club’s mission statement.
- Make travel arrangements as required by the Club.
- Publicize Club activities.
- Oversee the ordering and storage of equipment.
- Keep and update the Club’s Constitution every September or when changes occur.
- Update Club Constitution for approval by the membership.
- Retrieve Club mail from the Club mailbox in the Campus Recreation Administrative Office.
- Facilitate transition to next Executive.
- Oversee expenditures and receipts.
- Supervise fundraising events.
- Ensure Club abides by The University of Western Ontario’s policies and procedures.
- Submit a list of all Club activities for each term, both on and off campus to the Campus Recreation Program Coordinator.
- Spread interest in and awareness of the sport through publicity, demonstrations, and sanctioned competitions.
- Assist Club with financial matters including budgeting, payment of bills, and fundraising.
- Assist Club in securing transportation.
- Keep Club members informed on all procedures and regulations.

7.2 INSTRUCTOR/COACH

The following is a list of potential duties or responsibilities of any instructor/coach of a Campus Recreation Sport Club. (ALL administrative duties are in the hands of the students.)

- Have knowledge of all Campus Recreation policies relative to Clubs.
- Uphold Clubs’ philosophy that they are student led.
• Develop and improve skills of Club members.
• Assist Club Executives in scheduling games, matches, or tournaments.
• Develop and employ safety procedures.
• Attend practices (and events if requested by Executive).
• Coordinate equipment and supply usage with Club members.
• Promote good sportsmanship during practice and competitions.

Instructors/coaches must have a minimum First Aid & CPR-C certification if they are intended to act as an “on-duty supervisor” at any time.

Note: Confirmation (i.e. photocopy) of First Aid/CPR certification, must be submitted to the Program Coordinator, prior to the start of any Club activities.

Instructors/coaches are strongly encouraged to obtain a minimum NCCP Intro to Competition Part A (Level I) coaching certification.

See Appendix 11 for Instructor Contract Request Form

7.3 VOLUNTEER

In some cases, various individuals, faculty, staff, or other students volunteer their time and resources in assisting the Club with things such as fundraising, promotions, event and/or Club operations outside of instructing/coaching. If these individuals volunteer for your Club, please inform them of all Club policies, and inform the Program Coordinator who the individual is and their role. These individuals are only allowed to travel with the Club when given specific exemption.

See Appendix 1 for Attendance Sheet
SECTION 8 – CLUB FINANCES

Sport Club finances can be a difficult area for Club Executives to understand and deal with. As with any other part of the University, all funds must be handled using specific procedures and policies that are established by The University of Western Ontario. Finances will receive close scrutiny by the Program Coordinator, Campus Recreation, and the University Finance department. It is imperative that all Clubs follow established policies and procedures. To ensure adherence to these principles, it is critical that each club recognize and respect the University’s system and abide by these guidelines. This includes consulting with, and involving the Program Coordinator before making any financial transactions. All Club funds are kept on account with The University of Western Ontario and cannot be held in any commercial banking institution.

Advantages of accounts being held through Campus Recreation:

- Club accounts can be accessed from on-campus, thus eliminating trips to the bank.
- Club accounts will automatically be transferred to the new Executive at the end of the year, rather than transferring signing authority at the bank.
- Large ticket purchases are easier to facilitate through the University and delivery of the items can be faster. Campus Recreation has many industry contacts that can be valuable for equipment and clothing purchases.
- Club printing done at InPrint may be paid directly through a Club account.
- Interested members are able to sign-up for a Club online (www.shop.westernmustangs.ca).
- Event/trip fees may be paid for at Membership Services (front desk of WSRC) thus offering more convenience for Club members. This must be pre-arranged with the Program Coordinator at least 10 business days prior to the date you wish the offering to be open for members to pay.

8.1 POLICIES AND PROCEDURES FOR SPENDING CLUB FUNDS

All monetary transactions for Sport Clubs must be processed through the Campus Recreation office. These transactions include, but are not limited to the following:

- Deposits
- Petty Cash Disbursements ($50.00 or less)
- Purchase Requests and Purchase Orders
- Reimbursement Request
- Cash Advances

Under no circumstances will a club spend any of their funds without going through the Program Coordinator, Travel Coordinator, and/or Finance Clerk. Clubs must submit the Sport Clubs Request for Funds form for any Club purchase or expense.

The following is a summary of the procedures for spending club funds.

Option 1 - Purchase Requests should be used whenever ordering equipment or supplies. Submit a completed Request for Funds form (indicating Option #1) to the Finance Clerk. Include the name, address, phone number, email address, and/or fax number of the vendor (company, store, individual, etc.). At least one quote for the item(s) to be purchased must be attached to the form. It is advised that Clubs submit purchase requests a minimum of two weeks prior to needing the equipment, supplies, etc.
Option 2 - Reimbursements should be done only when it is not possible to complete a purchase request. Complete a Request for Funds form (indicating Option #2), attach the receipt to the form and turn this information in to the Finance Clerk. Receipts may not be older than 90 days. A reimbursement check will be available in approximately 4-6 weeks. If you purchase an item and would like to be reimbursed quickly, the process is faster if the total amount is less than $50. It will be faster to process two receipts for $50 each, as compared to one receipt for $100. Please note that all information on the top portion of the form must be completed and the Club President and Treasurer’s signatures are required.

### 8.2 EXPENSE CLAIM FORMS

- Submit all original receipts as well as credit card receipts.
- Expense Claim Forms need to be signed by President or Finance Officer.
- After forms are completed contact Sherri Castrilli (sherri.castrilli@uwo.ca) to set up a meeting.

See Appendix 8 for Expense Approval Form

### 8.3 ADDITIONAL FINANCIAL PROCEDURES

All Club account balances at the end of the fiscal year (April 30th) carry over to the next year.

Clubs are responsible for staying within their budgets and anticipating future purchases. Any over-expenditure must be resolved by the end of each fiscal year. In most cases, Club financial activities (for Fall/Winter) should conclude by April 15th in order to allow all outstanding transfers, expenditures, etc. to close by April 30th.

Clubs may not use “anticipated revenue” for future years to clear debts for the current year. All account and other Club activity will be frozen until a debt is cleared.

Clubs that over-expend their budget and do not clear it up by the end of the fiscal year may be placed on probation, or in extreme cases, lose Club status.

#### 8.3.1 PAYMENT OF TRAVEL, ENTRY FEES, AND LODGING

With prior approval, a Club’s budgeted funds may be used for payment of rental vehicle use, private vehicle use reimbursement, public lodging, and entry fees. Club funds may **NOT** be used for food purchases or phone calls.

If entry fees are to be paid with Club funds, submit a Request for Reimbursement Form along with the completed Event Registration Forms. These forms must accompany the Travel Request Form and must be submitted a minimum of two weeks in advance of travel. The event registration form must state the amount of the entry fee, the dates of the competition/event/travel, and provide an address where the fee can be sent.

#### 8.3.2 SOME HELPFUL HINTS AND SUGGESTIONS FOR MANAGING CLUB FINANCES SUCCESSFULLY

Maintain accurate records of all financial activities. This means keeping track of all paperwork and financial documents, statements, invoices, purchase orders, receipts, etc. Make photocopies of original documents and keep them all together. **Some original documents must be submitted to Campus Recreation for processing so it is very beneficial to keep copies in case of handling or processing errors** **It is the CLUBS responsibility to track and ensure accuracy of financial activities, NOT Campus Recreation.**
Submit budget documents on-time. Proper submission of budgets will allow Campus Recreation to review your information and make suggestions and revisions to better help you manage the Club accounts.

Plan conservatively based upon previous year’s activities. Consider last year’s Club activities and pay attention to large expenditures or decreased membership revenues. Try to plan based upon the Club’s recent history.

Look to the future and anticipate. Planning requires an understanding of your environment and the things that influence it. Is your Club growing and gaining momentum? What changes will this require and how will you manage this? Will you need to hire more instructors? How much does it cost for your instructor? What activities have you planned for the year? How will the costs for these activities be met based upon your revenues? Is it possible for you to afford to host a tournament based upon your available money? Think about the many things involved with planning events and activities during the 8 months your Club will be active on campus. Begin planning early!

It is important to leave a minimum of $100-$200 in your Club’s account at the end of the year for the following year’s start-up fees. This could be used for supplies to prepare for Clubs Week, or for your first meeting or practice.

8.3.3 SOCIAL EVENT

A maximum of $20/Club member/school year may be spent from Club funds on social and special events (food, pop, etc.). Club funds will not be spent on alcohol. All events must be discussed with Program Coordinator before any planning takes place.

8.3.4 FUNDRAISING

All fundraising activities must be kept within provincial, University and departmental policies. The Program Coordinator should be informed of all fundraising projects to ensure they are within these policies.

The following list provides Sport Clubs with several ideas (this is by no means an all-inclusive list) to help promote your Club while raising money to support your Club needs:

- Hosting a tournament
- Bake sales
- Corporate or commercial sponsorship (All potential companies must be reviewed by the Marketing Manager for Sports & Recreation Services.)

8.3.4.1 STEPS TO HOSTING A FUNDRAISER:

1. Develop and submit a proposal for the fundraiser to the Program Coordinator for approval. The proposal should include a description of the fundraiser, why your Club is hosting the event, your target fundraising financial goal, and the anticipated expenses involved in set-up and execution of the fundraiser.
2. Schedule and secure the necessary space or facility for the activity.
3. Obtain, complete, and return any contracts or legal documentation needed in hosting the activity.
4. Arrange for set-up, take-down, supervision, and cleaning of the event. Club Executive/members should do this work as it reduces costs.
5. Create, publish, and distribute advertising and promotional materials for the event (all materials must be approved by the Program Coordinator).
6. Host the event.
7. Complete an evaluation of the event with the actual expenses and revenue received from the activity. Submit a copy to the Program Coordinator and include a copy with your Club’s Operations Manual.
8.3.5 SPORT CLUB INVENTORY

Sport Club equipment and products purchased with Club funds belong to The University of Western Ontario and the individual Sport Club and should be appropriately marked and accounted for through an inventory. Inventory simply requires the Club to have an accurate record or list of equipment/products that it owns. Inventory will help your Clubs keep track of the number and cost/value of equipment that the Club has on hand.

Inventory information will be extremely helpful in the event of theft or loss to one or more pieces of Sport Club property; and valuation for insurance purposes. It is also good practice and a leadership development opportunity for an Executive or highly qualified member. Below are some simple tips and strategies for establishing your Club inventory:

- **Keep Accurate Records** – when equipment is purchased or supplies are ordered, keep track of the financial records as well as the actual number of items purchased.
- **Label and Identify Equipment** – Devise some form of labeling or identifying information to place on equipment. A simple example might be a combination of numbers/letters that correspond to the Club, the date of purchase and the quantity of the piece of equipment owned. Eg. KYK-0911-3K. This label identifies the Club - Kayak, the date of purchase - September 2011 and its identifying number - the third kayak. This identifying information should be marked on the specific equipment using non-erasable markers/pens or engraved.
- **Keep this information on inventory sheets** – use the Sport Club Inventory Form to keep track of the items your Club purchases and owns. Inventory Sheets are found on the Western Mustangs Website, under the Club Documents and Forms Tab.

*See Appendix 2 for a Budget Statement example*
SECTION 9 – SAFETY & RISK MANAGEMENT

Program safety is one of the most important parts of running and organizing a Campus Recreation Sport Club. It deals with promoting a safe environment for all participants. The Sport Clubs program depends on the Executive to ensure that precautions have been taken to keep the member’s safety at a premium. Therefore, it is required that every Sport Club implements and practices the following safety guidelines.

9.1 ON-SITE SUPERVISOR

ALL Clubs must have at least two First Aid & CPR-C certified On-Site Supervisors at EVERY practice (this includes pool practices and gymnasium/studio practices) and events (e.g., socials, tournaments, etc.). All On-Site Supervisors must be listed on the Club Executive list (if also a paid Instructor and non-student, the On-Site Supervisor does not have voting privileges).

- Campus Recreation will make available opportunities for First Aid & CPR certification/recertification. Cost of certification may be expensed through Club funds, if the club’s expense budget permits it.
- Clubs must have a record of all certified Executive (i.e. On-Site Supervisors) on file in the Campus Recreation Administrative Office.

The responsibility of the Club and On-Site Supervisor will involve all of the following:

1. Ensure that all participants are Club members.
2. Provision and maintenance of safe facilities and equipment (includes first aid supplies).
3. Provision of appropriate supervision.
5. Provision of information to participants about risks involved in the activity.
6. Submit attendance records, incident/accident forms to Membership Services desk (WSRC) within 24 hours of each practice or meeting. *(Failure to do so will result in loss of practice time.)*
7. Ensure that Club members sign the attendance record at every practice.
8. Ensure that all practices start on time; be the first to arrive and the last to leave.
9. Show up early to Equipment Lending (WSRC level 2) to sign out equipment (with proper Western student card).

9.2 INJURY PREVENTION

1. Sport Club Executives, Club members, coaches and instructors must emphasize safety during all Club-related activities.
2. ALL Clubs must have a certified On-Site Supervisor at EVERY practice and event.
3. It is the responsibility of the Club to purchase a first aid kit. First Aid kits may be purchased through Campus Recreation; contact the Program Coordinator to do so. It is the Club’s responsibility to ensure the First Aid kit is stocked at all times.
4. Develop and practice safety guidelines relevant to your sport.
5. Inspect fields, facilities, and equipment prior to every practice and special events. Report unsafe conditions to Program Coordinator immediately.
9.3 MEDICAL EMERGENCIES

All accidents, no matter how minor, must be reported within 24 hours using an Accident Report form and forwarded to the Program Coordinator or handed in person at the front desk of the WSRC.

- Identify or be aware that a person is in distress.
- Take charge.
- Go to the victim and start the procedures of first aid (determine vital signs and consciousness).
- Activate the Emergency Action Plan: CHA-CA-CO:

  **Charge Person:** Takes complete control of emergency, assessing its severity and assigning tasks.
  **Call Person:** Call 911 (UWO Police & SERT) for medical assistance.
  **Control Person:** Ensure that no one interferes with charge person or call person and controls the crowd.

Assist the casualty as much as you can (i.e. call for ride, notify family or friend, retrieve belongings from locker room, etc.) and try to make them as comfortable as possible. For more in-depth assistance with these situations or for treatment of other injuries, refer to your First Aid manual.

*Note: If an individual requires or requests an ambulance, those individuals should be reminded of the following: “The individual who takes the ride and receives medical treatment in the ambulance is responsible for cost of the ambulance service. Health Cards must be presented upon receiving ambulance service. Neither Campus Recreation nor The University of Western Ontario is liable.”*

9.4 FIRE ALARM

- Gather Club members and exit the building, via the nearest exit, immediately.
- Remain outside the building until the ‘All Clear’ is given by Fire Prevention or UWO Police.
- If your group is in the pool, follow the directions of the lifeguards.

*If you discover fire:*

- Locate and activate the nearest wall mount fire alarm.
- Fully vacate the fire area immediately. If possible, lock the facilities.
- Follow the above procedures (“Fire Alarm”).
- Do **NOT** use elevators.
- Remember your safety is always your first priority.
- Leave the building and do not re-enter until authorized by Fire Prevention or UWO Police.

9.5 POWER FAILURES

When the power is off, many rooms in the facility can become very dark.

*When a power failure occurs:*

- Cease all activity immediately.
- Inform members who are in total darkness that they must leave the area immediately.
- Inform those members that are in an area with back up lighting that there is a power failure and they may continue at their own risk.
- In the pool, follow the directions of the lifeguards.

9.6 LIGHTNING & ADVERSE WEATHER CONDITIONS

Southwestern Ontario can be subject to a variety of weather risks including lightning, high winds, hail, flooding, tornadoes, etc. Be aware of the potential for threatening weather and take appropriate precautions. Remember, where there’s thunder, there’s lightning! Avoid being caught in open areas when severe weather strikes.

9.7 RISK MANAGEMENT

All individuals participating in Club activities are expected to recognize and accept the inherent risks of their activity. Each individual participating in a Sport Club must take responsibility for his/her own health and safety. The University of Western Ontario does not accept responsibility for injuries sustained by persons participating in recreational activities. Each participant is personally responsible for obtaining and maintaining coverage through the Ontario Health Insurance Plan (OHIP) and/or other agencies or plans.

As part of the responsibilities of the Club Executive, On-Site Supervisors, and instructors/coaches, all steps possible must be taken to ensure the health and safety of all Club members. This includes checking certifications of instructors/coaches, completing and submitting attendance records, completing and submitting accident/incident reports, completing and submitting all required travel documentation, ensuring proper emergency response, and the overall Club risk management for the safety of its participants.

All Club members are required to sign a Sports and Recreation Activities Waiver upon registration online.

See Appendix 9 for Accident Report

See Appendix 10 for Incident Report
SECTION 10 – TRAVEL POLICIES AND PROCEDURES

10.1 GENERAL DRIVING POLICIES AND PROCEDURES

To be read and understood by all drivers for Sports and Recreation Services.

Note: Must complete the travel request form located on the clubs’ webpage followed by a scheduled meeting with the Travel Coordinator. (https://www.uwo.ca/campusrec/sport_clubs/required_club_documents_forms.html)

Authorized Driver Requirements: To be authorized to drive (rental or personal vehicle), drivers must be approved by the Program of Sports and Recreation Services. To obtain approval, drivers must register on-line and submit the following at least two weeks in advance:

- Complete Drivers Authorization Registration online
- Photocopy of current Driver’s License (front & back) – can submit online or hand in
- Photocopy of valid vehicle insurance (only if using personal vehicle) – can submit online or hand in
- Driver Abstract: 3-Year Statement of Driving Record – can submit on line or hand in
  - Available from the Ontario Ministry of Transportation via:
    - Online information at www.mto.gov.on.ca/english/dandv/driver/record.htm
    - Obtain abstract online at www.ontario.ca/en/services_for_residents/053272 ($12.00)
    - Driver and Vehicle Licensing Office ($12.00)
    - Service Ontario Kiosk ($13.00)

Instructions: Find where it says ‘You may order the following records online at Service Ontario Driver and Vehicle Online Services’ and click on this

1. Choose: Services
2. Choose: Drivers Record
3. Order a Drivers Record Online
4. Enter Driver’s License Number
5. Enter Driver’s License Number Again
6. Review Information
7. Input Information
8. Input Credit Card Information and Complete

Note: Save abstract to computer and upload to SRS driver registration. Receipt will be e-mailed to you.

Based on the applicant’s 3-Year Driver Abstract, the applicant will not be authorized if they have any suspension/revocation of license for reckless driving, hit and run, leaving the scene of an accident, failure to appear, DUI, or other vehicle-related felony. In addition, an individual will not be authorized if they have more than three at-fault accidents, more than three moving violation tickets or a combination of more than three tickets/accidents within the past three years. Once successfully completed, the authorization to drive is valid for one to three years (based on approval from the Program of Sports and Recreation Services, the Travel Coordinator, and the Sport Clubs Program Coordinator).
10.2 SAFETY

Your safety and the safety of all club members is the number one priority when travelling. Please use good judgement.

1. Team/club members and coaches/instructors are representatives of The University of Western Ontario and must conduct themselves with good taste and good judgment at all times.
2. All drivers and passengers are required to wear seat belts while the vehicle is in motion. The authorized drivers are responsible for making sure all persons traveling in the vehicle have seat belts on.
3. Drivers are restricted to driving no more than 10 hours total in any one day.
4. Drivers must not exceed posted speed limits or speed that is appropriate for driving conditions.
5. All parking and traffic fines are the responsibility of the individual.
6. The consumption and transportation of alcohol on any motor vehicle used by a University of Western Ontario sport team/club is strictly prohibited. Violation of this policy will be dealt with in a very firm manner and could lead to the suspension of the team/club from further participation/competition.
7. Report any accidents ASAP (see the end of this document for accident reporting procedures).
8. The Program of Sports and Recreation Services will make every attempt to ensure that teams/clubs travel in safe and comfortable vehicles, and under the safest of circumstances possible.
9. If you are traveling in a vehicle that appears unsafe, have the vehicle checked as soon as possible (the first garage). If it is definitely unsafe, do not continue travel in that vehicle. Call the rental agency from which the vehicle was obtained and request their advice.
10. INCLEMENT WEATHER: If the team/club experiences inclement weather while traveling, the coach/instructor should follow procedures to ensure the safety of all travelers. The coach/instructor is responsible for making a judgment on whether or not travel is safe. If travel conditions are deemed unsafe, travel should cease immediately and the team should be housed in a hotel until weather improves (incurred expenses due to unforeseen safety measures may be eligible for reimbursement through club funds, pending approval from the Program Coordinator). Notify both Universities concerned if you are traveling to a competition.

For up to-date weather and road conditions:

- MTO Ontario Road Conditions: (weather, construction, closures, delays, USA – Canada border information wait times etc.)
  - Phone Number: 1-800-268-4686
  - Website: www.mto.gov.on.ca/english/traveller
- Ontario weather:
  - www.ontarioweather.com
  - www.weatheroffice.ec.gc.ca
  - www.theweathernetwork.com
- AM 680, TORONTO’S All News Radio: Updates on weather/traffic every 10 minutes.

11. PERSONAL VEHICLES: The use of personal vehicles to transport teams/clubs is not encouraged. This places undue financial responsibility on the drivers in the case of legal action or damage to the vehicle. If a private vehicle is used on approved University business, the owner must ensure that his/her personal automobile insurance is adequate. A minimum of $1,000,000 third party liability is recommended. Drivers of personal vehicles must have proof of minimum insurance as required by the Province of Ontario. In most cases, private vehicles are not covered by The University of Western Ontario’s insurance policy.
12. **RENTAL VEHICLES**: The University’s automobile insurance covers only University employees driving rental vehicles on University business which includes full time and honorarium coaches, and staff members. Student drivers are not covered under this policy. The Travel Coordinator must be informed as to who will be driving each vehicle so additional insurance is purchased if required. All possible drivers should be listed on the rental agreement. Drivers must be 21 years of age or older. Van drivers of more than 11 passengers must hold a Class “B” “C” “E” or “F” license. Without this licence the maximum number of passengers allowed is 11, (not including the driver).

a. **When Renting a Vehicle:**
   - Check that the gas tank is full before you leave; the company will charge for a full tank. Also check that there is no damage to the vehicle (notify the Rental Agency and the Travel Coordinator if the tank is not full or if there is damage).
   - Fill up the gas tank before you return the vehicle. Note the time you return the vehicle on your copy of the rental agreement and drop it off with the keys, so the rental company will not charge us extra time over a weekend. Vehicles are to be returned immediately upon return from competition to the rental company with a clean interior (remove any garbage).

13. **IN THE EVENT OF AN ACCIDENT**
   a. Notify Police if necessary. Report any accidents to the Sport Club Coordinator (Beth Emery 519-709-0565) or the Travel Coordinator (Sherri 519-661-3552), as soon as possible. The accident should also be reported to the Rental Agency (if vehicle is a rental).
   
   b. **The following information will be required:**
      - Renter’s/Driver’s Name; Date of Incident;
      - Names/ Addresses of witnesses and injured
      - License #’s of cars involved
      - Description of accident
      - Copy of rental agreement
      - Police Report or Occurrence Number (if applicable)

See the following appendices for necessary travel documents:

*Appendix 4 – Travel Request Form*
*Appendix 5 – Travel Release Form*
*Appendix 6 – Travel Roster and Assumption of Risk*
*Appendix 7 – Post-Event/Competition Report*
SECTION 11 – UWO/CAMPUS RECREATION POLICIES & PROCEDURES

11.1 ALCOHOL CONSUMPTION

Club Executives are expected to be aware of, and abide by Western’s Campus Alcohol Policy.

A Club may not use Club money to purchase alcohol at Club events or at any social function or trip. The Club is not permitted to use Club money to purchase such items as t-shirts promoting alcohol or beer, or any item that may promote the drinking of alcohol. In the event that you choose to drink alcohol at a non-Club event, and your participants also choose to drink alcohol, it is the responsibility of the host to ensure that all participants are safe at all times. It is your responsibility to ensure that your participants choose a safe and responsible way of arriving home. If you feel that any of your participants are unable to drive home because they have had too much to drink, then you must do something about it. You are obligated to take preventive steps to ensure that intoxicated patrons are not allowed to drive motor vehicles.

11.2 STANDARD OF CONDUCT FOR ALL CLUB MEMBERS

All Club members (which include students who have paid appropriate fees) of Campus Recreation are members of the Western Community. As such, all members are subject to all provisions and expectations of Campus Recreation. As well, all students are subject to the Student Code of Conduct (http://www.uwo.ca/univsec/board/code.pdf) set out by the University, above and beyond those outlined here.

Members are asked to use mature judgment in choosing clothing and language, and the message each delivers to other members. We would ask that all members remember our membership includes children, families and people of different backgrounds and cultures.

All members of Campus Recreation are responsible for their behaviour and are expected to adhere to all policies, rules and expectations outlined for all Campus Recreation programming and facilities. Members are held individually responsible for the decisions they make regarding their behavior.

It is expected that:

• Participation and membership in Campus Recreation activities implies acceptance by every member of the principles of mutual respect for the rights, responsibilities, dignity and wellbeing of others.
• All members will conduct themselves in a manner that respects these principles.
• All members will behave in an appropriate manner when participating in Campus Recreation activities or facilities.
• All members will adhere to all Campus Recreation policies, procedures and rules.
• All members have the right to participate in any Campus Recreation program or facility without the fear of harm from others within the scope of the activity.

Participation and membership in, and use of Campus Recreation programs, activities and/or facilities, are a privilege, which comes with responsibilities.
The rules, policies and procedures of Campus Recreation are in place for the safety of all participants. Any conduct on the part of a member that has or might reasonably have, an adverse effect on the proper functioning of Campus Recreation, or the health, safety, rights or property of Campus Recreation, its members, staff or guests; is subject to discipline. Campus Recreation also reserves the right to forward any action to the University Discipline Committee for further review above and beyond any sanctions imposed within Campus Recreation.

11.3 HAZING

The University Students’ Council (USC) defines hazing as “any action taken or situation created, intentionally, to produce mental or physical discomfort, embarrassment, harassment, or ridicule”. Even well-intentioned activities or situations meant to make students feel part of a group or team qualify as hazing, if they make any student feel uncomfortable in any way.

If Clubs plan orientation get-togethers, they must not include any hazing. Campus Recreation is strongly opposed to any form of hazing (as defined above) at any time. Any reports of hazing will be dealt with in a very firm manner by Campus Recreation.
SECTION 12 – FACILITIES INFORMATION

12.1 SCHEDULING A FACILITY

Many recreational/sport programs are housed in the WSRC. This puts heavy pressure on relatively limited facilities. It is vital that you plan your facility needs well in advance and submit a Facility Request Form to reserve your space. Do not expect that you have a facility just because you have always had it in the past. Requests for Fall/Winter space are due at the end of March.

For additional facility space (above and beyond your confirmed practices) for events on campus, complete the Event Request Form. Your request will be reviewed by the Program Coordinator. The facility is not scheduled until you receive confirmation from the Program Coordinator. All requests must be made at least 7 business days in advance of the event.

12.2 SCHEDULING MEETING ROOMS

Meeting rooms are available in the WSRC and in other University buildings. Most rooms are free for student groups, unless you are charging an entry fee or using the room for a profit event. E-mail sportclubs@uwo.ca to place a request at least 7 days in advance of your meeting/event.

12.3 CANCELLATION OF PRACTICES OR EVENTS

Inform the Program Coordinator immediately if you need to cancel a practice or event. All cancellations must be made at least 7 business days in advance (for pool bookings – please refer to your Pool Rental Contract) of the practice/event in order to cancel lifeguards, custodial staff, etc. Since facility time is in such high demand we need to release any unused time to other groups.

Sport Clubs sessions/practices may also be cancelled at any time during the academic year due to event priority. The Program Coordinator will notify the Executive of any affected Club with as much time in advance as possible.

12.4 FACILITY RULES AND REGULATIONS

1. Athletic clothing and clean athletic footwear with non-marking soles must be worn in activity areas. Street clothing is not permitted (no jeans or jean shorts, boots, or non-athletic footwear of any kind, including sandals and open-toed shoes).
2. Food and glass bottles are not permitted in Campus Recreation facilities. Recycling bins are located within the facility for disposal of plastic and other non-glass recyclable materials.
3. **Sport bags and jackets are not permitted in activity areas.** Participants must store these items in a locker (lockers are available for day use or to rent on a monthly basis – the only exception being large equipment bags with general-use club equipment)
4. Lock your valuables and belongings in a locker. DO NOT leave valuables unattended. Campus Recreation and The University of Western Ontario are not responsible for lost or stolen articles.

12.5 FACILITY SPECIFIC POLICIES

12.5.1 ALUMNI HALL (ROOM 15)

- Since there are many users of the facility and caretaking is limited due to budget restrictions, it is very important that mat surfaces are kept clean and the area within the room is kept tidy.
• AH 15 key also opens caretaking closet (next to men’s washroom). Inside the closet, there are cleaning supplies (mop & pail, disinfectant, push broom, etc).
• Doors should be locked when room is not in use. Ensure to check the back door leading to the back hallway (old squash courts). Often, this door is left open.
• No sharp objects are to be put on the mats (e.g., chairs, tables, etc.).
• Only clean non-marking indoor shoes are to be worn on the mats (no outside footwear permitted).
• No mats are to be moved (pre-arranged) without prior approval.
• Use Thames Hall change rooms prior to and after practice sessions (changing into practice attire should not take place in Alumni Rm #15.) Underground tunnel access is available to & from Thames Hall to Alumni Hall.

12.5.2 POOL (WSRC)
• A shower is required before entering the pool.
• Those with a serious medical condition should be accompanied by an individual knowledgeable of their condition and responsible for their direct supervision.
• For the comfort of our patrons, appropriate attire must be worn when using the pool.
• Outdoor shoes are not permitted on the deck.

Please review Pool Rental Agreement for further terms and conditions.

12.5.3 WSRC SQUASH COURTS
• Eye protection is strongly encouraged for players using the racquet courts. Goggles are available to use FREE OF CHARGE at the Equipment Lending Desk.
• Squash racquets and balls are available to rent at Equipment Lending.

See Appendix 3 for Event Request Forms (on- and off-campus)
SECTION 13 – SPORT CLUB EVALUATION

Throughout the year, Sport Clubs will be reviewed and evaluated by the Program Coordinator and Campus Recreation. The evaluations are a tool for determining how well your organization has fulfilled the requirements of the Campus Recreation Sport Club Program and to better help you meet and exceed the expectations of your executive and members. Several criteria are considered in the evaluation process and all are important in determining how well your Club has met their obligations.

The desire for the Club evaluation process is that you – the student leaders – would take the feedback from the evaluations and use it to help build a strong and vibrant organization.

The evaluations are also important in helping us determine whether your Club is renewed for the following term/school year. After the evaluation, Club ratings will result in the Club being a) renewed as an active Club, b) placed on probation for a period of 1-3 terms depending on the situation, c) or de-ratified. Clubs on probationary status who are de-ratified must wait a minimum of one full academic year before re-applying for Sport Club status.

13.1 PROBATIONARY PERIODS

During the probation period, Clubs must demonstrate clear adherence to all CR policies. All evaluation criteria listed below must be met to the satisfaction of the Sport Club Program in order to maintain Club status. The probationary period exists to give Clubs that are lacking leadership or organization the opportunity to correct the internal operations of the Club.

At the end of the probationary period, those Clubs unable to meet the obligations of the Sport Club Program will be de-ratified. Those Clubs meeting the obligations and demonstrating adherence to the Sport Club Program policies will be renewed to active status. Maximum time on probation is three (3) terms, and Clubs may not receive probationary status for consecutive periods (i.e. at the end of a probationary period Clubs will either be renewed to active status or de-ratified – they cannot continue on probation for another period).

Note: All newly ratified Clubs are considered probationary and must meet the obligations of the Sport Club program for a period of 3 terms or one calendar year. If at the end of this 3-term period they have not established themselves to be in good standing, they will be de-ratified.

13.2 EVALUATION CRITERIA

13.2.1 COMMUNICATION
1. The Club consistently hands in all required documents and information by the specified deadlines (eg. all travel forms, attendance, registration and waiver forms, facility requests, budgets, constitution updates, driver authorizations, post-event reports, etc.)
2. The Club maintains communication with the Sport Club Program (Coordinator, and Student Leader) and responds to methods of communication appropriately and in a timely manner
3. The Club has an updated constitution on file with Campus Recreation
4. The Club (or it’s representative) attends all Sport Club meetings and other required program events/meetings

13.2.2 LEADERSHIP
1. The Club’s goals and direction are consistent with that of the Campus Recreation Sport Club Program
2. The Club is completely student led, student run and shows a consistent, smooth transition of club leadership
3. Club members abide by all rules, regulations and policies of Campus Recreation and The University of Western Ontario
4. Demonstrated leadership skills with club members (organized practices, meetings, events, etc.)

### 13.2.3 MEMBERSHIP
1. The Club is meeting a demonstrated need for the sport on Campus (has a strong, active membership base)
2. All membership registration forms and participant waiver forms are submitted on time

### 13.2.4 BUDGETS
1. The Club has managed their finances in a responsible and diligent manner
2. The Club has maintained accurate records and financial statements
3. The Club has properly submitted all Request for Funds forms and completed all financial activities by April 15

### 13.2.5 TRAVEL & FACILITY RISK MANAGEMENT
1. The Club submits all travel requests and documentation on time
2. The Club carries its Travel Binder with them for all trips
3. The Club follows appropriate procedures for risk management and completes accident/incident reports for injuries which occur during practices and events
4. The Club properly uses all facilities scheduled through Campus Recreation and adheres to all of the policies and procedures required by facility users

### 13.2.6 MISCELLANEOUS
1. The Club Maintains accurate inventory of equipment and Club materials

### 13.3 SPORT CLUB CODE OF CONDUCT

#### 13.3.1 CONDUCT OF PARTICIPANTS

All participants are expected to exhibit good sportsmanship, fair play, and abide by all rules of the Recreational Sport Club program and the scheduled activity. Remember that it is a “privilege” to participate in Recreational Sport Clubs, and this privilege can be taken away from you.

In those cases, where unsportsmanlike acts occur, the following will happen:

- A no-tolerance rule is in effect regarding foul language. Foul language will not be tolerated.
- Any participant who intentionally injures or jeopardizes the safety of other participants will be ejected from the Recreational Sport Club immediately for that session and is subject to further disciplinary action.
- Fighting is unacceptable in any Recreational Sport Club activity. A fight is defined by the Recreational Sport Club program as one punch thrown or landed and will result in further sanctions. Attempting to instigate a fight is considered to be the same as fighting.
- Any physical altercation between participants that does not result in a fight will result in further sanctions.

#### 13.3.2 REFUSING TO LEAVE

If a participant refuses to leave after being ejected, the participant’s Recreational Sport Club President will be told that if this participant continues to refuse to cooperate their club will forfeit facility time. If the member still refuses to cooperate, Campus Police will be contacted.
13.3.3 SUSPENSION PROCESS

Participants are encouraged to participate within the Spirit of Sportsmanship.

- Any suspension results are in effect immediately for an indefinite period, pending an investigation. Participants cannot return to Recreational Sport Club participation until they have been granted reinstatement by the Sport Clubs Coordinator.
- The Sport Club Coordinator will inform the President of the club before their next scheduled session if possible that a member(s) is suspended and that a decision regarding the suspension will be made soon.
- Due to the time-sensitive nature of issuing and enforcing suspensions, the length and severity of each suspension is at the discretion of the Sport Club Coordinator, in consultation with the club President, assistant coordinator Sport Clubs, and the Athletic Director.
- The Sport Club Coordinator will request documentation from as many persons involved in the incident as possible. Once a decision has been made, the Sport Club coordinator will notify the President of the Club. It is the President’s responsibility to ensure that the suspended member(s) are notified.
- A decision regarding the length of any suspension involves numerous factors – the severity of the act, prior precedent, as well as the possible results of the act.
- The Sport Club Coordinator is also bound to report any and all incidents that violate the Student Code of Conduct. Certainly any incidents that involve threatening words or action, the illegal use of alcohol, violations of the University’s harassment code, and/or damage or destruction of University property will be reported to the Campus Community Police for follow-up within the Student Code of Conduct.
- Once the club member(s) are notified they have every right to request a meeting with the Sport Club Coordinator to discuss the suspension.

13.4 SUSPENSION GUIDELINES

13.4.1 GENERAL SUSPENSION GUIDELINES

In the case of all class 4 or 5 suspensions, Campus Police are automatically notified of the offense.

Note: Each Class gives a minimum suspension but is not limited to a maximum. Suspensions given within a specific sport can affect participation in others sports if deemed appropriate. Lifetime bans can be given if deemed necessary.

CLASS 1

- Relatively minor, however it should be addressed and could warrant some disciplinary action or probation.
- Minimum 1 club session suspension

Including, but not limited to:
- Excessive arguing with Sport Club officials, building supervisor, or Campus Recreation staff
- Unsportsmanlike/disruptive conduct
- Ejection from any sport club activity
- Attending a sport club session that you are not registered for
- Missing travel deadlines
CLASS 2

- Inappropriate and warrants disciplinary action limited to the immediate activity.
  - **Minimum 1-week session suspension**

Including, but not limited to:

- Excessive arguing (aggressive behavior, profanity, intimidation) with Sport Club officials, building supervisor, or any Sports and Recreation staff.
- Intentional striking of a participant with fist or hand (not to the head)
- Squirt a water bottle at a participant
- Illegal participant – 2nd time for the particular club – members attending a sport club session they are not registered for (club sanctions may apply) – CLUB BASED SUSPENSION
- Missing travel deadlines – club 2nd offense – CLUB BASED SUSPENSION

CLASS 3

- More serious incident with longer lasting consequences limited to immediate activity.
  - **Minimum 2 weeks suspension**

Including, but not limited to:

- Intentional striking to the head of a participant – with one’s body (e.g. elbow, fist, foot, knee, etc.)
- Intentional striking to the head of a participant with ball or other object
- Verbal abuse directed at a sport club official, building supervisor, Sports and Recreation Services staff, or another Sports and Recreation Services participant
- Illegal participant – travelling with a club off campus – CLUB BASED SUSPENSION
- Squirt a water bottle at an official, building supervisor, or Sports and Recreation Services staff
- Violating a probationary measure
- Incident instigator
- Fraudulent act – i.e. intentional misrepresentation
- Open alcohol or drug use at an event by a club participant – on campus or while travelling
- Providing false information to a Sports and Recreation Services staff

CLASS 4

- Very serious; warrants major consequences regarding participation in other Sport Club activities.
  - **Suspension from Club activities for the remainder of the term, minimum.**

Including, but not limited to:

- Intentional striking to the head of a participant – with one’s body (e.g. elbow, fist, foot, knee, etc.)
- Intentional striking to the head of a participant – with stick
- Intent to injure a participant (bodily harm)
- Shoving or striking a sport club official, building supervisor, or Campus Recreation staff
- Intentional spitting on/at a Campus Recreation staff or fellow participant
- Using racial or sexual degrading language or gestures directed at a participant, official, building supervisor, or Sports and Recreation Services staff
- Fighting between two participants
- Participating in club events while suspended
- Vandalism, destructiveness or abuse of equipment and/or facility
- Intoxicated at game (participants)
- Open alcohol and/or drug use at an event by a participant – on campus or while travelling

CLASS 5

- Extreme; actions should result in a Campus Recreation campus-wide ban as well as be referred to other Western University disciplinary systems.
- Minimum 365 – full year – suspension

A number of the above listed incidents may be classified as a Class 5, depending on the severity of the incident.

13.5 APPEALS

All decisions made by the Sport Club Coordinator on protests and disciplinary matters can be appealed by individuals and/or members of the affected Sport Club. All appeals must be made within 3 business days of the decision. Appeals must be brought to the attention of the Sport Club Appeals Committee and submitted by emailing sportclubs@uwo.ca. All appeals will be directed to the Appeals Committee. Appeals cannot be made regarding decisions on a one-week suspension.

The sport club appeals committee is made up of a minimum of two of the following – IMS Coordinator, Coordinator of the Fitness and Wellness Program, and Membership Services Coordinator.
SECTION 14 – PROMOTING YOUR CLUB
Sports and Recreation Services is pleased to offer a variety of opportunities to advertise your recreational based Sport Club.

14.1 CLUBS WEEK
Sport and Recreation Services Sport Clubs Week will be held the 4th week of September (20th-24th). Each Club is allocated half a table space to promote their Club and recruit members.

14.2 SPORT CLUBS WEBSITE
The Sport Clubs website (https://www.uwo.ca/campusrec/sport_clubs/index.html) provides information about all Clubs, as well as links to individual Club websites.

All Clubs must follow the following guidelines when implementing their own web page/site.
1. No language that is offensive or can be deemed offensive.
2. All references to the department must be made correctly i.e. Campus Recreation
3. If your page is linked from the Campus Recreation website, a return link must be provided within your Club’s site.
4. No pictures on the websites or links to other websites that can be interpreted as offensive.
5. The Program Coordinator must approve all content on the Club’s website.

14.3 CAMPUS RECREATION BRANDING & UNIVERSITY LOGOS
Any promotional information or advertisement must contain the heading for Sports and Recreation Services (Arial font, all caps).

14.4 APPAREL
If Clubs wish to order apparel, there are several Sports and Recreation Services recommended Vendors (Note: you are not limited to these vendors):

1. New Era Grafix Inc.
2. Pete’s Sports
3. Purple Door Promotions
4. Source TeamWorks (London’s Source for Sports)

Please note that for orders of $2000 or more, you must submit quotes for at least 2 vendors if you wish to have Campus Recreation purchase on your behalf, directly from Club funds.

See Appendix 12 for Apparel Order Form

14.5 ADVERTISING
All club promotional material must be approved by the Program Coordinator prior to circulation. Campus Recreation branding must be used on any promotional material or advertising.

Advertising and promotions can be done through the following on-campus services:

1. The Gazette - Ads can be expensive, however there is free space in News Brief (inside of first page). In order to get into News Brief, you must go to the Gazette Newsroom and meet with someone to describe why your Club
is important for Western students. You can also submit articles for publication about your Club or events. Email adoffice@uwo.ca

2. **Western News** – This newspaper is targeted mainly to University staff/faculty. The paper provides free advertising for upcoming events. Events need to be submitted by Thursday of the week before you want the event advertised. Submit event information to comingevent@uwo.ca

3. **TV Western** - This is an option for advertising, but it is fairly expensive and is very rarely watched by Western students.

4. **CHRW** – The University’s radio station will announce special events on air. Submissions need to be in two weeks before the date you wish to have the announcement aired. There is also an opportunity for Club Executives to be interviewed about the Club on “Wake-Up Western”, a morning show that runs 9:00AM-11:00AM.

5. **Posters** - Boards are stationed throughout the campus. All posters must be “Poster Patrol” approved through InPrint. Be aware of regulations pertaining to on-campus advertising. Do not attach posters to any wall or glass or put flyers on cars in the parking lots.
SPORT CLUBS
ATTENDANCE RECORD

Please submit to the Membership Services Desk or Campus Recreation Administrative Office (WSRC 3235) within 24 hours of Club activity.

Name of Club: ___________________ Day: _____________ Date: ________________ Practice Time:__________

Print Name of On-Duty Supervisor: ______________________________________

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**Comments:**

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**Instructor Information (used for payroll purposes):**

Name of Instructor: ______________________ Today’s Instructional Time: ______________________

please print beginning to end
# CAMPUS RECREATION SPORT CLUB BUDGET STATEMENT

## FOR PERIOD:

### CLUB NAME:

### OPENING BALANCE

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<td>Uniforms</td>
<td></td>
<td>$ -</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td></td>
<td>$ -</td>
</tr>
<tr>
<td><strong>Total Expenses</strong></td>
<td></td>
<td><strong>$ -</strong></td>
</tr>
</tbody>
</table>

### CLOSING BALANCE

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<thead>
<tr>
<th></th>
<th>PROJECTED</th>
<th>ACTUAL</th>
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<tbody>
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<td>$ -</td>
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</tr>
</tbody>
</table>
APPENDIX 3 – EVENT REQUEST FORM

On Campus: https://westernmustangs.ca/sb_output.aspx?form=77

Off Campus: https://westernmustangs.ca/sb_output.aspx?form=400

APPENDIX 4 – TRAVEL REQUEST FORM

Travel Request Form: https://westernmustangs.ca/sb_output.aspx?form=94
TRAVEL RELEASE FORM

NAME: ________________________________

STUDENT  STAFF  TRAINER  OTHER ________________

I am a member of the Men’s / Women’s (circle one) ________________ team / group at the University of Western Ontario. I will not be traveling with the team / group To / From (circle one or both) the competition / event at _____________________(location) on _________________________ (date(s)).

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

I understand that the University of Western Ontario, the department of Sports and Recreation Services and its affiliates are not responsible for any injury or accident that may occur. Furthermore, I assume responsibility for all of my actions and activities before I join or once I leave the company of the team / group.

_________________________________________ _________________________
Member Signature Date

_________________________________________ __________________________
Coach / Group Leader Signature Date

**Please file this form with the Travel Coordinator (WSRC 3235) before departure of noted trip.

The University of Western Ontario
Sports and Recreation Services, WSRC 3235
London, Ontario, CANADA, N6A 5B9
Telephone: (519) 661-3552, Facsimile: (519) 661-3385
E-mail: mustangtravel@uwo.ca Website: www.westernmustangs.ca
APPENDIX 6 – TRAVEL ROSTER AND ASSUMPTION OF RISK

TRAVEL ROSTER AND ASSUMPTION OF RISK

Please submit to the Campus Recreation Administrative Office (WSRC Rm #3235) at least 7 business days in advance of the trip.

CLUB NAME: ___________________________ DATE(S) OF TRIP: ___________________________

DESTINATION: ___________________________

Assumption of Risk: I am aware that participation in recreation events or instruction, the use of related equipment, and associated Club travel involves risk, and in consideration of you accepting this application, I hereby expressly assume such risk. Furthermore, I understand that The University of Western Ontario does NOT accept responsibility for injury or loss incurred by any person participating in activities of Sport Clubs affiliated with Campus Recreation. Therefore, I release and discharge The University of Western Ontario, its staff, employees, servants, and agents from all claims for injury or damages suffered by me by reason of my participation in any program of activities offered as a result of this application. As well, if I ride in an ambulance, and if I receive medical treatment, I am responsible for these costs. I understand that my behaviour during Club activities (including travel) is governed by Campus Recreation’s Sport Clubs Policies & Procedures and the Code of Student Conduct.

My signature below is given freely in order to indicate my understanding and acceptance of the above Assumption of Risk.

<table>
<thead>
<tr>
<th>Full Name (please print)</th>
<th>Signature</th>
</tr>
</thead>
<tbody>
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## Sport Clubs
### POST-EVENT/COMPETITION REPORT

Please submit to the Campus Recreation Administrative Office (WSRC Rm #3235) within 7 business days of the event. Includes on and off-campus events, tournaments, competitions, trips, and social events.

**Club Name:** ____________________________________________________________

**EVENT DESCRIPTION:**

Event: ____________________________ Date of Event: ____________________________

Number of Participants: _________                            Number of Volunteers: ________

Location: __________________________________________________________

**EVENT FINANCES:**

**Revenue:**

Participation Fees Collected: $ ___________

Other Revenue Collected: $ ___________

*Total Revenue:* $ ___________

**Expenses:**

<table>
<thead>
<tr>
<th>Item(s)</th>
<th>Cost: $</th>
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</tr>
</tbody>
</table>

*Total Expenses:* $ ___________

**Deficit/Profit:** $ ___________

(please explain how a deficit will be covered)

-----------------------------------------------

**EVENT EVALUATION:**

Please rate the overall success of the event on a scale of 1 to 5 (5=highest): _________________

Were there any unforeseen problems: □ Yes □ No

If yes, how will you avoid them in the future? __________________________________________________________

Would you recommend that this event be held again next year? □ Yes □ No

If no, please explain: __________________________________________________________

-----------------------------------------------
APPENDIX 8 – EXPENSE APPROVAL FORM

EXPENSE APPROVAL FORM

CLUB: _____________________________________ Today’s Date: ____________________

PERSON CLAIMING REIMBURSEMENT: ______________________________

CONTACT OF PERSON CLAIMING REIMBURSEMENT: E-mail: _________ Phone #: ______________

EXPENSE OUTLINE

Amount of Expense: $ ______________
Reason for Expense: ______________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________

**Club President is responsible for the accounting of the sport/club account.
Attach original receipts**

President Approval: ____________________________ (name) ____________________________ (signature) ____________________________ (date)

Cash given by: ____________________________ Cash received by: ____________________________

Western University
Sports & Recreation Services
Western Student Recreation Centre
London, ON, Canada, N6A 5B9
Telephone: (519) 661-3552 Fax: (519) 661-3385
## APPENDIX 9 – ACCIDENT REPORT

### CAMPUS RECREATION

**ACCIDENT REPORT**

**INSTRUCTIONS:**
1. This form must be completed in full by Campus Recreation staff whenever anyone requires first aid while using Campus Recreation facilities and programs.
2. This form must be completed at the time of the incident and delivered to the Membership Services desk, for filing, within 24 hours of the accident.

### GENERAL INFORMATION

<table>
<thead>
<tr>
<th>Date of Accident:</th>
<th>mm/dd/yyyy</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Location of Accident:</th>
<th>Activity at Time of Accident (e.g., IMS Basketball)</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Name of Injured:</th>
<th>Age:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Address:</th>
<th>Sex:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Phone Number:</th>
<th>Known Medical Conditions/Allergies:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Witness Name:</th>
<th>Witness Phone Number:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Time of Incident:</th>
<th>Time of First Intervention:</th>
<th>Time of Medical Support:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>AM/PM</th>
<th>AM/PM</th>
<th>AM/PM</th>
</tr>
</thead>
</table>

Describe the Event: (time details on all facts that led to the accident or injury. Identify the individual(s) and or equipment that may have caused or contributed to the injury)

Event & Conditions: (What was the event during which the incident took place, location of incident, surface quality, light, weather, etc.)

- [ ] Contacted SERT? [ ] Yes [ ] No
- [ ] Contacted Ambulance? [ ] Yes [ ] No
- [ ] Called Police? [ ] Yes [ ] No
- [ ] Parts of Body Injured:

**Detailed Description of First Aid treatment: (equipment & supplies used)**

After Treatment, the Patient was:

- [ ] Returned to Activity
- [ ] Sent Home
- [ ] Sent to Hospital/Clinic
- [ ] If returned to activity, at whose authorization?

### STAFF INFORMATION

<table>
<thead>
<tr>
<th>Form completed by (print name):</th>
<th>Position:</th>
<th>Program Coordinator reviewed (print name):</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Comments</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Signature of Staff &amp; Date:</th>
<th>Signature of Coordinator &amp; Date:</th>
</tr>
</thead>
</table>
# Appendix 10 – Incident Report

## Incident Report

### General Information

<table>
<thead>
<tr>
<th>Date of Incident:</th>
<th>Time of Incident:</th>
</tr>
</thead>
<tbody>
<tr>
<td>mm/dd/yyyy</td>
<td>AM/PM</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Persons Involved:</th>
<th>Student # (when applicable)</th>
<th>Phone:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td></td>
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<tr>
<td>2.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
<td></td>
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<tr>
<td>4.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Incident Details

<table>
<thead>
<tr>
<th>Location of Incident:</th>
<th>Time of First Intervention:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>AM/PM</td>
</tr>
</tbody>
</table>

**Describe the Event:** (state only facts, not opinions)

**Action Taken by Staff:**

### Staff Information

<table>
<thead>
<tr>
<th>Form Completed by (print name):</th>
<th>Position:</th>
<th>Other Staff on Duty (print name):</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Signature &amp; Date:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Coordinator Signature &amp; Date:</th>
<th>Signature of Coordinator &amp; Date:</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>
Instructor Contract Request Form

Please submit to the Clubs Coordinator the Assistant Clubs Coordinator for approval and processing.

Club Name: __________________________________________________________

Date: ________________________________________________________________

Instructor Information

Name: ______________________________________________________________

E-mail: ______________________________________________________________

Phone Number: ______________________________________________________

Wage (Hourly, by term) ______________________________________________

Employed at Western Previously:

☐ Yes  ☐ No

If yes, in what capacity:

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________

Approval of Club President

________________________  __________________________
Print Name  Signature

*Note: Once form is completed and submitted the Clubs Coordinator or Assistant Club Coordinator will contact the instructor directly to retrieve other important information such as Date of Birth and Social Insurance Number.
APPENDIX 12 – APPAREL ORDER FORM

Apparel Ordering

Please indicate what you are ordering:

1. _______________
2. _______________
3. _______________
4. _______________
5. _______________
6. _______________
7. _______________
8. _______________
9. _______________
10. _______________

Ordering Form (indicate company, where company is located etc.)

______________________________________________________________________________________________

______________________________________________________________.

Check off where the payment is coming from:

- Club Funds
- Personal

Check off where the apparel is being paid for:

- WSRC- Membership Services
- Club Collecting

Date for Delivery:

____________________________________________________________________________

Provide any other important information relevant to this order:

______________________________________________________________________________________________

______________________________________________________________________________________________