



# **RECREATION SPORT CLUBS**

## **Recreational Sport Clubs Program Manual**

**Campus Recreation**

Sports & Recreation

Western University

## IMPORTANT CONTACTS

### RECREATIONAL SPORT CLUBS

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#### Emergency

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*(SERT/Medical/Ambulance)*

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## RECREATIONAL SPORT CLUBS PROGRAM

Welcome to the Western University Campus Recreation Team! Within Sport and Recreation Services, lie the sport- and activity-based clubs known as the Recreational Sport Clubs Program. This document is the official Recreational Sport Clubs Program Manual, which outlines definitions, club categories, policies, procedures, and guidelines directly associated with the Program. Whether you are an Executive Member of one of our clubs, a Regular Member, or looking to start your own club, you will find all the general information you need about our program within this manual. Please read it carefully and understand its contents.

If you require additional information, please contact the Program Coordinator at [sportclubs@uwo.ca](mailto:sportclubs@uwo.ca). For in-person meetings, please schedule an appointment ahead of time.

For more club-specific information, please contact our Clubs directly. You can find more information about each Club, including their contact information, on our [List of Recreation Sport Clubs](#) website.

## SPORT AND RECREATION SERVICES

The Sport Clubs Program, overseen by the Campus Recreation Department, falls under the Sport and Recreation Services (SRS) pillar of Western Student Experience and is housed at the Western Student Recreation Centre (WSRC) on campus, with other on- and off-campus facilities and amenities for use.

## SPORT AND RECREATION SERVICES VISION

The SRS vision is *"...for students to discover balance in their lives and pursue challenges without fear of failure, ultimately enhancing their ability to thrive."*

## RECREATION PURPOSE

Campus Recreation, along with the SRS Department, *"...collectively works to enrich student thriving through a focus on developing **leadership** and **success** in sport and recreation. With a commitment to diversity and inclusion, we engage Mustangs in active wellbeing and inspire spirit and tradition in order to strengthen the bonds of the Western community."*

## ORGANIZATIONAL CHART

The Recreational Clubs Program Coordinator, in charge of the Recreational Sport Clubs Program, reports directly to the Director of Recreation and Active Wellbeing, and works in collaboration with other SRS programs to provide equitable resources considering all other SRS programs offered.

## RECREATIONAL SPORT CLUBS PROGRAM MISSION

The Recreational Sport Clubs Program, an extension of SRS and managed by the Recreation Clubs Coordinator (Program Coordinator), provides opportunities for students to experience Western outside the classroom.

The Recreational Sport Clubs Program is proud to offer a unique opportunity for students at Western University to participate in sport- and activity-based clubs with a focus on:

- a) recreational activities to help them lead a healthier life (mentally and physically) through physical activity,
- b) social interactions with peers who share similar interests,

- c) leadership opportunities in the form of Executive Roles within each one of our clubs, and
- d) a safe, inclusive, supportive, and respectful environment.

## PROGRAM BENEFITS

### FACILITY SCHEDULING PRIORITY

The WSRC facilities are host to a multitude of programs offered by the Campus Recreation Department (Campus Rec). By affiliating with the Recreational Sport Clubs Program, Clubs are afforded priority over other student groups. Yet, SRS programs including varsity sports, drop-in recreation, intramural sports, and sport instruction receive initial considerations. If WSRC facilities are booked through the Program Coordinator, certain costs of such facilities will be waived for Club use. Clubs are only responsible for additional costs such as lifeguards, event set-up, tear-down, etc.

### PROMOTION THROUGH SPORTS AND RECREATION SERVICES

To assist Clubs in advertising their activities and contact persons, Campus Rec will publish Clubs information in program brochures, posters, website ([www.uwo.ca/campusrec/](http://www.uwo.ca/campusrec/)), and social media platforms. Our publications and website reach thousands of students each term.

### BENEFITS TO CLUB EXECUTIVES

- **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. The efforts of Club Executives who provide service to the campus community contribute to this great student experience
- **Leadership Skills:** Club Executives are responsible for operating a club which requires strong leadership abilities. Setting schedules, planning practices, organizing events/tournaments and social events all involve the ability to take on a leadership role
- **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
- **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, budgeting, and communication are necessary as a Club Executive

## RECREATIONAL SPORT CLUBS – PROGRAM OVERVIEW

A Sport Club is a sanctioned organized group ratified by the Recreational Sport Clubs Program at the WSRC, formed, organized, and led by current Western students (including affiliated colleges: Brescia University College, Huron University College, King's University College).

Each Sport Club is governed by their own [Executive Team](#), overseen by the Program Coordinator. The leadership of the students and dedication of the Club Executive Members determines the success and stability of each Club. Student leaders are responsible for a number of administrative and organizational activities that are closely monitored and evaluated to ensure each Club's success. As representatives of Campus Recreation and Western University during events and competitions, Sport Clubs must exist within the policies and procedures established by the University and Campus Recreation such as:

- [WSRC Building Policies and Regulations](#)
- [Western University Student Code of Conduct](#)
- [Western Mustangs Student-Athlete Code of Conduct](#)

The Recreational Sport Clubs Program is meant to inspire Western students to engage in active and healthy lifestyles through recreational and physical activities. Membership to any Sport Club is only limited by capacity, but shall not be restricted to (including but not limited to):

- Individual skill level
- Desired competitive level

The Program Coordinator assists all Sport Clubs with facility bookings, membership fees, website maintenance, club funds management, equipment orders, risk management, marketing opportunities, administrative duties, and more. However, each Sport Club's [Executive Team](#) is encouraged to make rational, educated, and most importantly autonomous decisions that are best suited for the success of their club. Therefore, each [Executive Team](#) is responsible for the management and leadership of their Club in order to maintain [Active Status](#).

#### SPORT CLUBS CRITERIA

All Sport Clubs must meet the following minimum requirements:

- Be physically active or athletic in nature
- Provide recreational and participation-based opportunities for all registered members
- Memberships available to students enrolled at Western University with a valid membership to the WSRC (for more information, see [Club Membership](#))
- Inclusive environments for all registered members to thrive and harmonize
- Must have an engaged Executive Team in charge of planning, execution, administration, and daily operations of the Club (for more information, see [Executive Team](#))
- Maintain an updated Club Constitution with Club guidelines (for more information, see [Club Constitution](#))
- All Sport Clubs are considered non-profit. Funds may be carried over for future years with the purpose of supporting the Club's needs including (but not limited to): equipment replacement, events, travel, and unforeseen expenses
- May be unique in the program they offer compared to any other Club offered at Western University including the Recreational Sport Clubs Program as well as USC Clubs (for a list of current clubs offered visit our [Sport Clubs Website](#) and the [USC Clubs website](#))
- Adherence to WSRC, SRS, as well as Western University protocols, procedures, and guidelines (for more information, see [Policies and Procedures](#))

Failure of any Club to follow the guidelines mentioned above will result in sanctioning based on the merit of the policy infringement. The Program Coordinator, along with a Sanctioning Panel, will determine the severity of the sanction for the Club in question (probationary status, suspension, or immediate de-ratification).

Furthermore, Sport Clubs can be designated as one of the following categories:

- [Recreational Classification](#)
- [Instructional Classification](#)
- [Competitive Classification](#)

## SPORT CLUBS CLASSIFICATIONS

The Recreational Sport Clubs Program is divided into three classifications (Recreational, Instructional and Competitive) in order to provide students with a wider range of opportunities.

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### RECREATIONAL SPORT CLUBS

**All** Clubs part of the Recreational Sport Clubs Program must adhere to the following terms:

- Previous experience in the Club's activity is welcomed but not required for participant membership
- Engaged [Executive Team](#) with a minimum of 3 Executive Members (President, Vice-President, and Financial Executive) in charge of planning, execution, administration, and day-to-day operations of the Club
- Executive Team is elected by the Club membership and regulated by a [Club Constitution](#) which outlines a succession plan for the continued success of each Club
- May provide opportunities for internal competition (if applicable) to allow their members to practice what they have learned throughout the [Sport Clubs Season](#)
- Funded through membership fees and fundraising opportunities, but without financial help from the Recreational Sport Clubs Program and Campus Recreation

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### INSTRUCTIONAL SPORT CLUBS

Certain Sport Clubs are categorized as "Instructional" which are classified under the following guidelines (including all those mentioned above for [Recreational Sport Clubs](#)):

- Offer opportunities for club members to learn, develop, and continue practicing the Club activity in a **controlled** and **supervised** environment
- Supervision and instruction must be provided by a hired instructor(s) (paid or volunteer) with the following criteria:
  - Proof/Certification for instruction in the respective Club's activity
  - Complete SafeSport module online
- Instruction must be available and offered for all types of skill levels of club members with different options for everyone to be equally engaged in Club sessions
- In addition to the 3 minimum required Executives (President, Vice-President, and Financial Executive), Instructional Clubs must have an Executive Member to be responsible for Instructors (e.g., Payroll Executive; for more information, see [Executive Member's Responsibilities](#))
- Opportunities for external competition could be available and will be reviewed by the Program Coordinator on a case-by-case basis

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### COMPETITIVE SPORT CLUBS

There are certain Sport Clubs which are classified as Competitive Clubs to support students' interests in active wellbeing promoted through healthy competition. The basis of a competitive club, however, is first and foremost recreational and participation-based, aligning with the [Recreational Sport Clubs Program Mission](#).

Competitive Sport Clubs must include ALL the characteristics that make up [Recreational Sport Clubs](#), but have added *FEATURES* that are unique to their category such as (but not limited to):

- Provide opportunities for competition that are not already offered through a varsity program ([www.westernmustangs.ca/](http://www.westernmustangs.ca/))
- Supervision and instruction/coaching must be provided by a hired instructor(s) or coach(es) (paid or volunteer) with the following criteria:
  - Proof/Certification for instruction/coaching in the respective Club's activity
  - Complete SafeSport module online
- Must have a regulating organization at the provincial and/or national level (PSO/NSO or League/Conference)
- Internal competition can be organized, but the main attraction of the club must be the opportunity to represent Western in competition during the [Sport Clubs Season](#)
- External competition is restricted to domestic travel (no international travel of any kind is allowed while representing the Recreational Sport Clubs Program) for league competition
  - Exceptions may apply (e.g., invitational tournaments). Additional opportunities may be reviewed by the Program Coordinator on a case-by-case basis
- Funding for travel must be allocated within the club's financial plan/budget. Just like every Club within the Recreational Sport Clubs Program, Competitive Clubs do not receive financial aid from Campus Rec
- Only registered Club members may represent their Club, and thereby the University as part of the Recreational Sport Clubs Program, and must do so with respect adhering to the [Western University Code of Student Conduct](#)
- In addition to the 3 minimum required Executives (President, Vice-President, and Financial Executive), Competitive Clubs must have additional Executive Members responsible for responsibilities regarding Instructors/Coaches, travel, equipment, etc. (e.g., Club Manager, League/Conference Liaison, Competitions Executive; for more information, see [Executive Member's Responsibilities](#))
- When travelling off-campus, travel policies and guidelines must be followed diligently to avoid penalization and suspension of the Club (for more information, see [Travel Policies and Procedures](#))

## SPORT CLUBS TIMELINES

### SPORT CLUBS SEASON

All ratified Sport Clubs operations **begin in September** and **end in April**. The Sport Clubs Season is divided into a **Fall Term** (September-December) and a **Winter Term** (January-April).

Sport Clubs do not operate during the following academic calendar dates:

- Thanksgiving Weekend
- Fall Study Break
- December exam period
- Winter Holiday Break
- Spring Reading Week
- Easter Weekend
- April exam period

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## SUMMER SESSION

Some Clubs may have an opportunity to run programming during the **Summer Term** (May-August). Clubs looking to run during the summer will be required to submit an application considering the following information:

- Will you operate any differently than during the regular season?
- What would be your schedule/time/location requests?
- What would be your membership criteria/eligibility?
- Do you have enough member interest to operate successfully?

Only students with a Club membership during the Fall and/or Winter Terms of the ending Sport Clubs Season would be eligible to purchase a Summer Session membership.

There is an even more limited capacity for Clubs to operate during the summer due to other parallel programming prioritized during the summer months. All applications will be considered, but not all will be accepted. In some cases, no applications may be accepted.

Summer activities are reviewed on a yearly basis. Previous summer programming does not guarantee future involvement.

Sport Clubs must end the Sport Clubs Season in **good standing** to be eligible and approved to participate in summer activities.

## IMPORTANT DATES AND DEADLINES

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### SPORT CLUBS SEASON CALENDAR

Sport Clubs Executive Orientation Training Day	<b>September</b>
Clubs Week	<b>September</b>
Beginning of Sport Clubs Season	<b>September</b>
Thanksgiving Weekend (no sessions)	<b>October</b>
Fall Study Break (no sessions)	<b>Week in October/November</b>
Sport Clubs end for Winter Break (no sessions)	<b>December</b>
Sport Clubs resume for Winter Term	<b>January</b>
Spring Reading Week (no sessions)	<b>Week in February</b>
Easter Weekend (no sessions; <i>if applicable</i> )	<b>March/April</b>
End of Sport Clubs Season	<b>April</b>

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### GENERAL CLUB RESPONSIBILITIES AND IMPORTANT DATES

Submit Finalized Executive List	<b>End of August</b>
Submit Executives First Aid & CPR certifications	<b>End of August</b>
Hire Instructor(s)/Coach(es) (if applicable)	<b>End of August</b>
Submit Revised Club Projected Budget	<b>End of August</b>
Submit Clubs Week promotional material for approval	<b>1 week prior to Clubs Week start</b>
Sport Clubs Start-Up Meetings	<b>Beginning of October</b>

Submit Revised Club Constitution	<b>October</b>
Apparel Order Submission Deadline	<b>February</b>
Club Executive Elections	<b>March</b>
Submit completed Executive Evaluations	<b>Mid March</b>
Sport Clubs Presidents Year-End Meetings	<b>Late March-Early April</b>
Submit Facility Request Form for coming year	<b>at Year-End meeting</b>
Submit final Club Executive list for upcoming year	<b>at Year-End meeting</b>
Submit Summer Club Contacts ( <i>if applicable</i> )	<b>at Year-End meeting</b>
Submit Club End-of-Year Financial Report	<b>April</b>

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#### GENERAL CLUB DEADLINES

Attendance Records	<b>No later than 24 hrs after each practice</b>
Accident/Incident Reports	<b>No later than 24 hrs after accident/incident</b>
Event Request Form (on- and off-campus)	<b>at least 3 weeks in advance</b>
Facility Reservation Requests (additional)	<b>at least 3 weeks in advance</b>
Travel Request Form	<b>at least 3 weeks in advance</b>
Driver Authorization (web form)	<b>at least 2 weeks in advance</b>
Travel Roster	<b>at least 1 week in advance</b>
Post-Event Report	<b>No later than 7 days after the event</b>
Facility Reservation Cancellations	<b>at least 5 business days in advance</b>

#### FALL START-UP PROCEDURES

Club Presidents and Executive Members are required to be in communication with the Program Coordinator during the summer months leading up to the upcoming [Sport Clubs Season](#) in order to have all requirements and documentation completed on time. This process will ease the transition from the previous Season onto the next. Some requirements will be due during the summertime, while others will be due in September of the upcoming Season.

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#### CLUB DOCUMENTATION

All Clubs are required to submit the following documentation prior to commencing any official club activities in September:

1. **Executive Team List:** An updated list of all Executives Members for the upcoming Sport Clubs Season must be submitted prior to the [Sport Clubs – Executive Orientation](#)
2. **First Aid:** All Executive Members and Instructors/Coaches must be certified with Emergency or Standard First Aid & CPR C.
3. **Season Club Plan:** Presidents must submit an Update Form outlining their Club plans for the upcoming Sport Clubs Season.

4. **Club Constitution:** An updated and finalized copy of the Club Constitution must be submitted by October 1<sup>st</sup> of the current Sport Clubs Season.
5. **Instructor/Coach Applications:** Recruitment, interview, and hiring of instructors and coaches must be conducted during the summer months and finalized before the beginning of the Sport Clubs Season. There are specific Western University and WSRC procedures for hiring (whether paid or volunteer) that must be followed.
6. **Club Budget:** A copy of the forecasted budget for the entire Sport Clubs Season must be reviewed and submitted by the Club's VP Finance or President and approved by the Program Coordinator before starting activities.
7. **Professional Development Requirements:** Over the course of the summer months, all Executive Members and Instructors/Coaches (if applicable) will be required to complete a number of professional development and leadership requirements such as educational modules on Equity, Diversity, and Inclusion; Gender Based Violence; Financial Literacy; etc. which should be completed before the end of August prior to the beginning of the Sport Clubs Season.

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#### EXECUTIVE ORIENTATION (SEPTEMBER)

The weekend prior to [Clubs Week](#), the Program Coordinator will host an in-person training conference where all Club Executives will be required to attend. This meeting will provide information for all Clubs with regards to initial processes, year operations, answer any general and Club-specific questions, and will be an opportunity for the Program Coordinator and Administrative Assistant to introduce themselves, and for all Club Executives to get to know each other.

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#### CLUBS WEEK

Clubs Week is an event hosted by the Recreational Sport Clubs Program to promote and advertise all Clubs. Each Club is allocated space during Clubs Week to setup a poster board and any other items for display in order to attract interested students. This is an opportunity for all Clubs to showcase what they offer and answer any Club-specific questions for any potential members.

**NO DEMONSTRATIONS OF CLUB ACTIVITIES ARE ALLOWED TO BE PERFORMED IN PERSON.**

***Clubs CANNOT accept payment for membership directly at their tables during Clubs Week, or anytime throughout the year. Club registration and payment can be made online via [www.shop.westernmustangs.ca](http://www.shop.westernmustangs.ca)***

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#### START-UP MEETINGS

All Clubs must attend a Club Specific Meeting with the Program Coordinator in early September. The Club President, Vice 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 risk suspension or delay the start of their Club activities.***

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#### END-OF-YEAR DOCUMENTATION

Towards the end of the Sport Clubs Season, Clubs are required to submit the following documentation:

1. **Club Facility Booking/Schedule Request:** Clubs are entitled to request specific locations, days, and times for their club sessions prior to the beginning of each term (Fall, Winter, Summer). However, there is

limited space and availability. Requests will be taken into consideration but do not guarantee the request to be approved.

2. **List of Executive Members Elected:** A list of elected members to be taking Executive roles for the following Sport Clubs Season.
3. **Summer Session Application** (*if applicable*): Submit an application by end of March with the Club's intention to run activities during the [Summer Session](#).
4. **Finalized Budget:** A year-end budget with reconciliation of all transactions made throughout the [Sport Clubs Season](#)

## CLUB CONSTITUTION

All Sport Clubs must maintain an updated Club Constitution, which can be amended by the Club's Executive Team with input from the general membership and must be approved by the Program Coordinator.

An updated Club Constitution must be kept on file with the Program Coordinator and will be made available to all current Club members every year.

Policies and procedures outlined in the Club Constitution will be adhered to by all Club members and enforced by the Club's [Executive Team](#).

All Club Constitutions must have the following articles:

### ARTICLE 1 – NAME

- State the official name of the Sport Club

### ARTICLE 2 – PURPOSE

- State the reasons for the formation of the Sport Club and the Club's objectives

### ARTICLE 3 – MEMBERSHIP

- State which people are qualified for membership (must be open to *any* and *all* current 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

### ARTICLE 4 – 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

### ARTICLE 5 – EXECUTIVE TEAM

- State what officers will make up the Sport Club Executive Team and what their duties will be. All Executives (with the exception of Coaches/Instructors) must be current Western students
- Head Coaches/Head Instructors may be part of the Executive Team, but are ex-officio members

- State procedures for handling vacancies within the Sport Club Executive Team

#### ARTICLE 6 – 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 Team
- State procedures for dealing with a vacancy if an officer leaves his/her office before the term expires

#### ARTICLE 7 – FUNDS

- State procedures for the allocation of all Sport Club funds (revenues and expenses)

#### ARTICLE 8 – AFFILIATIONS

- State any affiliations with local, state, provincial, regional, or national organizations (e.g., NSO/PSO)
- State adherence of any rules by the sport's governing body

#### ARTICLE 9 – INSTRUCTORS/COACHES (IF APPLICABLE)

- State qualifications desired of a Coach/Instructor
- State the selection process and procedures for acquiring and/or replacing a Coach/Instructor

#### ARTICLE 10 – RATIFICATION OF CONSTITUTION

- State how the constitution will be approved by the membership

#### ARTICLE 11 – RISK MANAGEMENT

- State the inherent risks associate with the activity of the Sport Club
- State procedures for how the Sport Club will minimize the risk exposure of members

#### ARTICLE 12 – DISCIPLINE

- State the process that will be followed if members of the Club are out of compliance (include major and minor offences)

#### ARTICLE 13 – AMENDMENTS

- State how an amendment will be presented, to whom it will be presented, and how it will be ratified

## CLUB MEMBERSHIP

### MEMBERSHIP POLICIES

Sport Clubs are open to all Western University students. Each Sport Club must establish a fair and equitable method of accommodating all its members' needs for instruction/coaching and participation in practices, events, tournaments, competitions, and/or trips during the year. Policies outlining these methods should be described in the Club's Constitution under [Article 3 - Membership](#). The following membership policies apply to all Clubs:

- Students enrolled at Western University, or its affiliated colleges (Huron University College, Brescia University College, King's University College) are eligible for Sport Clubs memberships
- Participants **must** have an active membership to the WSRC (not necessarily included in tuition fees)
- Must pay membership fees to the Club(s) of interest
- Sign a waiver/assumption of risk form (included during membership registration online)
- Be in good standing with the WSRC as well as the Club(s) of interest
- 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 their Club, 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

If a non-registered potential member drops by a Club practice, they are 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.

***Participation in Club activities from students without a Club membership will result in suspension of the offending Club.***

### MEMBERSHIP OFFERINGS

Different types of memberships may be offered to participants. A capacity will be set in accordance with the Club's Executive Team and approval of the Program Coordinator. Sport Clubs may offer participants the following memberships:

- Full Year Membership (September to April)
- Fall Term Membership (September to December)
- Winter Term Membership (January to April)
- Summer Session Membership (May-August; not available for all clubs. See our [List of Recreation Sport Clubs](#) for types of memberships offered by each Club, and read our section on [Summer Session](#) for more details)

You can check our [Sport Clubs website](#) for updates on when club registrations will open for each term.

Sport Club memberships may be purchased online at [www.shop.westernmustangs.ca](http://www.shop.westernmustangs.ca) throughout the year. Please check your Club's website ([List of Recreation Sport Clubs](#)) to see the type of memberships they offer, as well as Club-specific details such as pricing .

## MEMBERSHIP FEES

Each Sport Club's Executive Team has the autonomy to determine the cost of memberships available for participants. They are also able to determine the membership capacity (a maximum capacity must be set). HST will be charged during the registration process.

An Administrative Fee is included in the Club's membership fee. The Administrative Fee will be charged to every Club at the end of the Sport Clubs Season (April of the current year).

### Administrative Fees for the Sport Clubs Season for all Clubs (subject to change every year):

- \$25/Full Year Membership
- \$12.50/Term Membership

## MEMBERSHIP FEE REFUNDS

It is the responsibility of each Club to notify their members of the WSRC Refund Policy. The refund policy is as follows:

All memberships may 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.*

## 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 Policies](#). 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 (1<sup>st</sup> violation):
  - Participant will be declared ineligible and may be expelled from the Club.
  - Club may be suspended from all activities until further notice.
- Participation in a Club activity by a non-registered participant (2<sup>nd</sup> violation):
  - The Club will be suspended from all activities for a minimum of three terms beginning on the month of when the infraction occurred. Upon completion of the sanction, the Club will be on probation for a period determined by the Program Coordinator.

**For more information on Sanctioning, please see [Suspension Guidelines](#).**

## CLUB REQUIREMENTS FOR ACTIVE STATUS

Active Status within Recreational Sport Clubs Program shall be reviewed on a yearly basis.

The following is a brief overview of the requirements to achieve and maintain Active Status. All Sport Clubs:

- Must meet a minimum membership base of 25 registered members for the Sport Clubs Season (September-April; full year memberships = 1, term memberships = 0.5)
  - Exceptions may apply
- Maintain an active membership of 15 members per session on average (minimum) for the current Sport Clubs Season
  - Exceptions may apply
- All Club Presidents, Vice Presidents, and one more Executive Member must be present at the [Sport Clubs Start-Up Meetings](#) held in September prior to the beginning of the Sport Clubs Season of the current year
- All Executives must attend the [Executive Orientation](#) in September to assess status and plans for the current [Sport Clubs Season](#)
- Must submit all documentation/forms within the specific time frame (see list of [Important Dates and Timelines](#))
- Must attend a year-end Club-specific meeting with the Program Coordinator (during the months of March or April)
- Adhere to policies and guidelines set forth in the Club Constitution, the Recreational Sport Clubs Program Manual (this document), the WSRC, SRS, and Western University

## EXECUTIVE TEAM

### EXECUTIVE REQUIREMENTS

Executive Members of every Club must meet all [Participant Requirements for Membership](#) at a minimum. In addition, every Club may include specific eligibility stipulations in their Club Constitution for individual Executive Roles.

In addition, ALL Club Executives must complete the following requirements before the beginning of the Sport Clubs Season:

- First Aid Certification with AED and CPR C (Emergency or Standard)
- Equity, Diversity, and Inclusion Training Module (OWL)
- Gender-Based and Sexual Violence Training Module (OWL)
- Rowan's Law
- *Other online learning modules may be required*

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### FIRST AID CERTIFICATIONS

All Sport Clubs Executives must submit a Standard or Emergency First Aid (CPR C & AED) certification to [sportclubs@uwo.ca](mailto:sportclubs@uwo.ca) prior to the start of the Sport Clubs Season.

Campus Recreation will make available opportunities for First Aid & CPR certification/re-certification. Cost of certification may be expensed through Club fund if registration in a Campus Recreation program offering, so long as the Club's budget permits it

## CLUB OPERATIONS

Each Club's Executive Team is responsible for the day-to-day operations of their club, including but not limited to:

- Recording attendance at every club session
- Planning and/or supervising club sessions
- Ensuring WSRC and other facilities' policies are upheld

Other Club operations that the Executive Teams are responsible for are:

- Organizing a minimum of two **Executive Meetings** (one each term) to address the following matters: *relay of information from the Program Coordinator, operational decisions for the club, constitutional amendments, event planning, future plans for the club, etc.*
- Organizing a minimum of two **General Club Meetings** (one each term) to address the following matters: *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, etc.*
- Holding the Club and its members accountable to their Club Constitution
- Keeping open and transparent communication with Club members as well as the Program Coordinator
- Making responsible decisions for the betterment of the Club
- Facilitate transition to the next Executive Team

## EXECUTIVE MEMBERS' RESPONSIBILITIES

All Clubs must have a minimum of three (3) Executive Members:

- President
- Vice-President
- Financial Executive

Each Club may elect other Executive Members (e.g., Events, Travel, Communications). Recognition of extra Executive Members as part of the Club's official Executive Team must be approved by the Program Coordinator to determine the true necessity for additional Executive Members. Any and all Executive Roles must be included in the [Club's Constitution](#) along with a role description.

The following duties must be carried out by the appropriate Executive Members:

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### CLUB PRESIDENT

- Serve as liaison between the Club and the Program Coordinator
- Keep and update Club Constitution
- Approve expenditure of funds in accordance with the Club's mission statement
- Submit a list of all Club activities for each term, both on and off campus, to the Program Coordinator
- Oversee expenditures and receipts
- Carryout a successful transition between outgoing and incoming Executives at the end of the Sport Clubs Season

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#### CLUB VICE-PRESIDENT

- First in line of succession should the President be absent
- Attend [Sport Clubs Start-Up Meetings](#) (September and Year-End)
- Assist President with Club responsibilities

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#### CLUB VP FINANCE

- Next in line of succession.
  - Should the President and/or Vice-President be absent, Financial Executive would step into the role required in order of importance.
- Prepare and submit yearly budget requests to the Program Coordinator for approval
- Oversee expenditures and receipts
- Maintain accurate financial records throughout the year

The following are added responsibilities which can be allocated to any of the three core Executive Members, or a new Executive role can be created to fulfill the appropriate Club necessities/responsibilities:

- Complete all required departmental forms
- Make travel arrangements as required by the Club
- Publicize Club activities
- Oversee the ordering and storage of equipment/supplies
- Plan, organize, and supervise Club events
- Ensure Club abides by Western University's guidelines and procedures
- Assist Club in securing transportation

**Instructional Sport Clubs** are required to complete the following responsibilities. It is strongly recommended that they add **one (1) additional Executive Role** to the 3-minimum stated above:

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#### CLUB VP INSTRUCTORS (INSTRUCTIONAL CLUBS ONLY)

- In charge of managing, coordinating, and communicating with the Club Instructor(s) (paid or volunteer)
- Responsible for submitting hours worked for each Club Instructor (paid or volunteer) to the Program Coordinator as well as the Club's Financial Executive every week
- Correspondent between Program Coordinator and Instructor(s), and Club members and Instructor(s)

**Competitive Sport Clubs** are required to complete the following responsibilities. It is strongly recommended that they add **three (3) additional Executive Roles** to the 3-minimum stated above (different from Instructional Sport Clubs):

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#### CLUB MANAGER (COMPETITIVE CLUBS ONLY)

- Responsible for Coach(es) requirements, availability, payroll, and evaluation/feedback.
- Responsible for the Club's equipment handling, inventory, and storage

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#### CLUB LEAGUE LIAISON (COMPETITIVE CLUBS ONLY)

- Liaison between the League/Conference Coordinator(s), the Club, and the Program Coordinator
- Required to have knowledge and understanding of the Club's league policies and guidelines for competition (e.g., eligibility)
- *These responsibilities can be taken on by a coach*

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#### CLUB VP COMPETITIONS (COMPETITIVE CLUBS ONLY)

- Responsible for travel requirements for the club and diligent communication with the Travel Coordinator
- Tasked with the planning, organizing, and execution of hosting events (e.g., home competitions) following appropriate procedures and communication with the Program Coordinator

## EVENT PLANNING

All Clubs, regardless of their category, have the opportunity to plan and host events for their members. Clubs looking to plan an event must submit an Event Request Form to the Program Coordinator for review (on-campus event: [Event Request Form \(on campus\) - Western Mustangs Sports](#); off-campus event: [Event Request Form \(off campus\) - Western Mustangs Sports](#)). Once approval is granted, the Program Coordinator will notify the Club and they may proceed with organizing their event. The following events are available for ALL Clubs:

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#### SOCIAL EVENTS

- Clubs may organize social events such as movie nights, game nights, bowling, escape rooms, etc.
- A maximum of 20% of the revenue collected through membership fees may be spent from Club funds on social and special events (food, pop, etc.).
  - **Club funds will not be spent on alcohol.**

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#### FUNDRAISING EVENTS

- Clubs may organize Fundraising Events to raise funds for their Club.
- 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.

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#### INTERNAL TOURNAMENTS

- Clubs may organize internal competitions for their members.
- An entrance fee may be charged to cover any expenses
- Awards/prizes may be given out to winners of the tournament. Purchase of trophies, medals, prizes, etc. must be approved by the Program Coordinator.

Please refer to [General Club Deadlines](#) for request timelines.

**All event requests are to be reviewed by the Program Coordinator before approval. Event programming without approval from the Program Coordinator may result in probation, suspension and/or immediate de-ratification.**

## CLUB FINANCES

As with any other part of the University, all funds must be handled using specific procedures and policies that are established by Western University. Finances will receive close scrutiny by the Program Coordinator, Campus Recreation, and the University Finance department. It is imperative that all Sport Clubs follow established policies and procedures. To ensure adherence to these principles, it is critical that each club recognize and respect Western 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 Western University and cannot be held in any commercial banking institution and/or by individual Club member(s).

## CLUB ACCOUNTS

Advantages of accounts being held through Campus Recreation:

- Club funds will automatically be carried over 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.
- Event/trip fees may be paid for online, thus offering more convenience for Club members. This must be pre-arranged with the Program Coordinator **at least 2 weeks prior to the date you wish the offering to be open for members to pay.**

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## MINIMUM CARRYOVER REQUIREMENTS

All Sport Clubs must plan and submit a yearly forecasted budget and operate within that budget. Membership fees should cover the current year's forecasted expenses and if necessary/applicable, settle any outstanding debts/expenses.

It is recommended that each club plan to breakeven at the end of the year. This means having an operating budget for the year where at a minimum, revenue offsets expenses without a deficit. It is also highly encouraged for all Clubs to plan for future expenses, whether expected or not. The Recreational Sport Clubs Program operates as a non-profit model, but it encourages Clubs to leave funds in their accounts at the end of each year for it to be carried over and able to be used for non-recurring expenditures such as equipment replacement or unforeseen expenses.

Each [Sport Club classification](#) has a different amount required to carry over every year as a minimum to account for unexpected expenses or low-revenue seasons:

- Recreational: \$250
- Instructional: \$500
- Competitive: \$1,000

A new Club will have 3 years to build their Club fund with the minimum required carry-over amount.

If any Club ends the Sport Clubs Season below their minimum carry-over requirement, there will be an evaluation of the Club's leadership and decision-making. Mishandling of finances and/or irresponsible decisions may result in a Club's status being put on probation for the following year with risk of being de-ratified.

## CLUB BUDGET

All Clubs must submit a forecasted budget for the upcoming year to the Program Coordinator before the start of the Sport Clubs Season. The Club forecasted budget should consider the following:

- Potential revenue
  - Membership fees
  - Fundraising events
  - Donations
- Potential expenses
  - Administrative fees
  - Equipment replacement/purchase
  - Event planning
  - Rental fees
  - Instructor(s)/Coach(es) wages (if applicable)

Every Club is responsible for managing their finances responsibly. Experience in finances or business is not a requirement for Financial Executives, but it is certainly an asset.

## POLICIES AND PROCEDURES FOR SPENDING CLUB FUNDS

**ALL** monetary transactions for Clubs must be processed through the Campus Recreation office and approved by the Program Coordinator. These transactions include, but are not limited to the following:

- Deposits
- Petty Cash Reimbursements (**less** than \$100.00)
- Purchase Requests and Purchase Orders
- Reimbursement Requests

**Under no circumstances will a Club spend any of their funds without going through the Program Coordinator and/or Travel Coordinator (when applicable).** Clubs must contact the Program Coordinator before incurring any expenses directly for the Club whether using Club funds or paying out-of-pocket.

## EXPENSE CLAIM

### PURCHASES UNDER \$100

- Submit all original receipts as well as credit card receipts and online purchase orders.
- *Petty Cash Reimbursement Forms* need to be signed by President.
- After forms are completed, contact the Program Coordinator ([sportclubs@uwo.ca](mailto:sportclubs@uwo.ca)) to set up a meeting.
- Petty cash will be reimbursed for transactions under \$100 CA.

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## PURCHASES OVER \$100

- Submit all original receipts as well as credit card receipts and online purchase orders.
- Book appointment with Program Coordinator to complete paperwork in person.
- After application has been submitted, reimbursement will be issued in the form of a cheque (mailed out in 4-6 weeks)

## ADDITIONAL FINANCIAL PROCEDURES

All Sport Clubs account balances at the end of the fiscal year (April 30<sup>th</sup>) carry over to the next year (beginning on May 1<sup>st</sup>).

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

Clubs may not use “anticipated revenue” for future years to clear debts for the current year. All accounts and other Club activities will be frozen until all debts are cleared.

Clubs that exceed their operational yearly budget and do not settle outstanding debts by the end of the fiscal year may be placed on probation, or in extreme cases, may be de-ratified.

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## 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 (e.g., gas), public lodging, and entry fees. Club funds may **NOT** be used for food purchases or phone calls.

Travel fees such as bus/van rentals, lodging/accommodations, registration fees, etc. will be directly charged to the Club account.

For any purchases made during travel eligible for reimbursement, a Petty Cash Reimbursement Form must be submitted along with all original receipts (for more information on reimbursements, please see [Policies and Procedures for Spending Club Funds](#) and [Expense Claims](#)).

## 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 CLUB’S 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 your Club account.
- **PLAN CONSERVATIVELY** based upon previous year’s activities. Consider last year’s Club activities and pay attention to large expenditures or decreased membership revenue. 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!

Please refer to end-of-year [Minimum Carryover Requirements](#) for each Club category. If there is enough carryover in the account to meet the minimum carry-over requirements, any additional funds could be used for supplies to prepare for Clubs Week, first meeting or practice, replacing damaged/old equipment, etc.

## SPORT CLUB INVENTORY

Clubs' equipment, supplies and products purchased with Club funds belong to Western University 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 Club 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 Member or highly qualified member. Below are some simple tips and strategies for establishing your Club inventory:

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### KEEP FINANCIAL RECORDS

When equipment is purchased or supplies are ordered, keep track of the financial records as well as the actual number of items purchased.

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### 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. **Example:** KYK-0922-3K. This label identifies the Club - Kayak, the date of purchase - September 2022 and it's identifying number - the third kayak. This identifying information should be marked on the specific equipment using non-erasable markers/pens or engraved.

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### INVENTORY RECORDS

Keep this information on inventory sheets and share with President and Executive Team. Inventory Records must be transferred to the incoming Executive Team during the transition process at the end of the Sport Clubs Season (March/April).

Equipment and supplies order expenses are the responsibility of each Club (the Recreational Sport Clubs Program does not provide any financial assistance for equipment and supplies orders).

## PAID AND VOLUNTEER INSTRUCTORS/COACHES

Instructional Clubs are required to have at least one (1) instructor on contract (paid or volunteer).

Competitive Clubs are required to have at least one (1) coach on contract (paid or volunteer).

Instructional and Competitive Clubs that cannot meet these requirements **will be suspended until an adequate supervisor is hired**. Instructors and Coaches should be hired before the beginning of the Sport Clubs Season (September), and they must meet specific [Instructor/Coach Requirements](#) before being hired.

It is the responsibility of the Club's Executive Team to inform and update their Instructors/Coaches of all Club, WSRC, and University policies and procedures.

## HIRING PROCEDURES

All Clubs looking to hire an Instructor or Coach are responsible for recruiting candidates. A list of candidates must be submitted to the Program Coordinator for approval before conducting interviews.

Interviews will be conducted by the Club President, Vice-President, and one more Executive Member. Notes are required to be taken from the interview and submitted to the Program Coordinator. The Program Coordinator may be present during the interview process.

Successful candidates will submit an online application and a contract will be generated as an employee of Western University. Please read below for a list of [Instructor/Coach Requirements](#) to be completed **before commencing employment**.

## INSTRUCTOR/COACH REQUIREMENTS

All Sport Clubs Instructors and Coaches, whether paid or volunteer, must meet the following requirements prior to commencing employment:

- Pursuant to Western's COVID-19 Vaccination Policy, all employees must be fully vaccinated and have provided Proof of Vaccination
- Valid Standard or Emergency First Aid CPR C + AED certification
- Approved Vulnerable Sector Check (for the current year)
- "Safe Sport Training" e-learning module (NCCP)
- Valid certifications as Instructor/Coach for the given sport/activity from a recognized organization OR "Coaching Initiation in Sport" e-learning module (NCCP)
- *More requirements may be asked by the specific Club*

## INSTRUCTOR/COACH RESPONSIBILITIES

The following is a list of potential duties or responsibilities of any Instructor/Coach belonging to a Sport Club (**ALL administrative duties should be in the hands of the students**):

- Have knowledge of all Campus Recreation policies relative to their Club
- Uphold the Recreational Sport Clubs Program's philosophy that Clubs are student-led
- Develop and improve skills of Club members
- **Assist** Club Executives in scheduling sessions, games, matches, or tournaments

- Develop and employ safety procedures
- Attend and supervise ALL practice sessions (and events if requested by Executive)
- Coordinate equipment and supply usage with Club members
- Promote good sportsmanship during practice and competitions

**REMINDER:** Club sessions will be suspended if there are no Instructor(s)/Coach(es) on contract (Instructional and Competitive Clubs ONLY)

*\*Instructors/Coaches are strongly encouraged (but not required) to obtain a minimum NCCP Introduction to Competition Part A (Level I) coaching certification through NCCP (National Coaching Certification Program) or equivalent.*

#### PAID INSTRUCTOR/COACH

Instructors and Coaches may be financially remunerated by their Club as decided by the Club's Executive Team.

Instructor/Coach wages may vary between minimum wage up to \$25/hour, and salary will be paid through the Club's funds. Wages should be considered in the Club's forecasted budget for the current year. If the actual budget cannot allocate enough funds to pay wages, the Club's Executive Team must discuss the situation with the Instructor(s)/Coach(es) to determine whether they wish to remain as volunteer Coaches or terminate their contract.

#### VOLUNTEER INSTRUCTOR/COACH

Volunteer Instructors and Coaches will undergo the same [Hiring Procedures](#) outlined above. Successful candidates will have to register as an Associated Person of Western University.

### GENERAL POLICIES AND PROCEDURES

#### STANDARD OF CONDUCT FOR ALL CLUB MEMBERS

All Club members are members of the Western Community. As such, all members are subject to all provisions and expectations of Campus Recreation and Western University.

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 Club members remember the WSRC serves children, families and people of different backgrounds and cultures.

All WSRC members 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 WSRC activities implies acceptance by every member of the principles of mutual respect for the rights, responsibilities, dignity, and wellbeing of others
- All Club members will conduct themselves in a manner that respects these principles

- All members will behave in an appropriate manner when participating in WSRC activities or facilities, as well as off-campus facilities when representing their Clubs
- All Club members will adhere to all WSRC policies, procedures, and rules
- All Club members have the right to participate in any WSRC program or facility without the fear of harm from others within the scope of the activity, as long as they have an active membership to the WSRC and are in good standing

Participation and membership in, and use of WSRC programs, activities and/or facilities, is a privilege, which comes with responsibilities.

The rules, policies, and procedures of the WSRC are in place for the safety of all participants. Any conduct on the part of a Club member that has or might reasonably have an adverse effect on the proper functioning of the WSRC, or the health, safety, rights, or property of the WSRC, its members, staff or guests is subject to discipline. The WSRC also reserves the right to forward any action to the University Discipline Appeal Committee for further review above and beyond any sanctions imposed within the WSRC.

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#### CONDUCT OF PARTICIPANTS

All participants are expected to exhibit good sportsmanship, fair play, and abide by all policies of the Recreational Sport Clubs 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 Sport Club immediately for that session and is subject to further disciplinary action
- Fighting is unacceptable in any 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

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#### REFUSING TO LEAVE

If a participant refuses to leave after being ejected, the Club’s President will be notified 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 and their WSRC access may be revoked indefinitely.

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#### ALCOHOL CONSUMPTION

Club Executives are expected to be aware of and abide by [Western’s Campus Alcohol Policy](#).

A Club may not use Club funds to purchase alcohol at Club events or at any social function or trip. The Club is not permitted to use Club funds 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 Club members choose to drink alcohol at a non-Club event, 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.

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## 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 Club 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. SRS 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.

Additionally, all Club members must abide by the following policies and procedures:

- [Western University Code of Student Conduct](#)
- [WSRC Policies and Procedures](#)

## SUSPENSION GUIDELINES

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 Sport Club participation until they have been granted reinstatement by the Sport Clubs Coordinator
- The Program 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 Program Coordinator, in consultation with the Club President, Recreation Clubs Assistant, and the Director of Recreation and Active Well-Being
- The Sport Clubs Coordinator will request documentation from as many persons involved in the incident as possible. Once a decision has been made, the Program Coordinator will notify the President of the Club as well as the Club member in question. It is the President's responsibility to ensure that the suspended member(s) adheres by the terms of their suspension
- A decision regarding the length of any suspension involves numerous factors (e.g., the severity of the act, prior precedent, as well as the possible results of the act)
- The Program Coordinator is also bound to report any and all incidents that violate the [Western University Code of Student Conduct](#). Certainly, any incidents that involve threatening words or actions, the illegal use of alcohol, violations of the University's harassment code, and/or damage or destruction of University property will be reported to Campus Police for follow-up
- Once the Club member(s) are notified, they have every right to request a meeting with the Program Coordinator to discuss the suspension

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**SPORT CLUBS SUSPENSIONS**


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**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 Club activity
- Attending a 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 officials, building supervisor, or any Sports and Recreation Staff.
- Intentional striking of a participant with fist or hand (not to the head)
- Squirting a water bottle at a participant
- Illegal participant – 2<sup>nd</sup> time for the particular Club – members attending a Club session they are not registered for (Club sanctions may apply) – CLUB BASED SUSPENSION
- Missing travel deadlines – Club's 2<sup>nd</sup> 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 another object
- Verbal abuse directed at an 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
- Squirting 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

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#### 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 sessions/competitions (participants, Instructors or Coaches)
- Open alcohol and/or drug use at an event by a participant, Instructor, or Coach – on campus or while travelling

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#### 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**

**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 or program can affect participation in other sports/programs if deemed appropriate. Lifetime bans can be given if deemed necessary.*

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

#### APPEALS

All decisions made by the Program 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 being notified. Appeals must be brought to the attention of the Program Coordinator and submitted by emailing [sportclubs@uwo.ca](mailto: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 – Recreation Clubs Assistant, Intramurals Coordinator, Fitness and Wellness Coordinator, Membership Services Manager, Director of Recreation and Active-Wellbeing.

## FACILITIES INFORMATION

### SCHEDULING A FACILITY

Many recreational/sport programs are housed in the WSRC. This puts heavy pressure on relatively limited facilities. The Program Coordinator is in charge of creating an equitable schedule for all Sport Clubs.

For additional facility space (outside the Club's confirmed regular session times), Presidents will have to complete an [Event Request Form \(On Campus\)](#). 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 3 weeks in advance of the event**.

### 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. Details for booking a Meeting Room must be explained in the [Event Request Form \(On Campus\)](#).

### ON-CAMPUS FACILITIES RULES AND REGULATIONS

The following rules and regulations apply to all on-campus facilities.

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 Western University are not responsible for lost or stolen articles.

### ON-CAMPUS FACILITY-SPECIFIC POLICIES

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#### ALUMNI HALL - ROOM 15 (WRESTLING ROOM)

- It is very important that mat surfaces are kept clean and the area within the room is kept tidy.
- Doors should be locked when room is not in use. Ensure to check the back door leading to the back hallway. *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
- Changing into practice attire should not take place inside Alumni Hall 15

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#### 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
- Participants without adequate swimming skills will be required to wear a lifejacket
- All Club participants (i.e., Executives, general members, Instructors, Coaches) must follow directions from the Lifeguards. Failure to follow Lifeguards' instructions and guidelines will result in immediate removal from the Club session and further sanctioning may be required

*Please review Pool Rental Agreement for further terms and conditions.*

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#### SQUASH COURTS (WSRC)

- Eye protection is strongly encouraged for players using the racquet courts. Goggles are available to use at the Equipment Desk (WSRC 2<sup>nd</sup> Floor)
- Squash racquets and balls are available to rent at the Equipment Desk (WSRC 2<sup>nd</sup> Floor)

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#### UNIVERSITY TENNIS CENTRE

- Appropriate court shoes are required
- Entrance to the UTC requires a membership (included with the purchase of a Tennis Club Membership)

*Please review other University Tennis Centre policies and procedures for further terms and conditions.*

#### OFF-CAMPUS FACILITIES

Club Executives are allowed to plan events that are off campus (e.g., social events). For any off-campus events, an [Event Request Form \(Off-Campus\)](#) must be submitted **at least 3 weeks in advance of the date of the event.**

Please review any off-campus facilities' rules and regulations as they will be different and specific to that facility. This is also applicable for Clubs that operate regularly off-campus.

#### 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 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, failure to notify of cancellations ahead of time will result in possible financial penalties.

**NOTE:** 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 President of any affected Club with as much time in advance as possible.

## TRAVEL POLICIES AND PROCEDURES

Western SRS defines “travel” as any individual or group that travels outside of London to another location to compete, participate or view an event while participating as a member of a Recreational Sport Club at Western.

ALL Clubs will be subject to the following Travel Administrative Fees:

- \$150 for one (1) trip during the Sport Clubs Season
- \$250 for two (2) to four (4) trips during the Sport Clubs Season
- \$500 for five (5) or more trips during the Sport Clubs Season

## SPORT CLUB TRAVEL REQUIREMENTS

- Complete your Sport Clubs Season Plan and Winter Semester Update Form, and be sure to include any travel opportunities
- Complete the online Travel Request Form **a minimum of 3 weeks in advance of your travel date:** [Travel Request Form - Western Mustangs Sports](#)
  - Once submitted, the Program Coordinator will follow up directly by email regarding the request form and your Club’s needs for the event
- There will be follow up forms and requirements for the group to complete for transportation
- Submit your complete travel list and any required forms **a minimum of 7 days prior to your departure**
- **Upon arrival at your destination and upon returning safely to London**, groups are required to email [sportclubs@uwo.ca](mailto:sportclubs@uwo.ca) and confirm your arrivals
- Any accidents or issues must be reported to the Sport Clubs Coordinator ([sportclubs@uwo.ca](mailto:sportclubs@uwo.ca)) and Travel Coordinator ([mustangstravel@uwo.ca](mailto:mustangstravel@uwo.ca)) **IMMEDIATELY**
- Upon completion of the trip, a Post Event Report must be completed and returned **within 7 days of returning**

## GENERAL DRIVING POLICIES AND PROCEDURES

The following information is to be read and understood by all **authorized** drivers for Recreational Sport Clubs.

### AUTHORIZED DRIVER REQUIREMENTS

To be authorized to drive (rental or personal vehicles), drivers must be approved by the SRS Department. **To obtain approval, drivers must register online and complete the following at least two weeks in advance:**

- Complete Drivers Authorization Registration online (<https://srstravel.adt.wts.uwo.ca>)
- Upload copy of current Driver’s License (front & back)
- Upload copy of valid vehicle insurance (only if using personal vehicle)
- Upload Driver Abstract: 3-Year Statement of Driving Record
  - Available from the Ontario Ministry of Transportation via:

- Online information at [www.mto.gov.on.ca/english/dandv/driver/record.htm](http://www.mto.gov.on.ca/english/dandv/driver/record.htm)
  - Obtain abstract online at <https://www.ontario.ca/page/order-drivers-record>
  - Driver and Vehicle Licensing Office
  - Service Ontario Kiosk
- Please advise your Club President and Program Coordinator that you have completed the process. You will receive an email from the Travel Coordinator regarding your approval to drive

### **Online Driver Abstract**

Follow these instructions for obtaining an Uncertified 3-year Driver's Record (abstract) online:

<https://www.ontario.ca/page/order-drivers-record>

1. Find (halfway down page) where it says: Order a 3-year driver record
2. Click on blue Order an Uncertified 3-Year Driver Record
3. Find where it says: Order Now & click
4. Enter driver's licence number in #1 AND in #2, click Add to My Order
5. Confirm your contact information and click Check Out
6. Complete payment and you will be directed back to website for the driver record (abstract) - print, download or email abstract (you can email directly to [mustangstravel@uwo.ca](mailto:mustangstravel@uwo.ca); you can email more than one person)
7. Confirm, view, and print receipt

**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 Coordinator and the Travel Coordinator).

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### TRAVEL ROSTER

A list of Club members travelling must be submitted 7 days prior to the date of the event.

- If carpooling, a list of assigned seats must be submitted. Club members are required to adhere by their assigned seats. **Under no circumstances shall Club members change vehicles during the entire duration of the trip.**
- If travelling by bus, Club members are expected to behave according to the bus company's guidelines

Attendance of participants must be submitted prior to departure.

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## VEHICLE USAGE

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### PERSONAL VEHICLES

The use of personal vehicles to transport Club members 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 their 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 Western University's insurance policy.

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### 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).

#### **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 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).

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## SAFETY

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

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### GENERAL GUIDELINES

1. Club members and Coaches/Instructors are representatives of Western University and must always conduct themselves with good taste and good judgment
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 Western University Club is strictly prohibited. Violation of this policy will be dealt with in a very firm manner and could lead to the suspension or immediate de-ratification of the Club
7. Report any accidents ASAP (see the end of this section for [Motor Vehicle Accident Reporting Procedures](#)).
8. The SRS Department will make every attempt to ensure that 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. If travelling in a personal vehicle, contact the Program Coordinator or Travel Coordinator (see [Important Contacts](#) for contact information)

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#### INCLEMENT WEATHER

If the Club experiences inclement weather while traveling, the Travel Officer should follow procedures to ensure the safety of all travelers. The Travel Office 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). **Contact the Program Coordinator and Travel Coordinator immediately** (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 boarder information wait times etc.)
  - Phone Number: 1-800-268-4686
  - Website: [www.mto.gov.on.ca/english/traveller](http://www.mto.gov.on.ca/english/traveller)
- Ontario weather:
  - [www.ontarioweather.com](http://www.ontarioweather.com)
  - [www.weatheroffice.ec.gc.ca](http://www.weatheroffice.ec.gc.ca)
  - [www.theweathernetwork.com](http://www.theweathernetwork.com)
- AM 680, TORONTO'S All News Radio: Updates on weather/traffic every 10 minutes.

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#### MOTOR VEHICLE ACCIDENT REPORTING PROCEDURES

1. Notify Police if necessary. Report any accidents to Program Coordinator and the Travel Coordinator as soon as possible (see [Important Contacts](#) for contact information). The accident should also be reported to the Rental Agency (if vehicle is a rental).
2. **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 (if applicable)*
  - *Police Report or Occurrence Number (if applicable)*

## CLUB PROMOTION

The SRS Department is pleased to offer a variety of opportunities to advertise Recreational Sport Clubs.

## CLUBS WEEK

Clubs Week will be held the week before the beginning of the [Sport Clubs Season](#) in September each year. Each Club is allocated equal space to promote their Club and recruit members.

- Clubs can have as many decorative, informational, and promotional items as their space allows
- All Clubs' advertising materials are to be paid for out of pocket or through Club funds (with approval from the Program Coordinator)
- Clubs are not allowed to collect money for any reason. Interested students should be directed to register online ([www.shop.westernmustangs.ca/](http://www.shop.westernmustangs.ca/))
- Clubs are not allowed to have any live demonstrations. However, recorded videos may be on display

## SPORT CLUBS WEBSITE

The Sport Clubs website ([https://www.uwo.ca/campusrec/sport\\_clubs/index.html](https://www.uwo.ca/campusrec/sport_clubs/index.html)) provides information about all Clubs, as well as links to individual Club websites.

All Clubs are allowed to manage their own website/social media accounts, with the obligation to abide by the following guidelines:

- No language that is offensive or deemed offensive
- All references to the department must be made correctly (i.e., WSRC; Western Student Recreation Centre)
- If your page is linked from the Campus Recreation website, a return link must be provided within your Club's site
- No pictures on the websites or links to other websites that can be interpreted as offensive
- The Program Coordinator must approve all content on the Club's website

## APPAREL

The Recreational Sport Clubs Program is not part of the Under Armour apparel agreement with Varsity Sport, therefore are not entitled to Under Armour athlete packages, orders, apparel discounts, etc.

The Recreational Sport Clubs Program has its own vendors who can supply apparel from brands that are not in direct competition with Under Armour, as the University's official apparel sponsor.

Sport Clubs have an opportunity to order apparel through the Program Coordinator. A catalogue of available items does not exist. If interested in ordering apparel, please contact the Program Coordinator directly ([sportclubs@uwo.ca](mailto:sportclubs@uwo.ca)). Each apparel item must bear the Western Mustangs registered logo and the Club name underneath as provided in each Club's Start-Up Package. Additionally, certain items can have additional embroidery/printing such as member name or Executive position title (if applicable), at an extra cost.

For additional orders such as uniforms, Club-specific equipment, and other items of choice, requests can be submitted through the Program Coordinator.

Misuse, or misrepresentation of the Western and Mustangs logos will be subject to **legal fines**.

**NOTE:** Apparel order expenses are the responsibility of each Club (the Recreational Sport Clubs Program does not provide any financial assistance for apparel orders).

**IMPORTANT:** Clubs are not allowed to make any purchases for the Club (e.g., apparel, equipment, supplies) without the approval of the Program Coordinator.

## 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:

- **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](mailto:adoffice@uwo.ca)
- **TV Western** – This is an option for advertising, but it is expensive and is very rarely watched by Western students
- **CHRW** – The University's radio station will announce special events on air. Requests need to be submitted 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
- **Posters** – Boards are stationed throughout 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
- **Social Media** – Clubs are encouraged to interact and promote themselves on social media while abiding by the Campus Recreation Social Media Guidelines. The Recreational Sport Clubs Program will also help promote and showcase Clubs through social media as much as possible

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## MEDIA EXPOSURE

**No Sport Club is permitted to reach out to any type of media for exposure without consideration and approval from the Program Coordinator and Campus Recreation.**

**If media seeks your Club for comment, please contact the Program Coordinator for further discussion.**

## SPORT CLUBS BRANDING

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### OFFICIAL NAMES

All ratified Clubs under the Recreational Sport Clubs Program **must** be identified by their sport/activity followed by the word "Club" to signify recognition as a sanctioned group within the program.

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### LOGOS

Each Sport Club has a corresponding Western Mustangs branded logo which can be found on their Club Start-Up Package.

The use of the Western logo and the Mustangs logo must be approved by the Program Coordinator if Clubs are looking to use it for any of the following instances (included, but not limited to):

- Marketing (e.g., social media, posters, flyers)
- Apparel (e.g., uniforms, Club swag)
- Equipment branding (e.g., equipment bags, covers)

The Western and Mustangs logos (including Clubs' respective official logos) are property of Western University and Mustangs Athletics and **cannot**, under any circumstance, **be altered, misused, or misrepresented**. Any of the aforementioned will be subject to financial and legal penalties, and possible suspension of Club activities.

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## FONT

Official fonts for the Recreational Sport Clubs Program are **Aachen Bold LET**, Benton Sans Regular and **Benton Sans Bold**. Clubs are encouraged to use the official fonts for branding and promotional purposes. The official fonts are included in each Club's Start-Up Package.

## SAFETY & RISK MANAGEMENT

Program safety is one of the most important parts of running and organizing a Recreation Sport Club. It deals with promoting a safe environment for all participants. The Recreational Sport Clubs Program depends on the Executive Teams to ensure that precautions have been taken to keep their Club members' safety a top priority. Therefore, it is required that every Sport Club implements and practices the following safety guidelines.

## ON-SITE SUPERVISORS

ALL Sport Clubs must have at least **two (2)** Executive Members present at every session acting as On-Site Supervisors (this includes pool practices and gymnasia/studio practices, as well as off-campus facilities) including events (e.g., socials, tournaments, etc.). Instructors and Coaches can act **as one of two** On-Site Supervisors.

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

1. Ensure that all participants are Club members (cross-reference with registration list)
2. Provision and maintenance of safe facilities and equipment (includes first aid supplies)
3. Provision of appropriate supervision
4. Provision of qualified instructors/coaches
5. Provision of information to participants about risks involved in the activity
6. Submit attendance records
7. Submit Accident Reports/Incident Reports **within 24 hours** and advise the Program Coordinator of accident/incident via email or text/phone, depending on the severity of the accident/incident
  - a. **Failure to do so will result in loss of practice time**
8. Ensure that Club members are checked-in online at every practice.
9. Ensure that all sessions start on time; be the first to arrive and the last to leave.
10. Show up early at the Equipment Desk (WSRC 2<sup>nd</sup> Floor) with proper Western student card to sign-out equipment

## INJURY PREVENTION

1. Sport Club Executives, Club members, Coaches and Instructors must emphasize safety during all Club-related activities
2. 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.**
3. Develop and practice safety guidelines relevant to the Club's sport/activity (for more information, see [Emergency Action Plans](#) below)
4. Inspect fields, facilities, and equipment prior to every practice and special events. Report unsafe conditions to the Program Coordinator immediately

## EMERGENCY ACTION PLANS

### MEDICAL EMERGENCIES

All accidents, no matter how minor, must be reported **within 24 hours using an Accident Report** (to be filled out with legible writing and black or blue ink) **and handed in person at the front desk of the WSRC**. The Program Coordinator should be notified immediately.

In case of a medical emergency:

- 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 Campus Police & SERT if on campus) 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) and try to make them as comfortable as possible.

**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 Western University is liable."*

### FIRE ALARM

- On-Site Supervisors are responsible for gathering Club members before exiting 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 (i.e., [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

**For more information on your specific building's Fire Safety Plans, please visit [Building Fire Safety Plans - Fire Safety - Western University \(uwo.ca\)](#)**

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## 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
- In the pool, follow the directions of the lifeguards

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## 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.

**For more information of on-campus Emergency Action Plans, please see Western University's [Master Emergency Response Plan](#)**

## RISK MANAGEMENT

All Clubs are required to include a Risk Management Article on their Club Constitution, outlining specific risks that their sport/activity may incur as well as directions for mitigating such risks.

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. Western University 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 Team, On-Site Supervisors, and Instructors/Coaches, all possible steps must be taken to ensure the health and safety of all Club members. This includes verifying certifications of Instructors/Coaches, completing and submitting attendance records, completing, and submitting Accident Reports/Incident Reports **accurately and on time**, completing and submitting all required travel documentation **accurately and on time**, ensuring proper emergency responses, and overall risk management for the safety of Club members.

All Club members are required to sign the following documents upon registration online:

- Recreational Sport Clubs Assumption of Risk and Waiver of Liability
- Rowan's Law Attestation Form

## STARTING A NEW CLUB

All students wishing to start a new Club through the Recreational Sport Clubs Program at the WSRC must submit a *New Sport Club Application for Ratification* to [sportclubs@uwo.ca](mailto:sportclubs@uwo.ca) **no later than the last day of February** for ratification/affiliation in September of the following academic year (Fall Term)

Applications are accepted through the entire calendar year. However, applications are only reviewed once during the year (March).

Submitting an application **does not guarantee** ratification and sanctioning with the Recreational Sport Clubs Program. Please review our [Sport Clubs – Program Overview](#) section for more information. You should also be familiar with most of the information outlined in this whole document.

Each **new** Sport Club will undergo a [Ratification Probation](#) period. If the Sport Club meets each specified requirement to the satisfaction of the Program Coordinator, it may achieve ratification.

## APPLICATION MATERIALS

All application materials must be submitted by the deadline.

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

- It is a sport- or activity-based club, whose primary focus is on recreation (participation opportunities for all members regardless of competitive and skill level)
- Its membership is open to all current Western students (or any affiliated colleges)
- It does not share the same mandate as a currently ratified Recreational Sport Club or USC Club, or any Club that has been de-ratified within the last three (3) terms (as a minimum, depending on the reason for de-ratification)
  - For [Competitive Sport Clubs](#) only, cannot be the same sport or activity as a current Varsity Program
- It meets the additional [Sport Clubs Criteria](#)
- It intends to carry on activities that do not infringe any federal, provincial, and municipal laws, nor any Western University or Campus Recreation policies and procedures

All groups seeking ratification for the [upcoming Sport Clubs Season](#) will be notified no later than **April 30<sup>th</sup> of the same year they applied** whether their application was approved or denied.

If ratified, the Club should immediately begin to organize themselves in order to begin their first operational year (under [Ratification Probation](#)) beginning in September of the upcoming Season, provided all facility requests and appropriate documentation is completed and on file with the Program Coordinator.

## 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 a Sport Club has fulfilled the requirements of the Recreational Sport Clubs Program and to better help them meet and exceed the expectations of their Executive Team and Club members. Several criteria are considered in the evaluation process, and all are important in determining [Active Status](#).

The desire for the Club evaluation process is that the Club's Executive Team would take the feedback from the evaluations and use it to help build a strong and vibrant program.

The evaluations are also important in helping determine whether the Club should be:

- a) Renewed with full [Active Status](#),
- b) Placed on [Disciplinary Probation](#), or
- c) Undergo [de-ratification](#).

Clubs who are de-ratified must wait a minimum of two (2) full [Sport Clubs Seasons](#) before they can be re-ratified.

## EVALUATION CRITERIA

All Recreational Sport Clubs are subject to the same Evaluation Criteria, but are not limited to it when being considered for renewal of full [Active Status](#), [Disciplinary Probation](#), or [De-ratification](#). Decisions are subject to the discretion of the Program Coordinator, and dependent on the performance and classification of the Club.

Below are some of the criteria considered in the evaluation process, included but not limited to:

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### COMMUNICATION

1. The Club consistently hands in all required documents and information by the specified deadlines (e.g., 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 Program Coordinator, and responds to methods of communication appropriately and in a timely manner
3. The Club Executive Team communicates with the Program Coordinator when an accident/incident occurs
4. The Club Executive Team attends all required meetings and other Program events

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### LEADERSHIP

1. The Club's goals and direction are consistent with that of the Recreational Sport Clubs Program
2. The Club is completely student led, and shows a consistent and smooth transition of Club leadership following elections
3. Club Executives demonstrate leadership skills with Club members (organized practices, meetings, events, etc.)

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### MEMBERSHIP

1. The Club meets a demonstrated need for the sport or activity on Campus (has a strong active membership base)

2. All membership registration and attendance forms are submitted on time
3. Club members abide by all rules, regulations and policies of Campus Recreation and Western University

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#### BUDGETS

1. The Club manages their finances in a responsible and diligent manner
2. The Club maintains accurate records and financial statements
3. The Club properly submits all expense forms in a timely manner, and completes all financial activities by **Mid April of the current Sport Clubs Season**

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#### TRAVEL & FACILITY RISK MANAGEMENT

1. The Club submits all travel requests and documentation on time
2. The Club follows appropriate procedures for risk management and completes Accident/Incident Reports for injuries which occur during practices and events
3. The Club properly uses all facilities scheduled through Campus Recreation as well as off-campus facilities, and adheres to all policies and procedures required by facility users

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#### MISCELLANEOUS

1. The Club maintains accurate inventory of equipment, materials, and supplies
2. The Club has an updated Constitution on file with the Program Coordinator

#### PROBATIONARY PERIODS

During a probationary period, Sport Clubs must demonstrate clear adherence to all Campus Recreation policies. All Evaluation Criteria listed above must be met to the satisfaction of the Program Coordinator in order to maintain full [Active Status](#).

At the end of a probationary period, Clubs unable to meet the minimum requirements will be [de-ratified](#). Clubs meeting the obligations and demonstrating adherence to the Recreational Sport Clubs Program policies and guidelines will be granted full [Active Status](#).

**NOTE:** *Clubs cannot be placed on consecutive Probationary Periods.*

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#### RATIFICATION TRIAL PERIOD

Every newly ratified Recreational Sport Club will be placed under a Ratification Trial Period. The purpose of it is to help the Club get established and provide an opportunity for them to build their program to the minimum requirements outlined in the [Sport Clubs Criteria](#) and [Evaluation Criteria](#).

The Ratification Trial Period will always begin in September of the Club's first official year as part of the Recreational Sport Clubs Program and will last between three (3) and six (6) terms, depending on the Club's classification:

- Recreational: 3-6 terms
- Instructional: 3-6 terms
- Competitive: 6 terms

If, at the end of this trial period the Club has not established themselves to be in good standing, they will be [de-ratified](#).

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#### DISCIPLINARY PROBATION

Disciplinary Probation is imposed on Sport Clubs who have not operated to the satisfaction of the [Sport Clubs Criteria](#) and [Evaluation Criteria](#) previously mentioned. The Program Coordinator holds all rights to place any Sport Club under Disciplinary Probation, if necessary, based on policy infringements.

The Program Coordinator will determine the length of the Disciplinary Probation Period between three (3) and six (6) terms. After the probationary period is over, a Club under Disciplinary Probation will undergo a formal review and a decision will be made about whether the Club warrants [de-ratification](#) or reinstatement to full [Active Status](#).

Disciplinary Probation involves certain restrictions placed on the Club based on their classification, and specific details about their Club. A meeting will be held between the Program Coordinator and the Executive Team of the Club to clarify the details of their Disciplinary Probation.

#### SPORT CLUBS DE-RATIFICATION

Any Sport Club that fails to maintain requirements during the year may be de-ratified. Once a Club is de-ratified, any group interested in restarting that same sport/activity must wait a minimum of two (2) full [Sport Clubs Seasons](#) before they can be re-ratified. Campus Recreation and the USC work cooperatively to offer a variety of clubs to Western students. Therefore, any Recreational Sport Club that is de-ratified will not be considered for ratification through the USC, and vice-versa (within the given timeframe).

Clubs that have not been in good standing with Campus Recreation during a given year will be evaluated during the “New Club Application” review period in March. At this time, a decision will be made to determine if the Recreational Sport Clubs Program will continue to support this Club and renew their full [Active Status](#), issue a [Disciplinary Probation](#), or move to immediate de-ratification.

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#### DE-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 the Program Coordinator
- Club web space and email addresses will be removed immediately
- All Club promotional materials displayed on Campus Recreation and Western University displays will be removed (e.g., poster boards, social media)
- All Club funds and account activities will be frozen and any outstanding balances (e.g., 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 Western University
- All Club equipment purchased through Club funds becomes the sole property of Campus Recreation and Western University