



UM | Recreation Services



REC CLUBS MANUAL 2019 – 2020

Matt Gerardy, Assistant Intramurals and Clubs Coordinator

REC Club Programs | Recreation Services

145 Frank Kennedy Centre | University of Manitoba | Winnipeg, MB | R3T 2N2

P: 204-474-6621 | E: RecClubs@umanitoba.ca

TABLE OF CONTENTS

SECTION 1: CONTACT INFORMATION.....	4
SECTION 2: INTRODUCTION & GENERAL INFORMATION	5
RECREATION SERVICES MISSION STATEMENT	5
REC CLUBS MISSION STATEMENT	5
INTRODUCTION.....	5
DEFINITION OF A CLUB	6
OBJECTIVES & PURPOSE.....	6
ROLE OF THE COORDINATOR/ASSISTANT COORDINATOR OF INTRAMURALS, CLUBS AND LEAGUES.	6
FORMING A NEW CLUB	6
SECTION 3: CLUB STAFF & EXECUTIVES	8
REC CLUB ORGANIZATIONAL STRUCTURE	8
President.....	8
Vice President	9
Treasurer	9
Safety Officer	9
Trip Leader.....	10
EXECUTIVE EXPECTATIONS	10
Club Forms	10
Club Executive Meetings.....	11
Club Summary Reports.....	11
Leadership/Volunteer Opportunities.....	12
Club Sessions	12
SECTION 4: CLUB POLICIES & PROCEDURES	13
ACCOUNTABILITY	13
CODE OF CONDUCT.....	13
CLUB MEMBERSHIP.....	14
ONE FREE VISIT.....	15
FACILITY SPACE	15
Booking / Reserving Facility Space	15
Cancellations / Rescheduling.....	15
Investors Group Field Events / Parking Plan	16
COACHING	16
RETAINING CLUB STATUS	17
DISCIPLINE & PROBATION	18
DISSOLUTION OR TERMINATION OF CLUB STATUS	19
SECTION 5: FUNDING, FINANCES & PURCHASING.....	20
CLUB FINANCING.....	20
Recreation Services Club Funding	20
Rec Club Revenue	20

FUNDRAISING & SPONSORSHIPS	21
Fundraising	21
Sponsorship	22
Donations	22
PURCHASING / EXPENSE REIMBURSEMENT	22
SECTION 6: TRAVEL	25
TRAVEL POLICIES & PROCEDURES	25
General	25
Trip Leader	25
Driver(s)	25
Passenger(s)	26
TRAVEL CONDUCT	26
TRIP APPROVAL PROCESS	26
Trip Request / Approval Form	26
Driver Declaration Form (<i>if applicable</i>)	27
Statement of Responsibilities	27
Final Travel Itinerary	27
SECTION 7: RISK MANAGEMENT & SAFETY	28
GENERAL	28
RISK MANAGEMENT & EMERGENCY ACTION PLAN	29
FIRST AID/CPR CERTIFICATION AND COURSE	29
INJURIES & REPORTING	29
CRT 5 – Concussion Protocol	30
SECTION 8: MARKETING & SOCIAL MEDIA	31
RECREATION SERVICES MARKETING	31
Logo Usage	31
The University of Manitoba “Bisons”	31
Office Services	31
PROMOTING YOUR CLUB	31
Website	31
Clothing & Apparel	32
Social Media	32
On-Campus Promotion	33
Posters & Recreation Services Bulletin Boards	33
RECREATION SERVICES ADDRESS	33
SECTION 9: APPENDIX	34

SECTION 1: CONTACT INFORMATION

COORDINATORS & DIRECTORS

Assistant Intramurals and Clubs

Coordinator

Matt Gerardy

204-474-6621

RecClubs@umanitoba.ca

Director of Recreation Services

Tanya Angus

204-474-8756

Tanya.Angus@umanitoba.ca

Director of Athletics & Active Living

Gene Muller

204-474-8628

Gene.muller@umanitoba.ca

GENERAL

Active Living Centre Customer Service

204-474-6100

Max Bell Centre Customer Service

204-474-8634

EMERGENCY TELEPHONE NUMBERS

On-Campus Emergencies

555 (*MTS & Rogers phones only*) or 911

Campus Security

204-474-9312

Student Health Services

204-474-8411

Recreation Services Club staff is dedicated to ensuring a positive experience for all club members. We are located at 145 Frank Kennedy Centre, 8:30 am – 4:30 pm Monday to Friday. Please feel free to contact us with your questions, concerns and suggestions.

WE ARE HERE TO HELP!

SECTION 2: INTRODUCTION & GENERAL INFORMATION

RECREATION SERVICES MISSION STATEMENT

To inspire and facilitate students and staff of the University of Manitoba and the community to embrace active healthy lifestyles through involvement in a diverse assortment of enjoyable and educational experiences that will contribute to improved quality of life.

REC CLUBS MISSION STATEMENT

To provide a recreational activity on a regular and continuing basis for students, staff and alumni comprised of friendly and supportive people that share the same passion for that activity while obtaining valuable learning experiences that will benefit most importantly the students during their academic career and after they leave the University of Manitoba.

INTRODUCTION

The Rec Club Program is operated by Recreation Services at the University of Manitoba (U of M) within the Faculty of Kinesiology & Recreation Management. It is intended to provide an opportunity for individuals with common interests to participate in a variety of recreational activities or sports. Most clubs are inclusive in that they require no entry-level competencies unless there are safety considerations. Some clubs do have try-outs (Team Clubs) and some have entry-level competency requirements (base skills required to take part in Tennis) for participation.

Rec Clubs are formed, organized and governed by volunteer U of M students under the requirements established by Recreation Services. Membership for the clubs require that a minimum of 65% University of Manitoba student participation and the remainder can include members of the University of Manitoba staff and alumni populations. Staff must present their staff identification card and alumni must present their alumni issued number upon registration.

This Rec Clubs Handbook is designed to establish a comprehensive set of policies and procedures which current and future clubs can become better organized as members while participating in Rec Clubs with Recreation Services. Rec Clubs that are affiliated with the University of Manitoba, must meet the goals and objectives that are set by the University, the Faculty of Kinesiology and Recreation Management and Recreation services



DEFINITION OF A CLUB

A Rec Club is a Recreation Services sanctioned, student-run organization that offers recreational and/or competitive opportunities in a sport or physical activity. Each club consists of a student executive team who are responsible for running the organization including coordinating and overseeing all club events, services and operations. This may include weekly practices, lessons, coaching, recreational or competitive opportunities on or off campus, social events, community outreach opportunities, equipment services and other initiatives as determined by the club's visions and objectives. All Rec Clubs sanctioned through Recreation Services must follow the regulations and procedures set forth by the University of Manitoba and Recreation Services. This ensures that Rec Clubs are operating within fair and safe parameters for all executives and members.

OBJECTIVES & PURPOSE

The Rec Clubs Program is meant to provide learning experiences for all U of M student members within the club through their involvement in organizing, administering, scheduling, fund raising, public relations, etc. Rec Club participants not only enjoy the rewards of athletic competition, but they also gain skills in collaboration, leadership, problem-solving, and financial management. While Recreation Services assists clubs with marketing, collecting club membership fees, securing facilities and equipment, risk management and professional guidance, the emphasis is strictly on student leadership and involvement. The success of each Rec Club depends on the dedicated efforts of its U of M student leaders and its club members. It is intended to benefit the participant throughout their life and after they leave the U of M.

ROLE OF THE COORDINATOR/ASSISTANT COORDINATOR OF INTRAMURALS, CLUBS AND LEAGUES

The Club Coordinator acts primarily in an advisory capacity and is available to provide support in the areas of fund-raising advice, organizational management and leadership assistance. A key resource is the provision of facility and field space in which to hold meetings, use for administrative functions, competitions and activities.

Rec Club Coordinator responsibilities include:

- Administrative assistance and guidance
- Facility requests and booking
- Budget preparation
- Telephone and fax usage (limited basis)
- Copying services (limited basis)
- Fund-raising assistance
- Publicity and promotion
- General supervision for on-campus events
- Assistance in development of new clubs

FORMING A NEW CLUB

Is there a need? Although individuals may have a passion and a strong personal interest in developing a specific activity, it may not be enough to determine the demand for a club or the likelihood of its survival.

Organizers of a proposed club should consider the following:

- Are there suitable facilities available?
- What is the demographic of those interested in participating in the club and will it meet the required student membership needs?
- Will membership be sustainable into the future or is this activity a short-lived trend?

A Club Proposal Form can be obtained by contacting the Club Coordinator.

The formation of a Rec Club affiliated with the U of M Recreation Services must meet the following criteria:

- A minimum of 10-15 interested individuals for a recreational activity club; 15-20 for a sport club
- Create a proposal as to why the Club should be started, and an outline of the program it intends to offer, including a mutual benefit plan.
- A constitution, to include the membership breakdown, a financial report with operating costs, equipment costs and possible ways to generate revenue, a club appointed executive (President, Vice-President, Secretary and Treasurer – all of which must be University of Manitoba students). Note: it is possible that the secretary and treasurer is the same person.
- An inventory of equipment needed and type of space that the Club will require in order to operate.
- If the club intends on charging a membership due/fee, it must be stated in the constitution, pending approval.

If the proposal is approved and recognized by Recreation Services, then it must pass the following criteria in its first academic year (fall and winter):

- The Club will received a one year probationary status to substantiate adequate administration
- Maintain a minimum of 15 active participants per term
- The Club must submit participation reports when requested, hold an election of executives and schedule regular meetings
- The Club must send the President or a representative to all Rec Club meetings.
- The Club must follow the policies and procedures that are set forth by Recreation Services and the Rec Clubs Handbook Manual.



** Note: The University reserves the right to immediately withdraw Club status and therefore all related rights, including without limitation, access to University facilities/resources, on violation of any University policies, procedures, rules or regulations, as set out herein.*

SECTION 3: CLUB STAFF & EXECUTIVES

REC CLUB ORGANIZATIONAL STRUCTURE

Each Rec Club must have an elected/appointed Club Executive. The Rec Club's executive position duties must be clearly outlined in each club's constitution. All Rec Club executive positions must be held by current University of Manitoba students only. The suggested administrative structure of each club is the election of a:

- President
- Vice President
- Secretary
- Treasurer

** Note: the Secretary and Treasurer can be the same person. Clubs may also have a past President executive who is an alumnus to provide continuity and guidance. The past President may only hold this position for one year to ensure effective succession of the new club executive.*

All clubs will also appoint a minimum of one **Safety Officer** and any Clubs that will be travelling must also appoint a **Trip Leader**. These positions can only be held by current club members and University of Manitoba students. The following duties and responsibilities include, but are not limited to:

President

- Directly responsible to the Coordinator of Rec Clubs
- Create (with the assistance of Recreation Services), interpret and enforce the provisions of the Club Constitution
- Ensure that the club upholds the integrity of the University of Manitoba and Recreation Services and are properly informed of the Code of Conduct
- Be a liaison between the Coordinator of Rec Clubs and the Club
- Shall attend (or ensure a club executive attends in their place) bi-annual Rec Club meetings held by the Coordinator of Rec Clubs
- Obtain regular club roster lists from the customer service desk.
- Ensure members are eligible members of the club (i.e. paid the Club Fee in the appropriate category)
- Sets membership dues/fees (with Coordinator of Rec Clubs approval) and prepares the club's annual budget
- Call and preside at all meetings of the Executive and the Club
- Appoint committees not otherwise provided for, and shall see that all members and officials perform their duties
- Hear and resolve all complaints presented by Club members
- Assist in the organization of Club marketing or advertising
- Contributes to Club website content, regularly updates website information
- Only casts a vote to break a tie
- Has signing authority, along with the Treasurer, on cheques

- Serve as official representative of the Club

Vice President

- Assist the President in the performance of duties and shall exercise all the powers of the President in their absence
- Oversees Club committees
- Oversees Club equipment purchases and maintenance in cooperation with Recreation Services
- Oversees risk management plan

Secretary

- Maintain and monitor club membership roster
- Notify members of all Club meetings
- Record minutes of all meetings and distribute to the Coordinator of Rec Clubs to review
- Maintain club records and files
- It is the responsibility of the secretary to insure that all club members meet the qualifications for membership before a participant is involved in any club activity.

Treasurer

- Responsible for keeping current and accurate accounting records
- Responsible for opening/maintaining Club bank account(s)
** Note: should the Club have an active bank account the title University of Manitoba and/or Recreation Services must not be used in the bank account name.*
- Prepare the annual budget for the operation of the Club, for approval by the Club Executive, in conjunction with the President
- Supervise expenditures by the Club Executive to ensure agreement with the details of the budget previously approved
- Provide a brief financial report at Club meetings to include a statement of spending activities and account balance.
- Has signing authority, along with the President, on cheques
- Ensuring only the President and Treasurer have signing authority for bank account

Safety Officer

- At least one member of the Club must be First Aid and CPR certified. It is encouraged that Rec Clubs have as many members certified and approved as Safety Officers as possible. Some of the responsibilities of the Safety Officer include:
 - The primary responsibility is to ensure the health and safety of Club members.
 - Ensure that at least one Safety Officer is present at all Club activities.
 - Maintain current CPR and First Aid certification.
 - Comply with policies, procedures and emergency action plans.
 - Ensure that a First Aid kit is available at all practices and competitions. In addition, keep kit stocked with fresh and necessary supplies.
 - Ensure that no individuals participate in practice/Club activities unless they are approved members of the Club. Approved members must have paid the Club Fee in the appropriate designated category. Day passes may not be purchased in order to participate in practices/activities.
 - Have a thorough understanding of the *University Emergency Quick Reference Guide* and what resources and staff are available to them in case of emergencies.

Trip Leader

- The Trip Leader is the person designated by the club and approved by the Coordinator of Clubs, who is responsible for implementing and enforcing trip safety procedures. A club may designate more than one Trip Leader. All travel conducted by clubs require that a Trip Leader be identified and accompany the group on the trip.
- Specifically, the Trip Leader is required to:

Pre-Trip:

- Meet and works collaboratively with the Club Coordinator to review Travel Policies
- Ensure all individuals intending to travel are registered members of the Club
- Agree to enforce all Travel Policies on all travelling Club members
- Ensure all forms required for trip approval have been submitted to the Club Coordinator
- Inform the Club Coordinator of any changes in travel details
- Communicate safety responsibilities to all vehicle drivers and passengers
- Communicate travel information to all travelling Club members
- Obtain and ensure Trip Kit (Trip Binder, First Aid Kit) is up to date and fully stocked

During Trip:

- Facilitate safe travel procedures at all times and carries with them, the Travel Kit
- When multiple vehicles are travelling together, ensure vehicles stay in communication
- Monitor the time of day travel is undertaken and tracks the number of hours a driver has driven at one time
- Enforce behavior guidelines, alcohol/drug policies and travel policies on all Club members
- In the event of an emergency, implement the Emergency Response Plan as needed and contacts the Club Coordinator immediately

Post-Trip:

- Contact the Club Coordinator upon arrival back on campus (e.g. phone, email)
- Submit any accident/incident report forms to Club Coordinator immediately
- Return Trip Kit to Club Coordinator
- Assist and follows-up with the appropriate documents to the Club Coordinator if there are any problems or concerns as needed.
- Submit a summary report of trip including highlights, results, pictures from event, match or tournament

EXECUTIVE EXPECTATIONS

Club Forms

All Club executives are expected to submit their constitution and annual club forms prior to the start of the club season. They are also expected to submit travel forms when necessary.

All Club forms are as follows (see Appendix):

New Club Forms:

- New Club Proposal Form
- Preliminary Club Roster

Annual Forms:

- Club Renewal Form
- Constitution
- Proposed Activity Plan
- Proposed Budget Form
- Risk Management Assessment Form
- Emergency Action Plan
- Funding Request Form
- Coach Contract (if applicable)

Travel Forms:

- Trip Request/Approval
- Driver Declaration Forms (if applicable)
- Statement of Responsibilities
- Final Travel Itinerary

Club Executive Meetings

The primary purpose of Club executive meetings shall be to provide central planning, administrative guidelines and general supervision and evaluation for the Rec Club Program, including:

- Serving as a communication vehicle between clubs and Recreation Services
- Promoting the program toward increasing interest and participation in clubs
- Aiding in the formulating and implementing of policies and procedures under which the clubs shall function
- Seek solutions to common problems

Regular scheduled meetings shall be once a semester, to be held during September and January. Special meetings may be called at the discretion of the Sport Club Coordinator.

Attendance at regularly scheduled and special meetings shall be mandatory. If a club representative or alternate cannot attend a meeting, the Sport Club Coordinator must be notified by phone or email no less than 48 hours prior to the meeting

Club Summary Reports

All Clubs will be expected to submit a summary report in December and April that should include, but are not limited to, the following:

- Tournaments (in-club or local, regional, national)
- Competitions (local, regional and/or national)
- Individual member recognition/accomplishments
- Fundraising events
- Social events
- Club operations – changes, updates, etc.
- Other club activities

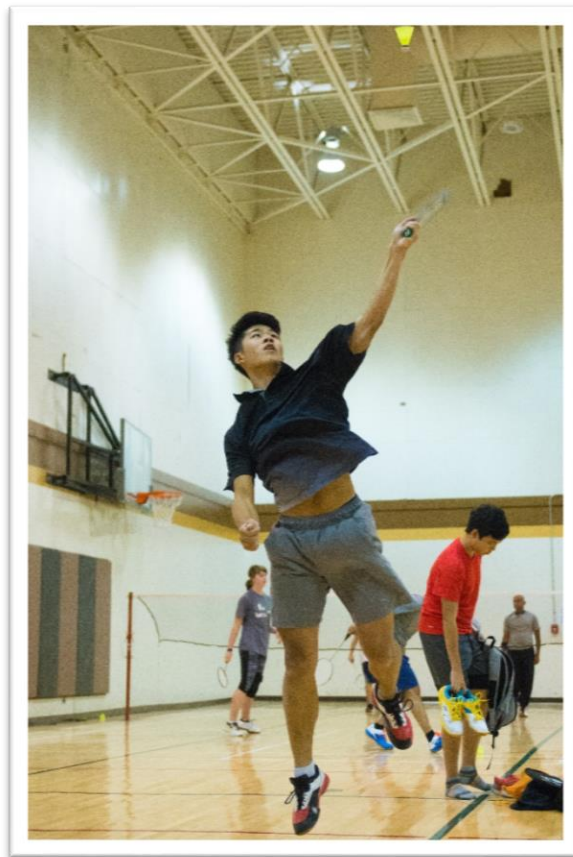
All club reports will be combined into a newsletter that will be better able to showcase the Rec Club Program and promote the activities that club puts on and members are taking part in. Awards, accomplishments and results will also be posted on the Recreation Services Facebook page, Twitter page and the website to help further promote the club.

Leadership/Volunteer Opportunities

Each year, Recreation Services puts on special events for the University of Manitoba community. Although not mandatory, it is highly encouraged that club executives or members become involved in these special events in a volunteer or participant capacity. Many of the events can be registered for individually or as a team. Participation and involvement in these events may also be related to funding allocation. Some of Recreation Services Special Events are as follows:

Club Sessions

Each session that the club has is required to have at least one member of the Executive present in order to ensure that things are run properly and to make sure that rules and procedures are being met.



SECTION 4: CLUB POLICIES & PROCEDURES

ACCOUNTABILITY

Each Rec Club will be held accountable for actions of all Club members and coaches both on and off the field/court for any and all club related activities. The Club executive should institute and clearly state a strict Club policy concerning negative behavior and conduct in their constitution. Negative conduct will not be tolerated by the Club, Recreation Services or the University of Manitoba. It is the responsibility of the Club's President and/or executive to communicate regularly with Recreation Services and to the rest of the Club. Communication is an essential component of any successful program.

CODE OF CONDUCT

Any individual involved in a Club as a Club member (i.e. has registered and paid the Club fee) or Coach, will agree to and abide by the Rec Clubs Code of Conduct disciplinary actions as outlined in this manual. All members are responsible for their own behaviors and are expected to conduct themselves in the utmost positive manner possible during Club activities on or off-campus.

All members of a Rec Club should abide by the following statements:

1. I understand my participation and membership in this Club implies my acceptance of every member and the principles of mutual respect for the rights, responsibilities, dignity and well-being of others.
2. I will behave in a manner which at all times accounts for the best interests of the individuals in the Club, the reputation of the Club involved, and the reputation of Recreation Services and the University of Manitoba.
3. I acknowledge that my actions are representative of the Club, Recreation Services and the University of Manitoba, and hold this reputation in high esteem.
4. I will respect the rights and property of all members by complying with the Personal Health Information Act (PHIA) and the Freedom of Information and Protection of Privacy Act (FIPPA) and understand theft, vandalism, misappropriation, malicious damage, desecration or destruction of property is unacceptable.
5. I will strive to respect and learn from the differences in people, ideas and opinions by creating a learning environment that promotes equity and prohibits discrimination and harassment regardless of race, color, religious creed, national origin, ancestry, physical or mental disability, medical condition, marital status, sex, age, sexual orientation, gender identity, issues in body, ability or any other characteristic.
6. I will communicate at all times in a manner which explicitly conveys all activities pertaining to the Club in a truthful manner.

7. I will treat all members in Club activities with a high measure of esteem and respect, as well as strict adherence to any league or sport governing body regulations applicable to my Club.
8. I will abstain from the consumption of alcohol or illegal drugs at all times during Club activities and/or travel associated with the Club. I also understand the University of Manitoba enforces a zero-tolerance policy with respect to the possession, use, manufacture, production, sale, exchange or distribution of illegal drugs.
9. I will be responsible for my own health maintenance. In the event of serious illness, accident or emergency, I will inform a present Executive, Coach or designated Safety Officer so that assistance may be secured, and so that my designated emergency contact may be notified.
10. I will uphold the spirit of Fair Play and Sportsmanship at all times during all Club activities.

CLUB MEMBERSHIP

All Club members must register and pay the club fee each academic term (Fall, Winter & Summer) in the following categories:

a. University of Manitoba Student (65%)

Any individual currently registered (taking at least one course) in the current academic term and receiving credit hours at the University of Manitoba. Sixty-five percent (65%) of the Club must be

b. University of Manitoba Staff/Alumni (35%)

Any individual currently on payroll at the University of Manitoba (Staff) OR a graduate of the University of Manitoba (Alumni). Please note that a staff card and alumni number must be provided in order to be eligible for this category as proof of status. Alumni is defined as an individual that has graduated from a recognized degree program at the University of Manitoba. Taking courses and not completing a degree does not grant you status as a University of Manitoba Alumni. Alumni numbers can be acquired through Alumni Relations via email alumni@umanitoba.ca or by phone at 204-474-9946.

Exception to this change will be teams that compete in open competitions and/or when there are not enough students/staff for competitive clubs for a complete team. In these circumstances, community members may be allowed to fill in the additional spots. Competitive clubs should aim for a minimum of 75% student/staff membership. Clubs will only be considered competitive if there is an opportunity to compete for recognized National championship as well as events that lead to qualification for National Championship. These clubs must host formal open try-outs for team selection. These organizations will be required to adhere to a criteria for competition that an external sport governing body requires for competition.

The purchase of a Recreation Services Membership or an individual holding a Recreation Services Membership does not grant access to participate in any club activities. In order to become an official club member you must pay the club fee in the appropriate category (above) in each academic term (i.e. Fall, Winter Spring/Summer).

The purchase of a Recreation Services Day Pass or a Punch-Card Pass cannot be used to access and participate in any club activities. Please see Free Visits (below).

** Note: Clubs are self-funded. Clubs may charge its members a club fee/due (fee must be approved by Recreation Services) in addition to the Rec Club Fee to help offset any costs for equipment or incidentals. This club fee/due is collected at the time of registration.*

ONE FREE VISIT

Anyone who is interested in joining a club and would like to try it out first may do so under our One Free Visit Policy. In order to take advantage of this opportunity for potential new members they must:

1. Visit the Customer Service Desk in the Active Living or Max Bell Centre
2. Ask to be added to the One Free Visit List for that specific club
 - If required, they will have to complete a PAR-Q Form (waiver form)
3. They must present their receipt or proof that they have registered for their One Free Visit to a club executive.

Only one (1) free visit is allowed per club! After that, if the individual would like to become a member, they must visit the Customer Service Desk again and pay the club fee in the appropriate category (i.e. U of M Student, U of M Staff/Alumni or Community Member).

FACILITY SPACE

Booking / Reserving Facility Space

All booking requests must be made through the Club Coordinator. The Club President must contact the Club Coordinator by email with the following information when submitting a booking request:

- Club Name
- Location (i.e. Max Bell Arena, Frank Kennedy Gold Gym, etc...)
- Dates and times

The Coordinator will then forward the information on to the Facility Scheduling Coordinator who will book facility space only if it is available. Once the booking has been finalized, the Club Coordinator will notify the President via email.

Cancellations / Rescheduling

Please be advised that a clubs facility booking may be subject to change. The President of the club will be notified by email if their facility time has been changed (i.e. cancelled or rescheduled to a different date and/or time) by email. This includes the club schedule that is set for each term or any additional requests that have been finalized. If requested and if available, alternative space can be booked as a result of a cancelled club time. There is no guarantee that the same space and time can be alternatively booked.

In the event that a finalized club time needs to be cancelled for any reason or will not be utilizing the space that is booked for the club, please notify the Club Coordinator as soon as possible to (1) make

that space available for other rental groups and (2) be able to inform all club members of the cancellation.

Investors Group Field Events / Parking Plan

It's a very exciting time at the University of Manitoba. The new Investors Group Field – home to the University of Manitoba Bison's Football Team and the Winnipeg Blue Bombers – will bring many visitors and fans to campus, and we're thrilled to welcome them here.

Working in partnership, the University of Manitoba, City of Winnipeg and Winnipeg Blue Bombers have developed an Event Day Plan to help direct visitors to campus and alleviate some of the traffic congestion that is expected on event days.

There will be changes to how you access campus on event days that are listed below.

Please make sure that you are aware of them and if you have any questions please contact us: 204-474-6100.

- The Event Day Parking Plan will be in effect for all events that are expected to attract more than **15,000 people**.
- Access to the Fort Garry Campus will be limited **90 minutes prior** to large scale events (such as Bomber games and concerts)
- Only vehicles with a valid **University of Manitoba** or **Winnipeg Blue Bombers season ticket parking pass** will have access to the campus during this 90 minute window
- Access for U of M permit holders will only be granted via **King's Drive** and parking will only be permitted in:
 - **A Lot, L Lot** (except L Residence)
 - **B Lot**
 - **AC Lot** (southeast corner of Freedman Crescent)
 - **CT Lot** at the Crop Technology Centre
- **30 minutes after** the start of the event, limited access will be available for vehicular pick-up and drop-off, however the parking plan will still be in effect and casual parking will not be available.
- **All other visitors** will be able to enter the campus using public transportation (transit bus) or active transportation (walk, run, bike, roller-blade).
- Full access to campus will open up **60 minutes after** the end of the event.

Please note that additional Event Days may be added to the Investors Group Field schedule and may impact you're Rec Club Program. In this case, the President will be notified and reminded of the event(s) by the Club Coordinator.

Visit www.umanitoba.ca/campus/parking/igf.html for more information on the Investors Group Field Parking Plan.

COACHING

Should a competitive Rec Club require the services of a coach, the qualification and selection process will be a collaborative effort between the Coordinator of Recreation Services and the respective Club

Executive. Recreation Services staff and the Club will determine the qualifications required as per the sport and the job description to ensure that only the most skilled and eligible can apply for the position. If the Club determines that this role be paid, the coach selected will be hired as a staff of the University of Manitoba on a casual status and payment for the coach will be processed through Recreation Services via athlete fees or Club fundraising. Clubs will no longer be permitted to pay a coach directly as this has been identified as a risk and inappropriate for students to be managing cash in this capacity. Coaches may be asked to submit appropriate documentation which could include the following:

- Certificate of insurance
- Criminal Record and/or Vulnerable Sector Check
- Certification showing minimum qualification levels

See Appendix for *Rec Club Coach Roles & Responsibilities*.

RETAINING CLUB STATUS

The following steps and/or procedures must be followed to ensure that Clubs retain their status as a Recreation Services Club:

- Updated executive information including complete addresses, email addresses, and telephone numbers of all executive members.
- All necessary Club Documents and Forms (constitution, team roster, proposed activity plan, proposed budget, risk management assessment and emergency action plan, and booking requests) for established Clubs must be submitted to the Club Coordinator each year. Failure to file required information by the deadline will result in loss of Club status, until further review has been completed.
- Clubs must adhere to their constitution commitments and the regulations set forth by the University of Manitoba
- Club President or other student executive board member must attend all meetings set forth by Recreation Services.
- Ensure that all Club members have been registered and paid their Club fee to be added to the roster. Club Presidents (only) may request Club rosters from the Customer Service Desk staff or from the Club Coordinator to verify whether Club members have been added to the roster.
- Under no circumstances will individuals be allowed access to the facilities if the Rec Club Fee has not been paid in the appropriate category. Continual abuse of this regulation may result in loss or probation of Club status.
- Travel roster and travel itinerary for each trip must be submitted to the Club Coordinator for approval at least one (1) month in advance of the tournament or event.
- It is mandatory that incident reports are completed and submitted to Club Coordinator within 24 hours of said incident.
- All Clubs must conduct financial affairs in a reasonable manner which includes maintaining financial records and filing a year/season end report
- All Clubs and their members will conduct themselves in a respectful manner as members of the University community.

If any of the above requirements are not met, all Club activities will be suspended until further review.

Note: If suspended from a Club, any money paid for membership to either the Club or the University of Manitoba, Recreation Services will not be reimbursed.

DISCIPLINE & PROBATION

Each Rec Club shall be responsible for the behavior of its members. Each member is expected to conduct him/herself in accordance with the *University of Manitoba Respectful Work and Learning Environment Policy*. The University of Manitoba does not condone behavior that is likely to undermine the dignity, self-esteem or productivity of any of its members and prohibits any form of discrimination or harassment whether it occurs on University property or in conjunction with University-related activities. Therefore, the University is committed to an inclusive and respectful work and learning environment, free from:

1. human rights discrimination or harassment;
2. sexual harassment; and
3. personal harassment

Violations of the rules, regulations, guidelines, policies and/or procedures as outlined in this manual and Club constitutions by an individual will result in consequences mandated by the Club Coordinator. Consequences may include immediate probation, suspension or expulsion from Rec Club activities.

Probation: Limited participation in Rec Club activities for a specified amount of time.

Suspension: No participation in Rec Club activities for a specified amount of time.

Expulsion: Permanent removal from Sports Club activities.

Violations include, but are not limited to, the following:

Illicit Use of Alcohol/Illegal Drugs: Club members must always be alcohol and drug free when involved in any Club event or activity. Club members should abstain from consuming and/or being under the influence of alcohol or intoxicating illegal drugs. No member of a club may be in possession of alcohol or illegal drugs immediately before, during or after a practice or competition.

Disturbing The Peace: Club members who are traveling to or from a competition, practice, meeting or other club event shall at all times conduct themselves in a lawful manner, shall abide by applicable rules, regulations and posted notices, and shall not disturb the peace while traveling.

Offensive Words & Actions: Use of obscenity, insulting language, swearing or profanity is prohibited. Harassment and/or hazing of competitors, teammates, officials and/or the Associated Students or University personnel are strictly prohibited. Such actions could include, but are not limited to; any activity that might reasonably bring embarrassment or emotional, psychological or physical harm to an individual or might degrade or otherwise compromise the dignity of an individual.

Disorderly Conduct: Club members should refrain from engaging in any unruly behavior during any competition, practice, meeting or other club event, or while traveling to or from any of these activities. Examples include, but are not limited to; vandalism, spitting, yelling, fighting, or a violation of any local ordinances, rules and /or regulations. Clubs shall at all times operate in conformance with applicable rules or regulations of any association or governing authority.

Fighting: Club members who engage in an attempt to fight (strikes a person in a combative manner, throws a punch, kicks and individual, and/or retaliates against an aggressor) immediately before, during or after a contest, is expressly prohibited. EXCEPTION: WHILE ON THE PLAYING FIELD, CALLING AND ENFORCING THESE PENALTIES WILL BE THE RESPONSIBILITY OF THE GAME REFEREE OR OFFICIAL.

Smoking: Smoking is prohibited at Clubs activities and Recreation Services facilities including the Active Living Centre, Frank Kennedy Centre, Max Bell Centre – Field house and Arena, and the Outdoor Turf Fields.

Hazing: Clubs will not participate in any type of hazing. Hazing is defined as any intentional, knowing or reckless act, occurring on or off the University of Manitoba campus, by one person alone or acting with others, directed against a member that endangers the mental or physical health or safety of that member for the purpose of pledging or being initiated into, affiliating with, holding office in or maintaining membership in any organization whose members are or include University of Manitoba students.

Sexual Harassment: Sexual harassment is defined as any unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of sexual nature. Club team members should contact the Club Coordinator, Director of Programs or Vice President of Student Affairs to report any such harassment. Strict confidentiality will be kept in all cases.

Destruction of Property: An individual or team, who is reported to have destroyed property while traveling to or from a competition, or during a practice or competition at home, will have violated probation.

Illegal Activity: Any Club member who is arrested by campus, local or local law enforcement officials while participating in a Club event, will be immediately suspended.

DISSOLUTION OR TERMINATION OF CLUB STATUS

In the event that a Rec Club **dissolves**, the executive must provide to the Club Coordinator:

- Written notice providing the reason(s) as to why the Club is dissolving.
- Written acknowledgment and agreement from at least 50% of the Club's executive to dissolve.

In the event that a Rec Club is **terminated**, the Club Coordinator will provide to the Executive:

- Written notice with the reason(s) as to why Club status is being terminated.
- Written acknowledgement and agreement from the Club Coordinator and Director of Programs.
- Instructions to appeal the decision to terminate Club status.

In the event of either of the above:

- All unspent donations will be returned to their donors after all financial obligations have been fulfilled.
- All earned income will be distributed to a non-profit University organization after all financial obligations have been fulfilled.
- All remaining privately obtained funds shall be donated to another non-profit organization after all financial obligations have been fulfilled.
- No Club members or affiliates may benefit from any funds remaining in a Club account after the Club has been dissolved or terminated.

SECTION 5: FUNDING, FINANCES & PURCHASING

The University of Manitoba has determined that all financial processes pertaining to Recreation Services Rec Clubs must be administered through the Coordinator and/or Assistant Coordinator of Intramurals, Clubs and Leagues. Rec Clubs will no longer be permitted to have off campus bank accounts and money received through fundraising events, sponsorship, member dues and other will be deposited to the Rec Club operating FOAPAL. The Coordinator and/or Assistant Coordinator of Intramurals, Clubs and Leagues will manage and monitor each respective Clubs financial activity and records will be kept for all deposits and expenses. Club dues, host event registrations fees collected by Clubs and similar revenue will be processed through Recreation Services and we are working towards determining guidelines and procedures for these processes. Rec Clubs will no longer collect any money (with the exception of small fundraising events) as these funds will be processed directly through the customer service desk or some other manner deemed appropriate. Additionally if money was previously collected from individual club members to cover expenses such as hotel accommodations, competition fees, coaching fees and so on, these funds will now be collected by the University of Manitoba and we will then process the payment for such expenses (once all of the funds have been received). Expenses will only be paid if the Rec Club has the appropriate funds required to cover the cost.

CLUB FINANCING

Recreation Services Club Funding

All returning Clubs will receive limited funding from Recreation Services on a yearly basis. Recreation Services Club Funding is the annual funding allocation from Recreation Services to individual Clubs based on points received in the previous fiscal year. This funding stream is based on income received from overall Rec Club registration and may fluctuate from year to year based on registration numbers. Any remaining funds at the end of the fiscal year will not be carried over into the new fiscal year. The funding from Recreation Services must initially be used towards Health and Safety requirements (First aid kits and CPR/First Aid training for Safety Officers). Any remaining funds can be used at the Club's discretion (i.e. equipment, supplies...etc.). Rec Clubs that fail to meet standards/responsibilities or that face disciplinary action may have funds withheld at the discretion of the Club Coordinator. New Clubs will not receive funding in their probationary first year. Additional funds may be requested by existing Rec Clubs through Recreation Services by submitting a *Funding Request Form* (see Appendix).

Rec Club Revenue

All Clubs must be financially self-sustaining and for some the funding from Recreation Services will not be adequate enough to support the operation of the Club. Therefore additional funds raised by individual Rec Clubs will be known as Rec Club Revenue and can be derived from two sources: membership fees and individual club fundraising, dues and donations. These funds will be processed through Recreation Services and each Club must consult with Recreation Services staff before these activities can begin so procedures can be put into place to collect this funds. All year-end individual Rec Club Revenue surpluses will be carried forward to the start of the next fiscal period (April 1-March 31).

** Note: funds that remain at the end of the fiscal year (April 1 – March 30) are not carried over.*

FUNDRAISING & SPONSORSHIPS

All Rec Clubs are encouraged to seek sponsorship opportunities and take part in fundraising activities to off-set the cost of Club expenses that may arise from travel, equipment, tournament registration fees and more. All sponsorship and fundraising activities must be approved by Recreation Services and the Office of Donor Services prior to approaching an individual, organization, business or corporation.

Fundraising

Clubs wishing to hold fundraising events to offset the cost of expenses relating to travel, registration, coaching and so on, must receive approval by the Coordinator/Assistant Coordinator of Intramurals, Clubs and Leagues. Clubs will be required to submit a detailed fundraising plan as part of their budget submission. Detailed fundraising plans can be submitted using the Fundraising Form and the events can only proceed if approval has been given. Any additional fundraising initiatives not included in the annual plan, will need to be submitted to the Rec Club staff before any fundraising activity can begin. Events that put participants at risk or do not reflect positively on the University of Manitoba will not be approved (i.e., sale of liquor products, bikini calendars). Socials and other similar events cannot include advertisement of alcohol or promotion of liquor company sponsorship.

Possible ideas and plans to fundraise for your Club may include:

- Souvenir Sales: shirts, posters, mugs, bumper stickers, calendars, etc. (All graphics must have prior approval).
- Raffles
- Movie Nights
- Providing event security or clean up services
- Hosting a tournament
- Car Washes
- Bake sales
- Bottle drives
- Hosting a charity event such as a golf tournament
- Progressive gift card orders
- Walk-a-thon
- Sporting event tickets

The following link outlines practices and procedures that charitable or non-profit groups must follow if holding draws, raffles...etc. as set forth by the Liquor and Gaming Authority of Manitoba:

<http://lgamanitoba.ca/>

Steps to Hosting a Fundraiser:

1. Develop and submit a proposal for the fundraiser to the Club Coordinator for approval. This should include why the Club is hosting the event, what purposed the event has towards your Club and what the Clubs goal is for hosting the event. Submit at least 1 month prior to event.
2. Schedule and secure the necessary space or facility needed for the activity/event.
3. Obtain, complete and return any contracts or any legal aspect needed in hosting the activity/event.
4. Arrange for set-up, takedown, supervision and cleaning within the Club. Members should do this work as it reduces the cost.
5. Create an incentive or have prizes that entice people to participate in the activity/event.
6. Create, publish and distribute advertising and promotional materials for the event. If the event is in conjunction with Recreation Services, Recreation Services can assist in promotional material. If the event

is initiated by the Club, the Club is expected to create promotional materials with approval from the Club Coordinator before publishing and distributing.

7. The activity/event takes place.
8. Complete an evaluation of the activity/event with the actual expenses and revenue received.

Sponsorship

Clubs are encouraged and welcome to find sponsors. The Club Coordinator must approve all support requests (i.e financial and/or gift in kind). The Club Coordinator will then consult with the University Office of Donor Services to approve or deny approaching any of the suggested businesses. This is to ensure that the University of Manitoba has not already approached these businesses or that these businesses have not already provided the University with a donation or sponsorship. Clubs are encouraged to develop sponsorship packages with the approval of the Club Coordinator before distributing them. Clubs can formally thank sponsors on their respective Club websites. Sponsorship from business or corporations that are primarily involved in the sale of alcohol (craft brewing companies, bars, lounges, beer companies...etc.) is prohibited and in violation of the University of Manitoba Liquor policy. Clubs are not permitted to sign any sponsorship agreements.

Sponsorship from business or corporations that are primarily involved in the sale of alcohol (brewing companies, bars, lounges, beer companies...etc.) is prohibited and in violation of the University of Manitoba Liquor policy. Clubs are not permitted to sign any sponsorship agreements.

Donations

Clubs are encouraged to find individuals and/or businesses willing to donate to their respective Clubs. A donation is given freely with no expectation in return. Donations must be submitted to the Coordinator/Assistant Coordinator accompanied with a Rec Club Donation Form – online (coming soon), to ensure that all necessary information from the donor is captured. Donations will be issued an Income tax receipt. Donations must not be from a political party. All donations must comply with the University of Manitoba donations policy http://umanitoba.ca/admin/dev_adv/donors_rights/gift_policy.html

PURCHASING / EXPENSE REIMBURSEMENT

Purchasing of supplies, equipment, registrations..etc. must be in accordance with the University of Manitoba purchasing policies http://umanitoba.ca/admin/financial_services/purch/2130.html. Going forward, all Rec Club purchases will be processed through Recreation Services and not by the Rec Clubs except on a case-by-case approved basis. It is therefore imperative that prior to a purchase request, the respective Rec Club must ensure that the appropriate amount of money is available in the individual Rec Club revenue account. Recreation Services Club Funding (RSCF) maybe be used towards the purchases, but any outstanding balance above the RSCF would have to be available in the Rec Club revenue account. All purchase must be approved by the Coordinator/Assistant Coordinator prior to purchase. Incidental purchases may be made by an individual from the Club and reimbursement will be made to that individual only if the funds are available in the RSCF and/or the Rec Club revenue account. Approval for this reimbursement must also come from the treasurer and President/Vice-President of the Club prior to processing. These types of purchases are not encouraged and should not occur frequently.

Overview of Purchasing Process (primarily for equipment type purchases):

New Supplier Request

If a Club wishes to make a purchase from a supplier not yet set-up as a supplier to the University of Manitoba, we must first request this be done. Club must contact the Assistant Coordinator to provide information to complete and submit form.

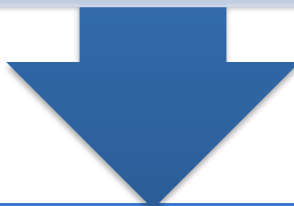
Time: 24-48 business hours



Quote

Club to submitted detailed information to the Assistant Coordinator regarding items to be purchased. Assistant Coordinator will submit a request to the supplier for a quote.

Time: dependent on turn around time of information from Club to Asst Coord and Asst Coord to Supplier



Purchase Order

Once a quote is recieved from the Supplier, the Assistant Coordinator will discuss with Coordinator and Club to determine if price is acceptable and if funds are available in RSCF and/or Club Revenue. If approved, Purchase Order number will be created/approved in Epic and PO will be given to Supplier to begin the order picking and shipping process.

For payments of purchases that cannot be processed through the above process, the Coordinator may be able to use the Travel and Business Expense Visa and such items may include the purchase of food for Rec Club events. For travel expenses, the Coordinator will use the University of Manitoba Travel system to book hotels, flights, rental cars and more. Processing of such expenses will only be done if the respective Rec Club has the necessary funds available in their Recreation Services Club Funding account and/or the Rec Club revenue account. If travel is being considered, advanced planning and approval must be given by Recreation Services staff. See Section 6: Travel, for complete guidelines.



SECTION 6: TRAVEL

TRAVEL POLICIES & PROCEDURES

General

- All Rec Club trips shall be planned, documented and conducted in a manner to minimize risk to university students, employees, as well as to members of the public.
- All Rec Club travel must be approved by the Club Coordinator a minimum of 3 weeks prior to departure by following the Trip Approval Process. If the trip is not approved by the Club Coordinator, groups cannot travel and will be subject to disciplinary measures if travel is undertaken.
- Only those members who have registered and paid their Club Fee in the appropriate category may travel.
- Prior to departure, a pre-trip meeting with the Club Coordinator must be scheduled to review Travel Policies and final travel itineraries.
- Clubs are encouraged to use a charter bus or van or use commercial airline for travel before resorting to operating a personal or rental vehicle for travel.
- Use of 15 passenger vans is strictly prohibited for any Rec Club travel.
- Clubs must contact the Club Coordinator in the event of an emergency as soon as possible.
- Should a Club travel without submitting the appropriate Travel forms for approval, the following disciplinary actions will be implemented:
 - *First Offence:* there will be no further Club travel allowed for that term and the Club will not be eligible for allocated funds for the next term.
 - *Second Offence:* the status of the Club will be terminated.

**Note: The statute of limitations on accrual of offences is one calendar year from the first offence.*

Trip Leader

- All Rec Clubs traveling must designate a Trip Leader that will travel with the Club. The Trip Leader is responsible for trip safety by implementing all travel and driver policies and ensuring that driver distractions are minimized.
- The Trip Leader is responsible for the overall coordination of the trip.
- When multiple vehicles are travelling, all vehicles must leave at the same time (unless pre-approval is given by the Club Coordinator) and stay within close proximity at all times.
- Monitor and track the time of travel and the number of hours each driver has driven.
- Trip Leader must have with them at all times the Travel Kit including First Aid Kit.

Driver(s)

- Drivers must be approved by the Coordinator of Clubs and only authorized drivers may drive.
- Drivers must have a valid Province of Manitoba driver's license.
- Drivers driving personal vehicles must have the minimum automobile liability insurance coverage required by the province. Proof of valid insurance may be required to be shown.
- Drivers must complete a Driver Declaration Form prior to travel.
- Unless prior approval is given by the Coordinator of Clubs, no travel can occur between 12:00 AM (midnight) and 6:00 AM. Groups are restricted to driving no more than 10 hours total in any one day.

- Drivers must change every 2-3 hours to prevent or minimize the risk of driver fatigue.
- Drivers should not operate a vehicle while using alcohol and/or drugs, or while taking a prescription medication which impairs one's ability to drive.
- Drivers are expected to obey all traffic laws including driving at or below the posted speed limit, or at a safe speed based on the conditions.
- Drivers must refrain from distracting behaviors while driving: eating, drinking, using cell phones, adjusting radio channels, etc.
- Must ensure all passengers are wearing seat belts. The number of passengers must not exceed the number of operational seatbelts.
- In the event of a motor vehicle accident, the driver must follow the University accident reporting procedures.

Passenger(s)

- Passengers are expected to behave in any vehicle during travel to and from Rec Club practice, events and competitions so not to distract the driver.
- No person should get into a vehicle with a driver who is suspected to be under the influence of drugs or alcohol nor should passengers allow anyone to operate a vehicle that is suspected to be under the influence of drugs or alcohol.
- Passengers should assist to keep the driver alert and watch for signs of drowsiness.
- A designated person should serve as the navigator and sit in the front passenger seat and will remain awake and alert throughout his/her duty as navigator.
- All passengers must wear safety belts and the number of passengers must not exceed the number of operational seatbelts.

TRAVEL CONDUCT

While traveling for Rec Club events, the Club or team is expected to uphold the image of the University of Manitoba and to act in a sportsmanlike manner when competing off-campus.

Recreation Services reserves the right to discipline a Club and individuals for misconduct during competition and at game sites. Clubs may also discipline individual members within the Club whose actions do not represent the Club, Recreation Services, and the University in an appropriate manner during the duration of a Club trip. Recreation Services will oversee any disciplinary measures taken by Club Executives on an individual. Please also refer to the ***Discipline & Probation*** section of this manual.

TRIP APPROVAL PROCESS

These are mandatory Travel forms that must be submitted to the Club Coordinator a minimum of three weeks prior to the intended travel date to allow enough time for approval and submission of said forms.

Trip Request / Approval Form

This form indicates that the Club intends to travel for an event or competition and is requesting approval. You must indicate a Trip Leader, departure and return dates, lodging information, event details and method of intended transportation. This is preliminary travel information and all travel details do not need to be finalized at this point. It is only intended to inform the Club Coordinator of travel plans.

Submit: *3 weeks prior to departure date.*

Driver Declaration Form (if applicable)

This form should be submitted only if club members will be operating a vehicle at any point during this travel. It is an agreement that the driver(s) are in compliance with the Rec Club policies and procedures when operating a vehicle during Club travel.

Submit: *1-2 weeks prior to departure date.*

Statement of Responsibilities

This form, similar to a Code of Conduct, is for ALL members who will be travelling to the event. It must be signed, completed and submitted to the Club Coordinator prior to departure. It holds all members responsible for their behaviors and actions during travel.

Submit: *1-2 weeks prior to departure date.*

Final Travel Itinerary

This form should indicate the finalized details of the Club's travel plans including travel route, lodging information, list of all travelling members, rental company (if applicable) and list of drivers (if applicable).

Submit: *1 week prior to departure date.*

See Appendix for all mandatory *Travel Forms*.

SECTION 7: RISK MANAGEMENT & SAFETY

GENERAL

Program safety is one of the most important parts of running and organizing a Recreation Services Rec Club. It deals with promoting a safe environment for all participants. It is the responsibility of the Executive to ensure that the proper precautions are taken to keep members safe. It is important to complete a Recreation Services Accident/Incident Report Form (see Appendix)) where and when required.

All Rec Clubs will be required to purchase a first aid kit as one must be available during all Club sessions, practices and competitions.

At least one member of the Club must be designated as the **Safety Officer** and this individual must have First Aid and CPR certification. It is encouraged that Clubs have as many members certified and approved as Safety Officers as possible to ensure that at least one is available during all Club practices and meetings. A Safety Officer must be present for each Club activity and failure to have one present will result in disciplinary action. Responsibilities of the Safety Officer include, but are not limited to:

- The primary responsibility is to ensure the health and safety of Club members.
- Ensure that at least one Safety Officer is present at all Club activities.
- Meet with and be approved by the Clubs Coordinator and attend any Safety Officer training
- Maintain current First Aid and CPR certification from a recognized provider and provide a copy of current certificate to the Club Coordinator.
- Ensure any rules and regulation regarding Health and Safety are being followed by all Club members.
- Ensure that the First Aid kit is available at all practices and competitions. In addition, keep kit stocked with supplies.
- Ensure that no individuals participate in Club activities unless they are approved members of the Club, including coaches.

Furthermore:

- All Rec Clubs members must ensure that all steps possible are taken to promote safety and reduce risk of injury during Club activities
- Should an accident occur, whether on or off campus, it must be reported in writing within twenty-four hours to the Club Coordinator. See Appendix for an *Accident/Incident Report*.
- Any dangerous or hazardous situation must be reported immediately to the Club Coordinator. If this is not possible, then the Customer Service Desk staff in the Active Living Centre, Frank Kennedy Centre, Max Bell Centre or Investors Group Athletic Centre should immediately be notified.
- Use of alcohol must be approved by Recreation Services prior to any event, as the University of Manitoba follow strict policies and procedures.
- Each Rec Club executive in conjunction with the Safety Office is to submit a Risk Management Plan on a yearly basis.

RISK MANAGEMENT & EMERGENCY ACTION PLAN

All individuals participating in Club activities are expected to recognize and accept the inherent risks of their activity. Each individual participating in a Rec Club must take responsibility for his/her own health and safety. Recreation Services 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 appropriate insurance agencies.

As part of the responsibilities of the Club Executive and Coaches, the proper precautions must be made to ensure the safety and health of Club members. This includes, but is not limited to, submitting a *Risk Management and Emergency Action Plan* (see Appendix) every year, being responsible for checking certifications of Instructors and Coaches, completing Club member audits, accident reports, required travel documentation and ensuring proper emergency response.

See Appendix for *Recreation Services' Health & Safety Policy*.

See Appendix for *Recreation Services' Emergency Communication Plan*.

FIRST AID/CPR CERTIFICATION AND COURSE

As stated above, all Safety Officers are required to maintain current First aid and CPR certification from a recognized provider and provide a copy of current certificate to the Club Coordinator. If a Club member would like to become a Safety Officer but is not currently First aid and CPR certified or their certification has expired/is expiring, it is encouraged that the individual become certified/re-certify for First Aid / CPR through Recreation Services or other recognized provider.

INJURIES & REPORTING

If an injury occurs in one of the Facilities, contact a Customer Service Representative (CSR) at the customer service desk immediately.

If an ambulance is needed, contact Security Services on any University of Manitoba phone by dialing **555** or **#555** from any MTS or Rogers cell phone; if Security Services cannot be reached call **911**.

If the person is conscious and able to use reasonable judgment, you must have their permission before transporting the person by ambulance because they will be responsible for payment. Do not move the person until it is determined by a person certified in first aid as to the extent of the injuries and if they can be moved safely.

If an ambulance is not required, have a friend or other Club member take the injured person to an Urgent Care Centre. If there is no one else able to transport the injured individual, contact Security Services on any University of Manitoba phone by dialing **555** or **#555** from any MTS or Rogers cell phone

Complete an Accident/Incident Form (see Appendix) within twenty-four (24) hours and submit it to the Club Coordinator for any follow-up with the injured individual or anyone involved if necessary.

Any serious injuries that occur and requires a trip to the hospital should be immediately reported to the Club Coordinator as soon as possible in addition to the Accident/Incident Form.

If there is a potential problem in a facility or with equipment, please notify the Customer Service Desk at once in order for the problem(s) to be resolved.

Concussion Protocol - CRT 5

All Clubs must have an assigned Safety Officer present at every practice, game, or club event, that understands the concussion protocol. All Rec Clubs must follow the concussion and return to play protocol set out by Recreation Services. All Rec Clubs will follow the Concussion Recognition Tool 5th Edition (CRT5) to be aware of the signs and flags that would determine a possible concussion and the steps forward regarding those results, for example: seeking medical attention if a concussion is suspected. The CRT5 is specifically designed to assist non-medically trained individuals to recognize the signs and symptoms of possible sport-related concussion and provides guidance for removing an athlete from play/sport and to see medical attention.

Following CRT5 protocol, all Rec Clubs are to follow the Return To Play Following a Concussion form and have an approved physicians note, before returning to play.

The CRT5 protocol document and the Return to Play Following a Concussion Form can be found on the Rec Clubs website in the Forms section.

SECTION 8: MARKETING & SOCIAL MEDIA

RECREATION SERVICES MARKETING

Logo Usage

Recreation Services is able to provide all Clubs access to their logo for promotional or publicity purposes for the Club. Requests to obtain the Recreation Services logo should be made to the Club Coordinator in order to obtain permission and approval. Any Club printed material, must contain the Recreation Services logo. You must not alter, vary, manipulate, or distort the Recreation Services logo in either design or in application. Nor can you incorporate the logo or its elements into other graphic designs or logos.

** Note: As of Fall 2011, Recreation Services is in the process of rebranding. Recreation Services uses the Faculty of Kinesiology & Recreation Management logo with the University of Manitoba crest.*

The University of Manitoba “Bisons”

The historic name “Bisons” is restricted to use by funded varsity teams of the Bison Sport department within the Faculty of Kinesiology & Recreation Management. The name is not to be used in any logo or other graphic format to represent any Recreation Services programs including the Rec Club program; nor can it be used on clothing, equipment or facilities. Clubs may only be referred to as the “University of Manitoba (Sport/Activity) Club”.

Office Services

Clubs will have access to limited office services from Recreation Services. Please contact the Club Coordinator to make arrangements to use any of the services which include:

- Access to a computer
- Letter mailing
- Photo copying (up to 40 copies)
- Faxing
- Printing (Color only up to 10 copies)

PROMOTING YOUR CLUB

Website

All Clubs will have a webpage dedicated to their Club specifically to be able to promote and provide information regarding the club on the Recreation Services website:

Uofmactiveliving.ca

Information such as a Club description, schedule of practice/meeting times, executive contact information, club achievements and/or events can be posted to their webpage along with logos and links to sponsors if applicable. If a Club would like to add, remove or edit any current information on their webpage, please contact the Club Coordinator.

Clothing & Apparel

The Club Coordinator must approve the use and placement of Recreation Services branding or logos on clothing, caps, scarves, gloves, etc. All artwork, uniforms and club logos must have prior approval from the Club Coordinator before they are purchased or displayed. Inappropriate slogans or sayings are not allowed and subsequently cannot be used on uniforms, club apparel worn by the club or T-shirts sold by the Club. The Club Coordinator will determine appropriate use of the Recreation Services logo. Any misuse of the Recreation Services and/or University of Manitoba name or logo can result in automatic expulsion of the Club from further affiliation with the University of Manitoba.

Social Media

Clubs are permitted and encouraged to have a **Facebook** Page. This will allow the Club to communicate with other Club members in addition to communication through e-mail. It may also be faster in doing so. Ensure to inform all Club members to join your Facebook group for important Club updates. The following guidelines must be followed if your Club manages their own Facebook Page:

- The Club Coordinator must be an Administrator of the page.
- Club Facebook Pages may only be used for Club information and promotion of approved Club activities, such as practice times, game times, cancellations, fundraising event promotion, etc.
- Clubs may only post pictures of individuals who have provided their consent. All pictures and video must be appropriate and tasteful.
- All Club members are responsible for what they post on their Club Facebook Page. Club members will face sanctions, including Code of Conduct disciplinary action, for posting inappropriate comments, photos, videos, etc. to the Club Facebook Page.
- An Administrator should delete any inappropriate messages, photos or videos as soon as possible.
- Clubs may 'Like' their league, National Governing body, opponents and sponsors on Facebook. All Clubs must also like the Recreation Services Facebook Page.
- Overall, do not 'Like' a Facebook Page, post photos, videos or messages that will reflect poorly on the Club and Recreation Services. When in doubt, consult with the Club Coordinator for approval.

As social media is an every evolving platform, Clubs may not use any other type of social media not covered by this policy without prior consent from the Club Coordinator.

On-Campus Promotion

The University of Manitoba Student's Union holds a week strictly for student groups called **Student Recruitment Week**. It is held normally during the last week of September and January. This opportunity will allow Clubs to reserve and set up a table at the University Centre to promote the Club and recruit new and interested members to the Club. This event is mandatory for all Clubs to attend. The Club Coordinator will send email instructions to all Club presidents on how to reserve a table during the week. Clubs are encouraged to provide their own promotional material (i.e. posters, equipment, video, etc.) however Recreation Services can also assist in this area if requested. The number of time slots a Club is required to reserve depends on their Club Level.

Recreation Services **Special Events** are another opportunity to promote your Club while also encouraging members to participate in these events to promote sportsmanship and camaraderie. Please see Leadership/Volunteer Opportunities under Executive Expectations for dates of Special Events

Posters & Recreation Services Bulletin Boards

It is encouraged for all Clubs to develop and create their own print material such as posters or hand-outs/fliers to promote the Club around the Active Living, Frank Kennedy, and Max Bell Centre. Recreation Services has bulletin boards throughout these buildings and Clubs are approved to utilize them (space is subject to availability and not guaranteed). Any posters that you would like to post outside of these buildings requires permission from the appropriate department and will most likely require a stamp to be approved.

The Club Coordinator, prior to circulation, must approve all Club promotional material. Recreation Services' branding must be used on any promotional material or advertising. Recreation Services may also assist in creating a poster for the Club. A request to do so should be done at least 1 week in advance.

Do not use nails, tacks or other items that cause damage to the building materials. Use only masking tape, specifically "Painter's" masking tape or reusable adhesive putty. DO NOT use tapes with strong adhesives such as packing or duct tape. NO scotch tape. For safety reasons, DO NOT post on windows, doors or doorway windows blocking the view of pedestrians.

RECREATION SERVICES ADDRESS

Please use the following mailing address and format for any letters, bank statements or subscriptions for Club-related information to:

University of Manitoba (*Sport/Activity*) Club
Recreation Services
145 Frank Kennedy Centre
University of Manitoba
Winnipeg, Manitoba R3T 2N2

SECTION 9: APPENDIX

TRAVEL DOCUMENTS

Trip Request/Approval
Driver Declaration Forms (If Applicable)
Statement of Responsibilities
Final Travel Itinerary

CLUB LEVELS & CRITERIA COMPARISON TABLE

ACCIDENT / INCIDENT REPORT FORM

REC CLUBS EMERGENCY ACTION PLAN

CONCUSSION PROTOCOL – CRT5