

UPEI SPORTS CLUB POLICIES AND PROCEDURES HANDBOOK



**Department of Athletics and Recreation
University of Prince Edward Island
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GENERAL INFORMATION

Introduction

A UPEI Sport Club is a registered student sport organization, which provides a program of instruction, recreation, and/or competition in a specific activity involving physical skill, body exertion, traditional form, and a set of structured rules. The UPEI Sport Club Program provides additional opportunities for individuals interested in a particular sport. Club members learn new skills, refine existing skills, engage in competition and enjoy the recreational and social fellowship provided through their participation in the sport.

UPEI Sport Clubs are recognized student organizations subject to the rules and regulations of the University and the Department of Athletics and Recreation. Sport Clubs are formed and administered by Club members, but are eligible (based on established Department criteria) for administrative, facility and resource support through the Campus Recreation program.

Purpose of Sport Clubs

Sport Clubs are voluntary, non-profit and predominately student organizations. Associate memberships are eligible to faculty, staff, alumni, or community members¹ who by virtue of their Chi-Wan Young Sports Centre memberships are affiliated with UPEI. Club members assume the leadership and financial responsibilities for all Club involvements, but are required to adhere to University policies and guidelines. Registered Sport Clubs are not recognized University of Prince Edward Island varsity programs.

Sport Club programs are facilitated and supervised under the auspices of UPEI Athletics and Recreation. A Sport Club must register with the Department of Athletics and Recreation in order to be able to use the University's name for their Club. (Appendix D) The Club's executive officers are legally responsible for the proper functioning and operating of their Club, and are responsible for any legal or contractual agreement entered into on behalf of their Club.

FORMATION OF A SPORTS CLUB

Formation of a Sport Club is available when sufficient numbers of students, faculty, and/or Sport Centre members express a desire to participate in a particular sport. A minimum of 12-15 for team sports and four to six for individual sports interested individuals who have signed a *Sports Club Membership Roster* is required. (Appendix A)

Club membership is open only to those individuals who are affiliated by virtue of being a Chi-Wan Young Sports Centre member. Full time students are members by paying their athletic fee, while part-time students, faculty, staff, alumni and community members must pay a Sports Centre membership fee. All adults (individuals 18 years of age or older) wishing to join a Club must be eligible for and complete an application for membership at the Sports Centre, and must complete the Sports Centre disclaimer/release form.

Each Sport Club is required to have an official slate of executive officers. A minimum of three (3) is recommended. Club officers are responsible for the general function and operation of the Club, the supervision of the Club membership, and the Club's adherence to policy and procedures, and for any disciplinary measures due to misconduct or damages sustained by their Club's membership. (Appendices B and C)

¹ Community Membership would be contingent upon a Club's competitive format and rules.



Each Sports Club is required to supply a list of the Club's executive officers with names, addresses, telephone numbers, email, etc and a current copy of a Club's constitution to the Sport Club Coordinator. Club officials must also keep an accurate and current membership roster, receipts of all revenues and expenses, financial statements, and contract agreements on file.

Club officers also are legally responsible for the conduct and adherence of members to University and Club policies, and must realize that Club members that results in financial obligations for loss of or physical damages to property and/or personal insult or injury to an individual or individuals may hold them liable for misconduct.

Club executive officers are required to meet with the Sport Club Coordinator to discuss their application for approval as a UPEI Sport Club, to discuss matters of facility reservations, funding potential and special requirements. Until a Sport Club is officially approved, University support or resources are not provided. All Sport Clubs must also register with the UPEI Student Union. If Student Union acceptance is not granted, the Club will not be accepted by the Department of Athletics and Recreation.

Club Registrations

To Register a New Sport Club

1. Schedule a meeting with the Sport Club Coordinator to review the possibility of a Club formation and to discuss UPEI's policies and regulations.
2. Submit a signed *Request for Club Recognition* form with the *Sport Club Membership Roster* to the Sport Club Coordinator in the Athletic and Recreation Department (Appendices D and A).
3. Submit a typed copy of the Sport Club's Constitution and By Laws, which must set forth:
 - the Club's official name
 - the Club's purpose
 - the Club's organizational structure
 - definitions of the qualifications for Club membership and official representatives (See Appendix C and the UPEI Student Union Guide for Sub-Organization Guidelines).
4. Submit a projected *Financial Plan*. (Appendix E) Submit to the Sport Club Coordinator a *Competitive Club Athletes Informed Consent Agreement* for each registered member of the Club. (Appendix F)
5. Secure a faculty or staff member to serve as the Club's advisor. This individual's name, address and telephone number must be submitted to the Sport Club Coordinator.

NOTE Acceptance of a Sport Club is upon the discretion of the Athletics Director.

To Renew a Previously Registered Sport Club

1. By April 1, each registered Sport Club must inform the Sport Club Coordinator, in writing, of their intent to have a Club for the upcoming academic school year.
2. By May 1, provide a *Year-End Season Review Form* (Appendix M) and a Financial Statement.



3. By June 1, submit an updated copy of the Club's Constitution and By-Laws; an updated copy of the names, addresses and phone numbers of the Club's new executive officers, the Club's advisor and the names of those having signing authority of the Club's bank amounts.
4. By the first day of class of the Fall semester, submit to the Sport Club Coordinator a notice regarding the Club's facility and resource requests for the upcoming academic school year.
5. By the second Thursday of the Fall semester, submit an updated copy of the Club's *Membership Roster* and *Disclaimer/Release* forms

For a complete listing of deadline dates and requirements, refer to Appendix N.

Unless a Sport Club has completed the required procedures and submitted all required forms for application by October 1, the Club will be ineligible to receive any assistance from the Department of Athletics and Recreation (e.g. facility time, equipment, grants, etc.).

SPORTS CLUB ADMINISTRATION

The Club's participants administer each Sport Club, so student leadership is the key to the Club's success. All Clubs are self-governed and self-administered, but function under the administrative supervision of the Sport Club Coordinator. Members of each Club are responsible for the internal administration of their Club including decision making in such areas as membership, fees, finances, equipment requirements and safety of members.

Club executive officers should be elected by the Sport Club's membership. The Club's executive officers, however, are empowered by the approving vote of the Club membership to make decisions and transact business on behalf of the Club. An understanding of the basic principles of organizational management and the ability of officers to delegate responsibilities to other Club members will ensure the Club's efficient and effective operation. Each Club should identify responsibilities for its executive officers. A sample list of duties and responsibilities is in Appendix B.

UPEI Sport Club participation is only available to those individuals affiliated with UPEI by virtue of being a student, faculty, staff, alumnus and/or members of the Sports Centre². Club executive officers are responsible for seeing that all Club members have current Sports Centre memberships with UPEI. Clubs found in violation of this membership regulation and/or other Club policies will be subject to suspension or cancellation of all Club privileges and support.

Membership Rules and Classes

Each Sport Club will determine its own Club membership rules. Each Club must ensure that Human Rights legislation is abided. Clubs may have a designated competitive or performance team within the Club structure, but cannot deny "Club" membership to any student or associate member based solely on his/her skill level. Those interested in the Club, if they so desire, should be allowed to continue to practice and be a part of other Club functions even if not selected for the competitive or performing team.

There are two classes of memberships in any Sport Club: Student and Associate

Student All full-time registered undergraduate and graduate students at UPEI are eligible for membership in the Sport Club(s) of their choice. As well, part-time registered undergraduate and graduate students at UPEI

² Community Membership would be contingent upon a Club's competitive format and rules.



who hold a current Sport Centre membership are eligible for membership. Sport Clubs are primarily student organizations; therefore, students must hold all executive officer positions within the Club's organization. All student members are provided voting rights.

Associate Any faculty, staff, alumni or community individual who holds a current Sports Centre membership is eligible for membership in the Sport Club(s) of his/her choice. Spouses of associate members who have a Sports Centre membership are eligible for associate membership, upon approval of the Club. Associate members are not provided voting rights.

NOTE Minors (under the age of eighteen) and who not UPEI students

- Are ineligible for membership
- May not be registered as Club members
- Cannot participate in regular Club activities.

Club Membership Rosters

Each Club must maintain up to date membership records at all times and notify the Sport Club Coordinator of any changes in membership numbers or membership status.

Any Club member whose Sports Centre membership expires and is not renewed automatically loses his/her eligibility with the Sport Club in which they are enrolled, and loses all rights and privileges of further participating with the Club.

Students, who withdraw from UPEI at any point during the year, may maintain his/her eligibility for Club participation by purchasing a Sports Centre membership. All rights and privileges previously conferred to under "Student" membership classification are revoked. Club membership for this individual would convert to "Associate" membership.

Members must agree to abide by all University policy and the policy for Sport Clubs.

Sport Club Classifications

Class "A" Competitive Team Clubs that represent UPEI in a recognized / established interuniversity championship level competition must:

- Be composed entirely 100% of eligible full time UPEI students (coach is the exception).
- Have earned the right to represent the University by having won previous local or regional competitions, or have received a specific invitation to participate in an established / structured competition.
- Have team selection determined by a tryout or selection process open to all paid members of that Club.

The team compliment will be the number allowed by the current interuniversity by-laws. Current interuniversity eligibility rules will apply.

Class "B" Recreation Participation Clubs are organized specifically for recreational development and socialization purposes, with an involvement on a campus or local level. Club membership:

- Must be comprised of at least 60% full or part time undergraduate or graduate students.

³ Community Membership would be contingent upon a Club's competitive format and rules.



- Must have a valid and current Sports Centre membership.

These Clubs may have a competitive component within the Club structure, but the focus is more on personal skill development through an occasionally arranged competition with other university or community Clubs⁴. These Clubs may also organize or sponsor an occasional tournament or special event to aid in the furthering of the Club's members personal skill development or certification qualifications.

- Class "C"** Facility Participation Clubs are organized to allow for reserved access to University facilities by Club members to facilitate sport skill development and socialization for its members. Club membership must:
- Be comprised of, at minimum, 30% full or part time undergraduates or graduate students.
 - have a valid and current Sports Centre membership

These Clubs receive minimal support re time or space usage in the Sports Centre. These Clubs may organize or sponsor an occasional tournament or special event⁵ to further Club members' personal skill development, but facility time will only be made available when possible. Facility use may have additional costs (i.e. facility set-up or facility staffing); these additional costs will be responsibility of the Club to pay.

- "New Club"** New Clubs are those that have not previously been structured within the Recreation program and are seeking to become recognized. New Clubs can receive support for promotion / advertising, basic equipment purchases, and minor supplies. Facility time would be available if the time requested were not in conflict with existing time guarantees for established Clubs.

MEMBERS CODE OF BEHAVIOR

By using the University's name, Club members are expected to act in a mature and responsible fashion both on and off the university campus. This includes behavior in game situations, travelling to and from activities, staying in commercial accommodations, having team get-togethers, and using University and Club owned equipment and facilities at any time.

As University representatives and adult member of the community, Club members are expected to know and obey city, county and provincial laws and University policies including those pertaining to consumption and serving of alcohol, disorderly conduct, and public nuisance. Violations of laws, ordinances, or policies by Club participants, whether occurring on or off campus, will result in the re-examination of the Club's status as UPEI Sport Club organization.

Participants in Competitive Clubs will be required to sign the *Code of Conduct for Athletes Representing the University of Prince Edward Island* and participate in the CIS Drug Education similar. (Appendix G)

Alcohol or other Drugs

Alcohol use at any Sport Club sponsored event on campus is prohibited, unless special arrangements are made in accordance with the UPEI Alcohol Safety Policy (http://www.upei.ca/policy/adm/ss_gnl/0005).

Alcohol use at any Sport Club sponsored event either on or off campus is not recommended. The use of alcohol or hazing

⁴ Any planned tournament or special event must be approved by the Sport Club Coordinator, prior to any advertising or promoting of the event.

⁵ See above



initiation of new players is strictly forbidden. Off campus socials, parties, or special events, shall not be hosted under the name of the Sport Club. The use and distribution of illegal drugs is prohibited at Sport Club sponsored events and/or University-sponsored activities.

Any Sport Club not complying with the University's Alcohol Safety Policy shall forfeit its Sport Club charter recognition and opportunity to receive support.

Discipline

Representatives of UPEI and/or Athletics and Recreation Department reserve the right to reprimand and/or place a Club or any of its members on probation. Any Club, or Club member(s) who are placed on probation for violation of policies and procedures may have its Club's Athletic and Recreation Department support withheld and facility privileges revoked for a designated period as determined by the Sport Club Coordinator and the Athletics and Recreation Department.

Fragrant or repeated violations of Sport Club regulations or University policies may result in disciplinary action and/or loss of the Club's charter.

Appeals

The Sport Club Coordinator and Director of the Athletics and Recreation Department will deal with all disciplinary actions. All appeals will be directed to the Sport Club Coordinator, with copies to the Athletic Director. A three-person committee, comprised of a representative from the Student Union Executive, Student Services and a student athlete, will hear subsequent appeals.

Appeals must be submitted in writing within 48 hours of the action taken or decision made affecting the Club or Club member(s) involved.

LEGAL AND SAFETY CONSIDERATIONS FOR CLUBS

Legal Liability and Risk Management

All Sport Clubs must be registered with the Provincial /National Sport Governing body to ensure that the Sport Club is covered by accident and liability insurance⁶. All club members are also required by UPEI to have insurance coverage through either the Student Union or an equivalent program.

Class A, B, and C Sport Clubs are recognized by UPEI to be independent, voluntary, self-administered organizations of mature adults. The Club Executive Officers are responsible for the administrative and financial affairs of the Club. They assume the liability for Club members in all Club activities and transactions. Risk management for the protection and safety of all Club members is the responsibility of the Club officers and the individual members.

UPEI is not deemed liable for Sport Club members during Club activities, other than those carried out within UPEI's Athletic and Recreation operated facilities. Athletic and Recreation staff is not deemed liable for any injury sustained by a Sport Club member or members, unless gross negligence by an Athletics and Recreation staff member can be proven.

Club executive officers are responsible for inspecting the facility and equipment prior to the start of each practice or

⁶ In cases where neither a Provincial nor National Sport Governing body exists, contact the Sport Club Coordinator for advice.



activity, and reporting any known problems or concerns that might result in injury or accidents. When the Club reports a problem, a staff member of the Athletic and Recreation Department will inspect the situation and then determine the suitability of the Club pursuing their activity. All efforts to rectify the problem will be made but if an immediate resolution is not available, then the Department staff will work with the Club in identifying a mutually acceptable solution.

Health and Safety Responsibilities

Club executive officers are responsible for the safety of their Club membership. Club members, advisors, coaches or instructors are encouraged to take protective measures and to become familiar with accident reporting procedures.

Each Sport Club must insure that certain Club members are trained in CPR and First Aid in order to render emergency assistance during Club practices, games or activities. The Department of Athletic and Recreation strongly recommends that all members of Sport Clubs have an annual physical examination. The examination is the individual's responsibility.

If an event should occur in which emergency assistance is provided, an *Incident Report* form (Appendix I) must be filed with the Sports Centre Coordinator.

UPEI and the Department of Athletics and Recreation assume no responsibility for any student with an existing health condition that makes it inadvisable for him/her to participate in Club activities.

Assumption of Risk

At the beginning of each year, Club representatives are issued *Informed Consent Agreement* forms. (Appendix F). Prior to participating in any Sport Club activity, each member must sign the form relieving UPEI, the Department of Athletics and Recreation and all Sport Club agents and organizers of any liability. This form (the original) must remain on file in the Sports Club Coordinator's office. Additional forms shall be provided to the Sports Club Coordinator when there are additional members added to the Club during the year.

Insurance

All Club members are required to have health insurance either through the Student Union or an equivalent carrier, and all Sport Clubs are required to be members of the provincial sport body for that sport which provides them with sport specific insurance. UPEI requires that a copy of the insurance from the applicable provincial sport body be on file with the Sports Club Coordinator.

ADMINISTRATION – OTHER

Travel and Transportation

Sport Clubs, who seek participation opportunities outside of the UPEI facilities, are responsible for the arrangement, transportation and legal liability of the Club members. UPEI is not deemed legally responsible for the liability of Club members outside of the university's own facilities.

Club officers must insure that their Club members are covered with Accident and Liability insurance when transporting members by private or commercial vehicles.



Facilities and Equipment Facility Time and Space

Officially organized Sport Clubs will be provided, when at all possible, with allocated time and space in UPEI facilities (i.e. space for practices, meeting room space, and when feasible storage space). Office space is not available. This support will consist of at least two practice times per week for a period of 1 to 2 hours per practice. One of these practice times will be scheduled during a "reasonable" weekday time period, suitable to participation by the majority of the Club membership. One practice time could be on the weekend.

Other practice times, if they can be accommodated, will be scheduled around the existing program schedules. The Department retains the right to charge for additional practice time. For sports in which it is not feasible for UPEI to provide an adequate participation venue on campus, then the Department will assist the Club in accessing a suitable local facility. Using outside facilities may necessitate renting facility time, negotiating contract guarantees, or the bartering of services in exchange for utilization of local facilities. Funds for such facility rentals will be the responsibility of the Club.

In UPEI facilities, where there is great demand for time, Club practice times have a scheduling priority after the varsity, instructional, intramural and commiversity programs. Clubs may rent additional facility time. Clubs request for facility rental will be given priority over that of outside user groups, providing that the times have not already been contracted out for the year. Clubs interested in the possibility of renting additional times must submit such a request in writing to the Sports Club Coordinator in the spring (April or May) prior to the academic year (September to April). Times available and prices quotes will be provided prior to the signing of a contractual agreement.

Club facility times will be reserved and protected from frequent and repeated cancellations as often as possible. Sport Club facility times may, however be cancelled for purposes of varsity games, special events, university exams, or major facility rentals. Athletics and Recreations will attempt to provide adequate notice of any necessary cancellation of scheduled Sport Club practice times for any of the above-mentioned major events being slated within the UPEI facilities. Athletics and Recreation will seek to provide make-up times (within reason) for Sport Clubs bumped from their scheduled practice times. Make-up times will normally have to be scheduled when there is a vacancy or down time in the regular facility schedule. This could be a varsity team practice time when the varsity team is on a road trip, an early morning or late evening practice time or during a university academic break or long holiday weekend.

Equipment and Uniforms

The Department may assist Clubs with the some of the basic general equipment needed for the particular sport but the main responsibility for equipment will rest with the Club. Specialized equipment or Club uniforms⁷ may be partially funded by a grant from the Recreation budget (if applicable). Clubs have the specific responsibility for the security of equipment they have signed out from Sports Centre and are responsible for maintaining proper and safe state of repair. The department will assist if possible with the storage of such equipment when not in use by the Club.

FINANCE

Club Membership Fee

Each Club may establish their respective Club membership fee. This fee is in addition to the required Sports Centre membership fee.

⁷ Sport Clubs are encouraged to consult with the UPEI Bookstore regarding team-clothing purchases.



The Sports Centre membership allows any student, faculty, staff, alumni or community member⁸ to join and receive the benefits of belonging to a UPEI Sport Club (e.g. having reserved facility times, funding, administrative support, etc.)

The Club's membership fee is established, collected, and managed by the Club executive officers upon approval of the Club membership, and should be for the expressed purpose of furthering the Club's designated activities and purposes. The fee should be priced so to not deter individuals from participating, yet sufficient to cover the Club's proposed financial obligations. Club members should expect to receive personal benefits back from having paid the Club membership fees.

Sport Club officers are responsible for seeking the memberships' approval of the Club's proposed budget as well as accounting for all revenues and expenses. Fraudulent abuse of Club monies is a criminal offense and can be prosecuted.

Club Development Grants

Class "A" These Clubs have earned the right to represent UPEI at an interuniversity level competition, and as such are considered extramural competitive teams. Therefore, it is deemed important that these Clubs receive support at a level that allows them to represent the university in a reputable fashion. Yearly financial support from the Athletics and Recreation budget would range from \$500 - \$1,000 (based on specific requirements) and would be applied to any of the following Club's basic needs: membership fees in Atlantic University Sport or Canadian Interuniversity Sport, transportation, support for basic equipment, uniforms, competition fees, coaching honorarium, etc. These funds can be held in an UPEI administered account or, if requested, can be released directly to the Club's treasurer for deposit into the Club's independently administered bank account.

Class "B" Funding support will consist of yearly developmental grants ranging from \$100 - \$300 which can be applied to the partial reimbursement of expenses paid for by the Club's account for any of the following Club needs: basic equipment, uniforms, supplies, hosting of a special tournament or event.

Class "C" It is determined that because these Clubs are predominantly non-UPEI student Clubs, they are not entitled to receive funding. Support for these Clubs will be allocation of some facility time on a pay for some/get some basis.

"New Clubs" New Clubs would receive support in promotion and advertising, some basic equipment or supplies and some facility time, if it can be arranged around the existing schedule. New Clubs are required to function independently for the first year, before they can be considered for financial or other assistance.

Financial Audits

Each Club's executive officers become legally responsible for the Club's financial liabilities. Any financial obligations, contracts, and accounting of Club fees, will be the responsibility of the Club executive officers. However, because the Club is affiliated with the University by virtue of using the University's name and facilities, then each Club is required to make a yearly financial accounting to the Sport Club Coordinator. This will require a Club officer to meet with the Sports Club Coordinator and review all financial accountings, records and receipts of all Club revenues and expenses for the year.

If a Club chooses to maintain an independent bank account, neither the University's nor the Department of Athletics and

⁸ Community Membership would be contingent upon a Club's competitive format and rules.



Recreation name can be used in the account's name.

Use of UPEI Facilities for Revenue Generation

Revenue generating Club events may not be held during assigned Club practice times unless previously approved by the Sports Club Coordinator. Clubs wishing to host a special tournament or event must request specific permission for facility time, and the intent of the event must be clearly expressed. If fees are to be charged or revenue to be generated then this must be indicated in letter at the time of the request for reservation of facility time. If revenue is generated then there may be a facility charge.

Clubs are not permitted to charge a specific fees for instruction of basic skill development services (i.e. general class instruction, or private lessons) as part of the Club's activities, if this is seen to be in direct competition with other existing instructional programs being offered by Athletics and Recreation.

Clubs may wish to approach the Sports Club Coordinator to negotiate the establishment of an instructional program that would provide the basic beginning level of skill development, and which would provide beginners with the basic skill accomplishment prior to joining the Club. Club members may be contracted to instruct such courses if they so desire.

These instructional classes must be organized and operate completely independent of the Clubs. Individuals enrolled for these must pay the established instructional fee. Individuals wishing to enroll for these instructional classes must register at the control desk at the Sports Centre.

During the time of their enrollment in an instructional class, individuals are not considered members of the respective Club. They are not eligible for Club benefits, until they are deemed legitimate Club members by having a Sports Centre membership and having paid the required Club membership.

SERVICES

Training and Medical

Each Sport Club must have a qualified individual in first aid and CPR at every practice and game. It is the Clubs responsibility to arrange for this coverage. For treatment of serious and/or life threatening injuries, the Club member must be sent to the Queen Elizabeth Hospital Emergency Room. The cost of the ambulance transportation, if incurred, will be the responsibility of the injured person and/or Club.

The UPEI Student Union Medical Plan, provided to full-time students, covers the cost of many medical services such as physiotherapy. The Athletic and Recreation Department's training services (student trainer support, medical coordination, first aid kits) are not normally available to Sport Club members. Clubs are responsible for supplying their own first aid materials and members are responsible for coordinating their own medical attention. Clubs may, with the permission of the Department, have members of their Club obtained their certification in First Aid and CPR with Sports Centre staff.

Sport Club team members that might be travelling out of province must ensure that each member has the appropriate medical information with them. All members should check with their provincial programs to determine the extent of coverage when out of province. Non-PEI residents must apply to their own Provincial Health Care Plan for any medical costs.

In the event of an injury, regardless of extent, occurring to Club members during on or off-campus Club activities, the



following procedure must be followed

- Determination of the nature of the injury by the first aid/CPR trained Club member.
- If the injury requires minor first aid, the qualified individual should render the necessary first aid treatment. As well, an *Incident Report* Form must be completed and submitted to the Sport Club Coordinator within 48 hours of the injury occurring. (Appendix I)
- If the injured person was unconscious, he/she must be taken to the nearest hospital emergency room.
- If the first aid/CPR trained Club member deems the injury serious, an ambulance must be called immediately.

Coaching Services and Honorariums

Clubs may seek the services of a special coach or instructor to assist in the skill development of their Club members. The Club is fully responsible for the selection and engaging process. The Sport Club Coordinator must approve individuals selected, he/she must have proper certification and experience and he/she must abide by the *UPEI Coaching Code of Ethics*. (Appendix L)

If the Club desires, or is required to pay a coach or instructor an honorarium, then this must be arranged by means of an established contract, which spells out the obligations of both parties concerned. If the Department provided grant moneys are used for the payment of the honorarium, then the contract will be with UPEI, and T-4 Tax forms will be issued. If Club monies are used to pay the honorarium, then the contract will be between the individual and the Club executive officers, who will be responsible for the proper payment for such services and for ensuring these payments, meet with the taxation laws. Payments of honorariums are to be paid by cheque, and the securing of a receipt of payment would be required.



APPENDIX A
Sports Club Membership Roster

UPEI ID #	Status *	Email Address	Name (please print)	Signature	Date Signed

*Status = Full-time Student; Part-time Student; Faculty; Staff; Community Member



Appendix B

Executive Officers Roles and Responsibilities

PRESIDENT The Club president should be elected or officially confirmed by the sustaining vote of the Club membership. The Club president or his/her representative shall perform the following duties.

- Serve as the liaison with the Department of Athletics and Recreation and with the Student Union's Vice President of Activities.
- Act as the voting representative member on the Sport Club Council.
- Complete the re-affiliation process through the Department of Athletics and Recreation.
- Operate the Club in compliance with all policies and procedures established by the Department of Athletics and Recreation and the Student Union.
- Inform Club members of University and Athletics and Recreation Department policies and procedures.
- Regularly check with the Athletic and Recreation Department regularly for mail and messages.
- Regularly update the Sport Club Coordinator on matters pertaining to their Club.
- Submit a Club budget to the Sport Club Coordinator, and discuss requests for grants and funding.
- Notify the Sport Club Coordinator of any membership roster changes.

NOTE No Club member may practice or participate in Club activities without current Sports Centre Membership and the *Disclaimer/ Release Form* and the *Informed Consent Agreement* being submitted to the Sports Club Coordinator's Office.

- Notify the Sports Club Coordinator within 24 hours of any Club activity travel plans outside of the Greater Charlottetown area or of any facility schedule changes.
- Request in writing and ensure confirmation of the Club's practice and/or game facility days and times. Request in writing (at least 2 weeks in advance) any requests for facility requirements for Club special events, meetings, or competitions.
- Train incoming Club President in all duties and familiarize them with the Sport Club Handbook, policies and procedures before the beginning of their term of office.
- Serve as an authorized signing officer on and Club financial accounts, and/or assign designated signing officers.
- Meet with the Sport Club Coordinator and the Club's treasurer to audit Club's financial records and to perform an annual evaluation during the Spring Semester.
- Arrange for Club's continuation of a summer program by requesting facility times. Arrange for the checking in of



equipment that has been borrowed from the Sports Centre. Arrange for Club's records and bank statements to be left with the Club Advisor or a Club officer who will be in the Charlottetown area for the summer months. Notify the Sports Club Officer of the Club's summer contact individual.

- Submit all required paperwork to the Sport Club Coordinator by the established deadlines.

VICE PRESIDENT The Vice President should be elected or confirmed by the Club membership, and shall perform the following duties

- Preside over the Club meetings and Club business in the absence of the Club President.
- Assist the Club president with administrative duties as stipulated by the specific Club constitution.
- Oversee the responsibilities of any internal Club committees, special assignments, projects, or events.
- Be responsible for overseeing the Club's equipment care and maintenance.
- Other duties as stipulated by the Club's constitution.

SECRETARY The Secretary should be elected or confirmed by the Club membership and perform the following duties.

- Keep an accurate documented record of all Club meetings and those in attendance.
- Keep an updated and current membership roster and notify the Club President and the Sports Club Coordinator of any change in members' status.
- Keep a record of the Club's contractual agreements or negotiations, etc.
- Prepare and submit to the Club President for signature, all forms and documentation that is required to be submitted to the Sports Club Coordinator's office.
- Conduct correspondence for the Club and provide written documentation of Club's activities to the Club Advisor and the Sport Club Coordinator's Office.
- Submit Club information to the Cadre for meetings or reporting of Club activities.
- Check at the Athletics and Recreation office on a regular basis for Club mail or messages and forward appropriate information to Club president or treasurer, etc.

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

- Collect Club membership dues, and issue written receipts. Deposit all monies in the Club's bank account and keep a record of all deposits.



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- Request and receive cheques for grant funds for authorized expenditures. Seek prior approval from the Sport Club Coordinator for any expenditure that is to be reimbursed from the University grant funds allocated to the Club.
 - Have signing authority on the Club's bank account. Prepare and issue all Club cheques for payment of Club obligations. Obtain the signing authority of other designated signing officers on all cheques.
 - Keep an accurate record of all Club revenue and expense accounts. Keep receipts and documents for each expenditure and each deposit.
 - Assist the Club president and vice president in budget preparation and presentation. Know and follow guidelines for requesting Club grant funds from the Sport Club Coordinator.
 - Prepare and submit a financial report to the Club's president and the Sport Club Coordinator each semester.
 - Assist the Club executive officers in preparing the Club's annual report and financial statement. Be prepared (at any time during the year) to meet with the Sport Club Coordinator, along with the Club president, for an audit of the Club's financial records (account ledgers, bank statements, receipts of all transactions, etc.).
 - Insure that Club monies are used properly and that bills are paid on time.

OTHER POSSIBLE POSITIONS

COACHES or INSTRUCTORS

It is the Club's responsibility to secure the services of an instructor or coach for their Club members. The Club must find a volunteer who meets specific requirements and is able to abide by the rules for coaches and instructors as outlined below. While the selection of instructors and coaches is the responsibility of the Club, the individual is subject to approval by the Sport Club Coordinator.

Instructors Sport Club Instructors (e.g. martial arts) should be knowledgeable and a certified instructor in that sport.

Coaches Should the Club wish to use the services of a non-student coach members should seek an experienced individual who is sport certified and possesses risk management knowledge.

The coach/instructor shall provide responsible instruction and coaching but refrain from becoming involved in the direct leadership or administration of the Club's organizational or business matters. They shall be involved strictly with coaching or teaching the Club in practice and competition and not become involved in Club management. The Club executive officers are the liaison between the Club coach or instructor and the Department of Athletics and Recreation.

- The coach/instructor shall be aware of and follow all University policies and procedures relative to the Sport Club Programs.
- Club business matters (e.g., hosting of tournaments, submitting forms, requesting facilities, and equipment) must be handled by Club members through the Sports Club Coordinator.
- Coaches/instructors should refrain from discussing or conducting Sport Club matters with anyone but the Club, its advisor, and/or the Sports Club Coordinator.



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- Participation of a coach or instructor in a Sport Club program is voluntary. Monetary honorariums or special considerations are not permitted or given to prospective coach or instructor except in situations where the Club, in consultation with the Club Advisor and the Sport Club Coordinator, agrees to establish some compensation for services rendered. Remuneration is subjected to resources availability.
 - Each Club will establish in writing terms of agreement as to the specified services to be rendered and terms of requirement.

It is the obligation of a coach or instructor to not only develop skills, condition and motivate Club participants, but also protect their safety. Therefore, coaches/instructor should be concerned with the risk of exposure to liability because of serious injury. It is recommended that coaches purchases travel, medical and liability insurance.

Instructor and/or coaches not affiliated with UPEI must arrange for a Sport Centre pass and will be able to use the facilities only during, regularly scheduled Club activities

SPORT CLUB ADVISOR Each Sport Club should have an advisor to provide leadership, direction and help in maintaining the continuity of the Club programming. The Sport Club Advisor is established by invitation from the Club Executive Officers and by consent of the Sport Club Coordinator.

A good advisor can be available asset to a Club in the providing of mature judgment and advice. They are expected to advise on Club matters based on their experience and insight into university operations and policies. The Club Advisor must be an employee of the University, either as a full time faculty or staff member⁹ with an office located on campus where they can be easily contacted. The Club Advisor should be highly interested and/or experienced in the Club's activity.

The primary role of the Club Advisor is to act as the first person of consultation and approval of all Club activities, budget transactions, fund-raising activities, purchasing, facility scheduling requests and travel arrangements. The Club Advisor is responsible for insuring that the activities and transactions of the Club are sound and reflect favorably on the University as well as the Sport Club. The foremost goal of the advisor is to allow the Club to be self-organized and self-governing but the advisor guides and council member where it is appropriate or necessary. The Club Advisor should rely on his/her experience to help the Club Officers to mature in their leadership and achieve their full potential by assisting the Club Officers and members to refine their programs, plans, and aspirations effectively and realistically.

Some specific responsibilities may include:

- Being available to meet with Club officer(s) during the development of plans and programs for the Club; helping to establish a meaningful program of activities.
- Encourage the development of initiative, responsibility and leadership in student members.
- Approve Club's financial transactions.
- Encourage sound financial and business practices.
- Approve proposed fund raising activities.

⁹ If not full-time, must currently have a minimal nine month employment contract.



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- Approve travel.
 - Approve social activities on or off campus.
 - Interpret University/Department policy or philosophy to ensure responsive Club leadership.
 - Ensure that the Club complies with all University, and Provincial regulations and laws.
 - Serve as a resource person.
 - Counsel individual Club members when necessary.



APPENDIX C

Constitution Format

A constitution should contain at least the following information. Elaboration may be desirable when the Club wishes to be more specific. A well-written constitution should convey all of essential information in a clear and concise form.

Philosophy statement – Club Mandate / Mission Statement

- This statement should be as brief and as concise as possible. It should state the most powerful precepts, which a Club strives to represent.

Article I - Name

- State the office name of the proposed Club. If an acronym is to be used for the Club, this must be stated as well. The Club's official name must be used in all official capacities (i.e. establishing bank accounts, issuing agreements with coaches/instructors).

Article II - Membership

- State the categories of membership (e.g. Student vs. Associate).
- State the requirements for membership (e.g. payment of fees, limitations, and medical requirements).

Article III - Purpose

- The purpose of the Club shall be (competitive, recreational, instructional etc.).

Article IV - Organizational Structure

- State the positions of the executive who are to conduct the core business of the Club. Each position must include a listing of specific duties.
- List "Other" Club positions as well as a list of their duties.

Article V - Meetings

- State the frequencies of meetings.
- State whether additional meetings can be held; how these meetings are to be called; and who can call them.
- State the percentage of membership (i.e. 50%) which must be present for a quorum to be reached.

Article VI - Elections and voting

- The constitution shall determine what types of matters are to be voted on by the executive, and what matters are to be voted on by the membership. An outline of the voting process should also be included.

Examples

- An election of Executive officers shall be held at the Annual General Meeting.
- Each **Student member** shall be entitled to one vote on any matter at the Annual General Meeting.
- Each executive member will have one vote at all meetings.
- Outline the duration that the executive positions are to be held.¹⁰
- By-elections shall be held to replace an Officer who has given up his/her position.

Article VII - Amendments

- Constitutional changes typically will require a large percentage of the membership vote (50 to 75% present

¹⁰ One or two year terms are recommended.



recommended).

- Clubs should seek the advice of the Sports Club Coordinator for any constitutional changes.



APPENDIX D

Request for Club Recognition

Name of Club _____

Representative Petitioning:

Name _____ Email _____

Club's Executive Officers

Position	Officer's Name	Officer's Email Address

Advisor:

Name _____ Email _____

Coach (if applicable):

Name _____ Email _____

Club Classification (please select only ONE box)

Competitive Club Recreational Club Facility Participation Club New Club

Season (please select only ONE box)

Fall (September to December) Winter (January – March)

Summer (April – August) Year Round

Affiliation with what Provincial Sport Governing Body (written confirmation must be included).

Purpose of Objective(s) of the Club

1.
2.
3.



APPENDIX E

Financial Plan

Budget Submission for Academic Year _____

Revenue		Expenses	
Membership Dues		League Registration Fees	
Fundraising Event #1 Event #2 Event #3		Game Expenses (provide details)	
Donations/Sponsors D/S #1 D/S #2 D/S #3		Travel	
Athletic Grant		Equipment	
Other		Facility Rental	
		Supplies	
		Miscellaneous	
Total Revenue		Total Expenses	
Total Operating Costs (Revenue less Expenses)			



APPENDIX F

Competitive Club Athletes Informed Consent Agreement

I, the undersigned, do hereby acknowledge

- That there are potential risks inherent in participating in competitive Club sport such as minor or serious injuries resulting from my actions, the actions or inactions of others, or a combination of both.
- That Club sport is physically, mentally and emotionally demanding and that each person has a different capacity for participating in these activities.
- That rules and regulations of the sport are designed for the safety and protection of participants and I hereby undertake to abide by these rules and regulations.
- That I have accurately and completely disclosed my health status in completing the health screening questionnaire for competitive Club athletes and that I agree to have any follow-up medical assessments as deemed necessary by the Department of Athletics and Recreation based on my responses to that questionnaire, and that I may be denied participation based on my health status.
- That I must report any injury, illness, or health problem, which affects my ability to participate in the Sport Club activities, immediately to my coach and the Sports Centre Coordinator.
- That my consent to participate in Club sport while recognizing that the choice to participate brings with it the assumption of those risks which are an inherent part of the activity, and that I willingly assume those risks.
- That UPEI and its Board of Governors, employees, servants or agents, shall not be liable for any injury to my person or loss or damage to my personal property arising from, or in any way resulting from, my participation in these activities, unless such injury, loss or damage is caused by negligence of the University or its employees, servants or agents while acting within the scope of their duties.

Clubs Name

Signature of Student

Date Signed

Signature (parent/Guardian if athlete under 18 years)

Name of parent/Guardian

Date Signed



APPENDIX G

Code of Conduct for Athletes Representing the University of PEI

Competitive Club athletes are representatives of UPEI and of the Department of Athletics; as ambassadors of the University, they are expected to display exemplary conduct. The following principles are put forward to outline the student-athlete's responsibilities.

- Athletes are expected to devote themselves to their team throughout the year, during the entire training period for their sport, and to discuss with their coaches any conflicts or problems they may have in fulfilling this expectation.
- Athletes are expected to separate themselves from any conduct that might be considered unsporting or that might bring the reputation of their team or the University into disrepute.
- Athletes are expected to treat everyone fairly within the context of their sport, regardless of gender, place of origin, color, sexual orientation, religion, political belief or economic status
- Athletes must respect other's dignity; verbal or physical behaviors that constitute harassment or abuse are, unacceptable. The University has a detailed sexual harassment policy that all students and University personnel must follow.
- Athletes are expected to avoid the use of anabolic steroids, and other performance-enhancing drugs and techniques (e.g. blood-doping), as outlined by the Sports Medicine Council of Canada. Athletes must report to their coaches and the Sports Club Coordinator or the Director of Athletics, any infractions of which they become aware.
- Athletes are expected to avoid the illegal use of recreational drugs (e.g. marijuana, cocaine, hashish), illegal consumption of alcohol (e.g. before the age of majority) at all times.
- As representatives of UPEI, athletes are expected to avoid conflicts with members of opposing teams.
- When athletes are on the road representing UPEI, they are expected to not engage in any conduct that would injure the University's reputation or resources.
- It is important student athletes recognize the importance of academic as well as athletic success.

I _____ have read and will abide by the above principles while representing UPEI as a Competitive Club athlete. I also agree to conduct myself in a manner that demonstrates the standards established in this Code of Conduct.

Clubs Name

Signature of Student

Date Signed



APPENDIX H

Club Emergency Procedures

Step 1 Assess the Situation

- Assess whether the situation is life threatening (e.g. cardiac arrest) or not (dislocation, sprain).
- Call 911 immediately if the situation is life threatening. If the incident occurs within the Athletics Facility premises, 911 can be called through an available cell phone or through the front desk.
- If the situation is not life threatening, assess whether an ambulance is needed or not. If the incident occurs within the Sports Centre, physiotherapy staff may be available for support and assistance.

Step 2 Assistance is required

If you require assistance and the incident occurs within the Sports Centre

- Stay with the victim and help him/her within your trained competencies (CPR, first aid).
- Send someone to the front desk with:
 - the details of the incident (e.g., cardiac arrest)
 - age and gender of the victim if known,
 - the specific location, and
 - If it is life threatening (unconscious), that an ambulance is required,
 - If non-life threatening, that the victim needs first aid and assessment.
- If you require assistance and incident occurs away from Sports Center send someone for help (ambulance or if facility has emergency personnel). Stay with the victim and help him/her within your trained competencies (CPR, First Aid)

Step 3 When assistance arrives

- Surrender the primary care of the victim to more qualified personnel after briefing them on the details and whether an ambulance has been called or not.
- When medical or security personnel arrive on scene, brief them with all relevant information.

NOTE In non-life threatening cases, the staff will assess the victim and when appropriate, offer the victim the option of calling an ambulance or getting a drive to the hospital by an adult friend or taxi. Any cost associated with the ambulance call will be the responsibility of the injured person and/or the Sport Club.

Step 4 Document the Incident

- Document the incident as carefully as possible.

Step 5 Medical Information, Emergency Contact

- All athletes will have a medical profile contained within the medical kit.
- This profile will list emergency contact(s), drug allergies or any medical concerns for all participants.
- Please consult the medical profile of the victim when an incident occurs.
- It is imperative that coaches have the medical kit available at all games and training sessions and that all information is up to date.
- Medical profiles are to be made available to all personnel assisting with the incident and/or to the ambulance attendants and hospital if necessary.
- Call the injured person's designated emergency contact (only state observed facts and be as reassuring as possible).



Step 6 Report the Incident to the Sport Club Coordinator

- Submit an *Incident Report* Form to Sports Club Coordinator the following day (Report can be provided to the Athletics Director or left with front desk staff if the Sport Club Coordinator is not available).

NOTE It is very important for you and your Club members to be very familiar with these procedures and to ensure that relevant information (medical profiles, emergency contacts, coordinator's phone number etc.) is easily available at all competitions and training sessions.



APPENDIX I

Competitive Club Teams – Incident Report Form

Date of Incidence	
Name and address of injured person	
Location of Incident	
Type of activity (practice vs. competition)	
Description of Incident	
Treatment administered (First Aid; Ice; CPR, etc)	
Duration of treatment	
Treatment administered by (name(s) and connection to Club (i.e. player, coacher, facility staff, bystander)	
Was an Ambulance called? If yes – state time of call	
Was Campus security called? If yes – state time of call	
Was further medical assistance recommended? If yes – by who	
If victim went to hospital – list time and method of transportation	



Witnesses to event	
Name	Phone

Report Prepared by:	
Date and time of submission	
Signature	

To be completed by Sports Club Coordinator

Report received (date and time)	
Further action required	
Signature	



APPENDIX J

The Legal Duties of Club Instructors, Supervisors and Coaches

Anyone acting in the capacity of a Club instructor, supervisor, or coach has certain responsibilities and obligations.

The obligations are as follows:

Adequate general and specific supervision

Supervision of the area, the equipment and the activity is required for the protection of the participants. The nature of the activity and the age of the participants are important in determining the level of attention required.

Sound planning

Instruction for an activity is to include current technical and safety information. Planning ensures that this information is imparted to the participants in a logical and appropriate sequence. It is imperative to determine the readiness of participants to perform complex or dangerous skills or maneuvers.

Clear warnings of the risks of an activity

Necessity determines that participants are informed and understand the risks involved in an activity or skill. They should also be warned of the risks in using improper, dangerous, and unethical techniques.

A safe environment for practice and play

In offering facility to participants, one is legally bound to provide safe facilities and equipment, which is in good condition. Development of a checking pattern (or checklist) is necessary by the person(s) supervising. If an injury should occur in an activity or area, due to unsafe conditions, the person in charge would likely be held legally responsible.

Evaluation of players for injuries and capacity and determination of any limitation caused by injuries or incapacity

Participants must be ready physically and psychologically to safely participate. Prudence requires information from the athlete and from the medical personnel before determining a participant's state of rehabilitation.

Fairly matching or equating players for practice and competitive conditions

Considerations when matching participants in the sport setting are experience, height, weight, age, injuries or incapacitating conditions, maturity, mental state and gender.

The use of appropriate first aid and emergency medical procedures that can be implemented immediately

Persons in charge of an activity are expected to perform the following duties for injured participants:

- protect the injured from further harm
- have current knowledge of first aid and CPR
- activate the Emergency Action Plan
- comfort and reassure the participant
- follow up the incident with necessary steps according to UPEI procedures



APPENDIX K

Purchasing and Expenditures Guidelines

- Acceptable Club Purchases and Expenditures
- Team uniforms (tops and bottoms, warm-up jackets, socks, hats, gloves not included).
- Team equipment (sticks, balls, pads, tape, etc.).
- Facility rental (field rental, ice rental, meeting rooms, etc.).
- Accommodation for competition (1 or 2 nights per competition depending on destination).
- Surface transportation (vehicle rental, fuel, insurance, parking etc.).

NOTE Only fuel will be reimbursed when personal vehicles are used for transport.



APPENDIX L

UPEI Clubs - Coaching Code of Ethics

The athlete/coach relationship is a privileged one. Coaches play a critical role in the personal as well as athletic development of their athletes. They must understand and respect the inherent power imbalance that exists in this relationship and must be extremely careful not to abuse it. Coaches must also recognize that they are conduits through which the values and goals of the University and Athletics and Recreation Department are channeled. Thus, how an athlete regards his/her sport is often dependent on the behavior of the coach. The following Code of Ethics has been developed to aid coaches in achieving a level of behavior, which will allow them to assist their athletes in becoming well-rounded, self-confident and productive human beings.

Coaches have a responsibility to

- Be aware that the athletes are also students with academic pressures and conduct practices and games in a manner to allow and encourage academic success.
- Treat everyone fairly within the context of his or her activity, regardless of gender, place of origin, color, sexual orientation, religion, political belief or economic status.
- Direct my comments or criticism towards the athlete's performance and not to the athletes themselves.
- Consistently display high personal standards and project a favorable image of their sport and of coaching. For example, a coach should
 - Refrain from public criticism of fellow coaches; especially when speaking to the media or recruiting athletes
 - Abstain from the use of tobacco products while with athletes and discourage their use by athletes
 - Abstain from drinking alcoholic beverages when working with athletes, and provide a positive role model by drinking responsibly when in a non-coaching role with athletes
 - Abstain from encouraging the use of alcohol in conjunction with athletic events or victory celebrations at the playing site
 - Refrain from the use of profane, insulting, harassing or otherwise offensive language in the conduct of your duties
- Ensure that the activity being undertaken is suitable for the experience, ability, and fitness level of the athletes and educate athletes as to their responsibilities in contributing to a safe environment.
- Communicate and cooperate with training staff and medical practitioners in the diagnoses, treatment and management of their athletes' medical and psychological problems. Consider the athletes' future health and well-being as foremost when making decisions regarding injured athletes' ability to continue playing or training.
- Recognize and accept when to refer athletes to other coaches or sport specialists. Allow athletes' goals to take precedence over their own.
- Regularly seek ways of increasing professional development and self-awareness.
- Treat opponents and officials with due respect, in both victory and defeat, and encourage athletes to act accordingly. Actively encourage athletes to uphold the rules of their sport and the spirit of such rules.

Coaches Must

- Ensure the safety of the athletes with whom they work.
- At no time become intimately and/or sexually involved with their athletes. This includes requests for sexual favors or threat of reprisal for the rejection of such requests.
- Respect athlete's dignity; verbal or physical behaviors that constitute harassment or abuse are unacceptable. The University has a detailed Fair Treatment Policy that all University faculty, staff, contractor, visitors and students must follow.



-
- Never advocate or condone the use of drugs or other banned performance- enhancing substances.
 - Never provide under age athletes with alcohol.

I have read and understand the above statements and agree to conduct myself in a manner that demonstrates the standards established in this Coaching Code of Ethics.

NAME (please print)

SIGNATURE

Date Signed

WITNESS NAME (please print)

SIGNATURE

Date Signed



APPENDIX M

Year-End Season Review Form

Team Name

Number of years Club has been organized	
---	--

Name, Student ID number, Email address for contact person	
---	--

Schedule and Results

Game Date	Opponent	Score

Placing at end of Season	
--------------------------	--

Comments or Suggestions by Club Members



APPENDIX N

Critical Dates for Established Clubs

The following documents must be provided to the Sports Club Coordinator by the stated deadline dates in order to (a) be recognized as a UPEI Sport Club and (b) if applicable, be eligible for Athletic Grants.

By June 1 provide

- Name, phone number(s), email address of Club contact person
- A copy of the Club's constitution
- A draft of the upcoming competitive schedule (if applicable)
- A schedule of draft practice schedule
- The dates for team tryout (if applicable)
- A *Financial Plan* budget for upcoming academic year. (Appendix E)

By July 1 provide

- The names, phone number(s), email addresses of Club's Executive, Coaches and Instructors.
- Copies of the Club members current CPR and/or First Aid certificates.
- A schedule for facility usage.

By the first day of class – Fall Semester provide

- A finalized schedules for games, practices and facility use.

By the second Thursday of the Fall Semester provide

- A complete *Sport Club Membership* roster. (Appendix A)
- Signed *Participates Code of Conduct* for each Club member. (Appendix G)
- Signed Medical History Sheet for each Club member
- Signed *Competitive Club Informed Consent* forms for each member. (Append F)

By first Monday in December

- Provide the *Year End Season Review* form for Fall Sports Clubs. (Appendix M)
- Provide an interim *Year End Season Review* for Year Long Sports Clubs. (Appendix M)

By May 1

- Submit an Athletic Grant request.



APPENDIX M

Year-End Season Review Form

Team Name

Number of years Club has been organized	
---	--

Name, UPEI ID #, email address for contract person	
--	--

SCHEDULE AND RESULTS

Game Date	Opponent	Score

Placing at end of Season	
--------------------------	--

Comments or Suggestions by Sports Club Members
