



THE UNIVERSITY OF CALGARY

CAMPUS RECREATION

CLUB SPORTS MANUAL



Table of Contents

<u>GENERAL CLUB INFORMATION</u>	3
Important Phone Numbers	4
Introduction	5
List of Sport Clubs	6
Winter 2005 University of Calgary Sport Club Schedule	7
<u>CLUB ORGANIZATION & MANAGEMENT</u>	8
Role of the Supervisor	9
Campus Recreation	9
Benefits of Campus Recreation	9
Sport Clubs Goal	9
Definition	10
Objectives of a Club	10
Instruction/Education	10
Competition	10
Social Affiliations	10
Personal Development	11
Club Responsibilities	11
<u>SPORT CLUB OPERATION STRUCTURE</u>	12
Campus Recreation Finances	13
Money & Expenditures	13
Budgets	13
Limits	13
Registration	14
Club Cards	14
Refunds	14
Sport Club Executives	15
Club Representatives	15
Promotions	16
Poster Policy	16
Fund Raising	17
Facility Requests	17
Travel	17
Vehicle Requests	18
The University of Calgary Name	18
New Clubs	18
Photocopying	18
Instructors/Coaches	18
Instructors/Coaches Payroll	19
<u>APPENDICIX FORMS & POLICY INFORMATION</u>	20
Sport Club Application Form	A
Accident/Illness Report	B

GENERAL CLUB INFORMATION

IMPORTANT PHONE NUMBERS

Mike Boyles (Supervisor, Recreational Sports) mboyles@ucalgary.ca	220-4413
Ian Munn (Assistant Supervisor, Intramurals/Club Sports) munn@ucalgary.ca	220-4329
Kinesiology Client Services	220-7241
Registration Line	220-7749
Equipment Room	220-5029
Campus Security	220-5333
Facilities	333-5686
	Cell 815-3946
Pool Office (emergency only)	220-6755

INTRODUCTION

Welcome to the University of Calgary Recreational Sport Clubs Program. This program provides an opportunity for those individuals who share common sport interests to join together and encourage the growth of that sport, while fostering a strong social and personal growth component.

The University of Calgary Recreation Sport Clubs program promotes student participation in a variety of physical and athletic activities and gives students the opportunity to engage in the sport of their choice at various skill levels. This contributes the development of student leadership, communication and administrative skills, which provides a bond between each individual club. The existence of each sport club and the success of the recreation program are dependent upon student interest and involvement. Clubs survive and thrive only by means of active involvement and participation by their members. This is your program and it will only be as successful as you choose to make it.

The ability of the Club Representatives to organize their members is critical to the clubs ultimate success and stability. Understanding of basic procedures and awareness of pertinent policies, rules and regulations will assist you in simplifying the administrative process.

This manual has been prepared to guide you, the club representatives, with general information and specific policies and procedures for the successful operation within our Sport Clubs program. We hope you will benefit and grow through leadership of your club, as well as through the experience of meeting and knowing other people who share your interests and club goals. There is no question that the success and image of your club is dependent upon you and your club members. To help guide you with more details about the program, or questions that you may have, please don't hesitate to contact Ian Munn (Assistant Supervisor Intramural/Club Sports) @ 220-4329 or munn@ucalgary.ca.

List of Sport Clubs

- Aikido
- Badminton
 - Adult
 - Youth
- Baseball (Competitive)
- Fencing
- Figure Skating
- Jiu Jitsu
- Kendo
- Koshin Karate
 - Adult
 - Youth
- Master Swim
- Ringette (Competitive)
- Rowing (Competitive)
- Rugby (Competitive)
- Squash
- Table Tennis
- Tae kwon dos
- Triathlon
- Ultimate
- Women's Field Hockey
- Women's Fastball (Competitive)

Winter 2005 University of Calgary Sport Club Schedule

JANUARY

Monday, 10
- Winter Session Begins

FEBRUARY

20- 27
- Reading Week
Monday, 21
- Alberta Family Day Clubs are cancelled.

MARCH

25 Friday
- Good Friday Clubs are cancelled

APRIL

15 Friday
- WINTER SESSION ENDS.

19-30
- Final Examinations.

CLUB ORGANIZATION & MANAGEMENT

Role of the Supervisor

The Sport Clubs Supervisor acts in an advisory capacity to assist clubs with the entire sport club programming system. This involves the following:

- Approving all club budget submissions and expenditures
- Booking all facilities for all club related activities
- Production of promotional materials
- Providing Kinesiology Client Services representatives with information needed for registration of participants
- Purchasing equipment and all club related materials
- Payroll
- Customer service
- Attendance at any general club meetings

Campus Recreation

Mission Statement

To provide recreational programs with strong educational and developmental components that motivates and facilitates the integration of physical activity and personal development into the daily lifestyles of the University and general communities.

Benefits of Campus Recreation

Campus Recreation has access to a large number of world-class facilities. The Sport Club Program strives to make optimum use of these facilities and equipment for the benefit of its participants. Your club will be promoted on a year round basis and provided with administrative and clerical services such as registration, photocopying and faxing. Campus Recreation has a number of contacts with outside organizations which can be a valuable resource when making equipment or clothing purchases, or seeking sponsorship for special events. Our facilities are ideal locations to host both competitive and recreational special events such as tournaments and demonstrations. Campus Recreation can be valuable learning resource center for all clubs.

Sport Clubs

Goal

To provide the opportunity for individuals, who share a common sport interest, to meet in a social atmosphere and express a commitment to the growth and development of sport, skills, oneself and of the group through experience, competition and personal development.

Definition

A group of registered participants brought together because they share a common sport interest and wish to experience growth and development of that sport through the following five objectives; INSTRUCTION / EDUCATION / SOCIAL AFFILIATION / COMPETITION and DEVELOPMENT. Clubs are voluntarily organized and although they may vary in specific focus, their goals must match those of the Sport Club Program. Interested participants shall not be excluded from participating, in any club, on the basis of their skill level, unless said participation poses a danger to themselves or other participants.

Objectives of a Club

All Campus Recreation Clubs must meet the objectives of the Recreational Sport Club Program. Some clubs may have a stronger learning towards one or more objectives, based on the needs and wants of its membership, but all objectives must be represented. Ultimately, the members must decide the course / direction that their club will take, provided this meets department approval. The supervisor has set the following objectives:

Instruction / Education

Sport clubs provide for a broad range of learning experiences within any given sport. The program caters to beginner through advanced level participants. Individuals have the opportunity to experience growth within the sport and to fulfill certain sport specific requirements to qualify for higher levels of competency. Individuals providing instruction are given an opportunity to gain coaching experience, fulfill NCCP requirements, and if the club can support it, receive remuneration for their hard work.

Competition

Sport clubs with support both intra and inter university competition. Competition provides clubs with an opportunity to promote them and foster an interest in the sport. Competition provides the club member with the opportunity to test their skills. Through participation in sanctioned and non-sanctioned events, a club is given the opportunity for recognition within a given sport body. All clubs are encouraged to promote competition through the hosting of their own events, which provides club members with opportunities to learn organizational, administrative and fund-raising skills. Competition is not mandatory for any club member, and no member shall be excluded from any club based on a decision not to compete, or because their skill level differs from other participants.

Social Affiliations

Sport clubs facilitate social affiliation by gathering people who share a common interest. The program promotes and encourages participation in formal gatherings, especially social events occurring in conjunction with competitive / recreational club events. The opportunity to meet new people is an important aspect of the club program and also provides a forum for the recruitment of new members.

Personal Development

Sport clubs promote personal development through the variety of leadership opportunities they provide. Through involvement in club organization and administrative tasks, and sport mastery, club members can build their self-confidence and experience personal growth.

CLUB RESPONSIBILITIES

The participants associated with each Sport Club are the key to its success and lies in the degree of student leadership and participation. Students within each club are responsible for the internal administration of their club to include decision making in such areas as finances, competition schedules, equipment, facilities, membership, practices and safety. The ability of a club to communicate with its members and to delegate and follow through with responsibilities will ensure the clubs smooth operation and stability over time. Each club member must conduct the following procedures:

- All persons associated with the University of Calgary shall represent themselves with honesty and sportsmanship at all times and in a manner which reflects the highest of ethical and professional standards.
- Each sport club must maintain goals and objectives that are consistent with the educational mission of the University of Calgary.
- All University of Calgary policies and procedures must be followed.
- All incidents and disciplinary behaviors must be immediately reported and correctly documented.
- University of Calgary is opposed to the use of any drugs or alcohol substances.
- Each club is responsible for completing and submitting:
 - Facility Reservations
 - Travel requests and Waivers
 - Injury reports

SPORT CLUBS OPERATING STRUCTURE

Campus Recreation Finances

Campus Recreation is a self-funding department. As a self-funding department, Campus Recreation receives no support from the University of Calgary. All Campus Recreation funds come from its membership and course fees, advertising, and sponsorships. It is, therefore, essential that Sport Clubs support themselves through their registration fees.

Money and Expenditures

The money you pay in registration fees is used to cover all or some of the following:

- Supervisor/programmer wages
- Instructor Wages
- Association Dues
- Special events (tournaments/demonstration/socials)
- Equipment purchases
- Equipment rentals
- Equipment repair
- Printing and photocopying
- Postage
- Facility rental and maintenance
- Administrative fees

Not all clubs generate revenue to account for the above expenses. Registration fees are the only source of revenue for clubs. Please note that no expenditure will be reimbursed unless previously approved by the Programmer, Sport Clubs or supervisor, Recreational Sports.

Budgets

Registration fees are based on the needs of the club (i.e. equipment, instruction, travel, etc.) Whatever a club expects to do during the year must be accounted for in their individual budget. This includes covering facility costs. There is no set formula to determine each club's contribution as the demands of each group varies greatly. Facility costs are a REAL cost to Campus Recreation and the Faculty of Kinesiology. As regular users, we must contribute to the upkeep and maintenance of the building. We must realize this expense and make allowance for it in every budget. Remember that registration is the only source of revenue that clubs will have to work with.

Limits

Campus Recreation reserves the right to cancel any club program that does not meet its minimum numbers. All Registrants would then receive a full refund. Minimum numbers are set on the number of participants needed for the club to survive financially.

As previously mentioned, Campus Recreation receives no outside funding, therefore, no club will be permitted to operate if unable to meet its financial responsibilities. It is, therefore, imperative that all interested participants register and pay their club fees as soon as possible.

Clubs that do not meet their limits will be placed under probation and face possible removal from the Sport Clubs program.

Registration

Registration is handled through the Kinesiology Client Services main office. Members can register by the following options:

- Online registration is available at www.ucalgary.ca/campusrec with Visa or MasterCard.
- In person during the main office hours with Visa, MasterCard, Debit, cash or cheque.
- Over the phone at 220-7749 with Visa or MasterCard.

Online registration hours are as follows:

- Monday thru Friday 6:00 am to 11:00 pm
- Saturday and Sunday 8:00 am to 9:00 pm

Kinesiology Client Services Main office Hours are as follows:

- Monday thru Thursday 8:30 am to 7:00 pm
- Friday 8:30 am to 4:30 pm
- Saturday 10:00 am to 2:00 pm (September to April)
- Sunday and Statutory holidays Closed

Over the phone hours are as follows:

- Monday thru Friday 8:30 am to 4:30 pm

Registration is often the most difficult procedure. It is important for the club and for other paying club members that you register and pay your registration fees on time. Budgets and all finances are based on projections generated from registration numbers; therefore, it is of benefit to your club to pay your registration fees on time. Instructors and Club Representatives are expected to check that all members are current and up to date. **If we allow memberships to go unpaid, we cheat those members who are legitimate and hurt the entire club program.**

Club cards

Clubs cards are issued to all sport club members and should be carried with you to all club events. This card serves as proof of your current, valid membership. Members who register online or by phone will receive their card via the mail. Club cards are also used for promotional events, and may carry sponsor discount. This year's sponsor is the Den Bottle Shop.

Refunds

Refunds will only be given for withdrawals made prior to the start date of the club activity and will be subject to an administrative fee.

Requests for refunds, made after the start date of the club activity, must be submitted in writing to the Assistant Supervisor Intramural/Club Sports, in conjunction with a letter from a physician, where applicable. **Campus Recreation is under no obligation to issue refunds after the start date has passed.**

Pro rated costs will only be available to those that have never participated in the class and would like to join up after the halfway mark. Again, this request must be made, individually, to the Assistant Supervisor Intramural/Club Sports.

Sport Club Executives

All clubs must have representation of some sort: an individual or group of individuals to work with the Assistant Supervisor Intramural/Club Sports to meet the wants and needs of their membership. This is often essential in larger clubs whose demands may include special fund raising activities, promotions, tournaments, seminars, etc. In such case it is mandatory that the club elect individuals in the following positions:

President

- Reports to the Assistant Supervisor Intramural/Club Sports
- Works with Assistant Supervisor Intramural/Club Sports on budget proposals
- Completes requests for facilities and equipment
- Checks membership status of club members
- Attends all scheduled meetings
- Acts as the club contact

Vice President

- Manages general club activities (i.e. club ladder/socials/guest speakers)
- Assumes president's responsibilities in their absence

Special events/promotions Manager

- Responsible for tournaments and promotions
- Works closely with the Assistant Supervisor Intramural/Club Sports on any of these projects

It is recommended that elections be held on an annual basis, to ensure that this group accurately reflects and represents its membership. If the Assistant Supervisor Intramural/Club Sports receives reports from the club members that their executive is not acting in the best interests of the majority of the club members the Assistant Supervisor Intramural/Club Sports then reserves the right to call an election. A minimum of two weeks notice would be given to all members as to the time and date of the election.

Club Representatives

In the absence of a full-blown executive, smaller, less structured clubs often have one individual designated as their Club Representative. This is often the individual who was instrumental in getting the club started. All requests for facilities, equipment etc should be made by this Club Representative. An effort to rotate this position is encouraged, as there is a tendency for any one club to fall apart should its founding member and sole representative have to leave the group. If the Assistant Supervisor Intramural/Club Sports

receives reports for club members that their Club Representative is not acting in the best interests of the majority of the club members, the Assistant Supervisor Intramural/Club Sports then reserves the right to call an election.

It is mandatory for all Club Representatives to attend any scheduled meeting with the Assistant Supervisor Intramural/Club Sports or Recreational Sports Supervisor. Although, we like to encourage an open door policy, our schedules may simply not permit it. Please call the appropriate numbers (on page 2) to schedule a meeting.

Promotions

There are a variety of promotional opportunities available to Sport Clubs. The Kinesiology Marketing department designs;

- Advertisements for Campus Recreation publications
- A sport club brochure and or posters
- General club advertisements
- Glass case advertisements

Individual clubs have the opportunity to produce their own posters, making use of the club Programmers desktop applications, if required. The Assistant Supervisor Intramural/Club Sports must approve all print materials and articles, which name any club in the Sport Club Program. The Sport Club Program has its own A frames and bulletin boards available to all clubs for posting club information. In addition, there are a large number of boards across campus that can be utilized for promotional materials. If any one club wishes to have a newsletter made available to its membership, the Sport Club Program would encourage and support this endeavor.

Information tables are also available for booking. Your members use these tables to promote your Sport Club. Tables are available in the Kinesiology Building and may be available in the other buildings on campus. Please contact the Assistant Supervisor Intramural/Club Sports, to book these tables. The Sport Club program also has a TV/VCR available for promotional use. This can also be booked by contacting the Assistant Supervisor Intramural/Club Sports

Poster Policy

We encourage all clubs to expand their memberships therefore exposure is the key. Club promotion is definitely encouraged by its members. But, there are some guidelines that NEED to be followed.

Permanent posters can only be posted in the following areas:

- Can be posted on the open bulletin boards around the University of Calgary campus. These boards are cleared at the end of each month.
- Space permitting, clubs are free to use the Intramural/Sport Club A frames located around the Kinesiology Complex.

Temporary posters can be placed:

- On non painted walls, doors etc, but **MUST** be removed immediately after the event

All posters must have the correct logos and be approved by the Assistant Supervisor Intramural/Club Sports. If these policies are not upheld we may lose our poster privileges.

Fund Raising

All members are encouraged to fund raise for their individual club. All fund raising activities must be submitted to the Assistant Supervisor Intramural/Club Sports, at the Kinesiology Client Services Main Office (KNA 101) The University of Calgary solicitation policies must be adhered to with all fund raising activities. Any money earned may be used for clubs and club members. Clubs are **NOT** permitted to have an “outside” bank account.

Facility Requests

Requests for facilities are solicited from each club by the Assistant Supervisor Intramural/Club Sports and are then subsequently submitted to the Operations office. All requests must be made through the Assistant Supervisor Intramural/Club Sports. Clubs are not to contact the Operations Office. Any changes to original requests, or any special or additional requests are to be made through the Assistant Supervisor Intramural/Club Sports.

The more notice given, on any request, the more likely there will be a confirmation of that request. It is encouraged and strongly advised that at least 3 weeks notice should be given for any facility request, however, there is no guarantee that the request will be met.

In a facility such as The University of Calgary Kinesiology Complex, there are a large number and variety of users. Certain groups do have priority over the facilities during the academic year. The Sport Club Program will do its best to meet all requests, however, there are no guarantees that every one can be met. In order to make the best use of the facility, clubs may have to make compromises, in their request, with other groups or clubs.

Facility schedules are posed outside of the Equipment Room. Should any conflicts arise at a facility, the schedule should be checked first, to verify the booking. In the event that the conflict cannot be resolved, the Club President or instructor should contact the Assistant Supervisor Intramural/Club Sports immediately. Each club will reveal a copy of their facility confirmation. We regret that conflicts do arise, however, we stress the importance of making the Club office aware of such problems. If we do not know there has been a conflict, we cannot act to correct the situation.

The timelines for regular facility requests are as follows:

- Fall/Winter should be submitted to the Assistant Supervisor Intramural/Club Sports in late May

- Spring/Summer should be submitted to the Assistant Supervisor Intramural/Club Sports in late February

Travel

When traveling to a location other than the University of Calgary, you are expected to conduct yourselves in a manner appropriate to representatives of the University of Calgary. You will be ambassadors for the University of Calgary and will be expected to act in a mature and responsible manner. Club Representatives must fill out a list of all members within the club traveling to any location.

Vehicle Request

Provisions of a vehicle for travel must have prior approval with the Assistant Supervisor Intramural/Club Sports or the Supervisor of Recreational Sports and be accounted for in the budget. Actual requests must be received at least six weeks in advance of the date of departure and include specifics such as:

- Number of individuals traveling
- Number of drivers and drivers' license number and class
- Equipment that will be taken
- Departure date and time
- Arrival date and time
- Destination

NOTE: All forms must have authorized signatures and a list of each person traveling.

The University of Calgary Name

Use of the University of Calgary name is one of the privileges that accompany Campus Recreation status. It is essential that any use of this name and logos has had prior approval from the Assistant Supervisor Intramural/Club Sports. Any tournaments, sponsorship solicitation, or other club activities must meet approval before any action can be taken.

New Clubs

New clubs are always encouraged and welcomed. Any group interested in forming a club should submit a Sport Club Application Form. The Assistant Supervisor Intramural/Club Sports and Supervisor, Recreational Sports will then review the application. Acceptance of a new club is based on how well the potential club meets the goals and objectives of the Sport Club Program, as set out in this handbook, **and** facility availability. It is essential to note that no new club will be accepted if it in any way conflicts with an already existing and established club. All accepted new clubs are subject to a (1) year probation period.

Photocopying

All photocopying request should be submitted to Assistant Supervisor Intramural/Club Sports, at the Kinesiology Client Services main office. Please allow a 24-hour turnaround time for most jobs. Jobs requiring more that 50 copies will be sent out to printing services

to save costs, therefore, clubs should expect a two-day turnaround. For copies 10 and under, these can be done at the main office during regular business hours. The main office staff or the Assistant Supervisor Intramural/Club Sports can only do this. Please be aware that photocopying costs come out of each clubs budget.

Instructors/Coaches

Many Campus Recreation Sport Clubs employ the services of an Instructor/Coach to provide instruction to its membership. Whether these instructors/coaches are volunteering based or receive remuneration, they must be approved by the Assistant Supervisor Intramural/Club Sports and Supervisor, Recreational Sports, and apprised of the goals and objectives the Sport Club Program. Those instructors who do not receive remuneration must complete an interview and information session with the Assistant Supervisor Intramural/Club Sports and Supervisor, Recreational Sports. Instructor/Coach are hired based on their skill and competency within the sport. Recommendation from club members does bear significant weight. Instructors/Coaches will be required to have the following:

- First Aid/CPR
- Individual Sport regulated minimums

Meetings can be set up with the Assistant Supervisor Intramural/Club Sports and/or the Supervisor, Recreational Sports by booking an appointment, in advance. Meetings should take place during regular business hours, however exceptions can be made if this is not convenient.

Instructors/Coaches Payroll

Payroll must be submitted on the 15th and last day of every month. If either of those dates falls on a weekend or holiday, then payroll must be submitted on the Friday or the day proceeding the holiday. If they are not turned in on the submission date, we will not be able to submit it until the next pay period.

The University of Calgary payroll schedule is as follows:

- The 1st to the 15th payday will be on the 24 of that month
- The 16th to the end of the month will be on the 10th of the following month

All instructors/coaches must be set up on the University of Calgary's direct deposit system.

Casual payroll sheets can be picked up at the Kinesiology Client Services main office.

**APPENDIX FORMS
&
POLICY INFORMATION**