



**McMASTER**  
**ATHLETICS & RECREATION**

**CLUBS MANUAL**

**2021-22**

# Athletics & Recreation Clubs 2021-22

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## Introduction to the Team



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Primary duties are to assist the executive of each club to plan and implement all aspects of its program within the policies and procedures of the Department of Athletics and Recreation.

The A&R Clubs Coordinator will be available for problem solving, advice and direction. Please include me in all communication with any of the individuals below.



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## Welcome Letter

The Department of Athletics and Recreation carries a broad representative program of sports providing opportunities for all individuals within the University community to participate in their activity of interest.

ASCs are primarily student-run organizations. Club members organize, govern, develop, and largely fund their own activities. The key to success of the club programs is student leadership, interest, and participation. ASC's offer unique opportunities for students to develop leadership and organizational skills as well as athletic skills in their activity of interest.

An ASC is an organized and approved group of 10 or more students who have joined together to participate in an athletic activity which has not otherwise been offered by the Department of Athletics and Recreation. Club activities may focus on skill learning, intramural/intra-club competition or extramural competition.

We recognize that the 2021-22 academic year comes with many changes to the Department of Athletics & Recreation and McMaster University as we continue to manage the covid-19 pandemic. It is always our goal to help clubs navigate these changes and challenges, as well as ensure that our clubs provide opportunity for the campus community to engage with Athletics & Recreation in their areas of interest. We invite feedback from all members of our community to help improve offerings, systems, and operational supports.

Student organizations recognized as Athletic Sport Clubs (ASCs) are governed by the rules and regulations of the McMaster Department of Athletics and Recreation. This manual is a guide to assist club executives in the administration and delivery of its club program. It contains specific procedures and guidelines to be followed by all recognized ASC's. All executive members should be familiar with the information contained within this manual and will sign a receipt/acknowledgement form that they have received, read, and understood the information.

All guidelines governing the ASCs are written to protect the rights and safety of each participant and are designed to provide fair and equal opportunity for all people to participate in ASC activities. It is our sincere hope that you find this manual continually useful throughout the year. The Athletics & Recreation Department is here to assist you and your club as you endeavor to enhance student life on campus.

We wish you all a healthy & active year,

Lauren Bahrami  
A&R Clubs Coordinator

Shawn Burt  
Director of Athletics & Recreation

## Benefits of Being an A&R Club

### Administration

- Registration Software
- McMaster Email Address
- Use of McMaster Name & Logo

### Finance

- Eligible for A&R Club Funding
- Financial Account
- Financial Services (PO's, invoices, etc.)
- Insurance Coverage
- Available Grants
- Discounts at local Hamilton businesses



### Events

- Space Bookings in A&R for meetings/events
- Attendance at University Events (Clubsfest, TryMac etc.)
- Club Workshops
- Use of A&R Facility Space – including locker & mailboxes
- Risk management liability for events

## Purposes of A&R Sport Clubs

- To provide additional opportunities for sport or physical activity not otherwise offered by the Department.
- To increase opportunities for social interaction among students, alumni, faculty, and staff.
- To advance the participant's skill and/or knowledge of a sport/activity.
- To explore new, non-traditional sports.
- To potentially provide opportunities for sports which have been dropped from the department support.
- To strengthen ties with sports affiliations.
- To provide opportunities for advanced level training and the pursuit of excellence in a sport.
- To encourage the development of management and leadership skills and opportunities.

## Classification of Athletic Sport Clubs

Sport Clubs will be classified as one of the following categories, according to the club's most relevant category of involvement:

### 1. Extramural Club (OUA Competition Category)

The activities of these clubs involve formal competition with other clubs and teams outside the University. Competition will be against post-secondary student athletes ONLY. Competition will be in a League with monitored eligibility and governed by an association with a formal constitution and bylaws.

### 2. Extramural Club

The activities of these clubs involve the prospect of both informal and formal arrangements for competition with other recognized clubs and teams outside the University. Acceptable guidelines for operation are necessary for such clubs as representatives of McMaster University to account for the added liabilities associated with off-campus travel, more intense competitions, and direct involvement with non-affiliated agents/jurisdictions. Although these clubs compete primarily in extramural events, they may also include competition or activities of an intramural nature within their club as well.

### 3. Intramural Club

Activities primarily involve regular opportunities for skill learning, fitness or recreation arranged by participation and competition among club members. Intramural clubs may apply to the ASC Coordinator for occasional extramural competition without acquiring a formal extramural charter.

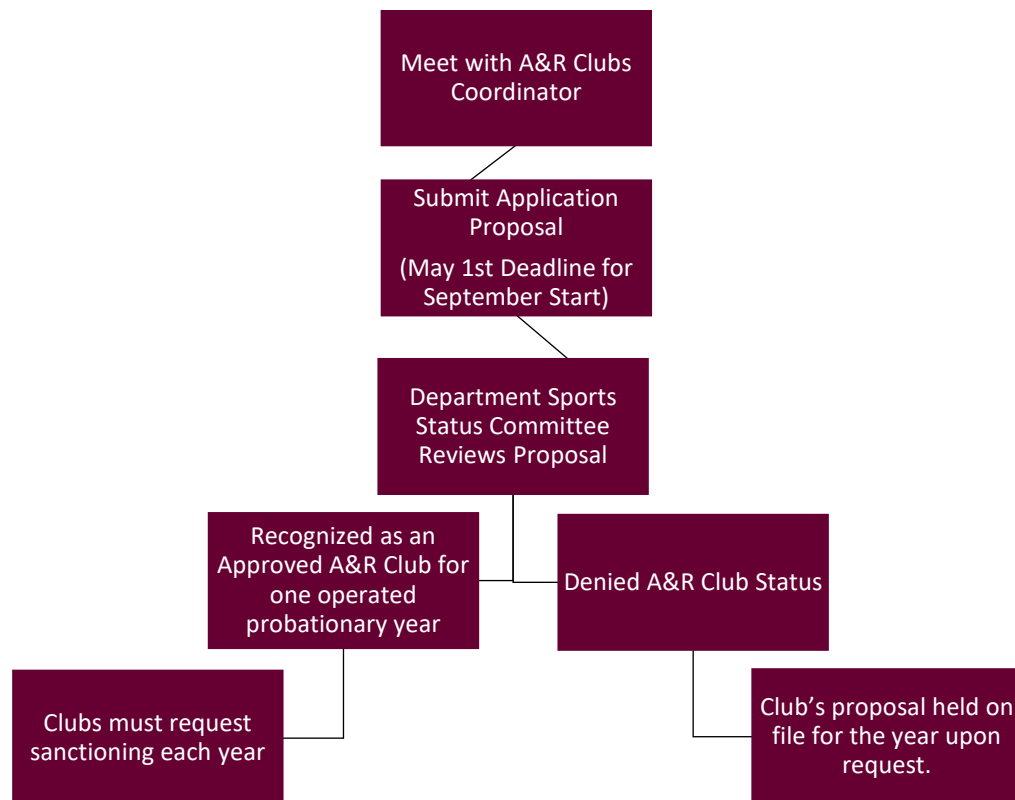
All clubs fall under the jurisdictional responsibility of the Manager of Recreation with the specific daily management the responsibility of the Clubs Coordinator.



## Procedures for Recognition & Renewal

### Ratification

Any group wishing to become officially recognized and sanctioned as an Athletic Sport Club must adhere to the following procedures:



Department Sports Status Committee will consist of 3 or all the following: Recreation Clubs Coordinator, Varsity Clubs Coordinator, Intramural Coordinator, Manager of Recreation, Associate Athletic Director, and Director of Athletics and Recreation

Decision based on:

- Availability of facilities, equipment and resources and the impact on usage patterns of existing facilities, equipment, and resources for programs within the Department.
- The availability of the club's financial resources and potential to generate revenue to adequately fund the proposed activity.
- The degree of student participation, leadership, and interest in the proposed activity.
- The availability of adequate competition (if applicable) within the surrounding region.
- for OUA Clubs: the availability of qualified coaching.



Due to constraints on resources, it may not be feasible for the Department to recognize a new club sport even though the above procedures have been followed. If this is the case, the club's proposal could be held on file for the year, upon the request.

Recognition as a sanctioned ASC is for one operated year. Clubs must request sanctioning each year. The first year of a club's existence is a probationary year during which a club is not eligible for ASC grant money.

### What kinds of clubs are not allowed?

Table games, dramas, the operation of motorized vehicles for sporting purposes and other similar pastimes are not approved club activities

Please note: Ratification of all A&R Clubs (both new and returning) is not official until mandatory completion of clubs training which takes place yearly in September. Each club must send **two** executives: a president and an additional executive. Clubs will be contacted over the summer with details on how to register for clubs training. Failure to attend clubs training will result in loss of club's status.

### Yearly Renewal

Since no club is guaranteed automatic renewal of its ASC recognition, the status of every club will be reviewed at the end of the Winter term. To retain ASC status, the following requirements must have been met: (deemed a club in good standing)

1. All appropriate forms were filed as directed at the specified time of year.
2. Student interest in the club was demonstrated by a constant, committed membership.
3. The club was represented at all meetings.
4. All club equipment was maintained, accounted for, and stored adequately.
5. The McMaster University ASC guidelines as outlined in this manual were followed.
6. The club's purpose and activity continued to be consistent with the Department's purpose and philosophy.
7. Suitable facilities continue to be available for the club to meet and practice.
8. The Department continues to have the necessary resources to supervise the club and its activities.
9. A Year End Report must be submitted to the ASC Coordinator by the March deadline outlined at the first ASC President's meeting.
10. A Request for Renewal (appendix N) must be submitted to the ASC Coordinator by the March deadline as outlined at the first ASC President's meeting.

## Application for Participation Status Change

(i.e., To include OUA Competition)

Groups applying for status change must submit a written proposal to the ASC Coordinator. Timelines subject to variability. For example, for a proposal submitted in March...activity could begin September of same year. This is based on Department timelines for budget submissions and facility bookings as well as Ontario University Athletics (OUA) timelines.

Written proposals submitted to the ASC Coordinator will be reviewed by the Department Sports Status Committee as outlined in Section II on Status Recognition.

Recommendations of this committee will be made in writing and all parties notified. These recommendations will go forward to the Department of Athletics, Management Committee. If approved, the Department will notify the OUA of its intent to enter. Final approval of the McMaster entry is made at the Annual May OUA AGM. Activity of the team then begins in the Fall.

Example: to illustrate timelines in the OUA status procedure:

|              |   |
|--------------|---|
| March 2022   | Club submits proposal for OUA inclusion   |
| October 2022 | Club speaks to their proposal at the Management meeting<br>(Recommendations from the Department Sports Status Committee are also presented at this meeting) |

If club is granted OUA status, consideration then:

|               |  |
|---------------|--|
| December 2022 | Department indicates its intent to enter a team at the OUA AGM |
| May 2023      | League grants final approval to McMaster's entry               |
| Sept 2023     | McMaster's Club begins OUA competition                         |

If a change in club or Department circumstances (i.e., financial situation, leadership change, facilities change,) should occur: a club application may be required the following year.

## CLUB RESPONSIBILITIES AND REQUIREMENTS

### Constitution

All ASCs must carry a constitution as approved by the ASC Coordinator which defines the club's intent, organization, and administration. The constitution should provide articles which clearly outline the following details:

- i. Official name of the club
- ii. Membership - eligibility, dues/fees, other requirements (i.e., medical).
- iii. Mission, purposes, objectives.
- iv. Organizational Structure - category of involvement, jurisdiction, executive positions and their duties, meetings, election, or appointment of officers.
- v. Schedule of events.
- vi. Rules and Regulations

### Executive

Each club must elect or appoint an executive of at least three members all of whom are McMaster students. The executive is responsible for the ongoing operation and supervision of the club. Executive members must include at least a President, Treasurer and Secretary.

The following is a list of guidelines for executive members to consider:

#### PRESIDENT

- i. Communication: the importance of the President's role to communicate with club members cannot be overemphasized. The President is the liaison between the club and the Department. They should not assign the responsibility to another officer although it is appropriate to include other officers in the process.
- ii. Read and understand the contents of the ASC Manual.
- iii. Inform all club members of all procedures and regulations to be followed.
- iv. President or designate will schedule and attend weekly (bi-weekly and other) business meeting, (approximately 30 minutes) with ASC Coordinator.
- v. Monitor all club events, ensuring that ASC Manual policies are being followed.
- vi. Submit all required documentation, at the appropriate times to the ASC Coordinator.
- vii. Ensure the club's financial obligations are met.
- viii. Notify the ASC Coordinator of any changes in the club's membership, schedule or executive.

#### CLUB TRESURER

- i. Keep current financial records to include the budget.
- ii. Prepare (along with the President) the yearly budget, fund-raising projects, and any funding requests.

- iii. Deposit and expend against the budget using Department/University procedure.
- iv. Check with the ASC Coordinator on a regular basis regarding the club's financial status.
- v. Ensure that all club members have paid their fees.

### Budget/Finances/Fund-raising

As indicated throughout this document, ASCs are largely self-supporting. Each club must establish an official accounting system and a budget strategy. Budgets must be prepared and submitted with support of ASC Coordinator.

All Clubs must follow Departmental procedures for accessing accounts, reporting expenses, must be followed. These clubs are also eligible for funding assistance from the Department through the Club Grant System (CGS).

It is anticipated that most clubs will be involved in some sort of fund-raising.

### Membership

Membership in ASCs is meant to be accessible to all constituents of the university community including full and part-time students, faculty, staff, and alumni. However, a maximum of 10% of the club's membership can be staff and/or alumni. All participants must be members of the David Braley Athletic Centre.

Each club sport will determine its own membership based on the talent-identification standards for the activity involved. Extramural clubs will also have to adhere to membership/eligibility rules for roster size, student eligibility etc. as regulated by the Department and League the club participates in. However, the membership requirements must be free from discrimination based on race, sex, religion, sexual orientation, and or ethnicity. All club members must be at least 17 years old.

Only student members of a club may hold an executive position. Each member of a club must be listed on their club membership roster form, pay their club fees, and complete a waiver form and have it on file with the ASC Coordinator prior to their participation in any club activity.

### List of Members

Each ASC is responsible for keeping an updated list of members. This list must be accessible to the ASC Coordinator (i.e., Mars, Google, Excel)

## Supervision/Coaching

Clubs are expected to provide their own contracted supervision or coaching. (Subject to discussion and direction of coordinator)

Coaches are defined as those members whose participation within the club are restricted to giving (not receiving) instruction and who have an approved coaching contract with the Department. (Appendix G)

It is encouraged that if coaches are student members that they are generally exempt from the club fee.

Coaches should refrain from activities involved in the club management. An ASC is first and foremost a student run organization and as such the executive members (all students) will serve as the liaison with the Department and handle the administrative duties of the club.

Coaches must be aware of all policies and procedures in this manual.

Extramural clubs must secure the services of a qualified head coach acceptable to the ASC Coordinator.

Extramural and Intramural Clubs may have a coach or use an experienced member of the club to provide appropriate supervision.

Coaches must have a letter of appointment or coaching contract (appendix G) outlining their responsibilities, dates of tenure and salary/honorarium if applicable. These contracts must be processed through the ASC Coordinator. This documentation confirms the head coach as a part-time employee of the University and thus provides them with insurance coverage.

The coach must sign and abide by a Coaching Code of Conduct.

\*\*The Department of Athletics and Recreation reserves the right to dismiss a coach or instructor who has acted outside the scope of their authority, violated University or Club policy, violated the law, or displayed conduct which is not in the best interest of the club or Department.

Guest coaches must be approved by the ASC Coordinator, prior to that person coaching.

## Schedule of Events

Each ASC President must submit a schedule of club activities for the year including practices, games, meetings, and fund-raising. Adjustments and changes must be reported to the ASC Coordinator promptly for response.

## Facility Use

All arrangements for use of on-campus facilities must be submitted using methods supported by an appropriate facility request form (appendix C). Approval and booking are received and coordinated by the Manager of facilities or designate.

Facility requests should be submitted at the annual March Club President's meeting of the preceding year. Updates and changes can be requested at the first Club President's meeting in the Fall.

\*It is expected that any time a club reserves a facility that it will be used. \*Cancellations must be made at least 24 hours in advance by notifying the JBSD (service desk).

\*Clubs are obligated to clean up after using a facility.

\*The ASC Coordinator and Department Staff have the authority to deny access to unauthorized people or people abusing the facility.

\*The ASC coordinator and Department staff have the authority to deny access to facilities if club members are using them improperly or failing to adhere to policies and procedures.

\*All club participants, visiting clubs and teams and any spectators must abide by all rules and regulations pertaining to facility use.

\*Club activity requirements outside of normal operations (e.g., extra staffing, needs outside of regular building hours, field lining, etc.) may incur costs and these costs are the responsibility of the club.

Club members must have appropriate ID with them when using University facilities. Periodic membership checks could be conducted throughout the year.

\*\* Requests for special events (appendix K) should be completed well in advance of the proposed date. The ASC president should meet with the ASC coordinator to discuss the proposed event and seek approval. Only after approval can the ASC make a commitment to a third party to guarantee that the event will take place. If the event is cancelled by the hosting club, the club executive must notify the ASC coordinator immediately. Failure to notify of cancellation in a timely manner may result in the club being required to pay for personnel, field lining or other charges related to the proposed event.

Clubs utilizing off-campus facilities are responsible for coordinating arrangements through coordinator. All financial arrangement must follow process and support event.

ASC's can access a maximum of 4hrs facility use.

Request, discussion and approval of additional time and space is subject to availability and may incur a cost.

## Web Site/Page

Extramural clubs may submit event reports to the Department for reporting. Where available it is the responsibility of the club to submit reports according to Department guidelines. All clubs will be listed on the Department Web page. Requests for changes or additions to your ASC information should be made through the ASC Coordinator.

## Athletic Banquet

Extramural Clubs (with OUA component) are invited to attend the Department Athletic Banquet each spring. Clubs are responsible for following Department procedure in submitting information to the Department for use and recognition at the Banquet.

# RISK MANAGEMENT

## Introduction

The Department of Athletics and Recreation is committed to providing a safe and positive experience for all participants. Everyone participating in a Club Sport activity assumes responsibility for his/her own health.

Club executive should emphasize safety during all club activities and each club participant should share in this concern and responsibility.

Club executive members should inspect fields and facilities prior to activity and report any problems to the ASC Coordinator, and/or facility personnel.

Participants must wear the proper dress and protective equipment for their activity as decided by the club executive and the ASC Coordinator. If the participant chooses not to do so they are doing so at their own risk and may have membership revoked.

## Waivers

Each member of an ASC is required to complete a standard membership application which includes signing a Department Waiver statement. The waiver statement places the responsibility for whatever risks or claims that may be involved in participating in a McMaster ASC on the individual signing the waiver. The signed form must be in possession of club or be on file with the ASC Coordinator before the participant is eligible to begin a club activity.

## Accident Reports

Club members must complete and submit an Incident/Injury Report Form in all cases of injury, on or off campus, requiring medical attention or emergency services. These report forms are available in the Athletics Injury clinic or the Service Area of the IWC. Accident Reports are to be submitted to the ASC Coordinator within 24 hours of the occurrence.

## Emergency Action Plans

All ASCs are required to have emergency action plans (appendix E) for all travel competitions, practices, and other club activities.

This is to be documented and filed with the ASC Coordinator. These plans should outline procedures to be followed in case of emergencies or injuries including contact numbers of emergency services, department staff to be notified of occurrence, individual club member's responsibilities.

## Travel

Using approved Department travel process, all travel must be approved by Coordinator.

## Drivers

All drivers must hold the appropriate license for the vehicle they are driving. As well they must have appropriate automobile insurance. Safety must always be a priority consideration. In the event of inclement weather, the ASC Coordinator/Club President may make the decision to cancel or alter travel plans.

A completed travel itinerary/ roster form (appendix J) must be submitted to the ASC Coordinator at least 5 working days prior to the trip.

**\*\*Accidents:** in case of a vehicular accident or a major injury incurred at any point during the approved travel/event, take all necessary emergency care steps then immediately contact McMaster University Security (905-525-9140 x 24281) then the ASC coordinator to report the incident. If the ASC coordinator is not available leave a detailed message on voicemail. Incident/accident report form may be required.

## Alcoholic Beverages

The transportation or consumption of alcoholic beverages is prohibited while traveling on ASC trips or participating in any club event.



## EXTRAMURAL COMPETITION

### Conference/League Affiliation

Any club desiring affiliation with an outside conference or league must secure prior approval from the ASC Coordinator. The club will submit the appropriate entry form and/or fees as applicable.

### Scheduling

Each club must submit a copy of the club's schedule for approval by the ASC Coordinator.

### Officials

Clubs are responsible for scheduling and paying all officials, where required.

### Event Management

ASCs are responsible for all setup and game management requirements of their activities. Assistance may be requested through the ASC Coordinator. In most cases there may be changes applied to event preparation.

## FINANCES

ASCs are primarily a self-supporting entity. Each club must make every effort possible to raise funds for their program. Funds may come from:

- i. Membership fees
- ii. Fund-raising
- iii. Grants from the Athletic Department
- iv. Sponsorships
- v. Donations

### Club Accounts

ASC's will have an operating account within the Department of Athletics and Recreation. These accounts will be accessed and supervised through the ASC Coordinator.

### Budget

The ASC Coordinator is available to assist each club with the preparation of their budget. Budgets are to be submitted by the appropriate date outlined by the ASC Coordinator each September. (See Appendix C)

### Membership Fees

All club members must pay annual fees as determined by each club executive. These dues become the account property of the club and comprise at least one source of funding for the planned activities and commitments of the club.

Specifically, membership fees in ASCs take two forms:

1. Student Access (full, part-time undergraduates, graduates)

Currently any and/or all students enrolled in full, or part-time undergraduate or graduate programs pay a "supplementary" fee as part of tuition, thereby providing access to Athletic and Recreation facilities and some programs and athletic events. As such, any of the aforementioned are entitled to join an ASC.

Individual club fees are to be paid. The amount and pro will be determined by club with ASC Coordinator guidance.

## Solicitation/Sponsorship

All campaigns to solicit money from outside donors including alumni must receive prior approval from the ASC Coordinator, marketing Coordinator, and/or Advancement.

## Fund-raising

Clubs must discuss and if necessary, submit a completed fund-raising proposal form to the ASC Coordinator for approval prior to any fund-raising activity. (Appendix H)

## Funding Assistance

Please see ASC Funding application protocol (appendix M)

## CLUB CONDUCT

All club members who are McMaster students are responsible under the McMaster University Student Code of Conduct. It is expected that all McMaster ASC members conduct themselves in a manner which does not detract from the reputation of the University or contravenes the policies of the McMaster Clubs Guidelines.

### Discipline Process

Violation of, or non-compliance with university policies or codes of conduct, may result in revocation of ASC membership and/or other disciplinary action.

I.e., Minor infractions resulting in a club not in good standing may include but are not limited to non-attendance at a President's meeting, failure to submit required forms on time.

### Potential Sanctions:

I.e., If this is the club's first offense:

- i. The club is placed on probation (including a freeze on facility access) until the club corrects the situation. Club funds may also be frozen.

I.e., Second Offense (Infraction):

- i. The club may be placed on a one-year probation or the club's ASC status may be revoked.
- ii. The club will be notified in writing of any disciplinary decision and of right to appeal.

Infractions may include but are not limited to violations of University Codes of Conduct, inappropriate use of club funds, allowing ineligible individuals to participate in club activities, non-payment of fees, inappropriate purposes of activities of club.

For all infractions:

- i. A meeting with the ASC Coordinator and club President is scheduled.
- ii. Input from appropriate administrators and staff members is solicited when appropriate.
- iii. The club is notified in writing of the decision made and reminded of their right to appeal.

Disciplinary Actions may include probation, extended probation, and loss of funding, loss of facility use, loss of ASC membership or status, any other disciplinary measure deemed appropriate by the University.

## Appeal Process

Appeals may be made to the Associate Athletic Director (AAD) by following these procedures:

1. Written notification from the Club President to the AAD indicating the reasons for the appeal must be submitted within seven days of the date on the disciplinary action notification letter.
2. The AAD will rule on the appeal after investigating the situation and may uphold, reject, or modify the action taken by the ASC Coordinator. Parties involved will be notified of the appeal results in writing.

## Appendices / Forms

### Club Format Forms

Appendix A: Guidelines for Constitutional Development

Appendix B: Athletic & Recreation Club Executive

### Coaching Forms

Appendix C: Appointment Letter Information Form

Appendix D: McMaster Coaching Code of Conduct

### Financial Forms

Appendix F: Budget Sample

Appendix G Deposit Summary Form

Appendix H: Fundraising Activity Budget

### Emergency & Medical Forms

Appendix I: Emergency Action Plan

Appendix J: McMaster Medical Waiver

Appendix K: McMaster Student Athlete Medical Registration Instructions for First Years

Appendix L: McMaster Student Athlete Medical Registration Instructions for Returners

Appendix M: McMaster Injury/Incident Report

### Event & Transportation Forms

Appendix N: Certificate of Insurance Request Form

Appendix O: Driver Form Breakdown

Appendix P: McMaster Driving History Questionnaire

Appendix Q: Independent Travel Assumption of Risk & Release of Liability Form

Appendix R: Students Driving Personally Owned Vehicles

Appendix S: Travel Itinerary & Travel Roster for Rented or Personally Owned Vehicles

Appendix T: Bus Roster

Appendix U: Visiting Team Covid-19 Attestation Form