



Brock University Sport Club Policy & Procedure Manual 2024-2025

FORWARD

The Brock University Club Sports Manual is a living document that will change and evolve over time. This document will be updated annually. Please ensure that you are abiding by the most recent edition of the document each year.

The Brock Sports and Recreation department provides students with the opportunity to participate in athletic programming as both participants and fans. These programs take place in multiple formats, from intercollegiate sport to club sport to intramurals and to open rec activities. Resource limitations preclude the formal offering of every athletic interest that students may request. Brock Sports and Recreation seeks to provide equal opportunities for everyone regardless of sex, age, sports interest, or physical ability. The club system is an alternative pathway of providing greater athletic opportunities to the Brock community.

All guidelines governing Club Sports are written to protect the participants' rights and safety and are designed to provide fair opportunities.

MISSION STATEMENT

To enrich the overall student life experience by providing quality sport programs and leadership in the pursuit of athletic excellence.

DEFINITION OF CLUB SPORT

Club Sports at Brock University are organizations run by students who have a common interest and desire to participate in a particular sport or activity. Clubs are formed to learn and improve a particular set of skills in the sport while making new friends.

Sport Clubs at Brock University are organized specifically to compete at the OUA, USPORTS, inter-university or any other local-regional leagues governed by a sports organization. Our Sport Clubs have frequent/regular practices and travel outside of the Niagara region for competition.

BECOMING A CLUB

The deadline to submit applications will be March 29th of the preceding year (March 29th, 2024).

Students interested in creating a club organization must submit a Club Application, club constitution, proposed budget, a financial summary (if applicable) and prove that enough interest exists by submitting

a petition page with interested participant signatures on or before the submission deadline to the Sport Club & Leadership Coordinator. Students seeking sanctioning a club are advised to make an appointment with the Sport Club & Leadership Coordinator to discuss their interest, obtain forms, and learn about the process.

CLUB SPORT CRITERIA

Any group of individuals (Brock students) interested in creating a club must be recognized by the Brock Sports and Recreation and meet the following criteria:

Financial Stability

- Provide a financial plan to prove stability in the first year and subsequent seasons.
**Any financial accounts must be on campus, under the supervision of Brock Sports and Recreation.*
- Participants should be aware that all club costs are the responsibility of the club members.

Leadership

- Team leads or coaches are required to complete NCCP modules in Making Headway, SafeSport and Making Ethical Decisions before the season starts. Additionally, coaches are mandated to have minimum certifications related to the sport they will be coaching. A new criminal background check is required for new coaches. Returning coaches are required to submit, every year, a declaration that they have not been charged or convicted of any criminal offences.
- Elected president and vice-president. See the election process in the Executive section.
**Executive will be responsible for managing the club and its administration in the team's best interests.*
**Returning clubs must elect their executives before the -end of the year report.*

Availability of Facility Space

- Have confirmation from the Sport Club & Leadership Coordinator of an available sports facility.
**Brock University facilities are used by the entire student community, including varsity and club teams. Brock Sports will consider new and returning clubs based on facility availability.*

Risk Management

- A student within the group of interested individuals is required to have a First Aid & CPR/AED Level C certification.

Eligibility

- Students must meet the eligibility requirements set out by Brock Sports and Recreation, Brock University, and the sport governing bodies where clubs intend to participate.

Equipment

- Clubs will obtain their equipment at the club's expense in their first year.

The Department of Brock Sports and Recreation reserves the right to deny club applications that are similar to clubs already in existence (clubs seeking to gain sanctioning in sports already at varsity status will not be considered), have very high-risk activities, require more resources than available on campus, cannot demonstrate sufficient student interest, jeopardize other established clubs or programs and will

not enhance the reputation of Brock University. In addition, only clubs operating between September 1 – May 30 will be considered for sanctioning.

There is a full one-year probationary period for new clubs.

MEMBERSHIP

Students trying out and participating in a club must be registered for a minimum of one course per term at Brock University.

TEAM FEES

Competitive Club Sports will set their own team fees, approved by Brock Sports and Recreation and the Sport Club and Leadership Coordinator. These fees will indicate any expenses the club will incur throughout the year. The amount may vary from club to club (based on facility costs) and is based on the budget submitted by the club's president and vice president/treasurer. Club fees begin at a minimum of \$50; please note most competitive club fees fall between \$350-\$1000.

MAINTAINING CLUB STATUS

Each year existing clubs must reapply for sanctioning to continue to be recognized as a club. The renewal application must be submitted by March 15th.

The amount of the student life auxiliary fee allotment assigned to each club may change from year to year. No clubs are guaranteed the same amount of funding as the previous year.

Club conduct and business practices of the past season will assist Brock Sports and Recreation in determining if clubs are to be sanctioned again and the funding that the club is to receive.

CLUB RESPONSIBILITIES & REQUIREMENTS

SPORT CLUB & LEADERSHIP COORDINATOR OPERATIONAL GUIDELINES

Each club must submit the following, many of which are components of the club application:

- Budget (included in club application)
- Schedule of competitive events
- Proposed Try-out dates * (dates confirmed with the Sport Club & Leadership Coordinator)
- Schedule of practice events
- Schedule of fundraising and special events
- List of up-to-date contact information
- Executive meetings
- Membership meetings
- Up to date Emergency Action Plan for Try-out and practice/game venues

EXECUTIVE

Each club must elect an executive of two members who are Brock University's full-time students. The executive is responsible for the ongoing operation and supervision of the club. Executive members must include a President, Vice-President/Treasurer.

Club executive positions are voluntary and do not receive remuneration of any type for organizational or administrative responsibilities related to club operations.

EXECUTIVE ELECTION

All clubs must hold an election at least once a year before the end of the year report. For interested students in creating a new club, an election must take place before submitting the new club application. Nominations must be called for all club executive positions and open to all club members at the time elections are called.

The format of nominations and elections may vary from club to club. (Some suggestions include holding a club meeting that is open to all club members, accepting votes via e-mail or other correspondence, etc.). The nominations for election as an executive must be open for no less than one week. Voting for executive positions may take place at the same meeting that nominations are called for, given that notice of said meeting has been provided at least two weeks in advance to all members.

Any change in the club executive during an ongoing season must be communicated to the Sport Club & Leadership Coordinator.

The importance of communication from the President to club members and the executive cannot be overemphasized. The President is the liaison between the club and Brock Sports. This responsibility cannot be assigned to another member, although it is appropriate to include other members in the process.

The following is a list of responsibilities for executive members to follow. These positions are ideal for students in their third year to learn about how the work operates for leadership in future years; however, it is not a requirement.

PRESIDENT:

- Read and understand the contents of the Club Sports Manual and Student Athlete Manual;
- Inform all club members of all procedures and regulations to be followed;
- Ensure that all athletes trying out have registered online before try-outs;
- Oversee the other members of the executive in their duties;
- Chair all meetings and monitor that all club events adhere to the Club Sports Manual Student Athlete Manual;
- Attend all Brock Sports club president meetings or send another member in their representation;
- Coordinate competition, travel dates and details with the Sport Club & Leadership Coordinator;
- Submit all required documentation, at the appropriate times to the Sport Club & Leadership Coordinator
- Ensure that the Vice President or Coach submit to the Sport Club & Leadership Coordinator the final team roster within 48 hours after the team has been selected for publishing and charging team fees to the student accounts;
- Ensure the club's financial obligations are met;
- Notify the Sport Club & Leadership Coordinator of any changes in the club's membership, schedule or executive.

VICE-PRESIDENT/TREASURER:

- Read and understand the contents of the Club Sports Manual Student Athlete Manual;

- Assist the President in their duties;
- Assume all powers of the President in their absence;
- Record the minutes of all meetings;
- Responsible for all financial dealings of the club and staying in contact with the Sport Club & Leadership Coordinator;
- Update records of all financial transactions of the club
- Collect waivers, trip/travel forms and any other necessary paperwork;
- Prepare, in cooperation with the President, the yearly budget, fundraising projects and any funding requests;
- Document each expenditure with the use of receipts and submit in by deadlines outlined to the Sport Club & Leadership Coordinator;
- Ensure that all club members have paid their try-out and team fees in full after the team list has been submitted to the Sport Club & Leadership Coordinator;
- Check with the Sport Club & Leadership Coordinator on a regular basis regarding the club's financial status.
- Attend as many club events as possible and ensure safety precautions are taken, and risks are minimized;
- Design and prepare an Emergency Action Plan (EAP) for the club (for regular practice location and travel);
- Ensure that the club's first aid kit is well stocked and taken with the team for all practices and travel;
- Please report all injuries and incidents to Sport Club & Leadership Coordinator

****One representative on the team must have a current First-Aid CPR-C*** *Please note that the First Aid/CPR course can be paid for by the club out from their club funds. Those who complete this certification should keep their receipt from their course purchase and submit it along with proof of certification to the Sport Club & Leadership Coordinator for reimbursement of the course fee (within 30 days of completion).

CLUB CONDUCT

Clubs are expected to function and behave in a mature and responsible manner in all club related activities, both on and off campus as per Brock University Student Code of Conduct and the Student-Athlete Manual failure to comply may result in suspension of privileges or loss of sanctioning.

Clubs are permitted to use the name "Brock University" in describing their organization only at such time as they have qualified for and received sanctioning. When using the University's name, clubs must make it clear that they only speak on behalf of their own members and do not represent Brock Sports and Recreation, the university, or its student body as a whole.

Student-athletes must abide by the Student-Athlete's Manual, found in the gobadgers.ca website under the Student-Athlete section; and the Student Code of Conduct set out by Brock University, found on www.brocku.ca/webcal/undergrad/code.html. Competitive clubs must also abide by their respective sport's governing bodies Code of Conduct & Code of Ethics.

PROGRAM ASSISTANCE

Sport Club & Leadership Coordinator

The primary duties of the Sport Club & Leadership Coordinator are to assist the executive of each club in strategizing and implementing all aspects of its program within the policies and procedures of Brock Sports.

The Sport Club & Leadership Coordinator will be responsible for booking busses, rental vehicles, and all accommodations for club trips upon receiving the travel request forms with the details needed to complete the booking.

The club's executive is responsible for determining the accommodation they would like booked, the number of rooms and the length of stay. Club executives are also responsible for choosing accommodations that are economical and fall within the budget for the trip to ensure enough funds remain in their account to maintain the club throughout their season. The Sport Club & Leadership Coordinator will adjust bookings as necessary to maintain financial effectiveness.

The Club executive will communicate their travel needs to the Sport Club & Leadership Coordinator, who will make the arrangements. Any changes after the initial bookings are the responsibility of the club to manage.

Travel Request forms are due a month in advance (minimum). Club executives not submitting their travel request forms within the proper deadlines may find the Sport Club & Leadership Coordinator is unable to accommodate their requests.

The Sport Club & Leadership Coordinator will be available to solve any issues and to provide advice and direction. Appointments are recommended to meet with the Sport Club & Leadership Coordinator.

ASSISTED ACTIVITIES

CLUB ACCOUNTS

As indicated throughout this document, clubs are largely self-supporting with some grants available. Each club must establish a fiscally responsible budget strategy in coordination with the Sport Club & Leadership Coordinator. Budgets must be prepared and submitted according to the Club guidelines.

Clubs should make every effort possible to raise funds for their program. Funds may come from:

1. Try out fees & Membership dues
2. Fund-raising (Further info provided by Sport Club & Leadership Coordinator by request, e.g. Adopt-A-Badger)
3. Grants from Brock Sports
4. Sponsorships or donations (Further info provided by Sport Club & Leadership Coordinator by request. e.g. Adopt- A-Badger)

Occasionally Brock Sports is made aware of opportunities within the community to render services in exchange for donations to a team or club. Should these opportunities become available, the Sport Club & Leadership Coordinator will inform the presidents of each club.

FINANCE

The club executive is fully responsible for ensuring that the club follows good business practices and that club operations result in a balanced budget. The Sport Club & Leadership Coordinator will monitor financial accounts and clubs will not be permitted to operate if they incur debt.

Club Executive is responsible for sending a final team roster (NAME / BROCK E-MAIL / STUDENT NUMBER), to the Sport Club & Leadership Coordinator, who will then create the registration link where members can go and pay their fees. All team fees must be paid prior to participation in the first game or competition of the season.

The club executive is also responsible for submitting any receipts for reimbursement (clearly labelled with full names and mailing addresses), invoices to be paid and hotel bills/receipts to the Sport Club & Leadership Coordinator.

Club members, executives and coaches must submit gas receipts for reimbursement when using rental vehicles. Receipts must be original and show the amount of gas purchased accompanied by the credit card or debit card receipts. Rental vehicles must be returned with a full gas tank to avoid additional charges.

***Please note that gas receipts for personal vehicles cannot be submitted for reimbursement.**

BUDGETS

The Sport Club & Leadership Coordinator is available to assist each club with the preparation of their budget. A proposed draft budget must be submitted during the annual application process.

CLUB GRANTS

Grants will be allotted each year to sanctioned clubs. The amount for each club will be confirmed when club applications have been approved. Please note that all Club Sports must reapply for sanctioned club status each year.

Some factors that will determine the amount of funding each club can receive include but are not limited to:

- Fixed costs related to the activity;
- The general expense of each club in relation to the average cost of all clubs;
- Size of the group and membership fees in relation to the club function

Club grant amounts may vary by year depending on the number of sanctioned clubs, the cost of existing clubs, successful financial management and club management throughout the year and other unexpected circumstances. No clubs are guaranteed the same amount of funding as the previous year.

Competitive clubs by nature incur more expenses and are strongly encouraged to fundraise a minimum of \$1,000, in addition to their club fees and grant. This is to ensure that club members remain engaged in their club business and that some money is left in the account for the club to start up the following year. Fundraised money can be in the form of sponsorships or donations.

PURCHASING PROCEDURES

- I. All purchases MUST be pre-approved, or they run the risk of not being reimbursed. Brock University has purchasing policies for club accounts. Please confer with the Sport Club & Leadership Coordinator prior to purchasing items.
- II. All purchases must be accounted for with an expense report and accompanied by original detailed receipts. The executive must sign expense reports. All purchases must be made through the Sport Club & Leadership Coordinator P-Card.
- III. Purchase orders can be used to pay for ice time or apparel purchases.

APPAREL/UNIFORM PURCHASES

Clubs will be assisted in the development and delivery of any clothing or uniform concerns. **The Sport Club & Leadership Coordinator must approve apparel orders before any purchase.**

Each Club will be responsible for selecting ONE executive member to act as the liaison between their team and the Sport Club & Leadership Coordinator when it comes to clothing and equipment purchases. All requests must be sent to The Sport Club & Leadership Coordinator who will then liaise with TLitzen.

The use of the Brock Badger logo is restricted to varsity teams and competitive sports clubs. Only apparel ordered through TLitzen (Brock Sports official clothing supplier) may have the Brock Badger logo. Clubs may choose to order/design t-shirts for their club without the Badger logo – but these must also be purchased through TLitzen and be approved by the Sport Club & Leadership Coordinator.

All potential clothing and uniform needs must be coordinated through Brock Sports. Clubs found to be supplying unapproved clothing and/or uniforms to its' membership are subject to disciplinary actions.

The Sport Club & Leadership Coordinator can provide the catalog and ordering details to clubs executives upon request.

Team uniforms can be paid from the team account (fundraised money, team fee money or grant money). Personalized items such as team jackets or other items that will be kept by student-athletes after the season ends must be paid for by individual athletes, team fee money or fundraised money.

This coming FALL 2024, T Litzen's will be returning for one day (TBD) to showcase all the Nike Apparel available for the 2024-25 season. Club teams will have this opportunity to select their gear. Orders will be taken at this point and payments will be processed once the invoices have been sent. The Sport Club & Leadership Coordinator must approve all orders prior to submission.

EQUIPMENT PURCHASES

Any equipment purchased by a club remains the property of the club and Brock Sports and Recreation. Equipment purchased for personal use or consumption is the responsibility of individual club members. Clubs must also maintain an inventory of club-owned equipment; any disposal of club-owned equipment can only be done with the consent of the Sport Club & Leadership Coordinator.

SPONSORSHIP

All campaigns to solicit money from outside donors, including alumni, must receive prior approval from the Sport Club & Leadership Coordinator. The Sport Club & Leadership Coordinator will liaise with the committee from Development & Donor Relations on your behalf to determine approval. Decisions made by the Development department are final. Requests put forward must include the name of the business

or individual, contact person, address, phone number, e-mail, existing relationship, nature of the request (sponsorship or donation) and the amount being asked. Please contact Sport Club & Leadership Coordinator for the appropriate form.

Approaching individuals or companies without approval is serious and grounds for removal of competitive Club Sport sanctioning and funding and could potentially jeopardize future club status.

FUNDRAISING – Adopt a Badger

The Adopt a Badger program has been changed and although the teams have access to raise funds for the team online, the actual process and program/tool have changed.

Once the www.gobadgers.ca/donatenow page is loaded the following process can be followed:

1. Choose donation amount (donation can be a one-time gift or a monthly gift)
2. Complete personal or organizational information (name, address etc.)

IMPORTANT – the next two steps **MUST** be completed for a donation to be allocated to **YOUR TEAM**

1. The donor **MUST** choose “BROCK SPORTS - TEAMS” as their selection for where they want to designate their gift.
2. Once the above step is completed, a list will appear that includes all of our sports teams. The donor must then select “**YOUR TEAM**”

The difference between the previous and the current system is that athletes will not be listed on this site, only the teams. It should still be easy to solicit donations as long as you advise people to visit the www.gobadgers.ca website, click “Donate Now”, then select Brock Sports – teams and your team.

Club Executives must submit fundraising approval request (via email) to the Sport Club and Leadership Coordinator 1-2 months prior to the scheduled event. This information will be forwarded to our Development Officer for review. Clubs are responsible for initiating their own fundraising activities; however, they should plan well in advance following Brock standards.

ADDITIONAL ITEMS

CLUB ROSTER AND WAIVERS

All the clubs’ executives are responsible for ensuring that their club members have registered and paid the necessary activity fees in ACTIVE before participating in an activity of any kind. Once team selection has been completed, the team list must be sent to the Sport Club & Leadership Coordinator to ensure the accuracy of the roster.

SCHEDULE OF EVENTS

Each Club President must submit a schedule of club activities for the year, including practices, games, meetings, and fundraising during the -end of the year report-. Changes must be reported to the Sport Club & Leadership Coordinator promptly. (This includes simple changes such as day, time or cancellations)

SPECIAL EVENTS

Requests for special events (Special Event Request Form) should be submitted at least 1-2 months prior to the event. The Club president should also book a meeting with the Sport Club & Leadership Coordinator

to discuss the proposed event, seeking approval. Only after approval, the club can commit to a third party to guarantee that it will take place. Following the event, the Club president should book a follow-up meeting with the Sport Club & Leadership Coordinator to review the event.

If the hosting club cancels the event, the club executive must notify the Sport Club & Leadership Coordinator immediately. Failure to notify of cancellation in a timely manner may result in the club paying for all operational costs such as personnel, field lining or other charges related to the proposed event.

OFF-CAMPUS FACILITIES

Competitive clubs utilizing off-campus facilities are responsible for making their own arrangements in cooperation with the Sport Club & Leadership Coordinator. Clubs must submit a written confirmation/contract from the third-party facility manager to the Sport Club & Leadership Coordinator that addresses the arrangements.

Insurance certificates must be obtained for any event hosted off-campus that would not occur at the regular place of practice. This includes fundraiser events off-campus and competitions or events hosted by the Club.

Insurance certificates can be obtained by contacting the Sport Club & Leadership Coordinator via e-mail. Please allow a minimum of two weeks for processing.

EMERGENCY ACTION PLAN

Club executives/ coaches are responsible for creating and submitting an Emergency Action Plan (EAP) for locations that they utilize during their seasons. They're also responsible for ensuring the club's first aid kit is well stocked and present at all club events (including practices and travel). Please go to the gobadgers.ca website for a template. The EAP must be communicated to all club members by the executive.

TRAVEL COORDINATION

All travel by club teams must be approved by the Sport Club & Leadership Coordinator (Travel Request Form). The Sport Club & Leadership Coordinator will book out of town transportation and hotel for clubs on most occasions. The Sport Club & Leadership Coordinator will also be available to assist club executives with travel planning. Travelling club members must be aware of and ready to implement the club's EAP if necessary.

Request forms to book hotels or rental vans must be submitted to the Sport Club & Leadership Coordinator a minimum of 3 weeks in advance.

The Sport Club & Leadership Coordinator will initially book hotels and transportation for clubs. In the event of any changes required in the travel plan, the Sport Club & Leadership Coordinator may assist the executive or advise the club president on how to make the changes.

Receipts for expenses such as gas should be kept and submitted to the Sport Club & Leadership Coordinator for reimbursement from the clubs' accounts within 30 days of return. Any charges from damages to hotel rooms or fees for cleaning rental vehicles will be charged to the clubs' accounts.

No team shall intentionally travel between the hours of 12:00 am-6:00 am. Teams are recommended to stop approximately every three hours for a minimum of 20mins to allow the driver a short rest.

Club executives are responsible for obtaining the detailed hotel bills from the rooms they used for each trip and submitting them to the Sport Club & Leadership Coordinator. When checking into your accommodations, please request an invoice to be sent to the Sport Club & Leadership Coordinator immediately for processing.

A completed travel itinerary/roster form (Competitive Clubs Traveling Party Form) must be submitted to the Sport Club & Leadership Coordinator at least five working days before the trip takes place. It is recommended that the Traveling Party Form be completed with all club member information and saved electronically, then updated and submitted to the Sport Club & Leadership Coordinator as necessary.

TRANSPORTATION

Teams are required to use rental vans or buses for all team trips.

Only coaches and non-participating team members 21 years of age and older, who completed the Driver Authorization form will be permitted to drive rental vans. Drivers must submit Driver Authorization Form and a photocopy of a valid driver's license and have both approved by the Sport Club and Leadership Coordinator before driving.

Drivers are responsible for taking photos of the rental van upon pick-up and drop-off to ensure the vehicle's damaged state. Gas levels in each vehicle must be at the same level upon return of the rental vehicle as it was at the time of pick-up.

Gas receipts must be submitted to the Sport Club & Leadership Coordinator for reimbursement. These must be original itemized credit/debit receipts submitted within 30 days of the purchase.

INDEPENDENT TRAVEL

Student-Athletes' personal vehicles – the department does not encourage or promote the use of student-athletes' personal vehicles to transport themselves or any other student-athletes to an AWAY contest. The coach may grant permission, with a valid reason, for individuals to drive their vehicles to an away contest; **however, other team members will not be allowed to travel with that individual. The student-athlete should clearly understand that permission absolves the university of any responsibility during such travel, and no reimbursement will be provided for such travel.** Details must be noted on the Competitive Club Traveling Party Form prior to departure.

The expectation is that all student-athletes who travel with the team to an away contest will return with the team. A coach may grant permission to a student-athlete, for a valid reason, to not return with the team. This must be noted on the Travel Release Form prior to departure.

Travel and accommodation independent of the team are not encouraged and must be approved by the Sport Club & Leadership Coordinator two weeks prior to the trip.

In the event of inclement weather, the Sport Club & Leadership Coordinator or Brock Sports and Recreation staff reserve the right to cancel or alter travel plans.

TRAVEL RESTRICTIONS

- Club teams may not travel out of the country without gaining approval in advance through communication with the Sport Club & Leadership Coordinator.
- Teams may not travel between the hours of 12:00 AM to 6:00 AM.
- Teams may not use the 407 in rental vehicles without prior permission.
- Trips that are longer than 3 hours in length require a mandatory rest stop of at least 20 minutes in length.
- Any rental vehicle that exceeds 10 passenger capacity must be driven with a minimum Class F License.

ACCIDENTS

In case of a car accident at any point during the approved travel/event, take all the necessary emergency care steps; immediately contact the Sport Club & Leadership Coordinator to report the incident. Documentation will need to be filled out.

If the Sport Club & Leadership Coordinator is not available, leave a detailed message on the voicemail. Follow up with a phone call to the Director of Recreation, Karen McAllister-Kenny, 905-688-5550 ext. 3574. An accident report form should be submitted to the Sport Club & Leadership Coordinator within 24hrs of the accident.

NOTE: The transportation or consumption of alcoholic beverages or any other drugs that would impair the driver's abilities, are prohibited while travelling on Club trips or participating in any club event as outlined in the Student-Athlete Manual.

FACILITY USE

All arrangements for the use of on-campus facilities must be submitted on the appropriate facility request form (Club Sports Request for On-Campus Facility Space) and approved and booked by the Sport Club & Leadership Coordinator and confirmed by the Facilities Manager. Facility requests should be submitted with club applications in late March (end of the year report). Updates and changes can be requested at the Club Executive meeting in the fall with the Sport Club & Leadership Coordinator.

Facility space is extremely limited on campus. Efforts will be made to arrange for on-campus space; however, there is no guarantee of allocations.

It is Brock University standard procedure that spaces be vacated 10 minutes before the end of your session, so the next event/group can start on time. For example, if you are using a studio space from 1:00-2:00 pm, the space should be ready for the next group at 1:50 pm. This 10-minute window allows for a smooth transition and consideration for others to start on time.

FACILITY USE EXPECTATIONS

It is expected that any time a club reserves a facility, this will be used. Cancellations must be made at least 24 hours in advance by notifying the Sport Club & Leadership Coordinator.

Clubs are obligated to clean up the facility and organize all equipment used after the end of their activities.

The Sport Club & Leadership Coordinator and Brock Recreation staff have the authority to deny access to unauthorized people or club members who are improperly using the facility, equipment or failing to adhere to the policies and procedures.

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

Club activity requirements outside of normal facility operations (e.g. extra staffing, needs outside of regular building hours, field lining, etc.) may incur costs. These costs are the club's responsibility.

Club members must have current Brock student ID with them when using Brock University facilities.

EQUIPMENT REQUESTS FOR ON-CAMPUS ACTIVITIES

Requests for equipment from the Central Equipment Room must be submitted at least 24 hours in advance. Equipment request forms must be obtained from the Central Equipment Room.

THE ROLE OF TEAM LEADS OR COACHES

The team members must approve the hiring of any coaches.

Coaches are defined as individuals whose participation within the club is restricted to giving (not receiving) instruction. Coaches must have a coaching contract or agreement from Brock Sports outlining their responsibilities, dates of tenure and salary/honorarium if applicable. These contracts must be processed through the Sport Club & Leadership Coordinator.

Team leads and coaches must always abide by the policies and procedures in the Coaches Manual.

Coaches may receive an honorarium. This is not a requirement for clubs, but a decision that will be made by the club's executive team.

Coaches of teams that do not have a schedule mandated by the league they compete in must cooperate with the executive to determine the events attended and the athletes attending them within the scope of the budget. The role of club teams is to provide athletic opportunities for students.

Team member selection is at the sole discretion of the coaching staff. Team executives may provide feedback regarding their observations; however, the coach will make the final team selection decisions. Feedback and justifications will be recorded if any questions arise.

New coaches must submit a criminal background check. Returning coaches are required to submit a declaration that they have not been charged or convicted of any criminal offences each year.

Coaches should refrain from activities involved in the club's administration and management. Clubs at Brock Sports are first and foremost a student-run organization. As such, the executive members will serve as the liaison with Brock Sports and Recreation and handle the club's administrative duties.

Coaches must read all policies and procedures in this manual. All sanctioned clubs must secure the services of a certified head coach acceptable to Brock Sports and Recreation.

Brock Sports and Recreation reserves the right to dismiss any coach who has acted outside the scope of his/her authority, violated Brock University or Club policies, violated the law, or displayed conduct, which is not in the best interest of Brock University. The performance of coaches' duties relies on the clubs' executive with the Sport Club & Leadership Coordinator consultation.

Relationships with Student-Athletes

At no time will coaches become intimately and sexually involved with the student-athletes. This includes requests for sexual favors or threat of reprisal for the rejection of such requests. Professionalism and respect should be always be shown when dealing with student-athletes. Coaches are not only setting a norm of behavior with the student-athletes and emulating them, but they also represent Brock University as a whole.

OUA Code of Conduct – Please visit the link below OUA Code of Conduct; https://oua.ca/members_info/OUA_Governance_Policies_-April_22_2020-.pdf

Conduct Required of Coaches

Coaches are expected to promote standards of fair play and safety to their student-athletes.

Coaches are responsible for disciplining student-athletes for acts of misconduct or unethical behaviour during games, practice, and team-related functions.

Coaches must ensure that student-athletes are medically fit to compete. The coach shall refrain from using that student-athletes for competition if there is any doubt about the medical condition.

Coaches are not permitted to enter or attempt to enter the locker room of a game official preceding, during or following a contest.

SOCIAL MEDIA USE

Social network sites such as Facebook, Twitter, Instagram, other social networking and digital platforms facilitate student communication and raise awareness.

Teams must provide all login information and passwords to the Sport Club & Leadership Coordinator to monitor and control access.

Any posts on social media with the tagging feature must tag Brock Badgers and use #BadgerPride in any posts. The creation of private or secret accounts used to vilify, mock or otherwise disrespect coaches, athletes or community members is forbidden. Teams found not abiding by this policy risk suspension of members and the sanctioning of their team revoked.

Student-athletes should be aware that third parties including the media, faculty, future employers and community members can easily access student profiles and view personal information. This includes photos, videos, comments and posts. Inappropriate material found by third parties affects the perception of the student, the club, Brock Sports and Recreation and the University.

For your own safety, please keep the following recommendations in mind as you participate in social networking:

- Set your security settings so only your friends can view your profile. (However – remember that messages can easily be distributed among your friends and be forwarded to third parties you may not want to see).

- You should not post your personal e-mail, home address, local address, telephone number(s), or other personal information as it could lead to unwanted attention, stalking, identity theft, etc.
- Be aware of who you add as a friend to your site.
- Ensure that all messages and material posted to social media sites reflect the Brock University student-athlete values.

*The SACS must be added to any group from a social media account that has been created under the Brock University umbrella.