**Competitive Club Manual**



2019/2020 Season

**Dear club coaches and leaders,**

This booklet contains valuable information regarding the policies and procedures associated with the operation of a competitive sport club. It is important that you read and understand the enclosed information.

If you have any questions or concerns about any of the information found in this guide, please feel free to contact the Carleton’s Club Coordinator at Ravensclubs@CUNET.CARLETON.CA , 613-520-2600 x1740 or stop by the athletics office on the second floor of the athletics building.

We hope that you have an enjoyable competitive club experience, and that your team can successfully represent Carleton’s athletics department in a positive light.

Sincerely,

|  |  |
| --- | --- |
| signature logo | **Emily Burda**Competitive Clubs CoordinatorCarleton University | Department of Recreation & AthleticsRavensclubs@cunet.carleton.ca613-520-2600 x 1740[**GoRavens.ca**](http://www.goravens.ca/) **|** [**Athletics.Carleton.ca**](athletics.carleton.ca)  |

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**Chapter 1: Introduction to the Competitive Sport Club Program**

Competitive Sport Clubs at Carleton University are organizations that have been formed by Carleton students who are motivated by a common interest and desire to participate in a particular sport. More specifically, competitive sport clubs are formed so students can participate, learn new skills, improve existing skills, become more educated about fitness and health, engage in competition, gain leadership skills, enjoy recreation, and meet new friends. They are dedicated to developing students with the skills, knowledge and character to lead and serve.

Clubs offer opportunities for practicing and competing at various levels. Club officers develop valuable leadership skills, as the success of any sport club depends on the ability of its leaders to manage the administrative affairs of the club.

**Chapter 2: Process of Recognition for Competitive Sport Clubs**



**Criteria for Consideration:** *Note: Please see the Criteria for Consideration and Evaluation for more details.*

* *Availability of Facility or Field Space*: Given the limited availability of Carleton’s facilities and the need for all varsity teams and competitive clubs to use these facilities regularly in order to be successful, the athletics department must consider whether new and returning clubs can be accommodated each season.
* *Potential Risk* – the degree of potential risk associated with club activities and the ability of club members to manage the risk in an acceptable manner.
* *Mission and Goal* – the degree to which the club’s activities reflect the mission and goals of the Athletics Department and Carleton University.
* *Student Interest* ­– evidence that there is sufficient student interest in participating in the activity (returning players and recruiting expectations) in order to maintain their competitive schedule.
* *Leadership* – evidence of responsible student leadership like the ability to meet deadlines and strong communication skills. The availability of certified/licensed coaches or instructors is preferred. Evidence of succession planning.
* *Competition* – The availability of competition for that sport within the region (Ottawa, Eastern ON/Western QC, all of Ontario, etc).
* *Financial Stability -* evidence that the club has sufficient funding to complete the season without a defecate.

**The Process:**

Your application should be submitted to the Clubs Coordinator throughout the year and will be revised on a rolling basis. The clubs will only be admitted once a year, with applications due in March. If the club does not meet the criteria for recognition, the Clubs Coordinator may deny the club’s request.

 If the club does meet the criteria, the Club officers will be contacted to set up a meeting to decide whether or not the club can be recognized as a Competitive Club. All club officers should attend the meeting. Following the meeting, the Clubs Coordinator meets with the Director of Department of Recreation and Athletics and the club officers will be contacted within 3 business days with the final decision.

**End of Year Evaluation Criteria:**

* *Clubs Membership* – club should display consistent membership and leadership open to all students on campus.
* *Leadership* – evidence of responsible student leadership like the ability to meet deadlines and strong communication skills. The availability of certified/licensed coaches or instructors is another factor.
* *Program* – The club program should provide a series of experiences that meets the needs and interests of people in the club.
* *Clubs Meetings* – refers to the number of meetings and percentage attendance of students.
* *Project and Activities* – group ability to host competition, fundraisers and activities to support the group.
* *Financial Stability* – yearly revenues and expenses are balanced and the club is financed adequately by self-funding through sponsorships and fundraisers, team fees, and CUSA/Athletics grants.
* *Code of Conduct and Adherence to Policy and Procedures* – club members should display an active effort to behave in a manner that is consistent with Carleton’s values and expectations of their athletes.
* *Student Athlete Survey–* the athletics department values the opinions of its club athletes. The purpose of the club program is to provide students with a way to play their favorite sports in a competitive atmosphere and to allow them to develop their skills as athletes; if students are unhappy with the state of their club or coaching staff this must be taken into consideration. Coaches should be voted on annually by club members prior to the start of the season.

**Rules and Regulations**

1. Carleton Sport’s Clubs (CSCs) may not operate a bank account other than the one used to start the club at the on Campus Scotiabank.
2. CSCs may not incur debt; if debt is incurred then CSCs will not receive their operating grant until the debt has been cleared.
3. If the CSCs are to be renewed, any remaining funds will be carried over to the following year. If the CSCs are not renewed, any remaining fund will be carried over the following year. If the CSCs are not renewed, any remaining funds will remain in its operational account for at least 2 years. After 2 years the account will be closed, and remaining funds will be transferred back to the general fund.
4. No purchases will be approved unless funds exist in the CSCs account.
5. All CSCs will be called CU Ravens (x) Club. The Ravens logo may be displayed on approved team apparel /gear. CSCs must prominently display Carleton University’s traditional colors of red, black, and white on all apparel and team gear. All apparel must be approved by the Competitive Clubs Coordinator prior to purchase.
6. CSCs may not use personal vehicles for travel except with written permission from the CCC.
7. For CSCs not travelling with a therapist, someone from the coaching staff with standard first aid must remain on the scene of any incident that results in injury
8. CSCs must have at least one person trained in CPR and First Aid at *all* training sessions and games.
9. Illegal use of alcohol and drugs is strictly prohibited in all activities
10. Team must be able to operate effectively at the lowest priority for facility reservations; lack of access to Carleton facilities can no longer be used as an excuse for poor performance, turnout, etc., and teams must display the ability to operate without them
11. If trash is left on the field your club will be charged a $250 cleaning fee.  This money will, in most cases, come out of your club sports budget.  This is used to pay the grounds crew to clean up during non-working hours.

**Chapter 3: Application Form**

This form must be competed and submitted to the clubs coordinator before May 31st, 2020. Along with the budget form.

**Name of club:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Contact Information**

Main Contact: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Secondary Contact: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Telephone #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position in Club: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position in Club: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Club Objective**

*Please state the objective(s), mission, and goal of the club:*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Description of Activity:* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Has the club ever been a registered student organization with CUSA?* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*What contributions can your club make to Carleton University’s Competitive Club Program?* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Why is club seeking a competitive club status?* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Membership**

*How many people do you expect in your club once registered?* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Current membership:*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Undergraduates** | **Graduates** | **Faculty** | **Others** | **Total Membership** |
|  |  |  |  |  |

**Club Meetings, Training, and Competition**

*What facilities would you require and how would you use them? Please list in order of preference:*

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Number of bookings per week:* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Number of hours per week:* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Preferred days and time:* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Facility Usage:* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What out-of-Carleton facilities would you require and how would you use them? Please list in order of preference:

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of bookings per week: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of hours per week: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Preferred days and time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Please provide a possible overview of your training schedule (approximately when would it start and end):*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*What jurisdiction did your club compete in this past season? And what other post-secondary teams competed in this jurisdiction?*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*How do you plan on promoting the club and recruiting members?*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Financial Information**

*Did your club participate in any fundraising events in the previous year? If so, please provide an overview of events and the amount raised:*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Other comments concerning the application:* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*By signing this form, I confirm that the information I have provided is factual and accurate.*

|  |  |  |  |
| --- | --- | --- | --- |
| Club President / Coach |   | Date |   |

|  |  |  |  |
| --- | --- | --- | --- |
| Club Vice President / Assistant Coach |   | Date |   |
| Student Athlete |   | Date |  |

**Chapter 4: Competitive Club Evaluation Form**

This form must be completed and e-mailed to Ravensclubs@CUNET.CARLETON.CA ***before March 31st, 2019.*** Failure to complete any portion of the document will result in your club’s inability to be recognized for next year.

**Name of Club:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***1. Membership***

An active club with a strong program will keep existing members and attract new ones (both undergraduate and graduate students). If the enrollment is down, it may indicate the need for improving the club program.

Number of Competitive Club members required for competition roster or game/event sheet: \_\_\_\_\_\_\_\_\_\_\_

Number of student athletes in the club this past season: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please indicate on the attached spreadsheet which of those members are competitive members, recreational members, club leaders/executive members. Also, please confirm the names of those members listed as well as their student numbers and emails. If there are any names missing, please add them.

***2. Clubs Meetings, Training, and Competitions***

Please indicate the average attendance of members in your club:

90% to 100%

70% to 90%

50% to 70%

Under 50%

Please provide your team’s practice schedule from the past season including the date, time, duration, and location of practices. As well as your team’s competitive schedule from the past season, including dates, locations, opponent(s), and times.

 Did your club have difficulty getting a space to practice? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What jurisdiction did your club compete within in the past season? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What other post-secondary teams competed in this jurisdiction? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What is your club’s general expectation of student athletes in regards to their participation, training and competition outcome? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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What jurisdiction did your club compete within in the past season? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What other post-secondary teams competed in this jurisdiction? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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What was the team’s culminating competition this season and how did the team do overall, relative to the other schools? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***3. Project and Activities:***

Did your club host any fundraisers/events? If so, please provide an overview of the event(s) as well as the amount raised: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Did your club receive any form of sponsorship? If so, please provide an overview of sponsors and the amount received by your club: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Did your club host any other activities? If so, please elaborate: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* In- Kind Donations
* Money Donations
* Open House fundraiser
* Equipment Sponsorship
* Free facility rentals (at Carleton this would be rentals outside of peak hours)
* Volunteer coaching staff
* Fundraising Events: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Describe how your club impacted the community: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Describe what tools your club uses to minimize risk (e.g. athletic therapists, protective equipment)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***4. Financial Summary***



***5. Conclusion***

Please summarize your team’s experience and performance from the past season below, highlighting any team or individual outstanding performances: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please state any additional comments or insight you have relative to your club’s performance and experience this year: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*By signing this form, I confirm that I have reviewed the performance of the club clearly and fairly.*

|  |  |  |  |
| --- | --- | --- | --- |
| Club President / Coach |  | Date |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Club Vice President / Assistant Coach |  | Date |  |
| Student Athlete |  | Date |  |

**Chapter 4.5 Internal Evaluation**

To be filled out annually by the Competitive Clubs Coordinator and reviewed by the JCSCC.

**Evaluation of Selection Criteria for Competitive Clubs**

Department of Recreation and Athletics

Carleton University

Each year the athletics department receives a grant assigned toward the Competitive Sports Clubs. This grant limits the number of sport teams accepted as Competitive Sports Clubs to a maximum of 20. The range of funding allocated to a team is $500 - $4500. New Competitive Clubs will begin at a funding level of $500.

Returning clubs must meet the minimum standards set out in the Criteria for Consideration. Clubs that do not meet the criteria will either be removed as a competitive club or be put on a probationary year. Teams placed on probation will have one year to correct the behavior that lead to probationary status. If the probationary issue has not be resolved to the satisfaction of the athletics department by the end of year, they will not be able to renew their Competitive Club status for the following year.

Other CUSA sports clubs will have the opportunity to apply to become a Competitive Sports Club. Instatement will be given as a new Competitive Sports Club based on the best overall rankings below and availability of space within the departments Competitive Sports Club program.

Using the rating system below, Clubs will be assessed using a rating system of level 1-5. Clubs are not permitted to receive a level one in any criteria, unless the committee deems a proposed solution acceptable. Teams who do not achieve these requirements will either have their status removed or be put on a probationary year.

Assessing Risk

*Risk factors will be rated on a scale of 1-5, with 1 being high risk and 5 being low risk. Anything that is considered high risk and high probability must have a risk preventer solution.*

|  |  |  |  |
| --- | --- | --- | --- |
| Risk | Rating | Rating Description | Risk Preventers |
| Contact with other participants |  |  |  |
| High Impact resulting from sporting movements |  |  |  |
| Physical Environment / field of play |  |  |  |
| Collision with inanimate object |  |  |  |
| Ill- Fitting equipment |  |  |  |

Additional Requirements to limit risk: (e.g. First response training, athletic therapists, liability insurance, concussion education and awareness module)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mission and Goals

*Reflection of mission and goals will be rated on a scale of 1-5, with 1 being does not comply with Carleton representation of values and 5 being excellent representation. Note that teams who have had a formal complaint or incident reports will have their club status revoked or be placed on probation. Teams must have submitted all required paperwork and forms prior to their first event of the season or will have their club status revoked.*

|  |  |  |
| --- | --- | --- |
| Value | Rating | Rational |
| Sportsmanship |  | Based on team moral from questionnaire and observations from the season. |
| Collaboration |  | Based on team dynamic & coaches interest in academics |
| Team Leadership |  | Based on representing Carleton and being able to be a leader within the teams given league |
| Organization |  | Based on team organized from survey |
| Communication |  | Based on answer emails in a timely fashion and keeping in communication with the athletics department |

Description of how the Competitive Club has impacted the Community: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Suggestions for improvement: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Interest

Number of Participants:

* 1=less than 6
* 2=6 +
* 3=10+
* 4=15+
* 5=25+.

Participant’s Overall Experience (determined from Athlete Year End Questionnaire):

* 1 very unsatisfied
* 2 unsatisfied
* 3 neutral
* 4 satisfied
* 5 very satisfied

Would over 6 players return next season if they were eligible? Yes or No

Is there a minimum of 4 returning players with years of eligibility remaining? Yes or No

Leadership

*Rating scale of 1-5, with 1 being inadequate and 5 being excellent. Note: teams who do not respond promptly to emails sent by athletics will either be placed on probation or have their Competitive Clubs Status removed.*

|  |  |  |
| --- | --- | --- |
|  | Rating | Rational |
| Attendance |  |  |
| Coaching Review |  | Based on end of season survey |
| Communication with Athletics |  |  |
| Updated forms and club information |  |  |

Competition

Quality of League:

* 1 – Internal Competition only
* 2 – Competition within Ottawa only
* 3 – Competition within a region (Eastern ON/ Western QC)
* 4 – Competition within a provincial association (OUA, RSEQ)
* 5 – Competition at a National Level

Competition Schedule (determined from Athlete Year End Questionnaire):

* 1 very unsatisfied
* 2 unsatisfied
* 3 neutral
* 4 satisfied
* 5 very satisfied

Variety of Events: circle all that apply, 1 point per event with a maximum of 5 points

* Training Camp
* House League
* Exhibition Games
* Regional League
* Provincial League
* University Tournaments
* Provincial Tournaments
* National Tournaments
* Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Availability of Facility or Field Space

Practice Schedule (determined from Athlete Year End Questionnaire):

* 1 very unsatisfied
* 2 unsatisfied
* 3 neutral
* 4 satisfied
* 5 very satisfied

Availability of Resources:

* 1 Resources not available on campus
* 2 Minimal availability of resources
* 3 Some availability of resources
* 4 Good amount of availability of resources
* 5 Large amount of resources and times available

If there are limited resources available on campus, please describe a solution:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Financial Stability

Participant Fees (determined from Athlete Year End Questionnaire):

* 1 very unsatisfied
* 2 unsatisfied
* 3 neutral
* 4 satisfied
* 5 very satisfied

Price of participation fee: $ \_\_\_\_\_\_\_\_\_\_

Total tournament fees: $ \_\_\_\_\_\_\_\_\_\_

Total tournament fee/ number of athletes: $ \_\_\_\_\_\_\_\_\_\_

Total Price of travel and accommodations: $ \_\_\_\_\_\_\_\_\_\_

Total Price of travel and accommodations/ number of athletes: $ \_\_\_\_\_\_\_\_\_\_

Fundraising Efforts: circle all that apply, 1 point per event with a maximum of 5 points

* In-Kind Donations
* Money Donations
* Open house fundraiser
* Equipment Sponsorship
* Free facility rentals (At Carleton, rentals outside of peak hours)
* Volunteer Coaching Staff
* Fundraising Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Remaining Account Balance:

* 1 = deficit
* 2 = $0 balance
* 3 = 5% of Operating Budget
* 4= 10% of Operating Budget
* 5= 15% of Operating Budget

Exact remaining balance: $ \_\_\_\_\_\_\_\_\_\_

**Chapter 5: Joint Committee for Competitive Sports Clubs**

1. **Joint Committee for Competitive Sports Clubs (JCCSC)**
	1. JCCSC shall consist of the following voting members:
2. Competitive Clubs Coordinator of Department of Athletics and Recreation
3. Athletic Director, High Performance Sport
4. Director, Finance and Operations of Athletics and Recreation
5. One- Two CUSA’s representatives (not included in funding voting)

In the event of a tie vote the Competitive Clubs Coordinator will have the deciding vote.

* 1. The JCCSC shall be empowered to:
1. Recognize Competitive Sports Clubs by majority vote of all voting members of JCCSC.
2. Request any financial information from a Competitive Club.
3. Inquire about anything relevant to the funding request before JCCSC.
4. Request the return of any funding allocation that has not been used or has been used in a way contrary to that outlined by the specific funding request that the allocation was based upon.
5. Grant money upon majority vote of all the voting members of JCCSC who are present.
	1. In the event of a tie vote related to Competitive Club finances, The Director, Finance and Operations, will have the deciding vote.
	2. Appeals can be brought to the attention of the Assistant Vice-President of Athletics and Recreation in writing within 10 days of the JCCSC’s decision. The decision of the Assistant Vice-President of Athletics and Recreation is final.
6. **JCCSC Procedure**
	1. To receive funding, Competitive Clubs shall be required to provide:
7. Full and complete budget
8. Complete record of expenditures
9. Financial and membership report at year-end
	1. Applications to be heard at a meeting of JCCSC must be received by the Competitive Clubs Commissioner in electronic form by the deadline set.
	2. Grants to an individual Competitive Club shall not exceed $4050.00 for the combined fall and winter semesters.
	3. Condition of consideration for grant funding is that the competitive club must be open and restricted to all Carleton students (undergraduate and graduate), as well as meeting all the other Club requirements as outlined.
10. **Financial Review**
	1. A financial review can be performed on any Competitive Club by recommendation of a member of JCCSC.
	2. A recommendation for financial review must be supported by two (2) members of JCCSC. There is no requirement to vote.
	3. It is the responsibility of the Competitive Clubs Commissioner to conduct the financial review in cooperation with JCCSC.
11. **JCCSC Feedback**
	1. Any Competitive Club may request to see the notes made by JCCSC regarding their specific funding application. The Competitive Clubs Commissioner’s shall provide these notes upon request.
12. **Funding Guidelines**
	1. Purpose
13. The JCCSC may examine all applications on a case-by-case basis, but the goal is to allocate funding fairly among all Competitive Clubs.
14. Funding will be allocated on a per annum basis.
15. The amount of funding granted shall not exceed 75% of the Competitive Club total revenue.
16. The JCCSC board may grant $500 in funding to new clubs and societies at their discretion, to the exclusion of any other JCCSC funding, and without regard to the other funding rules.
	1. Jerseys
17. JCCSC will fund clothing apparel at the rate of $35.00 per Competitive Club athlete for a maximum of $750.
	1. Room and Equipment Rentals
18. All Competitive Clubs are encouraged to use the free room and facility bookings provided by Department of Recreation and Athletics.
19. In the event that required rentals have an associated cost, JCCSC may cover up to half the cost of the booking to a maximum of $500 per annum.
20. In the event that Department of Recreation and Athletics equipment is not appropriate for a Competitive Club, JCCSC may fund the costs of equipment to a maximum of $300 per annum.
21. JCCSC will not fund the rental of any office or storage space.
	1. Advertising
22. CUSA provides a $200 photocopying account for each Competitive Club that may be accessed at the CUSA Front Office upon appointment with the Clubs and Societies Commissioners.
	1. Referees
23. JCCSC may fund referees for Competitive Clubs up to a maximum of $300 per annum.
	1. Travel Expenses
24. JCCSC will fund travel expenses up to $75/athlete to a maximum of $1500 per annum.
	1. Tournament Fees
25. JCCSC will fund tournament fees up to a maximum of $500 per annum.
	1. Alternative funding
	2. JCCSC will not fund any Competitive Club that is a subsidiary of a for-profit private sector corporation.
26. **Amendments**
	1. Amendments
27. Either council can propose an amendment to the agreement.
28. Both councils must approve the amendments before come into place.

**Chapter 6: Clubs Constitution**

**ARTICLE I** - **NAME**

The official name of this organization shall be the Ravens \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ of Carleton University, hereafter referred to as the Competitive Sport Club.

**ARTICLE II - PURPOSE**

* 1. **Mission:**

The Competitive Sport Club shall act with the following mission: Promotion of the academic development and sport participation of student-athletes that want to pursue competitive sport activity during their studies at Carleton University.

* 1. **Goals:**

The Organization shall work towards reaching these specifics goals:

* Offering an affordable and competitive program
* Promoting ethical, respectful and exemplary sports behaviours
* Developing competitive opportunities
* Increasing and encouraging a large number of student-athletes in the sport in the competitive sport club

**ARTICLE III - MEMBERSHIP**

Any undergraduate or graduate registered student at Carleton University, full time or part time can be a member of a Competitive Sport Club. The Competitive Sport Club Program shall not discriminate against anyone on the basis of race, religion, sexual orientation, women, Aboriginal peoples; persons with disabilities, and members of visible minorities.

**ARTICLE IV - MEETINGS**

* 1. **Ordinary meetings:**

The president/coach shall set the date, time and location for ordinary meetings. Ordinary meetings are set once every month during academic school year. Meetings will take place at Carleton University in a room provided by the institution school. Meetings should not last more than 2 hours.

* 1. **Extraordinary meetings:**

During the year, meetings are organized as needed and upon request of at least 2 members, with the same conditions as for the in-school year monthly meetings in article 4.2. Each demand for a special meeting must be accompanied by a written request outlining the purpose of the meeting. The president/coach of the Competitive Sport Club and/or the Competitive Club Coordinator of Recreation and Athletics may call special meetings.

**ARTICLE V – EXECUTIVE COMMITTEE**

1. The executive committee of the Competitive Sport Club shall consist of no less than 3 club members:
2. President/coach
3. Treasurer
4. Appointed Executive Committee member
5. The executive committee could also consist of any other executive positions.
6. The Clubs Commissioner of Recreation and Athletics will serve as the advisor and as ex-officio member in a non-voting capacity.
	1. **Duties of executive committee**

The duties of the executive committee shall be:

* To create the objectives, goals and vision for the competitive club
* To ensure that the competitive sport club operates in a manner that benefits the club and works towards the accomplishment of the competitive sport clubs goals
* To ensure respect of the constitution and code of conduct,
* To bring forward and take the necessary action if there is an Intentional disregard of any direction, instruction of the institution, or of the sport specific regulations, a breach of the code of conduct and/or a club member acts in a manner, which adversely affects the reputation of the University.
* Support and promote the activities of the competitive sport club in order to grow membership

Prepare the annual club plans and budget for approval by the JCCSC

* + 1. The President shall:
* Review financial statements with the Finance Executive/Treasurer
* Review goals and oversee performance/work of other executives
* Execute the club plan to follow the set competitive sport club direction
* Plan for expansion and/or reduction of the team and development of policies and procedures
* Promote the team and be the primary representative of the competitive sport club
* Lead the planning and organization all regular meetings, and Annual General Meetings and chair those meetings. May issue a call for any special meetings that he or she deems necessary or required under the Constitution
* Replace the executive member who has missed one or more meeting without a valid reason
* Responsible for the production of regular committee reports
* Initiate and promote fundraising activities,
* Ensure the respect and adherence to code of conduct by all club members
* Ensure proper election procedures for the Executive positions according to the club’s constitution
* Work within the approved budget and ensure all expenses receive approval of the Executive committee
* Act as liaison between the club and Carleton University administration.
	+ 1. The Treasurer shall:
* Be the signature on behalf of the competitive club
* Track revenue and expenses and reconcile the budget on a quarterly and yearly basis
* Collect revenues from members, deposit them in the club’s bank account and issue financial statements
* Provide yearly financial results and bank statements to Department of Recreation and Athletics.
* Communicate financial information and statements upon request of a clubs commissioner.
* Uphold and promote the goodwill of the Competitive sport club in the community.
* Ensure all cheques and expenses are signed by the Assistant Director of Department or designate of Recreation and Athletics.
* Ensure that all expenses are approved by the club

**ARTICLE VI - FUNDS**

* 1. **Management**

The Recreation and Athletics Department will manage all activities that are related to Competitive Sport Club Program. The AD, Finances will be one of the signatories on all transactions. Bank accounts must be operated in the on-campus Scotiabank Branch. No off-campus checking accounts will be permitted.

1. All payment must be done cosigned by athletics. Clubs are not permitted to pay with outgoing single signing etransfers or the their debit card. CSC should only use cheques or 2 authority e-transfers, so to be cosigned by the Director, Finance and Operations.
2. All cheques should be dropped off in the Welcome Centre in an Envelope labeled Attention: Competitive Clubs Coordinator, CC Finance, \_\_\_ Club. Once dropped off Clubs must email the competitive clubs coordinator to notify them of the cheque drop-off.
	1. **Grants**

The Joint Committee of Competitive Sports Clubs (JCCSC) funds grants towards competitive clubs. Additional money to support the goals of the club may be raised through fundraising that must be approved by the Clubs Commissioner of Recreation and Athletics.

1. In the event that a CSC qualifies for a U Sport Championships, teams may be awarded a grant of up to $500 per qualified athlete towards flights and accommodations. Funding will be determined on a case-by-case bases by the Competitive Clubs Coordinator, AD High Performance Sport and the Assistant Vice-President.
	1. **Fundraising**

All fundraising and sponsorship needs to be approved by the Clubs Commissioner of Competitive Sport Club. All monies brought in through fundraising, sponsorship, dues, etc. must be deposited into the club’s on-campus account within 48 hours after collected.

A) CSC may set up a Future Funder account through advancement. All contributions are charitable donations and will receive an official electronic tax receipt via email. All gifts Carleton University projects and help advance teaching and learning at Canada’s Capital University. All donations must be used to support the team as an entirety.

**ARTICLE VII - AMENDMENTS**

All amendments to the Constitution shall be by a two-thirds vote of the Joint Committee of Competitive Sports Club (JCCSC).

**ARTICLE VIII - CONDUCT**

* All members shall uphold and promote the goodwill of the Competitive sport club;
* The health and safety of all participants is paramount and the club must act with this in mind at all times;
* Members shall at all times adhere to all the rules and regulations as set forth in sport specific regulations in which governs the club participation, the bylaws of this constitution, the Carleton University rules and regulations and the CUSA constitution;
* Any member whose conduct is deemed a detriment to the interests of the Competitive sport club will be subject to an investigation and disciplinary procedures in with zero tolerance;

Sanctions for misconduct range from a warning to full suspensions of an individual or team.

**Chapter 7: Logo and Facility Request Online Forms**

The following forms can be found online at goravens.ca/clubs

* + 1. **Seasonal Facility Request Form**

This form must be completed before July 31st, 2019. Completing this form does not grant you the facility use yet, a confirmation email will be sent early August. Every club gets to use the facility up to 4 hours a week whether it's on the indoor fields or outside fields. Prices depend on the facility and time of day. Please contact the Competitive Clubs Coordinator for specific costs and availability.

* + 1. **Facility Request Form**

No due date. This is to be used for one time booking only, usually for meeting rooms and facility rentals for events. Prices depend on the facility and time of day. Please contact the Competitive Clubs Coordinator for specific costs and availability. This form must be submitted at least 5 business days before the booking is required.

* + 1. **Logo Request**

No due date. Please email the Competitive Club Coordinator for Logo Requests. Only eligible recognized competitive sports clubs get to brand themselves as "Carleton Ravens". After submitting the form, please allow at least 5 business days for the logo to be produced.

We require that the clubs run any print materials or products (e.g. Uniforms, posters, flyers etc.) by us for approval of proper logo usage BEFORE it is produced. Please send production proofs to the Competitive Club Coordinator before production for pre-approval.

Please note that all material should be ordered through Gadar where possible.

* + 1. **CSC Student Athlete End of Season Questionnaire**

The CSC student athlete end of season questionnaire should be completed by all athletes near the end of their competitive season. Results from the questionnaire will be used in consideration as part of the CSC’s end of year evaluation.

## **Chapter 8: Medical Procedures and Sport Medicine**

***Medical Form***

**This medical history form must be completed by all competing athletes.**

**Bring the Completed forms to the Athletic Therapy Clinic to be reviewed prior to the start of the season**

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |

 CONDITION NO YES If “ YES” indicate what, where and when

|  |  |  |  |
| --- | --- | --- | --- |
| Allergies to medications, insect bites, food etc. |  |  |  |
| On medications prescription or non-prescription |  |  |  |
| Only one of normally paired organs (eye, kidney)  |  |  |  |
| Wear a medical alert tag |  |  |  |
| Been advised not to play a sport |  |  |  |
| Head injury (concussion) how many: long term effects? |  |  |  |
| Fainting, dizziness, blackouts  |  |  |  |
| Numbness, tingling (any part of the body)  |  |  |  |
| Heat related problems |  |  |  |
| Medical conditions or injuries in last 12 months |  |  |  |
| Epilepsy, seizures, convulsions |  |  |  |
| High blood pressure |  |  |  |
| Heart problems (murmur, palpations) |  |  |  |
| Breathing problems (asthma) inhaler?  |  |  |  |
| Have any severe viral infections (mono, myocarditis) |  |  |  |
| Surgery (other than tonsils) |  |  |  |
| Hospitalization (recent) |  |  |  |
| Wear glasses, contacts while playing?  |  |  |  |
| Wear any dental appliance  |  |  |  |
| Hearing defects or ear problems |  |  |  |
| Wear any type of protective device (brace) |  |  |  |

 CONDITION NO YES If “ YES” indicate what, where and when

|  |  |  |  |
| --- | --- | --- | --- |
| Frequent headaches |  |  |  |
| Coordination /balance problems  |  |  |  |
| Have you had any problems with your eyes or vision |  |  |  |
| Family history of heart problems or other  |  |  |  |
| Family member died suddenly before age 50  |  |  |  |
| Chronic joint problems |  |  |  |
| Broken bones which ones |  |  |  |
| Hernia or rupture |  |  |  |
| Any injuries that should be reported (acute or chronic) |  |  |  |
| AIDS or tested HIV positive  |  |  |  |
| Conditions affecting your abdomen or internal organs  |  |  |  |
| Emotional problems |  |  |  |
| Recent weight change (+/-)  |  |  |  |
| Type frequency of exercise program |  |  |  |
| History of disordered eating  |  |  |  |
| Any excessive thoughts about weight or appearance |  |  |  |
| Satisfied with current weight |  |  |  |
| FEMALES ONLY |  |  |  |
| Any history of menstrual dysfunction |  |  |  |
| Anemia |  |  |  |

**CERTIFICATION:**

I the undersigned, hereby certify that I have made a full and complete disclosure in answering all of the questions above to the best of my knowledge.

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I the undersigned authorize the professional staff of Carleton University Athletic Therapy to release to my coaches and /or the administration of the Department of Athletics, information contained on this form, or other information about my health status, as it relates to my participation as a member of a Varsity sport team. I am aware that this general permission can be revoked by a specific request to the Head Athletic Therapist to withhold specific information.

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Student-athletes must acknowledge that they have received information about the signs and symptoms of concussions and that they have a responsibility to report concussion-related injuries and illnesses to a medical staff member**

## Medical Information, Emergency Contact

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

Report the Incident to C.C. Coordinator

1. Call 9-1-1 immediately in the event of a life-threatening emergency. If the injury occurs on campus call Campus Safety.
	* 1. Emergency Assist line (24-hours a day) 613-520-4444 x 4444
		2. Non-emergency Assistance line (24-hours a day) 613-520-3612
		3. CUSERT 613-520-2600 x 4166
2. As soon as possible report the incident to the C.C. Coordinator (Emily Burda) and the A.D. High performance Sport (Bruce Marshall).
3. Submit Incident Report Form to C.C. Coordinator the following day

**\*\* Coaches please note that it is very important for you and your staff to be very familiar with these procedures and to ensure that all relevant information (medical profiles, emergency contacts, coordinator’s phone number etc.) is easily available at all competitions and training sessions.**

Safety Officer

All Competitive Club teams must have a designated Safety Officer who will take action in the event of an incident (e.g. provide first aid support, accompany injured party to the hospital, submit an incident report form to athletes asap,…) Additionally each Competitive Club must:

1. Have one person certified with First Aid and CPR at every activity.
2. Meet the minimum standards as set by the Sport Governing Body.
3. Must meet the minimum standards set out by the Club Renewal Requirements and Risk Management criteria.

# C.S.C. EMERGENCY PROCEDURES

## **Step 1. Assess the Situation**

1. Assess whether the situation is life threatening (e.g. cardiac arrest) or not (dislocated, sprained).
2. Call 911 immediately, if the situation is life threatening. If the incident occurs within the Athletics Facility precinct 911 can be called through an available cell phone or through the Welcome Center.
3. If it is not life threatening, assess whether an ambulance is needed or not. If the incident occurs within the Athletics facility precinct a pool supervisor or a member of the Athletic Therapy staff may be available for support and assistance.

**Step 2. Assistance is required.**

If you require assistance and incident occurs within the Athletic Center precinct

1. **Stay with the victim and help him/her within your trained competencies (CPR, first aid).**
2. Send someone to the Welcome Center with:
* the details of the incident (e.g., cardiac arrest),
* age and gender of the victim if known,
* the specific location, and
* if it is life threatening (unconscious), that an ambulance is required,
* if non-life threatening, that the victim needs first aid and assessment.
1. If you require assistance and incident occurs away from Athletic Center send someone for help (ambulance or if facility has emergency personnel). Stay with the victim and help him/her within your trained competencies (CPR, First Aid). Additionally
2. Send someone for an AED: Welcome Centre (by the guest access door), Ice House (by Varsity team room/Rink A), Second floor Alumni Hall (outside of the Pool by the elevators), Fitness Centre and Athletic Therapy.

**Step 3. When assistance arrives**

1. Continue to administer aid to the victim until relieved by personnel more qualified than yourself (e.g., the ambulance or medical staff called to the scene).
2. Surrender the primary care of the victim to more qualified personnel after briefing them on the details and whether an ambulance has been called or not.
3. When medical or security personnel arrive on scene brief them with all relevant information.

Note: In non-life threatening cases, the pool or Trainer’s staff will assess the victim and when appropriate, offer the victim the option of an ambulance ($45) or getting a drive to the hospital by an adult friend or taxi.

**Step 4. Document the Incident \*\*\***

1. When the victim has been stabilized and/or is under appropriate care. Fill out the Incident Report Form.
2. Document the incident as carefully as possible.

If Tuck Shop staff arrives before medical aid personnel, the Tuck Shop staff should begin documenting information (what happened, what aid was administered etc.).

## **Step 5. Medical Information, Emergency Contact**

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

**Step 6. Report the Incident to C.C. Coordinator**

1. As soon as possible report the incident to the C.C. Coordinator (Emily Burda 520 2600 ext. 1740)
2. Submit Incident Report Form to C.C. Coordinator the following day (Report should be emailed to Ravensclubs at the risk manager).

**\*\* Coaches please note that it is very important for you and your staff to be very familiar with these procedures and to ensure that all relevant information (medical profiles, emergency contacts, coordinator’s phone number etc.) is easily available at all competitions and training sessions.**

#### Competitive Club Teams – Incident Report Form

Date of Incident:                                                          Time of Incident:

Name of Injured Person:                                                 Age:                          Sex:

Address:                                                                         City:

Location of Incident:

Type of Activity:

                                                        (list sport, practice or competition)

Description of Incident:

Description of Injury:

Treatment Administered (First Aid/ice/CPR etc.) list all treatments and duration of treatments:

Treatment Administered by:

                                                                                                            (list all persons involved in treating injury)

List staff who witnessed the Incident:

Name:                                                                 Phone:

Name:                                                                 Phone:

Name:                                                                 Phone:

List other witnesses:

Name:                                                                 Phone:

Name:                                                                 Phone:

Was an Ambulance called? If yes, list time:

Was Campus Security called? If yes, list time:

Was further medical assistance recommended? Who recommended further treatment?

If victim went to hospital, list hospital, time and mode of transportation to hospital.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Report written by:                                                        Time:

Signature:

**Carleton University Recreation and Athletics Concussion and Return to Play Protocol**

**Introduction**

Carleton University Athletics takes our student athletes health and welfare seriously. The protocol was designed to be used by physicians and other health professionals as well as team management, teachers, parents and student athletes. The protocol is meant to ensure that student athletes who suffer a concussion are managed effectively to protect their long term health and welfare. Scientific knowledge in the field of concussions is constantly evolving and the consensus process will make sure that the Carleton’s guidelines will keep pace with these changes.

* Concussions must be taken extremely seriously to safeguard the long term welfare of student athletes.
* An annual process that ensures student-athletes are educated about the signs and symptoms of concussions. Student-athletes must acknowledge that they have received information about the signs and symptoms of concussions and that they have a responsibility to report concussion-related injuries and illnesses to a medical staff member;
* Student athletes suspected of having a concussion must be removed from play and not to return to play that day.
* Student athletes suspected of having a concussion must be assessed by one of our Sport Medicine Physicians.
* Student athletes suspected of having a concussion or diagnosed with a concussion must go through a graduated return to play protocol (GRTP).
* Student athletes must receive medical clearance before returning to play.
* The student athlete should not be left alone following the injury and serial monitoring for deterioration is essential over the first few hours or longer. Guardians will be briefed on a plan of action should the number of signs and symptoms increase or become more severe.
* Sufficient time for assessment and adequate facilities should be provided for the appropriate medical assessment both on and off the field for all injured athletes
* The final determination regarding concussion diagnosis and/or fitness to play is a medical decision based on clinical judgement.
* A decision of our medical staff to remove a student athlete from play because of a suspected concussion will not be overruled by a coach or player.
* SCAT 2-3 or Baseline Impact Testing will be used to evaluate/ monitor suspected concussions

**Rationale**

Concussion producing forces are common in Sport; fortunately most of these do not result in concussions. There is widespread variation in the initial effects of concussions. Recovery is spontaneous often with rapid resolution of signs, symptoms and changes in cognition (minutes to days). This could increase the potential for student athletes to ignore concussion symptoms at the time of injury or return to play prior to the full recovery from a diagnosed concussion. This may result in a more serious brain injury or a prolonged recovery period. The potential for serious and prolonged injury emphasizes the need for comprehensive medical assessment and follow-up until the concussion has fully resolved. Returning to play before complete resolution of the concussion exposes the student athlete to recurrent concussions that might take place with ever decreasing forces. We have concerns that repeat concussion could shorten a student athlete’s career and may have some potential to result in permanent neurological impairment. It will be the responsibility of the Sport Medicine team to make the final decision on a student athlete with multiple concussions returning to play. Student athletes must be honest with themselves and medical staff for their own protection. Additionally all student athletes and coaches must read and understand the concussion protocol on formstack.

 **GRTP Protocol**

**\*Medical staff may prolong the time spent at each step at their discretion.**

|  |  |  |
| --- | --- | --- |
| **Rehabilitation Level**  | **Functional exercise at each stage of rehabilitation**  | **Objective of each stage**  |
| **1. No activity, minimum 24 hours following the injury where managed by a medical practitioner**  | Complete physical and cognitive rest without symptoms | Recovery |
| **2. Light aerobic exercise during 24-hour period**  | Walking, swimming or stationary cycling keeping intensity, <70% maximum predicted heart rate. No resistance training. Symptom free during full 24-hour period. | Increase heart rate |
| **3. Sport-specific exercise during 24-hour period**  | Running drills. No head impact activities. Symptom free during full 24-hour period. | Add movement |
| **4. Non-contact training drills during 24-hour period**  | Progression to more complex training drills, e.g. passing drills. May start progressive resistance training. Symptom free during full 24-hour period. | Exercise, coordination, and cognitive load |
| **5. Full Contact Practice**  | Following medical clearance participate in normal training activities | Restore confidence and assess functional skills by coaching staff |
| **6. After 24 hours return to play**  | Player rehabilitated | Recovered |

**Chapter 9: Travel Management**

All travel documents must be completed within the timelines listed below. Late travel documents will receive an email notification from the CCC. Failure to complete travel documents or repeat late documentation may place the club on probation. All persons traveling with a CSC must have completed formstack and the CCC must declare all traveling athletes eligible.

The following forms can be found online at goravens.ca/clubs

1. **Appendix A – Activity Registration**

This form must be completed at least 1 week prior to the event.

1. **Appendix B – Trip Plan**

This form must be completed at least 72 hours prior to the trip. Your roster should be updated, your drivers authorized and your event registered before submitting this form. A competitive sport club cannot travel without the approval for the competitive clubs commissioner.

1. **Appendix D – Driver Authorization**

You are required to complete a driver authorization form prior to driving a university vehicle or a personally owned vehicle on an officially recognized sport club trip.

1. **Appendix C –Activity Report**

After the event is over, every club is required email the Competitive Club Coordinator the results from the event. Please send photos along with news worth results.

1. **Travel Risk Management**

In the event that of a safety issue during team travel please contact the Competitive Clubs Coordinator x1740 or the AD, High Performance Sport x8448.

**Chapter 10: Student Consent Forms**

*Commitment Verification Form*

(Date)

(Prof name)

(Prof email)

Dear (prof name),

I am confirming that (student first and last name) (student number) is a member of the Carleton University (team name) Team and that they have an intercollegiate athletic program commitment that conflicts with (class) scheduled for (conflicting dates).

We kindly ask for your consideration to provide (student first name) the opportunity to participate in this upcoming competition and to satisfy the academic conflict in accordance with your instructions. The athletes have been notified that these requests are to be in your hands at least one week prior to the conflict.

If you require any additional information or details, please contact the clubs coordinator at Ravensclubs@CUNET.CARLETON.CA .

Sincerely,

Competitive Club Coordinator

Carleton University Ravens

**INFORMED CONSENT AGREEMENT**

Thank you for choosing to use the facilities, services or programs of Carleton University Recreation and Athletics. We request your understanding and cooperation in maintaining both your and our safety and health by reading and signing the following INFORMED CONSENT AGREEMENT. **WARNING! BY SIGNING THIS FORM YOU GIVE UP IMPORTANT LEGAL RIGHTS INCLUDING THE RIGHT TO SUE. PLEASE READ CAREFULLY:**

I, , agree to the following on behalf of myself or on behalf of my child, of whom I am the legal guardian, and declare that I intend to use some or all of the facilities, programs and services hereinafter called “activities” offered by Carleton University Recreation and Athletics and I understand that each person (myself included), has a different capacity for participating in such activities, facilities, programs and services. I am aware that all activities, services and programs offered are educational, recreational, or self-directed in nature. I assume full responsibility during and after my participation for my choices to use or apply, at my own risk, any portion of the information or instruction I receive or equipment I use. I understand I am free to reduce, modify or completely withdraw from my involvement in activities and realize that I should do so upon recognizing any signs of transient lightheadedness, fainting, chest discomfort, leg cramps, nausea, etc.

In addition, I acknowledge that I have inquired about the nature of any activity, program or services that I am not completely familiar with and I have been informed of any inherent risks.

I further understand that Athletics and Recreation may collect health and other personal information from me with the intent to fulfill their obligation to me. I agree with their practice of keeping my personal information confidential and subject only to legal requirements to disclose or legal exceptions (emergency). I accept that the University and Recreation and Athletics will use this information to improve the services I receive. I also appreciate that Recreation and Athletics and the University will not disclose, divulge or otherwise communicate to any person or business any such information without my written consent to do so. Finally, I am aware that I can obtain the complete privacy policy anytime, by contacting the Welcome Centre Administrator, Department of Recreation and Athletics at Carleton University at 1 (613) 520-2600 ext. 8441.

 **I FURTHER AGREE AS FOLLOWS:**

1. **TO WAIVE ANY AND ALL CLAIMS** arising from my participation in “activities” that I have or may have in the future against Carleton University, the Department of Recreation and Athletics, its directors, officers, employees, games officials, volunteers and representatives associated with the University (hereinafter collectively referred to as the “Releasees”);
2. **TO RELEASE** the Releasees from any and all liability for death or any loss, damage, injury or expense that I may suffer, or that my next of kin may suffer arising from my participation or due to any cause whatsoever;
3. **TO INDEMNIFY** the Releasees from any and all liability for any damage to property of or personal injury to, any third party, arising from my participation;
4. That it will be my responsibility for personal health, medical, dental, and accident insurance coverage.
5. **THAT THIS AGREEMENT** is binding upon my heirs, next of kin executors, administrators, assigns and representatives in the event of my death or incapacity; **THAT I HAVE READ this agreement AND I UNDERSTAND ITS CONTENT; AND THAT BY SIGNING IT I AM WAIVING CERTAIN LEGAL RIGHTS** which I or my heirs, next of kin, executors, administrators and assigns may have against the Releasees

**SIGNED THIS** \_\_\_\_\_\_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_\_\_, at Ottawa Ontario.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Participant Signature of Witness

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name of Witness, Address and Phone Number

**Eligibility**

1. Each Competitive club participant on the playing roster **MUST** be a current student, registered in courses, in good standing at Carleton University.  Carleton University alumni or employees are NOT permitted on the roster. Playing an ineligible student athlete will automatically place the club on probation.
2. Each C.S.C. is expected to observe the eligibility rules and requirement of its primary affiliation, and any other applicable eligibility rules that may affect its competition.  Using in eligible players under any circumstances is a **serious** matter and will adversely affect the C.S.C.’s evaluation.  C.S.C.’s are responsible for informing the Competitive Clubs Coordinator of the eligibility requirements of competitive structures other than U Sport affiliates. The CCC is responsible for monitoring eligibility requirements, for obtaining approval of the Registrar, and for submitting the roster of eligible athletes to the appropriate bodies.
3. All members of C.S.C., including team leaders, must complete an individual registration form (formstack) which will be used to compile the official C.S.C. membership list, and competition roster.  The roster will be used to track eligibility and current academic status at the University.
4. All student athletes of each C.S.C. must complete an Informed Consent Agreement (appendix E).
5. C.S.C. will also respect all league membership and sport governing body rules.
6. Participant membership regulations must conform to the Canadian Charter of Rights and Freedoms.

Varsity/Club Tryout - Informed Consent Agreement

**Sport\_\_\_\_\_\_\_\_\_\_\_\_ M/F**

***I, the undersigned, do hereby acknowledge:***

* My understanding that there are potential risks inherent in participating in sports activity including minor or serious injuries resulting from my actions, the action or inaction of others, or a combination of both;
* I understand that I must report to the best of my knowledge any injury, illness or health problem to the coach/ trainer/ therapist that the medical staff should be aware of prior to me participating in this tryout.
* I am aware of that I may be denied participation in the tryout for this sport based on my health status;
* MY CONSENT TO PARTICIPATE in the tryout for this sport while recognizing that the choice to participate brings with it the assumption of those risks which are inherent part of the activity, and that I WILLINGLY ASSUME THOSE RISKS;
* That Carleton University and its Board of Governors, employees, servants or agents shall not be liable for any injury to my person or loss or damage to my personal property arising from, or in any way resulting from, my participation in these tryouts, unless such injury, loss or damage is caused by negligence of the University or its employees, servants or agents while acting within the scope of their duties;
* That it will be my responsibility for personal health, medical, dental, and accident insurance coverage

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***Name*** |  | ***Signature*** |  | ***Date*** |
|  |  |  |  |  |
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|  |  |  |  |  |

###### SIGNATURE DATE

**Chapter 11: Coaching Code of Conduct**

**COACHING CODE OF ETHICS**

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

**COACHES HAVE A RESPONSIBILITY TO:**

1. Be aware that the athletes are also students with academic pressures and conduct practices and games in a manner so as to allow and encourage academic success.
2. Treat everyone fairly within the context of their activity, regardless of gender, place of origin, colour, sexual orientation, religion, political belief or economic status.
3. Direct comments or criticism at the performance rather than the athlete.
4. Consistently display high personal standards and project a favourable image of their sport and of coaching. For example a coach should:

a. Refrain from public criticism of fellow coaches; especially when speaking to the media or recruiting athletes:

1. Abstain from the use of tobacco products while with athletes and discourage their use by athletes;

c. Abstain from drinking alcoholic beverages when working with athletes, and provide a positive role model by drinking responsibly when in a non-coaching role with athletes;

d. Abstain from encouraging the use of alcohol in conjunction with athletic events or victory celebrations at the playing site;

e. Refrain from the use of profane, insulting, harassing or otherwise offensive language in the conduct of your duties.

1. Ensure that the activity being undertaken is suitable for the experience, ability, and fitness level of the athletes and educate athletes as to their responsibilities in contributing to a safe environment.
2. Communicate and cooperate with training staff and medical practitioners in the diagnoses, treatment and management of their athletes’ medical and psychological problems. Consider the athletes’ future health and wellbeing as foremost when making decisions regarding injured athletes’ ability to continue playing or training.
3. Recognize and accept when to refer athletes to other coaches or sport specialists. Allow athletes’ goals to take precedence over their own.
4. Regularly seek ways of increasing professional development and self-awareness.
5. Treat opponents and officials with due respect, both in victory and defeat, and encourage athletes to act accordingly. Actively encourage athletes to uphold the rules of their sport and the spirit of such rules.

**COACHES MUST:**

1. Ensure the safety of the athletes with whom they work.
2. At no time become intimately and/or sexually involved with their athletes. This includes requests for sexual favours or threat of reprisal for the rejection of such requests.
3. Respect athlete’s dignity; verbal or physical behaviours that constitute harassment or abuse are unacceptable. The University has a detailed sexual harassment policy that all University personnel must follow.
4. Never advocate or condone the use of drugs or other banned performance- enhancing substances.
5. Never provide under age athletes with alcohol.

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

**NAME (please print) WITNESS (Signature)**

**The Legal Duties of Instructors, Supervisors and Coaches**

Anyone acting in the capacity of an instructor, supervisor, or coach has certain responsibilities that have been determined by the courts as a result of litigation proceedings. They are as follows:

1. *Adequate general and specific supervision* – Supervision of the area, the equipment and the activity is required for the protection of the participants. The nature of the activity and the age of the participants are important in determining the level of attention required.
2. *Sound planning* – Instruction for an activity is to include current technical and safety information. Planning ensures that this information is imparted to the participants in a logical and appropriate sequence. It is imperative to determine the readiness of participants to perform complex or dangerous skills or maneuvers.
3. *Clear warnings of the risks of an activity* – Necessity determines that participants are informed and understand the risks involved in an activity or skill. They should also be warned of the risks in using improper, dangerous, and unethical techniques.
4. *A safe environment for practice and play* – In offering a facility to participants, one is legally bound to provide safe facilities and equipment which is in good condition and/or of proper fit. Development of a checking pattern (or checklist) is necessary by the person(s) supervising. Should injury occur in an activity or area, due to unsafe conditions, the person in charge would likely be held legally responsible.
5. *Evaluation of players for injuries and incapacity and determination of any limitation caused by injuries or incapacity* – Participants must be ready physically and psychologically to safely participate. Prudence requires information from the athlete and from the medical personnel before determining a participant’s state of rehabilitation.
6. *Fairly matching or equating players for practice and competitive conditions* – Considerations when matching participants in the sport setting are: setting, experience, height, weight, age, injuries or incapacitating conditions, maturity, mental state and gender.
7. *The use of appropriate first aid and emergency medical procedures that can be implemented immediately* – Persons in charge of an activity are expected to perform the following duties for injured participants:
8. protect the injured from further harm;
9. Have current knowledge of first aid and CPR.
10. activate the Emergency Action Plan;
11. comfort and reassure the participant
12. Follow up the incident with necessary steps according to dept. procedures.

***The legal duties of coaches and instructors are broad and are not addressed fully by this list. Due to the natural imbalance of power that exists between coaches/team leaders and players, coaches and club leaders owe a fiduciary obligation to their players, the club, and Carleton University. This means that any actions/inactions that can be perceived as negligent may be punishable at the discretion of the University and the athletics department, EVEN IF THE EXACT OFFENCE IS NOT STIPULATED IN THIS CONTRACT. This means that coaches have a duty to act reasonably and responsibly in their position, and to act in the best interests of their players, the team, and the university.***

**Chapter 12: Prohibited Behaviour and Disciplinary Procedures**

*ALCOHOL & DRUGS*

Carleton University and its Athletics department takes seriously the use and misuse of alcohol and other drugs. As a result the following expectations apply in addition to the Student Rights and Responsibility Act:

* Alcohol consumption or drug use is prohibited while:

o traveling to or from an event as a player, spectator or coach.

o at an event site or within the vicinity of the event site as a player, spectator or coach.

o in a hotel, motel, campsite, etc.

o on site before, during or after practice or home event.

o at all practices, competitions and Competitive Club events.

o in all Carleton University owned and/or controlled facilities.

o wearing Carleton Athletics apparel

* Members may not provide in any way alcohol to persons under the age of 19.
* Members may not use any illegal substances or misuse prescription drugs.

Cases of an alleged misconduct regarding drug and alcohol are subject to formal procedures under the Student Right and Responsibility Act regardless of concurrent action or inaction of civil or criminal authorities.

*HAZING*

Carleton University maintains the autonomy of campus organizations within the constraints of the established rules and regulations as outlined in the Student Code of Conduct, the Student Handbook and the Student Organization Guide.  Initiation into campus organizations and other activities undertaken by such organizations or individuals must be consistent with the stated purposes of the organization and the educational mission of Carleton University. Any activities that may be construed as hazing are specifically and unequivocally prohibited. Carleton University and the Department of Recreation and Athletics maintain a zero tolerance stance towards Hazing or Team Initiation activities, events, or rituals of any kind or form

When a campus organization and/or individual is found to be involved in a possible hazing activity, the university shall initiate disciplinary action.  Such action shall be conducted in compliance with conduct proceedings as outlined in the Student Code of Conduct. Organizations and/or individuals found in violation of the Student Code of Conduct shall be subject to the range of sanctions available to the university as outlined in the Student Code of Conduct.

*SEXUAL MISCONDUCT*

Sexual harassment includes sexual advances, requests for sexual favors, and other physical or verbal conduct of a sexual nature that is unwelcome and is sufficiently severe or pervasive from both a subjective (the complainant's) and an objective (reasonable person's) viewpoint.

*MISUSE OF FUNDS*

It is a privilege to be allocated university funds. You are expected to be a good steward of those resources. The following expectations apply when it comes to using university funds:

* All financial obligations should be addressed in a timely manner.
* Efforts to fundraise need to align with the mission of Carleton University and Carleton Athletics. Additionally, all fundraising efforts must be preapproved by Competitive Clubs Coordinator.
* All funds generated by a Competitive Club (i.e. fundraisers, dues, donations, etc.) must be deposited in the organization’s Scotiabank within 2 business days.
* Competitive Club funds may not under any circumstance be used for personal expenses.
* All use of Club funding must be co-signed by Athletics and Recreation. Additionally, CSC may not use outgoing direct deposits or debit card interactions.

*ADMINISTRATIVE EXPECATIONS nON-COMPLIANCE*

It is a privilege to be a Competitive Sports Club under the direction of the Athletics and Recreation department. As such, all competitive sports clubs are expected to complete all administrative tasks required, including but not limited to:

* Responding to emails for the Competitive Clubs Coordinator, Carleton Athletics designates and the given club league
* Ensure that all athletes have completed formstack
* Ensure all participants sign the tryout waiver form
* Attend annual CSC meetings
* Complete all travel documentation 72 hours prior to travel
* Ensure that all competition is approved by the CCC
* Ensure that anyone participating with the given CSC is on the eligibility certificate and registered Carleton students within the given semester at the time of participation
* Provide transaction history upon request
* Provide all receipts for expenses
* Compete all end of season forms by the March 31st deadline

*DISCIPLINE PROCESS*

Should a club not comply with an administrative expectation the following process will take place: The CSC will receive written notice from the Competitive Clubs Coordinator that they have been non-compliant with an administrative expectation. The Competitive Clubs Coordinator will make every effort to gather appropriate evidence towards to procedural violation. Depending on the severity of the non-complaint administrative expectation, the CCC may call for a CSCRC meeting. The CCC or CSCRC will than apply the appropriate sanction, ranging from email notice to suspension.

When an allegation of behavioral non-compliance is brought forth to Competitive Clubs, the Competitive Clubs Coordinator will first consult with the CSCRC to determine the best course of action. Depending on the severity of the alleged infraction, a club may be placed on initial probation or suspension. It should be noted that the Competitive Clubs Coordinator and the AD, High Performance Sport reserves the right to place a club on initial suspension. The CSCRC will conduct an investigation into the allegation(s). Pending the outcome of the investigation the club may be reinstated or formal charges of the Student Code of Conduct may be filed against the club or individuals, or both. If charges are filed, the process outlined in the procedures below will take place.

Please note: If the charges are of a criminal nature, Competitive Clubs reserves the right to file charges with the appropriate authority.

COMPETITIVE SPORTS CLUBS REVIEW COUNCIL (CSCRC)

The CSCRC will consist of the following representatives from Athletics and Recreation:

1. AD, High Performance Sport
2. Director, Finance and Operations
3. Competitive Clubs Coordinator
4. CUSA representative and/or a Club coach or student president

 In the event of a tie vote, the AD, High Performance Sport will have the deciding vote.

The CSCRC has the right to:

* Place CSC on full or partial suspension
* Dismiss a CSC
* Suspend CSC access to their Scotiabank account and funding
* Withhold practice and game privileges

The CSCRC will meet within 10 businesses days of the earliest notice of:

1. An allegation of behavioral non-compliance
2. A major non-compliant with an administrative expectation
3. Continued non-compliance with administrative expectations

CSCRC Procedures

In the event that there is a reasonable amount of evident to determine that a violation of the Code, administrative non-compliance or behavioral non-compliance has occurred (hazing, initiation or otherwise), the CSCRC will ensure the following steps are taken to validate and address the alleged violation:

* 1. Hearing Notification: Upon the completion of an investigation, written notices will be issued to the involved athlete(s) informing them to attend a hearing. Reasonable efforts shall be made to accommodate the athlete’s academic schedule. Attending a team activity (e.g., practice) is not sufficient grounds to not attend a hearing when requested.

Notices of hearings must outline the nature of the alleged violation and include information stating the athlete may seek advice from a member of the university community, including the University Ombudsperson regarding the alleged violation. This same person may attend the athlete’s hearing in an emotional support capacity and/or for the purpose of witnessing the procedural outcomes of the hearing. This individual is not permitted to attend for the purpose of advocating for the athlete(s).

* 1. Hearing Stage: Hearing attendance is mandatory for all athletes. Failure to attend a hearing will result in the CSCRC issuing a decision based on the available evidence. At the hearing, students are given the opportunity to hear and discuss the evidence that has been collected by the CSCRC. Coaches and/or assistant coaches may be requested to attend the hearing at the discretion of the CSCRC.
	2. Decision Stage: Following a hearing, the CSCRC will make a decision based on all of the available evidence and will issue a decision letter to the involved athletes within ten (10) business days of the hearing. Coaches and other involved parties will receive copies of this correspondence where appropriate.
	3. Report Stage: In the case of an alleged team hazing violation, the CSCRC will refer the matter to the Initiation Education and Response Committee (IERC). The IERC will be mandated to thoroughly investigate the alleged incident(s), conduct a hearing, and issue sanctions. It will have the additional responsibility for assessing the university’s overall policies, procedures, and programming related to the prevention of hazing and initiations and will issue a report to address any identified gaps to university senior management. The IERC will also be responsible for implementing responses to any recommendations or responses that are approved by university senior management in response to the IERC report.
1. In addition to these procedural steps, it should be further noted that any varsity or club athlete who is alleged to have violated the Code or the Policy will be subject to the requirements of these university policies regardless of concurrent action by civil and/or criminal authorities.

Appropriate Sanctions:

1. Appropriate sanctions for violations of the Code, administrative non-compliance or behavioural non-compliance include, but are not limited to one or a combination of the following:
* An email of warning
* A letter of reprimand to the athlete, coach or team
* Suspension of the individual or team for one or more competitions;
* Suspension of the individual or team for an entire season;
* Removal of funding from the team;
* Revoking an Athletics facility privilege (e.g., access to weigh room or practice facilities);
* Individual or team community service;
* An exceptional sanction determined by the Director or the IERC.

ii. Due to the time the time-sensitive nature of the athletics season, every effort will be made to render a decision before the athlete or team’s next competition.

INITIAL SUSPENSION

Clubs on initial suspension will lose access to their Scotiabank account, all practice and game privileges, and will not be eligible for funding until the issue which caused the suspension is resolved. Competitive Clubs Coordinator will inform all of the club’s officers, as well as the advisor, once that club has been placed on initial suspension. After these initial actions are taken, the appropriate party (CSCRC) will determine a sanction to the club which may include, but is not limited to the following:

WARNING Clubs may be given a warning for a first-time, low-level incident.  In this case, clubs will generally be given an opportunity to correct the non-compliance within a reasonable amount of time.  If the club does not correct the issue, or the issue continues to arise, more severe sanctions may occur. Example: not responding to an email

LETTER OF REPREMEND Clubs may be given a letter of reprimand for first-time, serious incidents or repeat low-level incidents. Example: Late travel forms/ lack of event notice

PROBATION Any club on probation may lose eligibility for Competitive Clubs status if the incident that caused the probation is not reasonably resolved or if another infraction occurs. Clubs may lose their current tier status and/or be ineligible to apply for an upgrade in tier status for up to one calendar year post probation. Any club on probation that is found in violation of subsequent charges will be at risk for suspension or dismissal. The Competitive Clubs Coordinator will inform all officers of the club of this status. Any of the following may result in probation: 1. Administrative non-compliance 2. Behavioral non-compliance. Example: Playing a non-eligible student athlete(s) at a local event, failure to inform Athletics of an event

PARTIAL SUSPENSION

Clubs on partial suspension will not be permitted to participate in club related activities in the areas in which they are suspended.  Such a suspension will be related to the infraction (i.e., a club whose partial suspension was related to travel may be prohibited from traveling during the term of its partial suspension).  . The Competitive Clubs Coordinator will inform all of the club’s officers, as well as the advisor, once that club has been placed on partial suspension.  The following may result in partial suspension: 1. Administrative non-compliance 2. Behavioral non-compliance. Example: Playing a non-eligible student athlete(s), failure to complete required forms, repeat infractions

FULL SUSPENSION

Clubs on full suspension will lose access to their Scotiabank account, Campus Recreation facilities and/or fields and will no longer be eligible for incentive or funding until the term associated with their suspension is complete. . The Competitive Clubs Coordinator will inform all of the club’s officers, as well as the advisor, once that club has been placed on full suspension. Any competitive club that has been placed under full suspension will not be eligible to apply for competitive club status for the following academic year. The following may result in full suspension: 1. Administrative non-compliance 2. Behavioral non-compliance. Example: Team Hazing, failure to complete required forms, repeat infractions

DISMISSAL

Any club that is dismissed from the Competitive Sports Club program will completely lose all funding and access to facilities and fields administered by Campus Recreation. Carleton University Athletics and Recreation will not recognize any dismissed club as a Club Sport.  Account funds will be returned to the Competitive Sports Clubs account for re-distribution to the remaining clubs through incentive funding.  Any club that has been dismissed will not be eligible for reinstatement for a period of at least one full academic year. Any of the following will result in dismissal: 1. Administrative non-compliance 2. Behavioral non-compliance Example: Team Hazing, repeat infractions

APPEAL PROCESS

Individual Teams or Athletes may appeal suspensions or dismissals that were given from the CSCRC in writing within 10 working days to the Assistant Vice President, Athletics and Recreation.

Appeals can be made on the following grounds:

* New and relevant evidence which was not available at the time of sanctioning and is found to be substantial enough to have changed the sanction; or
* There was clear evidence of bias in the hearing or original decision; or
* The procedures of CSCRC were not followed and the outcome of the case might have been substantially affected by this failure; or
* The severity of the sanction imposed reasonably exceeds the nature of the violation for reasons identified by the appellant; or
* The athlete or team provides evidence that (a) an emergency or unforeseeable circumstance occurred preventing her/his/their participation in the hearing and that (b) s/he/the team was prohibited from providing a minimum of 24 hours notice to the Competitive Clubs Coordinator, such that the athlete or team was incapable of attending the original hearing with the CSCRC.
* Note that grounds for appeal require compelling and convincing evidence. A simple assertion of inability to attend will rarely be acceptable.

Note: A team may not appeal it’s placement on initial suspension.

A club that wishes to appeal any disciplinary decision set forth by the Competitive Clubs Coordinator or CSCRC must do so within 10 working days of the initial ruling.  Appeals must be made in writing and addressed to the Assistant Vice-President, Athletics and Recreation.

The Assistant Vice-President will meet in closed session, within a reasonable period of time, will either grant or deny the appeal. The Assistant Vice-President may ask for council on the appeal decision if they deem it necessary.

The Competitive Clubs Coordinator or CSCRC delegate will be asked to present their reason for the initial sanction. The club representative/ athlete will hear the evidence and have a chance to provide their reason for the appeal. If the appeal is granted, the sanction may be changed. The person/club filing the appeal will be notified in writing of Assistant Vice-President’s decision within a reasonable period of time. Their decision is final.