

# Lakehead



## **THUNDERWOLVES**

Club Sport Handbook

2023-2024

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## **Welcome & Program Overview**

Welcome to Lakehead University Club Sports Program! We look forward to your participation on one of our various club teams. The Club Sports program strives to offer a positive sport experience for all students in our community. This handbook is intended to provide resources and guidelines to our clubs, and clubs are expected to follow policy and procedure as stated here.

## **Program Goals & Objectives**

- To provide students the opportunity to maintain their physical and mental wellbeing by participating in sport.
- To develop leadership skills by providing opportunities for student athletes to organize, administer, and manage sport clubs
- To provide an avenue for teamwork skill development and to help develop a sense of belonging among teammates.

## **Program Administration**

The club sport program is overseen by the Manager, Recreation. The primary responsibility of program administration is to oversee club operations and to provide framework, expectations, and resources to support the success of the clubs.

The Manager, Recreation can be reached via email, phone, or in person:

- Email: [coord.athletics@lakeheadu.ca](mailto:coord.athletics@lakeheadu.ca)
- Phone: 807-343-8010 x8950
- Office: SB1036A

Club sports are student initiated, student led organizations. Club officers and club members have the responsibility for all club operations.

## **Club Sport Overview**

### **Definition of Club Sport**

Club Sports are an opportunity for all students to engage in athletic opportunities at Lakehead University. Club Sports are not Varsity Level squads, however they do provide opportunities for students who desire a more “in-depth” sports experience than is provided through Intramural Sports, Campus Recreation or informal recreation. The focus of the Club Sport program blends the aspects of learning new skills, practicing regularly with team members and competing against other competitive teams, colleges or universities.

### **Becoming a Club Sport**

Lakehead Department of Athletics requires that groups of students who desire to function as an approved club sport team at Lakehead University register each year with the Department of Athletics. Clubs are encouraged to also register with Lakehead University Student Union (LUSU) in order to gain access to additional resources. Registration includes certain administrative requirements which are established to ensure the safety and enjoyment of all participants within the program.

### **Criteria for Being an Approved Club Sport Team**

The following criteria must be met in order to be considered as club sport team:

- Club sport team must be considered athletic and physical in nature
- Club sport teams must consist of at least four (4) or more students
- Club sport teams must have an established student leadership executive consisting of at least 3 positions - President, Treasurer, and Risk Management Officer.
- Club sport team membership is open to all current Lakehead University students enrolled in courses during the semesters they are playing and who fall under the eligibility rules for any league that they will be a part of.
- Club sport teams must adhere to the written policies & procedures set forth by the Department of Athletics.
- Club sport teams cannot be recognized or compete as varsity level sports or in varsity sport leagues (such as the OUA and U Sports) without special consideration or consent from Lakehead University Athletics.

### **Benefit of Being an Approved Club Sport Team**

- The right to request funding from the Department of Athletics’ extramural budget.
- The right to post marketing materials on Department of Athletics’ bulletin boards with permission from the Manager, Recreation.
- The right to request and reserve space within Department of Athletic Facilities for regular practice and space event usage.
- Administrative support from the Manager, Recreation in relation to marketing, budgeting, club affairs, travel logistics, and special events.

### **Creating a New Club Sport Team**

In order to establish a new club team, the following steps must be completed:

1. Read the Club Sport Handbook
2. Complete the [Club Sport Team Registration Form](#) and submit to the Manager, Recreation

3. Along with the registration form, submit the following supporting documents:
  - a. Outline of team's organizational structure
  - b. Team must have an identified president/captain, treasurer, and risk management officer
  - c. Budgets from the previous academic year and current academic year. Budgets must include the following:
    - i. Income (including membership dues, fundraising efforts, etc.).
    - ii. Expenditures (including past event fees, official's stipends, coaching staff stipends, etc.)
  - d. Short and long term goals for the club team
  - e. Signatures, or emails of support, of at least 4 club members
4. Set up a meeting with the Manager, Recreation

### **Registering an Existing Club Sport Team**

All club sport teams who wish to continue as an existing club sport team must re-register with the Manager, Recreation annually. All teams must complete an online registration form, submit an updated [budget](#), an updated [roster](#), and updated event schedule, and schedule a meeting with the Manager, Recreation to review previous year(s) activities and discuss goals for the upcoming academic year.

### **Membership/Eligibility**

All officially enrolled students (undergraduate and graduate) are eligible to join a club as a member, though competitive eligibility is based on each club's league regulations. Teams must conduct open try-outs at the start of each season. *Any specific club membership criteria must be reviewed with the Manager, Recreation.* Club Sports are not permitted to have community members participating in club activities without written permission from the Athletics Department. Each Club shall not discriminate on the basis of race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, gender identity, or genetic information in any of its policies, procedures, and practices.

### **Individual Athlete Registration**

All athletes that are a member of a recognized club sport team must complete the individual athlete registration on an annual basis. Athletes are not allowed to participate in any club related activities, including practices and events, until athlete registration has been received by the Manager, Recreation.

### **Club Sport Council**

The Club Sport Council structure is currently under review for the 2023-2024 year and information will be shared with all registered clubs once available.

## **Conduct**

### **Student Code of Conduct**

Like all other students of Lakehead University, all club sport athletes will abide by the Lakehead University Code of Student Behaviour and Disciplinary Procedures. Any violation of the Code of Student Behaviour and Disciplinary Procedures may result in consequences that affect the club sport athlete's academic and athletic standing at Lakehead University.

[Read the full student code of conduct here.](#)

### **Hazing**

No student shall engage in Hazing for any purpose including initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization.

Hazing is defined as any act that does or reasonably ought to be known may endanger the mental, physical health, safety and/or dignity of an individual, including a Student, regardless of consent. Hazing is often performed as a condition of membership or during orientation at the University. Hazing includes, but is not limited to:

- Any physical brutality such as whipping, beating, striking, paddling, branding, placing a harmful substance on the body, or other similar activity.
- Any physical activity such as sleep deprivation, exposure to the elements, confinement, calisthenics, or other activity that subjects a Student to risk of harm, whether physical or mental.
- iii. Any activity involving consumption of food, liquid, alcohol, drugs or other substances that subject Student to risk of harm or that adversely affect the mental or physical health or safety of a Student.
- Any activity that intimidates or threatens a Student with ostracism, extreme mental stress, shame, humiliation or affects the mental health or dignity of a Student; or may reasonably be expected to cause a Student to leave the organization or institution rather than submit to acts described above.
- Coerced sexual activity.
- Any activity in which a person solicits, plans, encourages, directs, aids, or attempts to aid another in hazing or intentionally, knowingly, or recklessly permits hazing to occur and/or knowingly fails to report the incident.

### **Alcohol and Drugs**

No Student shall possess or consume alcoholic beverages except as permitted by law and University polices.

No Student shall manufacture, sale, delivery, possession, or use of any controlled substance (e.g drug, chemical or product), and/or possession of drug paraphernalia, except as permitted by law and University polices.

Intoxication is never grounds for leniency. Rather, excessive drinking and/or use of drugs is subject to Sanctioning, notwithstanding and in addition to Sanctions for misconduct associated with use of alcohol or drugs.

## **Tobacco Policy**

The use of tobacco, including smokeless tobacco, by student-athletes, or team or game personnel (coaches, athletic trainers, managers, and game officials), is prohibited in all sports during practice and competition. This policy applies to all practice, training and competition sites and is considered to begin upon arrival and ends when one leaves.

This ban includes related activities such as banquets, autograph sessions, media conferences, post game interviews, clinics and other occasions related to university athletic events and tournaments.

In addition, the Athletic Department strongly discourages the use of any tobacco product at any time. Every effort will be made to provide education to prevent the initiation of its use and assist those requiring help to quit.

## **Probation**

Teams not abiding by the policies and procedures outlined in this handbook will be placed on probation.

1. First Offence – The club sport team will be notified in writing concerning their offence. The letter will state the reason for the probation, the length of the probation and the consequences of further infractions.
2. Second Offence – The club sport team will be notified in writing stating that the case has been referred to the Athletic Director who will adjudicate over any infractions presented to them. The club sport team will then be notified in writing of the ruling.
  - a. In cases where any infraction deals with personal harassment, safety or wellbeing, the Athletic Director shall invoke the Code of Student Conduct and/or contact appropriate authorities outside of the University.
3. Third Offence – The club sport team will be notified in writing stating the team's funding has been terminated and facility reservations will be cancelled.

NOTE: If a violation or infraction is deemed serious enough and warrants immediate attention by the Manager, Recreation it will be understood that any of the steps can be bypassed. If a club sport team feels that the disciplinary action taken was too severe or unwarranted, the team may request an appeal. This must be in writing and received by the Manager, Recreation within one (1) week following the ruling. The Appeal shall be made to the Athletics Director. The Director's decision shall be final and binding.

## **Club Administration**

### **Officer Role Descriptions**

Each club is expected to elect at least three (3) officers, including a President/Captain, a Treasurer, and a Risk Manager. Suggested duties of each position are included below.

#### *President/Captain*

- Serve as the main point of contact between the club and the Manager, Recreation
- Conduct meetings and elections
- Attend all required meetings by the Department of Athletics
- Ensure all administrative duties are completed properly and on time
- Complete registration with the Department of Athletics on a regular basis.
- Complete semester and annual reports to submit to the Manager, Recreation
- Ensure club members complete athlete registration and are aware of all policies and procedures outlined in the handbook

#### *Treasurer*

- Keep an accurate account of all financial records
- Keep receipts to document all income and expenses
- Maintain an accurate budget to submit on an annual basis
- Submit all necessary documentation for requesting funding from the department
- Ensure all club members have paid dues when applicable
- Assist with club fundraising activities

#### *Risk Manager*

- Hold and maintain a current certification for First Aid & CPR
- Maintain a first aid kit for use at all practices and events
- Serve as first responder for first aid emergencies when a Department of Athletic staff member is not available
- Prepare and review all emergency action procedures for club practice space
- Ensure emergency action procedures are created for travel
- Complete accident and incident reports in a timely manner to submit to Manager, Recreation

### **General Meeting/Elections**

Club Sports are expected to hold a general meeting each year in order to host elections. General meetings must be called with at least two week's notice given to all club members. General meetings can also be used to amend constitutions and adjust club processes and procedures.

Upon officer election, the new contact information must be provided to the Manager, Recreation.

### **Constitution**

All club sports are encouraged to have a club constitution, which should be reviewed and revised on an annual basis. Changes for a constitution must be voted on and approved by club members at a general meeting. Clubs are encouraged to submit copies of their Constitution to the Manager, Recreation.



## **Coaches**

Club Sports are able to hire coaches if they wish. Coaches must be selected by the student athletes of the team and it is recommended that they have taken, or plan to take, a coaching certification course established by each team's National or Provincial Sport bodies before assuming his/her duties. Due to their proximity and role, Coaches will be asked to provide an updated resume and certifications and records check, and meet with Manager, Recreation prior to beginning their role.

Approved Coaches are required to complete a [volunteer coach agreement](#) with the Department of Athletics prior to any involvement with clubs.

**IMPORTANT** – Under no circumstances will someone who is serving as Coach have any physical contact with a student. In any case where a concern is raised about inappropriate treatment, contact or interaction between the Coach and one of their players, the Athletic Director, is to be immediately notified.

## **Club Operations**

### **Competition and Scheduling**

Club sport teams are organized for the purpose of demonstrating individual and team athletic excellence. Any competition and travel conducted by club sports teams should be within the budgetary operations of the club.

A club sport team desiring to affiliate with a conference, union or league must secure prior approval from the Manager, Recreation. A copy of each club sport team's competition schedule should be on file with the Manager, Recreation. Scheduling of activities during exams is discouraged.

### **Facility Reservation and Use**

All approved club sport teams have the right to request and reserve space with Department of Athletic facilities including the Fieldhouse, the Hangar, Bora Laskin gym and field, and Port Arthur Collegiate Institute (PACI).

#### *Practice Space*

In order to schedule regular practice space, clubs must contact the Manager, Recreation with an email detailing days, times, and the space requested. No requests are guaranteed. The earlier a space request is received, the more likely it is that it will be available.

#### *Special Events*

Should a club sport team wish to host a special event such as a tournament, showcase, or clinic, that team must set up a meeting with the Manager, Recreation in order to determine feasibility and space availability. Should the event be plausible, space can be reserved with the Manager, Recreation and further meetings will be set to prepare for the event.

The club sport team will be responsible for all set-up, general operations, and take-down of any event that they chose to host.

### **Equipment Storage & Access**

Limited equipment storage is available within the Department of Athletics' facilities. In order to request storage space, please communicate with the Manager, Recreation.

Once club storage space has been arranged, the club officers can request access to the space through the front desk staff.

### **Travel**

All travel by any club sport team leaving the city of Thunder Bay must be approved by the Manager, Recreation at least four (4) weeks prior to any scheduled trip. Travel out of country must be submitted at least six (6) weeks prior to the trip.

The Manager, Recreation can immediately suspend team privileges of any club sport team that travels without approval. Any accident, serious injury, or unusual occurrence on a team related trip – or event at an event held locally – must be reported to the Manager, Recreation by a team executive member as soon as possible. If the team has an accident on the road, they should call the Manager, Recreation immediately.

The transportation and/or consumption of alcohol is prohibited while traveling on University sponsored club sport team trips. Disciplinary action will be taken against persons contravening the Liquor License Act of the Province of Ontario and/or jurisdiction they are participating within.

The University shall not be liable for any loss, damage, injury or other consequence resulting from a participant's failure to comply with University's rules and regulations, the university's student code of conduct, or applicable laws of jurisdiction.

### *Travel Registration*

All club sport teams traveling must complete a travel registration package and submit it to the Manager, Recreation at least three (3) weeks prior to any scheduled trip. Travel registration packages include trip information, trip itinerary, trip roster, and other miscellaneous documents.

Club sport teams must arrange pre-trip meeting with the Manager, Recreation at least two (2) weeks prior to any scheduled trip to confirm travel plans and review emergency action plans associated with the trip. Any revisions to the trip itinerary and trip roster are due within five (5) days of departure

### *Transportation*

Whenever possible, club sport teams must utilize charter motor coach service with professional drivers, or flights. If deemed necessary, clubs may utilize rental vehicles driven by authorized drivers. When utilizing rental vehicles, the rental insurance must be purchased.

In order to become an authorized driver, an individual must complete an online driver's registration with the Department, and submit copies of their license and a driver's clearance. Driver's must be at least 21 years of age and a clean driving record.

In all travel situations which include rental vehicles, the number of individuals in each vehicle cannot exceed the number of seat belts provided for the vehicle. Any violation of this policy will result in the immediate suspension of the club.

When driving rental vehicles, the following restrictions apply:

- Teams may not travel between the hours of 12:00 am (midnight) and 6:00 am.
- Teams must take breaks at least once every four (4) hours for at least twenty (20) minutes
- If a trip is anticipated to take more than five (5) hours, teams must have two (2) authorized drivers per vehicle
- Teams are not permitted to travel more than ten (10) hours in one day
- Friends, family, and guests are not permitted to travel with the team
- In the case of inclement weather, travel must be delayed.
- All athletes must travel with the team via the arranged transportation method. Athletes are not permitted to travel separately in personal vehicles.

### *Accommodations*

Club sport teams are responsible for securing their own accommodations when travelling.

### *Extended Accident & Medical Insurance*

All student participants shall be responsible for any medical costs they incur during and/or as a result of a competitive team trip. All student participants must have extended travel health care insurance and are responsible for their own Blue Cross (or other equivalent) in the event that the travel is outside of Canada.

## **Finances**

### **Club Sport Funding**

All approved club sport teams will have the ability to request funding from the Department of Athletics. Funding may be requested for any club-related activity, including but not limited to:

- Equipment
- Uniform purchase
- League dues
- Referee fees
- Travel costs

### **Bank Account**

Clubs have an account with the Department of Athletics for the sole purpose of housing allocation dollars. Clubs are encouraged to have an external bank account if they will be receiving or spending money outside of allocation.

It is recommended that at least two (2) club officers have access to the bank account. It is important for clubs to transfer financial information before graduation.

### **Budgets**

Clubs must maintain an accurate budget throughout the year. An anticipated budget must be submitted at the start of each academic year, with updated budgets to be provided at the end of each semester.

A [budget template](#) is provided on the athletics website for clubs to utilize.

### **Fundraising**

Clubs are expected to fund raise dollars for club operations. Department of Athletic funding amount will be impacted by the amount of dollars raised by the club. Prior to any fundraising initiatives, clubs must get approval from the Manager, Recreation

### **Risk Management**

#### **Participation**

There are risks and hazards, minor and serious, associated with participation in athletic and recreation related activities. Participants voluntarily assume all responsibility and risk of loss, damage, illness, and/or injury to person or property associated with participation in Club Sport activities.

Lakehead University, its officers, agents, and employees are not responsible for any loss, damage, illness, or injury to person or property arising out of or relating to participation in Club Sport activities, including the use of Athletics facilities and equipment.

#### **Waivers**

Each club sport athlete is expected to complete [Athlete Registration](#), which includes a medical waiver and a release/indemnity agreement when registering at the start of each academic school year.

Each participant in the club program is required to complete waiver forms prior to any club activity. Waiver forms are valid for only the academic year in which they are signed. Individuals who have not completed this form are not permitted to participate in any club sport activity. Those clubs found not to be in compliance will be subject to program sanctions.

#### **Inclement Weather**

When holding a practice or event outside, or when traveling, club sports must designate an individual to monitor incoming inclement weather. Practices and events must be cancelled if athletes are in an unsafe situation. If practices are held on Department of Athletic space, staff reserve the right to cancel practices in unsafe weather situations.

Club sport officers should consider the safety of club members travelling to and from practice/events during inclement weather. If there is concern of unsafe road conditions, it is

recommended for clubs to cancel all activity. Clubs will be required to cancel activity if there is a full “campus closure”.

### *Lightning*

Lightning is a serious hazard at outdoor venues and must be viewed as such. Everyone should immediately seek shelter if they believe lightning threatens safety. If fork lightning occurs during any outdoor venues, the event will be delayed or cancelled.

Club officers should use the 30-30 rule when lightning is present:

- Take appropriate shelter when you can count 30 seconds or less between seeing lightning and hearing the thunder that follows.
- Remain sheltered for 30 minutes after you have heard the last thunder clap.

### *Thunderstorms*

- Always get indoors during a thunderstorm (when possible)
- Stay away from windows and door frames
- Do not take shelter under or near trees, flagpoles, metal fences or light poles.
- If indoor shelter cannot be reached, **AVOID**:
  - Being the highest point in an open area;
  - Being in contact with, or proximity to the highest point;
  - Being on the open water

### **Emergency Action Plans (EAP’s)**

Each club must create and maintain an emergency action plan for the space in which they regular practice, and submit the EAP to the Manager, Recreation. A template is available on the club sport resources webpage.

### **Accident and Incident Reports**

Should an accident or incident occur during a club sport practice/event, the risk manager is expected to complete a report and submit it within 24 hours to the Manager, Recreation.

### **Concussion Policy/Return-To-Play Policy**

Suspected concussions must be accompanied by an accident report and reported to the Manager, Recreation within 24 hours.

Any athlete with an expected concussion will be removed from play until medical clearance has happened. Athletes must obtain proof of clearance from a medical professional, and submit this form prior to returning to club activities.

### **Branding and Marketing**

#### **Branding and Logo Use**

Registered club sport teams may use the name of Lakehead University and the Thunderwolves designation in their organizational title.

Registered club sport teams are eligible to use the Lakehead Thunderwolves logo. Use of the logo should be approved by the Manager, Recreation.

### **Marketing**

It is important that all club sport teams recognize the importance of presenting a proper image on campus. All promotional material must be approved by the Manager, Recreation before production.

Clubs have access to utilize marketing support from the Department of Athletics and should contact the Manager, Recreation to set-up any promotions through department channels.

### **Social Media**

Any social media accounts connected to Lakehead University or Lakehead University Athletics must be disclosed to the Manager, Recreation. Club Sports must recognize that their actions are a reflection of Lakehead University, and should act in accordance with the Lakehead University code of conduct.

### **Uniforms/Merchandise**

Teams can produce their own uniforms and merchandise, with design approval from the department. Teams are encouraged to utilize the Manager, Recreation when designing uniforms or merchandise. The department can submit request for quotes from local suppliers and if funding is available, place the order for clubs.

### **Conclusion**

We look forward to a great year with all of our club sport teams and athletes. Please do not hesitate to contact the department with any questions, comments, or concerns. Best of Luck!