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### Important Contacts

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<tr>
<td>Curtis Lau</td>
<td>Recreation Coordinator</td>
<td><a href="mailto:curtis_lau@sfu.ca">curtis_lau@sfu.ca</a></td>
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<td>Sport Clubs</td>
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<td><a href="mailto:sport_clubs@sfu.ca">sport_clubs@sfu.ca</a></td>
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<tr>
<td>Dave Olafson</td>
<td>Equipment Foreman</td>
<td><a href="mailto:olafson@sfu.ca">olafson@sfu.ca</a></td>
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### Emergency/Campus Security

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Sport Clubs Introduction
Sport Clubs are student groups lead by Simon Fraser University members. Sport Clubs have the privilege to set their own requirements for membership as long as they are fairly applied to all active and prospective members and do not exclude based on race, religion, ethnic group, national origin, age, sexual orientation, or disability. Although Sport Clubs may not prefer to limit the number of members that may join their club, it is understandable that only a certain number can realistically participate during competitions. Each Student Sport Club must work out a fair and equitable method to accommodate all of its members' needs for coaching and participation in games, matches or tournaments during the year and this must be outlined in the Club's constitution. The selection process for competitive team membership must be clearly detailed and all prospective team members must be made aware of the process prior to trying out.

Recreation Philosophy of Student Sport Clubs:
- Voluntary student organizations established by students who are motivated by a common interest to participate in a specific sport.
- May emphasize different values such as league or tournament play, social interaction, instruction and skill development or a combination of the four.
- Will provide an educational experience through the process of management and organization for the students involved.
- Must exist within the policies and procedures established by Simon Fraser University and the Athletics and Recreation Department and are not separate legal entities.
- Students are responsible for the internal organization and conduct of their Club activities. Sport Clubs remain entirely under the jurisdiction of SFU Athletics and Recreation.
- Present a unique opportunity for students to develop both physical activity, sport and leadership skills.
Membership Information
SFU Sport Clubs are only open to SFU students, alumni, faculty and staff. At least 75% of the members must be active students. All Sport Club members need to register for their specific club at the main Athletics and Recreation office every term that the Sport Club is active. All members need to have a valid SFU Athletics and Recreation Membership.

- Students who paid for their Recreation and Athletics student fee can activate their Athletics & Recreation membership online at go.sfu.ca by signing the waiver.
- Students taking online courses, co-op, SFU staff, faculty and alumni can activate their Athletics & Recreation membership by completing a waiver at the Athletics and Recreation office.

Participants who do not have a valid Athletics and Recreation Membership are ineligible for participation in the Student Sport Club. Participation in a Sport Club by ineligible participants could cause the Club in question to face disciplinary proceedings.

Membership Fees
In addition to the SFU Athletics and Recreation Membership, each Sport Club member must pay a membership fee to the Sport Club. A Sport Club membership fee should be fair and equitable for the members and assist the Club in maintaining its fundraising income. The minimum Sport Club membership fee is $5. All Sport Club membership fees must be collected at the time of Club registration through the SFU Athletics and Recreation registration system.

Violation of Membership or Eligibility Regulations
- Each Student Sport Club is responsible for knowing and following the eligibility and membership regulations. Violation of these regulations may, at the discretion of the Sport Club Coordinator, result with one or more of the following sanctions:
  - Participating in a club activity by a non-registered participant (first violation): Participant will be declared ineligible and may result in expulsion from the Club.
  - Participating in a club activity by a non-registered participant (second violation): Club will be suspended from all activity for a period of no less than three semesters. Upon completion of the sanction, the Club will be on probation for a period of no less than three semesters.
- Clubs that belong to a league or outside organization may be required to meet more specific eligibility requirements. Clubs are required to submit this information to the Sport Club Coordinator in the semester prior to competition. This information must be submitted on an annual basis.
- Clubs that require a player eligibility check via the Registrar’s Office must make follow the following procedures:
  - Each Club member must go to the Registrar’s Office and request a copy of their transcript and current course enrolment.
  - Each Club member must request that this be sent to the Sport Club Coordinator.
  - The Club advisor must compile the information and send a report to the requesting organization.
  - It is recommended that this process is initiated eight weeks prior to the required date. It is recommended that clubs request an eligibility check in the semester prior to competition.
Maintaining Sport Club Status
To maintain an active status, Sport Clubs need to ensure that they are completing all of the following items on the check list. *Clubs that fail to meet the requirements are classified as inactive.*

To be completed on an ongoing basis:
- Travel Itinerary form to be completed and approved at least 5 business days prior to the travel date
- Post Game/Competition/Event Report
- Accident Report Form
- Knowledge of all Simon Fraser University Policies and Procedures
- Approval from the Sports Clubs Coordinator for any and all fundraising events
- Executive forms are complete and up to date with Athletics and Recreation at all times
- All Club members are registered with Athletics and Recreation
- Policies set forth in each club’s constitutions are followed
- Minutes for all executive meetings and AGM’s are submitted to Athletics and Recreation within 3 business days following the executive meeting or AGM.
- Copy of Safety Officer’s CPR/First Aid certification

To be completed each semester:
- A minimum membership base of 15 participants per semester if you wish to be active
- Set Club membership fees with the Sport Club Coordinator that will be charged each semester to registrants
- Proposed events/competition and practice schedule
- Sport Club’s Executive List
- Sport Clubs’ Semester-end Report submitted to the Athletics and Recreation by the end of the each active Sport Club academic term

To be completed on a yearly basis:
- In the case of competitive clubs, confirmation of coaches coaching certification level
- Budget must be submitted to show the expected club revenues and expenses for the upcoming year

Inactive Clubs
- Once a club is declared inactive, any group interested in restarting that activity must wait a period of 3 semesters before applying for Sport Club status again.
- Once status is reinstated, the Club will be placed into the first year Sport Club category.
- Clubs that have not been in good standing with SFU Athletics and Recreation during a given year will be discussed at the end of the new club application meeting. At this time, a decision will be made to determine if Athletics and Recreation will continue to support this club or if they should be declared inactive.
Duties and Responsibilities within the Sport Club

All executive members, managers, coaches, volunteers, etc. must be approved by the SFU Sport Club Coordinator. The duties of the Manager, Coach(es), and Student Club executive members may overlap. Therefore, the following information suggests guidelines of the duties that will need to be completed on a yearly basis. How those duties will be divided rests with the discretion of the Sport Club Executive. The following are examples of responsibilities that must be completed.

Executive and Club Manager

Duties should be allocated between Officer(s) in relation to the needs of each individual club. Each club, in consultation with the Sport Club Coordinator, must designate a Student Sport Club Manager. The Manager will be the primary point of contact with the Sport Club Coordinator.

- Administer club meetings.
- Co-ordinate promotions.
- Prepare and submit yearly budget requests to the Sport Club Coordinator for approval.
- Approve expenditure of funds in accordance with the clubs mission statement.
- Keep and update the club’s constitution for club approval, every April, or when changes occur.
- Facilitate transition to next group of Officers.
- Oversee expenditures and receipts.
- Supervise fund-raising events.
- Ensure club abides by Simon Fraser University policies and procedures.
- Spread interest in and awareness of the sport through publicity, demonstrations, and sanctioned competitions.
- Make travel arrangements as required by the club.
- Publicize club activities.
- Oversee the storage of equipment.
- Review membership registration lists to ensure all participating members are registered.
- Retrieve club mail from the Rec Sports Office.
- Record club meeting minutes and submit to Sport Club Coordinator.
- Submit a list of all club activities for the semester, both on and off campus, to the Sport Club Coordinator.
- Submit registration forms at the beginning of the semester to the Sport Club Coordinator.
- Financial records must be available at all times for the Sport Club Coordinator.
- Assist club with financial matters including budgeting, payment of bills and fund-raising.
- Order equipment for the club.
- Meet with the Sport Club Coordinator at least once a month.

Coach(es): Confirmation of coaching certification must be submitted to the Sport Club Coordinator prior to any Club activities.

The following is a list of potential duties or responsibilities of any coach of a Simon Fraser University Student Sport Club (ALL administrative duties are in the hands of the Club Members).

- Have knowledge of all Simon Fraser University policies relative to clubs.
- Uphold the philosophy that Sport Clubs are student led.
- Develop and improve skills of club members.
- Assist Club Officers in scheduling games, matches, or tournaments.
- Coordinate practices and game schedules. Decide who is cut or makes the competitive membership list.
- Develop and employ safety procedures.
- Attend games and practices.
- Coordinate equipment and supply usage with Club members.
• Promote good sportsmanship during practice and competitions.
• Competitive Coaches must have a minimum NCCP Level 2 coaching certificate.

**Faculty or Staff Advisor**
It is recommended that each Sport Club should have a current SFU faculty or staff advisor to support the Club. The Advisor assists with the day-to-day operations and decisions of the Sport Club and should be kept current with all Club matters throughout the year.
**Sport Club Meetings**

The primary purpose of the Sport Club meetings with the Sport Clubs administration office is to provide central planning, administrative guidelines and general supervision and evaluation for the Sport Club Program, including specifically:

- Serve as a communication vehicle between Sport Clubs and the University community.
- Promote the program toward increasing interest and participation in Sport Clubs.
- Aid in formulating and implementing policies and procedures under which the Clubs shall function.
- Seek solutions to common problems.

It is recommended that regular Sport Club meetings are scheduled with the Sport Club Coordinator once a semester in the months **September and January**. Special meetings may be called at the discretion of the Sport Club Coordinator or Sport Club executive team.

Attendance for scheduled and special meetings is **mandatory**. If a Sport Club representative or alternate cannot attend a meeting, the Sport Club Coordinator must be notified by phone or email no less than 48 hours prior to the meeting.
Safety
It is the responsibility of the Sport Club executive members of the Club to ensure that precautions are to keep the Club’s members safety at a premium. It is strongly recommended that every Sport Club implement and practice the following safety guidelines.

Injury Prevention
- Sport Club Executives, Club members, coaches, volunteers, and instructors must emphasize safety during all Club-related activities.
- **At a minimum, a Sport Club must have TWO members certified in First Aid/CPR** and it is mandatory that an approved safety officer be in attendance for all Sport Club events. It is the Sport Club’s responsibility to purchase a first aid kit.
- Develop written safety guidelines relevant to your sport.
- Inspect fields, facilities, and equipment prior to every practice session, league game, and special event. Report unsafe conditions to Equipment Room or Sport Club Coordinator immediately.
- It is strongly recommended that all members of the Club have a physical exam prior to participation in Club activities. Health Services on campus can provide this service for relatively little cost. Athletics and Recreation will not pay for players’ physicals.

Emergency Response
- Assess the condition of the victim.
- If the condition is serious, or if you are in doubt:
  (a) Recommend the victim visit a local Walk-in Clinic, Emergency Room or go to SFU Health Services in Maggie Benston Centre (which is open 8:30am to 4:00pm Monday – Friday.)
  (b) If it is judged to be unsafe to move the participant to a Walk-in Clinic or Health Services, gather the age and condition of the victim
- If you are on campus, send a responsible individual to call 911
- Then follow up with security at 778-782-4500 (24hr Campus line) and follow their instructions.
- Use the Blue Boxes on Campus for a direct link to security.
- In the meantime, stop game/practice, keep victim calm, tend to any injuries, but do not move the victim unless in a life threatening situation (i.e. on the road). Also, Club members and volunteers should wait at key locations (e.g. doors, stairways) to direct personnel to the victim as efficiently as possible.

Accident Report and Incident Report
- Accident report and incident forms are available from the SFU Sport Clubs website. A Sport Club must complete an accident report form or incident form for every accident or incident during any Sport Club activity. The form must be submitted in person to the Rec Sports Office or by email to sport_clubs@sfu.ca
- An accident is described as any situation that results in an injury.
- An incident is described as any situation that results in an unplanned, undesired event that hinders completion of a task and may cause injury or property damage.
- Failure to complete the respective report form after an accident or accident could cause the Club in question to face disciplinary proceedings.
Risk Management

Sports inherently come with risks such as injuries, travel hazards, and acquiring sensitive information. All persons participating in Student Sport Club activities need to be aware of and assume responsibility for these risks, dangers and hazards. Sport Club participants must also verify that they are in good health and physically capable of carrying out the activities in which they will be participating.

- Insurance - All Sport Club members must have a valid BC Medical Service Plan (MSP) card before participating in any club activities. All Sport Club members are strongly advised to carry Extended Health benefits. BC MSP Coverage sometimes will not cover all costs associated with medical care. To be eligible for any University support in case of an accident the effected party must have a current BC MSP Card and extended Health Benefits. It is essential that all members travelling outside of British Columbia carry the appropriate out of province medical/travel insurance.
  - Sport Club Members are encouraged to obtain accident/medical and liability insurance through your sport’s National or Provincial Sporting Association and/or governing body as appropriate for your club and individual members
Sportsmanship and Conduct

Policy
For on and off-campus events, the Sport Club and its members are representatives of Simon Fraser University, Athletics and Recreation. This means their behaviour is expected to be reasonable, responsible and mature.

- The basic concept underlying the University’s standards of conduct is that students, by enrolling in the University, assume an obligation to conduct themselves and their organization in a manner compatible with the University’s function as an educational institution. Individuals must always act in a manner that does not detract from the reputation of the University (this includes behaviour in game situations). When involved in off-campus events or when travelling, the Sport Club is still representing the University.

Conduct
The unlawful possession, use, and distribution of illicit drugs and alcohol on the Simon Fraser University campus or during SFU sponsored activities are prohibited and will result in appropriate steps by the Sport Clubs Coordinator and Director, and/or the office of Campus Community Services. These disciplinary sanctions may include immediate disbanding of the offending club and/or expulsion of the offender(s) from the University all together.

A player may be ejected from a game, activity, event or prevented from participating for consuming alcoholic beverages/drugs either at the game site, or in sufficient quantity prior to the game to impair his/her participation and/or behaviour. The decision to eject a participant will be made by the game official or the Sport Club members. This decision will be based on judgement and will not be considered grounds for protest. It is the responsibility of the members to co-operate with game officials in controlling spectators and Sport Club followers. A contest will be forfeited if in the opinion of the game official(s) if such co-operation is not evident.

Good sportsmanship should be observed in all Sport Club program activities. Respect of participants, coaches, managers, volunteers, officials and spectators is essential for amateur competition and fair play.

Good sportsmanship conduct by participants toward the opposition, officials, spectators, volunteers, and staff is mandatory. The Sport Club Coordinator and/or the Director of Recreation have the authority to administer disciplinary action to individual players, coaches, volunteers, managers and/or spectators for unsportsmanlike conduct.

Unsportsmanlike conduct may be penalized as follows:
- Suspension of Sport Club executives, participants, volunteers, managers, and coaches.
- Expulsion of members, volunteers, coaches or managers from Sport Club activities.
- Forfeiture of contest(s) or game(s).

The severity and/or frequency of the unsportsmanlike conduct will determine the appropriate course of action.

Harassment
Harassment includes any comment or conduct directed towards another person or persons which is:
- Abusive or demeaning.
• Includes a direct or indirect reference to a prohibited ground of discrimination under British Columbia’s Human Rights Code**.
• Would be viewed by a reasonable person experiencing the behaviour as an interference with his/her participation in a University related activity.

** Discrimination under the Human Rights code is behaviour that is based on age, race, colour, ancestry, place of origin, political belief, religion, marital status, family status, physical or mental disability, sex, or sexual orientation, and, in the case of employment, and unrelated criminal convictions. It can be reported to the Harassment Office and action may be taken to resolve any arising conflicts.

For further information, please see the SFU Harassment Policy: www.sfu.ca/policies/general/gp18.htm

Hazing Guidelines
Simon Fraser University prohibits student organizations and their members from engaging individually or collectively in hazing activities. Hazing is defined as any activity that includes one or more of the characteristics described below:
• Activities that expose personal values to compromise or ridicule.
• Activities that abuse the trust an organization is striving to build between its members and prospective members.
• Stunts which have no meaningful relationship to the objectives of the organization.
• Activities that humiliate or subject individuals to circumstances with which they are not comfortable, or of which they are fearful.
• Activities which stated illegal or violate in the University Policies and Procedures.
• Activities which interfere with academic pursuits or normal life functions.

Some examples of prohibited activities are forced swallowing of uncommon substances, forced consumption of alcohol or drugs, excessive exercise, and sleep or sensory deprivation.

Sanctions and Disciplinary Action
Individual members and the affiliated Sport Club as a whole are responsible for their behaviour and will be subject to disciplinary action by the Sport Club Coordinator and/or the Director of Recreation and/or the University disciplinary process for inappropriate behaviour.

Additionally, any damages caused by a Sport Club or any of its members while on an unofficial or official sanctioned Sport Club activity, will be the responsibility of the Club and its members. Damages will be charged back to the Sport Club and the membership out of non-University funds. Any action brought against a club or any members of a club will be the responsibility of the Sport Club.
Finances and Financial Assistance
Operating budgets must be submitted to the Sport Club Program Coordinator within the time lines announced and on an ongoing basis if there are any changes. Upon review of the Club’s operating budget, the Sport Club Coordinator may allocate support, through subsidies and/or direct funding of certain activities to Student Sport Clubs when funding is available. Student Sport Clubs should expect to support their programs through their own resources such as semester or annual fees and fundraising projects. There is no direct funding of Sport Clubs by SFU Athletics and Recreation.

Sports Clubs may apply for limited one time funding to support special projects or initiatives. Decisions to fund an activity or subsidise a Student Sport Club are made based upon several variables, including but not limited to the following:

- Status of club (have they had discipline problems)
- Attending mandatory meetings
- Submitting information in a timely fashion
- Club classification
- Size of the club
- Student/faculty/ staff/ alumni ratio
- Equipment needs
- Facility needs
- Length of the competitive season
- Demonstrated self-reliance
- Growth and stability of the club
- Use of allocated funds in the past
- Quality of proposal
- Quality of presentation
- Allocated funds will not exceed 25% of the clubs operating budget

All Sport Clubs must note that any financial support that is received from the university will be reviewed annually and may increase or decrease depending on the needs of the program and the funds that are available to the Athletics and Recreation department.

Reimbursement for Approved Expenditures

- Consult with Sport Club Coordinator prior to any expenses. For example, ordering or purchasing any goods, services, travel reimbursement etc. Ensure that you know the University policy and it is an approved expenditure.
- Expect up to four weeks for processing time. Further processing time might be needed for large expenses.
- If the reimbursement involves a currency exchange, please submit a credit card statement with the original receipts to ensure a full reimbursement.
- All claims must be submitted to the Sport Club Coordinator.
- All purchases and expenses must be included in the club operations budget and must be pre-approved by the Sport Club Coordinator and the Sport Club executive members.

Financial Principles
It is the responsibility of the Sport Club’s treasurer and/or manager to keep an accurate record of all financial transactions made by the Sport Club. Club finances are to be kept in order at all times and open for review with 5 business days’ notice to the Sport Club Coordinator. Clubs should update their budget regularly and keep a detailed record of revenues and expenses. All club finances must be managed in coordination with SFU Athletics and Recreation.
Fundraising
This section outlines further opportunities to gather external funds and sponsorships for supporting any Sport Club operating budget. Provided in this sections are steps to hosting a fundraiser and possible ideas to help promote a Sport Club while raising money to support the Club’s needs.

Ideas
All fundraising ideas/plans must be approved by the Sport Club Coordinator.

- Souvenir Sales - shirts, posters, mugs, bumper stickers, calendars etc. (All graphics must have prior approval from the Sport Club Coordinator)
- Raffles (approval must be cleared through the BC Government)
- Movie Nights
- Hosting a tournament.
- Car Washes
- Bottle Drives
- Youth Programs for your sport (all Youth Programs have to be approved and organized through the SFU Youth Programs office)
- Hosting a charity event such
- Progressive gift card orders
- Walkathon
- Sporting events tickets
- Corporate or commercial sponsorship
- Corporate or personal donations

Steps to Hosting a Fundraiser

- Develop and submit a proposal for the fundraiser to the Sport Club Coordinator for approval. This should include the details of the event, why the Sport Club is hosting the event, what purpose the event has towards your club, and what the clubs goal is for hosting the event. Be sure to submit your proposal at least one month in advance to provide the necessary time for approval.
- Schedule and secure the necessary space or facility needed for the activity.
- Obtain, complete and return any contracts or any legal aspect needed in hosting the activity.
- Arrange for set-up, takedown, supervision and cleaning within the Sport Club.
- Create an incentive or have prizes that entice people to participate in the fundraiser.
- Create, publish and distribute advertising and promotional materials for the event (must follow SFU guidelines and be approved by the Sport Club Coordinator).
- The event itself.
- Complete an evaluation of the event with the actual expenses and revenue received from the activity.

Sponsorship
Before approaching any person, organization, company, etc. regarding sponsorship, the Sport Club must get approval from the Sport Club Coordinator and the department Sponsorship Coordinator. All Sport Clubs must receive approval from the Sport Club Coordinator prior to entering into a sponsorship agreement with any person, organization, company etc. Sport Clubs are not permitted to sign any sponsorship agreements.
Facilities

Booking Facilities
- On-campus practice facility booking requests are submitted along with the events form at the beginning of every term that the Sport Club is active.
- Book as far in advance as you can. At least one month is recommended.
- Contact sport_clubs@sfu.ca for approval and for planning support.
- Know the exact date and time of your event including set-up and take-down times. If in doubt, book more time than you think you’ll need.
- Know how many people your event is for. Book a room slightly larger than you think you’ll need. Avoid booking a large room for a small number of people.
- Visit the room and make a note of the proximity of washrooms, parking lots, and cafeterias.
- Make sure your room is wheelchair accessible.
- If you cancel your event, contact the person you booked it with. That space can always be used for another purpose.

On Campus Facility Use
Simon Fraser University all facilities are shared between the various areas within Athletics and Recreation, including academic classes, varsity athletics programs, intramural leagues, drop-in sports, non-credit instruction, fitness programs, aquatics and rental groups. Because of the limited space and the need for consistency throughout the year, some programming schedules have been set for the entire year. Sport Clubs are required to request bookings for practices and competitions by the deadlines communicated.
- With limited space it is vital that the Sport Club plan in advance when it can practice and when it can host league games or tournaments. The Sport Club should not expect to have a facility based on historical precedence.
- SFU facilities are booked on a semester basis. Sport Clubs will be required to submit the appropriate forms to book on-campus facilities for practices, meetings, games or tournaments. As the date gets closer the Sport Club Coordinator will advise you of the final deadline for space requests. Clubs are advised to secure space prior to advertising practice, event or competition dates and times.
- As SFU facilities are used by a number of groups, conflicts, and cancellations may arise. Cancellations or schedule changes will be communicated by email.

Notice of Cancellations
Sport Clubs must notify the Sport Club Coordinator at least 72 hours prior to a schedule event of any facilities cancellations. Failure to do so may result in the cancellation of additional subsidised facilities. Rental fees will be applicable in the event that a facility booking was NOT cancelled with adequate notice. Please email cancellation notices to sport_clubs@sfu.ca

Off-Campus Facility Use
Sport Clubs must coordinate all off-campus facility bookings through the Sport Club Coordinator. All off-campus locations must be approved by the Sport Club Coordinator. Please note that you do not have permission to sign a rental agreement with the University name on it. All external facility rental contracts must be in the name of SFU Athletics and Recreation, not the club, signed by the Director of Recreation. If a Club is planning on using an external facility for games and/or practices the club should make all arrangements for use of the external facility including booking dates and times and negotiating rental rates. When this is arranged the information must be forwarded along with a contract from the facility to the Sport Club Coordinator for approval. Once this is reviewed and the
Club is deemed to have sufficient funds to cover the rental fees the contract will be forwarded for necessary signatures. This may take several days, so plan accordingly. Sport Clubs may not use any external facilities without having a signed rental agreement in place or without the consent of the Sport Clubs Coordinator.

**Game Scheduling**

A complete list of scheduled games must be submitted to the Sport Club Coordinator at the beginning of each term. Complete and up-to-date schedules should be provided to the Sport Club Coordinator. Matches requiring travel should be scheduled primarily on the weekends, as club members are not excused from classes for contests. All events must be approved by the Sport Club Coordinator. A travel itinerary form must be completed at least 5 days prior to the day of travel for approval.
Equipment
All equipment purchased with Sport Clubs funds is the property of Simon Fraser University. The maintenance and storage of equipment is the responsibility of each individual Sport Club. Requests for purchasing any new equipment should be outlined in the Sport Club’s Budget Form on a yearly or semester basis. All equipment requests must be approved beforehand. Equipment invoices or expense claims must be submitted to the Sport Clubs Coordinator upon approval for purchase.
Promoting Your Club
SFU Sport Clubs must follow SFU branding and promotion guidelines. All promotional materials and clothing designs must be approved by the Sport Club Coordinator.

Branding
All Simon Fraser University Branding Standards can be found here: http://www.sfu.ca/clf/branding.html

Logos
The red-block SFU logo that was adopted in 2006 is invariably the right one to use in all forms of communication. The Standards Manuals will show you how to use it, with or without the registered word mark of “Engaging the World”.

The SFU brand is paramount. Secondary logos (such as a faculty, school or other SFU unit logo) must always be in a less visually prominent position than the SFU logo. They must never dominate or outweigh the SFU logo, or be larger in size or impact than the SFU logo.

You must not alter, vary, manipulate, or distort the SFU logo in either design or in application. Nor can you incorporate the logo or its elements into other graphic designs or logos.

The only exception to the red-block rule is this: SFU’s varsity Athletic teams use the SFU Athletics “swoosh” logo as their primary graphic. SFU Sport Clubs may also use the swoosh, or use the red-block logo.

“The Clan” The historic name “Clan” is restricted to use by funded varsity teams of SFU Athletics & Recreation. The name is not to be used in any logo or other graphic format; nor can it be used on clothing, equipment or facilities without prior approval from the Sport Clubs office.

Clothing and Apparel
The use and placement of SFU branding or logos on clothing, caps, scarves, gloves, accessories, etc., must be approved by the Sport Club Coordinator. All artwork, uniforms and Club logos must have prior approval from Sport Club Coordinator before they are purchased or displayed. Inappropriate slogans or sayings are not allowed and subsequently cannot be used on any Sport Club materials.

Appropriate use of the SFU logo will be determined by the Sport Club Coordinator. Any misuse of the SFU name or logo can result in automatic expulsion of the Sport Club from further affiliation with Simon Fraser University.
Packaging & Delivery
The key directions for our Athletics and Recreation Marketing and Promotions are: Consistent logo branding.

On Campus Promotion
- Club Days – A great start to the semester. Clubs Days provides hundreds of students exploring the opportunities up at SFU, and gives each Sport Club the opportunity to promote a club and enlist new members.
- SFU Community Events - For example, events such as Terry Fox’s Cause on Campus. You can involve your Club by participating in these events.
- Notice Boards – All materials for posting must be approved by the Sport Clubs Coordinator. Materials that are posted within the Recreation and Athletics Facilities must receive a stamp of approval from the Recreation Office in addition to the approval by the Sport Clubs Coordinator. Please ensure that the information posted board is kept up to date and that the material that has expired is taken down. Failure to follow these policies will result in the loss of bulletin board privileges.
- The Peak - Ads are expensive however there is free space at the back for notices. The Peak will also publish or write articles about club events or tournaments. Please feel free to submit professionally written articles to the peak for publication.
- SFU News - is available for staff and students. It is good for notices, but lacks space for large articles.
- CJSF - the campus radio station will announce messages on the airwaves.

Online Promotion – Social Media
- The content of social media posts must adhere to SFU and SFU Sport Club policy.
- There can be no reference or depiction of content which can be interpreted as inappropriate or offensive, which includes, but is not limited to, alcohol, drugs, or profanities.
- In advertising events in where alcohol may be consumed, explicit references to alcohol should not be used. The term “beverage” can be used instead.
- Sport Clubs cannot use the term “Clan” in reference to themselves when promoting through social media channels without prior permission from the Sport Clubs office.
- The Sport Clubs office reserves the right to remove any social media or online content that may be deemed inappropriate.

Web Pages
All Sport Clubs must follow the following guidelines when implementing a web page. Failure to adhere to the following guidelines can result in the loss of the club status.
- No language that is offensive or can be deemed offensive.
- All references to the Department must be made correctly i.e. Athletics and Recreation.
- No logos of other companies can be displayed within the web page without the approval of the Sport Clubs Coordinator.
- If your page is linked to the SFU sport clubs page, a return link must be provided within the Sport Club’s page.
- No material on the webpage or links to other webpages that can be interpreted as offensive.
- The Athletics and Recreation Student Sport Club Coordinator must approve all content within the webpages.
*If you are using a photo including people’s faces in any promotional material or on your website you must have their written permission to do so.

** Please note that the Simon Fraser University name and any abbreviations (e.g. SFU), the SFU official logo and all Athletics and Recreation logos are Trade Marked. Any club using the SFU name, logo or Athletics and Recreation Logo must obtain permission from the Recreation and Athletics Sport Club Coordinator.
Sport Club Benefits
Being a part of SFU Sport Clubs carries with it certain benefits that consist of representing Simon Fraser University, facility bookings, equipment, travel, promotion, financial assistance, departmental support, and access to the Sports Club Coordinator.

Travel
- The Student Sport Club Coordinator must first approve all off-campus travel. A Travel Itinerary form must be completed and submitted at least 5 business days in advance of the scheduled travel for each trip.
- Only those members of a Student Sport Club whose name appears on the Travel Itinerary form will be permitted to travel with the Student Sport Club. Riding in the vehicle is limited to coaches and enrolled Student Sport Club Members. Guests, friends, relatives or non-enrolled students are not able to ride with the Club. All people travelling must be listed on the Travel Itinerary Form.
- In case of an accident or the occurrence of an injury while travelling for an approved activity, please contact the Sport Club Coordinator 778-782-4060 or 778-883-0574 immediately; or please contact Traffic and Security at 778-782-4500 to tell them who you are and your situation.
- All drivers of personal vehicles must submit an ICBC driver abstract along with the Travel Itinerary form. Please contact ICBC to request a driver abstract.
- Multiple vehicle groups should travel together with no late or early departures by one vehicle or another in a group. Student Sport Clubs should file with the Travel Itinerary form a travel plan that has the route and any planned stops listed as well as the location of where the Club will be staying.
- Clubs may travel using personal vehicles, airlines, rental vehicles or chartered buses.
- Driving should be limited to daytime hours only wherever possible.
- For more information, please review the SFU Vehicle Use & Insurance Guidelines.
- Contact sport_clubs@sfu.ca for a copy of the Travel Insurance Card. Please take a copy of the Travel Insurance Card to all approved Sport Club trips.
**Services Not Available to Sport Clubs**

**Physiotherapy**
Due to the limited size of Physiotherapy, they are unable to support the Sport Clubs with any benefits for the athletes. Patients who use physiotherapy will be treated the same as a regular non-varsity athlete, and as such will be subject to all relevant user fees.

The Sport Club office will take first aid supply orders. It is the Sport Club’s responsibility to make sure that all first aid kits items are in good condition and in stock.

When a Student Sport Club has a major event or game on campus, they can request physiotherapy coverage. Coverage will depend on physiotherapists or athletic trainer’s availability. Requests for coverage should be made at least one month prior to the event and will be subject to a fee.

**Laundry Services**
No laundry services are available to Sport Clubs through the Equipment Desk. Individual laundry services are available for a fee, which can be purchased at the Equipment Desk. Individuals can have towel service with the purchase of a gymnasium locker at the Recreation Office.

**Printing and Photocopying Services**
Sport Clubs are responsible for taking care of all printing and photocopying needs on their own. Please utilise on or off-campus printers.
Sport Club Forms

SFU Sport Club forms are available online on the SFU Sport Clubs website (rec.sfu.ca).

- SFU Sport Clubs Manual
- SFU Vehicle Use and Insurance Guidelines
- Event Schedule Form
- Executive List
- Expense Claim Form
- Post Game/Competition Report
- Travel Itinerary
- Accident Report Form
- Incident Report Form