

Carleton University Competitive Sport Club

OPERATIONS GUIDE

RULES AND REGULATIONS:

1. CSCs may not operate another bank account.
2. CSCs may not incur debt. If there is a debt incurred the 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, remaining funds will remain in the operational account for 2 years. After 2 years, the account will be closed, and remaining funds will be transferred back to the general fund.
4. CSCs are allowed to use their grant for direct costs associated with operating the club (i.e. league registration fees, travel, facility rental costs, team uniforms, equipment, etc.). CSCs cannot use the grant for items such as team apparel, personal travel/expenses, remuneration for staff or parties (gifts, etc.)
5. No purchases will be approved unless funds exist in the CSCs account.
6. All CSCs will be called Ravens Sport Y Club. The Ravens logo may be displayed on approved team apparel/gear. CSCs must prominently display Carleton University's traditional colours of scarlet (red), black and white on all apparel and team gear.
7. CSCs may not use personal vehicles for travel except with express written permission.
8. For CSCs not travelling with a therapist someone from the coaching staff must remain on the scene of any incident that result in injury or any unforeseen circumstance.
9. CSCs supporting a high-risk activity are strongly recommended to have someone trained in emergency care at all training sessions and competitions.
10. Illegal use of alcohol and drugs is strictly prohibited in all activities.
11. Every CSC member should be aware of the Emergency Procedures and Emergency Action Plan.
12. CSC participants should be aware that involvement is totally voluntary and personal insurance is the responsibility of the individual.

ACRONYMS

CSCC – Competitive Sport Clubs Coordinator

VA – Varsity Administrator

MIUP – Manager, Inter-University Programs

NCCP – National Coaching Certification Program

CSC – Competitive Sport Club

Department – Athletics and Recreation Department

CONTACT INFORMATION

Bob Rumscheidt, Manager Inter-University Programs

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(613) 520-5627

Erin Veitch, Varsity Administrator

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Vacant, Competitive Sports Club Coordinator

EMAIL

CONTACT #



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Activity	Deliverable	Timelines
End of Previous Season (Winter Semester)		
<u>Practice Times</u> Procedure: Facility space is allotted based on: 1 – Varsity Teams 2 – Intramurals 3 – Instructional Programs 4 – Rentals 5 – Competitive Sport Club 6 – Recreation Club	<ul style="list-style-type: none"> • A complete breakdown of facilities needed for practice from September to April <p>NOTE: The Department makes every effort to provide teams with a maximum of 5 hours of practice time at no cost during their competitive season. Additional practice time will be charged as per regular rental fees.</p>	February 15
<u>Budget (next season)</u>	<ul style="list-style-type: none"> • Establish a working budget • Revise and update budget throughout the year 	March 31
Off Season (Summer)		
<u>Revenue Generation</u> Deposits: 1 – Contact the CSCC, VA or MIUP 2 – Sign a deposit form with amounts being deposited.	<ul style="list-style-type: none"> • Establish membership fees • Fundraising • Some forms of sponsorship • Donations (Adopt-a-raven) 	Ongoing
<u>Coach Certification</u>	<ul style="list-style-type: none"> • Must be certified with NCCP certification as required by the primary affiliation. If no requirement is in place, the Coach(s) must have a minimum of NCCP level 1 fully certified in the sport. A copy of these certifications must be on file. 	As required
<u>Safety Officer</u>	<ul style="list-style-type: none"> • Must be certified with First Aid and CPR • Must meet minimum standards as set by the Sport Governing Body 	As required
<u>League Constitution and By-laws</u>	<ul style="list-style-type: none"> • The CSC must provide the Constitution and By-laws in the league in which they are competing. 	Immediately
<u>Home Competitions</u> Procedure: Facility space is allotted based on: 1 – Varsity Teams 2 – Intramurals 3 – Instructional Programs 4 – Rentals 5 – Competitive Sport Clubs 6 – Recreation Clubs	<ul style="list-style-type: none"> • A complete breakdown of facilities needed for home competitions from September to April <p>NOTE: If exhibitions matches are planned the CSC shall notify the CSCC, VA or MIUP immediately of the exhibition match so that the Control Desk can be informed to allow the visiting team access.</p>	Immediately



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<u>Purchasing and Expenses</u> Procedure: 1 – Process through CSCC, VA or MIUP either in writing or by email. 2 – The request must include item, total cost and date required. 3 – Requested items will be approved and paid within 15 days (funds must exist in order to process)	<ul style="list-style-type: none"> Written request outlining budgetary purchases <p>NOTE: All purchases should be complete by the start of the school year.</p>	Immediately
<u>Off-campus Facility Use</u>	<ul style="list-style-type: none"> Securing off-campus facilities (if necessary) 	Immediately
Start of Season (Fall Semester)		
<u>Registration Process</u>	<ul style="list-style-type: none"> All student-athletes must complete all registration forms immediately (includes during tryouts) All coaches and administrative personnel must complete all registration forms 	Immediately
<u>Student-Athlete Eligibility</u>	<ul style="list-style-type: none"> Once the team has been finalized the CSC must notify the CSCC, VA or MIUP to confirm eligibility with the Registrar 	Immediately
<u>Parking Passes</u>	<ul style="list-style-type: none"> Provide a list of coaches that need passes <p>NOTE: Students are not eligible and there will be a cost associated with the purchase of the passes. Funds must exist in order to process.</p>	Immediately
<u>Travel</u> Procedure: 1 – Submit all required travel documents for approval 2 – CSC to coordinate all travel NOTE: All waivers and documents must be signed prior to departure. The CSC may access group discounts and preferred rates through the Department	<ul style="list-style-type: none"> Submitting travel plan and list of those traveling Include destination(s), dates of participation, emergency contact person and phone numbers, accommodation and travel plans, name of competition and names of competing teams. Itinerary listing times of travel, the route to be taken and members traveling in each vehicle. 	One week prior to departure
<u>Risk and Safety Management</u> Procedure: 1 – An Accident Report Form must be filled out for every CSC incident or accident and submitted immediately to the CSCC, VA or MIUP.	<ul style="list-style-type: none"> To ensure the health and safety of all CSC participants is of paramount importance before, during and after CSC activities. 	As Required
<u>Athletic Therapy – Rehabilitation</u> Procedure: 1 – Contact the clinic (located outside the Raven's Nest Gym) or contact them at (613) 520-5623 to make an appointment.	<ul style="list-style-type: none"> Athletic Therapy Services are available for CSCs student-athletes. A \$15 fee will be charged per session of rehabilitation. The athlete will pay this fee at the time of service. 	As Required



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<u>Athletic Therapy – Student Therapist</u> Procedure: 1 – To request coverage for competitions you must inform the Head Athletic Therapist	NOTE: There is a fee and will be billed to the CSC. Funds must exist in order to process.	2 weeks before the schedule of event/activity
<u>Event Reporting</u> Procedure: 1 – Phone (613) 520-2600, ext 5629, fax (613) 520-4466 or email Christina Atallah at Christina_Atallah@carleton.ca	<ul style="list-style-type: none"> • All statistics and results are reported NOTE: If schedule changes please notify immediately	Immediately
End of Season (Winter Semester)		
<u>Student-Athlete Year End Questionnaire</u>	<ul style="list-style-type: none"> • Each student will be required to submit a questionnaire/evaluation form 	March 1
<u>Year End Report</u>	<ul style="list-style-type: none"> • Summary of competition schedule and result • Budget summary and year-end projections • Self-assessment report for current year • Statement of future plans • Projected budget for the following year • Proposed schedule for the following year • Facility needs and requests for the following year 	March 31
General		
<u>Name, Wordmark, Logo Usage</u> Procedure: 1 – All usage of the name, wordmark and logo must be approved by the CSCC, VA or MIUP.	<ul style="list-style-type: none"> • Branding of all apparel and team gear 	Immediately
<u>Sponsorship</u> Procedure: 1 – Submit to the CSCC, VA or MIUP a breakdown of the proposed sponsorship. It should include name of sponsor, contact information, level and benefits. 2 – The Department will approve your request within 3 to 5 business days.	<ul style="list-style-type: none"> • Financial assistance to operate CSC 	Immediately

