



CAMPUS & COMMUNITY  
RECREATION

CLUB SPORTS PROGRAMS  
**RISK MANAGEMENT PLAN**

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**RUGBY**  
**UNIVERSITY OF ALBERTA**

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# 1 Overview

These individualized club risk management plan is not an exhaustive list, but is intended to:

- Get you thinking about potential risks associated with your sport/activity.
- Encourage a safe practice and competition environment for Club Sports Programs.
- Promote student leadership and learning.

The University of Alberta Campus and Community Recreation department requires each Club Sport Program to develop and file an electronic risk management plan to be updated and re-submitted annually. This Risk Management Plan will be further supplemented with event-specific content, where applicable. Many of the components of the individualized plans can be taken directly from the Club Sports Handbook.

Understanding that managing risk for a sport club is an important and potentially overwhelming task, Club Sports Programs will provide the following (primary and/or secondary) resources:

1. This Risk Management Plan (updated annually);
2. The Club Sports Handbook (updated regularly);
3. A club-specific Risk Management Binder, to be taken to each Club event (updated per event / annually);
4. Event Specific Risk Management Plans additions (added to the Risk Management Binder);
5. Travel Request Forms (trip-specific approval process).
6. Special Event Request Forms (event-specific approval process).
7. Opportunities for Standard First-Aid / CPR Level C / AED training.
8. A club-specific first-aid kit (stocked regularly);
9. Risk Ratings and Controls Grid and/or Hazards Assessments (activity-specific, where applicable);
10. On and Off-campus Emergency Response communication protocol (include in the Risk Management Binder);
11. Each Club must provide a mandatory Risk Management executive position and/or a delegate for each club activity (elected annually and/or per event);
12. Executive Training - including the Risk Management executive position (completed annually).
13. Club Google Drive account (updated regularly);
14. The University of Alberta policies, procedures, and protocols;
15. Club Sport Program-specific staff support.

## 1.1 Participant Undertakings

In consideration of being allowed to participate in our sport clubs, participants will conduct themselves in accordance with the University's guidelines. Such guidelines include, but are not limited to the following:

- Complying with the rules and activity instruction of the Campus and Community Recreation Club Sports programs.
- Reporting injuries or illnesses to the club Risk Management Executive (or delegate) and Club Sports Staff as soon as possible.
- Being responsible for personal property.
- Declaring you do not knowingly have any medical condition which would prevent you from participating in our clubs.

## 2 Compliance

Compliance to protocol will ensure the safe implementation of club sport activity. Non-compliance will result in code of conduct violations for individuals and/or the club as a whole. In order to ensure the health and well-being of each competitive sport club, the following protocols must be maintained during all competitive sport club activity:

### 2.1 Risk Management Binder

- Created by Club Sports Staff.
- Updated by Club Sports Staff and the club Executive as required.
- Brought to each club activity including home and away games, meetings, etc.
- Binder must be picked up and dropped off at designated Campus and Community Recreation department facility within 24 hours before AND after each activity.

### 2.2 Special Event Request Forms

These forms are meant for out-of-the-ordinary, local, one-day type activities held by the club.

- Completed in advance by Executive prior to EACH special event, including local activity off the University of Alberta campus grounds.
- Approved by the Club Sports Program Coordinator. Without approval or late submission, activity will not be allowed to take place.
- Added to Risk Management Binder as required by Club Sports Staff.
- All Special Event Request Forms will have a designated Trip Leader who is, in most cases, a club Executive.

### 2.3 Travel Request Forms

These forms are meant for trips off-campus that usually involve travel outside the Greater Edmonton area and more accommodation and transportation needs. These trips are usually 2 or more days in duration (but not always).

- Completed in advance by Executive prior to EACH special event, including local activity off the University of Alberta campus grounds.
- Approved by the Club Sports Program Coordinator. Without approval or late submission, activity will not be allowed to take place.
- Added to Risk Management Binder as required by Club Sports Staff.
- All Travel Request Forms will have a designated Trip Leader who is, in most cases, a club Executive.

# 3 Membership

## 3.1 Registration

All Club Sports members including Executive, undergraduate, graduate, alumni, staff and faculty, and community participants must register and pay through our registration management system.

Club Sports Program registration occurs online through our Athlete Information Management System (AIMS). Each individual member is responsible for completing registration online prior to participation in club activity. When registering through AIMS members will be assessed the Club Sports Administrative Fee. This fee will be collected in both Fall and Winter semester during the registration period. These fees will be reevaluated by Campus & Community Recreation on an annual basis to ensure the longevity of the Club Sports Program.

## 3.2 Waivers

All participants are required to review, sign, and submit a waiver to the Club Sports Staff through their AIMS registration before engaging in any activity with a club sport. The purpose of the waiver is to make participants aware that involvement in a club sport is voluntary and has many inherent risks and that by participating, individuals accept and fully assume these risks.

Club members may be required to sign an event-specific waiver to their sport as well as a separate travel waiver for each trip they attend as a representative of the club sport.

## 3.3 Medical Screening

Everyone participating in club sports must take responsibility for his/her own health and safety. All individuals who intend to participate in a club sport should, for their own protection, have a physical examination conducted by a qualified medical professional before participating in any club sport activities. The Club Sports Staff reserves the right to require members of clubs to be medically cleared prior to participation.

## 3.4 Attendance Tracking

The Risk Management executive of the club should attend each club sports event where possible. If the Risk Management executive is unable to attend, an executive may be a proxy. If they are unable to do so, they may identify other club executives who would be eligible to act in their stead. These individuals must be trained on the Risk Management plan for the Sport Club, the emergency procedures for the facility in which the practice is to take place and will complete all the other duties of the Risk Management executive.

- Attendance must be taken at each club sport activity
- Attendance records must be retained for a minimum of one calendar year.
- Attendance tracking is completed through the AIMS registration management system.
- If AIMS is not working, the physical Risk Management Binder will contain paper copies used for attendance tracking purposes.

## 3.5 Risk Management Executive

- Each activity must have the Risk Management Executive (or delegate) in attendance.
- A delegate (in lieu of the Risk Management Executive not able to be in attendance) may be another Executive (e.g. President).
- In rare circumstances, the delegate may be the Club Sports Programs Coordinator and/or a Recreation Facilitator.
- If no Executives are in attendance, the activity may not proceed.
- The Risk Management Executive shall keep their executive board of any ongoing.

## 3.6 Right of Removal

To protect the safety of its participants, Club Sports Programs reserves the right to remove individuals from play who we suspect are unfit to participate. This includes individuals who sustain injuries while participating in our programs, as well as individuals who arrive with a pre-existing injury and/or condition.

## 3.7 Insurance

It is recommended that each individual Club Sports member secure their own Accident/Health Insurance. The Campus & Community Recreation department does purchase Sport and Accident Insurance and provides insurance for accidents while participating in the Club Sports Program.

Travel Insurance is provided for those members included on an event specific travel roster. Please contact the Club Sports Staff if an injury occurs while at an away event. Timelines and documentation are important to processing a claim made for an injury at an away event.

# 4 Emergency Response

## 4.1 Access Points

All Emergency Response protocol will be listed in the following areas:

- Club Google Drive team account
- Club Sports Handbook
- Risk Management Binder

Each Executive, Trip Leader, and/or competitive sport club member should take their time to review these documents and make themselves familiar with access locations.

## 4.2 Incident Reporting

An incident is a sport related injury as it occurs during a club sanctioned event such as practice or competition. All injuries, whether they be assessed as minor or major must be documented and reported. It is expected that all student-athletes report all injuries to the Club Sports

Program Coordinator and the Risk Management Executive (or another Executive if the Risk Management Executive is not readily available).

There are Incident Report forms that can be found on Google Drive or in the Risk Management Binder. Forms must be filled out completely and submitted to the Club Sports Program Coordinator by the Safety Executive.

### 4.3 First Aid Kit

- Each club will have an allocated first-aid kit for their activities. These kits are available for use at the Club Sports office.
- Mandatory for all out-of-town travel and/or any locations without a first-aid kit.
- are available for teams to sign out prior to practices, training, or competition. In cases where proper emergency first aid resources and personnel are available, teams should have a First Aid Kit.
- All teams will receive a re-stocking funding allocation to ensure the safety of the athletes. However, if teams exceed the funding allocation, additional supplies used will be billed directly to the team account.
- A facility First Aid Kit is available at the Facility Services desk, located in the Van Vliet Centre.

### 4.4 AED

There are many locations where an AED is located within the Van Vliet Centre and other facilities utilized by Club Sports Programs. It is the responsibility of the club Executive to locate the nearest AED to each club activity space.

### 4.5 Oxygen

Oxygen tanks are located at the Customer Service Desk on the lower level of the Van Vliet Centre (beside the main change rooms). Campus Security must be called if the oxygen is used.

### 4.6 Blood

Any person(s) with visible blood on themselves or on their clothing will be asked to stop participating immediately. They will only be permitted back into an activity after the clothing has been removed, the blood flow has stopped, or the affected area has been bandaged. Teams and players are asked to bring extra clothing to a game in case of this occurrence. A game will be stopped if any blood (dry or wet) is on the playing area, until such time that the spill can be appropriately cleaned and sterilized.

- Blood (and other bodily fluid) cleaning supplies are located at the Customer Service Desk, on the main floor of the Athletics & Recreation facility.

### 4.7 Health Emergency

For any Health Emergency that may directly or indirectly involve Club Sports Programs, Campus and Community Recreation will follow advice, restrictions, and/or orders as directed by



the university Public Health Response Team (PHRT, the Municipal, Provincial, and/or Federal government).

## 4.8 Communication

- As activities will vary geographically, cell phone access to the Club Sports Program Coordinator is required at all times with or without the Coordinator on location.
- It is the responsibility of the Risk Management Executive (or delegate) to have the cell phone contact details arranged with the Club Sports Program Coordinator.
- In remote areas cell phone coverage may not be available, in this situation, acquiring a satellite phone (No dead zones) may be the best option.

# 5 Incident Protocols

## 5.1 General

1. Stop immediately; take steps to prevent another accident and notify the appropriate services.
  - Call 911 (if necessary) for medical attention and/or police assistance if necessary. Assist where needed and as directed by any facility, medical or police personnel.
2. Render aid to the injured until help arrives, only by trained personnel.
3. Report immediately to the club Risk Management Executive and the Club Sports Program Coordinator via Phone or email.
  - In the event that the incident involves the Safety Executive (or delegate), the President must report to the Club Sports Program Coordinator.
4. Immediately fill out the Incident Report Form
5. Within 24 hours of the incident the club Risk Management Executive (or delegate) must submit the incident report form along with other relevant documentation either onto Google Drive or a physical paper copy to the Club Sports Office.
6. Within 48-72 hours, the club Risk Management Executive (or delegate) or will meet with the Club Sports Program Coordinator to review the accident.
7. Depending on the severity of the injury, a return to play policy will need to be followed.

## 5.2 Minor

If, in your opinion, an injury is not life-threatening, take the following steps:

1. Have a First Aid/CPR certified Club executive, member, coach, or other qualified individual assess the individual and provide first-aid to the best of their training and ability.
2. If required, call 9-1-1.
3. Continuously monitor the patient until treatment is complete, or EMS arrives. If their condition dramatically worsens, refer to the Major Incident Protocol below.
4. Notify University of Alberta Campus Security and the Club Sports Program Coordinator
5. A Club member should stay with the victim and complete an Incident Report Form.
6. **DO NOT DIAGNOSE AN INJURY TO THE VICTIM, A BYSTANDER OR ON THE INCIDENT REPORT FORM.**
7. Return all completed forms to the Club Sports Program Coordinator by 10 a.m. the next business day.

## 5.3 Major

A major incident requires an ambulance, fire and/or police services. Please follow the steps below:

1. Call 9-1-1. Reaction time is critical.
2. Give operator the following information:
  - Location.
  - Nature of life threatening injury (sudden illness, head, back, etc.) - DO NOT TRY TO DIAGNOSE AN INJURY!
  - How to gain access to the facility or area.
  - Where they will be met and who will meet them – send a Club member to that location to meet EMS.
  - Note the time of the call.
3. Remain calm - DO NOT PANIC.
4. Have a First Aid/CPR certified Club member(s), trainer, coach, or other qualified individual administer initial care to the best of their training and ability, until EMS arrives.
5. Notify University of Alberta Campus Security and the Club Sports Program Coordinator or University of Alberta Club Sports Programs representative.
6. While you are waiting for EMS to arrive and transport the victim, have someone fill out an Incident Report Form.
7. If the incident occurred within the Edmonton area, have all Club members who responded to the incident wait for the Club Sports Program Coordinator (or other Athletics & Recreation staff member) to arrive.
8. With assistance from the Sport Club Coordinator(s), complete the Major Incident Report Form.
9. All forms will be collected and filed by the Sport Club Coordinator and/or an University of Alberta Club Sports Programs representative.
10. Report any symptoms of Critical Incident Stress to the Sport Club Coordinator(s), who will assist the Club member with accessing appropriate support services.

## 6 Certifications

### 6.1 Standard First-Aid / CPR Level C / AED

Each club must have at least 1 Executive at each club activity with a valid Standard First-Aid / CPR Level C / AED certification.

- It is strongly recommended that more than 1 executive have their certification to share the responsibility of activities.
- It is strongly recommended that the club's Risk Management / Safety executive be the primary holder of this certification.

### 6.2 Club-Specific

Additional certifications may be required depending on club-specific activity.

## 6.3 Ratios

Certification ratios are set based on the club's classification and activity risk level(s). A general table of participants per activity ratios are listed below:

<b>Standard First-Aid / CPR Level C / AED Certification Ratio Requirements</b>						
<b>Club Classification</b>	<b>1-10</b>	<b>11-20</b>	<b>21-30</b>	<b>31-40</b>	<b>41-50</b>	<b>51+</b>
Recreational	1	1	1	1	1	2+
Performance	1	1	1	1	2	2+
Competitive	1	1	1	2	2	2+

More robust ratio requirements may be required upon further analysis depending on each specific activity's risk.

## 6.4 Supervision

In all activities, at least 1 club Executive is required to be in attendance for all club activities. This will ensure club compliance and activity delivery standards. On an activity-by-activity basis, a Coach may be appointed in lieu of an Executive member.

# 7 Environmental

The basic guideline for assessing the situation in the absence of the Club Sports Staff is: if there is any question or doubt, reschedule. In case of inclement weather and/or poor field conditions, the following policy should be followed for event cancellations:

1. A Club Sports Staff or other full-time Campus & Community Recreation staff member may cancel the game prior to starting due to severe weather and/or dangerous playing conditions.
2. In the absence of a full-time Campus & Community Recreation staff member, the decision to cancel an event prior to starting will be the responsibility of the Club Sports Recreational Facilitator or Club President.
3. Once the contest has begun, the responsibility for canceling the event rests jointly with the game officials and the Club Sports Staff. Club Sports Staff and Club Executive should inform the game officials of Campus & Community Recreation's inclement weather policy and any other pertinent information to assist the official in making a prudent decision once the contest has begun.

## 7.1 Lightning

If there is lightning in the area, clubs will use the 30-30 rule to determine continuance of play:

- If there are fewer than 30 seconds between lightning and thunder, the storm is too close for safety; the game will be postponed.
- After 30 consecutive minutes without any thunder strikes, the game may resume.

## 7.2 Heat

With summer temperatures increasing, please be aware of the possibility of Heat illness and watch for signs of it in yourself and other players. Stay hydrated, take breaks, and be prepared to reduce your level of play; or even abandon your use.

## 7.3 Air Quality

Please be aware of the current Air Quality for the Valley to insure you/your group are able to comfortably use the Field. When the Air Quality Health Index reaches 7, club sports will postpone any scheduled, sanctioned games and/or events a minimum of 2 hours' notice that day.

# 8 Equipment

All equipment must be tested to ensure all equipment is in good working order. If any equipment is deemed unsafe for the activity, it will not be allowed for use in any activity and must be property disposed of.

## 8.1 Storage

All Club Sport equipment should be stored in University facilities whenever possible. The Club Sport Staff will assist in finding an appropriate location. When keys are issued to representatives for storage areas, it is the responsibility of the representative to assure that the keys and storage rooms are not misused.

## 8.2 Inspection

During each activity, an Executive will inspect equipment using a Risk Management Checklist which will be located in the club's Risk Management Binder. This Risk Management Checklist will be created in association with the Club Sports Program Coordinator. The Club Sports Program Coordinator may require proof of inspection documents to be copied and kept on file.

## 8.3 Inventory

An equipment inventory form for each Club is kept on file with the Club Sports Office. The Club Sports Staff will monitor the equipment inventory list. Club representatives are expected to conduct a thorough, hands-on inventory and complete the inventory form at the end of each Winter Term (April). Any unsafe equipment should be reported (returned, if possible) to the Club Sports Staff.

## 8.4 Loss

Equipment loss through damage, age, regular wear and tear, theft, or any other factors must be reported to the Executive and the Club Sports Program Coordinator in order to ensure inventory lists are maintained accurately. Solutions for reducing equipment loss will be discussed on a case-by-case basis.

## 9 Drugs / Alcohol

It is very important to our Club Sports Programs to convey to our members that the use of alcohol/drugs (including performance enhancing) is not tolerated and in direct violation of the Club Sports Handbook Code of Conduct policies. It is our mission to provide a fun and safe environment for our members.

Club Sports Programs do not permit any use of tobacco (including electronic cigarettes, vaporizers, and/or chewing tobacco), or cannabis during any club activity. Student athletes are strongly discouraged from taking any dietary supplements as this is an unregulated industry in Canada.

Alcohol within activities for Club Sports registered with Campus & Community Recreation are required to comply with the University of Alberta "Alcohol at University Events Policy":

<https://policiesonline.ualberta.ca/PoliciesProcedures/Policies/Alcohol-Policy.pdf>

## 10 Harassment

Members are bound by the University of Alberta and the Club Sport Handbook's policies and procedures regarding hazing, sexual harassment, and discriminatory harassment. As sexual harassment, hazing, and discriminatory harassment have a zero tolerance classification in our Club Sports Programs, severe penalties will most likely follow the meeting with the University of Alberta Club Sports Programs

- It is the Executive's responsibility to ensure that members are following the appropriate guidelines.
- Executive shall report any harassment or hazing issues in confidence to the Club Sports Program Coordinator as soon as possible. Any club member with concerns regarding harassment are able to contact the Club Sports Coordinator in confidence.

### 10.1 Hazing

Campus & Community Recreation at the University of Alberta prohibits bullying, hazing, intimidation or threats. Hazing includes, but is not limited to, humiliation tactics, forced social isolation, verbal or emotional abuse, forced or excessive consumption of food or liquids, or any activity that requires a student to engage in illegal activity. I understand that hazing of any type is not permitted in any University of Alberta sanctioned activity. Any club member with concerns regarding harassment are able to contact the Club Sports Coordinator in confidence.

## 11 Personal Safety

### 11.1 Incident Response

- Do not jeopardize your safety when responding to accidents.
- Check the surrounding areas first, when responding to an accident or injury.
- Report a concern about exposure to body fluid spills to the Club Sports Program Coordinator.
- Utilize your protective safety equipment at all times.
- Use caution when moving equipment.
- Notify the Club Sports Program Coordinator if there are any major injuries.

- Refer to the Risk Management section of the Club Sports Handbook for more details.

## 11.2 Communication Plan

- Let a friend, family member or roommate know your schedule. Always travel with a buddy (the “buddy system”) where applicable.
- When at a competitive club sport activity late at night, walk to your vehicle or bus stop with someone you know. Call your contact person to let them know you are on your way.
- Use only well-lit areas and pay special attention to surroundings.
- Use SafeWalk services when available.

## 12 Special Events / Travel

Special Events / Travel is defined as any off-campus activity, including local areas. All special event and travel requests will be conducted following the policies in the University of Alberta Club Sports Handbook, and protocols of a Special Event or Travel Request Form. These documents will comprehensively cover all travel approvals. Please speak to Club Sports Staff so they can guide you to the correct form for completion.

- All competitive sport club travel requests must be approved by the club President and the Club Sports Program Coordinator prior to departure of each trip.
- Activity-specific Travel Request forms must be submitted in advance. Travel Request forms must be submitted to the Club Sports by at least:
  - 7 days (1 week) before local travel (within the Greater Edmonton Area)
  - 14 days (2 weeks) before provincial travel (inside Alberta)
  - 21 days (3 weeks) before Canadian travel
  - 28 days (4 weeks) before US travel
  - 35 days (5 weeks) for non-US International travel

Special Event Request forms must be submitted to Club Sports by at least:

- 14 days (2 weeks) before local special event (within the Greater Edmonton Area)
- 21 days (3 weeks) before provincial special event (inside Alberta)

All Special Event and Travel protocols will abide by the University of Alberta policies and procedures.

## 13 Financial

Each club holds their own club account through TD Bank. Clubs must ensure they are updating Club Sports regularly with account activity through approvals and updated documentation.

In order to ensure club banks accounts are protected and secure against any potential misuse, there will always be two members of the club executive team with signing authority on these accounts:

- President
- Treasurer

## 13.1 Purchasing Procedures

- All expenditures (including CREF allocations) must have **prior approval** of the Club Sports Staff before ordering
- All purchase requests (including CREF allocations) *must* be accompanied by supporting documentation for written approval (formal quotes, entry forms, or specific company publications)
- Once expenditures (including CREF allocations) have been approved, the Club Sports Staff will provide assistance to complete the purchase and have the items delivered to the University of Alberta
- All equipment purchases become the property of the University of Alberta. Clubs are able to rent the equipment out with prior approval of the Club Sports Staff
- Club Sports do not have the authority to sell/dispose of University equipment/property. Any unsafe, outdated or unusable equipment must be returned/reported to the Club Sports Staff for disposal

## 14 Reputation

Club Sports participants represent the University of Alberta, the University of Alberta Campus and Community Recreation department, and the University of Alberta Club Sports Programs and should conduct themselves in a behavior that does not devalue the reputation of the University. This includes situations on and off campus, contact with other teams and establishments, and collaborations with internal and external stakeholders. Activities are to not be held at any venue that is associated in all possible ways that may tarnish the academic name, image, and reputation of the University.

Club Sports Programs will ensure club activity is in compliance by:

- Having Competitive Sport Executive and coaching staff monitor that all policy is being followed and adhered to in all competitive sport club activity by its members, including themselves.
- Encouraging all members to be aware of all policies of both the University and competitive sport club are to be followed at all club activities.
- Ensuring Executive members must fulfill their duties to the best of their abilities and ensure a safe and encouraging environment is provided at club activities.

## 15 Code of Conduct

As a member of the University of Alberta Club Sports Programs, club participants are required to conduct themselves in a responsible manner at all times. Your position as a role-model will create interest from peers, students, the Campus community, the external community and the media. Therefore, in addition to being bound by the University of Alberta's Discrimination, Harassment, and Duty to Accommodate Policy for members of the University of Alberta community and third party contractors and volunteers, each student athlete agrees to comply with the University of Alberta Athletics Policies and Regulations listed in this handbook and with the University of Alberta Student Code of Conduct.

## 15.1 Personal Responsibility and Conduct

Each club member is solely responsible for your actions and behavior. The competitive sport club expects you to strive for maturity as a student athlete and as an adult. Your behavior is a reflection of yourself, your family, your team, University of Alberta, players who have gone before you and players who will follow you. Be a good ambassador.

Accept responsibility for errors, loss of concentration or poise without making excuses and then resolve to focus on improvement. Swearing or disrespect towards others (coaches, players, officials, fans, etc.) is considered unacceptable conduct and will result in disciplinary consequences.

As a member of the University of Alberta Club Sports Programs, participants have a responsibility to themselves, their Executive, their fellow club members, and to University of Alberta. Any club sports participant whose conduct puts the reputation of their fellow club members, Executives, or themselves in a compromising position may be subject to disciplinary action.

## 15.2 Disciplinary Action

Once an infraction has been identified, the Executive will receive written notification from the University of Alberta Club Sports Programs informing them of the infraction and requesting that they set-up a meeting with the Club Sports Program Coordinator.

Once notice has been given, the Executive have 7 calendar days to respond for the arrangement of the meeting dates, times, and location. The Club must be represented at the disciplinary meeting by all its currently elected officers and/or the individual responsible for the infraction. Failure to schedule or provide representation at a disciplinary meeting will result in immediate suspension of a Club Sport.

# 16 Concussions

It is the participant's responsibility to seek the appropriate medical attention, however club Executive should encourage proper care is taken for all head injuries.

Signs and symptoms may include:

- loss of consciousness,
- seizure,
- confusion,
- balance problems,
- Nausea,
- vomiting,
- drowsiness,
- irritability,
- fatigue,
- low energy,
- nervousness,
- anxiousness,
- difficulty remembering,



- headache,
- dizziness,
- blurred vision,
- sensitivity to light,
- amnesia,
- neck pain,
- difficulty concentrating.

A conservative approach will be applied to all injuries that result in impact to the head. A participant with a head injury should be immediately removed from play, and seek immediate medical assistance by trained personnel or a doctor.

Absolutely no return to play should occur on the same day of injury if a concussion is suspected. Return to Play will only be granted when fully cleared by a doctor and when return to academics has been cleared first. A physical copy of a Doctor's clearance will need to be submitted to the club Executive and the Club Sports Staff.

## 17 Privacy

Club members personal information constitutes any identifying information beyond an individual's first name and initial of their last name. Club members submit their personal information (names and emails) when registering for clubs. This information must be protected and shared with club executives only. The follow privacy strategies must be in place for clubs:

- Emails of club members must be BCC'd in club communications (not in the "TO" or "CC" section) in order to protect the privacy of their email address
- Personal information cannot be included in the body of club messages (even if the intentions are good, such as to recognize the winner of a club competition). Make sure that any personal information shared in club communications is done with the consent of the club member in question.

Any breaches of personal information must be reported to the Club Sports Office so the appropriate University departments can be involved.

## 18 Club-Specific Risks

As a collision sport, there is a risk of traumatic injury. There will be at least one sport trainer at every game to provide basic care in case of injury. It is the participant's responsibility to rehabilitate and take care of themselves after an injury, but the club executives will provide information on where to access the resources necessary to facilitate a speedy recovery.