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# **KPE CLUB HANDBOOK**

**2023-24**



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## 1. CLUB PROGRAMMING

There are a number of student-led activities for students and community members to join. KPE Sport & Rec are a great example. These student-led activities offer a continuum of activity from beginner to competitive. It is open to all students with certain clubs available to the broader University of Toronto community which includes staff/faculty, alumni, and community members. The clubs provide recreation, instruction, and offer an opportunity for advanced/competitive participation. Program registration occurs through the Faculty of Kinesiology and Physical Education and member-led club leadership groups act as an advisory group to the Assistant Manager, Blue & White and KPE Clubs.

### Services Provided

- KPE clubs are participant-funded programs relying on club participant fees to cover program costs;
- KPE Club fees are set by the assistant manager in consultation with the club leadership group and based on an approved annual budget;
- All financial accounts are held within the Faculty of Kinesiology and Physical Education via the Restricted Spending Plan (RSP) ;
- KPE Club leadership is club appointed and approved by the assistant manager;
- There is no constitution required. Each club will follow their club's mission and objectives, and succession planning must be evident;
- All participants must hold a valid Sport and Recreation membership;
- All non-student ancillary paying members of the leadership group, coaches, and instructors receive a complimentary Sport and Recreation membership. The number of memberships is at the discretion of the assistant manager;
- KPE Clubs have access to the Sport and Recreation apparel provider;
- KPE Clubs must adhere to the Athletics travel policy and have access to the travel coordinator;
- KPE Clubs are promoted on the KPE website;
- KPE Club leadership group has access to annual education and training;
- Leadership must complete annual training which includes, but is not limited to Safe Sport, Rowan's Law, Anti-Racism and Sexual Violence Prevention;
- Practice and competition schedules will be booked through the assistant manager and will follow facility scheduling per KPE guidelines.

## 2. ORGANIZATIONAL STRUCTURE & ADMINISTRATIVE REQUIREMENTS

The day-to-day operations are the shared responsibility of the Assistant Manager, Blue & White and KPE Clubs and each KPE club leadership group, including budget management, scheduling, and leadership training. An effective club leader will delegate the general club responsibilities to others on the leadership team. Other members thus can develop an enhanced sense of value to the program. Since each activity is different, the duties of each club leader will vary within each club depending on its needs and structure. Any proposed changes must be discussed with the Assistant Manager, Blue & White and KPE Clubs.

**\*\* NOTE:** All members of the KPE Club leadership group must sign a volunteer contract which will outline their roles and responsibilities

### 3. CLUB LEADERSHIP GROUP

The leadership group will consist of a minimum of four people and a maximum of seven. The four areas that must be represented are as follows:

1. Financial Representative;
2. Coaching/Competition/Events Representative;
3. Representative with Minimum 2 years' experience with the club;
4. Representative with Maximum 3 years' experience with the club leadership.

**\*\* NOTE:** A minimum of 50% of the Leadership Committee must be U of T students.

#### 3.1 Role of the Leadership Group

KPE Clubs' leadership groups are voluntary and approved by the Assistant Manager, Blue & White and KPE Clubs. The leadership group must take part in annual staff orientations, in-service training, and equity workshops, where needed.

In order to maintain the program, student-led activities must continue to meet basic criteria and operating guidelines. The following criteria are essential:

- Maintain a respected participation status (a minimum of 50% U of T students) by adhering to policies and procedures outlined within this handbook;
- All participants must follow the fair play code (see appendix A);
- By April 15<sup>th</sup> of each year, a budget for the following fiscal year of programming must be submitted to the Assistant Manager, Blue & White and KPE Clubs;
- By April 30<sup>th</sup> of each year submit a facility request with the assistant manager for the following year of programming including dates for special events;
- By April 30<sup>th</sup> of each year, an annual report is to be submitted to the assistant manager on the current year's activities including recommendations for improvement;
- Demonstrate a continued ability and willingness to look after equipment and continue to store the equipment in a safe and appropriate manner (In keeping with this principle, the purchase of equipment which requires significant storage space must be cleared with the assistant manager);  
Note: storage space is scarce and may not be provided to KPE Clubs;
- By April 15<sup>th</sup> of each year submit to the assistant manager a recommended list of names as the KPE Club leadership group, with addresses, emails and phone numbers for Sport and Recreation membership; a schedule of First Aid/CPR Supervisors with copies of their First Aid/CPR certification; information on instructors and coaches including coaching history (where applicable);
- If these administrative roles cannot be met, program status may be removed at the discretion of the program staff. The club must respect the above criteria for their status to be renewed for the following year.

#### 3.2 Role of Assistant Manager, Blue & White and KPE Clubs

- Budget management; oversees budget spending plans
- Advises on matters related to the Faculty and University policies and operations

- Coordinates facility scheduling with club leadership
- Provides day-to-day assistance and help maintains continuity
- Hires, trains, and supervises all club staff (coaches, instructors, etc.)
- Trains all club leadership personnel
- Assists in developing student leadership and development
- Evaluates program annually according to criteria

### 3.3 Participant Eligibility

- Membership will be open to all ancillary fee-paying U of T students
- Members must be ancillary fee-paying students or holders of a valid Sport and Recreation membership to access facilities
- Flexibility may exist within the mandate of specified clubs to attract select high performance personnel (such as instructors) to participate with the clubs
- Permission for these persons to obtain restricted building passes must be obtained on an individual basis from the Assistant Manager, Blue & White and KPE Clubs
- KPE Clubs leadership members are expected to be chosen from the clubs' membership
- All KPE Clubs will be regularly evaluated by the Assistant Manager, Blue & White and KPE Clubs and the KPE Clubs committee. Lack of reasonable compliance may lead to revocation of club status.
- KPE Club members wishing to bring guests into facilities must first have approval of the assistant manager. Guests must adhere to access rules (i.e., pay for entry)

### 3.4 KPE Club Membership Fees

KPE Clubs membership fee is set by the program manager in consultation with the leadership group to reflect the costs of the club's program. For non-student ancillary paying members, KPE Club memberships can be purchased online through FUSION or in person at any of the main membership desks at the Goldring Centre, the Athletic Centre or Varsity Centre.

## 4. CODE OF CONDUCT

**OVERVIEW:** As a member of a University of Toronto Sport & Rec Club, each member is expected to adhere to behaviour that positively represents the Sport and Rec program and the University of Toronto. Members are representatives of the Sport and Rec program and, as such, are amongst the most visible members on campus and in the University of Toronto community. Participation on a club team creates the unique opportunity to be a role model, mentor, and spokesperson. It also brings responsibilities. The social interaction of members, both on and off campus, can be subject to scrutiny and public knowledge. As a student at U of T or a member of a KPE Club you are expected to be positive role models and ambassadors of Sport and Rec, your club, and the University of Toronto by demonstrating the pursuit of ethical sport, fair play, honesty, integrity, and respect for others. As a member of Sport & Rec it is expected to abide by all University policies, Sport and Rec policies, team rules, and policies and procedures of other sport governing bodies (PSO's, NSO's).

#### 4.1 Other Expectations

- Fulfilling all club commitments throughout the year as directed by their head coach and club leadership group;
- Exhibiting conduct at all times which complements and enhances the university and club's reputation;
- Not engaging in any activity that may be considered unethical or might bring the reputation of the members, the club, the Sport & Rec program, or the University into disrepute;
- Refraining from posting or contributing material to any social media platforms that negatively reflects upon the club member, the club, the Sport & Rec program, or the University;
- Treating everyone with respect regardless of historical and ongoing inequities including but not limited to colonialism, racism, sexism, heterosexism, ageism, classism, ableism, religious-based and gender-based discrimination;
- Exhibiting conduct that is free of harassment, sexual harassment, or discrimination (as outlined in the University's Policies and Procedures);
- Conducting all club welcoming/orientations and social activities that reflect integrity, dignity, safety, and individual rights including the right to participate voluntarily;
- Abiding by all sport governing rules and regulations;
- Wearing approved Sport & Rec branded attire when representing the University of Toronto in competition, during award presentations & photos, and any other sanctioned university/club event;
- Following the codes of alcohol and cannabis-related behaviour including the prohibition of consumption of alcohol in any chartered or rented vehicles.

#### 4.2 Harassment and Discrimination Policy

Diversity, equity, and inclusion are integral in U of T Sport & Rec's commitment to cultivating student physical health, wellness, and success.

We acknowledge the value of student diversity and recognize individual differences in our creation of opportunities within physical activity and sport. We understand that disparities in opportunity within sport and recreation are rooted in historical and contemporary injustices regarding race, ethnicity, national origin, sex, gender identity, sexual orientation, religion, socioeconomic status, ability and age, and work to change these. It is required that all student athletes and members are treated equitably within their sport activities regardless of the above. Sport & Rec does not support any form of discrimination or sexual violence towards student athletes and members. This includes, racism, homophobia, transphobia, sexism, body shaming, violence (in any form), or anything else discriminatory in nature. This type of behaviour is not acceptable from students or coaching staff and club executives, and should be reported to Luc Simard, Director, Sport & Rec, even if addressed immediately, to determine if further follow up is required such as more in-depth intervention, personal support, and training. More information on University of Toronto policies and guidelines regarding equity issues, discrimination, and sexual violence can be found here: [Equity Issues | The Office of the Governing Council, Ombudsperson \(utoronto.ca\)](#)

### 4.3 Code of Alcohol-Related Behaviour

In order to develop a positive culture at the University of Toronto regarding alcohol, members need to be leaders with regards to educating themselves and others about the use of alcohol. Research has shown that it takes 90-120 minutes for the liver to metabolize each ounce of alcohol consumed. Furthermore, there is evidence that the performance-degrading effects of alcohol persist for some time after it has been completely metabolized. Hence, in the quest for excellence both on and off the playing field, members need to make smart choices and realize the long-term athletic, career and health benefits of choosing not to drink alcohol or to drink responsibly after the legal age of nineteen (19) in Ontario.

The following activities are unacceptable for all Sport & Rec program members (coaches, support staff, club leadership group and members):

- The consumption of alcohol prior to HOME Sport & Rec recognized athletic events is prohibited within 24 hours of competition or, as defined by each team's team code (whichever is greater).
- The consumption of alcohol at AWAY Sport & Rec recognized athletic events is prohibited a minimum of 24 hours prior to competition time or from the time the team departs campus (whichever is greater) to the time the team arrives back to campus.
- Consumption of alcohol in any University of Toronto athletic facility, including but not limited to: changerooms, classrooms, labs.
- When the use of alcohol interferes with scholastic success, athletic performance, personal relationships, or finances.
- Irresponsible use and/or being intoxicated in a public place (e.g., downtown University campus, restaurants, etc.); and,
- It is understood that there are social norms and special circumstances that would be allowable for the club leadership group to use discretion. These special circumstances will be discussed with the Director of Sport & Rec, Luc Simard, and Assistant Manager, Blue & White and KPE Clubs, Leila Trei.

### 4.4 Code of Cannabis-Related Behaviour

Cannabis is a performance-degrading substance that, like alcohol, is widely consumed for its psychotropic effects. While it is no longer illegal to consume non-medical cannabis in Canada, it has remained against the anti-doping rules of WADA and most sport organizations.

Like alcohol, cannabis is performance degrading. It impairs mental concentration, short-term memory, and motivation. It can interfere with both academic and athletic success and may pose a mental health risk for some users.

However, its widespread use, and changes in regulatory status in many jurisdictions has led to a situation not unlike that for alcohol, in which, despite its obvious undesirability from a sport performance perspective, it may not be appropriate for sport organizations to completely prohibit its use or attempt to enforce such complete prohibition.

The use of cannabis is still restricted for KPE club members representing the University of Toronto, as follows:

- The use of cannabis is prohibited within the 24 hours prior to a HOME competitive event, or as specified by any other team code in effect (i.e. some clubs may choose to prohibit cannabis use more extensively), whichever is greater.

- The use of cannabis is prohibited before and after AWAY Sport & Rec recognized athletic events from 24 hours prior to the competition event time or the time the team departs from campus (whichever is greater) until the club arrives back on campus.
- The use of cannabis at University of Toronto athletic facilities, including but not limited to training and competition spaces, team rooms, classrooms, and labs is prohibited.
- When the use of cannabis interferes with scholastic success, athletic performance, personal relationships, or finances.
- Irresponsible use and/or being intoxicated in a public place (e.g., University campus, restaurants, etc.) is prohibited; and,
- Using cannabis at team building/orientation events is strictly prohibited

#### **4.5 Social Media Guidelines**

Examples of inappropriate and offensive behaviors that fall under the Clubs' expectations of behaviour include but are not limited to, the following:

- Photos, videos, comments, or posts showing the personal use of alcohol & tobacco e.g., no holding cups, cans, shot glasses etc.
- Photos, videos, comments, or posts that are of a sexual nature. This includes links to websites of a pornographic nature and other inappropriate material.
- Pictures, videos, comments, or posts that condone drug-related activity. This includes but is not limited to images that portray the personal use of marijuana and drug paraphernalia.
- Content online that is unsportsmanlike, derogatory, demeaning or threatening toward any other individual or entity (examples: derogatory comments regarding another institution; taunting comments aimed at a member, coach or team at another institution and derogatory comments against race and/or gender). No posts should depict or encourage unacceptable, violent, or illegal activities (examples: hazing, sexual harassment/assault, gambling, discrimination, fighting, vandalism, academic dishonesty, underage drinking, or illegal drug use).

For your own safety, please keep the following recommendations in mind as you participate in social media websites:

- Set your privacy settings to limit all public access to your profile and do not post personal identifying information such as phone numbers, class schedules, home address or other information as it could lead to unwanted attention, stalking, identity theft, etc.
- Failure to abide by these guidelines may result in but not be limited to: individual and/or club suspension

## **5. POLICIES**

### **5.1 Travel Policy**

All travel must be booked through the Assistant Manager, Blue & White and KPE Clubs and the travel coordinator. The safety of participants is of paramount importance. All recreational and competitive sports programs involve inherent risks which are part of the activity. KPE Club participants should know that involvement is voluntary and personal insurance is the individual's responsibility. Each club is responsible for minimizing the risk of injury during all their functions. The University's Risk Management Manual requires several essential features which are to be instituted by co-curricular clubs.



Personal vehicles may be used for transportation for travel within the GTA (Greater Toronto Area) or if the travel route is less than 150km round trip. For use of personal vehicles outside of the GTA, approval from the assistant manager is needed. For travel outside of the GTA, rental cars, buses and or trains are the preferred method of transportation (to be booked through internal travel coordinator). Rental cars can only be driven by members of the club leadership group.

Accommodations must be coordinated and organized through the assistant manager and travel coordinator.

## **5.2 Registration, Refund/Cancellation Policy**

All KPE Club participants are required to register through the main office or online. Participants have up to 10 days to receive a refund (from the start date of the program). A refund after 10 days is up to the Club Leadership group and assistant manager.

## **5.3 Branding Policy**

In order to maintain tradition, uniformity, and branding compliance: all apparel orders must be reviewed by the Assistant Manager, Blue & White and KPE Clubs. In addition, all T-leaf logo use must be approved by the assistant manager

## **5.4 Accounting and Purchasing Policy**

Accounting and purchasing must be performed through the Faculty's finance department. All financial transactions must be signed by the Assistant Manager, Blue & White and KPE Clubs. KPE Clubs are expected to maintain their own record through the leadership group and identify who (i.e. Treasurer) will be the financial liaison person with the program office. All KPE Club funds must be directed through the University of Toronto.

KPE Clubs are to be participant-financed. KPE Clubs may also raise funds through fundraising events. Any fundraising events need to be included in the annual plan and be approved by the assistant manager.

KPE Clubs not following proper accounting procedures or fundraising procedures, or that become delinquent with their accounts, may face sanction or suspension.

## **5.5 Purchases**

At the request of the Sport & Rec designated signing officer, monies will be released as follows:

- A "Personal Expense" form must be submitted with original receipts and the signature of the designated club signing officer for the release of funds. This will then be reviewed and signed by the Assistant Manager, Blue & White and KPE Clubs.

Please note:

1. Expenses cannot be claimed for alcohol.

2. Gas receipts are not valid unless for a rental car booked through assistant manager. Please use mileage forms with addresses and proof of distance (google map, etc.).
  3. Expense reimbursements must be submitted within two weeks of expenditures
    - Spring/summer expenses must be submitted and received by August 30<sup>th</sup>
    - Fall expenses must be submitted and received by December 1<sup>st</sup>
    - Winter expenses must be submitted and received by March 31st
- All expenditures must be reflected in the spending plan as approved;
  - All items to be purchased must have prior approval from the Assistant Manager, Blue & White and KPE Club. For expenditures over \$5000.00, a requisition form must be completed and submitted with exact details of the item(s) to be purchased and must be approved by the assistant manager. For purchases over \$5000.00, please contact the assistant manager prior to purchasing. Requests should be submitted at least one month before the expenditure is needed. Where possible, quotes are to be obtained

### **Accessing Funds**

Accessing funds must be done through expense reimbursements or through the Assistant Manager, Blue & White and KPE Club. This process takes up to two weeks to complete.

### **Petty Cash**

KPE clubs are not permitted to have their own petty cash funds. If a cash float is required for an event, this must be requested two weeks in advance. Expense reimbursements are to be used for all financial transactions.

### **Bank Accounts**

KPE clubs are not permitted to have their own separate bank accounts. All accounts must be held through the University of Toronto.

## **6. DISCIPLINARY PROCEDURES**

Failure to comply with any of the policies and procedures, or any relevant rules, regulations, or laws may result in disciplinary action from the University or from any association or organization which may have jurisdiction.

The actions taken against individual(s) or club may include, but are not limited to, the following:

- Written or verbal reprimand;
- Suspension of facility privileges;
- Suspension of club sport privileges or facility privileges
- Suspension of status; and/or
- Suspension of league and/or association privileges, if applicable.

All KPE Clubs may deal with their own internal disciplinary matters in a fair and judicious manner. All incidents must be reported to the Assistant Manager, Blue & White and KPE Clubs prior to resolution to ensure procedures are fair and expedient. Should a breach of conduct and/or disciplinary situation arise that may have serious consequences, the assistant manager must be notified as quickly as possible. Failure of clubs to deal with internal matters appropriately could bring sanction against the offending clubs.

Disciplinary action for an individual or for a club may be carried out either concurrently or independently and one action is not dependent on another. It is the responsibility of the Assistant Manager, Blue & White and KPE Clubs to initiate these actions when necessary.

If a club or an individual feels that it is necessary to appeal a disciplinary decision, they must go through the following steps and complete each step before moving outside of the clubs' review process (each step must safeguard the applicants right to a non-partisan review):

- If it was a club action, appeal to the club leadership group in writing within 48 hours of the notification of the disciplinary action;
- Appeal to the Director, Sport, and Rec Athletics within 48 hours after the notification of disciplinary action
- Appeal to the Executive Director – Athletics and Physical Activity. This is the final step mandated within the review process.

## 7. APPENDIX A

### 7.1 Fair Play Code

Everyone who uses our facility must:

- Demonstrate respect for all individuals
- Respect the facility in which you participate
- Share equipment, space, and facilities willingly
- Maintain self-control at all times
- Condemn violence and harassment in all forms
- Always attempt to contribute to the betterment of the U of T experience

**Members** - Members should compete to the best of their ability within the limits of the rules. All members will:

- Participate for the love and enjoyment of the sport
- Respect the efforts and accomplishments of your opponents
- Respect their teammates and do their best to be a true team player
- Respect all members, coaches/captains, officials, spectators, and administrators
- Respect and play by the rules of the sport

**Leadership group** – The leadership group must act as team leaders. They must encourage, motivate and assist in developing members to achieve their maximum potential. All leaders will:

- Teach members to play fairly and respect the rules, officials, spectators, and players
- Work in cooperation with the officials for the benefit of the sport
- Recognize and respect the differences in their members
- Not ridicule or degrade members for any reason
- Encourage and reward effort, fair play, participation, and commitment

### **FAIRPLAY is for EVERYONE!**

Failure to abide by our CODE of FAIR PLAY may result in a review or removal of individuals and privileges.