



University of Toronto

**FACULTY OF PHYSICAL EDUCATION
AND HEALTH**

**CLUB POLICY AND HANDBOOK FOR
STUDENT GROUPS**

2008-2009

DEADLINE FOR APPLICATION: December 1, 2008

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Introduction

Some forms of physical activity are best performed and conducted in organized teams, others within the form of student led recreational activities and clubs. The University of Toronto has a long and honourable tradition of such programs—from intercollegiate and intramural athletics, to instruction in sport, aquatics, dance, fitness, and martial arts. Students formed the first recreational "club" activity more than a century ago and the scope of the activities they initiated covers the continuum from recreation to elite international participation.

Today, the Faculty of Physical Education and Health is committed to providing team experiences in all those sports in which there is Ontario University Athletics (OUA) and Canadian Interuniversity Sport (CIS) competition. It is also committed to ensuring the students have access to outstanding recreational opportunities.

But given the rapid growth in new sports and activities, the recent increase in participation in physical activity, and the dramatic changes in the composition and interests of the University, students seek still other opportunities within the structure of teams and clubs. The Faculty has recently received a number of requests for official "Club" status. Over the course of the past decade the structure of the intercollegiate program budget included a "Club" category, and this name has remained in popular use even though its financial and other implications have significantly changed. In some cases, students seek 'Club' status for their intercollegiate activities that already take place outside the structure of the OUA and CIS. In these and other cases, the aspiration to 'club' status is hoped to be a forerunner to the establishment of OUA and CIS competition in the respective sports.

Subject to the limitations of space, human and financial resources, and the assessment of the program, the Faculty is committed to responding supportively to student-led co-curricular recreational and competitive initiatives, whether it be for athletics or other forms of physical activity. In May 2003, the Council of Athletics and Recreation approved a new policy for which student groups wishing to participate in student led group activities could apply. Student-led group activities take shape in four different categories under the Faculty's Policy:

1. Supervised Open Recreation (Led by Student Groups)
2. Recreation Sport Club
3. Varsity Sport Club
4. Student Campus Group Rentals

This handbook is intended to give guidance to student led groups wishing to enjoy the privilege of using facilities at the Faculty and the use the University of Toronto name.

First Steps

Student groups wishing to participate in an organized activity at the Athletic Centre, must first apply to the Faculty of Physical Education and Health through the Program Manager, Athletic Centre. (See application, page xx). Applications are reviewed by the Program Management Team based on facility resources, financial and human resources and type of activity. Listed below is a summary of group activities led by student groups:

Summary of Student Led Group Activities

1. Supervised Recreation

These student-led activities require only practice and/or play time. The activity is truly a recreational program that is organized by student led groups. It is not competitive. The program is registered through the Main Office and student led groups act as an advisory group to the Program Manager.

Other attributes:

- Student coordinator(s) hired by Program Manager. Advisory board to be appointed if necessary.
- Supervisors hired by Program Manager.
- All financial accounts under the Open Recreation Budget. Program Manager is responsible and approves all financial transactions.
- All participants must be members of the Athletic Centre.
- Promoted in the FPEH Activity Guide and website.

2. Recreation Sport Club Program*

These student-led activities offer a continuum of activity from beginner to competitive. It is open to all students and thus not limited to ability. (No try-outs). It provides recreation, instruction, and offers an opportunity for advanced/competitive participation. The program is registered through the Main Office and student led groups act as an advisory group to the Program Manager. The recreational club is managed by the Program Manager.

Other attributes

- Program fees include the cost of casual staff for coordinating, first aid and administration. Program fees are set by the Program Manager in consultation of with the advisory group.
- All financial accounts are held within the Faculty.
- Advisory committee/board would normally be appointed at the discretion of the Program Manager.
- No constitution required: however, succession planning must be evident.
- All participants must be members of the Athletic Centre.
- Promoted in the FPEH Activity Guide and website.

* May 2003 changed the program in that all recreational club programs are owned and maintained by the Faculty. There is no longer a direct affiliation with Student Life Programs.

3. Varsity Sport Club Program

These programs are such that participation is limited to ability (competitive in nature). Applications are reviewed by the Assistant Dean, Co-curricular Education and Program Manager, Intercollegiate. Clubs must operate as a recreational club for a minimum of two years or have had Official Intercollegiate Status prior to applying as a varsity sport club program.

Summary of other attributes:

- There must be a link with a varsity program that has OUA/Varsity League of a minimum of 4 universities.
- There must be a qualified coach/head instructor/coordinator.
- Remains self-funded (no funds allocated from the Faculty) with all financial transactions completed through the Faculty under an assigned Program Manager.
- No constitution required: however, succession planning must be evident.
- Promoted in the FPEH Activity Guide under the Intercollegiate portfolio. Other promotion and media resources are limited.
- Follows all policies of the Intercollegiate Handbook.

4. On-going Student Club Rentals

There will be student-led activities that cannot be maintained by the Faculty due to either limited facility resources, financial or human resource constraints. However, the Faculty will review limited on-going student club rentals for a reduced fee*. See page 11 for further details.

To determine the type of program follow the following guidelines:

Practice/Play Only	→	Supervised Recreation	
Continuum of Program	→	Supervised Recreation	→ Recreational Club
Competitive Program	→	Recreational Club	→ Varsity Club

* rental programs must be affiliated with Student Life Programs

Once the type of program has been determined, other factors are then reviewed, including most importantly, the facility resources required.

It may be that due to the nature of program, facility resources are very limited or are not available, and thus activities may be limited to student campus group rentals. (In which case, student groups do have to be affiliated with Student Affairs.)

Criteria used for affiliation of a Faculty program*:

Applications for sanction of a Faculty program will be evaluated based on the following criteria (*see pages 4/5/6 for additional varsity club status criteria):

1. Embraces and enhances the mission, values and guiding principles of the Faculty of Physical Education and Health:
 - Contributes to the continuum of opportunities of program;
 - Promotes inclusiveness and equity;
 - Embraces the principle of research informing teaching informing best practice;
 - Contributes to needs-based programming.

Note: Refer to Mission Statement

2. Optimizes existing facilities and equipment to be compatible with other Faculty programs and facility standards.

Note: Refer to Criteria for Scheduling in Appendix

3. Demonstrates the ability to operate as an on-going program, including administrative and financial resources secured by the student led activity and utilizing the administrative and financial assistance provided by the FPEH.
 - Succession planning
 - Leadership Development
 - Stability of financial and human resources
4. Operates within the principles of sound risk management through demonstrated practices and measures such as the use of FPEH established safety checklists and informed consent agreements.
5. Demonstrates fiscal responsibility and accountability, which adhere to the University and Faculty policies and procedures.
6. Demonstrates a significant interest level among students and Athletic Centre members. The onus for demonstrating a significant interest level rests with the applicant.
7. A minimum of **fifty percent** of student membership is required. Preference will be given to those clubs whose membership has a higher percentage of students. **50%** of the Advisory Committee should consist of students.

Criteria For Varsity Sport Club Status

In addition to the criteria above, criteria for application for a Varsity Sport Club program is listed below. A Varsity Sports Club is a program which does not operate as an OUA sport. These clubs may be eligible for funding, administration support, facility access and recognition awards comparable to Intercollegiate programs.

Upon successful operation of a recreational club program for a minimum of two years, application for Varsity Club status may be considered based on the following criteria:

1. Demonstrates adherence to the Faculty's general statement of principles of Intercollegiate athletics. (Refer to 1997 Task Force on Intercollegiate Athletics):
 - Accessible to all students and members;
 - Provides a continuum of opportunities;
 - Whole person development;
 - Athlete-Centered.

2. Quality leadership/coaching exists that meets the required commitment to coaching and training.
3. An organized league exists that meets OUA scheduling guidelines:
 - One-third membership of Ontario Universities;
 - Competition facilities meet minimum standards appropriate to the sport;
 - Consideration is given to geography of peripheral members when scheduling;
 - Hosting includes strategic co-ordinated scheduling including consideration of other events hosted by the same member or in the immediate vicinity and includes shared responsibilities by all members;
 - Non-conference scheduling is a secondary priority to OUA/League scheduling.

Note: This criterion applies to leagues other than the OUA

4. There is an availability of qualified officials with an appropriate level of certification.
5. The activity links to a non-university sport governing organization.

Application Process

Applications must be submitted to the Program Office no later than December 1st of the fiscal year for consideration for the next programming year (Beginning May).

Send to:

Melissa Krist, Program Manager, Athletic Centre
Faculty of Physical Education & Health
University of Toronto
55 Harbord Street, Toronto, Ontario M5S 2W6
melissa.krist@utoronto.ca

For supervised recreation applications, submissions must include:

1. A maximum two page executive summary demonstrating the club's ability to meet the application criteria along with the application form.

For recreational clubs applications, submissions must include the above in addition to:

2. A membership interest list, including first and last names; mailing address; phone number; e-mail, student and Athletic Center membership number.

For Varsity Sport Club applications see page 9.

NOTE: Application for Varsity Sports Club status may be considered after a minimum of two years of recreational club status.

Review Process: Club Committee

Upon receiving application for Faculty Program affiliation, the Program Manager, Athletic Centre, will review the application. If the application is feasibly sound, it will be brought

forward to the Program Management Team for review. If the Program Management Team approves it, a Club Review Committee will be formed to review the submission in an interview process. The Review Committee will consist of:

- Facility Representative
- four students, including two from CAR
- two Program Managers
- Assistant Dean, Programs
- FPEH faculty member
- If application is for Varsity Club status, Manager of Intercollegiate Business

Evaluation of Applications: (new applicants and existing clubs)

The evaluation will be based on the following scale:

- 25% Application Criterion #1
- 25% Application Criterion #2
- 10% Application Criterion #3
- 10% Application Criterion #4
- 10% Application Criterion #5
- 10% Application Criterion #6
- 10% Application Criterion #7

Refer to Appendix B for Scoring Criteria Sheets.

All applications are reviewed for the following fiscal year (May – April). If the application is successful, the Program Manager will meet with the group to outline the next steps. If the application is not successful, there may be other opportunities for participation such as a creation of an instructional program or intramural activity.

STUDENT GROUP APPLICATION
PROGRAM FACULTY OF PHYSICAL EDUCATION AND HEALTH AFFILIATION

Type of Program:

- Supervised Recreation
- Recreational Club
- Varsity Sport Status*

(*Minimum of 2 yrs Recreational Club Status and/or previous Intercollegiate status required)

- Student Campus Group Rental**

(**Refer to Student Campus Group Rental Policy Procedure. Do not use application form below.)

Name of Activity: _____

Contact Name: _____

Contact Address (Permanent): _____

City _____

Province _____ Postal _____

Phone Number

Work: _____

Home: _____

Cell: _____

E-Mail Address

Contact Address (Seasonal):

City _____

Province _____ Postal _____

STUDENT GROUP APPLICATION
PROGRAM FACULTY OF PHYSICAL EDUCATION AND HEALTH AFFILIATION

4. Describe student and other leadership including coaches, instructors and other possible staff if applicable.

For Recreational Club and Varsity Sport Status applications only:

5. Detail a risk management plan for the activity including staff certifications required (attach separately if require).

6. Detail a budget and financial plan (attach separately if required) for the activity including revenues and expenditures. (Note: all activities must be self-funded.)

STUDENT GROUP APPLICATION
PROGRAM FACULTY OF PHYSICAL EDUCATION AND HEALTH AFFILIATION

7. Provide a list of participants with interest in the activity. For Varsity Sport Status applications only:

8. Detail how an organized league exists that meets OUA scheduling guidelines (use separate sheet if necessary):

- One third membership of Ontario Universities;
- Competition facilities meet minimum standards appropriate to the sport;
- Consideration is given to geography of peripheral members when scheduling;
- Hosting includes strategic coordinated scheduling including consideration of other events hosted by the same member or in the immediate vicinity and includes shared responsibilities by all members;
- Non-conference scheduling is a secondary priority to OUA/League scheduling.

For administrative use only:
Date Received: _____
Program Manager Signature: _____
Review Date: _____

STUDENT CAMPUS GROUP RENTALS

For student groups seeking facility space to rent:

Submit your application (Appendix F) request via email to ac.facilities@utoronto.ca or fax 416-978-6978.

The following will apply:

(Note: Changes in policy pending CAR approval. Please check with the Program Manager for details.)

- a) Student groups must be affiliated with Student Life Programs (See www.studentlife.utoronto.ca/programs.htm)
However, only Athletic Centre fee-paying members of the student group may use the facility.
- b) These programs are not Faculty programs and are not promoted as such. All accountability (and financial transactions) follow Student Life Program guidelines.
- c) Rental applications via ac.facilities@utoronto.ca, must be submitted on a term-by-term basis for review by Program Manager and Facility Manager. There is no guarantee that the facility space will be available necessarily for the next term.
- d) When all application factors are equal, spaces will be done on a lottery one term in advance.
- e) Limit of 2 hours per week per rental program during building hours only. Special requests such as events may be considered but rates will apply differently depending on the nature of event.
- f) No promotion through the FPEH Activity Guide or website.
- g) All rentals must have supervision with certified first aid/CPR (and a first aid kit).
- h) Additional insurance may be required in accordance with University and Faculty policy. (i.e. dependent on the nature of activity)

Organizational Structure & Administrative Requirements

Co-curricular clubs are no longer self-administered. The day-to-day operations are the shared responsibility of the Assistant Program Manager, staff and advisory committee and their budget and scheduling are the shared responsibility of the Program Manager, Athletic Centre and Club Coordinator. The task of conducting the business of clubs is usually too large for any one individual, especially if that person is a full-time student. An effective club coordinator will learn to delegate some of the general responsibilities to others. Other members thus can develop an enhanced sense of value to the program. Since each activity is different, the duties of officers will vary from one program to the next depending on its needs and its structure. Any proposed significant deviations must be discussed with the Program Manager. The following is a list of suggested Advisory Committee roles and duties (combining positions may be advisable). All members of the Advisory Committee must sign a "Letter of understanding" (See Appendix) with regards to their roles and responsibilities.

Clubs with advisory boards are voluntary and appointed by the Program Manager. Not all activities require an advisory board. Coordinators and staff are hired by the Assistant Program Manager/Program Manager. Staff must partake in annual staff orientations, inservice training and equity workshops. Hired staff are members of the United SteelWorkers of America Local 1998.

Role of Advisory Committee for Supervised Recreation and Recreational Clubs:

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

1. Maintain a respected participation status (a minimum of 50% students) by adhering to policies and procedures outlined within this handbook.
2. All participants must follow the play fair code:
 - * 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
3. By March 15th, negotiate a facility request with the Program Manager for the following fiscal year programming including any dates for special events;
4. By April 15th of each year, an annual report is to be submitted to the Program Manager on the current year's activities including recommendations for improvement;
5. Demonstrate a continued ability and willingness to look after equipment and continue to store the equipment in a safe and appropriate manner which conforms with facility manager(s) request (In keeping with this principle, the purchase of equipment which requires significant storage space must be cleared with program and facility manager(s));

6. By September 15th submit to the Program Manager: interested parties for the Advisory Committee with a list of names, addresses, emails and phone numbers; a schedule of 1st Aid/CPR Supervisors with copies of their 1st Aid/CPR certification, an outline of emergency policies and procedures; information on instructors and coaches including coaching history (where applicable), and a curriculum of program;

If these administrative roles cannot be met, program status may be removed at the discretion of the Program Management Team.

Organizational Structure

Role of Program Manager, Athletic Centre

- oversees budget spending plans
- advises on matters related to the Faculty Club and University policies and operations
- is the back-up for the Assistant Program Manager

Role of Assistant Program Manager, Athletic Centre

- Co-ordinates facility scheduling of Athletic Centre with club co-ordinator
- provides day-to-day assistance and help maintains continuity
- hires, trains and supervises all club staff
- Co-ordinates facility scheduling of Athletic Centre with Program Manager
- assists in developing student leadership and development
- evaluates program annually according to criteria
- the back-up for the Program Manager

Role of Sports Club Coordinator

- responsible for assisting with planning and implementing casual staff and volunteer training
- program evaluation through surveys
- maintains accurate statistics
- schedules staff and facilities
- program and event promotions and on-site coordination
- liaison between FPEH program staff and club coordinators of the following sports: - kendo, karate, triathlon, ultimate Frisbee, masters swim, synchronized swimming

Role of Club Coordinator

- follows policies and procedures of the Faculty as outlined in the casual staff handbook
- is hired by the Assistant Program Manager in consultation with the advisory committee
- coordinate the general administrative operations of the clubs
- coordinate facility requests, special promotion needs, equipment orders, website coordination
- assist clubs with policy and procedure issues surrounding their activities in the AC
- responsible to coordinate informational meetings with the clubs and the appropriate Program Managers
- presides over meetings and club operations

- ensures conformity to the Handbook, and any necessary sport/activity rules and regulations
- attends Faculty orientations/trainings as required
- collects and copies all pertinent certifications, spot check class lists and help - supervise the weekly operations of the club
- ensures budget projections and financial spending is kept to the submitted spending plan
- provides an annual report
- maintains an equipment inventory list

Role of Club Instructors (casual staff and volunteers)

Note: a maximum of 10% of registered participants can serve as instructors for each club

- provide instruction or assist head instructor
- provide CPR and first aid when necessary
- hold current certificates in CPR (level C) and standard first aid
- attends mandatory Faculty orientations, in-service training and workshops
- take attendance
- promote and support program evaluations
- ensures conformity to the Handbook, and any necessary sport/activity rules and regulations
- follows policies and procedures of the Faculty as outlined in the casual staff handbook
- should be experienced and knowledgeable in the club's activities;
- must be aware of health and safety requirements (especially in higher risk activities) so that member safety is paramount (Note: for high risk activities, the instructors credentials must be reviewed by the Program Manager);
- must be aware of emergency procedures for the activity area;
- maintain a teaching philosophy and attitude which is consistent with the goals and objectives of student involvement within the Faculty.
- For casual staff, provide to the program office all appropriate payroll information and submit payroll timesheets in accordance to timelines, and must complete a profile form to be kept on file at the program office;

Role of the Advisory Committee

It is recommended that this committee consists of a minimum of four people and a maximum of seven.

The four areas that must be represented are as follows:

- Financial Representative
- Coaching/Competition Representative
- Representative with Minimum 3 years experience with the club
- Representative with Maximum 3 years experience with the club or Student representative

Note: 50% of the Advisory Committee must be students.

Other officers:

Some activities will require other positions which place persons in charge of functions such as fund-raising, establishing and enforcing a code of conduct, reviewing facility needs, organizing social events, publicity, and registration. Names and positions of club volunteers must be recorded with the Club Coordinator.

Participant Eligibility

- Membership will be open to all Athletic Centre Members.
- Access to Faculty facilities will be based on an Athletic Centre / Student membership swipe card.
- Flexibility may exist within the mandate of specified competitive 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 Program Manager. (See Access/Swipe card)
- Advisory Committee members are expected to be chosen from the clubs' membership, however, a case may be made for the involvement of external parties such as non-participating alumni with a keen interest and knowledgeable background in the activity. The clubs must present their case to the Program manager for approval.
- Clubs are expected to justify their Faculty sanction by demonstrating their value and benefit to the University of Toronto students. All clubs will be regularly evaluated by the program manager and club committee and lack of reasonable compliance with these objectives may mean the revocation of club status. (A guideline for clubs to use would be to strive for in excess of 50% student membership during the academic year.)
- Clubs' members wishing to bring guests in to the building must first have the approval of Club Coordinator and Assistant Program Manager/Program Manager and then must purchase a guess pass through the front office ahead of time.

Membership Fees

- Athletic Centre Categories eligible for clubs participation:
- Athletic Centre Fully Paid Member
- Student
- Staff/Faculty - Plan A/B
- Alumni
- Community

1. Club Membership fees

A club's membership fee is set by the Program Manager in consultation with the Advisory Committee to reflect both the costs of clubs' programs and the cost by the Faculty. Clubs membership fees are payable to the Main Office, Athletic Centre.

2. Registration, Refund/Cancellation Policy-

All club participants are required to register through the main office. Participants have up to 10 days to receive a refund. It is requested that participants bring their receipt for a refund.

3. Access/Swipe Membership Cards

It is the responsibility of the club coordinator to request access cards for instructors through the following process:

- Complete all appropriate information electronically on the Access card request form, including name, address, telephone number and status (alumni, community, student etc.). Clubs are to request cards at a maximum three times a year, September, January and April two weeks prior to requiring access. All access approvals in September will be current until April 30th.
- Submit information to program manager for approval. Please note: Access cards will be Limited and based on the club's registration numbers and only permitted for legitimate volunteer/instructor/coaches.
- Once approved, if a new member, they will be required to come into Main Office during office hours and get their picture taken. If a previous member, card will be updated with new expiration date. Only SWIPE cards are permitted for access.

Benefits for instructional staff

Lockers

FPEH Staff working more than 15 hours per week may receive a locker free of charge. Requests for a free locker must be made by the employee's supervisor. All requests must be submitted to the Information Services Office Manager in the main office. FPEH staff working less than 15 hours per week can purchase a locker rental in the main office.

CPR and First Aid Recertification

- CPR and First Aid courses will be offered by the Faculty . Clubs may choose to set aside funds for CPR and First Aid recertification fees.

Club Name and Logo Use

In order to maintain tradition and uniformity, clubs may maintain a U of T identifier as long as it shows respect for the sport, the Faculty, and the University. For specific faculty and university logos orders, please contact the Communications Department via Althea Blackburn-Evans at 416-978-1663.

Accounting, Purchasing, and Fund-Raising

Principle of Institutional Control and Responsibility - Club members are responsible for their specific club day to day management. The ultimate control and responsibility for the conduct and operations of clubs shall be exercised by the University of Toronto with the practical application of duty residing with the Program Manager.

Clubs annual operating budgets shall be regulated by the Faculty and be subject to normal budgetary procedures. The Program Manager shall be responsible for monitoring and

approving the clubs' annual spending plan.

The following accounting procedures are designed to reflect the rules and regulations of the University and to conform with appropriate accounting procedures. The intent remains to keep clubs responsible for making their own decision and to allow the membership reasonable autonomy. The University, through the Program office and the Program Manager must still maintain a role commensurate with its custodial and legal responsibility.

Clubs are to be self financed. The main office through the point of sale system will collect fees through the registration process. Clubs may also raise funds through fund-raising ventures, endowments, and through other ventures, provided they have received approval through the office of alumni and development. Contact the Development Office at 416-946-5126 for further details.

Accounting and purchasing must be performed through the Faculty's finance department (contact Michelle Devonish at 416-978-1337). An accounting officer will be assigned as your banker and will be keeping a separate account for each club. All financial transactions must be signed by the Program Manager. Clubs are expected to maintain their own record through the advisory committee (Usually assigned as Treasurer) who will be the financial liaison person with the Program office. All clubs funds must be directed through the University of Toronto.

Clubs must present a "financial report" to the program manager showing a break-down of all monies received through all sources and all itemized expenditures by April 15 of each year. A proposed draft budget for the upcoming year is to be given to the Program Manager by April 1st of each year. A final budget is to be submitted by April 15th for processing for the next fiscal year.

Clubs not following proper accounting procedures or fund-raising procedures, or that become delinquent with their accounts, may face sanction or suspension.

Purchases

At the request of the club's 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's signing officer for the release of funds. This will then be reviewed and signed by the program manager. Please note: a) Expenses cannot be claimed for alcohol. b) Gas receipts are not valid. Please use mileage forms.
- all expenditures must be reflected in the spending plan as approved;
- all items to be purchased must have prior approval from the Club Coordinator. For expenditures over \$500.00, a requisition form must be completed and submitted with exact details of the item(s) to be purchased and must be approved by the Program Manager. For purchases over \$5000.00, please contact the program manager prior to purchasing. Requests should be submitted at least one month before the expenditure is needed. Where possible, quotes are to be obtained;
- all equipment purchased is the property of the University of Toronto.

Club Deposits/Fundraising Monies

All membership fees and equipment purchases must be done through the Main Office (CLASS software.) Any other monies must be deposited in the account. This is done through the Finance Department Monday thru Friday 9am to 5pm. Violation of this, will result in automatic loss of all privileges. Please retain all deposit receipts.

Accessing Funds

Accessing funds must be done through expense re-imbursements or through the Program Manager. This process takes up to two weeks to complete.

Petty Cash

FPEH affiliated 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

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

Equipment Purchases & Re-sale

All equipment purchases over \$500 must be pre-approved by the Program Manager prior to purchase. All program equipment is to be sold through the Main Office. Participants will receive a receipt for their purchase and can pick up the equipment at a scheduled practice time.

Travel (if applicable) - To and From Special Events

When co-curricular clubs travel to competitions representing the University of Toronto, club officers are responsible for making the travel arrangements through Sherry Ing at 416-978-4115, in the Finance Department. Travel Information must be filed with the program manager and the Administrative Assistant, Christine Kos.

Submit a Trip Itinerary Form (Appendix D)

ONE WEEK PRIOR with the following information:

- destination,
- dates of participation
- emergency contact persons and their telephone numbers
- lodging plans and transportation plans, and
- participating club members and their emergency contacts and telephone numbers.

Groups must travel together. No person can go earlier or return at a different time without special permission from the Program Manager.

The travel policy below is now in effect for Varsity team/club travel (both league and exhibition):

Drivers must be over the age of 25 years old and hold a valid drivers' license suitable for the type of vehicle being driven.

Private vehicles are not to be used for transportation.

Rental cars/vans may be used for trips under 200km/2hrs where the van/car will be driven by a UofT coach.

Trips under 200km where a coach can't drive and all trips over 200km require a professional driver. That could mean either a chartered plane/bus or transit by scheduled air/bus service like AirCanada/Greyhound. Funding is NOT a valid reason to avoid the requirement for a professional driver.

In making the decision between chartered and scheduled service, the motivator should be a combination of cost and number of travelers.

If it is cheaper to go by charter than scheduled service, we should go charter.

If we can fill roughly half a bus or if the equipment needs are too high to carry on public transit, then it may make sense to go charter if funds are available to enhance the player experience.

In making the decision between air and bus:

- economics is the primary motivator for trips under 8 hours.
- for trips over 8 hours air travel should be considered, subject to funding being available.

The 8 hour mark is a guideline only and the Program Manager's judgment should be used balancing off the costs and benefits over air versus ground travel. For example, a team that has specifically fundraised (and had approved in their spending plan) to afford air travel for all players going to an exhibition game that is only 4 hours away by bus may in fact travel by air.

The club coordinator should be aware of the safest routes of travel and ensure the above policies are adhered to.

When traveling, all participants are expected to know and conform to University rules and regulations as well as with Canadian and Provincial law. Also, students and other clubs' members are expected to abide by University policy as outlined within the University Student Code of Conduct.

All trip expenses must be submitted within 7 days after the trip with an expense form. This includes all receipts.

Alcohol Policy

The consumption of alcohol on chartered or rented vehicles is strictly prohibited. This is a Faculty policy and neither coach, instructor or bus company personnel may alter this policy.

Risk Management & Safety

The safety of participants is of paramount importance. All recreational and competitive sports programs involve inherent risks which are part of the activity. The participants of the clubs program should be aware that involvement is totally voluntary and personal insurance is the responsibility of the individual. It is the responsibility of each club to minimize the risk of injury during all of their club functions. The University's Risk

Management Manual requires several essential features which are to be instituted by co-curricular clubs.

The following is a summary:

- All instructors/coaches/volunteers are to have current CPR and First-Aid training and attend the Faculty general orientation, in-service training and equity workshops. Copies of the certification are to be filed in the Program Office before each season begins. Full certification courses are available at the Athletic Centre. You must pre-register with the Main Office.
- All participants must sign an informed consent agreement prior to joining a co-curricular club program and continue to do so annually. Informed consent agreements are to be submitted to the Program office (See Appendix A.)
- All instructors should have knowledge of their activity which minimizes the risk of injuries. The CAC certification program provides a guide to the competency level of instructors, clubs may wish to use the CAC levels as a guide for their instructor requirements and/or assessment. Sports/activity not having CAC guidelines should base their assessment on proven activity specific standard.
- All instructors have a legal obligation to make an activity as safe as possible.
- Well planned travel arrangements are essential to a good risk management plan. Prudent and legal use of alcohol is imperative.
- Knowledge of Emergency Procedures is an important consideration for all-Clubs must file an Incident Report Form (Copies can be obtained at the clubs' personnel.

program office) within 24 hours of an accident or injury that takes place during clubs' functions.

Social Networking Websites

Staff-volunteers, as members of the University of Toronto community, are permitted to have profiles on social networking websites such as MySpace and Facebook provided that

- a) no offensive or inappropriate pictures are posted,
- b) no offensive or inappropriate comments are posted and/or
- c) any information placed on the website(s) does not violate the ethics and intent behind both the staff-volunteer code of conduct.

Staff-volunteers should remember that they are ambassadors of the University of Toronto and are always in the public eye. Content posted by staff-volunteers at other institutions or even other staff on campus may not be acceptable on the profile. Questions regarding acceptable content should be directed to Melissa Krist – melissa.krist@utoronto.ca. or Kay Dawkins – kay.dawkins@utoronto.ca

Refer to Appendix C for EMERGENCY ACTION PLANS.

Code of Conduct

All participants must be mindful that the public tends to judge the University by the conduct of its members. All individuals are expected to conduct themselves as responsible members of the academic community and to respect the rights of their fellow citizens. Participants will be held responsible for compliance with the University of Toronto Code of Student Conduct. Failure to behave appropriately may result in withdrawal of individual/club privileges and/or status. Participants must also realize that all activities and actions must be guided by knowledge of any relevant federal and provincial laws, university rules and regulations, and any league or association rules which apply to its operations.

Finally, all clubs are subject to the Faculty operating rules and regulations. Clubs wishing to enter into any contractual obligation, must report their intention prior to taking action. Frequently, the conditions of an agreement must be reviewed by university authorities in order to ensure that any institutional precepts are not to be violated.

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 of from any association or organization which may have jurisdiction.

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

- written or verbal reprimand;
- suspension of facility privileges;
- suspension of club privileges or facility privileges
- suspension of status; and/or
- suspension of league and/or association privileges, if applicable.

All clubs may deal with their own internal disciplinary matters in a fair and judicious manner. All incidents must be reported by the Program Manager 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 Program 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 Program Manager to initiate these actions when necessary.

If a club or an individual feel 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 an non-partisan review):

- If it was a club action, appeal to the club coordinator in writing within 48 hours of the notification of the disciplinary action;
- Appeal to the Program Manager in written within 48 hours of a clubs coordinator decision on the appeal;
- Appeal to the Assistant Dean, Programs within 48 hours after the supervisor's decision; and
- Appeal to the Dean's Committee of the Faculty. This is the final step mandated within the review process.

Criteria for Scheduling

The Faculty of Physical Education and Health (FPEH) is committed to providing programs for a continuum of opportunities and activities that address individual needs, including physical activity and ethnocultural issues. Programs are developed and implemented for children and family programming, fitness, instruction, intramurals, intercollegiate and open recreation. Programs are developed with an understanding of the current membership through surveys, needs assessments, focus groups and consultations. Consultations can be with current FPEH users, non-FPEH users, potential members, staff, faculty, part-time staff, colleagues within similar settings and other experts.

Guidelines for Scheduling:

To schedule activities in a way that ensures a continuum of opportunities:

- A breadth of activities must be available in each term.

To schedule activities that reflect the needs and interests of all members:

- Activities are programmed for both current FPEH users and non-FPEH users.

To schedule activities in a way that takes into consideration the health & safety needs of participants:

- Programs are scheduled within spaces, which ensure safe, physical activities.
- Sufficient staffing is provided to ensure safety for all.
- Sufficient time is provided for cleaning and maintenance of facilities and equipment.

To schedule activities to provide a positive learning experience:

- All facilities, room set-up, language and teaching methods are to contribute to a positive learning experience.
- Programs are to be welcoming, inclusive, gender equitable and provided in a positive space environment.

To program activities to meet competitive requirements:

- Intercollegiate events will be given priority to meet the requirements of the league/CIS.
- Intramural events are scheduled to provide an optimum number of games within a term.
- Reasonable considerations are to be made for exhibition games and tournaments.

To schedule activities to complement staff, coach and instructor availability:

- Programs are to be sensitive to human resource requirements and financial implications.
- Activities are to be scheduled in timeframes that ensure availability of quality staff to teach/instruct the activity.
- Considerations are to be made for facility set-up and set-up time

To schedule activities which are well-suited to the facilities, equipment, and storage spaces:

- Facility considerations include size of space, flooring, ventilation, electrical outlets
- Equipment considerations include portability, access and security
- Storage spaces must be provided for the equipment used in the programs
- Considerations are to be made for facility set-up and facility set-up time
- Sufficient time is required for maintenance and cleaning of facilities and equipment

To schedule activities which are best suited to the season:

- Schedule and rotate program offerings which are best suited to the season (i.e. basketball summer league in upper gym, fitness in the fieldhouse, open recreation tennis outside of scheduled intramural games)

PROGRAM STAFF EMERGENCY PROCEDURES

All staff should be aware of the following emergency procedures:

- Fire Alarm
- Medical Emergency
- Bomb Threat
- Blackout

The full directions for these procedures are in the Casual Staff Resource Guide. Please read them carefully.

All staff need to be aware of the following for all areas that they work in. Your supervisor will help you fill these in:

Main Emergency Exit: _____

Alternate Emergency Exit: _____

Nearest Phone: _____

Is this phone available all the time? Or is it in an office that might be closed?

Nearest First Aid kit: _____

Nearest Gloves and Mask: _____

Staff members who are available to help: _____

Medical Emergency

Always follow the training you received in your Standard First Aid and CPR courses.

The following plan of action is taken from the Canadian Red Cross Manual:

When an emergency occurs, you may at first feel confused. But you can train yourself to remain calm and to think before you act. Ask yourself, "What do I need to do? How can I help most effectively?" The six emergency action principles (EAPs) answer these questions. They are your plan of action for any emergency.

1. Survey the scene
2. Check the casualty for unresponsiveness and call more advanced medical personnel when needed
3. Do a primary survey to identify and care for life-threatening problems
4. Do a secondary survey to identify and care for any additional problems
5. Keep monitoring the casualty's condition for life-threatening problems while waiting for advanced medical personnel to arrive.
6. Help the casualty rest in the most comfortable position and give reassurance.

EAP 1 Survey the scene:

Check for anything that could be dangerous to you or the casualty.

Check for any clues about what happened

EAP 2 Check the casualty for unresponsiveness and call 911 if needed

Ask the casualty "Are you okay?", gently tap them.
If the casualty is unconscious, call 911 immediately.

Calling 911

In the event of an emergency where fire or ambulance are needed call 911 directly. Using a phone from the University you must dial 9-911.

Sample 911 call:

"Hello, my name is Bob Smith, I am a fitness instructor at the Athletic Centre, University of Toronto. We need an ambulance for an adult female who has collapsed during the fitness class. She is not breathing, we are doing first aid for her.

Our address is 55 Harbord St., the nearest intersection is Harbord and Spadina. Someone will meet the ambulance there.

Our phone number is:_____. Do you need any other information? How long until you get here"

You hang up last

Always make sure you give the following information when calling 911:

- Your name
- What do you need? (Fire, police, ambulance)
- Why do you need it?
- Is anyone doing first aid (CPR) right now?
- Address*
- A phone number
- Answer any questions they might have.
- You hang up last.

Addresses:

The address of the building you are calling from will NOT display for 911, you need to memorize the address and tell the dispatcher.

Athletic Centre

55 Harbord St.

Nearest intersection: Spadina and Harbord.

Send someone to meet the ambulance on Harbord St.

Varsity Arena:

251 Bloor St. West

Entrance is from the South, on Devonshire Place. No entrance from Bloor St.

Nearest intersection: Devonshire and Bloor.

Send someone out to Devonshire to meet the ambulance on the street.

Do not use the yellow call phones if you need to access 911. The yellow phones will connect you with the U of T police. Always call 911 directly in an emergency requiring an ambulance or fire.

EAP 3 PRIMARY SURVEY

In the primary survey you find out if there are conditions that are an immediate threat to the casualty's life. You will discover these conditions by looking for signs, evidence of injury or illness that you can observe.

You check to see if the casualty

- Has an open airway
- Is breathing
- Has a heartbeat
- Is not bleeding severely

Remember:

A=Airway

B=Breathing

C=Circulation

*Please note that pool staff have defibrillators and can assist with major incidents. The pool Walkie talkies are on channel 3, ask for a pool supervisor. Phone number is 416-978-4680.

EAP 4 SECONDARY SURVEY

Once you are certain that the casualty has no life-threatening conditions, you can begin the fourth EAP, the secondary survey. If, however, you find life-threatening conditions, such as unconsciousness, no breathing, no pulse etc. do not waste time with a secondary survey. Instead, provide care only for the life-threatening conditions.

- Interview the casualty and bystanders
- Check vital signs (level of consciousness, quality of pulse/breathing, skin temp etc.)
- Do a head to toe examination; looking for injuries, medical alert bracelets, bleeding, other signs and symptoms.

EAP 5 Keep monitoring the Casualty's ABCs

A casualty's condition can change. Continue to monitor the casualty's level of consciousness, breathing and skin colour while waiting for the ambulance. If any life-threatening conditions develop, stop whatever you are doing and provide care immediately.

EAP 6 Help the Casualty Rest comfortably and provide reassurance

INCIDENT/ACCIDENT REPORT PROTOCOL

Injuries occurring in Athletic Centre activities, facilities, or operations, which require first-aid, also require some form of documentation.

- (a) All other events and activities which are organized and/or sponsored by the Athletic Centre require the completion of an Incident/Accident (I/A) Report Form in the event of an injury to a participant. The forms are to be filled out for each incident which requires first aid. Forms are to be completed by the event supervisor, a designate, or the person giving the first aid treatment.
- (b) Reporting of Major Incidents are:
 - (i) those requiring the use of an ambulance
 - (ii) those involving major injury and loss of consciousness
 - (iii) those caused by an environment hazard or dangerous situation
 - (iv) incidents which have potential repercussions against the FPEH and the University (eg. litigation)
 - (v) any other incident which the recorder feels should be brought to the immediate attention of the FPEH management.

Major Incidents that are on-site are to be reported to a Manager on duty immediately. Major incidents off-site are to be reported to a Manager on duty immediately. Call the Equipment Desk at 416-978-6256 during regular hours and ask to page a manager immediately.

Also you must report a major incident to the following:

Melissa Krist , Program Manager, Athletic Centre	416-946-3712
Byron McDonald Program Manager, Intercollegiate	416-978-8759

Incident Forms are kept in the SCC office in the drawer of the desk.

Note: Toronto Western Hospital is equipped to handle serious spinal injuries. Therefore, in the event of a suspected spinal, Athletic Centre personnel should request that the ambulance transport these injury cases to TWH.

- (a) In the reporting of **Minor Incidents**, the following are guidelines;
 - (-) The information required on the form should be completely filled out; be Brief but Accurate.
- (ii) Forms are to be distributed as indicated on the bottom of the forms.
 - (-) **White** – to your Supervisor
 - (-) **Yellow** – to be kept with the facility if required (eg. pool) or section
 - (-) **Pink** - to be given to the ambulance personnel, should they be needed for the incident. If this is not necessary, the section to which the **Respondent reports, may keep this copy for their records.** Any other sectional copy requirements should be taken from a photo-copy of the original.

Use of the Sports Medicine Clinic

The David MacIntosh Sports Medicine Clinic, located in the basement of the Warren Stevens Building is available to all members of the Athletic Centre, at specified hours.

1. The Clinic is not the primary emergency response system in the Athletic Centre. For Emergencies, call **9-911**, then notify the Equipment Counter and UofT Police, for an ambulance

IF YOU USE THE YELLOW EMERGENCY PHONES YOU WILL HAVE A DIRECT LINK TO THE U. OF T. POLICE.

2. The Clinic is available for acute injuries (sprained ankles, minor cuts etc.)
3. The members who do use the Clinic **MUST** have their Ontario health card with them.

The hours are variable and will be posted outside the Clinic, appointments must be made in advance.



University of Toronto
 Faculty of Physical Education and Health
 55 Harbord Street Toronto, Ontario M5S 2W6

INFORMED CONSENT AGREEMENT FOR PARTICIPANTS

Program Name: _____

Date and Time/Duration: _____

I/We, the UNDERSIGNED hereby acknowledge that certain RISKS OF INJURY are inherent to participation in sports and recreation activities. These types of injuries may be minor or serious and may result from one's actions, or the actions or inactions of others, or a combination of both.

I/We understand that the RULES and REGULATIONS are designed for the safety and protection of participants and hereby undertake to abide by these rules and regulations.

I/We hereby warrant being physically fit to participate and understand that the CHOICE to participate brings with it the ASSUMPTION OF THOSE RISKS AND RESULTS which are part of these activities.

I/We agree that THE GOVERNING COUNCIL OF THE UNIVERSITY OF TORONTO or THE FACULTY OF PHYSICAL EDUCATION AND HEALTH AT THE UNIVERSITY OF TORONTO shall not be liable for any injury to my person and or loss or damage to my personal property arising from, or in any way resulting from, my participation in these activities, UNLESS such injury, loss or damage is caused by the SOLE NEGLIGENCE of the University or its employees or agents while acting within the scope of their duties.

I/We declare having read and understood the above INFORMED CONSENT AGREEMENT in its entirety and hereby consent to participate acknowledging all the foregoing. Permission is also given for use of any photos to appear in Faculty program promotion.

 Signature of Participant Date

Name of Participant _____ Phone: _____

Address: _____

Postal _____ Email: _____

In case of emergency:

Contact Name: _____

Address: _____

 Postal: _____

Phone no. Day: (____) _____ Evening: () _____

For additional information, please call 416-978-5845

P

CLUB TRAVEL ITINERARY

APPENDIX D

(To be completed for each event off-campus & submitted to program manager ONE WEEK prior to travel.)

EVENT INFO:
 Date(s) of Event: _____
 Location: _____
 Contact Name: _____
 Contact Phone No. _____
 Contact E-mail _____

TRAVEL INFO:
 Date of Departure: (month, day, year) _____
 Date of Return: (month, day, year) _____
 VIA (Flight #, Bus Carrier, Rental) _____
 Hotel/Motel _____ Telephone No. _____
 Reservation Under what name: _____
 If traveling by rental car/van. Driver must be over the age of 23 and hold a valid driver's license in the Province of Ontario.
 Driver(s) Name: _____ License # _____
 Driver(s) Name: _____ License # _____
 Driver(s) Name: _____ License # _____
 Driver(s) Name: _____ License # _____

PARTICIPANT INFO:
 Name of Coach/Instructor/Contact Person in Charge: _____
 Phone #/Cell # _____

List of Participants (attach separate sheet if necessary):
 Copy of Emergency Contact Information must be attached for each individual.
 Last Name, First Name Emergency Info Y or N Last Name, First Name
 Emergency Info Y or N

1		8	
2		9	
3		10	
4		11	
5		12	
6		13	
7		14	

Is this event out of province/out of country? Yes No If yes, all participants must have extended health care insurance coverage.

Form Completed by: _____ Date Received
 : _____

 Signature of Program Manager

Faculty of Physical Education & Health
University of Toronto
FPEH Advisory Committee Advisor
Letter of Understanding

Club Name: _____ Year: _____ Date: _____

Name: _____

I have read and I understand the Faculty of Physical Education & Health Club Policy and Handbook for Student Groups, the regulations, and the duties assigned. This includes emergency action procedures, financial and membership policies.

I understand I must be a member of the Athletic Centre and abide by the fair play code of conduct.

Signed:

Print Name: _____

Date: _____

Received by office: _____

**CLUB CO-ORDINATOR EMPLOYEE CONTRACT
PERSONAL & CONFIDENTIAL**

Personnel/SIN# _____

Date: _____

Name: _____

Address _____

Phone _____

E-Mail _____

This letter will confirm the offer of casual employment in the position of Club Coordinator for the _____ with University of Toronto, Faculty of Physical Education & Health. You will report to the Assistant Program Manager for the period September 1, 200_-April 30, 200_.

As a casual employee, your terms and conditions of employment are as provided in the applicable provisions of the Employment Standards Act of Ontario except as expressly set out in this Agreement (University of Toronto Casual or Temporary Staff Policies, Policies for Administrative Staff 4.0106). You will not be eligible to enroll in the University's benefit plans and you will be paid only for time worked and any public holidays for which you qualify for pay under the Employment Standards Act of Ontario.

You will be paid at a rate of: \$_____ per hour and your payment will include 4% vacation pay and the statutory deduction for Income Tax, UIC and CPP. It is compulsory for you to attend a staff orientation. You will be paid a training rate of \$10.93 per hour for this orientation session. You are required to start and end your shift as scheduled.

Your employment will end on April 30, 200_. This letter institutes notice for you of the termination of your employment effective April 30, 200_. Your employment will not be extended beyond this date unless a new written letter of offer is accepted to extend your employment.

The University of Toronto reserves the right to cancel and change schedule club times at any time. The University of Toronto may also terminate this employment agreement at any time without cause for any reason on the giving of two week's notice or pay in lieu of notice or the minimum notice of termination under the Employment Standards Act of Ontario, whichever is greater. You may terminate this employment agreement with two weeks written notice. You may accept this offer by signing the duplicate copy of this letter and returning it to Susan Lee, Assistant Program Manager, Athletic Centre. By signing this letter of offer you confirm that you have read and that you understand the requirements and expectations of the Club-Co-ordinator.

Assistant Program Manager

I have read, understood and accept the offer of employment as outlined above.

Date

Signature

OFFICE USE ONLY:	Date Rcvd. _____
Payroll Forms Submitted:	APM Signature _____
___ SIN ___ Tax 1 ___ Tax 2 ___ Bank ___ Profile	

**CLUB PROGRAM MONITOR EMPLOYEE CONTRACT
PERSONAL & CONFIDENTIAL**

Personnel/SIN# _____

Date: _____

Name: _____

Address _____

Phone _____

E-Mail _____

This letter will confirm the offer of casual employment in the position of Club Program Monitor _____ with University of Toronto, Faculty of Physical Education & Health. You will report to the Assistant Program Manager for the period September 1, 200_-April 30, 200_.

As a casual employee, your terms and conditions of employment are as provided in the applicable provisions of the Employment Standards Act of Ontario except as expressly set out in this Agreement (University of Toronto Casual or Temporary Staff Policies, Policies for Administrative Staff 4.0106). You will not be eligible to enroll in the University's benefit plans and you will be paid only for time worked and any public holidays for which you qualify for pay under the Employment Standards Act of Ontario.

You will be paid at a rate of: \$_____ per hour and your payment will include 4% vacation pay and the statutory deduction for Income Tax, UIC and CPP. It is compulsory for you to attend a staff orientation. You will be paid a training rate of \$10.93 per hour for this orientation session. You are required to start and end your shift as scheduled.

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Assistant Program Manager

I have read, understood and accept the offer of employment as outlined above.

Date

Signature

OFFICE USE ONLY:		Date Rcvd. _____
Payroll Forms Submitted:		
___ SIN ___ Tax 1 ___ Tax 2 ___ Bank ___ Profile ___ First Aid Cert	APM Signature _____	

PERSONAL & CONFIDENTIAL

Dear

Thank you for agreeing to act as a volunteer <position> for <dates/season>.

As a volunteer, you may claim your business related expenses up to a total of: \$500.00. Examples of eligible expenses are:

Per Diem on road trips - \$50.00 per day

Mileage at 47 cents/km for recruiting or team/league business (must include a list of: date of travel, point of origin, destination, total kilometers and the purpose of travel)

As a volunteer you are not an employee, servant or agent of the University. You do not have the authority to bind the University or sign contracts in the name of the University. You are not entitled to any fringe benefits, sick leave, vacation leave, health or life insurance coverage of any other benefit and are not eligible for insurance under the Worker's Compensation Plan for injuries sustained on the University premises.

All new volunteers must attend a general faculty orientation and a sexual diversity educational workshop. You must also attend _____ .

Please indicate your understanding and acceptance of these arrangements by signing the duplicate copy of this letter and returning it to me.

Sincerely,

Assistant Program Manager

I have read, understood and accept the conditional relating to acting as a volunteer position as outlined above.

Date
Signature

University
Of
Toronto

REQUEST for ATHLETIC CENTRE ACTIVITY SPACE

FACULTY OF PHYSICAL EDUCATION AND HEALTH, 55 Harbord Street, Toronto, Ont. M5S 2W6
Appendix I

STUDENTLIFECAMPUS GROUP (SCG) NAME: _____

SCG TELEPHONE NUMBERS:(____)_____(____)_____
AREA CODE TELEPHONE# AREA CODE FAX #

PREFERRED DATES: _____

PREFERRED TIMES:_____

SET-UP/EQUIPMENT NEEDS: _____

PREFERRED FACILITY/IES:_____

NUMBER OF PARTICIPANTS (including spectators and organizers): _____

LEAD CONTACT/ACTIVITY SUPERVISOR: _____
TELEPHONE#

PROGRAM DESCRIPTION: _____

REQUIRE STAFF WITH FIRST AID/CPR: YES NO

REFERENCES: _____

PREVIOUS EVENTS/ACTIVITIES HELD: _____

OTHER RELEVANT INFORMATION: _____

OFFICE USE ONLY

PHONE NUMBER: (416) 978-5825
FAX NUMBER: (416) 978-6978

Date Received: _____
Authorization: _____