

**CBU Campus Recreation Services**

**Club Sports Manual**

**2025-2026**

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# Important Contacts

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# Introduction

CBU Recreation Services operates within the Department of Athletics & Recreation. Recreation Services focuses on the CBU community at large and manages the delivery of four distinct programs: Sports 4 All (non-competitive), Intramural Sports League, Outdoor Recreation and Club Sports.

Club Sports are recognized student organizations that have been formed by students motivated by a common interest and desire to participate in a specific sport. Club members are responsible for the organization and administration of their club with support from the Coordinator of Club Sports & Recreation.

Club Sport aims to promote student-driven activities that focus on health, wellness, and physical skill development. The clubs are designed to meet individual interests, which can be competitive, recreational, or educational in nature. Some clubs may represent the University in sports leagues and tournaments either locally, regionally, or provincially. A club may also conduct practices as well as instructional sessions.

# Department Vision

CBU Athletics & Recreation will be the pathway of wellness and healthy living in Cape Breton while providing the highest level of amateur sport entertainment in Canada.

We aspire to be national leaders with strategically integrated programs of excellence offering a first-class experience that the CAPER community can be proud of.

# Purposes of the Club Sports

1. To make available to students as well as staff, faculty and other Recreation Services members of the community, opportunities for the instruction and participation in a wide range of recreational and competitive sports which can develop sound life-long leisure and skills.
2. To provide an avenue for camaraderie in the university community through common interests to develop a feeling of belonging among individuals in the shared pursuit of leisure interests.
3. To develop leadership by providing opportunities for students to organize, administrate and problem solving for individual clubs and/or the Sport Club Council and to become officers thereof.

# Classification of Club Sports

Sport Clubs that are affiliated with CBU Recreation Services must meet the goals and objectives that are set by the University and the Department of Athletics. Clubs will be classified as one of the following categories, according to the club’s most relevant category of involvement.

## Tier 1

* **Comprised of CBU students (100%)**.
* The league/competition that the club partakes in is recognized as a formal conference/championship that is governed by a formal body (ACAA/CCAA).
* The club competes in an organized competition structure against other post-secondary institutions (University & Colleges).

## Tier 2

* **Comprised of CBU Students (100%)**.
* May compete in organized competitions against other institutions or non-institutions (CSO, PSO, NSO).
* May or may not have a formal championship or competition pathway.

## Tier 3

* **Comprised of CBU students (100%)**
* The club may or may not be associated with a governing body.
* A mix of campus/ facility-based activity and competition.
* May compete in organized in-formal competitions against institutions or non-institutions
* Largely organized for leisure, activity instruction, and socializing

Note that CBU Club Sports follow the [transgender student-athlete policy](https://usports.ca/uploads/hq/Media_Releases/Members_Info/2018-19/Press_Release_-_Transgender_Policy.pdf) in place with U SPORTS:

“U SPORTS student-athletes will be eligible to compete on the team that corresponds with either their sex assigned at birth or their gender identity, provided that the student-athlete complies with the Canadian Anti-Doping Program.”

# Overview of the Club Sports Program

The club sports program offers an opportunity to compete in a sport or activity at a level higher than intramural sports. Where possible, the Department of Athletics and Recreation may contribute some funding assistance to help offset some expenses. Additional funding may be raised through approved means. The club requires commitment from participants for training, competing, and leadership as most clubs partake in local, regional, and provincial championships. The clubs participate in sports that can make significant contributions to the physical fitness of the participant. Therefore, activities which directly involve the operation of motorized vehicles, or non-physically active pastimes, are not approved club activities.

A sports club may be formed when enough students express a desire to participate in a particular sport. Generally, this includes a minimum of **10 interested individuals** who have signed on as intended members for a team sport (or enough players to field a complete team) and **5 interested individuals** for an individual or partner sport. Membership in the Club Sports Program shall be open to all full-time CBU students. The sport club season runs from September to August. Club activities in this time frame must be approved by the Coordinator of Recreation and Sport.

Please note that in making the decision to recognize a student organization as a sanctioned sport club, CBU Recreation Services must consider the University’s ability to support a portion of the club’s activities. It is at the discretion of the University whether there is capacity to add any new clubs to the current complement. A club will not be provided with support or resources until they have been officially approved by the Coordinator of Recreation and Sport.

Each club sport will determine its own club membership rules, but they must be free of any restriction based on race, color, religion, gender, age, national origin, or disability. Clubs may have a designated competitive or performance team within the club structure but cannot deny club membership to any student based solely on his or her skill level, provided they are not a risk to themselves or others. Those interested in the club should still be allowed, if they decide to do so, to continue to practice and be a part of other functions even if they are not selected on the competing team. Club sports that are having try-outs must ensure that they provide all the necessary information to the Coordinator of Recreation and Club Sports in a timely manner so it can be promoted appropriately.

# Steps to Request a New Club Sport

1. Submit a Club Sports Application Form to the Coordinator of Club Sports & Recreation.
2. Meet with the Coordinator of Sports and Recreation to review the possibility of forming a club and the policies and regulations associated with it.
3. Submit the names, Phone #’s, and email addresses of your executive members to the Coordinator of Recreation and Club Sports.
4. Club executive officers must attend or complete all club sports training requirements to the satisfaction of Recreation Services.
5. Submit an up-to-date club sports membership roster to the Club Teams page using the provided roster template.
6. Upload a completed Club Sports Waiver Form for each registered member of the club to the Club Teams page. All forms are available at cburec.ca or by contacting the coordinator of Club Sports & Recreation [Garrett\_Nicholson@cbu.ca](mailto:Garrett_Nicholson@cbu.ca) .

# Steps to Renew a Club Sports Registration

Sport clubs must reapply each year by completing the following procedure:

1. All club executives must attend training with the Coordinator of Recreation and Club Sports prior to the startup of the new season.
2. Complete a Club Sports Renewal Form for approval by the Coordinator of Recreation and Club Sports.
3. Upload a proposed schedule/budget for the upcoming year to the Club Teams page using the template provided.

Please note that your club is not considered official, and therefore will not receive club privileges, until the above steps have been taken.

# Executive Officer Membership and Roles

Each club is required to be officially organized with a group of executive officers, consisting of CBU students. **A minimum of 2 is required for clubs with 5-10 members and a minimum of 3 for clubs with 11 or more members**. Club executives may not be outside coaches, or community advisors. Club sports operate under the advisement and approval of the Coordinator of Recreation and Club Sports. Club executives collectively have the responsibility for writing their club constitution and by-laws, establishing their schedule, selecting their coach, scheduling their practice and game times, and developing and administering their club budget. **Since club sports are self-administered, the daily operation of any club is the responsibility of its officers.** The contribution of each officer is vital to the overall success of the club, but it is the president who is ultimately responsible for seeing that the functions are properly run. Conducting the business of a club sport is too large for any one individual. Delegation of responsibilities helps eliminate the impossibility of having one person do all the work and gives other members a sense of value. Since each club is different, the duties of officers will vary from one club to the next.

# Executive Positions and Responsibilities

## President**:**

• Liaison between the club and the Coordinator of Recreation and Club Sports

• Inform, and hold accountable, all club members of all procedures and regulations as outlined in the CBU Club Sports Manual.

• Submit application of approval, facility reservations, funding potential, and special event requirements to the Coordinator of Recreation and Club Sports

• Ensure the club’s financial obligations are met

## Vice President**:**

• Work closely with the club president

• Assume the president’s duties in the absence of the president

## Manager 1 and 2**:**

* Roles determined by the President

# Club Responsibilities

## Forms and Reports

Throughout the year, Recreation Services requires that all clubs complete and submit certain forms and reports that can be found on the Club Teams page. **The deadline for these forms is 1 week prior to the trip and is to be sent to the Coordinator of Recreation and Club Sports**. These forms are extremely important for both record keeping and risk management purposes.

## Expenses

CBU Recreation Services has some funding available to support each of the different levels of clubs. The club executive must have all spending pre-approved by the Coordinator of Recreation and Sport. The club executive and the Coordinator of Recreation and Club Sports will track yearly expenditures. If the club wishes to raise more money, the executive must first meet with the Coordinator of Recreation and Club Sport to get their idea approved.

## Travel

Travel is a fundamental part of many sports club programs. All club members must remember that they represent CBU when they travel and that they are expected to behave appropriately. To reduce costs, club members travel in private or rented vehicles. To ensure that travel is a safe and enjoyable experience for all, the following procedures must be followed for all club-sponsored trips:

### Required Documentation and Protocols

1. Team Travel Form - A Team Travel Form must be completed and uploaded to the Club Teams page at least five business days in advance of travel for each separate trip. All Club members traveling must be listed on the Team Travel Form, including coaches. It is extremely important for risk management, liability and record keeping that CBU Recreation Services is aware of every instance that a Club travels.
2. Driver Authorization Form - To be authorized, drivers must be approved by CBU Recreation Services. **To obtain approval, drivers must submit the Independent Travel Assumption of Risk and Release of Liability Form at least 1 week prior to the trip**. This authorization process does not certify the ability or suitability of the person receiving the authorization to be a good and safe driver. It is always the responsibility of the driver and all passengers of a vehicle to be aware of potentially hazardous situations while driving.
3. All drivers must be properly licensed. Please note that all clubs are prohibited from using 15 passenger vans for club travel.
4. If the club is using a rented passenger car or minivan, in which there are 2 or more passengers (club members), there must be at least two individuals authorized to drive these vehicles traveling in each car or minivan.
5. Drivers must ensure they have adequate liability insurance; CBU will not accept responsibility for any injuries or damage sustained.
6. All drivers must operate vehicles with extreme caution, abiding by all laws. Individuals accept a heavy responsibility when agreeing to drive. Club members must cooperate fully.
7. Club members not traveling with the club must inform the club president.
8. In case of emergency, the Coordinator of Recreation and Club Sport should be contacted immediately after contacting the necessary emergency services.

## Funds allocation for travel

1. All specific expenditures must be approved by the Coordinator of Recreation and Club Sports before any funds are committed. Please visit the Club Teams page for the appropriate forms.
2. Approved expenses will be reimbursed upon the provision of expense receipt(s) to the Coordinator of Recreation and Club Sports. CBU Finance requires submission of original receipts from the point of purchase. **Photocopies or bank statements are not accepted. CBU Finance will issue a reimbursement in the form of a cheque. This process usually takes 2-3 weeks.**

## Facilities

To access facilities on the CBU campus, clubs are required to make reservations through the Manager of Recreation Services ([yann\_artur@cbu.ca](mailto:yann_artur@cbu.ca) or 902-578-1011). Reservations are required for all activities, practices, games, and tournaments. Please note that it is essential that facility bookings be made as early as possible. Reservations can be made for an entire season. Members holding a club sports affiliation membership only have access to campus facilities during approved scheduled club activity times.

Clubs using facilities off campus are responsible for making their own arrangements. Should any rental fees be associated with these external facilities, their usage should be first approved by the Coordinator of Recreation and Sports.

## Equipment

Equipment purchased by the Department of Athletics and Recreation is the property of CBU, with the exception of personal equipment which might be used in certain circumstances. The clubs are responsible for ensuring that all equipment is maintained and repaired when possible. Defective equipment that needs to be replaced will have to be approved by the Coordinator of Recreation and Club Sports. All costs incurred should be included in the club’s budget. An inventory of all club equipment should be submitted at the beginning and the end of each season.

# Role of Coaches/Community Advisors

Many clubs will receive guidance from dedicated community volunteers who are passionate about the success of CBU Club Sports. While we appreciate the integral part these coaches/advisors play, it is essential to define their role and responsibility within the framework of a student organization like Clubs Sports. For the purposes of this handbook, coaches are defined as those individuals who instruct or train athletes in a specific club sport activity. Depending on the level of competition of the club, coaches should be certified to coach/instruct by the sport’s governing body (or hold equivalent training/experience). Coach information should appear on the club application form before it is submitted to the Coordinator of Recreation and Club Sport prior to commencing work with the team. Recreation Services reserves the right to remove any coach from club participation should safety or conduct concerns arise.

Coaches and Community Advisors serve at the discretion of their club’s members and the Department of Athletics and Recreation Services. Coaches and Advisors are expected to adhere to the following guidelines:

1. Clubs Sports are prohibited from making any type of monetary payments to Coaches/Advisors, aside from certified coaches at the ACAA/CCAA level. Clubs may finance coach/advisor travel expenses, but that is the extent of “payments” given.
2. Coaches/Advisors must be aware of and follow all CBU policies and procedures relative to club sports.
3. Coaches/Advisors are responsible to ensure eligibility criteria for league competition is met in conjunction with the Club President.
4. A club sport is first and foremost a student organization, and, as such, the student leaders (not the coach/instructor) must serve as the link between the Club, and CBU Recreation Services. The philosophy and key to the success of the Club Sports Program has been the continued emphasis placed on student leadership and participation.
5. Coaches/Advisors are expected to help in ensuring that club conduct always adheres to university policies (especially those related to hazing, alcohol, and harassment), including when they attend practices or events.
6. Club business matters (i.e., hosting events, submitting forms, meetings, facility requests) must be handled by the student members.
7. Coaches/Advisors must be recommended by the club and renew their application each academic year. Continuation of coaching/advising duties is not a right and will be voted upon by the club membership.
8. The Department of Athletics and Recreation Services reserves the right to ‘revoke’ coaching/volunteer privileges.
9. Coaches/Community Advisors must complete a criminal record check/vulnerable sector check and provide results to the Coordinator of Recreation and Club Sports before the first club practice takes place.
10. Coaches/Community Advisors must complete the following free NCCP Safe Sport e-learning modules: Making Headway in Sport, Safe Sport Training, Emergency Action Plan, and Understanding the Rule of Two.

# Code of Conduct

Sport clubs are responsible to know and abide by all CBU policies while engaging in club activities on or off campus. Clubs shall be held accountable for the actions of its members and coaches/advisors while representing CBU on campus or in another community.

## Club Conduct and Disciplinary Sanctions

The membership should institute strict club standards concerning negative behavior and conduct. Negative conduct will not be tolerated. Furthermore, all club members are to abide by the CBU Code of Student Conduct available at the following link: <https://www.cbu.ca/document/types/policies/>. <https://www.cbu.ca/?s=code+of+student+conduct>Should issues arise regarding the failure to comply with club policies or procedures, the club’s officers and all individuals involved will be required to meet with the Coordinator of Recreation and Sports to discuss the matter. Failure to comply may result in suspension of privileges or loss of sanctioning, if not more serious consequences that the university deems suitable.

Participants in club sports must also respect the following guidelines:

1. Maintain and enhance the dignity and self-esteem of other individuals by demonstrating respect to individuals regardless of body type, athletic ability, gender, ethnic or racial origin, sexual orientation, age, marital status, religion, political belief, disability, or economic status.
2. Refrain from any behaviour that constitutes harassment, where harassment is defined as comment or conduct directed towards an individual or group, which is offensive, abusive, racist, sexist, degrading, or malicious.
3. Refrain from any behaviour that constitutes sexual harassment, where sexual harassment is defined as unwelcome sexual comments, advances, or conduct of a sexual nature.
4. Respect the property of others and not willfully cause damage. Any expense related to damaged property or equipment will be the responsibility of the individual(s) or the club.
5. Refrain from the use of alcohol during competition, during practice, in accommodations provided for overnight trips, and while traveling to and from competition. At all other times, club members over the age of 19 must ensure the responsible use of alcohol.
6. At all times, refrain from the use of illegal drugs.
7. Refrain from the use (and from encouraging the use) of any banned or restricted substances or methods.
8. Act in a sportsmanlike manner and not display appearances of violence, foul language, or gestures to other players, officials, umpires, coaches, or spectators.
9. Behave in a manner which positively represents Cape Breton University while on or off campus, including but not limited to on-campus housing (regardless of being a resident or guest) and at local public establishments (e.g., local restaurants, night clubs, and bars).

## Hazing

Hazing is a broad term including any action or activity that does not contribute to the positive development of a person. Actions or activities that recklessly endanger the physical or mental health of a person, or that violates the dignity of another person, activities that are expected of someone to join a group or team that humiliates, degrades, abuses, or endangers them regardless of intention or willingness to participate are classified as hazing. As such, hazing is a form of harassment.

Some examples of hazing include (but are not limited to): Use of alcohol, nudity, paddling, branding or shaving, creation of excessive fatigue, consumption of excessive and/or an unusual combination of food, physical or psychological shock, quests, treasure hunts or scavenger hunts that involve inappropriate items (bras, underwear, etc.), wearing of apparel that is conspicuous and not normally in good taste, engaging in public stunts and buffoonery, morally degrading or humiliating games and activities, any other activity that is not consistent with the law (including legal drinking age).

Any individual, who plans or intentionally assists in hazing activities, whether that individual is present when the hazing occurs or not could be considered involved in hazing.

This is not meant to inhibit team welcoming activities or team bonding initiatives that are positive and educational in nature or designed to instill a group culture or unity. It is to deter those behaviors that cause or are likely to cause danger, harm, or humiliation to another student. Cape Breton University is committed to ensuring that your orientation experiences are positive and inclusive. To this end, we have a **ZERO TOLERANCE** policy regarding hazing.

## Social Media Networking Guidelines

As technology continues to rapidly evolve, it presents many new and exciting opportunities for social interaction and communication. As leaders, club members have the responsibility to portray their team, their university, and themselves in a positive manner at all times to protect the reputation of their club and the university. Information shared online is vulnerable to context, circumstance, and interpretation and comes with the same rights and responsibilities as offline actions. It is also important to note that while CBU does not always police Facebook, Twitter, or other similar sites, students may still be held accountable for any online behavior that does not align with CBU Student Code of Conduct. Club members are expected to be responsible and appropriate with their online presence and not to engage in offensive or negative behaviour. As student leaders, club athletes represent their university on and off the field and are held to a high standard with regards to modelling appropriate behaviour.

## Disciplinary Process

1. When a disciplinary incident occurs, club representatives will meet with the Coordinator of Recreation and Sport to begin the review and investigation.
2. The club suspected of violating policy will be asked to prepare written documentation regarding the incident.
3. The Coordinator of Recreation and Sports will conduct an investigation with the appropriate individuals and witnesses involved in the incident.
4. Upon conclusion of the investigation the Coordinator of Recreation and Sport will determine a decision and sanction.
5. If the Cape Breton University Student Code of Conduct is suspected to have been violated, Recreation Services will notify the appropriate campus office.