

STATEMENT OF INTENT

All student Teams ratified by the Nova Scotia Community College Student Association (NSCCSA) are supported in an effort to help students get the most out of their college experience. The NSCCSA recognizes the value of student Teams in providing athletic, opportunities designed to encourage students at NSCC to participate and learn. NSCCSA Ratification is required in order to be recognized as an official NSCC team.

PURPOSE

The Student Association is composed of students with varying academic and non-academic needs and interests. While the NSCC Student Association as a student government strives to address these diverse needs, it also realizes that other student groups may exist on campus to help support this endeavour. Therefore, the purpose of this package is to assist students in the development, formation, and operation of these important campus student groups (hereafter referred to as Teams) and to make clear the obligations that a group has to the NSCC Student Association and to its members.

WHAT IT MEANS TO BE A CHARTERED CAMPUS STUDENT TEAM

As per Article 8, Section 3 of the NSCC Student Association Common Constitution, the SA has "the power to issue charters to clubs and organizations for the purpose of promoting extra curricular activities".

Being chartered by the Student Association means that NSCC officially recognizes your Team as the official campus team, and this affords you all the privileges that come with being affiliated with the Student Association (such as financial help, administrative support and inclusion under the Student Association General Liability insurance policy). It also means that your team has been approved by the Student Association and its' Students' Council and registered with the proper College departments to be the official team for your campus. Hockey Teams wishing to participate in the NSCC Winter Classic Hockey Tournament must be a chartered campus team.

APPLICATION PROCESS

1. Complete the Student Association Teams Kit, making sure to meet the following criteria:
   - Statement of purpose and goals of the Team, and how it intends to meet these goals;
   - Charter application form is completed in full, this includes the name of the NSCC faculty or staff member who has agreed to serve as Coach/Advisor;
   - Fundraising plan if accessing Student Association seed funding;
   - Tentative outline of activities (including fundraising activities); and
   - Indemnity Agreement is completed.
2. Once the package has been completed, it must be submitted to the VP Activities of the Student Association for presentation at a Student Association Students' Council meeting between September and December.
   At least one member of the student Team is asked to be in attendance to make a presentation to the Students' Council.

MEMBERSHIP

No student team shall limit its' membership on the basis of age, college program, colour, disability, ethnic origin, gender, race, social status, sexual orientation, etc.

All student teams must run on a not-for-profit basis.

No student teams sanctioned by the NSCC SA shall take part in any form of initiation of its' members.

Some teams may require a participation fee to help offset the costs associated with participation (ie. ice time costs for hockey practices). Please list potential anticipated participation fees as part of your fundraising plan prior to ratification.

CAMPUS STUDENT TEAM NAME

All Teams must include their campus as a prefix in their name and may not use the term "Student Association".
Examples: "NSCC Pictou Running Team" or "NSCC Cumberland Hockey Team"

RATIFICATION PERIODS

TEAMS will be sanctioned from the date of their presentation to the NSCCSA Students' Council until April 30 of the current academic year. Each subsequent academic year, the student team captain of the Team must submit **FORM 1** to reconfirm their chartered status. If the Club's mandate, type or goals change from the original Team kit submission, a new package must be completed in full and reviewed by the NSCCSA Students' Council for re-ratification.

EVENTS & SPECIAL FUNCTIONS

Teams are encouraged to plan events on their campus; however, event-planning details should be brought to the attention of the Student Association VP Activities so that appropriate facilities planning and risk management processes can take place, if appropriate. This includes all Fundraising and Team spirit events.
Please note, due to the high risk factors and liability issues involved in organizing student activities, all Teams must adhere to the guidelines around prohibited and high risk activities, as outlined in the NSCC Student Risk Management and Activity Planning Manual. **(See FORM 4)**

CAMPUS STUDENT TEAM CAPTAIN

For each Team, we ask that members designate one Student Team Captain to serve as the primary contact for the group with regards to interaction with the NSCCSA and other Teams, Clubs and Societies. Assistant Captains may be elected by the team and listed as secondary contacts. To be the Team Captain or elected Assistant Captains, the students must be a registered student at NSCC and be a member in good standing with the NSCCSA.

CAMPUS STUDENT ASSSOCIATION FUNDING

All funding of Teams by the Student Association shall be determined in adherence to the following guidelines:

- Upon ratification by the NSCCSA Students' Council, Teams will be eligible to receive a small stipend *(amount to be set by each campus SA based on budget)* to assist them in delivering on their stated goals, as per their submitted Fundraising Plan. Student Association seed Funding will only be considered with a completed Fundraising Plan, and should not exceed 50% of the Team's required annual costs.
- Teams may submit additional Funding Requests to the VP Finance for approval by the Student's Council.
- The Student Association will not extend funds to Teams with a political or religious affiliation.

FINANCIAL GUIDELINES

To ensure that proper financial procedures are being followed and that all student funds/expenses can be tracked through financial statements, it is the preference of NSCC's Director of Internal Audit that all student Teams bank through the campus Student Association. This might include a Team-specific bank account hosted under the Campus SA's bank account. All accounts are subject to frequent oversight by the VP Finance as well as annual audits. It will be the responsibility of the Team Captain and Coach to coordinate with the VP Finance to account for all funding throughout the year.

The following are a list of general information and guidelines regarding Team finances:

- May be reimbursed only for legitimate expenses, including but not limited to postage, print credits, speakers, registration fees, competition fees, and advertising or fundraising supplies.
- Sporting equipment for individual/personal use is not considered a legitimate expense and will not be funded.
- Parties, alcohol or pub crawls are not considered legitimate business and will not be funded.
- Food will be reimbursed only upon receipt of an approved cheque request accompanied by a valid receipt for the purchase. Please connect with the Student Association Executive for prior approval.
- Team financial records must be accurate and complete. (Remember, you are handling other people's money, not your own, and you are responsible for it).
- Always give and get receipts to provide verification of all revenue and expenditures.
- Be certain to deposit all money from your events/activities through your VP Finance.
- Do not run up bills you cannot pay.
- Team budgets vary from year to year. No Team is permitted to accumulate debts or make commitments on the assumption that next year's Team budget can or will finance them.
- Any items/equipment/materials (ie. jerseys, sports equipment) purchased with Student Association funds should be returned to the VP Activities by April 30 so that these items can be used by future students in the same or similar Teams.

To deposit funds - All funds raised by the Team will be deposited with the Student Association and the SA will issue receipts for each and every deposit made. The Team Captain will also be responsible for keeping track of all funds deposited with the SA.

To withdraw funds

Teams will access their funds by submitting cheque requests to the Student Association, which must be approved by at least two members of the organization. In accordance with the Student Association's own financial management regulations, no cheques may be written to cash. Teams are not eligible to receive advanced cheques.

Teams should adhere to the Funding Policy to request and withdraw any additional approved funding sought through Funding Requests.

NEITHER THE NOVA SCOTIA COMMUNITY COLLEGE NOR THE STUDENT ASSOCIATION WILL BE RESPONSIBLE FOR ANY DEBTS INCURRED BY ANY TEAMS WHO FIND THEMSELVES TO BE OPERATING AT A DEFICIT AT THE END OF THE YEAR.

ASSISTANCE

In addition to the support provided by the Student Association and the Team's Staff/Faculty Coach, students may also seek further assistance in setting up and maintaining their Teams through NSCC Student Life.

Contact NSCC Student Life

Email: studentlife@nscc.ca

STUDENT TEAMS REGISTRATION FORM (FORM 1)

We, the undersigned, wish to *(please circle)* **apply/reapply** for NSCC Student Association chartered campus **Team** status.

Members of the _____(club/society name)
who are in good standing with the NSCC Student Association, are:

(PLEASE PRINT CLEARLY)

	NAME	STUDENT ID#	PHONE #
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

Please attach sheet with additional members if necessary.

Type of Team (✓ one): _____Team Sport _____Athletics _____General Interest

_____International _____Recreational _____

_____Other. Please specify:_____

CAMPUS STUDENT TEAM REGISTRATION (FORM 2)

It is understood that the aims of the _____ are to be:
(Please print clearly and include goals of the team, proposed programs, services or events. Please attach separate sheet with any additional information as necessary).

Each team should have their contacts listed below:

	NAME	PHONE #	EMAIL
TEAM CAPTAIN			
STAFF COACH			
ASSISTANT CAPTAIN(S)			

It is further understood that all activities will be based on NSCC Student Association approval, that the Team Captain for this Team shall be responsible for regular communication to NSCC Student Association Executive, and that this campus student Team shall be open to any interested NSCC students.

Signature of Team Captain Date

Coach/Advisor Name Signature Date

We have read and understand the NSCC Student Association procedure for student teams listed above and will adhere to the regulations stated therein.

DISCLAIMER

Participation in this campus student team and any event or activity that it is involved with may include risk. The use of equipment, facilities, and premises of and/or contracted by the NSCCSA, by persons participating in any event or activity, shall constitute acceptance of that risk regardless of the nature of the injury. The NSCCSA, its officers and agents shall not be liable for any injury, loss or damage sustained or suffered by persons participating in any event or activity at the College or off campus, unless caused by the negligence of the NSCCSA, its officers, agents and otherwise. The student team captain and staff/faculty coach must make all persons signing this Form aware of this waiver. If this waiver is not explained to the members, the responsibility will lay with the student team and not with the NSCCSA.

Additional waivers may be required to be signed by each individual person participating in team activities prior to their participation. Waivers may depend on the nature of the team's activities and the Student Association may request to have members participating sign at any given time.

STUDENT TEAMS INDEMNITY AGREEMENT (FORM 3)

Student Team Name: _____

Date: _____

WE, the undersigned, release the Nova Scotia Community College (NSCC) and the Nova Scotia Community College Student Association (NSCCSA) and all persons for whom it is lawfully responsible from any and all liabilities, damages, costs, claims, suits or actions arising out of:

- Any damage to property including loss of use thereof, any personal injury, including death, arising from cause whatsoever which shall be sustained by myself, any of the participants, spectators or any other person who may be in the vicinity of any event carried on by:

_____
STUDENT TEAM NAME

Additionally, we are liable for all unauthorized debts incurred by the campus student TEAM

We agree not to enter into any contractual relationship with anyone with respect to the aforementioned campus student team. We recognize that any violations of the above will result in immediate de-ratification of our campus student team.

_____
Primary Student Contact/ Team Captain Signature

IDENTIFICATION OF PROHIBITED/HIGH RISK ACTIVITIES (FORM 4)

List A **Prohibited Activities** - It is recommended that the organization of and participation in the following be prohibited.	**List B** **High Risk Activities** - Due to the nature of these activities, NSCC requires that all guidelines be followed and caution be exercised when organizing and supervising these activities.
• Activities offering alcohol/spirits as prizes or giveaways • ATVing • Auto Racing • Boxing • Bungee Jumping • Car Rallies • Demolition Derby • Drag Racing • Dunk Tank • Extreme Sports • Hang Gliding • Hot Air Balloons • Ice Climbing • Mechanical Bull Riding • Motorcycling of any nature • Non-commercial planes • Pub Crawls • Racing of Watercraft • Rifle Range or Other Activities Involving Fire Arms • Sky Diving	• Bicycle Motocross BMX • Canoeing • Caving • Fencing • Helicopter Rides • Inflatable play structures (i.e. jousting, Velcro wall) • Kayaking • Mountain Biking • Mountain Climbing • Commercial Planes • Open Water Swimming • Paint Ball/Laser Tag • Private Planes • Rappelling • Rock Climbing • Scuba Diving • Skateboarding • Skiing • Snowblading • Snowboarding • Team athletic sports • Tidal Rafting • Trampoline • Wall Climbing • White-Water Rafting

This list may not include all high-risk activities. Some of these activities are excluded under Insurance policies. Please contact your campus Student Life Assistant for clarification on coverage prior to approving your event. Please note that NSCC reserves the right to add to or modify these activities at any time.