



Varsity Club Athletics Board - Terms of Reference

Policy owner:	President
Audience:	Executive Committee, Varsity Club Athletics Board
Approved:	Board of Directors Meeting, February 12, 2019
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1. Introduction

This policy is intended to outline the composition, responsibilities, and duties of the Varsity Club Athletics Board. This Board is advisory to the Students' Union Board of Directors on the subject of the Varsity Club Athletics Teams. It is given the power to recommend how funds from the Varsity Club Athletics levy should be dispersed amongst Varsity Club teams.

2. Definitions

- **Sports Club Administrator** – The administrator responsible for the Club Team program at the University of Regina
- **Varsity Clubs Athletics Levy** – (VCAL) The levy collected by URSU to support Varsity Club Athletics programming. This fee exists independent of this policy and can only be modified or repealed by a motion at an AGM or SGM of URSU.
- **Varsity Clubs Athletics Fund** – (VCAF) The fund that holds the VCAL collected. Distribution of the monies within this fund is determined by the Varsity Club Athletics Board
- **Varsity Club Athletics Board** – (VCAB) The URSU Board of Directors has delegated the responsibility for managing the VCAF to the VCAB. VCAB is considered a sub-committee of URSU and must abide by University of Regina and URSU's policies, constitution and bylaw(s), and other relevant constating documents.

3. Policy

3.1 Membership

The VCAB shall be comprised of members and delegates as defined in the VCAB Constitution. Currently the VCAB is comprised of:

1. Chair - elected from team representatives, which will act as one of that team's representatives. The Chair is not eligible to vote except in the case of breaking a tie.



2. Vice-Chair - elected from team representatives, which will act as one of that team's representatives. This position will be able to cast a vote unless appointed to chair a meeting.
3. Two team representatives elected from each member team recognized by VCAB. These representatives must be student athletes.
4. The following individuals shall act as resource persons as necessary but do not have voting privileges:
 - URSU General Manager
 - Members of the URSU Executive Committee
 - A representative of the University of Regina Alumni Association
 - ~~Any~~ Any other persons deemed necessary by the Executive Committee
 - Sport Club Administrator
 - Sport Club Student Assistant

3.2 Executive Elections

Executive positions are those that are defined in the VCAB Constitution.

Elections shall take place in the following manner:

1. The Chair and Vice-Chair shall be elected from the representatives of the teams that are elected to the VCAB
 - a. the Sport Club Administrator will act as the Chief Returning Officer (CRO) and will supervise and oversee the election process.
 - b. Voting shall be by a show of hands and/or a yes/no vote. However, any member may request that the election voting be done by secret ballot, in which case the CRO must facilitate voting by secret ballot.
2. The term of the Chair and Vice-Chair positions shall be one year. Terms commence on May 1st.
3. Elections for the Executive positions shall be held each year between March 1st and April 30th.
4. A member of the URSU Executive Committee shall act as interim Chair or Vice-Chair if one of these positions is not elected during the election period. The CRO must coordinate a by-election as soon as possible to fill any vacancies on a permanent basis.
5. Whichever team has their representative elected to an Executive Position may appoint one additional member to the VCAB in order to ensure that they have 2 voting representatives.



3.3 - Eligible Funding

The following expenses shall be eligible for funding:

- Participation in tournaments shall be the funding priority
 - Canadian University National Tournaments shall be prioritized over Regional University Tournaments. Tournaments that are unaffiliated with universities or that are international shall receive the lowest priority.
 - Travel, lodging, and tournament registration fees are eligible to be covered
- Honoraria (as opposed to wages, which are ineligible) may be requested for coaches.
- Uniforms/equipment costs can be covered up to 50% unless the committee votes to make an exception. Typically uniform replacements can only be funded once every three (3) years. Personal equipment and uniforms are ineligible.
- Medical expenses for athletes that may arise in the course of an Varsity Club Athletic Program as outlined in 3.7.
- Events, promotion and marketing of the Varsity Club Athletics Program.
- Unforeseen expenses as deemed necessary by the VCAB

3.4 - Duties

This VCAB shall be responsible for:

- Holding regular elections from within its membership.
- Meeting at least eight (8) times per year.
- Making recommendations about the management and disbursement of the VCAF to the URSU Board of Directors.
- Sending a minimum of 2 members from each team to the URSU Annual General Meeting.
- Participating when possible in URSU events like Welcome Week, Frost Week, etc.
- Holding at least two VCAB events per year in partnership with The Owl.
- Discussing and planning events, fundraisers, and other joint activities of the VCAB.
- Other matters as suggested by the members.
- Creating an annual budget (including budgeted and actuals).
- Submitting an annual report to URSU as well as any other required reports as requested by URSU.

3.5 - Eligibility

Only members of the VCAB may access the VCAF. Teams shall only be eligible for funding from the VCAB if they:

- are officially recognized as Varsity Club Athletics Teams by the University of Regina Faculty of Kinesiology and Health Studies.
- are registered as clubs of URSU in good standing.



- have open tryouts accessible to all members of URSU annually that are advertised around campus (at a minimum) at least 1 week in advance of the tryouts taking place.
- have already operated successfully for one probationary year.
- are eligible to compete at a Canadian University National Championship in their chosen sport.
- are in good standing with their respective provincial and national sport governing bodies.
- are in good standing with the University of Regina (as outlined in the Varsity Club Manual).

Once they become members of the VCAB, teams forfeit their right to any other source of funding from URSU (including but not limited to PEC funding and club reimbursement funding). Teams may still access other services that are offered to clubs. Individual members may still request support from URSU, however, VCAB teams may not.

3.6 - Roles and Responsibilities

Chair

The chair of the committee shall:

- assist the Vice-Chair in completing their duties (as requested by the Vice-Chair).
- ensure the actions of the VCAB respect the policies, bylaw(s) and constitution of URSU.
- call and attend meetings.
- prepare and distribute the meeting agendas at least 24 hours prior to the meeting.

Vice-Chair

The Vice-Chair shall:

- assist the Chair in completing their duties (as requested by the Chair).
- record minutes at meetings.
- prepare and maintain a record of meeting minutes, which will be distributed within 72 hours of the conclusion of the meeting.
- call and chair meetings when the Chair is unavailable.

Members

Members of this committee shall:

- assist the Chair and Vice-Chair in completing their duties (upon request).
- read relevant materials in advance of meetings and communicate the decisions of the Board back to their teams.



- attend meetings.
- submit all agenda items to the chair a minimum of 72 hours in advance of the meeting.
- send an alternate when they are unable to attend meetings.

Sport Club Administrator

- ~~At the~~ Report the funding recommendations of the Committee to the URSU Board of Directors for approval and to the relevant members of the URSU staff in order to ensure funds can be dispersed in a timely manner.

3.7 Medical Reimbursement

VCAB will establish and maintain a fund for the purpose of providing financial assistance to offset emergency medical costs incurred by VCAB athletes known as the Athlete Emergency Medical Assistance fund (AEMA). Details of the fund and its application shall be defined in the VCAB Constitution.

4. Process

3.8 Funding Division

Recommendations for how the VCAF is to be budgeted for allocation is done at the discretion of the members of the VCAB. If members cannot come to an agreement about how to divide the funding in a timely manner (as determined by URSU), funds will be divided equally based on the number of members on each team.

3.9 Fund Management and Invoicing

The VCAF will be held by the University of Regina in a special purpose account at all times. In order to access the funds that have been budgeted to their teams, each team must comply with the following process;

- Teams must submit original receipts and/or invoices for reimbursement to the Sport Club Administrator.
- URSU will authorize expenses that respect the criteria laid out in this policy.
- The VCAL will be sent to the University of Regina to be held in the Special Purpose account, which is administered by the Faculty of Kinesiology and Health Studies and the Sport Club Administrator.
- The Sport Club Administrator will ensure that money will be distributed to each team in a timely manner, based on the decision by the VCAB.

URSU or the Sport Club Administrator will require original receipts to authorize any expenditures. Reimbursement may be denied on the basis of any breach of this or any other URSU and/or University policy by the Team or its members. Such a decision to deny



funding shall be made by the Faculty of Kinesiology and Health Studies. Decisions of this nature may be appealed to the URSU Executive Committee or relevant University of Regina authority if necessary.

5. Dissolution of the VCAF levy

Should the VCAB deem it necessary to dissolve the VCAB and stop collecting the VCAL, a two thirds majority vote by the VCAB is required for a motion to be set forth at the next URSU Annual General Meeting or Special General Meeting to ratify the decision to dissolve the VCAB and the VCAF. Any remaining funds and/or assets shall be disbursed as outlined on the VCAB Constitution.

6. Resources

N/A