

Athletic Teams 101

2026-2027

Fall 2026



Association étudiante
de l'Université McGill
Students' Society of McGill
University

Presented by ACADIA KNICKERBOCKER

Estimated time: 1h

Land acknowledgement

The SSMU acknowledges that McGill University is situated on the traditional and unceded territory of the Anishinaabeg and Haudenosaunee nations.

The SSMU recognizes and respects these nations as the true and constant custodians of the lands and waters on which we meet today.

Further, the SSMU commits to and respects the traditional laws and customs of these territories.

GOVERNANCE UPDATES

SSMU STATUS

ATHLETICS CATEGORY

COMMUNICATIONS

MCGILL

COMPETITIONS

STUDENT GROUP BASICS

BRANDING

COACHES AND TRYOUTS

FINANCES

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GOVERNANCE UPDATES

SSMU STATUS

Temporary Interim Club Status

- November 27, 2025 & January 15, 2026 → Legislative Council approved 11 teams for **temporary interim club status**
- Typically used as a probationary period → exceptionally used as a transitional status
- Lasts until your team is:
 - a) reinstated by McGill Varsity
 - b) an athletics category is created

SSMU STATUS

Temporary Interim Club Status

- NO Affiliation to McGill
- (3) hours per week of free room bookings and (2) hours of free tabling in SSMU buildings.
- Must submit an audit
- No access to SSMU club funding
- SSMU Insurance Coverage

ATHLETICS CATEGORY

What will it look like?

- Student Groups:
 - Clubs, Services, Independent Student Groups, Undergraduate Associations, **Athletic Teams**
- Specific financial processes
- Try out protocols
- Coaching Contracts
- Practice policies

ATHLETICS CATEGORY

What changes need to be made?

- Constitutional amendment
 - Fall 2026 referendum
 - Voting period: October 26-November 6
 - Establishes Athletics Category
 - Legislative Council Representative
- Internal Regulations
 - IRs of Student Groups & IRs of Finance
 - Athletic team by-laws
- Student Groups Committee updates

ATHLETICS CATEGORY

What's left to be done?

- Athletic Team Fee
- Plebiscite Question: Fall 2026
 - “Would you support of an Athletic Team fee of at least \$0.30?”
 - “Would you support a higher fee between \$1-3 to support Athletic Team operational costs?”
- Fee Creation Referendum Question: Winter 2027
 - Fees collected Fall 2027

COMMUNICATIONS

Communications with McGill

- Communicating with McGill will be done on your behalf
- McGill communications are NOT SSMU communications. They may be inaccurate and do not represent the SSMU or our policies
- Direct questions to:
 - Karen Castro | Student Group Finance Coordinator
studentgroupfinance@ssmu.ca
 - Acadia K | VP Clubs & Services studentlife@ssmu.ca

Communication at Competitions

- You **must** inform the VP Clubs & Services of upcoming competitions
- Include
 - Competition name
 - Confirmation of your registration
 - Location
 - Date & Time
 - Organizer Contact information
- If I do not know where you are I cannot make sure you are protected

STUDENT GROUP BASICS

3. Adhere to policies

ZERO tolerance policy on hazing or discrimination

Athletic Team	SSMU	McGill
<p>Your Team Constitution</p> <p>Team Constitution templates:</p> <ul style="list-style-type: none">• <u>Executive Structure Template</u>• <u>Collective Structure Template</u>	<ul style="list-style-type: none">• The Club Resources <u>portal</u>• <u>Internal Regulations of Student Groups</u>• <u>Events Section</u>• <u>Contracts & Agreements Checklist.</u>• <u>Internal Regulations of Finance</u>• <u>Building Protocol</u>	<p>Naming Conventions:</p> <p>All SSMU groups must use the word “Students” when using “McGill” in their name.</p> <p>If you choose to have “McGill” in your group name, please email the Vice-President (Clubs and Services) at <u>studentlife@ssmu.ca</u> to coordinate approval.</p>

6. Contracts & Sponsorship

Important

- All SSMU Athletic Teams are part of the Society and **do not have SSMU signing authority therefore they cannot enter into legally binding contracts or agreements** as doing this could pose a risk or liability to the SSMU.
- SSMU Signing is in the mandate of the SSMU's elected Executives.
 - This includes: contracts or agreements (verbal or written) with venues, sponsors, service providers, or caterers.

Sponsorship

All sponsorship agreements, whether involving **monetary** payments or **in-kind contributions**, must be declared by completing the **Sponsorship Declaration Form**

Donations

SSMU is **not a charity organization** and as such can not issue a charity tax receipt

This must be clearly stated during all fundraising efforts

Any online fundraising platform (like GoFundMe) must be set up by SSMU

5. Submit an Event Declaration Form

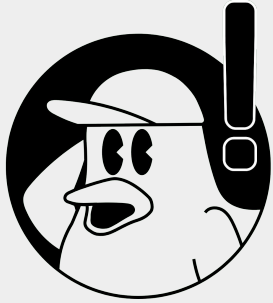
All SSMU Teams may be eligible for **insurance coverage**, but declaring your events is essential to ensure your activities are covered.

- Declare all team events using the **External Events & Activities Declaration Form**
- **(20) business days** prior to the commencement and advertisement of any team events or activities
- This form is necessary for declaring on-campus, off-campus, and online events.

Events held in the **University Centre** do not **require submission** of this form.

More information in the Event training

BRANDING



You are no longer McGill affiliated

Naming Conventions

- All SSMU Groups must use the word “**Students**” when using “**McGill**” in their name.
- You are **not** allowed to be named “McGill Sport Team” or “McGill Sport Club”
- You **must** be named “SSMU Sport Team” or “McGill Student’s Sport Team”
 - You must use “Team” instead of “Club” as SSMU may host recreational clubs of the same variety.
- Until the end of the Fall 2026 Referendum, you may update your name by emailing studentlife@ssmu.ca
 - Following the referendum you may submit a Student Group Name Change Request Form

Images Conventions

Your may not use the following images:

- The McGill M
- The McGill Crest
- The McGill M with the Crest
- The McGill Varsity name or Logo
- The McGill Recreation name or logo
- The McGill Athletics name or logo
- The McGill Birds (name or image)

The SSMU does not own these images

Branding Conventions

Your name must be accurately reflected everywhere including but not limited to:

- Social media including instagram and tiktok
 - Username, Name, Bio, etc
 - **Deadline:** October 16, 2026
- Uniforms
 - Printed after **September 2026**
- Team Merch
- **SSMU does not own the McGill name or images, violations of this policy will have substantial consequences because of the legal risk it creates for the society**

COACHES & TRYOUTS

Coaches

- Coaches must be hired through an Independent Contractor Form **even if they are not paid**
- Coaches do not represent you unless you explicitly say in your ICA that they can
 - Protect your information
 - Only team executives and contracted coaches will be privy to team information
 - No one else will be able to communicate with me on your behalf
- Coach salaries are not eligible to be withdrawn from your Varsity account, they must be internally funded
- Coach salaries must be paid in accordance with the ICA

Independent Contractor Agreements

Independent Contractor Agreements:

- An Independent Contractor Agreement (ICA) is used when an individual is hired to provide services (e.g., DJ, photographer, instructor, coach, etc.) and is not an employee.
- SSMU has two ICA versions:
 - Short-Term ICA — for one-time services.
 - Long-Term ICA — for ongoing or extended service arrangements.
- ICAs must be submitted at least (10) business days before the event for processing.
- An ICA is not required when the contractor is a registered business that provides a detailed invoice with applicable taxes (e.g., an NEQ).
- The request must include details about the group, service provider, associated event or activity, scope of work, and payment structure.
- Supporting documents, such as a void cheque and invoice (if available), should also be provided to the group before payment is made.

Tryouts

- Tryouts happening in or after the Winter 2027 semester need to be pre-approved by the Athletic Teams Sub-Committee
- Tryouts must be free of cost and open to SSMU & PGSS members
- Team must endeavor to make tryouts as accessible as possible
- Team Executives or Coach (if authorized in the ICA to do so) must submit a comprehensive Tryout Selection Report
 - Tryout process, candidates for selection, and why each candidate was eliminated or selected
- Tryouts are subject to investigation by the Equity Coordinators

FINANCES

Attend the SSMU Club & Athletic Team Finance Workshop

SSMU Finances

Club vs. Athletic Team finances:

Both:

- Have bank accounts managed by group executives
- Have credit cards
- Must submit a budget and audit
- May negotiate sponsorships through SSMU
- May apply for SSMU Funding

Athletics Only:

- May apply for a credit card limit increase
- Submit an accounting form
- Do not have access to the Club Fund
- GoFundMe

Budget

Budgeting

- Budgets help prevent significant deficits for events and accidentally overdrawing the bank account
- Athletic Teams should create annual budgets at the beginning of each year and budgets for events.
- Requested if you are applying for funding.

Template

If you notice any unusual activity, please contact **studentgroupfinance@ssmu.ca** as soon as possible

General Expectations

- Keep track of all documentation.
- Do not spend beyond your account balance. If a team operates in a deficit, this will be something the executives will bear.
- Check your team account balance and credit balance frequently
- Keep your cheque books and deposit slips somewhere safe (Keep your cheque books and deposit slips somewhere safe.

Budget

Sample Annual Budget (for a Club with one annual conference, monthly general meetings, fundraising, and a trip)				
General Category	Specific Expense	Projected Revenues	Projected Expenses	Notes
Bank Balances	Opening balance	780		We try to maintain an opening balance of \$500 to cover start of year expenses
	Target closing balance		500	
Fundraising	Samosa sale 1	150	90	Base numbers on quotes for samosas and past experience
	Samosa sale 2	150	90	
	Coat check at Gerts	200		
	Membership fees	220		\$10 each, 22 members
Operating Expenses	Office supplies		20	Pens, pencils, tape
	Printing and postage		20	For donation letters and sponsorship materials
	Clothing sale	550	550	A \$25 sweater per member, paid for by members
General Meetings	Room bookings		80	\$10 a week, 8 weeks, in Burnside
	Food		120	\$15 worth of timbits and coffee each meeting, 8 meeting
	Equipment rental		80	\$10 a week to rent a projector
Conference (as shown in sample event specific budget)	Ticket sales	1,300.00		100 pre-ordered tickets @ \$10 each, 20 at the door tickets @15 each
	Food/drink sales	300		Based on sales from similar event last year
	Sponsorship	1,100.00		
	Departmental contribution	500		
	Food/drinks		1,000.00	
	Venue		1,300.00	Room at Carleton hotel, 2 nights, security, and decorations
	Key note speaker		430	Speaker's fee, hotel, food allowance, honorarium
	Judge's honorariums		120	
	Misc		230	Lanyards, posters, markers, etc.
	Entertainment		600	DJ, comedian
Toronto Trip	Megabus tickets		320	\$40 round trip, 8 people, quotes attached
	Hotel	400	400	2 rooms, 2 nights, paid by participants
	Conference fees		80	\$10 each, 8 people
	Totals	5,650.00	6,090.00	
	Total Revenues	5,650.00		
	Total Expenses	6,090.00		
	Surplus(deficit)	-440		

Credit Cards

Covered in Finance Workshop

How to apply for a credit card increase

- Email studentgroupfinance@ssmu.ca at least 3 weeks in advance
- Include reason for increase
- Include date of event
- Include all financial projections
 - Budgets, expected costs, previous similar event budgets
- A temporary increase may be granted

Varsity Funds

Do not contact finance.athletics@mcgill.ca

- Monthly account statements will be sent to your team by studentlife@ssmu.ca
- Payment options:
 - Direct deposit: Please email a void cheque linked to the team bank account.
 - Cheque: Arrangements can be paid for you to pick up a cheque in-person if direct deposit is not possible.

Varsity Funds

Eligible Expenses

- Facility Rentals
- Equipment
- Team travel (e.g. hotels, rental cars, gas, meals)
- League or event registration fees
- Uniforms
- Food for events

Ineligible Expenses

- All forms of compensation (e.g. payroll, consulting fees, coaching)
- Referees
- Alcohol
- Any items not related to the sports activities

Reimbursement Process

- Complete the Athletic Team Reimbursement Accounting Form
- Compile all supporting documents available (quotes, receipts, invoices, etc)
- Merge into 1 PDF
- Send to Studentlife@ssmu.ca

TEAM / CLUB REIMBURSEMENT FORM

[illegible]

- Fill in date
- Use your official team name
- Do not edit the requestor information
- Do not edit the Amount Requested line, it will populate automatically

TEAM / CLUB REIMBURSEMENT FORM

[illegible]

- Provide the quote or invoice number if available, leave blank if not
- Provide a short description of the expense
- Enter the amount associated with the expense

Reimbursement Process

- You may include multiple purchases from multiple different people from multiple events on one form as long as **they require the same type of reimbursement**
 - Booking contracts
 - Reimbursement for expenses
 - Invoice for external payment
- Compile all supporting documents available (quotes, receipts, invoices, etc)
 - Every line on the reimbursement form MUST have an associated piece of documentation
 - For reimbursements, provide the void check of your SSMU bank account as the last item

Reimbursement Process

- Merge into 1 PDF
 - The documentation must be in the same order as the reimbursement list
 - (the first line of the reimbursement is related to the first piece of documentation)
 - You may not submit mixed receipts (receipts with personal and team purchases)
- Send to Studentlife@ssmu.ca from your team email address
 - Subject line: “[ATHLETIC TEAM VARSITY REIMBURSEMENT]”
- Funds will be deposited into your SSMU bank account for your signing officers to refund through the club reimbursement process
 - Only executives and contracted coaches may be reimbursed

Thank you!

