

The Club Sports Manual 2013-2014

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CLUB SPORTS PROGRAMS IMPORTANT DATES CALENDAR 2013-2014

Tuesday, September 3, 2013

First day of classes

Fall semester scheduled practice times to begin

Club Sport Organization funding available

Sunday, September 9, 2013

Activities Fair

Dandelion Square, 3 PM – 4:30 PM

In case of rain the event will move inside to the field house.

Monday September 16, 2013 – 8:00PM

8:00 PM - Mandatory Club Sports Presidents Training Meeting; Hale Room, Goergen Athletic Center

9:00 PM - Mandatory Club Sports Business Managers Training Meeting; Hale Room, Goergen Athletic Center Mandatory Club Sports

Forms due at this meeting:

- Appendix AA R Club Membership Form/Renewal
- Appendix D Officers, Advisor, and Contact Person List
- Appendix E Membership Roster
- Appendix F Risk & Liability Forms
- G Non-student Insurance Form
- Appendix J Safety Guidelines
- Appendix K Coaches Applications Due
- Appendix L Equipment Inventory
- Updated Constitution and by-laws if necessary
- game schedule (no formal form, make your own)
- Elect Caucus Leaders to Club Sport Council Caucus

Monday, October 14, 2013 - 8:00 PM

Mandatory Club Sports Program Presidents Meeting, Hale Room, Goergen Athletic Center

Information due at this meeting:

- Updated Membership Roster (Appendix E)
- Additional Appendix F Risk & Liability Forms

Monday, November 4, 2013 - 8:00 PM

Mandatory Club Sports Program Presidents Meeting; Hale Room, Goergen Athletic Center

Monday, December 2, 2013- 8:00PM

Mandatory Club Sports Program Presidents Meeting; Hale Room, Goergen Athletic Center

Spring 2014 semester practice/game facility requests due – using the online Virtual EMS System (Contact: Tracey DeMersman)

Wednesday, December 13, 2013

Last Day of Classes

Last day for fall semester scheduled practice times

Club Sport Organization funding closed

Wednesday, January 15, 2014

Spring Semester classes begin

Spring Semester scheduled practice times begin

Club Sport Organization funding available

Monday, January 20, 2014 - 8:00 PM

Mandatory Club Sports Presidents meeting; Hale Room, Goergen Athletic Center

Forms due at this meeting:

- Updated Appendix E Membership Roster
- Additional Appendix F Risk and Liability Forms

Monday February 3, 2014 - 8:00 PM

Mandatory Club Sports Presidents Meeting; Hale Room, Goergen Athletic Center

Caucus present at meeting

Forms due at this meeting:

-Club Sports Executive Board Nominations

Monday February 3, 2014 - 8:30 PM

Mandatory Business Manager's Budget Workshop; Hale Room, Goergen Athletic Center

Monday February 24, 2014 by 5:00PM to Club Sports Business Manager mailbox in Ruth Merrill Center
Budgets Due for 2014-15 Academic Year

Monday, March 3, 2014 - 8:00 PM

Mandatory Club Sports Presidents Meeting; Hale Room, Goergen Athletic Center

-Executive Board Elections

Monday April 7, 2014

2014 Fall semester practice/game facility requests due (Online Virtual EMS System)

Monday, April 7, 2014 - 8:00 PM

Mandatory Club Sports Program Presidents Meeting, Hale Room, Goergen Athletic Center

Forms due at this meeting:

Appendix R Coach Evaluation

Appendix X Club Sports Evaluation (provided by Club Sports Council)

Wednesday, April 30, 2014

Last day of classes

Club Sport Organization funding closed

II. OVERVIEW OF CLUB SPORTS

A. Introduction

The Club Sports Program at the University of Rochester, administered by the Department of Athletics & Recreation and the Students' Association, is comprised of 40 different club sports. Each club is formed, developed, governed, and administered by the student membership of that particular club working with the Club Sports Program staff and an advisor who offers professional guidance to the club. Coaches may be hired to help train the club members, however, the key to the success of this program and each club is student leadership, interest, involvement and participation. Some sports must hire coaches when involved in a high-risk sport.

This Manual has been prepared as a guide to assist student officers, advisors and coaches in the administration of their club program. It contains specific procedures and guidelines to be followed by all clubs affiliated with the Department of Athletics & Recreation and Students' Association.

The rules and regulations of the University of Rochester, the Department of Athletics & Recreation and the Students' Association govern student organizations recognized as club sports. All club sport officers are expected to become familiar with this Manual. Any questions pertaining to club activities not stated in this Manual should be referred to and discussed with the Club Sports Program staff.

The Club Sports Program staff is available to students for consultation on concerns, ideas, and for administrative assistance. Appointments are recommended but not required. The Club Sports Office is located in the Goergen Center 2117. The telephone number is 275-4302. Email is jjuron@sports.rochester.edu.

B. Nature and Objectives of the University

The University of Rochester is dedicated to providing educational opportunities for its students and to transmitting and advancing knowledge. The tradition of the University as a sanctuary of academic freedom and a center of informed discussion is an honored one. It is committed to the protection of intellectual freedoms and rights: of professors to teach; of scholars to study; of students to learn; and of all to express their views. The University of Rochester is pluralistic and values diversity. Members of the community must respect the rights of the individuals and diverse groups that constitute the University. It is essential that the University remains supportive of democratic and lawful procedure, dedicated to a rational approach to resolving disagreement, and free from discrimination, violence, threats and intimidation.

C. Department of Athletics & Recreation - General Mission

The Department of Athletics & Recreation provides opportunities for all individuals within the University community to participate in varied physical recreation and intercollegiate programs. These programs include: 1) intramural sports, 2) club sports, 3) intercollegiate sports, 4) open recreation opportunities, 5) wellness/fitness programming. Each of these programs, which give balance to the University's academic and occupational life, include leadership roles in the organization, administration, and supervision of programs, and spectator participation. Through this multi-faceted sports program, the Department seeks to provide equal opportunities for each individual to participate regardless of gender, age, sport interest, or motor skill level.

D. Students' Association - Seven Principles

The Students' Association Senate aims to support an organizational system which allows students to pursue their interests while focusing their energy in ways that promote community on the River Campus. The Seven SA Principles of Student Organizations (Clear and Focused Mission, Membership, Inclusion, Uniqueness, Programming Publications Activities and Collaboration (PPAC), Future Leadership Development, and Evaluation/Assessment) were designed to encourage more collaboration, more community-directed programming, and fewer self-serving activities. In order to gain Students' Association recognition, an organization must fulfill all Seven Principles.

NOTE*: Club Sports do not need to fill out PPAC forms*

<http://sa.rochester.edu/sa/senate/policy/seven-principles/>

E. What is the Club Sports Council Network?

Club Sports Council Network serves as an umbrella organization to network all Club Sports at the University of Rochester. Club Sports are groups founded, developed, governed and administered by students with the goal that participants can learn new skills, improve existing skills, engage in competition, or enjoy recreational and social fellowship in various sports.

Each club sport is a student organization composed of students, faculty, and staff. The students within each club structure are responsible for the internal administration of their club. Some of their duties include club organization, instructing, scheduling, publicity, and fundraising.

F. Membership/Eligibility

All full-time undergraduate students attending the University of Rochester are eligible for membership in a club sport. **Only undergraduate student members of a club may hold an office in the club and vote on club matters.** Each club sport will determine its own membership rules. An up-to-date Club Membership Roster (Appendix E) must be on file in the Club Sports Office by the 1st Fall Club Sports Program Presidents' Meeting. All members listed on Club Membership roster must have submitted a Risk & Liability Form (Appendix F). Any new members must be added to the club roster by the next scheduled practice or club meeting. A club will be considered inactive if the membership list is not current. However, the membership requirements must be free from discrimination based on race, gender, religion, disability, sexual orientation, ethnic group, or national origin, and all clubs must be comprised of **at least 10 members who are undergraduate students attending the University of Rochester on a full-time basis.** If a group does not meet active membership requirements, they are subject to termination at the discretion of the Club Sports Council Network.

Guidelines for Non UR Undergrads in UR Club Sports

The Club Sports Program at the University of Rochester is designed for current University of Rochester undergraduate students. Graduate Students, undergraduate students at other universities and community members may participate in the Club Sport Program. Membership to graduate students, faculty, staff, and friends of the University are limited to no more than 25% of the total membership. Any potential membership to a club sport by a non UR undergraduate student must become a member of the **R Club**. No club member should handle any money involving the **R Club**. This money should be paid directly to a Building Manager at the Front Desk of the Goergen Athletic Center.

Fees for membership to the **R Club** are listed on page 8 of this Manual. The reason for required membership to **R Club** is to minimize the University's liability and ensure proper facility control measures within the Goergen Athletic Center and Spurrier Gym. Joining **R Club** allows the individual to use all of the athletic department facilities when available.

The following are the procedures for all club sport members and must be done **before** he/she is recognized as an official member of the club sport and eligible to participate in club activities:

- 1) Club officers and members fill out Membership Roster (Appendix E) completely and submit to Club Sport Secretary.
- 2) **ALL** Club members must sign a Statement of Risk and Liability (Appendix F).
- 3) All Non-UR fulltime undergraduate students sign a Recognition of Non Coverage Release form (Appendix G) in addition to the Statement of Risk and Liability (Appendix F).

Fees for Non UR Full time Undergraduate Student

GROUP	R Club Membership	Additional Family	Club Sport Membership
Full time Graduate Students	\$0	\$122	\$25
Faculty/Staff, Part time students	\$230	\$122	\$25
Alumni	\$230	\$122	\$25
Retired Faculty/Staff	\$115	\$60	\$25
Community members	\$450	\$250	\$25

Additional Family member is described as a spouse and direct dependents age 5-21.

For further information and membership information about R Club, visit the University of Rochester web site, and go to the Athletics and Recreation page and click on R Club. All money to join R Club should be paid by the individual to a Building Manager at the Front Desk of the Goergen Athletic Center.

Once you join **R Club**, you will need to get an UR ID card. The ID card will remain valid for one (1) year.

University ID Office, Susan B. Anthony building, is open Monday-Friday, 10AM–7 PM and Saturday 10AM– 2 PM. Phone 275-3975

Club Sport Coach/Advisor R Club Membership Steps

Each year every club sport is allocated 2 R Club Gym Memberships. These memberships are intended for deserving coaches or community member(s) so as to allow them access to the University of Rochester Athletic Facilities without paying the R Club fee.

Step 1: Fill out Appendix AA and submit to Club Sports Advisor to begin R Club Membership process.

Step 2: Club Sport Advisor drafts appointment letter for coach/advisor, returns Appendix AA and letter to club.

Step 3: R Club paperwork is completed by coach at front desk of the Goergen Athletic Center. R Club paperwork is submitted to front desk along with Appendix AA and appointment letter.

Step 4: The coach/advisor is instructed to get a school ID from the ID office in Susan B. Anthony building.

* Steps must be done for both New and Returning Coaches/Advisors.

G. How to Form a New Club Sport

Any group of individuals who are interested in forming a club sport to be recognized by the Club Sports Program must adhere to the following procedures.

1. **New Organization Registration Form and Club Sports Manual:** Receive the New Organization Registration form and Request for Recognition form (**Appendices A and B**) and a copy of the Club Sports Manual from the Club Sports Council Network Advisor in Goergen Athletic Center Room 2117. These forms must be turned into Wilson Commons 201 in order for the process to proceed. Student Activities will give preliminary approval (**Appendix V**) to a potential new Club Sport by signing off on the registration forms. **Please note that a club will have one month from when they are granted preliminary status to meet before the Club Sport Council Network and Caucus to be officially voted on.**

2. **Hold Interest Meeting:** Arrange a meeting to gauge the interest level for your group. New group development funds for publicity, food, etc. for an interest meeting are available through Wilson Commons Student Activities.

3. **Mission Statement, Preliminary Constitution and Membership Roster:** These forms shall be turned in to the Club Sport Council Advisor in Goergen 2117.

4. **Find a Faculty Advisor:** Find a staff or faculty member at the University (someone besides the Club Sport Council Network Advisor) who will have an interest in helping to guide your club's activities. While this person need not attend all Club functions, he/she should be kept informed on major club events.
5. **Arrange Meeting with Club Sport Council Advisor:** Set up a meeting with the Club Sport Council Advisor, in Goergen 2117. Be prepared to share the progress of your club, along with the appropriate forms.
6. **Elect Club Officers:** Following your preliminary Constitution, hold a meeting to nominate and elect club officers. President and Business Manager are the only required executive board positions. Additional potential officer positions are: Vice President, Secretary and/or Social/Fundraising Chair.
7. **Campus Club Connection:** Familiarize yourself with Campus Club Connection (CCC), as this is the official resource for student organizations. It can be found at <https://ccc.rochester.edu>. Information on your club sport, membership lists, and officer contact information must be completed before Senate will approve the club sport.
8. **Appear before Club Sport Council Network & Caucus for Vote:** The Club Sport Council & Caucus will vote on whether or not they would like to extend an opportunity to the group to become a full-fledged Club Sport (**Appendix V**). Once voted in by the Club Sports Council, your club will be allowed limited practice time in order to further gauge interest prior to appearing before the SA. This must occur within once month of gaining preliminary status. **Failure to do so will result in the club being derecognized for one year.**
9. **Appear before SA Policy & Review Committee:** When the above steps have been completed and the Club Sports Council and Caucus favorably reviewed your club's proposal, contact the SA Policy & Review Committee Chairperson to appear for review at their next meeting (contact information can be found at <http://sa.rochester.edu/sa/>). The group's executive board will be accompanied by the Club Sports Council Network President, who serves as a representative available to discuss all points of review from the New Club Sport Approval Form with comments on the New Club Expectations. The Policy & Review Committee will want to see a finalized copy of your constitution and a copy of the Registration form with a signature from the Club Sports Council. Once the approval has been given, your club will be put on the Senate agenda.
10. **Appear before the Senate:** At the next Senate meeting, a vote will occur to determine whether to recognize your club or not. The Club Sports Council Network President will also accompany the group leadership to this meeting.

Note: New clubs have 1 month to go from step #1 to step #8. From there appearing before SA Policy & Review and then Senate should happen within the following 2 weeks.
(P&R has meetings every Wednesday, Senate has meetings every Monday and Tuesday)

*Note: During the first year of a club's existence, a club will receive no funding. During the second year, the club will be considered for up to a \$500 budget. Please keep in mind that budget proposals are due in the spring. Ultimately, the awarding of funds is up to discretion of the Club Sports Council Network based on the following criteria: efficiency, management, scheduling, meeting attendance and active membership of the club during the beginning of its operation. Beginning with the third year and continuing for as long as the club exists, a club may request **no larger than a 50% increase from the previous year's budget**.*

H. Yearly Renewal and Registration

In order to remain a recognized Club Sport into the following year, the club must:

1. Submit an Officers List Form (**Appendix D**) listing the following year's officers.
2. Meet all the following requirements:
 - a. All appropriate forms were filed as directed at the specified time during the year.
 - b. Student interest in the club was demonstrated by a membership of at least 10 active full-time undergraduate students.
 - c. The club was represented at the majority of Club Sports Representative's Meetings.
 - d. An accurate inventory of equipment was maintained and kept on file in the Club Sports Office.
 - e. All club equipment was maintained, issued, accounted for, and stored adequately.
 - f. The University of Rochester and Club Sports Program policies as outlined in this Manual were followed.
 - g. The club's purpose and activity continued to be consistent with the Department of Athletics & Recreation's and Students' Association's missions.

- h. Suitable facilities continue to be available for the club to practice and/or compete.
- i. The Club Sports Program staff continues to have the necessary resources to supervise the club and its activities.

I. Club Sports Council Network Executive Board

The Club Sports Executive Board consists of three undergraduates who are elected yearly by the previous Club Sports Executive Board and Advisor, and approved by the Caucus. The purpose of the Executive Board is to help maintain the Club Sports program and oversee its activities. The responsibilities of each officer and duties of the subcommittee of which he/she chairs are as follows:

Club Sports Council President:

The Club Sports president is the main overseer who ensures Club Sports runs smoothly. The president serves as the primary contact to new clubs when they are forming and is a mediator and resource when problems or disciplinary issues arise within Club Sports. He/she is responsible for ensuring communication between the Club Sports advisor, council, caucus, SA Policy & Review Committee and Senate; for organizing and running monthly Club Sports Council and Caucus meetings; and for organizing the Club Sports Caucus each fall. The president deals with ways to make general improvements in the Club Sports program in both the short and long term.

Club Sports Business Manager:

The Club Sports business manager is the accountant of all club sports and is therefore a member of the Student Activities Appropriations Committee (SAAC). Student accountant is a highly regarded position that carries a good deal of responsibility. The accountant is responsible for holding office hours four days a week where he/she performs accounting duties and answers questions for all groups. He/she must also meet once a week with SAAC to discuss funding issues on a university scale. The business manager will participate in the SAAC budgeting to ensure that club sports receive a reasonable subsidy. The business manager is responsible for leading business manager training in the fall and a budgeting workshop in the spring as well as maintaining all accounts of SA funded Club Sports.

Club Sports Council Secretary:

The Club Sports secretary is responsible for managing all records from Club Sports. This involves recording when each club's paperwork was submitted and informing clubs of any late paperwork. He/she is responsible for taking attendance and recording minutes at each Club Sports meeting. The Secretary is also responsible for maintaining the Club Sports CCC site, which stores minutes and handouts from past meetings, the Club Sports Manual, and all paperwork. The minutes are then emailed to the club Presidents within 48 hours after the meeting. The secretary (along with the president and business manager) is also responsible for updating the Club Sports Manual, reviewing paperwork and forms and streamlining the organization's processes overall. The CCC site allows all executive board members to easily communicate with all clubs through the mailing lists created there.

III. RISK MANAGEMENT

A. Introduction

Club Sports should attempt to provide a safe and positive recreational experience for all participants by striving to prevent accidents and injuries before they happen. It is **required** that every Club Sport develop, implement, and practice the following safety measures:

1. Club Sports must develop and submit to the Club Sports Program Office for approval Safety Guidelines (**Appendix J**) relevant to their sport.
2. Failure to adopt safety rules will lead to loss of the club's sanction.
3. Club Sport officers, club members, coaches and instructors must emphasize safety during all club-related activities.
4. By completing and signing the Statement of Risk & Liability (**Appendix F**), each participant recognizes that he/she is always responsible for his/her own well being and the well-being of the group he/she is a part.
5. Each participant shares with the other members the concern and responsibilities of safety and agrees to follow safe

procedures and to avoid unnecessary, hazardous situations.

6. Club Sport officers must inspect fields and facilities prior to every practice, game, or special event. Unsafe conditions must be reported immediately to the Club Sports Program staff.
7. Club Sports must abide by all local, state, and national health and safety regulations.
8. It is *highly recommended* that at least two members from each club be certified in CPR and Emergency First Aid. At least one of these qualified medical personnel should be present at all club functions at home or away to handle any accident situations. A list of those club individuals who are certified in CPR and First Aid must be recorded on the Safety Guideline Form (**Appendix J**).

“Collision Sports” (Men's and Women's Ice Hockey, Men's & Women's Rugby and Men's Lacrosse) are *required* to have one qualified medical personnel at all practices and competitions. In addition, a certified EMT must be on site during competition. If an EMT is not available and the event is covered by a Certified Athletic Trainer (ATC), there will be a charge of \$20/hr to the club's budget. Competition schedules must be submitted at least one week prior to the initial home contest.

11. Club Sports must develop and be familiar with emergency procedures for practice and game situations.
12. All Club Sports should have a first aid kit at each practice session, game, and/or special event.
13. Participants must wear proper dress, including footwear and appropriate protective equipment. Protective equipment is personally supplied. Be sure it is in the appropriate working condition.

B. Medical Examinations

Before participating in Club Sports, participants should discuss with the Student Health Service medical staff or with their family doctor any physical problems, which may limit participation in the Club Sports Program.

The Club Sports Program strongly recommends that all members of club sports participating in vigorous or contact sports have an annual physical examination.

C. Statement of Risk & Liability

Each member of a club sport is required to complete and sign a Club Sports Program Statement of Risk & Liability Form (**Appendix F**) before they are eligible to participate in a club activity. This form must be signed and on file in the Club Sports Office.

Club sport members who are under 18 years of age must have a parent or guardian sign a Club Sports Program Statement of Risk & Liability Form (**Appendix F**) **before** they become eligible to participate in a club sport activity. It is acceptable to acquire parent or guardian's signature via email or a scanned form. This form must be signed and on file in the Club Sports Office.

Clubs will not be authorized to spend Club Sports Program allocated funds or utilize Club Sports facilities until all completed and signed Statement of Risk & Liability Forms (Appendix F) are on file with the Club Sports Program staff.

The Clinic/Tournament Statement of Risk and Liability Forms for non-UR adults and minors (**Appendices I and H**) must be submitted for non-UR students or faculty participating in club clinics and tournaments.

D. Medical Insurance

The Club Sports Program requires that all members of club sports have adequate medical insurance coverage while participating in any club-related activity. Each club member is responsible for arranging insurance coverage. Adequate insurance should include coverage for injuries incurred while participating in club activities and during periods of travel to and from such activities.

Individual clubs may require as a condition of membership, medical insurance for their members.

Neither the University of Rochester nor the Club Sports Program accepts any responsibility for ill health or injury sustained while participating in any of the programs. No medical or ambulance expenses incurred by a participant will be paid by the Club Sports Program or by the University. Participation is on a voluntary basis. As stated above, the Club Sports Program recommends that all participants undergo a prior physical examination and require some form of health and injury insurance.

E. Catastrophic Insurance Statement

The Club Sports Program purchases a catastrophic insurance policy. The nature and severity of the injury will determine the implementation of the catastrophic insurance coverage. The catastrophic insurance policy covers only those individuals registered for academic (at least a 2-unit course) credit at the University of Rochester. Non-UR students are **not** covered and will be required to sign the waiver form (Appendix G).

F. Emergency Action Plan

In the event of an emergency/accident while participating in a club sport activity (including interference by non-club members), remain calm. Do not confront threatening individuals. Refer to the following procedures:

1. On campus incidents:
 - a. Call x13. Student Emergency Squad members and Security Officers will respond as appropriate.
 - b. Minor mishaps should be directed to UHS at 275-2662. Injured persons may go to the UHS infirmary. The Hours for UHS are Mon 8am-9pm, Tuesday 9am-9pm, Wednesday-Thur. 8am-9pm, and Fri. 8am-5pm Saturday 9am-5pm and Sun. 1pm-6pm. There is a physician on call 24 hours a day, 7 days a week available by calling 275-2662.
 - c. Be able to tell:
 - Location of emergency
 - Phone number from which you are calling
 - What happened
 - How many people need help
 - What is being done for the victim(s)
2. Off campus incidents:
 - a. Call 911
 - b. Be able to tell:
 - Location of emergency
 - Number of where you are calling from
 - What happened
 - How many people need help
 - What is being done for the victim(s)
 - c. Call the Club Sports Program Office (585) 275-4302 or (585) 275-6914
 - d. Upon return to UR campus, complete the Accident Report Form (**Appendix Y**). If non-club members are involved, be sure to report the incident to UR Security.

G. Accident Reports

Club Sport representatives are required to complete and submit an Accident Report Form (**Appendix Y**) for injuries which occur to club members during practice, competition, recreation, or instruction on or off campus. Reports must be filed at the Club Sports Program Office within 24 hours of the accident.

H. Post Injury Care

Club Sport Members who are injured during a practice or competition should go through the University Health Services (UHS). UHS will assess and make recommendations for post injury care.

IV. CLUB CONDUCT

A. Introduction

The basic concept underlying the University of Rochester Club Sports Program's standard of conduct is that students, by enrolling in the University, assume an obligation to conduct themselves and their organizations in a manner compatible with the University's function as an educational institution. Individuals must always act in ways that do not detract from the reputation of the University, both on and off the field of play. When involved in off-campus events or when traveling, clubs should continue to reflect positively upon the University. Any reports by other teams or administrators of activities that reflect negatively upon the University will result in disciplinary action. Misuse of equipment and facilities, including not using reserved space, and/or neglect in following facility-use procedures, i.e. leaving debris or equipment in facility will jeopardize the club's continued status as a member of the University of Rochester Club Sports Program. In addition inappropriate conduct and actions while participating in any club sport-related activity will affect the club's continued status as a member of the University of Rochester Club Sports Program.

B. The Discipline Process

Violation of, or non-compliance with, University policies, campus regulations, the University of Rochester procedures, or the University of Rochester standards of conduct will result in revocation of the club's participation in the University of Rochester Club Sports Program. The corrective discipline process has been developed to assist club leaders in correcting the mistakes that have caused problems for the club and the University.

C. Minor Infractions

Minor infractions include but are not limited to:

- 1) Failure of President to attend Monthly Meetings,
- 2) Failure to submit required forms on time
- 3) Utilization of University facilities without prior authorization.

1. **First Offense:** If the violation is the club's first during the current academic year and the club is not under probation and/or disciplinary action from violations committed the preceding year, the following steps are taken:
 - a. The club is placed on probation for a designated period of time or until the club corrects the situation. Club funds and/or facilities may also be frozen until the situation is corrected.
 - b. The Club Sports Program staff will notify the club President in letterform stating:
 - The reason for the probation
 - The length of the probation period
 - If use of funds and/or facilities are frozen
 - The possible consequences the club will face if additional infractions occur
 - The appeal process
2. **Two or More Minor Infractions:**
 - a. The Club Sports Program staff takes any action in its discretion and the club is notified in writing of the action taken.
 - b. The club is reminded of their right to appeal.
 - c. Two minor infractions will combine to form a major infraction.

D. Major Infractions

These include club actions, which are outside acceptable standards of conduct or are in violation of the Club Sports Program guidelines.

1. Examples of major infractions include but are not limited to the following situations:
 - a. Displaying conduct that is incompatible with the University's function as an educational institution and the purpose of the Club Sports Program (i.e. unsportsmanlike conduct toward officials or opponents, or disruptive behavior on trips).
 - b. Misusing club funds.
 - c. Allowing ineligible individuals to participate in club activities.
 - d. Allowing a participant to play without signing the Statement of Risk & Liability Form (**Appendix F**).
 - e. Non-compliance with safety rules.

- f. Any action that results in a security report being filed. If this report identifies the club by name it will be considered a major infraction.
 - g. Breaking of the Alcohol Policy stated below:
Alcohol Policy for club sports states that alcohol is prohibited from any club sport event. There will be club sport action taken only when the incident is described as a club sport event.
 - h. Violation of the University Hazing policy.
2. For all major infractions:
- a. A meeting with the club President and the Club Sports Program staff is scheduled.
 - b. Input from appropriate administrators and staff members is solicited when appropriate.
 - c. The Club Sports Program staff determines the disciplinary action to be taken.
 - d. The club is notified in writing of the decision and is reminded of their right to appeal.

E. Definition of Club Sport Activity

1. Official competition – defined as a situation where a contest agreement form is used or a referee contract is used or a competition fee is paid or a tournament hosted by an UR team.
2. Organized practice – defined as having a coach present or a scheduled practice as stated by the club or more than 40% of the team's roster is present while working on activity specifically related to the Club Sport activity.
3. Any use of the UR athletic facility.
4. Any use of the school's name or the club sports name in writing to advertise the event.
5. Any use of school funds involved.
6. Any fundraising activity for the club sport team.
7. Any travel for the club sport team – defined as the time you leave campus until the return to campus or personal residence. Any team member not returning with team from an event must submit in writing to the team a letter saying they are not returning with team as an official end of their team travel.

Any infraction of the alcohol policy will be punished as described under Section IV article B Club Conduct the Discipline Process, covering major infractions.

Any incident in violation of the above policy will be considered a major club infraction and will be looked at on an individual basis by the Club Sport Program Staff. They will follow as stated above the procedures already in the club manual under the Discipline process.

Clubs are expected to discuss with members of their club team the alcohol policy and to include any additional policies in addition to the club sport policy in the individual club's constitution.

In addition, all game contracts will include information about our alcohol policy alerting any opponent.

F. Disciplinary Actions

Possible disciplinary actions that may be taken for minor and major infractions include:

1. Probation
2. Extended probation
3. Loss of funding (or freezing of funds)
4. Loss of facility reservations
5. Loss of the University of Rochester Club Sports Program and Students' Association membership
6. Any other appropriate discipline measure. **In the case of a security report being filed, the club will be required to**

complete a fundraising activity to be determined by the Club Sports Council Network with their Advisor. The money earned will go to the general ledger and be of benefit to all clubs.

Notification of disciplinary actions is sent to the Club President.

G. University Hazing Policy

All groups and individuals at the University of Rochester are required to comply with this policy. The University of Rochester defines hazing as follows:

1. Any action taken or situation created, intentionally, whether on or off University premises, to produce mental or physical discomfort, embarrassment, harassment, or ridicule.
Such activities may include, but are not limited to the following:
 - a. use of alcohol
 - b. paddling in any form
 - c. creation of excessive fatigue
 - d. physical and psychological shocks
 - e. quests, treasure hunts, scavenger hunts, road trips or any other such activities carried on outside or inside the confines of any living unit
 - f. wearing public apparel which is conspicuous and not normally in good taste
 - g. engaging in public stunts and buffoonery; morally degrading or humiliating games and activities
 - h. any other activities which are not consistent with the regulations and policies of the educational institution.

Violations are reviewed by the Judicial Officer of the Students' Association.

H. Appeal Process

1. Decisions of the Club Sports Program staff may be appealed to the Director of Club Sports by following these procedures:
 - a. Written notification from the Club President to the Director indicating the reasons for appeal must be submitted within seven days of the date on the disciplinary action notification letter.
 - b. The Director will rule on the appeal after investigating the situation and may uphold, reject, or modify the action taken by the Club Sports Program staff. Parties involved will be notified of the appeal results in writing.
2. An appeal of the Director's decision must be submitted in writing to the Club Sports Program Director. It must be filed within seven days of the date on the Director's notification of the appeal decision. This final appeal will be heard by a Disciplinary Board made up of three student participants in the Club Sports Program chosen by the Club Sports Program Director. The Club Sports Director will preside over the hearing but will have no vote. A simple majority vote will determine the Board's decision. Parties involved will be notified of the appeal results in writing.

V. CLUB RESPONSIBILITIES AND REQUIREMENTS

The following list of responsibilities for the club positions should be considered as guidelines and not as a complete listing of responsibilities. Each club must determine the exact duties of each officer.

A. President

Each club must elect, appoint or designate a student President to perform the following duties:

1. Communication: The importance of the club President's role to communicate with their club members and with the Club Sports Program staff cannot be overemphasized. The club President is the liaison between the club and the Club Sports Program. He or she should not assign the responsibility to another officer, although it is appropriate to include other officers and/or club members in the communication process. Communication at all levels and between all levels is encouraged and expected.
2. Read and understand the contents of the Club Sports Program Manual.

3. Coordinate all club activities with the Club Sports Program staff.
4. Register the club with the Students' Association and Club Sports Program each semester.
4. Be sure that your Club Sports President and/or pre-appointed alternate attends all Club Sports Presidents' meetings. These meetings are scheduled at least nine times per year (see calendar). Failure to comply with this guideline will result in loss of funding eligibility.

Copies of the Student Association Bylaws (Article II, Section 1, I (1-7)- referencing Club Sports to be distributed to all Clubs.

The Student Association (SA) Constitution and Bylaws may be found on the following Website.
<http://www.sa.rochester.edu/senate/constitution/>

It should be noted that there are specific guidelines as to the makeup of the Executive Committee: (Chairman "President", Business Manager, Secretary, Staff Advisor and Caucus Leaders). This committee has as one of its responsibilities the budgeting of SA funds allocated to Club Sports. **It should be noted that if a club's President misses two or more Club Sport Council Meetings, the club's funds will be frozen.**

6. Inform club members of policies, procedures, expectations, emergency procedures, safety guidelines and other regulations that must be followed.
7. Monitor all club sport events, assuring that all policies and procedures are being followed.
8. Report any injury, which occurs at club practices or events on or off campus to the Club Sports Office within 24 hours. Fill out an Accident Report Form (**Appendix Y**).
9. Familiarize incoming officers with the Club Sports Program Manual prior to his/her assumption of duties.
10. Ensure that all club members have submitted a completed and signed Statement of Liability & Risk Form (**Appendix F**) to the Club Sports Program staff before the member participates in any practices or contests. Also ensure that members who are required to have a physical have submitted proof of physical and been cleared before they participate.
11. Develop and maintain an accurate membership roster (**Appendix E**) at the beginning of each semester, submit roster to the Club Sports Program staff and update it throughout the semester as needed.
13. Maintain complete inventory records (**Appendix L**) and update the club's inventory when requested by the Club Sports Program staff. Arrange for summer storage of all club equipment.
14. Arrange facility reservations (**Online Virtual EMS system**) for club functions (such as practice, competitions, and/or meetings) with the Reservations Office in Goergen Center 1142. (See calendar for request due dates)
15. Assure that all club financial obligations are met. Know the financial status of the club's income and expenses.
16. Check on a weekly basis, the club's mailbox located in the Ruth Merrill Center.
17. Submit a current copy of the club's constitution (**Appendix C**) to the Club Sports Program Staff and update the constitution for approval by the membership as needed. Major changes made to a club's constitution must be approved by the Policy & Review Committee and Senate. Notify the Club Sports Council Network if your club needs to schedule a meeting to have their updated constitution approved.
18. Assure that all members of the Club Sport are complying with the rules and regulations of the University of Rochester, Department of Athletics & Recreation and Students' Association.
19. Submit schedule of home competitions to Club Sport Advisor at least one week prior to initial contest.
20. Notify the Club Sports Program staff of any changes in the club's schedule.
21. Notify the Club Sports Program staff of any changes in leadership and make the appropriate changes to the officer information on the CCC website within one week. Submit **Appendix D** to the Club Sports Council Secretary with the new officer information.

22. Meet with the club's Advisor periodically to give an update on club activities.
23. Meet with the club Business Manager to prepare the yearly budget (See calendar for Yearly Budget Request due date)
24. Ensure that safety is addressed at all club sport practices, competitions or activities at home or away from campus.
25. Promote good sportsmanship on and off the field or court.
26. Implement proper disciplinary action procedures when necessary.
27. Supervise fundraising projects (see fundraising guidelines in **Appendix U**).

Note: A list of all form due dates can be found on Athletics page under Club Sports.

B. Business Manager

1. Keep current financial transactions and liabilities.
2. Make sure club sport funds are used properly.
3. Ensure the club follows all Department of Athletics & Recreation, Students' Association and Club Sports Program policies and procedures regarding financial operations.
4. Ensure that the proper process for hiring coaches is followed in each of the following cases
 - Volunteers
 - Paid
 - a. UR personnel
 - b. Non UR personnel
5. Document each expenditure with receipts.
6. Check with Club Sports Council Business Manager regarding the financial status of your club on a regular basis. Club Sports Council Business Manager holds four, one-hour office hours in WC 101E each week.
7. Prepare a yearly budget and submit to the Club Sports Business Manager's mailbox before the deadline (see calendar).
8. Plan, coordinate and initiate fundraising efforts. Insure that the club makes their income requirement (defined as 50% of the allocation).
9. Attend all mandatory meetings called by the Club Sport Council Business Manager, including checking in once each month with the Club Sport Council Business Manager during his/her office hours.

C. Advisor

1. Each recognized club sport must have an advisor. The advisor should be selected by the first Club Sports meeting in the fall. The advisor preferably will have both expertise and a high level of interest in the activity. The name, address and phone number of the advisor should be submitted to the Club Sports Office.
2. If the designated advisor is identified in the spring for the next year, the advisors name information should be submitted at that time.
3. The advisor will be issued a Department of Athletics and Recreation **R Club** Membership free of charge for one (1) year. This membership will allow the advisor access to all facilities within the River Campus Sports Complex during scheduled hours. To complete this process fill out Appendix AA
4. The advisor should attend club meetings on a regular basis.
5. The advisor should be available to club sport leaders during the development of projects and programs; to provide expertise and direction to help ensure that activities are well planned and reflect favorably upon the University.
6. Other responsibilities of the advisor include:

- a. Approving the club's annual budget
 - b. Approving travel plans
 - c. Serving as a resource for club leadership regarding club matters
 - d. Counseling and advising club members.
 - e. Assurance of the club's compliance with state and federal laws
 - f. Encourage the development of leadership and initiative.
 - g. The advisor must help to assure good sportsmanship at all times.
7. The advisor will provide continuity to the program from year to year by assisting the new officers during the transition process.
 8. The Club Sport is provided the opportunity to be self-organized and self-governed with the appropriate guidance of the advisor. The advisor should be involved but should not dominate in a manner that would remove the opportunity for student development.
 9. Although it is the responsibility of the club to have an advisor. The Club Sports Program staff has the right and obligation to protect the club. If in the staff's opinion, the advisor is not meeting his / her responsibilities for the club, a meeting will be set up with the club President to discuss the matter.
 10. The advisor must be aware of and follow all University and Club Sports Program policies and procedures.

D. Coach

1. Each recognized club sport may have a coach. The coach must be selected by the October Club Sports meeting. The coach preferably will have both expertise and a high interest level in the activity. An application (**Appendix K**) for a coach may be obtained from the Club Sports Program Office. A coaching application, which includes a position title, length of the agreement, job description ie. Example of work expectations, inclusive have expected number of weeks, days & hours, and resume must be submitted to the Club Sports Secretary mailbox. Due to the inherent dangers associated with their sports Alpine Ski, Cheerleading (if the routines will include anything other than 1 person high stunts, tumbling, or other action other than standing and cheering) and Men's and Women's Ice Hockey will be required to have hands on coaches instead of merely advisors.
2. A formal agreement is prepared and mailed to the coach for approval and signature. The coach is now eligible to purchase a current UR ID. Work may commence only after the procedures for hiring are complete. No back pay will be awarded due to failure of group to get the required paperwork finished.
3. All coaches are hired under University of Rochester personnel policies.
4. All coaches are covered under the University's liability insurance, but only after Club Sports Program have received the signed contract.
5. Up to two coaches will be issued a Department of Athletics & Recreation **R Club** Membership free of charge for one (1) year. This membership will allow the coach access to all facilities within the River Campus Sports Complex during scheduled hours (see Appendix AA).
6. The coach should attend club meetings on a regular basis.
7. The coach should be available to club sport leaders during the development of projects and programs; to provide expertise and direction to help ensure that activities are well planned and reflect favorably on the University.
8. Other responsibilities of the coach:
 - a. Serving as a resource for club leadership regarding club matters
 - b. Assurance of the club's compliance with state and federal laws
 - c. The coach must help assure good sportsmanship at all times
9. The coach will provide continuity to the program from year to year by assisting the new officers during the transition process.
10. The Club Sport is provided the opportunity to be self-organized and self-governed with the appropriate guidance of the coach. The coach should be involved but should not dominate in a manner that would remove the opportunity for student development.

11. Although it is the prerogative of the club to have a coach, the Club Sports Program staff has the right and obligation to protect the club. If in the staff's opinion, the coach is not meeting his/her responsibilities for the club, a meeting will be set up with the club President to discuss the matter.
12. The coach must be aware of and follow all University and Club Sports Program policies and procedures.
13. The coach should be hired following the steps outlined in Section E of section V of this Manual. At the completion of each school year, you must evaluate the coach, either renew the coach for the following year or issue a letter of dismissal.

E. Hiring Process for Coaches of Club Sports

Reactivating payroll for existing Coaches

Step 1: Complete and submit **Appendix K** to the Club Sports Council Secretary's mailbox.

Step 2: Submit resume and job description to the Associate Dean of Students. Job description should highlight responsibilities. (ex: 75% coaching, 25% recruiting etc).

Step 3: Submit Salary as well as hourly breakdown to Club Sports Council Advisor. Submit to Associate Dean of Students.

Step 4: Associate Dean of Students completes form 610 and HR posts job internally for 3 days.

Step 5: HR will extend offer.

Step 6: Club Business Manager must submit weekly hours to the SA Accountant in Ruth Merrill Office 101E each Wednesday.

Volunteer Coaches

Step 1: Develop job description and requirements for Coach

Step 2: Identify Coach and fill out Coach Application (**Appendix K**) and turn it in to Club Sport Advisor with a resume of relevant experience.

Step 3: Club Sports Program will approve or deny application.

Step 4: If approved they will create a Coaching Agreement which must be signed and returned to the Club Sports Office for final approval and signatures.

Step 5: Upon final approval and signatures, Coach may begin service.

First Time University Employee Coaches

Step 1: Develop job description & requirements for Coach. Consult Business Manager for salary.

Step 2: Identify Coach and fill out Coach Application (Appendix K).

Step 3: Student Activities will contact department head of prospective coach for approval of Additional Income (if they are not volunteering).

Step 4: Club Sports Office will approve or deny application.

Step 5: If approved they will create a Coaching Agreement, which must be signed and returned to the Club Sports Office for final approval and signatures.

Step 6: Upon final approval and signatures the Coach may begin service.

First Time Non University Employee Coaches

Step 1: Develop job description & requirements for Coach. Consult Business Manager for salary.

Step 2: Identify Coach and fill out Coach Application (Appendix K). Pick-up University Application and accompanying paper work (W-4, I-9) for completion by prospective Coach.

Step 3: Club Sports Office will approve or deny application.

Step 4: If approved they will create a Coaching Agreement which must be signed and returned to the Club Sports Office for final approval and signatures.

Step 5: Upon final approval and signatures the Coach may begin service.

Evaluation of Coaches:

For every coach in each sport you must turn in a formal evaluation of that coach, assistant or advisor. These evaluations are due at the April Club Sports Presidents meeting with a decision to rehire or terminate. The contract for the following academic year should be done at this time to ensure that the individual will be hired in the correct time frame for the next academic year (Appendix R).

F. Program Assistance

1. Each club will have a mailbox in the Ruth Merrill Center, Wilson Commons. Have all correspondence and equipment delivery to this address. The correct address is: Name of Club, Ruth Merrill Center, Wilson Commons, University of Rochester, Rochester, NY 14627.
2. The Club Sports Program staff will be available for problem solving, advice, and direction. Appointments are recommended. The telephone number is 275-4302, Email: jjuron@sports.rochester.edu.

G. Budget Preparation and Assistance

The Club Sports Business Manager is available to assist each club with the preparation of budget requests. All budget requests for the next academic year must be submitted to the Club Sports Business Manager by 5:00pm to the Club Sports Business Manager's mailbox in the Ruth Merrill Center on the date indicated on the calendar. Failure to submit a budget request may result in the loss of funds and/or facility space. Each club will be notified of their appropriation before the end of the spring semester.

H. Publicity

Each club will be responsible for their own publicity. The Club Sports Office will be available to offer advice. Each club may contact the Wilson Commons graphic artist for further assistance. Each club should advertise on designated SA funded bulletin boards in Wilson Commons and Goergen Athletic Center.

I. Equipment

Use: The Department of Athletics & Recreation provides a limited amount of equipment for use by clubs. All equipment purchased by the Club Sports Council designated for club use, as an approved budgetary item becomes the property of the Club Sports Council Network. After the equipment is checked out by a club, the maintenance for it becomes the responsibility of that club. Although the Club Sports Council remains the owner of the equipment, the club and/or its members are responsible for it and will be held accountable for any damage or loss. All equipment must be accounted for in the beginning of the year inventory and in the end of the year inventory.

Storage: Limited storage space for club-owned equipment may be made available upon request and approval by the Department of Athletics & Recreation. Please see the Club Sports Council Network Advisor in Goergen 2117 for availability. (Appendix L).

VI. RESERVATIONS FOR FACILITY USE

A. Introduction

Clubs desiring to use Goergen Athletic Center or Spurrier Gym for club-related activities must submit the appropriate Reservations Request using the online Virtual EMS system to the Reservations Office (Goergen Center 1142) prior to each semester. (See calendar for request due dates below.)

Accessing Virtual EMS System

One officer of the club is to be selected to be the designated Virtual EMS contact. This is to be filled out on the Renewal form, handed in at the beginning of the year. This representative will receive an email detailing how to access the online reservation system. Each organization can only designate one representative.

Any facility request that requires additional expenses or personnel will be assessed to the individual club sport.

The following are acceptable requests for use of facilities:

1. Club meetings
2. Practice
3. Recreation
4. Instruction
5. Competition
6. Club promotion
7. Equipment storage
8. Club fundraising

Practice and game facilities are reserved on a semester basis. Practice/Game Reservations Requests are due as follows:

Fall term: 1st Monday in April

Spring term: 1st Monday in December

Failure to submit requests may result in the loss of facility space and/or poor scheduling time/locations. Because of changing schedules, dates, and times the Club Sports Program staff may not always be able to meet your scheduling needs and/or requests. Since facility schedules are printed and distributed to many users of the facilities, it is very difficult to change a practice/game reservation once a semester has begun. Make sure that facility requests are what the club wants and needs. All facility requests must go through the Club Sports Program staff. The Department of Athletics & Recreation reserves the right to cancel/reassign reservations for intercollegiate events.

The Club Sports Program staff will do its best to accommodate a club's request, but due to the great demand for facilities, the original request may not be approved. The staff will seek to achieve an acceptable compromise. A cooperative attitude from each club is expected.

Practice sessions begin the first day of classes each semester and end the last day of classes each semester unless the Club Sports Program staff has given prior approval. Failure to comply with all Club Sport regulations and policies will forfeit the groups' rights to reserve space in Goergen Athletic Center or Spurrier gym.

B. Expectations

Any time a club has reserved a facility, it must be used. If the club cancels a practice, game or any reservation, the club President must contact the Department of Athletics & Recreation reservationist at least 24 hours before the reservation is in effect. Failure to use a reserved area may jeopardize the club's ability to reserve facilities for future use. Some cancellations may require that the club pay the personnel costs for those personnel that had been scheduled. Any club using a facility is obligated to clean up after the activity. (Check with the Club Sports Program staff prior to the event to make arrangement regarding clean up if needed; i.e. where dumpsters are, extra trashcans, etc.) Building Managers and the Department of Athletics & Recreation professional staff will be monitoring all facilities - taking counts and checking the eligibility of users. Employees of the Department of Athletics & Recreation and student Building Managers have the authority to deny unauthorized persons (or persons abusing facilities, equipment or personnel) access to the facility.

Additional space after the scheduling deadlines for meetings, games, or practice is available on a first-come, first-served basis. Locker space is available to club members on the same basis as regular users of the Department of Athletics & Recreation's facilities. Visiting teams or competitors may be permitted use of locker facilities under the jurisdiction of the Department of Athletics & Recreation during the period of competition with a recognized Club. Requests for locker and/or shower facilities should be discussed with the Club Sports Council Network Advisor in Goergen 2117.

Spectators are permitted to attend club-related activities, but they do not have facility use privileges and they are restricted to the area of competition that they have entered to watch. A parent or a responsible adult must accompany all spectators under 18 years of age at all times.

Clubs wishing to collect entry fees from tournament participants, admission fees from spectators, donations, or raise money in any other manner while using a departmental facility must have written approval from the Club Sports Program staff.

All club participants, visiting clubs and spectators must abide by all rules and regulations pertaining to facility use.

Many of the Department of Athletics & Recreation facilities are "shared" facilities with other sports programs, intercollegiate athletics, intramural and rentals. This results in many different groups utilizing the same indoor and outdoor facilities. Clubs should always be courteous to the groups scheduled before and after the club is scheduled. Clubs should ask politely when it is time for them to take the field or court, leave at their scheduled ending time, and always leave the facility in better shape than when arriving. Continued use of these facilities is based on how they are treated.

Note: The University of Rochester strictly prohibits the consumption or possession of any alcoholic or intoxicating beverages in public areas on campus. (See Alcohol Policy, Section IV, Club Conduct) Smoking and tobacco products are not allowed in any indoor facilities or on outdoor fields. It is the club's responsibility to monitor all club events (including the actions of spectators) to assure these items are not on site. Games will be delayed until the problem is corrected or may be canceled if the situation is not addressed.

Facility availability may be withheld and disciplinary actions may be imposed when improper usage is reported or when clubs fail to adhere to Club Sports Program policies and procedures.

VII. TRAVEL

A. Introduction

All travel of club sports is governed by the rules and regulations of the Department of Athletics & Recreation and the University of Rochester. Travel guidelines for Club Sports include the following:

1. **A Travel Itinerary and List (Appendix Q) must be filled out one week prior to day of departure for teams that are competing.** The Travel Itinerary Form/List (**Appendix Q**) does not need to be completed for individual or team practices. Changes may be made up to 48 hours in advance of departure time. If this form is not turned in it will be considered an infraction of club sport policy.
2. It is the responsibility of the Club Officers to submit the form to the Club Sports Program Staff and ensure individuals listed on the team Travel Itinerary Form/List (**Appendix Q**) are members and have completed and signed the Statement of Risk & Liability Form (**Appendix F**), which should be on file in the Club Sports Program Office. Submittal does not warrant automatic approval. **The Club Sports Program Staff must authorize the team travel.** The use of a caravan is strongly suggested when traveling and the person in charge should travel with the main party.
3. All off-campus extramural competition trips by club sports must be approved by the Club Sports Program Staff.
4. Any traffic tickets received by Club participants will be the responsibility of the individual and/or club. No Club Sports Program funds are authorized for the payment of fines.
5. Athletics & Recreation vans are not available for club use.
6. In order to be covered by the Club Sports catastrophic insurance policy, clubs must reimburse their drivers at least partially for every trip. It is up to the club to decide to what extent they will reimburse the driver. Reimbursement to drivers for the cost of gasoline requires the Travel Form (**Appendix S**), which should be submitted to the Club Sports Business Manager within 24 hours of returning from competition. The standard gas reimbursement procedure for Club Sports as of the 2010-2011 academic year is as follows: clubs should reimburse drivers at a rate 50% of the total calculated by using the government issued reimbursement rate of \$0.51/mile. Proof of the number of miles traveled should be submitted with Appendix S. Once a group has met their income requirement, defined as 50% of their allocation, they are allowed to reimburse drivers 100%, if approved by the Club Sports Business Manager.

B. Drivers

You must have each member of the Club who is to drive, file with the Club Sport Advisor the document stating the individual has no moving violations or accidents in the last 12 months (**Appendix Z**) with a copy of the drivers license. If there is not a clean license you may turn in an official copy of their 3-year driving history. This document is available at the Department of Motor Vehicles. The form that you must fill out is called the MV15C form. If your license is from New York State, you can go to motor vehicles located on 2199 East Henrietta Road in the Suburban Plaza. The hours that this office is open are Monday, Tuesday, Wednesday and Friday 8:30 am - 4:30 PM; Thursday 8:30 am - 6:30 PM. Or you can go to the web site, www.nydmv.state.ny.us/forms/mv15.pdf print up a copy of the form and mail it in to motor vehicles with a check for the \$5. From outside the state of New York, go to the web site [www.state.\(\).us/](http://www.state.us/) (please use the official abbreviation of the state you are licensed in and enter it in the parentheses) and click your way to motor vehicles to get the form. The club sport advisor will make the decision on whether the individual may drive.

Any violation of this policy will result in infractions against the Club. Please review policy on Club Conduct.

In addition state law requires that vehicle owners have automobile insurance. A photocopy of proof of insurance is required, and must be turned into the Club Sports Secretary mailbox. Members with a poor driving record (two or more moving violations or accidents in 1 year or more than 2 in the 3-year period) should not be allowed to drive on a club trip. All drivers must adhere to the recommended seating capacity of the vehicle. Safety must always be the most important consideration.

1. The Club Sports Program Staff expects adequate insurance coverage required by law and that the vehicle is a) adequate for the work to be performed, b) equipped with seat belts, and c) in safe mechanical condition. Additionally, the driver should have a safe driving record.
2. If the club advisor/coach is not able to travel with the club on a trip for either practice or competition, then authority

must be delegated to a "person in charge". If the team is competing, this individual must be a registered club officer and listed as the "person in charge" on the Travel Itinerary Form/List (**Appendix Q**).

3. Responsibilities of "person in charge" include:

- a. Supervise the conduct of the members of the trip, and ensure that all drivers drive in a safe manner.
- b. If competing, submit the Travel Itinerary Form/List (**Appendix Q**) to the Club Sports Program Staff, 7 days prior to travel.
- c. If there are any changes, update the Travel Itinerary Form/List (**Appendix Q**) 48 hours prior to departure.
- d. Collect a travel packet (your club's first aid kit, Accident Report Forms (**Appendix Y**), a copy of the Travel Itinerary Form/List (**Appendix Q**) (if competing), a copy of the Emergency Action Plan prior to a trip and ensuring it is in lead car).
- e. If an accident occurs, follow the Club Sports Program Emergency Action Plan.

C. Traveling with the team

When traveling with the team to any competition site you are expected to travel with the team. If you will be staying at a site of competition or traveling home on your own you must fill out the form (**Appendix T**) prior to team travel to be included with the travel itinerary. This form may be signed and returned to the coach or "person in charge" for the trip at the site of competition. This form should be filed with the Club Sport Advisor immediately upon return to campus from the trip.

D. Van Rentals

A purchase order from the Club Sports Business Manager is required prior to van travel. Van or car rentals are the responsibility of each club. Club Business Managers should always allow 2-3 business days for the processing of paperwork, please plan accordingly. The Club Sports Program Staff highly recommends that clubs utilize the University's Corporate Account with Enterprise Rent-a-car. The extra damage insurance waiver is not necessary with Enterprise. Be sure to check the driving requirements for the van rentals. Many companies are now requiring drivers to be 25 years old.

1. The Club Sports Program Staff can immediately suspend team privileges of any team that travels to competition without approval. Further, the Staff may recommend suspension for just cause. Suspension would result in loss of on-campus status, use of facilities and equipment.
2. Ensure that if you are renting a vehicle via direct bill (a common practice with Enterprise Rent-a-car) that you indicate which club you are from on the billing information. Too many times bills come to the Athletics and Recreation office with only a renter's name and no club affiliation. This creates unnecessary work for club sports personnel.

D. Alcoholic Beverages

The transportation and/or consumption of alcoholic beverages are prohibited while traveling on the University of Rochester sponsored club sport trips. Failure to abide by this policy will jeopardize the club's affiliation with the University of Rochester Club Sports Program. Please refer to Section IV of Club Conduct for the Alcohol Policy.

VIII. COMPETITION

A. Introduction

Some of the club sports at the University of Rochester wish to participate in extramural competition. These clubs should consider the following when planning a schedule of competition.

1. Try to maintain a balance between home and away contests.
2. Consider the University's academic calendar i.e. exams, vacations etc.
3. Consider length of competition, hour or two, all day or weekend.
4. Special circumstances i.e. spectators, handicapped individuals, weather, and concessions.
5. Consider distance to competition site.
6. Consider overnights.
7. Travel rules and regulations.
8. Facility availability and reservations.

B. Scheduling

To plan a schedule each club should consider league scheduling or direct scheduling. Any club desiring affiliation with a conference or league must secure prior approval from the Club Sports Program staff before becoming a member of that conference or league. The club will be responsible for submitting the appropriate entry forms and fees. For direct scheduling the club president should contact each of the desired opponents either by phone or email and establish a schedule. Once the schedule has been established, each club sport must submit a copy to the Club Sports Program Office prior to any competition.

C. Officiating

All payment of officials for club sports contests must be made from monies allocated to clubs by the Club Sports Program budget.

Any individual who is paid from the Club Sports Program budget for officiating a club sport contest must complete a Contest Personnel Form (**Appendix N**) and submit it to the Club Sports Council Business Manager. A W-9 Form (**Appendix O**) must be on file with the University Personnel Office. All paid officials should be paid in a timely manner after competition.

IX. FINANCES

A. Introduction

The members of each club sport are primarily responsible for the financial support of their club. Self-support is an essential principle of the Club Sports Program. Each club must make every effort possible to raise funds for their program to become financially independent of the University. Club funds must be used for the benefit of the entire group according to the Club Sports Program rules and regulations. Funds for club activities will normally come from the following sources:

1. Membership Dues
2. Fundraising (all fundraising activities require prior approval from the Club Sports Program staff.)
3. Budget allocation
4. Donations from individuals and corporations

Clubs may spend no more than their allotted amount from the Club Sports Program. Any negative balances will be repaid either by the club, gifts and donations, and/or from the following year's budget. If a club runs a deficit the previous year, and goes into deficit the current year, that club will be ineligible for any Club Sport Council (CSC) funding for the next year. Clubs with negative balances must meet with the Club Sports Program staff. If a club does not resolve a deficit situation by the closing of the books on July 30 of that year, the club will not only be ineligible for CSC funding, but will also lose CSC recognition.

To obtain a yearly allocation from the Students' Association budget allocation, Clubs must submit a yearly Budget Proposal to the Club Sports Council Business Manager. **Budget Requests are due to the Club Sports Business Manager mailbox in the Ruth Merrill Center by 5:00pm on February 27, 2012. Clubs will not be considered for funding if a budget is not submitted.** Any leftover funds at the end of the academic year will be transferred into the club's account for the following year. If an increase in funding is requested, it must be less than a 50% increase of the previous year's funding. Each request is reviewed and analyzed by the Club Sports Council and Caucus. **Factors such as required meeting attendance, timeliness with forms and participation figures, and the degree of cooperation demonstrated by the club officers are all taken into account when making final allocation determinations.** Yearly budget funds information will be available for the clubs during Allocation meetings to follow budget review, typically held in April.

B. Gifts/Donations

Gifts and donations solicited from parents/alumni/friends of the University of Rochester are a viable source of income for any club. Request that checks are made payable to the specific club. Any monies registered for a club through the Gift Giving Office will go into a separate gift account for the club. If a club wishes to spend gift money, approval must be obtained from the Club Sports Council Business Manager.

C. Fundraising

The Club Sports Council permits a registered on campus club sport organization to conduct fundraising events on campus provided the project is consistent with the purposes of the student organization and University policies. Club Business Managers should review fundraising ideas with the Club Sports Council Business Manager to ensure the viability and success rates of different types of fundraisers. Also, **Appendix U** is designed to assist clubs in the fundraising process.

1. A club may not apply for a loan, which would exceed their allotted subsidy.
2. All monies must be deposited and withdrawn through each individual club sport account.
3. All monies raised should be deposited to the club's account by the business manager to the accounting office in Wilson Commons office 101E as soon as possible during office hours after the conclusion of sales/event.

D. Purchasing Procedures

1. Overview of the Appropriations Office
The SAAC (Students' Association Appropriations Committee) office is located in the Ruth Merrill Center, Room 101E. The office is open Monday-Friday, 8:30am-4:30pm. This is the office where all of Club Sport Organizations business transactions will take place. This is the office where you can locate the Club Sport Council (CSC) Business Manager during scheduled office hours to conduct your fiscal business or ask questions. The CSC Business Manager also has a mailbox directly outside of this office, which you may use to communicate or transfer paperwork and requests. All necessary financial forms for your transactions are available in this office. This office also contains a staff accountant who can help with simple questions and will often be available when checks, purchase orders, or other items need to be picked up. The staff accountant also handles all deposits. However, the staff accountant is not there to approve requests, answer policy questions, or act as a communication link with the CSC staff -- this is the Club Sports Business Manager's responsibility.

Every Club Sport Organization (CSO) will have an expense and income account. Each account has a six-digit number. These accounts are very similar to regular bank accounts, with the exception that in order to take money out, you need the approval of a third party, the CSC Business Manager. Whenever money is requested or deposited, the Club Sports Business Manager must note the particular account number out of which the expense will come or the deposit will go. Thus, the Business Manager must be aware of the approved budget and the amount of money in each individual account.

It is very important to remember that when requesting money each year in your budget, the only way the Club Sports Caucus knows what you need and have spent in the past is by looking at the transactions you have conducted through the SAAC office. Therefore it is imperative that all transactions, no matter how small, are conducted through the office. This includes any and all fundraising, dues, and monies put up front by club members.

Additionally, the purpose of the SAAC office is to avoid any reimbursements. Virtually all transactions can be conducted with the proper forms available through the SAAC office. It is a policy not to offer any reimbursements without prior approval. With proper planning, all transactions can be completed with purchase orders, blue requisitions, internal requisitions, etc. Please allow 2-3 days for the processing of paperwork and approval from the Club Sports Business Manager. Do not expect to receive approval for reimbursement when your group fails to plan adequately and makes a request too late for the SAAC office to process. Improper behavior, improper use of funds, and poor planning will drastically affect your group's budget the current year and next year.

Following are samples and definitions of the specific items a Business Manager must use to conduct each club's financial transactions.

For all requests, you will always submit a Fund Request Form or a Check Request along with other appropriate documentation.

2. Fund Request Form

These slips are located on the front of the staff accountant's desk in the SAAC office. These slips are used to request funds in the form other than a check made payable to a specific individual or business. They are used to request purchase orders, blue requisitions, internal requisitions, etc. which are defined later. It is important that all details of this request be completely filled out to make sure there is no delay processing. If purchasing items for a specific event/tournament, please be sure to indicate the date of the event on your request.

After you fill this form out, place it in the Club Sports Business Manager's mailbox. **You should allow 2-3 days for approval and processing of the request; do not expect the Club Sports Business Manager to complete it that day.** When you need to pick up your funds, stop by the office and the staff accountant will provide you with all necessary materials/funds.

3. Check Request

The most frequent use of check requests is for the paying of invoice/bills received from purchase orders. After you use a purchase order through a vendor (store, catalog, etc.), that vendor will mail you a bill along with two copies of the purchase order. At this time you submit a copy of the purchase order, the bill/invoice, and a check request. Once this is done a check will be cut and mailed to the appropriate vendor and the transaction is complete.

Other uses for Check Requests are for payment for services, travel expenses, and any pre-approved reimbursements. If at any time payment is made without approval, reimbursements are not the responsibility of the CSC or the SAAC office. All check requests must be accompanied by the appropriate documentation, i.e. a receipt, bill, contest personnel report, etc. No checks will be cut without this documentation. Therefore, in order to get a check cut you must plan in advance and allow for 2-3 days of processing. For referees, guest instructors, etc., you will need a signed Contest Personnel Report Form (**Appendix N**). The completed form must be submitted to the Club Sports Council Business Manager. A check will be mailed directly to the referee, guest instructor, etc.

When using Check Requests, use full names of the people or businesses to whom checks are to be made payable. DO NOT USE NICKNAMES. Also be sure to fill in correctly the complete address. If you wish to pick up the check yourself, mark 'pick up' in place of an address. The SAAC office cannot mail checks to students. The club Business Manager must pick up the check in the SAAC office.

Additionally, if you receive two copies of a bill, attach both to the Check Request. The SAAC office will keep one on file and send the other to the vendor to ensure proper credit. All check requests accompanying returned purchase orders must have a receipt attached to the green copy.

Pay your bills promptly. The CSC and the SA have a good credit rating and a reputation for quick payment. Any

group damaging this rating and reputation will be detrimentally affected during the budgeting process. If an invoice is mailed directly to the SAAC office, the club will be notified by a notification in your mailbox. For this reason, it is essential that the club mailbox be checked regularly, please respond to these requests promptly.

Remember that The University is tax exempt. If a vendor includes tax on an invoice, exclude that amount when filling in the check request. If a merchant questions our tax-exempt status, we will mail them a form showing our exemption.

4. Purchase Orders

Purchase orders are as good as cash and should be treated as such. Only Club Sports Business Managers can pick them up and sign for them. Club Sports Business Managers are solely responsible for their use. Purchase orders should be used whenever you need to make a purchase or payment outside of the University, whether it be purchasing equipment, supplies, uniforms, etc. Before requesting a purchase order, the club Business Manager should call the vendor and ask if they accept purchase orders. Most places do, but if they do not, you should find a different store. **Reimbursements will not be made if you do not use a purchase order. We will not reimburse receipts.**

To request a purchase order please use the Fund Request Form. When you pick up the completed purchase order, you must sign the P.O. at the bottom and then remove the yellow copy and leave it with the staff accountant. When you use the purchase order the vendor fills in the amount and retains the top white copy while you keep the green copy. **Make sure you get a receipt for the goods!** Once you have purchased the goods, bring the green copy of the P.O. and the receipt into the SAAC office and fill out a check request.

Notice that there is a 'Not to Exceed' stamp on all purchase orders. If the 'Not to Exceed' is altered in any way the group will be charged with improper use of funds and may have funds frozen as a result.

The University of Rochester is tax exempt. Therefore do not include tax when estimating the cost of the purchase and make sure the vendor does not charge tax. If the vendor asks to see a tax-exempt form we will mail one out to them with the check upon receipt of the invoice.

5. Blue Requisitions

Blue requisitions are used for all internal University vendors such as Meliora Copy Center, Dining Services, Event Support, etc. Before picking up the requisition either the Club Sports Business Manager or the Staff Accountant must sign the requisition. As with purchase orders, the SAAC office will keep the yellow copy. You do not need to sign these forms.

When using the requisition, both copies are given to the vendor. You do not retain a copy of the requisition or a receipt. The exact charge will appear on your monthly statement placed in the club mailbox.

6. Internal Requisitions

Internal requisitions are used for transactions between different SA funded groups or clubs. For example, if you wished to place an ad in the Campus Times, or use the graphic arts service, you would use an internal requisition.

To request an internal request, use the Fund Request Form and circle I.R.. When it is prepared, sign the bottom and tear off the pink copy. This is the staff accountant's copy. Retain the yellow copy and give the white copy to the appropriate student group for payment

7. Deposit Slips

The form for deposit slips is the same as the one for check requests, only this time you fill in the left side of the form. Fill in your income number as well as a detailed explanation. List currency and checks separate on the form.

All deposits will be accepted and handled by the Staff Accountant. You should arrange currency with bills facing up and in the same direction. The largest denominations should be placed on top. Larger amounts of currency should be bound (check with the Club Sports Business Manager for details and binding materials).

All checks should be made out to your club sport. Traveler's checks and money orders should be treated the same as checks. Look checks over carefully. Make sure they are signed and not post-dated.

The club business manager is responsible for collecting NG (no good) checks, returned by the bank for one reason or another, i.e. insufficient funds, account closed, etc. The Club Sports Program is charged a fee for every check we deposit that is NG and that charge will be passed along to the organization that received the check. It is the responsibility of the Business Manager to collect the principal as well as the service charge. If this procedure is not followed, and does not result in satisfactory conclusion, the organization will lose its privilege to accept checks as payment.

8. Coaching Agreements
An Agreement is used for any paid or volunteer coach. The Coaching Application form (**Appendix K**) can be found on the Athletics Recreation Club Sports Appendix List page. After filling out the necessary information return the form to the Club Sports Council Advisor (Goergen 2117A). An official Coaching Agreement will be written and mailed to the prospective coach for signature. Further University personnel documentation will be processed after the initial Agreement has been signed and returned to the Club Sports Advisor.

Once an agreement is signed, it is binding. We are then legally responsible for payment. In other words, Business Managers should not sign any agreements. The Club Sports Council Advisor and the Director of Student Activities must sign all agreements.
9. Contest Personnel Report Forms
A Contest Personnel Report Form (**Appendix N**) is to be used for all guest instructors and referees. You may pick up the appropriate blank form in the Club Sports Program Office. After filling out the necessary information, give it to the third party you will be making payment to for signature. Submit to the Club Sports Council Business Manager for approval. Bring the form to the Student Activities Appropriations Office and fill out a check request.
10. Monthly Statements
Each month the SAAC office will send a monthly statement to each Club Sport Business Manager, with a copy going to the CSC Business Manager as well. This statement gives the financial status of your club sport as of the first of the month indicated on the statement. It lists the total expenditures and incomes of your accounts, as well as giving a detail of each transaction.

Your monthly statement will not show committed P.O.s for which invoices have not yet been received. You will have to use these P.O.'s as reconciling items when comparing your books to the SAAC statements.

All blue requisitions made from one account will be grouped together under an entry entitled 'UR Ledger - month'. To find out the individual charges for each blue requisition you must come into the SAAC office and look in the requisition folder. Ask the staff accountant for assistance.

If your books do not agree with the statement, see the CSC Business Manager during office hours. Do this immediately, as a delay means there will be more entries to be checked. Do not just file these monthly statements. If you do not understand them, ask the staff accountant or the CSC Business Manager to explain them to you.

X. ACKNOWLEDGEMENTS

The Club Sports Program Staff would like to thank past CSC Steering Committees; Rob Rouzer, Past Director of University of Rochester Student Activities; and the CSC Rules and Administration Subcommittee for their valuable input into the publication of the annual University of Rochester Club Sports Manual.

Furthermore, the staff wishes to recognize the contributions of the University of Michigan, Ohio State University, University of Rhode Island, San Diego State University, University of Miami and Keene State College.

Appendix	Title	Due Date	Give to:
General (All Clubs - September):			
D	Officers List	9/16	CSC Secretary
E	Membership Roster (>10 by date)	9/16	CSC Secretary
F	Statement of Risk & Liability (>10 by date)	9/16	CSC Secretary
G	Recognition of Non-coverage Release form	9/16	CSC Secretary
J	Safety Guidelines	9/16	CSC Secretary
K	Coaching Application	9/16	CSC Staff Advisor
L	Equipment Inventory	9/16	CSC Secretary
AB	Request/Renewal of Outside "R Club" Membership	9/30	CSC Staff Advisor
New Clubs:			
A	Student Organization Registration form	9/30	CSC Staff Advisor
B	Request for Recognition	9/30	CSC Staff Advisor
Before An Event:			
H	Clinic/Tournament Statement of Risk and Liability (MINORS)	one week before event	CSC Secretary
I	Clinic/Tournament Statement of Risk and Liability (NON-MINORS)	one week before event	CSC Secretary
M	Contest Agreement	before game	Your Club Secretary
N	Contest Personnel Agreement	Signed by personnel at game	CSC Business Manager
Q	Travel Itinerary/List of Club Members Travelling	one week before departure	CSC Staff Advisor
S	Travel Form	one week before departure	CSC Staff Advisor
Z	Driving Form	one week before departure	CSC Secretary
Other:			
C	Guide to Writing a Constitution		
O	W-9	turn in with coach's application	CSC Staff Advisor
Facility Reservation Form		for Spring 2014: 12/2	Online Virtual EMS
		for Fall 2015: 4/7	Online Virtual EMS
R	Coaching Evaluation	4/7	CSC Staff Advisor
T	Release from Travel Form	Turn in with travel form	CSC Secretary
U	Fundraising Guidelines		

W	Club Sports & Policy New Club Expectations		
X	Club Sports Evaluation Form	4/7	CSC Secretary
Y	Accident/Injury Form	within 24 hours of accident	CSC Staff Advisor