

University of North Carolina at Greensboro  
Club Sports

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SRC Main Desk	334-4030
Rec Field Building	334-4307
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# SECTION I

## **INTRODUCTION**

The Club Sports Program supports the mission of the Department of Campus Recreation by providing recreational and competitive programming that promotes healthy, active lifestyles for UNCG students. Students will enhance their physical, psychological, ethical, intellectual and social development through their experiences with the Club Sports Program. The Department of Campus Recreation understands that Club Sports play an integral role in co curricular education and provides support and assistance with coordination of facilities, financial resources, and leadership training for officers.

The UNCG Club Sports program serves students individual interests in different sporting activities. The opportunities available are either competitive, recreational/social, or instructional to meet the needs of the individual students. Club Sports serves as a catalyst for decision-making, leadership development and fiscal responsibility. The success of a Club depends on the leadership and commitment of its members. The UNCG Club Sports Program is self-administered by elected officers and is financially supported by its member's dues, fundraising, donations, and a small allowance from Campus Recreation. Student organizations have the opportunity to receive additional funding through the Student Government Association as long as it retains its affiliation with the Club Sports Council and the Department of Campus Activities and Programs. Included in administration, is the coordination of practice and game times, recruitment efforts, marketing strategies, community service efforts and recruiting coaches. The Department of Campus Recreation offers guidance and support to include facility space, office supplies, and educational workshops.

## **DEFINITION**

Club Sports are recognized student organizations that participate in an athletic or physical activity. Clubs may be of a competitive, recreational, or instructional nature.

## **NEW CLUBS**

The biggest misconception of the Club Sports Program is that the Assistant Director decides which clubs will be represented at UNCG. Not the case. Club Sports are formed on the UNCG campus based on the interest level of the students. If you are a student and we currently do not have a Club Sport that meets your needs, please follow the steps below in the forming of a new club.

## **FORMING NEW CLUBS**

- 1. Set up an appointment with the Assistant Director of Intramural and Club Sports:** The Assistant Director will determine if the Club is a viable option for the UNCG based on facility space, equipment storage, risk level, and overall feasibility of the Club. Also an interest meeting time will be set up to determine if there is interest among the UNCG student population. The number of interested individuals must at least equal the required number of participants for the designated activity. (Example: soccer = 11 participants, softball = 9 participants, volleyball = 6) When the nature of the activity is individual participation a minimum of 5 participants are required.
- 2. Constitution:** Each organization will be required to write a constitution. The constitution is the framework for how the Club will operate. It is important for the constitution to meet the needs of the Club, as many times the officers refer to the constitution when conflict arises. Guidelines for a constitution can be found in the Constitution Checklist document.

3. **Club Sport Council Affiliation:** Following the interest meeting, the Club will be required to fill out a Club Sport Council Affiliation Form. This form will include newly elected officers and contact information. The new Club will also provide written goals, objectives, and initiatives for the upcoming semester.
4. **Final Meeting:** The new Club President will set up a final meeting with the Assistant Director to review the constitution, goals, and turn in a finalized roster and affiliation paperwork. The Club will then be expected to attend the monthly Club Council meetings held one Thursday a month. All Club Sport Council meetings are held in the Student Recreation Center's 4<sup>th</sup> Floor Conference Room. Clubs must be active for one full year to be eligible for funding through the Club Sports Council.

### **SUPPORT FOR RECOGNIZED CLUB SPORTS**

Once the Assistant Director and the Club Sports Council approves a Club it is then eligible to:

- Reserve University facility space and equipment.
- Collect reasonable dues, conduct fundraising events (see Fiscal Responsibility Section), solicit funds according to University Policy and must comply with the Department of Campus Activities and Programs Organization Handbook.
- Be listed in University and student publications.
- Sponsor programs and activities consistent with the purpose of the organization.
- Reserve the right to use the University logo ensuring that it complies with the publication guidelines.
- Receive other additional funding from the Student Government Association.

### **OBLIGATIONS FOR RECOGNIZED CLUB SPORTS**

As a recognized Club Sport and student organization, Clubs are obligated to the following:

- Understand and comply with all policies regarding Student Organizations. These policies are available from the Dean of Student's website, <http://deanofstudents.uncg.edu/policy/>.
- Comply with the policies and procedures set by the Department of Campus Recreation and the Club Sports Council. The Club Sports Manual is available online at the Department of Campus Recreation's website, <http://campusrec.uncg.edu/programs/club/forms/>.
- Conduct Club business in accordance to their respective constitution.
- Understand and comply with the University's Code of Ethics and the Club Conduct and Responsibility section of the Club Sports Handbook.
- Ensure that the membership is in accordance with the eligibility requirements of the Club Sports Handbook and the leagues Governing Body.
- Maintain an active membership roster that is updated in the Department of Campus Recreation.
- Complete and submit to the Department of Campus Recreation the required paperwork for all persons who come to the university to participate. Complete and submit all paperwork required for all persons participating in your Club.
- Comply with local, state, and federal laws and University regulations.
- Participate in all workshops offered by the Department of Campus Recreation and the Department of Campus Activities and Programs.
- Abide by all travel and equipment policies.
- Complete and submit all reports and documentation as required by the Department of Campus Recreation.
- Receive prior approval for all fundraising activities. Fill out the proper paperwork with regards to fundraising activities.

## **ACTIVE AND INACTIVE STATUS**

The following steps must be completed for the club to maintain active status.

1. The Club must have previously been recognized by the Department of Campus Recreation as a UNCG Club Sport and be currently in good standing.
2. The Club must have approved organization affiliation forms on file with the Department of Campus Recreation.
3. The Club must have all required paperwork on file in the Department of Campus Recreation:
  - a. Roster Form
  - b. Constitution
  - c. All required "Consent Forms and Medical Forms"
  - d. Budget Proposal
  - e. Written material required by the Assistant Director (i.e. Event Summaries, End of Semester Reports, Travel Forms, etc.)
  - f. Club Registration Form
4. The Club must attend required individual meetings with the Assistant Director
5. The Club is required to have a representative in attendance at Club Council Meetings.

The following can cause a club to receive an inactive status:

1. Missing one or more Club Council Meetings
2. Not attending the required individual Club meetings.
3. The required paperwork is not up to date or missing
4. Playing with ineligible participants as a UNCG Club Sport
5. Failure to comply with UNCG Student Code of Conduct

The following may occur when a club goes inactive:

1. Loss of all facility space
2. Club budget is frozen (NOTE: When club budget is frozen by the Club Sports Council, funds are also frozen with Student Government Association)
3. Loss of priority scheduling
4. Probation for the upcoming semester
5. Club may lose affiliation status

## **PROBATION AND EXPULSION OF CLUB SPORTS**

1. The Assistant Director may reprimand and/ or place a Club on probation for an unspecified amount of time, if warranted, for violation of Club Sports policies and or UNCG Student Code of Conduction violations.
2. Any Club on probation will be reduced to in-active status.
3. Flagrant or repeated offenses will result in further disciplinary actions to be determined by the Assistant Director and Director of Campus Recreation.

## **SECTION II**

### **SPORT CLUB ADMINISTRATION**

#### **CLUBS ORGANIZATION AND MANAGEMENT**

The Department of Campus Recreation employs a full time professional staff member to guide the activities of Club Sports. The Intramural and Club Sports Director is responsible for the direction of the Club Sports Program and promoting safe and responsible operation of individual Clubs.

The role of the Intramural and Club Sports Director is to serve as a consultant to the individual Club Sport programs. The Intramural Club Sports Director advises Clubs on day-to-day operations and special events. The Intramural Club Sports Director serves as an advisor to the Club Sports Council (CSC).

The Club Sports Council is the advising board for the Club Sports Program. The CSC consists of one voting member from each of the individual Club Sports. The Council meets once a month to discuss Club Sport happenings and issues related to the program. Members of the Club Sports Council will elect a president, vice-president, secretary, and treasurer. Remaining members will be assigned to a committee to help improve over all guidance of the club sports council.

#### **CLUB SPORTS COUNCIL**

The President, Vice-President and Secretary of the Club Sports Council will serve as the Executive Board for the Club Sports Council. The role of the Executive Board is to:

1. Develop budget proposals to the Assistant Director which will benefit the Club Sports Council.
2. Provide the Assistant Director with recommendations in reference to disciplinary concerns.
3. Meet as a group twice a semester to discuss policies and concerns within the Club Sports Council.

##### **A. President**

1. Serves as a liaison between the Assistant Director and the Club Sports Council.
2. Presides over Club Sports Council Meetings
3. Develops an agenda for individual meetings
4. Meets with the Assistant Director as needed

##### **B. Vice-President**

1. Assists the President with his or her duties
2. Works with Club Sports Graduate Assistant to ensure all Clubs have their proper paperwork filled out
3. Presides over meetings when President is not available

##### **C. Secretary**

1. Records minutes at Club Sports Council Meetings
2. Provides the Assistant Director with typed minutes

3. Assists Club Sports Programmer with updates in roster forms for individual sports

## **CLUB SPORTS SENATOR**

Beginning with the 2009-2010 school year, a Club Sports Senator will be added to the UNCG Student Senate. The role of this senator will be to represent the interest of all Clubs and the Department of Campus Recreation. The Club Sports Senator will be nominated and elected by all current Club members. Nominees must be a member in good standing of a current Club in the semester of the election. Guidelines regarding specific responsibilities and requirements of the Club Sports Senator are outlined in the UNCG SGA website <http://www.uncgsga.org/>.

## **DUTIES OF CLUB SPORT OFFICERS**

The overall success of the Club is dependant upon leadership and participation from Club participants. If a Club Sport lacks organization in its management and leadership it will most likely end in failure. The key to a successful Club Sport lies within its leadership and members. Motivating members to take an active part in their respective Club is a huge undertaking. Communicating effectively with members will help in the success of the Club.

Given that Club Sports are both student-run and self-administered, the management of the organization is the responsibility of the club officers. Each Club's constitution should be clear and concise as to what role each officer plays within the organization. Listed below are general responsibilities for officers

### **President**

- ❑ Serve as a liaison between the Department of Campus Recreation and their respective Club.
- ❑ Meet with the Intramural and Club Sports Director at the beginning and end of each semester to discuss goals of the Club and upcoming sports season.
- ❑ Inform all Club participants of pertinent information regarding Club Sports.
- ❑ See that the Club is complying with the Club Sports Handbook.
- ❑ Check the Club's mailbox once a week.
- ❑ Attend or appoint a member to attend Club Sport Council meetings every month.
- ❑ Notify the Intramural and Club Sport Director of any changes to the Club's schedule.
- ❑ Collaborate with the Club Treasurer to develop budget proposals.
- ❑ Familiarize incoming Presidents of duties and responsibilities.
- ❑ Develop and appoint sub committees within their respective Club to include: Publicity, Recruitment, Game Management, etc.
- ❑ Work closely with the Vice-President, Secretary, Treasurer, and whoever else is leading the team.

### **Vice-President**

- ❑ Assist the president with his/ her duties.
- ❑ Preside over meetings in the absence of the president.
- ❑ Encourage participation among participants.
- ❑ Complete required forms for travel.
- ❑ Check Club emails and respond as needed.
- ❑ Update the website for any new information that needs to be provided.
- ❑ Collect and submit participant waiver forms.

## **Secretary**

- ❑ Records minutes at Club business meetings.
- ❑ Submits copy of minutes to Intramural and Club Sports Director
- ❑ Updates current roster with the Department of Campus Recreation
- ❑ Report results of all Club sponsored events (on or off campus) to the Intramural and Club Sport Director within 48 hours of the event.
- ❑ Submit all necessary paperwork to the Department of Campus Recreation.
- ❑ Checks for active participants, and keeps attendance for the team.
- ❑ Keeps accurate records for the team.

## **Treasurer**

- ❑ Collect all dues and keep an accurate record of all accounts.— Keep all receipts of each expenditure.
- ❑ Work with president in budget preparation.
- ❑ Submit a statement of all Club funds on hand, trust account, endowment fund, etc, at the end of each semester to the Intramural and Club Sport Director.
- ❑ Work with the president in preparing Club records for the semester audit.
- ❑ Works toward creating fundraisers for the team for upcoming seasons.
- ❑ Deals with the ordering of any team apparel.

## **SECTION III**

### **CLUB SPORT SERVICES**

The Club Sports Council provides Clubs with assistance in the following areas: travel arrangements, home match preparations, promotions, First Aid Supplies, administrative paperwork, training workshops, equipment purchases, facility use, funding and long distance communications for match arrangements.

Services provided to Club Sports recognized by the Club Sports Council include the following:

### **SECRETARIAL ASSISTANCE**

- ❑ Telephone Services: Long distance phone calls may be made from the Department of Campus Recreation with prior approval of the Intramural and Club Sports Director.
- ❑ Copying Services: Copying privileges will be provided on a limited basis. Free copies will be made for Club Sport related material by filling out a work request form. Generally no more than 30 copies per item, unless they are paid for out of a Club Sport budget.
- ❑ Flyers: A club sport may request a flyer or other types of publications to be completed by the Department of Campus Recreation Graphic Artist. Clubs must fill out the proper form and give adequate time for completion (2 weeks notice).

**NOTE: If a Club is going to design their own publicity information, please remember the Intramural and Club Sports Director must approve everything prior to printing. All information regarding individual clubs must have the Campus Recreation Logo,**

**Department of Campus Recreation, and adhere to all publication policies and procedures regarding duplications of the Spartan. If a Club refuses to do so actions will be taken against the club.**

### **EQUIPMENT CHECKOUT**

- ❑ Equipment issued by Club Sports Council is limited, so individual members are personally responsible for losses of equipment.
- ❑ Clubs may check out their equipment for the whole year and equipment must be returned and accounted for by the deadline provided by the Assistant Director.
- ❑ If a Club needs to use their equipment over the summer special permission must be given by the Assistant Director.
- ❑ If equipment is not returned by the specified date, the individual's account will be charged for the price of the equipment.
- ❑ Maintenance of checked out equipment becomes the responsibility of the Club.
- ❑ It is recommended that Club equipment meets the standard of the industry.

### **EQUIPMENT STORAGE**

- ❑ Storage space for club-owned equipment is available.
- ❑ A Club may check-out their equipment for the whole semester or leave the equipment in the storage closets.

### **EQUIPMENT PURCHASES**

- ❑ Club Sports Council may purchase equipment for recognized Clubs.
- ❑ All equipment purchases must be approved by the Intramural and Club Sports Director.
- ❑ Proper documentation of the item(s) or a completed Equipment Purchase Request Form must be submitted to the Assistant Director prior to the purchase.
- ❑ Equipment purchases with University funds (i.e. Club Sport Council, Student Government appropriations, gift fund, endowment fund) become property of the Club and the Department of Campus Recreation.
- ❑ The University is tax exempt so all purchases should be ordered through the Intramural and Club Sports Director.
- ❑ Please keep in mind, items will not be ordered for a group if there is no money in the individual Club's trust account.

### **FACILITY USAGE**

- ❑ Clubs desiring to use facilities for Club-related activities must submit a facility reservation form to the Assistant Director
- ❑ Facility reservations are not always guaranteed and need to be done as soon as possible. The Club will receive an email confirmation regarding their reservation.
- ❑ The following are acceptable requests:
  1. Club Meetings
  2. Practice
  3. Competition
  4. Club Promotion
  5. Club Fund Raising

## **SCHEDULING GUIDELINES**

- ❑ Official organized practice may begin the second week of the fall academic calendar, and official practices will end the final week of April in the spring semester.
- ❑ Facility space must be reserved two weeks in advanced.
- ❑ All scheduling requests must be turned in by the second week of classes to receive priority scheduling.
- ❑ All schedules are tentative until approved by the Assistant Director.

## **SECTION IV**

### **POLICIES AND PROCEDURES**

#### **ELIGIBILITY REQUIREMENTS**

Membership in a Club Sport is open to all UNCG students who have paid a student activity fee. Students may not be denied membership in a Club based on age, race, color, national origin, disability, religious status or historic religious affiliation, veteran status, sexual orientation, or athletic ability. Membership and participation in the organization must also be open without regard to gender, unless exempt under Title IX.

Each Club Sport may determine its own membership rules in accordance with University affiliation guidelines. A Club may hold tryouts to determine playing time or membership status; however, the membership requirement must be free from discrimination based on age, race, color, national origin, disability, religious status or historic religious affiliation, veteran status, sexual orientation. Tryouts may not be used to deny an individual membership in a club.

#### **Guidelines for Membership**

All Club Sport participants must be UNCG students who have paid a student activity fee (Continual Learning Students do not pay a student activity fee and are ineligible to participate). All participants must fill out the required paperwork to be eligible to participate. Additionally, club members must be in good standing with the Department of Campus Recreation.

#### **Governance and Eligibility Regarding Participation in Intramural Sports**

As a student you have the privilege to play Intramural Sports, however there is a limit to the number of Club Sports participants on Intramural Sport teams. This limit only applies to the same or similar sport(s) (example: Club Volleyball to intramural sand volleyball, Club Soccer to intramural indoor soccer). As a Club Sport participant it is your responsibility not to participate on an Intramural Sports team that carries the maximum number of allotted Club members. If you have questions regarding Intramural Sport participation please refer to the Rules and Regulations of the program or contact the Intramural and Club Sport Director. Please remember while participation in Intramural Sports is encouraged, it is expected that Club Sport participants set an example while participating in the Intramural Sports Program.

*“The following number of club players are allowed: sports with 2-4 persons 1 club sport member per roster; sport with 5-8 players, 2 club sport members per roster; and sport with 9 or more players, 3 club sport members per roster.”*

[http://campusrec.uncg.edu/programs/intramurals/sign-up/participant\\_info.html](http://campusrec.uncg.edu/programs/intramurals/sign-up/participant_info.html)

## Release Forms

1. Each Club participant must complete and have on file, a Club Sports Waiver form, which must be submitted to the Club Sports office and on file prior to participation.

Club Sport participants who are under 18 years of age must have a parent or guardian sign a Club Sports Council Waiver/ Release form before they become eligible to participate in a Club Sport activity. Again, this form must be signed and on file before actual participation begins.

## Injuries / Accidents

1. Injured participants are responsible for all financial obligations incurred in any treatment necessary for an injury.
2. Participants are strongly recommended to carry adequate medical insurance coverage, which is applicable for injuries sustained in Club Sport activities.
3. Should an injury occur during participation in a Club Sport activity, an Incident/ Accident Report must be filled out and turned in to the Intramural and Club Sports Director within 24 hours of the injury.

## CONDUCT POLICY

**Each Club Sport is responsible for following the Club Conduct/ Responsibilities listed below.**

- Club Sports participants are expected to act in a mature and responsible manner both on and off campus.
- In all activities, Clubs assume full responsibility for abiding by local, state, and federal laws as well as University regulations.
- Clubs are required to register each fall and spring, by filling out the Club Sports Registration Form.
- Each Club must have a roster form and all required paperwork on file with the Department of Campus Recreation.
- Each Club must review and update their constitution annually.
- Each Club is responsible for attending all Club Sport Council Meetings.
- Each Club is **encouraged** to attend leadership seminars and workshops performed by the Office of Campus Activities and Programs.
- Clubs are encouraged to hold Club Business Meetings.
- Club Council participants are expected to treat all participants with respect.
- Club participants may not consume alcohol or any illegal drugs while representing the University.
- Club participants may not strike, attempt to strike, or otherwise physically abuse an official, opposing team member, coach, spectator, Department employee, or teammate.
- Club participants may not intentionally incite participants and/or spectators to engage in abusive or violent actions
- Club participants may not use obscene gestures, or profane/disrespectful language
- Club participants may not violate any host university rules or policies

**Club Business Meetings** are non-practice meetings where Club participants discuss the goals and objectives of the Clubs. These meetings should take place twice a semester where issues surrounding the Club may be discussed in an open forum manner. Minutes should be kept and

placed on file with the Club Secretary and a copy should be given to the Intramural and Club Sport Director.

**Officers and participants** in Club Sports Program represent the University of North Carolina at Greensboro and the Department of Campus Recreation. As such, all representatives are expected to behave with dignity both on and off the field. The Club Sports Council will not tolerate behavior of any sort, which would reflect negatively on the image of UNCG, and the image of their specific sport.

**Club Sport officers, participants, and coaches** are expected to adhere to all policies and procedures and serve as role models to each other, to the Campus Community and while participating away at other universities. Any negative behaviors will be reported to the Council and forwarded to the Assistant Director.

The following are four categories of participant and/or team misconduct. Any of the following forms of misconduct may result in the disciplinary sanctions placed on the individual or the entire team.

**Staff/Participant Safety** – Misconduct that jeopardizes the health and well-being of staff and other participants.

- Vulgar, obscene, abusive, derogatory, or demeaning comments or gestures.
- Threats, intimidation, or verbal aggression.
- Initiating acts of physical aggression.
- Fighting (punches thrown).
- Failure to comply with requests from Department of Campus Recreation Staff
- Being under the influence of alcohol/illegal substances.

**Facility Policies** – Misconduct that includes intentional disregard for existing facility policies. (Each Club is responsible for understanding the policies of the facility for which they conduct their activities.)

- Willful or repeated disregard for Facility Policies.
- Failure to comply with requests from Campus Recreation Staff.
- Being under the influence of alcohol/illegal substances.
- Failure to properly set up and break down of facilities.
- Failure to notify Graduate Assistant or Assistant Director of practice cancellation.
  - Repeat offenders may face monetary penalties and loss of practice times.

**Access infractions** – Misconduct that includes unauthorized entry and exit from University Facilities

- Allowing unauthorized users to enter the facility.
- Entering the facility through any door other than the main entrance.
- Entering the facility without the proper safety and or authorized personnel in attendance
- Unable to produce a valid picture ID when requested. (Do not ask the Assistant Director to allow you access to the facility without proper identification)
- Exiting door marked as emergency exists only.

**Facility/Equipment Issues** – Misconduct that includes equipment and facility policies.

- Failure to return checkout equipment in prescribed time.
- Destroying or defacing any property.
- Stealing opponent's property
- Failure to return opponents property
- Accepting equipment from individuals without paying for the items

## **SUBSTANCE POLICIES**

The Department of Campus Recreation is committed to maintaining a healthy and safe community that reflects high standards of personal responsibility and behavior. Use of alcohol or illegal substances at any Club Sport sponsored event on or off campus is prohibited. If at any time, a Club Sport team or team member(s) are found violating any policies regarding drug or alcohol consumption or distribution, the individuals and team as a whole will be penalize, pending probation or expulsion as a University recognized Club.

- Consumption of illegal drugs or alcohol is prohibited in relation to any Club Sport events or functions
- Possession of illegal drugs or alcohol is prohibited in relation to any and all Club Sport events or functions
- Advertising or publicity that highlights the availability of drugs or alcohol at any Club Sport event or function is prohibited. This includes, but is not limited to images made available on-line through a social networking website.

*Note: There are times when Club Sports Members will attend social functions where alcohol may be consumed. In these instances, Club Sports Members are strongly encouraged to refrain from displaying any articles that relate to the club such as photos, signs, clothing, etc...*

## **HAZING**

Hazing is an intentional action taken toward any student, on or off campus, by a student organization or any of its members to produce humiliation, physical discomfort, bodily injury or ridicule, or to create a situation where humiliation, physical discomfort, bodily injury occurs. Hazing will not be tolerated in the UNCG Club Sports Program. To maintain the Club's affiliation standards, each member of the Club must sign the Office of Campus Activities and Programs Anti-Hazing Form (included in Club Sports Waiver). All members are expected to sign and abide by the policy.

## **DISPLINARY ACTION**

All Club members are expected to abide by all University, department, program, and individual club policies. In addition, all club members are expected to hold each other accountable for adherence to established policies. When situations arise where **minor** policy violations occur or you suspect a **minor** policy violation has occurred, club members are encouraged to follow the outlined steps:

- Report violation / suspected violation to Club President or appropriate officer.
- Document all relevant information regarding violation / suspected violation
  - name(s) of individuals involved
  - nature of policy violation
  - date(s) & time(s) of policy violation

- ❑ Club Executive board should address concerns with suspected offender in a private and professional manner. It is imperative to adhere to any policies listed in the Club's constitution.
- ❑ Report the outcome of the process to the Intramural and Club Sports Director.

*\*If the Club Executive board refuses or is unable to address the matter, it should immediately be referred to the Intramural and Club Sports Director.*

When more serious policy violations occur or are suspected to have occurred the Club President or appropriate club officer should discuss the situation with the Assistant Director immediately in order to receive guidance/support in managing the difficult situation. Specifics of the incident may not be required during the initial discussion, however enough information should be provided so that the Assistant Director can offer appropriate assistance. Incidents that should fall into this category include, but are not limited to:

- ❑ Hazing
- ❑ Substance abuse
- ❑ Conduct / sportsmanship incidents during away events
- ❑ Any other incident club officers wish guidance on handling

The Intramural & Club Sports Director will provide an opportunity for all individuals involved in the matter to present relevant information. After all necessary information is collected; the Intramural and Club Sports Director will sanction the Club or individual(s) as appropriate based on University, department, and program guidelines.

## **SECTION V**

### **Fiscal Responsibility**

#### **BUDGET PHILOSOPHY**

The Department of Campus Recreation provides **partial** funding for the Club Sports Program. Other avenues for Club funding include dues, fund raising activities, donations and the Student Government Association. The Student Government Association has its own policies and procedures and it is the responsibility of the Club to be aware of the policies and procedures for SGA. If you need more information with regards to SGA, please contact the Department of Campus Activities and Programs or visit their website, [studentlife.uncg.edu](http://studentlife.uncg.edu).

Part of the responsibilities of the Intramural and Club Sports Director is to oversee the generation and expenditure of Club funds with a degree of financial accountability. The Staff is responsible for ensuring wise and prudent judgment in the acquisition and disposition of Club funds, thus aiding in effective administration. Please keep in mind it is the duty of the Intramural and Club Sport Director to ask pertinent questions with regards to how Clubs spend their money. All purchases from funds received from Club Sports Council must be approved by the Intramural and Club Sport Director.

#### **TRUST ACCOUNTS**

Individual Club Sports are not allowed to open an off campus bank account with the University's Tax Identification Number. Trust Accounts have been set up through the University to assist Clubs with their financial responsibility. Clubs will receive an expense and

revenue report at the monthly Club Sports Council Meeting. To obtain your balance prior to the meeting, a written request must be submitted to the Intramural and Club Sport Director. An expense and revenue sheet will be provided to the club member making the request. The expense and revenue sheet will be delivered to the Club Box or emailed within 48 hours upon receiving the request. All money the Club generates is expected to be deposited into the Club Sports accounts.

## **BUDGET GUIDELINES**

1. Allocated funds represent those funds provided by the Department of Campus Recreation.
2. Trust Account Funds represent all other funds raised by a Club including dues/memberships and funds derived from fundraising activities and donations.
3. All Club expenditures for allocated, and/or trust account funds, must be approved by the Intramural and Club Sports Director prior to a commitment being given to any individual, business, or vendor.
4. No off campus accounts are allowed for any Club Sport.
5. No Alcohol may be purchased with any Club Sport money.
6. Requests for expenditures of allocated and trust account funds, with regard to purchase of supplies, equipment, materials and contract services, will be routinely approved, providing the purchases and procedures comply with State and University policies and law.
7. Allocated and/or trust account funds can be utilized for the following:
  - a. Travel expenses such as lodging
  - b. Transportation (fuel, vehicle rentals)
  - c. Contracted Services (officials, judges, etc.)
  - d. Equipment/Supplies
  - e. Dues/Fees (club membership, tournament registration)

## **ALLOCATED FUNDS**

Budget allocations, determined by the Club Sports Council, will be completed in the Fall Semester. Each club is required to submit a budget request for review by the, Intramural and Club Sports Director and the Program Assistant for Intramural and Club Sports. Department funds will be allocated to each club based upon these requests, as well as several other factors as determined by the Club Sports Staff.

## **PROCEDURES FOR UTILIZING ALLOCATED FUNDS**

1. The Club Treasurer and one other officer must sign all requests for funds.
2. Official estimates and recommended vendors are supplied along with a description of the intended purchase. In the case of travel arrangements, a complete Travel Request form and accompanying information is required.
3. For purchases with the P-card, proper authorization and documentation of purchases are always required. An invoice and receipt is needed when purchasing items with P-cards.
4. The University standing purchase order card may be used for approved purchases.
5. Receipts will be required for reimbursements or purchases. (Hotels require a portfolio to be reimbursed) Club members should complete the Receipt Form (available on the Club website) when requesting reimbursements.
6. Reimbursement for out-of-pocket expenses for officials can only be processed with a completed Officials Reimbursement Form. Copies of the form are available on the Club website and will be included with the Club Sports Supervisor's paperwork.

## **ENTRY AND LEAGUE FEES**

Entry and league fees can be paid in advance providing the Club has the following items:

### **Entry Fee**

1. Tournament flyer or invoice with all information i.e. where, when, cost, etc.
2. List of participants that are participating in the tournament
3. University requisition form and request for funds form
4. Travel request form

### **League Fee**

1. Invoice with logo for organization
2. Cost of League Dues
3. Where to send remittance payment

**When you request a payment in advance, or submit an invoice for payment, you must remember it will take four weeks to have the check sent to the tournament director. Plan accordingly.**

### **Financial Training/Deposit Requirements:**

1. At the beginning of each year or as a new club begins, a receipt book will be provided to each club.
2. An individual receipt must be completed for any money received ie, dues, shirt sales, etc. In the case of a fundraiser such as a car wash, write one receipt for the total amount collected during the event.
3. When collecting dues, the Treasurer should list the members' names and amounts paid on the deposit form.
4. Please note that you could be required to present the receipt books for audit by University staff at any time.
5. Do not hold checks or cash. All funds should be deposited with the Department of Campus Recreation immediately upon receipt or by the next working day.
6. When receiving a check, the Treasurer should examine it to ensure that it was written correctly and completely.
7. Checks should be made payable to \_\_\_\_\_ Club.
8. Any checks returned for insufficient funds will be charged back to the Club that deposited it. Campus Recreation Staff will work with the Treasurer to collect the funds.
9. The Treasurer is responsible for reviewing the Club's ledger, which is provided each month in order to report any discrepancies. Current balances should always be recorded on the forms when requesting funds or making a deposit.

If the Club will be inactive during the summer, the Treasurer will need to turn the receipt book back in to Campus Recreation so that the records can be retained and passed to the Treasurer in the fall.

### **Fundraising and Merchandising**

- A fundraising proposal form must be filled out and turned in for approval
- All fundraisers must be approved by the Intramural and Club Sport Director
- For fundraising events held outside of a Campus Recreation facility, Fundraising and Merchandising permits must be obtained from the Office of Campus Activities and Programs.

- Sponsorship proposals must be turned into the Intramural and Club Sport Director for approval
- T-shirts may be sold on campus; however, the Club must receive permission and approval from both Department of Campus Recreation and Business Affairs. The design must be approved before the shirt is made.
- Club Sports may not solicit door-to-door or person-to-person anywhere on or off campus

## **Section VI**

### **TRAVEL AND SAFETY PROCEDURES**

Each Club is responsible for making their own travel arrangements. A travel request form must be filled out one week prior to traveling. The form needs to list all members attending the event, an arrival and departure time, and contact person for emergencies. When traveling the individual participants of the Clubs are expected to represent UNCG in a professional and proper manner.

### **EMERGENCY PROCEDURES**

**First Aid and Accident Procedures:** The Club Sports Council highly recommends that every Club Sport adopt the following safety procedures:

- It is recommended that each Club should have at least two individuals certified in CPR and First Aid. A first aid kit is recommended to be on site during practice sessions and competitions. The Department of Campus Recreation offers CPR and First Aid classes on campus and at-cost rate. Check with the Department Secretary for class dates.
- As injuries occur accident and incident reports should be turned into the Intramural and Club Sport Director within 24 hours of accident. This includes accidents as a result of Club Sport activities even if it is away from a competition or practice. Accident reports will be made available on the Club Sports website.
- Emergency Medical Technicians or Certified Athletic Trainers are required for all home contests of the following sports: Rugby, Soccer, and Lacrosse. NO personnel no play. The EMT or CAT must stay the entire game and have a copy of credentials on file with the Department of Campus Recreation.
- All Club Sports require a supervisor on-site during home events. The Department of Campus Recreation will assist with scheduling of the supervisor. Two weeks notice prior to games is required to secure an on-site supervisor.
- It is the job of the Club Sport team to perform a facility inspection prior to participation. When participating in events off-campus, it is recommended that the Club perform an inspection of the facility.

### **RISK MANAGEMENT**

The Department of Campus Recreation strives to provide an awareness of the risks involved in each activity. Certain elements of danger are inherent in each specific activity. Often these elements of danger are beyond the control of the Department and its staff. Participation in the Club Sport Program is purely voluntary and such participation involves the unavoidable risks of personal injury, loss of or damage to personal property and the possibility of loss of life.

It is the individual's responsibility to determine his/her own ability to participate and at what level he/she can participate. The Department strongly recommends an annual physical exam prior to the start of the season. The participant should seek additional information at any time one's health status changes. Such actions are designed to ensure that one's participation is within one's health status/limitations.

1. Each member of a Club Sport must sign a Club Sports Waiver Form. **This form states that each Club Sport member realizes there is a risk of injury while participating and that the Department of Campus Recreation is not responsible for any injury, which occurs during this sport.** Club Sport members who are under 18 years of age must have a parent or guardian sign these releases before being able to participate in any Club activity.
2. Included as part of the Club Sports Waiver, each Club Member must complete the insurance verification section before being able to participate in any club activity. It is recommended that club sports participants have adequate health insurance. Students who do not have insurance may purchase the University insurance. If interested in purchasing University Insurance please contact the Student Health Center.
3. Each Club Member is **recommended** to have a complete Physical Exam before participating in practices or in competition.
4. Club Officers are responsible for seeing that all forms are read, understood and signed by Club Members before participation in club activities.
5. Failure of a Club Sport Member to comply with these policies may lead to an ineligibility status for that player until all requirements are completed. A club team that plays an ineligible player runs the risk of disciplinary action. Failure to comply with the above rules will result in appropriate action by the Club Sport Executive Board, and/or Department of Campus Recreation Staff.
6. **All accidents/injuries must be reported directly to the Club Sport Staff immediately following the practice, competition, or club related activity. Accident report forms must be filled out by an administrative officer of the club within 24 hours and turned in to the Club Sports Staff.**

### **Thunder and Lightning**

If a Department of Campus Recreation Employee hears thunder or sees lightning the fields must be cleared immediately. There will be no finishing of games, even if there is ten seconds left. If it appears that the storm will blow over, you must wait 30 minutes after the last thunder or bolt of lightning. Example: If it has been 28 minutes since the last sound of thunder and/or you see lightning again, the count starts back at 30 minutes. The Club Sports Supervisor is expected to use sound judgment in deciding whether to cancel the remainder of the evening games.

## **Section VII**

All vans driven for Club Sports purposes, whether owned by the university or leased for the duration of the trip, will be driven only by approved Club Sport participants. Please see the Van Driver Checkout Sheet for qualifications. These vehicles must be operated in full compliance with applicable campus ordinances and state laws.

### **To become an approved van driver for Club Sports:**

- A. Drivers must have a valid driver's license, and a photocopy of their license should be on file with the Department of Campus Recreation.
- B. Drivers must also complete a UNCG Driver's Information Sheet and submit it to Assistant Director of Intramural and Club Sports, which will be kept in their personnel file.
- C. Drivers must complete the University approved Coaching the Van Driver training.

### **Van Driving Policy Section**

**High Occupancy Vans (HOVs)** - Vans originally designed to carry eight or more persons, except vehicles requiring a Commercial Drivers License.

#### **Driver Training**

Drivers of HOVs must receive training such as the National Safety Council's Coaching the Van Driver course before being permitted to operate a HOV. Department Coordinators must ensure that the training has been completed. The Office of Safety will offer training at least twice per semester. The training must include information about hazards and warning signs of driver fatigue.

#### **Driver License Checks**

The Assistant Director must complete a Motor Vehicle Record check on each HOV driver prior to initial assignment and each year thereafter. In addition, the Department Coordinator must perform a visual inspection of the Driver License of HOV drivers every month.

The following information, stating UNCG's van policy, has been taken from the UNCG web page: <http://www.uncg.edu/ppo/html/hov.htm>

For further information, please refer to the Van Driving Policy for safety precautions, tips, emergency information, etc.

**Please abide by all the policies and procedures written in this manual, if there are any questions/concerns, please contact the Assistant Director of Clubs and Intramural Sports, and/or the Program Assistant at 336-334-5924.**

## Reference Information

- ❑ **Campus Recreation...336-334-5924**
- ❑ General number for the Office of Campus Activities and Programs...336-334-5800
- ❑ Erin Jennings, Office of Campus Activities and Programs...eljennin@uncg.edu
- ❑ Dean of Students Office...336-334-5514
- ❑ EUC Reservations...336-334-5510
- ❑ Counseling and Testing Services...336-334-5340
- ❑ UNCG Health and Wellness Center...336-334-5340
- ❑ University Registrar Office...336-334-5946