



**RECREATION AND  
SPORT OPERATIONS**

# **CLUB SPORTS**

**2019 Policies and Guidelines**

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## **2019 - 2020 CLUB SPORTS**

Baseball Club

Bowling Club

Cheer & Stunt

Cross Country Ski Team

Dance Team

Dodgeball Team

Equestrian Club

Figure Skating Club

Hwa Rang Do/Tae Soo Do

Men's Hockey

Men's Lacrosse

Men's Rugby

Men's Soccer

Men's Ultimate Frisbee

Men's Volleyball

Mixed Martial Arts

Powerlifting

Table Tennis Club

Triathlon

### **Two to Tango**

Water Ski Team

Women's Hockey

Women's Lacrosse

Women's Rugby

Women's Soccer

Women's Ultimate Frisbee

Women's Volleyball

# 2019 - 2020 CSAC MEETING DATES

All meetings are held in the Hilltop Recreation Lounge starting at **4:00PM SHARP**. This is a TENTATIVE schedule of events!

## SEPTEMBER 4

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- Recreation Director's View
- Contact List
- Review Handbook
- Forms
- Spring Facility Request
- Storage
- Fundraising
- Individual Club Meetings
- Schedules
- Advisor List
- McPhee Fun Night
- BOB
- Blugold Connect
- All-Officer Training
- Leadership Workshops

## SEPTEMBER 23-27

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- Individual Meetings

## OCTOBER 2

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- All Forms Due

## NOVEMBER 6

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- Distribute Semester Report

## DECEMBER 4

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- Semester Report Due
- Jig's Up Raffle
- McPhee Freeze/Melt

## JANUARY

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NO MEETING

## FEBRUARY 5

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- Update Forms and Contact Lists
- Fall Facility Forms

## MARCH 4

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- Spring Schedules Due
- Facility Reservations
- Competitive Sports Supervisor

## APRIL 1

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- Year End Reports Distributed
- Budget Hearings

## MAY 6

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- Inventory List Due
- Annual Report Due
- Community Service Due
- Keys Returned
- McPhee Fun Night

# PROGRAM OVERVIEW

## CLUB SPORT PROGRAM

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A certified Club Sport is an officially recognized University student organization that has been formed by individuals motivated by a common interest and desire to participate in a favorite activity. It exists to promote and develop interest in that activity. Its members learn new skills, refine existing skills, engage in competition, and enjoy the recreational and social fellowship of the activity.

A Club Sport is a recognized University student organization that has been formed by individuals motivated by a common interest and desire to participate in their favorite activity. Club Sports are designed to provide the UWEC student community the opportunity to practice, participate, and perform on and off campus in 27 competitive and recreational sports. Clubs Sports are student initiated and run with an emphasis placed on student leadership and involvement. The Club Sports Program is organized and administered by the Recreation and Sports Operations Department. The Club Sports Program empowers students to engage in leadership pursuits and focuses on student development, promoting social fellowship, and enhancing skills. Through guidance, leadership, and mentoring our staff aims to create opportunities for students to succeed both during their time at UWEC and within their professional lives.

## THE ROLE OF RECREATION AND SPORT OPERATIONS

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1. To provide administrative leadership
2. To assist Club Sports with funding, equipment, and facilities
3. To monitor administrative and financial operations
4. To promote wholesome, educational, social, and competitive opportunities
5. To develop lifelong habits of participation in sports/recreational related activities

## CLUB SPORT APPLICATION

### STEP 1: DOCUMENTS

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Any University recognized Student Organization is able to apply to be a Club Sport. Prospective Club Sports shall provide the following documents.

- Proof of organizational recognition by the Student Senate (letter).
- A list of all club members, including addresses, telephone numbers, e-mail addresses and university ID numbers. (See Appendix A-7)
- A list of all officers, including addresses, telephone numbers, e-mail addresses and university ID numbers. (See Appendix A-6)
- The name, address, telephone number and e-mail address of the club advisor, who shall be a faculty/staff member at the University.
- The name, address, and telephone number of the coach (es), if applicable.
- A copy of the club's constitution. (See sample, Appendix A-3)
- A completed Club Sport membership application. (See Appendix A-2)
- Verification of a campus checking account (US Bank located in Davies)

### STEP 2: COUNCIL REVIEWAL

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Applications will be reviewed by the Club Sport Advisory Council, and they will recommend approval or rejection of membership.

### STEP 3: PROBATIONARY STATUS

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Upon acceptance into the program, new Club Sports will be placed in "probationary status" for one year. At the end of this period, the Club Sports Advisory Council will evaluate the club's program and objectives to determine if they should be included as a permanent member of the Recreation and Sport Operations Club Sport Program and receive additional funding from the Recreation and Sport Operations Department.

## APPLICATION DEADLINE

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The deadline for any Club Sport to submit an application for participation in the program will be by the start of the Spring semester Budget Hearings, for possible recognition the following Fall semester.

## CLUB RESIGNATION

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If a Club Sport disbands or resigns, all of their equipment and materials purchased must be returned to Recreation and Sport Operations.

## CLUB PROGRAM ORGANIZATION

### MEMBERSHIP REQUIREMENTS

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1. All students officially enrolled at UWEC are eligible to join and maintain membership in any club. Graduate student participation in leagues or national tournaments will be determined by league or conference play guidelines for each respective club.
2. Normal intercollegiate eligibility rules will apply only when previously agreed to by the respective coaches.
3. University staff and faculty members may participate in club activities as nonvoting and non-office holding associate members.
4. Non-university individuals may not be members of any Club Sport.
5. Participation by club members shall be completely voluntary.
6. The University of Wisconsin–Eau Claire is not responsible for injuries incurred during Club Sport participation and will not pay for such injuries. It is highly recommended that all club members obtain a physical examination prior to club participation and procure some form of adequate health insurance.
7. All members of Club Sports are advised that participation in club activities can result in bodily injury and/or DEATH. Participation is voluntary and the University of Wisconsin – Eau Claire, the Student Senate, Recreation and Sport Operations, and the Club Sport Program does not assume any liability for such injuries and/or DEATH.

## CONSTITUTION

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In order to be successful, any organization must have a set of operational guidelines or rules by which the members govern themselves. Each Club Sport should develop a constitution suited to the practical operation of that particular club. General provisions (club name, purpose, dues, meetings, officer elections and duties, advisor duties, and qualifying regulations) should provide for the internal needs of the club. Specific provisions (membership, eligibility and qualifications, officer qualifications, voting, quorum, and amendments) should ensure fulfillment of university requirements. The constitution should be easily interpreted, so that the club can operate consistently from year to year. A copy of your club's constitution must be on file in the Competitive Sports Coordinator's Office (See Sample Constitution, Appendix A-3).

## AFFILIATION POLICY

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The Competitive Sports Coordinator and the Club Sport Advisory Council reserve the right to refuse recognition of any club requiring extensive funding, facilities, resources involving high liability or risk factors, or which do not properly represent the University of Wisconsin – Eau Claire student body.

## CLUB SPORT CONDUCT

### CONDUCT

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Club Sport members are expected to function in a mature and responsible manner both on- and off-campus in all club related activities, in accordance with UW-System, University of Wisconsin-Eau Claire, and Recreation and Sport Operations Sport Club regulations. Club Sports, or individual members of Club Sports, represent the University of Wisconsin Eau-Claire, and may face disciplinary action for inappropriate on-campus or off-campus actions while participating in a Club Sport related activity. For events held off-campus, Club Sport members represent the Club Sport program and the University from the time of departure from campus until the time of return to campus.

The use of alcohol/drugs is strictly prohibited at any and all Club Sport sponsored activities. It is against University policy to transport alcohol/drugs in university and personal vehicles. The use of alcohol/drugs at events associated with Recreation and Sport Operations is prohibited. It is against Recreation and Sport Operations policy to be sponsored by an establishment which serves or is associated with alcohol. Violations could result in immediate suspension from the Club Sports Program; and the Student Senate and/or the Dean of Students Office may also review the organization's recognition status. It is important to represent our University proudly. Please refrain from wearing apparel with the Club Sport or Recreation and Sport Operations logo into an establishment serving alcohol.

### DISCIPLINARY ACTION

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All clubs are expected to abide by the previously stated guidelines and regulations. Failure to do so will result in disciplinary action, as listed below:

1. All Club Sport misconduct will be brought forward to the Competitive Sports Coordinator (Any case possibly involving a violation of laws may be referred to the court system by the appropriate University authority).
2. Clubs are subject to be placed on suspension until disciplinary action is determined.
3. The Club Sports Coordinator may respond to potential misconduct in the following ways:
  - a. Review the facts of the case and rule on any violation(s);
  - b. Refer the alleged violation to the Club Sport Judicial Board;
  - c. Refer the alleged violation to the Dean of Students Office.
4. The Club Sport Judicial Board will consist of six members elected by the Club Sports Coordinator or the Club Sport Advisory Council at the beginning of each academic year. They shall serve as a pool to hear cases. Whenever possible there shall be three (3) men and three (3) women.



- a. A member of the Club Sports Judicial Board must be a full-time student in good standing, both academically and disciplinarily. S/he must be a member of a Recreation and Sport Operations Club Sport.
  - b. If the Club Sport Judicial Board has a member whose Club Sport is involved, that member shall be dismissed from that case.
5. The Club Sports Coordinator will be the chairperson for the Club Sport Judicial Board and will be non-voting.

Disciplinary action and suspension logistics:

- 1. All Club Sport monies are frozen (From time of the infraction, while it is under investigation and until suspension is lifted)
- 2. Facility scheduling can only be done in the capacity of a student organization rather than a Club Sport
- 3. The club will not be recognized as an active UWEC – Club Sport; however, it is required that club will continue to attend meetings and turn in requested forms and reports
- 4. If the club is planning to apply for reinstatement at the September meeting, they must participate in the current year Club Sport Budget Hearings (for funding for the following year)
- 5. The club will not be able to use RentACar
- 6. If a club would like to appeal a judgment/suspension, it must be done within 7 business days after the judgment/suspension was given.

## APPEALS

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- 1. Appeals of the Club Sports Coordinator Sanction:
  - a. A Club Sport or Club Sport member who disagrees with the finding(s) and/or sanctions of the Club Sports Coordinator has the right to appeal to the Club Sport Judicial Board. All appeal requests must be completed using the appeal request form and be submitted within 7 business days from the date of the Club Sports Coordinator decision.
- 2. Appeals of the Club Sports Judicial Board Findings:
  - a. A Club Sport or Club Sport member, based on the finding(s) and/or sanctions of the Club Sport Judicial Board, has the right to appeal to the Competitive Sports Coordinator of Recreation and Sport Operations for the purpose of an administrative review. This appeal must be submitted within five (5) business days from the date of the Club Sport Judicial Board decision. Should a Club Sport or Club Sport member disagree with the decision of the Competitive Sports Coordinator of Recreation and Sport Operations, an appeal may be made to the Director of Recreation and Sport Operations. This appeal must be submitted within five (5) business days from the date of the Competitive Sports Coordinator of Recreation and Sport Operations decision. Should a Club Sport or Club Sport member disagree with the decision of the Director of Recreation and Sport Operations, an appeal may be made to the Dean of Students Office by initiating procedures outlined under UWS-Chapter 17. This appeal must be submitted within ten (10) calendar days from the date of the decision of the Director of Recreation and Sport Operations.

# CLUB SPORT PROGRAM: ROLES AND SUBGROUPS

## COMPETITIVE SPORTS COORDINATOR

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The Competitive Sports Coordinator serves as the official representative of Recreation and Sport Operations in the supervision of the Club Sport Program. The Coordinator serves primarily as an advisor and resource and is available to assist student leaders with club business. It is his/her responsibility to monitor Club Sport activities, to ensure the safety of participants, and to see that funds are managed in accordance with the University fiscal policy. He/She may make all final decisions related to the Club Sport program, at his/her discretion. A close link is maintained between Recreation and Sport Operations and the Student Services Coordinator of Student Organizations in providing assistance to the student organizations recognized as Club Sports. It is in the best interest of clubs to communicate frequently with the Competitive Sports Coordinator, to remain informed of policies and meetings that pertain to the Club Sport Program.

## CLUB SPORTS ADVISORY COUNCIL (CSAC)

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The Club Sport Advisory Council (CSAC) is comprised of one representative from each Club Sport, the Competitive Sports Coordinator, and a representative from the Student Senate. A president, a club designee, and/or club advisor shall represent each Club Sport. One of these three must attend all meetings. Attendance at scheduled meetings is **mandatory** for every Club Sport.

This Council meets to recommend policy or guidelines, to approve organizations seeking membership, to review budget requests and fundraising projects, to enforce the policies of the Club Sport Program within each Club Sport, to consult on disciplinary action against clubs violating Club Sport policies, to plan the representation of the Club Sport Program campus- wide, and any other items that may apply. CSAC recommendations are subject to approval or rejection by the Club Sports Coordinator and the Director of Recreation and Sport Operations.

A copy of the committee meeting minutes shall be provided to each Advisory Council member, the Student Senate representative, the Director of Recreation and Sport Operations, and all Club Advisors.

The CSAC can also make recommendations to the Competitive Sports Coordinator on the effectiveness or credibility of any club. Once this recommendation is made it will allow them to review the club's status to see if they are providing some benefit to the overall program.

## CSAC MEETING ATTENDANCE

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Club Sport Advisory Council (CSAC) meetings will be scheduled. Clubs are responsible for having a student representative in attendance at Council meetings for the **entire duration** of each meeting. While advisors are always welcome to attend, they may not stand in for a student representative. After two absences, the club will be suspended, and the club will have to apply to the Council to be readmitted at the September meeting. In addition, each absence will result in a \$25.00 fine, charged against the club's account.

- If the club's allocation has not been spent, the current budget will be charged.
- If the club's allocation has already been spent, next year's budget will be charged.

Being more than ten minutes late or absent from a Club Sport meeting must be approved by the Competitive Sport Coordinator at least 24 hours in advance. More than 10 minutes counts as a missed meeting.

## CLUB SPORT EXECUTIVE COUNCIL

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The Executive Council consists of four student representatives. Those representatives will meet with the Competitive Sports Coordinator weekly. Executive Council Members will attend and assist in leading all Club Sport Advisory Council activities. Incoming Executive Council members will be chosen by the Competitive Sport Coordinator and the outgoing Executive Council members. Incoming members for the next academic year should apply, be interviewed, and then chosen by May of the current year.

Executive Council Member Responsibilities:

1. Serve as a representative for the Club Sport Advisory Council
2. Assist with enforcement of policies and procedures
3. Responsible for recording and organizing all documents related to point system
4. Actively manage social media accounts and photo competitions
5. Manage own office hours to complete tasks; work independently
6. Attend and assist in leading all Club Sport Advisory Council meetings
7. Help facilitate development of new clubs
8. Assist Competitive Sport Coordinator in all areas of Club Sports
9. Attend Club Sport Budget Presentations and assist with allocations
10. Maintain current and accurate Club Sport web pages

Requirements for Executive Council:

1. Must be a UWEC students and serve for 1 year
2. Must be member of at least one Club Sport
3. Previously served on Club Sport Advisory Council for at least 1 semester and have previous experience in a Club Sport officer position

## CLUB SPORT ADVISOR

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The members of the club choose their club advisor. In all instances the advisor must be accepted by the membership of the club. The advisor must be a UWEC faculty or staff member.

The advisor should attend the meetings of the club, as this puts him/her in a better position to understand and assist the group. Other important responsibilities of the advisor may include assisting with the club's annual budget preparation, the general program approval for the organization, and serving as an information resource.

## CLUB SPORT COACH

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Some Club Sports operate with student coaches while others are coached by volunteers or graduate assistants. It is considered the responsibility of each Club Sport to secure the services of their coach. The coach should restrict his/her contributions to those involving his/her personal skills and knowledge in the area of coaching the extramural and/or intercollegiate team representing the Club Sport. They should refrain from trying to assist in the other areas of club management.

## CLUB SPORT MEMBERS

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Within the Club Sport activity program, each (student) member has an unlimited number of opportunities to become directly involved in the administration and supervision of their club. They collectively have the responsibility for the following: the writing of their club constitution and by-laws, the determination of their membership requirements, the establishment of their dues schedule, the selection of their club advisor, the establishment of the duties of their officers, the selection of their coach (es), and the development and administration of their club budget.

## CLUB SPORT MARKETING

### PUBLICITY

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Recreation and Sport Operations has the capacity to assist individual clubs with various publicity methods. However, the club must pay for advertising and duplicating charges from their budget. Club Sports should take advantage of promoting their events on campus through the use of campus fairs, bulletin boards, the Integrated Marketing and Communications, TV 10, the Spectator, the Blugold Briefing, VisixTV screens, etc. Become familiar with the University policy on publicity, promotion, and advertising. Posting of information on trees, sidewalks, and/or in University buildings is prohibited.

### TYPES OF ADVERTISING

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Costs will be based on the current hourly rate paid to graphic design students. (See Appendix F-3) Some advertising options Club Sports can choose from are as follows:

- T-shirt designs
- Flyers
- Posters
- Logos
- Brochures
- Announcements

The UWEC Printing Service Department should be used for any duplicating or printing jobs.

### TRADEMARK

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If any Club Sports produces any product displaying a university mark for resale, they must enter into a formal agreement with a university licensed vendor. However, if any Club Sport produces any product displaying a university mark which will not be used for resale, they do not have to contract with a university licensed vendor. All designs must be approved by the Competitive Sports Coordinator before being printed or produced to ensure ethical and proper use of the university brand.

### MAILBOXES

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Each club has a mailbox located in Recreation and Sport Operations in the Hilltop Recreation Center. Letters, reimbursements, general notices, mail, etc., will be placed in the mailbox. Club members should check their

mailboxes regularly to ensure their club receives all pertinent information from Recreation and Sport Operations. Also, mailboxes are provided in the Student Organizations Complex, located in the Davies Center, and should be checked at least once a week to ensure clubs receive all pertinent information from the University.

## CLUB WEBSITE

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Recreation and Sport Operations has a general website for Club Sports. This website has the capability to receive email from interested parties about a Club Sport. Emails the Recreation Department receives will be forwarded to a designated person from that Club Sport. Each club should therefore clearly state how to be contacted.

In addition to that, individual Club Sports are encouraged to create their own website. There are many free website builders available (Weebly, Jido, Wix). Recreation and Sport Operations will add a link to each Club Sport website, upon approval of the site by the Competitive Sport Coordinator.

Club Sports with their own websites are encouraged to keep them up to date. If a site becomes stagnant, nobody will visit it. If clubs have a simple one-page website and are interested in Recreation and Sport Operations maintaining these sites a few times a year, please check with the Competitive Sport Coordinator.

When posting information on your club's website it is important to be careful about posting copyrighted material. If you have any questions about what information you would like to place on your website please talk with the Competitive Sport Coordinator.

Student Organizations also has a website which lists contact information for all student organizations. If your officers or advisor changes, it is your responsibility to contact Student Organizations to get the site information changed.

## FINANCIAL PROCEDURES

### FUNDRAISING

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Fundraising is an important tool that club sports can use to raise money. We encourage you take advantage of any fundraising opportunities that are presented to you. Fundraising ideas include:

- Valleyfair
- GoFundMe
- Host tournament
- Tourney and host a tourney
- Restaurants
- Apparel Sale
- Alumni donations
- Jigs Up
- Community sponsors
- Kwik trip gift cards
- Support letters
- Silent Auction
- Yankee Candle
- Succulents

## SEGREGATED UNIVERSITY FEES (SUF)

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In the event the Club Sport Program is allocated Segregated University Fees (SUF) by the University, the funds shall be distributed according to guidelines established by the Club Sport Advisory Council and the Club Sports Coordinator.

1. Notwithstanding SUF support, each Club Sport shall be responsible for determining their own dues structure, financing, and budgeting. However, the following must be observed:
  - a. SUF support will be placed in a State account, under the control of the Recreation and the Sport Operations Competitive Sport Coordinator and Financial Specialist.
  - b. SUF funds must be deposited and expended from the State accounts. All 128 appropriation expenditures must conform to the requirements of the University.
  - c. SUF funds may only be expended on items and activities that are related to the mission of the University and the purpose of the organization.
2. Each organization must establish a campus account with US Bank in Davies Center:
  - a. Deposit ALL other revenues in the organization's campus or checking account, (monies received from fundraisers, gifts, and grants.)
  - b. These funds may only be expended through the organization's Campus Account.
  - c. Clubs may not use the organization's campus account to make a direct payment to an individual or group of individuals for services rendered to the organization. (Under certain circumstances, expenditures may be processed through the Competitive Sport Coordinator or Financial Specialist. This restriction is required due to federal and state income tax reporting requirements.)
  - d. Maintain sufficient records to verify the accuracy and to substantiate the deposits and expense vouchers in the club's account. Receipts/bills will be maintained within this record system.
  - e. Permit direct access to account information to the Competitive Sport Coordinator and the Student Senate Finance Commission.
3. Each Club Sport must provide financial reports (at least annually or upon request) to the Competitive Sport Coordinator or to University auditors. Reports must cover the club's entire operation.
4. Each Club Sport must promptly reimburse the University, as directed by the Club Sports Coordinator, for support services provided to the club not allocated by the SUF Club Sports Program.
5. TAX ID NUMBER: For some fundraising events you are required to have a Tax ID number. Please see Competitive Sport Coordinator or Financial Specialist for more details and to obtain the number.

## BUDGET REQUEST

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The purpose of the budget request is to allocate funds for activities which would encourage students to become more actively involved in campus activities, enhance the social, cultural, recreational, and educational atmosphere on campus, increase student's positive feelings about the University, enrich the quality of campus life, and enhance the goals and mission of the University.

- Election of officers will be held during Spring Semester, so new officers can be involved with the entire budget process.

## CLUB SPORT BUDGET BOARD (CSBB)

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The Club Sport Advisory Council Members on the Budget Board must be nominated and approved by the Club Sports Advisory Council. They will hold the position for a one-year period beginning January 1. An election will be held at the December meeting of each academic year, and the term of service will begin in January and end in December of the succeeding year. The Competitive Sports Coordinator will appoint the Non-Club Sport Members.

Club Sport Budget Board (5-7 members) could be:

- Competitive Sports Coordinator
- Financial Specialist
- 1/2 Non-Club Sport Members (Faculty/Staff or Student)
- 2/3 Club Sport Advisory Council Members
- Club Sport Advisor

Budget Board will:

- Following the guidelines set forth by the Competitive Sports Coordinator and by Recreation and Sport Operations
- Meeting twice each semester on Wednesdays at 4:00 p.m. (if possible). The exact dates and locations will be announced.

## BUDGET HEARINGS

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Each individual Club Sport budget is and should be unique to the particular club. Each budget outline should include a composite list of all estimated expenditures for the year. The presentation of this budget should relate strictly to the necessities for your club; present facts only. Each Club Sport will be notified of their budget allocation within five (5) working days of the completion of the budget presentations.

1. The Competitive Sport Coordinator will announce the presentation dates and times one month prior to the presentations. A sign-up sheet will be distributed for each club representative to reserve a presentation time. Presentations should not exceed 20 minutes and will take place during March and April. Each club will be responsible for providing their own media for presentation.
2. **Any Club Sport desiring funds from the Club Sport Budget must submit a detailed budget in the provided format to the Club Sport Budget Board (CSBB) seven (7) days prior to their scheduled presentation.** Those budgets not received on time will not be considered for funding. The primary author(s) of the budget should make the presentation. All general-funding requests should be itemized and supported by documentation for each purchase.
3. Any club submitting a budget request to the CSBB agrees to abide by the guidelines and procedures established by the CSBB, applicable University System Administration's policy and procedures, Recreation and Sport Operations policies, and state/federal laws.
4. Funding requests should be submitted in the provided Excel format and contain an itemized description and activity/program description for which funds are being requested. Examples of expenditures include travel, equipment, apparel, advertising, official's salaries, facility rental, etc.



The following **WILL NOT** be funded by Club Sport allocations:

- Any travel expense not specific to an event. Questions should be directed to the Competitive Sport Coordinator or Financial Specialist.
  - A program or activity which discriminates on the basis of race, religion, national origin, gender, age, disabilities, sexual orientation or any other basis of discrimination are prohibited by law.
  - Grants-in-aid, scholarships, personal wages, loans, individual membership dues, or other compensation to members or officers of Club Sports.
  - Charitable contributions
  - Activities which generate unrestricted funds (Examples: fundraisers not approved by the Competitive Sport Coordinator)
  - Internal awards, banquets, and/or food and drink. *Refreshments served in conjunction with sponsored activities that are open to the entire University community may be funded, but you must obtain prior approval from the Competitive Sport Coordinator, the Financial Specialist, and UWEC Business Services.*
  - Alcoholic beverages
  - Any activity that is illegal
  - Individual memberships in an organization (Team memberships are permitted.)
5. The Competitive Sport Coordinator and Recreation and Sport Operations reserve the right to review the overall Financial condition and the activities and programs of any organization requesting funds; and may use its findings in making a decision on the organization's budget request.
  6. Detailed financial records related to each funding activity are required and must be available to the Competitive Sports Coordinator and Recreation and Sport Operations upon request.
  7. Any funds remaining in any individual Club Sport's account at the end of the fiscal year will return to the General Club Sport account for reallocation the next fiscal year.
  8. When a Club presents their budget, they must advise the Club Sport Budget Board of the possibility they may be involved in a **major event** requiring an additional allocation.
  9. A separate budget request for a "**special allocation**" must be requested for the Club Sport Budget Board when the initial budget presentation is made.
  10. Clubs applying for a special allocation will divide funds evenly. Monies not utilized by an organization will be carried forward to next year's special allocation budget.

## BUDGET APPEALS

- All Club Sports will have the opportunity to present corrections and/or amendments to their budget during the appeal process.
- Appeals will be scheduled and heard by the Club Sport Budget Board upon completion of initial budget presentations for all clubs.
- Appeal dates will be announced, and any Club Sport wishing to appeal must provide written appeal documentation to the Competitive Sports Coordinator seven (7) days prior to their appeal presentation.
  - **Any appeal documentation not received seven days prior to the club presentation will not be considered for appeal.**



# CLUB SPORT FORMS

## ONLINE FORMS

The following forms need to be completed online through Blugold Connect before competition begins. These forms will all be sent in an email following the first CSAC meeting in September. All forms will be completed via Blugold Connect links. Some forms may require separate documents to be attached and/or to be completed in the presence of the club's advisor.

Forms include:

- The Membership/Agreement and Release Form (Upload as PDF)
- Policy and Guidelines Certification Form
- Transportation Policy (Upload as PDF)
- Officer & Members Roster (Include attachment as excel)
- Anti-Hazing Policy (Upload as PDF)
- Competition schedule, if applicable
- Semester Report – Middle of each semester
- Vehicle Registration – separate process
- Travel Itinerary – 24 hours prior to travel
- Funding Allocation Request – April
- Expense Tracker – April
- Community Service – End of year
- Equipment Inventory – End of year
- Injury Report – As needed
- Special Event Funding Request – As needed
- Incoming/Outgoing Officer Reports – As needed

Due dates for forms:

- Fall: Before first competition or No later than the October meeting
- Spring: Prior to the February meeting
- If you are not in competition by these dates special arrangements must be made with the Competitive Sports Coordinator.
- All forms must be turned in before your Club Sport monies can be allocated. If you would like to use your funds over the summer, all forms must be completed by June 1<sup>st</sup>. For special circumstances, contact the Competitive Sports Coordinator.

Consequences for not filing these forms by the deadline could be but are not limited to:

- Inability to use Recreation and Sport Operations and/or fields
- Assessing a \$10.00 per week late fee from the base allocation; and/or club suspension
- Fines of \$10.00 a week can also accrue with the Mid and Yearly report as well as any other assigned forms given out.

## RELEASE FORMS

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Club Sport participation and use of funds will not be allowed until the Agreement & Release Form and Parent/Guardian Release Form for every club member is on file in the Competitive Sport Coordinator's Office. It is the responsibility of the club president to ensure that each member has these forms on file.

1. **Agreement and Release Form:** Each student and/or staff member over the age of 18 must sign this form and have it on file in the Competitive Sports Coordinator's Office. No adult member may participate in a Club Sport related activity unless he/she has a signed release form on file.
2. **Parent or Guardian Consent & Release Form:** Each student under the age of 18 must have this form signed and on file in the Competitive Sports Coordinator's Office. No member in this classification may participate in a Club Sport related activity unless he/she has a signed release form on file. (See Competitive Sports Coordinator for form)

## TRAVEL FORMS

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Every member of each Club Sport must complete a Driver's License Verification application every semester. This application can be found online at <https://www.uwec.edu/recreation/club-sports/> under "Club Sport Forms". Travel arrangement procedures (for clubs leaving campus) are as follows:

- Submit the travel itinerary/reimbursement form which includes:
  - Specific trip information
  - Members traveling
  - Number of vehicles required
  - Estimate of cost
  - Approval
- Submit the travel form at least 24 hours in advance.
- When a privately-owned vehicle is used, the owner/driver assumes responsibility for the safety of the passengers.
- When on a club-related trip, whether in private or rental vehicles, the Competitive Sport must use insured vehicles. Proof of such insurance will be required. Additionally, students that provide transportation for other students, club members, or staff must certify that they possess at least the minimum level of insurance required by the State.
- Club Sport members shall file written reports with the Competitive Sports Coordinator and University Risk Manager's Office concerning all accidents, collisions, personal injury, or property damage involving club members while on road trips.
- When any Club Sport travels off campus, a **Travel Itinerary** must be completed and returned to the Competitive Sports Coordinator 24 hours prior to the trip. If the form is not turned in or is incomplete, a \$25.00 fee will be charged to the Club Sport.
- Please make sure you have an orange Emergency Travel Card before you leave for any trip. If you need assistance, please call the numbers on the card starting at the top of the card and moving down.

## COMMUNITY SERVICE FORMS

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Each Club Sport is required to do one Community Service Project during the Academic year. Clubs must receive prior approval from the Competitive Sport Coordinator. Disciplinary action will result in not completing a Community Service Project.

**20 hours of community service** (culminative among members) must be completed by the May meeting, with the **verification form** submitted at that start of the meeting (if not earlier.) If the Community Service is not completed the club will be assessed a 15% fine (taken from the current year balance), with funds going to the clubs that did complete their Community Service Project. If the club has expended their current year funding, a 15% fine will be assessed from the budget allocated for the next year.

## TRAVEL

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If you want to use state funds for travel such as rental car, airfare, hotel, and registration fees, you will need to contact me about a month in advance. I will let you know the information that I will need, and we can schedule a meeting to make reservations.

- Any travel requires an itinerary to be completed thru Blugold Connect.
- NEW THIS YEAR: Each club member will need to renew their driver's authorization every 6 months.
- Questions can be directed to Tim Boehnen in his office of loss prevention.
  - Tim Boehnen: 715-836-4414 boehnett@uwec.edu

ALWAYS remember that we will need to explain anything we are spending state funds on.

EFFECTIVE IMMEDIATELY: **ALL AIRFARE MUST** be booked through Foxworld travel/Debbie Talbot

- Contact Shari Breed BEFORE booking any airfare and she can assist you.
- If airfare is NOT booked through Foxworld travel, Accounts Payable will not reimburse expenses associated with this trip. (Including conference dues, hotels etc.)
  - Hotels: MUST be booked by calling the hotel directly. DO NOT use hotels.com, Expedia, Priceline, etc.
  - c. **Rental Cars- Contact Shari Breed**
    - i. Shari Breed will call Enterprise in Eau Claire to use the UWEC state contract.
    - ii. All drivers must be certified by the University before booking rental cars
      1. Contact Sue Schaefer at University Police before booking rental cars
      2. All drivers need to be certified every six months.

## State Funds

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1. **Hotel**
  - a. Book hotel by calling hotel directly.
  - d. To be reimbursed supply the following
    - i. Hotel Room folios that show charges and payment for each room.
    - ii. Credit card receipt.
    - iii. Flyer about event attending.
    - iv. Travel Itinerary
2. **Entry Fees**
  - a. **Invoice** (must be invoiced to UWEC Hwa Rang Do with the University address 105 Garfield Ave.) and **W9** and **Flyer about event attending** – if using State funds to pay in advance (need 2-3 week notice to pay via check, can pay day before with state credit card)

- b. If we reimburse you with State funds, need Invoice, receipt of payment, flyer about event attending, Travel Itinerary.

**\*\* If no receipt: Print front/back copy of cashed check from US Bank online**

### 3. Car Fuel

- a. Use US Bank debit card for all fuel charges. Save receipts and Shari Breed can reimburse the club for all fuel charges.

### 4. Car Rentals

- a. Contact Shari Breed for Enterprise phone number to book car rentals.
  - i. When you return your car can be reimbursed
    1. Need travel itinerary
    2. Credit card receipts of rentals
    3. Flyer about event attending

### 5. Workshops/Clinic Fees

- a. **Invoice** (must be invoiced to UWEC Hwa Rang Do with the University address 105 Garfield Ave.) and **W9** and **Flyer about event attending** – if using State funds to pay in advance (need 2-3 week notice to pay via check, can pay day before with state credit card)
- b. If we reimburse you with State funds, need Invoice, receipt of payment, flyer about event attending, Travel Itinerary.

### 6. Memberships

- a. **Invoice** (must be invoiced to UWEC Hwa Rang Do with the University address 105 Garfield Ave.) and **W9** and print out of what the membership is – if using State funds to pay in advance (need 2-3 week notice to pay via check, can pay day before with state credit card)
- b. If we reimburse you with State funds, need Invoice, receipt of payment, print out of what the membership is.

### 7. Travel updates:

- a. EFFECTIVE IMMEDIATELY: **ALL AIRFARE MUST** be booked through foxworld travel/Debbie Talbot
  - i. Contact me BEFORE booking any airfare and I can assist you.
  - ii. If airfare is NOT booked through foxworld travel, Accounts payable will not reimburse expenses associated with this trip. (Including conference dues, hotels etc.)
- b. Hotels: MUST be booked by calling the hotel directly.
  - i. DO NOT use hotels.com, expedia, priceline, etc
- c. **Rental Cars- CONTACT ME**
  - i. I will call Enterprise in Eau Claire to use the UWEC state contract.
  - ii. All drivers must be certified by the University before booking rental cars
    1. Contact Sue Schaefer at University Police before booking rental cars
    2. All drivers need to be certified every six months.
    3. Rental Cars must only be used for official business. The driver of the car must be a state employee on state business. Mileage may not be extended for personal business; for example, additional personal destinations or alternate routes that are not the most customary or direct. The State's contract with Enterprise includes insurance coverage for the car while being driven on state business. In the event of an accident, drivers and passengers on state business would be covered by Workman's Compensation Insurance. Insurance coverage does not extend to personal use, or when intentional, reckless misconduct is involved.
    4. Enterprise will deliver the vehicle. The delivery of the vehicle will be to a location determined by the customer and Enterprise. If the paperwork is signed in advance, the vehicle may be left in the MCS lot with the keys in a lock box. A lock box key can be signed out in the MCS Building Fleet office and should be returned to that location. The driver may also pick the car up at the Enterprise office and return it there if that is more convenient.

## HEALTH AND SAFETY

### HEALTH INSURANCE

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The University of Wisconsin – Eau Claire or its designated representatives does not provide health, accident, life, or liability insurance for its Club Sport Program participants. Therefore, it is highly recommended that all members have adequate health insurance. Also, it is recommended that all Club Sport members participating in vigorous contact sports have an annual physical examination.

### INJURY REPORT

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Club Sport presidents are required to submit an individual “Injury Report” for injuries, which occur to club members during on-campus, and off-campus club related activities. This report can be found online at via Blugold Connect Link that will be sent after the first CSAC Meeting. Submit it to the Competitive Sport Coordinator and the Club Sport’s advisor within 24 hours of the injury.

### ENCOURAGED SUPERVISORY POLICIES

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It is strongly recommended that Club Sport officers seriously consider the adoption of supervisory policies involving:

- The presence of a student trainer, athletic trainer or a person qualified in first aid at all practice sessions.
- The presence of a physician, athletic trainer, or student trainer at all games and contests in the contact sports.
- Rules governing the return of an injured or sick player to active status as a participant.
- Abiding by all state and local, health and safety regulations.
- **MANDATORY:** Field Supervisors will be present at all home games to monitor events; a Field Supervisor must be present in order for the club to compete.

## FACILITY RESERVATIONS

### FACILITY REQUESTS

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It is in the best interest of the club to plan ahead and submit facility requests as soon as possible to ensure that space is available. Fall reservations are due at the February meeting, and for spring at the September meeting. If you turn in your reservation form after these dates you will lose priority in the scheduling process. Requests for Recreation facilities must be submitted through a **Facility Reservation Request Form** found online at [https://uweauclaire.qualtrics.com/jfe/form/SV\\_6soYo7P4JuiQfgV](https://uweauclaire.qualtrics.com/jfe/form/SV_6soYo7P4JuiQfgV). Club Sports may submit requests for facility use to the Competitive Sport Coordinator to support the following club related activities.

## Practice

- Competition (visiting teams, tournaments, etc.)
- Instruction/Coaching
- Club business meetings
- Display of promotional materials
- Special events

## REGULATIONS

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1. The scheduling of facilities will be subject to University and individual facility use policies. Clubs will be expected to comply with the rules and regulations established for the use of each facility by the University of Wisconsin – Eau Claire and/or its designated representatives.
2. The scheduling of games, matches, tournaments, etc. must be coordinated by the club advisor, the club president, and the Competitive Sport Coordinator. For facility scheduling purposes, the Competitive Sports Coordinator must approve all on-campus schedules.
3. Each club must furnish the Competitive Sport Coordinator with a current schedule of practice and game dates, times, and locations. Or a \$10.00 a week fine will be assessed.
4. The use of facilities other than University property must be coordinated through the Competitive Sport Coordinator.
5. Priority of facility reservations will be given to those clubs in season and/or those with scheduled contests.
6. NOTE: Facility reservation prioritization is Kinesiology (first), Athletics (second), and Recreation and Sport Operations (third). All other reservations are on a first come, first served basis.

## COMPETITION

### SCHEDULES

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The responsibility for scheduling the season's activities rests with the individual Club Sport, if that club competes, attends conferences and workshops, or travels.

A copy of your Club Sport's **Travel Itinerary** should be completed online by the Competitive Sport Coordinator at least one month prior to the start of the activity season. This allows the club to plan their travel arrangements early and to be assured of facility availability. Also, it gives the Competitive Sport Coordinator time to schedule a Field Supervisor for home events. If a Field Supervisor cannot be secured, the Competitive Sport Coordinator may cancel the scheduled event.

The Club Sport Advisory Council recommends that a club advisor, coach, or other approved representative (faculty or staff member) accompany the club on all out of town events.

If a home Club Sport event is scheduled, the club has 24 hours prior to the event to notify the Competitive Sport Coordinator of any cancellations. If the Field Supervisor arrives for work or hasn't been notified of the event cancellation, it will be the club's responsibility to pay the Field Supervisor for the number of hours they were scheduled/expected to work for each respective event.

## OFFICIATING, VISITING TEAMS, AND SPECTATORS

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The securing and compensating of officials for athletic contests is the responsibility of the individual club.

It is also the responsibility of the host club to see that visiting clubs are informed of the campus and Recreation and Sport Operations alcohol policy and the enforcement of that policy.

Spectators are welcome at club-related activities. Spectators must remain in designated areas and may not enter the playing area. All alcohol and drug policies for Club Sports are the same for the spectators. Spectators violating these guidelines or exhibiting unsportsmanlike conduct will be asked to leave the playing facility area, and their team may be assessed additional penalties. The collection of donations or establishment of fees must have the prior approval of the Competitive Sports Coordinator.

## MISCELLANEOUS

### LEADERSHIP WORKSHOPS

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Leadership programs are an important part of the Club Sports Program and offer student development opportunities. There will be multiple opportunities to engage in workshops to enhance leadership skills. Each board member must complete TWO workshops per year.

### CREDIBILITY ISSUES

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Definition: Be objective, and insure through our actions and decisions the impartial treatment of others.

- Communicate all internal and external information to the management in a truthful and accurate manner to facilitate timely execution of their entrusted responsibilities.
- Recognize and avoid personal conflicts of interest or the appearance thereof in all transactions.

#### 1. Petition

- a. Two clubs must sign a petition.
- b. One member from each questioning club must sign.
- c. The clubs that are questioning need to state their identity; they will not remain anonymous.

#### 2. Petition Form

- a. What club are you questioning?
- b. How do you feel that the club in question is not meeting the Club Sport Program Purpose and/or goals the team defined at the beginning of the club year? Please cite specific examples.
- c. Signature, Date

- Petition is then turned into Competitive Sports Coordinator and brought to discussion at the following Advisory Council monthly meeting.

### 3. Club in Question

- a. The questioned club has one month from the Advisory Council meeting when the petition is brought to discussion to prepare a 10-15-minute presentation in their defense. The presentation will take place in front of the entire Advisory Council and should explain the Club Sport's activities and expenses. \*\*

\*\* The questioned club should be well rounded in its presentation. The club should not merely respond to the accusations. Instead, this is an opportunity for the club to highlight its goals, accomplishments and progress as a sports club.

### 4. Vote

- a. Following the presentation, the Advisory Council will vote anonymously regarding the credibility of the Club Sport. The outcome of the vote will be stated at the same meeting. If the Advisory Council finds the questioned Club Sport to be in good standing, no further action will be taken against the club. However, if the Advisory Council votes that the questioned club is not meeting the Club Sport Program Purpose, the club will be suspended until the following year's first meeting, thus losing its privileges as a Club Sport (loss of facilities access and the team's accounts will be frozen).

### 5. Appeal

- a. If anyone believes that the process was erroneous or that some corrupted act affected the Advisory Council's decision, the suspended club may appeal the decision. The club may appeal no more than seven days after the Advisory Council's decision.
- b. During the appeals process, the accounts will remain frozen and the suspended team will not have access to their scheduled facilities.

### 6. Appeals Board

- a. The appeals board will consist of three people: one advisor not affiliated with either the petitioning clubs or the suspended club, a neutral student either appointed by the Competitive Sport Coordinator or an advisor, and the Competitive Sport Coordinator.
- b. The board will set a date and time of the appeal presentation. The appeal presentation must take place within a month of the Advisory Council's decision.
- c. All three members of the appeals board must vote for reinstatement of the club in question. If club is reinstated, it will regain all Club Sport privileges.
- d. The appeals board must report a decision within 48 hours of the appeal presentation.
- e. If the club misses its appeal presentation, the Advisory Council's decision will stand until the following year's first meeting.

## CLUB SPORTS INVENTORY

Any club related items purchased with your allocated Club Sport funds remain the property of the Club Sport Program. Each club will be required to maintain a detailed inventory list of all purchases. This inventory list will be periodically reviewed by the Competitive Sport Coordinator. No items/equipment may be given to members, sold by the club, disposed of, etc. If an inventoried item is missing, the individual Club Sport will be required to reimburse the general Club Sport account for the cost of the missing item(s).



## REC CENTRAL STORAGE

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Clubs utilizing Bollinger Fields will be issued a storage space in Rec Center if needed. If more storage is required than what is available in one unit, some clubs may be asked to share storage areas. All storage areas must be kept clean and organized at all times. All storage areas must post an inventory list inside detailing what is being stored. The inventory list should also detail what equipment/supplies were purchased with Club Sport funds and what was purchased with individual or other club funds. The Competitive Sport Coordinator has the authority to do a random inventory check of all equipment/supplies in any storage area at any time.

## REC CENTRAL KEYS

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Key authorizations will be completed for one club member of each respective club utilizing Bollinger Fields. This key authorization is an agreement between Facilities Management and the respective key holder, and all key issues must be resolved between those two parties. Keys for the storage areas must be returned to the Competitive Sport Coordinator at the May meeting, unless special arrangements have been made.

## THORGUARD LIGHTNING PREDICTION SYSTEM

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This unit was installed in Fall of 2006 and to scientifically predict the probability of a lightning strike. *“The THORGUARDIAN is the first, totally integrated advanced warning system for lightning. ThorGuard has combined its state-of-the-art lightning prediction technology with automatically activated air-horns and strobe lights, for single location applications. The sensor monitors energy as far away as 15 miles and evaluates the potential for lightning within an area of approximately two miles in radius. When the THORGUARDIAN senses a hazardous condition, the system automatically provides both audible and visual alerts. Under normal conditions, the air-horns have a range of approximately 700 yards, in a 360-degree pattern.”* The main unit is located at Bollinger Fields, placed on top of Rec Central. Two receiving units are installed at Simpson Field on top of the Press Box and at the Tennis Courts by Towers Fields, secured to the fence.

The unit will sound ONE fifteen-second blast of the horn and the strobe light will turn on and remain on, signaling a heightened potential for a lightning strike. In all activity areas (Bollinger Fields, Simpson Fields and Towers Fields, Eagle’s View Challenge Ropes Course and all surrounding areas) activities should be **SUSPENDED** immediately. All participants will be asked to leave the premises. Any supervisors should assist in this process. You may resume activities only after the system gives the all clear-THREE five-second blasts of the horn are sounded and the strobe light stops flashing.

**IF YOU REMAIN OUTDOORS AFTER THE WARNING IS ISSUED, YOU DO SO AT YOUR OWN RISK!**

Lightning Safety Tips:

- 1.** Leave the premises IMMEDIATELY
- 2.** Seek large buildings, automobiles etc.
- 3.** Avoid open areas, water, tall trees, metal fences, overhead wires, high ground areas, telephone and cell phones, radios, and small unprotected shelters.

**IMPORTANT TELEPHONE NUMBERS****Area Code (715)**

Competitive Sports Coordinator Garrett Larson	836-5732
Recreation and Sport Operations	836-3377
Financial Specialist Shari Breed	836-4064
Student Organizations and Leadership Center, 220 Davies Center	836-4833
UWEC Campus Information Desk	836-2637
The Spectator	
• Advertising	836-4366
• Editorial Office	836-4416
New Bureau/MC	836-4741
McPhee/Bollinger Fields Reservation Office	836-2546
Enterprise Rent-A-Car	723-7200
Office of Lost Prevention	836-4414
Fox World Travel	920-230-6467

**EMERGENCY**

Ambulance	911
• On-Campus	9-911
Fire Department	911
• On-Campus	9-911
• All other business	839-5013
City Police Department	911
• On-Campus	9-911
• All other business	839-4972
UWEC University Police - Day/Night	836-2222
Mobile Non-Emergency (Public Safety)	9-577-9045
Health Service	836-4311
Poison Control Center	(800)-252-2022

