

University of North Carolina at Greensboro  
Department of Recreation & Wellness  
Club Sports

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# About the Club Sports Program

## Introduction

The Club Sports Program supports the mission of the Department of Recreation & Wellness 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 Recreation & Wellness 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 competitive, recreational, and/or instructional to meet the needs of our 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. Clubs that are members of the UNCG Club Sports Program are self-administered by elected officers. Included in administration, is the coordination of practice and game times, recruitment efforts, marketing strategies, community service efforts and recruiting coaches. Financial supported for clubs is derived from a combination of member's dues, fundraising, donations, UNCG Student Government Association (SGA) and a small allocation from Recreation & Wellness. The Department of Recreation & Wellness 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, instructional nature. All Clubs are required to adhere to student organization guidelines and policies as established by the Office of Campus Activities & Programs (CAP).

## New Clubs

The biggest misconception of the Club Sports Program is that the Assistant Director decides which clubs are represented at UNCG. This is not the case. Club Sports are formed based on an identified expressed level of interest from UNCG students. If you are a current student and there is not an existing Club Sport that meets your needs, please follow the steps below in the forming of a new club.

### Forming a New Club

- 1. Set up an appointment with the Assistant Director, Competitive Sports:** This meeting is an opportunity for students to learn what goes into forming and managing a club. The Assistant Director will determine if the proposed club is a viable option for UNCG based on facility space, equipment storage, risk level, and overall feasibility.
- 2. Interest Meeting:** If the club is deemed a viable option, an interest meeting will be held 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.

3. **Administrative Requirements:** 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. Future officers will refer to the constitution for guidance on managing processes and situations. Additionally, each Club will need to register the new club through the on-line portal called **SpartanConnect** (<https://uncg.campuslabs.com/engage/>) and have all club members submit a Club Sports' Waiver.
4. **Club Sport Council Affiliation:** Once all administrative requirements are met, the Assistant Director, Cub Sports will confirm with CAP that the proposed Club has approval for recognition as a Club Sport and a recognized student organization. CAP will verify that all eligibility requirements are met for the founding members of the Club and will schedule a final recognition meeting. At the completion of the meeting with CAP, the proposed Club will become an official Club Sport recognized by the Department of Recreation & Wellness.

#### Support for Recognized Club Sports

Once a Club receives recognition, it is then eligible to:

- Reserve facility space and equipment.
- Collect reasonable dues, conduct fundraising events (see Fiscal Responsibility Section), solicit funds according to University Policy and must comply with CAP policies and procedures.
- Be listed in university and student publications.
- Sponsor programs and activities consistent with the purpose of the organization.
- Use the University logo ensuring that it complies with the University identity and licensing guidelines.

#### Requirements 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, <https://sa.uncg.edu/handbook/policies/> and Campus Activities & Programs <https://cap.uncg.edu/student-groups/>.
- Comply with the policies and procedures set by The Department of Recreation & Wellness and the Club Sports Council (CSC). The Club Sports Manual is available online at The Department of Recreation & Wellness's website, <http://recwell.uncg.edu/clubs/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 Manual.
- Ensure that the membership meets the eligibility requirements of the Club Sports Manual and applicable league governing body.
- Maintain an active membership roster that is updated with The Department of Recreation & Wellness and SpartanConnect portal.

- Complete and submit to the Department of Recreation & Wellness the required forms for all Club Sports Members. 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 required by The Department of Recreation & Wellness and CAP.
- Abide by all travel and equipment policies.
- Complete and submit all reports and documentation as required by The Department of Recreation & Wellness & CAP.
- Adhere to the social media guidelines/policies set for by the University and its entities.
  - All clubs are expected to share social media account login information with their club's advisor.
- Receive prior approval for all fundraising activities. Fill out the proper paperwork with regards to fundraising activities.

## **Club Status**

### Active, Probation 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 Recreation & Wellness as a UNCG Club Sport and be currently in good standing.
2. The Club must have all required paperwork on file with the Department of Recreation & Wellness:
  - a. Waivers
  - 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.)
3. The Club must attend required individual meetings with the Assistant Director
4. The Club is required to have a representative in attendance at all Club Council Meetings.
5. The Club Officers must attend scheduled training sessions and complete all required on-line modules.

The following list is a few examples of actions that may cause a club to lose Active 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 loses Active Status.

1. Club being placed on probation
2. Loss of all facility space
3. Club budget is frozen (this includes all self-generated and student fee funding sources)
4. Loss of priority scheduling
5. Club may lose affiliation status

#### Probation and Inactive Status

1. The Assistant Director may issue sanctions and/or place a Club on probation for a specified amount of time for policy violation(s) and/or UNCG Student Code of Conduct violations.
2. Unless expressed otherwise, clubs placed on probation will not lose any rights or privileges.
3. A single incident, depending on severity, may lead to loss of privileges and/or being placed on Inactive Status
4. Flagrant or repeated offenses will result in further disciplinary actions to be determined by the Assistant Director and Director of Recreation & Wellness.

Failure to meet requirements outlined by The Office of Campus Activities & Programs may result in additional sanctions / loss of recognition per CAP policies.

## **Sport Club Administration**

### **Club Organization and Management**

The Department of Recreation & Wellness employs full time professional staff member(s) to guide the activities of Club Sports. The Assistant Director of Competitive Sports is responsible for the direction of the Club Sports Program and promoting safe and responsible operation of individual Clubs.

The role of the Assistant Director is to serve as an advisor to the individual clubs. The Assistant Director advises clubs on day-to-day operations and special events. The Assistant Director for Competitive Sports 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 educational topics relevant for club leaders 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 overall 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 for the Assistant Director which will benefit the Club Sports Council.
  2. Provide the Assistant Director with recommendations about disciplinary concerns.
  3. Meet as a group twice a semester to discuss policies and concerns within the Club Sports Council.
- A. President
    - a. Serves as a liaison between the Assistant Director and the Club Sports Council.
    - b. Presides over Club Sports Council Meetings
    - c. Develops an agenda for individual meetings
    - d. Meets with the Assistant Director as needed
  - B. Vice-President
    - a. Assists the President with his or her duties
    - b. Works with Club Sports Graduate Assistant to ensure all Clubs have their proper paperwork filled out
    - c. Presides over meetings when President is not available
  - C. Secretary
    - a. Records minutes at Club Sports Council Meetings
    - b. Provides the Assistant Director with typed minutes
    - c. Assists Club Sports Programmer with updates in roster forms for individual sports

### **Duties of a Club Sport Officer**

The overall success of the Club is dependent 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. Motivating members to take an active part in their respective Club is extremely important for the long-term success of the Club and 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 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. Clubs are encouraged to shape it's leadership team to best fit the club's needs.

#### **President**

- Serve as a liaison between the Department of Recreation & Wellness and their respective Club.
- Meet with the Assistant 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.
- Ensure that the Club is complying with all aspects of the Club Sports Manual.
- Check the Club's mailbox once a week.
- Attend or appoint a member to attend Club Sport Council meetings every month.
- Notify the Assistant 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 their 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 Club's SpartanConnect page with as needed.
- Ensure all required forms are submitted by all members.

### **Secretary**

- Records minutes at Club business meetings.
- Submits copy of minutes to Assistant Director.
- Ensures roster is up-to-date and accurate via SpartanConnect.
- Report results of all Club sponsored events (on or off campus) to the Assistant Director within the specified deadline.
- Submit all necessary paperwork to the Department of Recreation & Wellness.
- 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 receipts of all expenditures.
- Work with the 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 Assistant Director.
- Work with the President in preparing Club records for a semester audit.
- Works toward creating fundraisers for the team for upcoming seasons.
- Oversees all club expenditures.

Additional officer positions may be created as needed. It is important that each officer has a clear expectation of the duties for that position. It is the duty of all club officers to hold each other accountable for the delegated duties. Failure to do so may result in vital club functions left unattended. In addition to the creation of officer positions, it is ideal to identify motivated club members who demonstrate the potential to serve as an officer in the future. Cultivating young leadership is a key to sustaining a club year to year.

## **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, and funding.

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

## **Office Assistance**

- Copying Services: Copying privileges will be provided on a limited basis. Free copies will be made for Club Sport related material. A limit of 30 copies and 2 posters per event will be provided free of charge. Additional copies will res. Printing requests must be submitted to the Assistant Director.
- Marketing: Clubs may request marketing assistance. A minimum of 2-weeks is required for delivery of a first draft for all marketing requests. Examples of marketing assistance include logo development, digital slides, flyers, t-shirt design, and social media posts.

**NOTE: If a Club designs it's own materials, the Assistant Director, Competitive Sports & the Assistant Director, Communication & Outreach must approve all work prior to production. All materials must include the Recreation & Wellness Logo, Department of Recreation & Wellness web address, and adhere to all publication policies and procedures regarding duplications of UNCG Logos.**

## **Equipment Storage**

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

## **Equipment Purchases**

- All equipment purchases must be approved in advance and can be completed through the Assistant Director, Competitive Sports.
- 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 purchased with fee-supported funds become property of the Club and the Department of Recreation & Wellness.
- The University is tax exempt so all purchases, when possible, should be ordered through the Assistant Director.
- Sufficient funds in a club's fund(s) is required for all purchases to be made.
- If a purchase will be made with multiple fund sources, (i.e. SGA, trust accounts, etc), this must be communicated to the Assistant Director prior to the purchase being made.

## **Facility Usage**

- Clubs desiring to use facilities for Club-related activities must submit a Practice Time Request Form or Schedule Submission Form to the Assistant Director.
- Facility reservation requests are not guaranteed and need to be submitted as soon as possible. The Club will receive an email confirmation regarding their reservation.
- The following are acceptable requests:
  - Club Meetings
  - Practice
  - Competition
  - Club Promotion
  - Club Fund Raising

## **Scheduling Guidelines**

- Official organized practice may begin the second week of the fall academic calendar, and official practices will end no later than the final day of classes in the spring semester.
- Practices will not be scheduled during recognized school holidays.
- All scheduling requests must be turned in by the second week of classes (fall semester) to receive priority scheduling.
- All schedules are tentative until approved by the Assistant Director.
- Requests must be made at last one-week in advance.

# **Policies and Procedures**

## **Eligibility and Membership**

### Eligibility Requirements

Membership in a Club Sport is open to all current UNCG students who have paid the student activity fee. Students may not be denied membership in a Club based on race, color, religion, sex, sexual orientation, gender identity, national origin, political affiliation, genetic information, veteran status, disabling condition, age, 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. Clubs with league affiliations must abide by the individual league eligibility requirements.

### Guidelines for Membership

All Club Sport participants must be current UNCG students who have paid the student activity fee (Continual Learning Students and Consortium Students do not pay a student activity fee and are ineligible to participate). Participants must submit all required paperwork prior to beginning their participation. Additionally, club members must be in good standing with the Department of Recreation & Wellness to remain active with any club.

### Governance and Eligibility Regarding Participation in Intramural Sports

UNCG Students have the privilege to play Intramural Sports, however there is a 2-person 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). Gender Identity/Sex is not a consideration when counting towards the 2-person limit. 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 Assistant 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.

<http://recwell.uncg.edu/policies>

### Waiver Forms

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

## 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, clubs and it's members are expected to notify the Assistant Director, Competitive Sports at the first reasonable opportunity.

## Coaches

Coaches are individuals who have been identified by the club leaders to provide instruction related to the club's nature as well as provide direction and leadership for club competitions and events. Coaches are not responsible for or permitted to select members to serve as officers. Officer elections must follow the process outline in the club's constitution. Coaches serve at the discretion of the club members and may be dismissed from their role at any time.

### Recruiting Coaches

When searching for a coach, Clubs must communicate their search process with the Assistant Director and receive prior approval before taking any action steps. Clubs may not post for/recruit coaches via hiring or employment websites. This form of recruitment is managed via UNCG Human Resources.

### Before Coaches Begin

Prior to beginning their coaching role, Coaches must complete a background check via UNCG Human Resources. This process is initiated when the Club submits the Coach's contact information (name, current local address, email address, and phone number to the Assistant Director. Once the background check is approved, the Assistant Director will notify the Club President and Coach that they may begin their duties.

If a Club wishes to compensate a coach for their services, the Club must notify the Assistant Director prior to the start of the semester. Do not promise any payments until the payment process has been identified and approved by the Assistant Director.

Coaches must complete and sign the Recreation & Wellness Club Sports Coaching Agreement Document. Coaches must abide by the same conduct policies and expectations outline for all club members.

## Conduct/Responsibilities

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

- Club members are prohibited from discriminating against or harassing persons on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, political affiliation, genetic information, veteran status, disabling condition, or age."
- 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.
- Each Club must have all required paperwork on file with the Department of Recreation & Wellness.
- Each Club must review and update their constitution annually.
- Each Club is responsible for having a representative present at all Club Sport Council Meetings.
- Each Club is **encouraged** to attend leadership seminars and workshops performed by the Office of Campus Activities and Programs and other various campus partners.
- Clubs are encouraged to hold periodic Club Business Meetings.
- Club participants are expected to treat all participants with respect.
- Club participants may not consume alcohol or any illegal drugs while participating in a Club sponsored activity.
- 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

### Expectations

**Event Summary Form** is due three days following the completion of a competition. If the competition is round robin or tournament format, the three-day period begins on the day following the last scheduled competition the club participated in.

**Club Business Meetings** are non-practice meetings where Club participants discuss the goals and objectives of the Clubs. These meetings should take place at least twice a semester where issues related to the Club may be discussed in an open forum. Minutes should be kept and placed on file with the Club Secretary/responsible Officer. A copy should be given to the Assistant Director.

**Officers and participants** in Club Sports Program represent UNC Greensboro and the Department of Recreation & Wellness. As such, all representatives are expected to behave with dignity both on and off the field. Behavior of any sort, which would reflect negatively on the image of UNCG, and the image of their specific Club will not be tolerated.

**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 should be reported to the to the Assistant Director.

The following are four categories of participant and/or team misconduct. Any of the following examples of misconduct may result in the disciplinary sanctions placed on the individual or the entire club. (Please note this list is not all-inclusive)

**Conduct** – Misconduct that jeopardizes the health and well-being of staff and other participants and/or fails to represent UNCG and Club Sports appropriately.

- 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 university staff (including student staff) or host site staff.
- Being under the influence of alcohol/illegal substances.
- Unsafe travel practices

**Facility/Access** – 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.)

- Allowing unauthorized users to enter the facility.
- Willful or repeated disregard for Facility Policies.
- Failure to comply with requests from Recreation & Wellness Staff or host site staff.
- Entering the facility without the proper safety and or authorized personnel in attendance
- Failure to properly set up and break down of facilities.
- Failure to notify staff of practice cancellation.
  - Repeat offenders may face monetary penalties and loss of practice times.

**Policy Infractions** – Actions that are in direct violation of program and/or university policies.

- Knowingly allowing ineligible individuals to participate in club events/practices unless previously approved.
- Failure to attend/participate in required training sessions.
- Traveling without prior approval/completion of all travel processes.
- Failing to submit marketing materials for prior approval before producing/distributing

**Financial/Equipment Issues** – Misconduct that includes financial and equipment policies.

- Failure to return checkout equipment in prescribed time
- Signing contracts on behalf of the club/university
- Destroying or defacing any property
- Property theft
- Misallocation of Club funds
- Falsification of club financial records and/or documentation

### Substance Policy

The Department of Recreation & Wellness 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 or its member(s) are found violating any policies regarding drug or alcohol consumption or distribution, the individuals and/or Club will be penalized, pending probation or expulsion as a recognized student organization.

- 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 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, each member of the Club must sign the Office of Campus Activities and Programs Anti-Hazing Policy and Statement on Human Dignity (included in Club Sports Waiver).

A copy of UNCG's Hazing Policy can be found on-line at <http://sa.uncg.edu/handbook/wp-content/uploads/hazing.pdf>

### Missing Paperwork

Clubs are expected to submit all required paperwork early or on-time. Electronic copies of documents submitted via email to the Assistant Director are preferred; however, paper copies will be accepted when allowable. If a Club fails to submit paperwork by the due-date, the Assistant Director may refuse to process any additional paperwork and/or requests (equipment purchases, travel requests, payments, facility reservations, etc...) until the Club is up-to-date or has provided an adequate explanation for the delinquent paperwork. Once a Club has corrected the situation and is current on all required paperwork, the Assistant Director will resume processing a Club's paperwork and/or requests.

### Disciplinary Action

All Club members are expected to abide by all university, department, program, individual club policies and policies of host sites. 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 Assistant Director.

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

When more serious policy violations occur, or are suspected to have occurred, the Club President or appropriate club member should discuss the situation with the Assistant Director immediately 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 or discrimination
- Substance abuse
- Conduct/sportsmanship incidents during away events
- Misappropriation of club funds
- Any other incident club officers wish guidance on handling

The Assistant Director will provide an opportunity for all individuals involved in the matter to present relevant information. After all necessary information is collected; the Assistant Director may sanction the Club or individual(s) as appropriate based on university, department, and program guidelines or refer the situation to the Office of Student Rights and Responsibility.

## **Fiscal Responsibility**

### **Budget Philosophy**

The Department of Recreation & Wellness provides **partial** funding for the Club Sports Program. Other avenues for Club funding include dues, fund raising activities, donations, and the Student Government Association. Part of the responsibilities of the Assistant 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 Assistant Director to ask pertinent questions with regards to how Clubs spend money. The Assistant Director must approve all purchases.

### **Student Government Association**

The Club Sports Program receives one-time lump-sum funding from the Student Government Association. This funding will be included in the budget deliberation meeting held at the beginning of the school year. With this dedicated funding provided by the SGA, Club Sports are not eligible to request supplemental funding from SGA during the school year. The funds allocated by SGA must be spent before the end of the spring semester. Unspent funds will be returned to SGA at the end of the fiscal year.

## **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. Club Officers will have online access to up-to-date budget summaries. These budget summaries will be updated weekly with all club transactions. All Clubs are expected to deposit all self-generated funds into its Trust Account.

## **Donations / Gifts**

If a club receives a gift/donation that the donor wishes to be considered tax-exempt, these funds must be deposited into the Club Sports Gift Fund. The funds will be made available specifically to that club alone however, there is a specific process that must be followed to accept these types of gifts. These funds will appear on the club's budget summary. Donations to the Club Sports Gift Fund can be made online through University Advancement's website <https://advancement.uncg.edu/development-office/>.

## **Budget Guidelines**

1. Allocated funds represent those funds provided by the Department of Recreation & Wellness and SGA.
2. Trust Account Funds represent self-generated funds raised by a Club including dues/memberships and funds derived from fundraising activities. (Donations will be reflected in the Club Sports Gift Fund)
3. All Club expenditures must be approved by the Assistant Director prior to a commitment being given to any individual, business, or vendor.
4. Off-campus accounts are not allowed for any Club Sport.
5. Alcohol may not be purchased with any Club Sport funds.
6. Requests for expenditures of funds, regarding purchases 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, coaches, 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 proposal for review by the Assistant Director. Available funds will be allocated to each club based upon these requests, as well as several other factors as determined by the Club Sports Council.

### **Procedures for utilizing Allocated Funds**

1. 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.
2. 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.
3. The University standing purchase order card may be used for approved purchases.
4. Receipts will be required for reimbursements or purchases. Receipts should be itemized indicating the cost for all individual items purchased. (Hotels require a portfolio to be reimbursed) Club members should complete the Receipt Form (available on the Club website) when requesting reimbursements.
5. 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 Sports website and will be included with the Club Sports Supervisor's paperwork.
6. Reimbursements may only be issued to current UNCG students. Parents, coaches, and other individuals affiliated with the club cannot receive a reimbursement from the school. Please keep this in mind before making financial arrangements.

### 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. TRV-1 forms for all traveling club members
5. TRV-S form completed for the club (if all travel is consistent for members)
6. Travel request form

#### **League Fee**

1. Invoice addressed to the club
  - a. Itemized listing of cost associated with membership
2. Remittance information

**When you request a payment in advance, or submit an invoice for payment, you must remember it may a minimum of two weeks for the check to be sent from Accounts Payable. Please plan accordingly.**

### Travel Expenses

When any club is traveling and there is a chance that there will be travel related expenses, including an entry fee, each traveling club member is required to complete a TRV-1 form prior to departing for travel. Each traveler must complete the **Travel Authorization** section of the TRV-1 form and sign above the **Traveler's Signature Line**. If a club member may have out-of-pocket travel expenses (gas or lodging), the club member must also sign the **Traveler's Signature Line** at the bottom left corner of the form upon returning to campus after the travel is completed.

#### *Important Notes:*

*<sup>1</sup>When completing and preparing the TRV-1 form, please make sure that the entire 1<sup>st</sup> page of the*

*document is printed in portrait orientation on a single sheet of paper. Only the first page of the document is required.*

*<sup>2</sup>The most recent version of all travel forms must be used. Download a copy all travel paperwork from the Club Sports website prior to each travel instance.*

*Failure to follow this guideline will result in the TRV-1 not being accepted and any payments being delayed.*

In addition to the TRV-1, if funds are utilized to pay for any part of travel, students seeking a reimbursement and who are not UNCG Employees will also need to complete a TRV-S form. If all travel for the group is the same, then a single TRV-S form can be used for the trip.

All travel forms are available on the Club Sports Forms page.

### Game Officials

Game officials may be paid through club funds provided that this need is communicated at least one-week in advance to the Assistant Director however longer advance notice is ideal. Officials paid directly through club funds will receive the payment 2-3 weeks following the competition. Game officials cannot be paid in advance nor will they be paid on-site, Clubs should communicate the payment arrangement details to the officials to ensure they are aware of the process.

### **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 (if requested).
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 Recreation & Wellness 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 UNCG \_\_\_\_\_ Club.
8. Any checks returned for insufficient funds will be charged back to the Club that deposited it. Recreation & Wellness Staff will work with the club's Treasurer to collect the funds.
9. The Treasurer is responsible for reviewing the Club's budget summary, which is updated weekly and should 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 return the receipt book back to the Assistant Director so that the records can be retained and passed to the incoming Treasurer in the fall.

## **Fundraising and Merchandising**

- A fundraising event proposal must be completed through the SpartanConnect Portal
- All fundraisers must be approved by the Assistant Director for Competitive Sports
  - Additional approvals from campus partners may be required due to the nature of the proposed fundraiser
- Sponsorship proposals must be turned into the Assistant Director for Competitive Sport for approval. (Sponsorship guidelines are available on the Club Sports web site)
- Club Sports may not solicit door-to-door or person-to-person anywhere on or off campus

## **Prizes and Winnings**

It is understood that Sport Clubs and its members may have the opportunity to win prizes as a part of their participation in events. These prizes may take the form monetary awards (cash, check, gift cards), tangible items (apparel, equipment, etc..) and or experiences (participation in future events, travel, registration fee waivers). If a club receives a prize, the following steps should be followed:

1. Report the winnings as part of the Event Summary submitted following the event.
  - a. Include in the Event Summary an itemized list of all prizes received and the assessed value of each item
2. Monetary prizes must be reported per the applicable processes and procedures identified by UNCG's Financial Aid Office by the student(s) receiving the award.

Guidelines regarding prizes:

- Monetary Prizes
  - Lump sum payments should be deposited into the club's Trust Account.
    - If fee allocated funds are utilized to facilitate the club's participation in the event, the account must be reimbursed, and any remaining funds deposited into the Trust Account.
  - Gift Cards should be spent for the benefit of the club
  - Scholarships will be awarded and applied to the student(s) account per the applicable processes and procedures identified by UNCG's Financial Aid Office.
- Tangible Prizes
  - Prizes such as individual pieces of equipment that have an assessed value of \$100.00 or more must be retained by the club and become property of UNCG. If prizes are awarded to individual members and have an assessed value of under \$100.00, the prize may be retained by the individual club members.
  - Prizes that cannot reasonably be shared by multiple members of the club may be retained by an individual club member if approved by the Assistant Director, Competitive Sports.
- Experiential Prizes
  - Prizes that provide a future experience including, but not limited to, entry fees, lodging, and/or travel, shall be reserved for current members of the club. If the club member earning the experiential prize is no longer a member of the club at the time the experience would take place, the club will need to determine which current club member(s) will utilize the prize.

## Travel and Safety Procedures

When traveling, all participants are expected to represent UNCG in a professional and proper manner. Each Club is responsible for making their own travel arrangements. A **TRAVEL REQUEST FORM** must be filled out at least one week prior to traveling. The form should list all members attending the event, an arrival and departure time, and contact person for emergencies. *If personal vehicles will be used for transportation, all drivers must be listed on the Travel Request Form. Drivers will be required to complete a supplemental Driver Information Sheet attesting to the fact they have a current driver's license and valid motor vehicle insurance.*

Failure to complete the required travel forms in a timely manner may result in the club being denied the ability to travel to the event.

Per University policy, Clubs are prohibited from reserving vehicles through Motor Pool. If the club needs to secure vehicles for travel, vehicles may be rented from a rental business. Recreation & Wellness has established a direct-bill account with Enterprise however clubs are free to choose the rental company of their preference. The individual(s) whose names appear on the reservation are responsible for all damage / charges associated with the reservation.

### **Safe Travel Practices**

It is strongly recommended that the following safe travel practices are always observed.

#### 1. Travel Preparations

- a. Have driver's license with you when driving
- b. Complete vehicle walk-around
  - i. Check lights and turn signals
  - ii. Ensure tires are properly inflated
  - iii. Check wipers and fluids
  - iv. Position rear and side mirrors

#### 2. Driving Practices

- a. When possible, post alert passenger in the front passenger seat. This passenger can help the driver stay alert, navigate, change the radio and other controls, etc
- b. Do not rush. Accidents are more likely when the driver is rushing to meet a schedule, or the driver's attention is focused on things other than the road. It is more important to arrive safely than to be there on time. Driving safely always has priority over schedules
- c. Headlights should be turned on while traveling, and especially during adverse weather
- d. Alcohol or other drug use by any occupant is prohibited in the vehicle
- e. Driving under the influence of alcohol or drugs is prohibited and against the law. If you have consumed any alcohol in the previous 12 hours, do not drive. This does not simply mean you are below the legal blood alcohol limit of .08%. This means any

amount of alcohol. The same is also true for drugs that can affect one's driving ability, especially illicit drugs, but also including legal drugs that may cause drowsiness, etc

- f. Do not exceed posted speed limit signs. Adjust travel speeds for any weather or road conditions including ceasing travel if necessary
- g. Obey all traffic laws
- h. Do not pick up hitchhikers
- i. Do not fill the fuel tank with the engine running
- j. Use your mirrors often-always know what and who is around your vehicle
- k. Change drivers every 3-4 hours (or earlier if needed) to avoid driver fatigue. If the current driver is having trouble keeping his/her eyes open, or is feeling particularly tired, he/she should pull over at the first safe spot and change drivers. If all drivers are too tired to continue driving, then STOP and REST
- l. On long trips, especially when driving at night, the front seat passenger must stay awake to assist the driver with navigation, passing, and to help the driver stay alert with lively conversation
- m. Use of a cellular phone by the driver is prohibited. If communication requiring a cell phone is necessary, either have a passenger conduct the conversation or pull over at the first safe spot and complete the conversation
- n. When a Club utilizes more than one vehicle, establish pre-determined meeting points/times to ensure safety of all individuals traveling
- o. If an unplanned stop is required, avoid stopping on the side of the road (especially on interstates or highways). It is safer to pull off into a parking lot, gas station, or some other area with decreased traffic
  - i. When making a stop to change a tire or address a maintenance issue, have all passengers exit the vehicle and move a safe distance away from traffic

### **High Occupancy Vehicles (HOV)**

Only approved Club Sport participants may drive high occupancy vehicles for Club Sports purposes. 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 be at least 18 years of age
- B. Drivers must have a valid driver's license, and a photocopy of their license should be on file with the Department of Recreation & Wellness.
- C. Drivers must also complete a UNCG Driver's Information Sheet and submit it to Assistant Director of Assistant, which will be kept in their personnel file.
- D. Drivers must provide requested information to the Assistant Director for a driving record check to be completed.
- E. Once steps A – D are completed, drivers must complete the University approved Coaching the Van Driver training. The Office of Safety only offers courses at the beginning of each semester.

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

### **Motor Vehicle Accidents**

1. In case of accident, stay on the scene until police arrive. Do not attempt to assess blame. Write down the names and tag numbers of drivers involved, as well as names of passengers. Try to get good written accounts from witnesses as soon as possible.
2. In an accident or mishap that involves personal injury:
  - a. Contact the Assistant Director or the Associate Director of Recreation & Wellness. Phone numbers are in the club for Club Sports Manual. If you cannot reach either of these people by phone, call the Campus Police. Inform them of the details and ask them to contact the Recreation & Wellness Director. Do not make statements to the Press but refer any questions to the Office of University Relations.
  - b. If a camera is available, document the scene.
3. In any accident or mishap that involves injury, or that will require repairs to a university or rental vehicle: Have a police report completed and obtain a copy of the report or arrange for one to be sent to Recreation & Wellness for insurance reasons. Take photographs of the scene and vehicles involved if possible. Give the Assistant Director a written report of the accident immediately upon your return to campus.

### **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 Recreation & Wellness 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 Assistant Director as soon as possible. This includes accidents because of Club Sport activities even if it is away from a competition or practice. Accident reports are available on the Club Sports web site.
- If a club member is requiring medical treatment at a hospital or other medical facility while away from campus, the Assistant Director should be contacted immediately. A club member should stay with the injured club member until he/she is able to rejoin the team, parent(s)/legal guardian(s) are present, or another University representative is present.
- The Department of Recreation & Wellness will work to provide an Emergency Medical Technicians or Athletic Trainer for all home contests as it deems necessary. If an EMT or ATC is unavailable, the event may be cancelled at the department's discretion.
- All Club Sports require a supervisor on-site during home events. The Department of Recreation & Wellness will assist with scheduling of the supervisor. Two weeks notice prior to games is required to secure an on-site supervisor.
- It is the responsibility of the host club to conduct site preparation and 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 Recreation & Wellness 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 submit 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 Recreation & Wellness is not responsible for any injury, which occurs during this sport.**
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 Medical Insurance, please contact Gove 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 ensuring 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 Recreation & Wellness 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 Recreation & Wellness Employee hears thunder or sees lightning the fields must be cleared immediately. There will be no finishing of games, regardless of the remaining time. If it appears that the storm will blow over, Clubs must wait 30 minutes following the last thunder or bolt of lightning. Example: If it has been 28 minutes since the last sound of thunder and/or you lightning is spotted again, the count starts back at 30 minutes. The Competitive Sports Supervisor is expected to use sound judgment in deciding whether to cancel the remainder of the evening games.

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