University of North Carolina at Greensboro
Club Sports

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334-5924

SRC Main Desk
334-4030

Rec Field Building
334-4307

Rosenthal Pool
334-3073

Updated: 6/16/2015
To become an approved van driver for Club Sports: ................................................................. 21
Motor Vehicle Accidents ........................................................................................................ 21
Emergency Procedures .......................................................................................................... 21
Risk Management ................................................................................................................ 22
  Thunder and Lightning ....................................................................................................... 23
About the Club Sports Program

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

The UNCG Club Sports program serves students individual interests in different sporting activities. The opportunities available are competitive, recreational/social, and/or instructional to meet the needs of the 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 and are financially supported by its member’s dues, fundraising, donations, and a small allowance from Campus Recreation. Student organizations have the opportunity to receive additional funding through the Student Government Association as long as it retains its affiliation with the Club Sports Council and the Office of Campus Activities & Programs. Included in administration, is the coordination of practice and game times, recruitment efforts, marketing strategies, community service efforts and recruiting coaches. The Department of Campus Recreation offers guidance and support to include facility space, office supplies, and educational workshops.

Definition
Club Sports are recognized student organizations that participate in an athletic or physical activity. Clubs may be of a competitive, recreational, or instructional nature. All Clubs are required to adhere to student organization guidelines and policies as established by the Office of Campus Activities & Programs.

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 on the UNCG campus based on the interest level of the students. If you are a student and we currently do not have a Club Sport that meets your needs, please follow the steps below in the forming of a new club.

Forming a New Club

1. **Set up an appointment with the Assistant Director of Assistant:** This meeting is an opportunity for students to learn what goes into forming and managing a Club. The Assistant Director will determine if the Club is a viable option for the UNCG based on facility space, equipment storage, risk level, and overall feasibility of the Club.

2. **Interest Meeting:** If the club is a viable option, an interest meeting time will be set up to determine if there is interest among the UNCG student population. The number of
interested individuals must at least equal the required number of participants for the
designated activity. (Example: soccer = 11 participants, softball = 9 participants,
volleyball = 6) When the nature of the activity is individual participation a minimum of 5
participants are required.

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, as many times the officers
refer to the constitution when conflict arises. Guidelines for a constitution can be found in
the Constitution Checklist document. Additionally, each Club will need to register the
new club through the on-line portal called Community (http://uncg-
community.symplicity.com), have each officer Submit the on-line **CSC Officer
Information Form** (http://campusrec.uncg.edu/clubs/forms), and have all club members
submit Club Sports Waivers.

4. **Club Sport Council Affiliation**: Once all administrative requirements are met, the
Assistant Director for Assistant will confirm with The Office of Campus Activities &
Programs that the proposed Club has approval for recognition as a Club Sports and
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 Campus Recreation.

**Support for Recognized Club Sports**

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

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

**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,
  http://deanofstudents.uncg.edu/policy/.
- Comply with the policies and procedures set by The Department of Campus
  Recreation and the Club Sports Council. The Club Sports Manual is available online
  at The Department of Campus Recreation’s website,
  http://campusrec.uncg.edu/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
• Ensure that the membership is in accordance with 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 Campus Recreation and The Office of Campus Activities & Programs through the “Community” portal.
• Complete and submit to the Department of Campus Recreation the required paperwork for all persons who come to the university to participate. Complete and submit all paperwork required for all persons participating in your Club.
• Comply with local, state, and federal laws and University regulations.
• Participate in all workshops required by The Department of Campus Recreation and The Office of Campus Activities & Programs.
• Abide by all travel and equipment policies.
• Complete and submit all reports and documentation as required by The Department of Campus Recreation & The Office of Campus Activities & Programs.
• Receive prior approval for all fundraising activities. Fill out the proper paperwork with regards to fundraising activities.

Club Status

Active and Inactive Status
The following steps must be completed for the club to maintain active status.

1. The Club must have previously been recognized by the Department of Campus Recreation as a UNCG Club Sport and be currently in good standing.
2. The Club must have all required paperwork on file with the Department of Campus Recreation:
   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.)
   f. Club Registration Form
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.

The following list is a few examples of actions that may cause a club to receive an inactive status:

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

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

Probation and Expulsion

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

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

Sport Club Administration

Club Organization and Management

The Department of Campus Recreation employs a full time professional staff member to guide the activities of Club Sports. The Assistant Director for Intramural & Club 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 Club Sport programs. The Assistant Director advises Clubs on day-to-day operations and special events. The Assistant Director for Intramural & Club 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 to the Assistant Director which will benefit the Club Sports Council.
2. Provide the Assistant Director with recommendations in reference to disciplinary concerns.
3. Meet as a group twice a semester to discuss policies and concerns within the Club Sports Council.

A. President
   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 club officers. Each Club’s constitution should be clear and concise as to what role each officer plays within the organization. Listed below are general responsibilities for officers

**President**
- Serve as a liaison between the Department of Campus Recreation and their respective Club.
- Meet with the 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.
- See that the Club is complying with 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 his/her duties.
• Preside over meetings in the absence of the president.
• Encourage participation among participants.
• Complete required forms for travel.
• Check Club emails and respond as needed.
• Update the website for any new information that needs to be provided.
• Collect and submit participant waiver forms.

**Secretary**

• Records minutes at Club business meetings.
• Submits copy of minutes to Assistant Director.
• Updates current roster with The Department of Campus Recreation and The Office of Campus Activities & Programs.
• 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 Campus Recreation.
• Checks for active participants, and keeps attendance for the team.
• Keeps accurate records for the team.

**Treasurer**

• Collect all dues and keep an accurate record of all accounts. Keep 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 the 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

- Telephone Services: Long distance phone calls may be made from the Department of Campus Recreation with prior approval of the Assistant Director.

- Copying Services: Copying privileges will be provided on a limited basis. Free copies will be made for Club Sport related material by filling out a Marketing Request Form. Generally no more than 30 copies and 2 poster per event, unless they are paid for out of a Club’s budget.

- Flyers: A club sport may request a flyer or other types of publications to be completed by the Department of Campus Recreation Graphic Artist. Clubs must fill out the proper form and give adequate time for completion (minimum 2 weeks notice).

NOTE: If a Club is going to design their own materials, please remember the Assistant Director must approve all work prior to printing. All materials must have the Campus Recreation Logo, Department of Campus Recreation web address, and adhere to all publication policies and procedures regarding duplications of UNCG Logos. If a Club refuses to do so actions may be taken against the club.

Equipment Checkout

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

Equipment Storage

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

Equipment Purchases

- Club Sports Council may purchase equipment for recognized Clubs.
- The Assistant Director must approve all equipment purchases.
- Proper documentation of the item(s) or a completed Equipment Purchase Request Form must be submitted to the Assistant Director prior to the purchase.
- Equipment purchases with University funds (i.e. Club Sport Council, Student Government appropriations, gift fund, endowment fund) become property of the Club and the Department of Campus Recreation.
• The University is tax exempt so all purchases should be ordered through the Assistant Director.
• Please keep in mind, items will not be ordered for a group if there is no money in the individual Club’s trust account.
• 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 reservations are not always guaranteed and need to be done as soon as possible. The Club will receive an email confirmation regarding their reservation.
• The following are acceptable requests:
  o Club Meetings
  o Practice
  o Competition
  o Club Promotion
  o Club Fund Raising

Scheduling Guidelines
• Official organized practice may begin the second week of the fall academic calendar, and official practices will end the final week of April in the spring semester.
• Facility space must be reserved two weeks in advanced.
• All scheduling requests must be turned in by the second week of classes to receive priority scheduling.
• All schedules are tentative until approved by the Assistant Director.
• 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 UNCG students who have paid a student activity fee. Students may not be denied membership in a Club based on age, race, color, national origin, disability, religious status or historic religious affiliation, veteran status, sexual orientation, or athletic ability. Membership and participation in the organization must also be open without regard to gender, unless exempt under Title IX.

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

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

Governance and Eligibility Regarding Participation in Intramural Sports

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 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://campusrec.uncg.edu/im/rules-policies

Release Forms

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

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

Injuries/Accidents

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

Conduct Policy

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

• Club Sports participants are expected to act in a mature and responsible manner both on and off campus.
• In all activities, Clubs assume full responsibility for abiding by local, state, and federal laws as well as University regulations.
• Clubs are required to register each fall and spring, by filling out the Club Sports Council Registration Form.
• Each Club must have all required paperwork on file with the Department of Campus Recreation.
• Each Club must review and update their constitution annually.
• Each Club is responsible for attending all Club Sport Council Meetings.
• Each Club is encouraged to attend leadership seminars and workshops performed by the Office of Campus Activities and Programs.
• Clubs are encouraged to hold Club Business Meetings.
• Clubs are encouraged 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 the club returns to campus.

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

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

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

The following are four categories of participant and/or team misconduct. Any of the following examples of misconduct may result in the disciplinary sanctions placed on the individual or the entire team. (Please note this list is not all-inclusive)
**Staff/Participant Safety** – Misconduct that jeopardizes the health and well-being of staff and other participants.

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

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

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

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

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

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

- Failure to return checkout equipment in prescribed time
- Destroying or defacing any property
- Property theft
- Accepting equipment from individuals without paying for the items
- Misallocation of Club funds
- Falsification of club financial records and/or documentation
Substance Policy

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

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

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

Hazing

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


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 has failed to submit paperwork by the due-date, the Assistant Director will 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, and individual club policies. In addition, all club members are expected to hold each other accountable for adherence to established policies. When situations arise where minor policy violations occur or you suspect a minor policy violation has occurred, club members are encouraged to follow the outlined steps:

- Report violation /suspected violation to Club President or appropriate officer.
- Document all relevant information regarding violation /suspected violation
  - name(s) of individuals involved
  - nature of policy violation
  - date(s) & time(s) of policy violation
- Club Executive board should address concerns with suspected offender in a private and professional manner. It is imperative to adhere to any policies listed in the Club’s constitution.
- Report the outcome of the process to the 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 officer should discuss the situation with the Assistant Director immediately in order to receive guidance/support in managing the difficult situation. Specifics of the incident may not be required during the initial discussion, however enough information should be provided so that the Assistant Director can offer appropriate assistance. Incidents that should fall into this category include, but are not limited to:

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

The 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 will sanction the Club or individual(s) as appropriate based on University, department, and program guidelines.

**Fiscal Responsibility**

**Budget Philosophy**

The Department of Campus Recreation provides partial funding for the Club Sports Program. Other avenues for Club funding include dues, fund raising activities, donations and the Student Government Association. 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 there money. The Assistant Director must approve all purchases from funds received from the Club Sports Council.

**Student Government Association**

Beginning in the Fall of 2015, all SGA allocations will be distributed through Campus Recreation. SGA’s reporting requirements are still applicable for Club Sports. The Student Government Association has its own policies and procedures and it is the responsibility of the Club to be aware of the policies and procedures for SGA. If you need more information with regards to SGA, please contact the Office of Campus Activities & Programs or visit their website, [http://cap.uncg.edu](http://cap.uncg.edu) / [http://sga.uncg.edu](http://sga.uncg.edu).

**Trust Accounts**

Individual Club Sports are not allowed to open an off-campus bank account with the University’s Tax Identification Number. Trust Accounts have been set up through the University to assist Clubs with their financial responsibility. Clubs will have access to up-to-date budget summaries via the Club Sports Blackboard organization. These budget summaries will be updated weekly with all club transactions. All Clubs are expected to deposit funds into its Trust Account.

**Budget Guidelines**

1. Allocated funds represent those funds provided by the Department of Campus Recreation.
2. Trust Account Funds represent all other funds raised by a Club including dues/memberships and funds derived from fundraising activities and donations.
3. All Club expenditures for allocated, and/or trust account funds, must be approved by the Assistant Director prior to a commitment being given to any individual, business, or vendor.
4. No off campus accounts are allowed for any Club Sport.
5. No Alcohol may be purchased with any Club Sport funds.
6. Requests for expenditures of allocated and trust account funds, with regard to purchase of supplies, equipment, materials and contract services, will be routinely approved, providing the purchases and procedures comply with State and University policies and law.
7. Allocated and/or trust account funds can be utilized for the following:
   a. Travel expenses such as lodging
   b. Transportation (fuel, vehicle rentals)
   c. Contracted Services (officials, judges, 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. Department 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 using Allocated Funds**
1. The Club Treasurer and one other officer must sign all requests for funds.
2. Official estimates and recommended vendors are supplied along with a description of the intended purchase. In the case of travel arrangements, a complete Travel Request form and accompanying information is required.
3. For purchases with the P-card, proper authorization and documentation of purchases are always required. An invoice and receipt is needed when purchasing items with P-cards.
4. The University standing purchase order card may be used for approved purchases.
5. Receipts will be required for reimbursements or purchases. (Hotels require a portfolio to be reimbursed) Club members should complete the Receipt Form (available on the Club website) when requesting reimbursements.
6. Reimbursement for out-of-pocket expenses for officials can only be processed with a completed Officials Reimbursement Form. Copies of the form are available on the Club website and will be included with the Club Sports Supervisor’s paperwork.

Entry and League Fees

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

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

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

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

Financial Training/Deposit Requirements:

1. At the beginning of each year or as a new club begins, a receipt book will be provided to each club (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 Campus Recreation immediately upon receipt or by the next working day.
6. When receiving a check, the Treasurer should examine it to ensure that it was written correctly and completely.
7. Checks should be made payable to UNCG __________ Club.
8. Any checks returned for insufficient funds will be charged back to the Club that deposited it. Campus Recreation Staff will work with the Treasurer to collect the funds.
9. The Treasurer is responsible for reviewing the Club’s budget summary, which is updated weekly in order to report any discrepancies. Current balances should always be recorded on the forms when requesting funds or making a deposit.

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

**Fundraising and Merchandising**

- A fundraising proposal form must be filled out and turned in for approval
- All fundraisers must be approved by the Assistant Director for Intramural & Club Sports
- For fundraising events held on campus or when funds are collected on campus, an Event Contract must be submitted and approved through the Community on-line portal, prior the execution of the fundraiser.
- Sponsorship proposals must be turned into the Assistant Director for Intramural and Club 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

**Travel and Safety Procedures**

Each Club is responsible for making their own travel arrangements. A travel request form must be filled out one week prior to traveling. The form needs to list all members attending the event, an arrival and departure time, and contact person for emergencies. *If personal vehicles will be used for transportation, all drivers must sign the form attesting to the fact they have a current drivers license and valid motor vehicle insurance.* When traveling, all participants are expected to represent UNCG in a professional and proper manner.

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. Campus Recreation has established a direct-bill account with Enterprise however clubs are free to chose 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 observed at all times.

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 must 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. Also adjust speed 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 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 help keep the driver alert and 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 Club is utilizing 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.
15 Passenger Van
Only approved Club Sport participants may drive 15-passenger vans 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 Campus Recreation.
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 in order 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 Campus Recreation. Phone numbers are located 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 Campus Recreation 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 done ASAP, and obtain a copy of the report or arrange for one to be sent to Campus Recreation 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 Campus Recreation offers CPR and First Aid classes on campus and at-cost rate. Check with the Department Secretary for class dates.
• As injuries occur accident and incident reports should be turned into the Assistant Director as soon as possible. This includes accidents as a result 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 requires 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.
• Emergency Medical Technicians or Certified Athletic Trainers are required for all home contests of the following sports: Rugby, Soccer, Ultimate and Quidditch. NO PERSONNEL NO PLAY. The EMT or CAT must stay the entire game and have a copy of credentials on file with the Department of Campus Recreation.
• All Club Sports require a supervisor on-site during home events. The Department of Campus Recreation will assist with scheduling of the supervisor. Two weeks notice prior to games is required to secure an on-site supervisor.
• It is the job of the Club Sport team to perform a facility inspection prior to participation. When participating in events off-campus, it is recommended that the Club perform an inspection of the facility.

**Risk Management**

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

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

1. Each member of a Club Sport must sign a Club Sports Waiver Form. **This form states that each Club Sport member realizes there is a risk of injury while participating and that the Department of Campus Recreation is not responsible for any injury, which occurs during this sport.** Club Sport members who are under 18 years of age must have a parent or guardian sign these releases before being able to participate in any Club activity.

2. Included as part of the Club Sports Waiver, each Club Member must complete the insurance verification section before being able to participate in any club activity. It is recommended that club sports participants have adequate health insurance. Students who do not have insurance may purchase the University insurance. If interested in purchasing University Insurance please contact the Student Health Center.

3. Each Club Member is **recommended** to have a complete Physical Exam before participating in practices or in competition.
4. Club Officers are responsible for seeing that all forms are read, understood and signed by Club Members before participation in club activities.

5. Failure of a Club Sport Member to comply with these policies may lead to an ineligibility status for that player until all requirements are completed. A club team that plays an ineligible player runs the risk of disciplinary action. Failure to comply with the above rules will result in appropriate action by the Club Sport Executive Board, and/or Department of Campus Recreation Staff.

6. All accidents/injuries must be reported directly to the Club Sport Staff immediately following the practice, competition, or club related activity. Accident report forms must be filled out by an administrative officer of the club within 24 hours and turned in to the Club Sports Staff.

Thunder and Lightning

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

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