

CLUB SPORT MANUAL

2023-2024



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**Western
Carolina**
UNIVERSITY

Campus Recreation
and Wellness

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CAMPUS RECREATION AND WELLNESS MISSION STATEMENT

The mission of the Department of Campus Recreation & Wellness is to create a campus-wide culture of wellness by providing programs, services, and facilities for individuals to engage and sustain the active process of healthy living.

Overview of Club Sports

Club Sports is a program area within the Campus Recreation and Wellness Department, under the Division of Student Affairs. It provides opportunities for students to participate in a variety of competitive and recreational sports, engage in social community interaction, and learn and practice a particular sport activity in a non-varsity sport environment, pursue lifelong activity and to assist in maintaining a healthy lifestyle. **The key to the success of club sports is student leadership, interest, involvement, and participation.**

This manual serves as a resource of policies and procedures to assist students in the administration and organization of their club sport. It is the responsibility of club officers to accurately convey the information to all their club's members, advisor, and coach. It is also the responsibility of club officers, members, advisors, and coaches to read, understand, and follow all Western Carolina University policies and procedures as well as the WCU Code of Student Conduct can be found online on the [Department of Student Community Ethics \(DSCE\) website](#).

As an RSO, Club Sports are also under the purview of the Student Government Association (SGA), and are eligible for the benefits as an RSO. In addition to this manual, members and officers should also refer to the Registered Student Organization Manual on the [Campus Activities Website](#).

Staff Directory

Josh Rascati
Assistant Director of Sport Programs
Office - 828-227-8807
jrascati@wcu.edu

Brandon MacCallum
Director for Campus Recreation and Wellness
Office - 828-227-8803
bmmacallum@wcu.edu

Important Phone Numbers

Campus Recreation	828-227-7069
Health Services	828-227-7640
WCU Public Safety	828-227-7301
Emergency (on campus)	x8911 from campus phone
Emergency (on campus)	828-227-8911 from cell phone

ARTICLE 1: INTRODUCTION

SECTION 1: WHAT IS A CLUB SPORT?

A Club Sport is a Registered Student Organization (RSO) that is recognized and supported by CRW. A club sport is formed by individuals who are motivated by a common interest in expanding their proficiency and participation in a specific sport or competitive physical activity. Club Sports are created and led by students who are responsible for administration of their club including practices, competitions, community service, fundraising and membership.

SECTION 2: CLUB SPORTS VS. VARSITY ATHLETICS

Club Sports differ from varsity athletics in that students are responsible for the administration of their club sport, some of their own expenses, required to have a faculty advisor, and may or may not have a coach. Club Sports are not subject to NCAA regulations but rather the University and Club Sport Program regulations, as well as regulations set forth by a specific sport's governing body.

SECTION 3: STARTING A NEW CLUB SPORT

- A. Any student can start a club sport. The Club Sports Program reviews club requests to determine if there is sufficient student interest and resources to support the activity as well as to evaluate the risks of the activity.
- B. **Refer to the webpage [Start a Club Sport](#).**
- C. Once all requirements and forms are completed, set up a meeting with the Assistant Director of Sport Programs.
- D. Once approved by CRW, the club will also receive approval as an RSO.
- E. New club sports may be approved at anytime throughout the semester. A new club sport will be eligible to receive allocated funding for its first fall semester if it has been approved and presented a Budget Hearing in the previous spring semester. Budget allocations are determined in the spring semester for the following fall.
- F. Once approved, the new club sport may begin operating, including practicing, competing and traveling.

SECTION 4: RENEWING A CLUB SPORT

- A. Every club is responsible for maintaining its active status as an RSO and the Club Sports Program. Each club must renew each year with the Club Sports Program and as an RSO with the Department of Campus Activities.
- B. To renew as an RSO, clubs must renew on Engage. Renewals occur in May.
- C. To renew with the Club Sport program, a renewal form and supporting documentation must be submitted to the Assistant Director of Sport Programs prior to Budget Hearings, which are held in April.

ARTICLE 2: PARTICIPATION

SECTION 1: INCLUSIVE GUIDELINES

- A. Participation in Club Sports is a valuable part of the educational experience of all students. All students are encouraged to participate regardless of their race, color,

religion, sex, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, and veteran status.

- B. If you're seeking special assistance, notify the Office of Accessibility Resources
- C. National Governing Bodies that club sports are affiliated with or individual competition sites may have their own guidelines, contact the governing body or competition site to confirm eligibility requirements for competitions.

SECTION 2: ELIGIBILITY

- A. Club Officers and members are ultimately responsible for checking their eligibility.
- B. Eligibility to participate in Club Sports is based on the following criteria:
 - i. Currently enrolled and fee paying WCU students (part-time, full-time and graduate) are eligible to practice and compete.
 - ii. Students who withdraw from WCU during a semester are ineligible to continue participating from the date of their terminated enrollment.
 - iii. Faculty and staff are only eligible to practice. They cannot compete at home or away competitions and must submit all player required documents.
 - iv. Current varsity, letter winners and "red shirted" athletes of WCU are not eligible to participate in the same sport they are participating in for Athletics.
- C. Contact the governing body for your sport to confirm exact eligibility requirements for competition. Many sports have specific standards for collegiate competition.
- D. The Registrar's Office needs four business days to verify all rosters required by leagues or tournaments. Clearly write or type required information, and bring the form to the Assistant Director of Sport Programs.

SECTION 3: INTRAMURAL SPORT PARTICIPATION

- A. Each intramural sport team may have one-three club sport members on their roster for any activity relating to a corresponding club sport. (*Example: Club Baseball to IM Softball or Club Ultimate to IM Ultimate*).
- B. A participant is deemed a Club Sport athlete if they coach, participate in a club contest, participate in a practice, pay club dues, and/or appear on the active club roster.
- C. Club Sport members may compete in any other non-corresponding sports without restriction.
- D. Previous and current club members should check their club sport status with the Assistant Director of Sport Programs before playing.
- E. It is the responsibility of club officers to inform all club members of this policy.
- F. It is also up to club members to make themselves aware of this policy.
- G. **Refer to [Intramural Sport Participant Guide](#) or specific sport eligibility.**

SECTION 4: INSURANCE

- A. Involvement in the Club Sports Program is strictly voluntary. Club members must recognize and acknowledge the inherent risks associated with participation in club sports, which they voluntarily assume. Students who are more than half-time students are required under the UNC School System to have health insurance coverage while enrolled at WCU. For students who are less than half-time, it's highly recom-

mended they are covered by either the university sponsored health plan or covered under another major medical plan.

- B. All club members must sign a risk and release form before any club sport activity. This risk and release recognizes that the member assumes all risks, hazards, and dangers associated with the club sport. By signing this form, the member recognizes that they are giving up the right to hold liable the State of North Carolina, UNC system, WCU and their governing bodies. Completing this form along with other appropriate club documentation is required before a member is eligible to begin participating in any club sport activity.



ARTICLE 3: STANDARDS OF CONDUCT

SECTION 1: STUDENT COMMUNITY ETHICS

As members of the Western Carolina University community, club sports members have an obligation to conduct themselves and their organization in a mature and responsible manner compatible with the University's function as an educational institution.

Inappropriate conduct as well as misuse of equipment and facilities while participating or traveling on behalf of any club sport related activity on or off campus could jeopardize the club's continued recognition status. Non-compliance and subsequent violations may fall under disciplinary guidelines and referral to Department of Student Community Ethics. Club officers need to be aware of these expectations and ensure their members adhere to all policies and procedures. Special attention should be made to the following areas:

- i. **Hazing (WCU Student Code of Conduct)**
- ii. **Sexual Assault and Harassment (WCU Policy 129)**
- iii. **Weapons** - Club Sports that utilize equipment that resembles a weapon must

have approval and an agreement with University Police before using. (WCU Policy 91)

- iv. **Alcohol/Controlled Substance/Tobacco** - Club Sport members, officers, spectators, coaches, and advisors are prohibited from possessing or being under the influence of alcoholic beverages/controlled substances or smoking/non smoking tobacco during any club sport activities whether on or off campus.

SECTION 2: CLUB SPORTS CODE OF CONDUCT

As a participant in the Club Sports Program, clubs and all their members are expected to abide by the following:

- A. Conduct themselves responsibly and professionally, at all club-sponsored activities. These include, but are not limited to, home and away events, practices, fundraisers and community service projects.
- B. Understand that their actions as an individual, group, or entire club impact the whole club, the Club Sport Program, Campus Recreation and Wellness, and WCU.
- C. Show respect to all teammates, opponents, referees, spectators, and staff.
- D. Adhere to all Club Sports policies, procedures and expectations, as outlined in the Club Sport Manual, and through officer training and meetings.
- E. Adhere to the WCU Code of Student Conduct
- F. Understand that their actions, whether as an individual, group, or entire club, may affect an individual or club's ability to receive any of the benefits afforded to club sports.
- G. Sign the Club Sports Code of Conduct form in acknowledgment of the above.

SECTION 3: SPORTSMANSHIP STATEMENT

The Intramural and Club Sport programs believe good sportsmanship is an integral component of intercollegiate competition, and encourage and promote sportsmanship by student-athletes, coaches, and spectators. We wholeheartedly embrace the position that, in order for sportsmanship to prevail, coaches, student-athletes, and fans must display respect, fairness, civility, honesty, and responsibility before, during, and after all athletic contests. We encourage fans to support their team, recognize the outstanding performance of opponents, and work to exhibit good sportsmanship in their words and actions. We are committed to providing a bully free, safe environment.

SECTION 4: HAZING STATEMENT

The WCU Code of Student Conduct defines hazing as: A student, student group, or RSO who aids, abets, incites, organizes, approves, or otherwise participates in any behavior that would constitute a violation of this hazing policy as described further:

- i. Any activity or event related to membership in a student group or RSO, that intentionally or unintentionally endangers the mental, physical or emotional health of a person. Consent is not a defense or excuse to participation in the activity.
- ii. Any activity or event that would constitute violations of local, state or federal law or any

other university policy regardless of the consent of the participants.

iii. Any actions that demean, disgrace or embarrass a person may also be considered hazing.

Hazing can occur either on or off-campus. While hazing is typically associated with membership selection and initiation into a group or organization, it is possible for hazing to occur before, during, after or separate from membership selection and initiation, and regardless of a person's status or position in the student group of RSO.

SECTION 5: DISCIPLINARY PROCEDURES AND SANCTIONS

A. Officers, as well as ALL club members, are responsible for knowing policies set forth in this guide as well as applicable university policies.

B. Club Sports are subject to the disciplinary procedures and sanctions set forth in the WCU Code of Student Conduct. CRW Staff will provide training and clarifications of Club Sport policies and procedures, and may serve as hearing officers as described in the WCU Code of Student Conduct.

C. Consistent with the WCU Code of Student Conduct, a club may face interim action up to and including suspension by WCU officials.

D. If a particular club member refuses to adhere to a known policy, the Assistant Director of Sport Programs should be notified immediately.

ARTICLE 4: CLUB SPORT SUPPORT AND LEADERSHIP TEAM

SECTION 1: PROFESSIONAL STAFF MEMBERS

Campus Recreation and Wellness employs an Assistant Director of Sport Programs who is responsible for ensuring clubs operate in a safe and responsible manner benefiting both club participants and university community. General roles of the Assistant Director of Sport Programs include but are not limited to:

- i. Oversee the Club Sport Program operations.
- ii. Advise clubs on their day-to-day operations.
- iii. Ensure policies and procedures are followed according to CRW, Club Sport, and University guidelines.
- iv. Develop and oversee the allocation budget and distribution of funds to clubs.
- v. Advise and approve scheduling, participant eligibility, purchases, expenditures, fundraising, sponsorships, and community service.
- vi. Assist clubs in coordination of marketing, advertising, and purchasing.
- vii. Ensure compliance with Safety/Risk Management procedures.
- viii. Provide oversight for special events/tournaments

SECTION 2: STUDENT SUPERVISORS

Club Sport Supervisors' primary responsibilities include monitoring club sport events and assisting with audits and administrative duties. They assist clubs in set-up, clean-up, compliance with policies, ensure participant/spectator safety, and monitor the condition of the facility.

SECTION 3: BUSINESS OPERATIONS

The Assistant Director of Sport Programs and the Assistant Director of Memberships and Business Operations provides service to students by answering general financial questions and processing financial business including travel reimbursements, equipment orders, and payments to coaches, and governing organizations. They help process all financial deposits from dues, fundraisers, tournaments, and donations.

ARTICLE 5: CLUB LEADERSHIP

SECTION 1: OFFICER'S ELIGIBILITY

- A. Individual clubs set officer eligibility standards.
- B. Faculty and staff may not hold leadership positions in the club.
- C. Elected officers should commit to a full semester and/or full year.

SECTION 2: ELECTIONS

- A. Officer elections and election processes are dependent on each club's constitution. It is highly recommended elections take place annually and near the end of the spring semester. Announce elections well in advance and allow for all qualified applicants to be notified of candidacy openings.
- B. It is recommended that each club have provisions in their constitution for removal and replacement of officers who are unable to serve due to personal situations, school requirements, or other circumstances that may arise during their term.

SECTION 3 : CLUB OFFICER POSITIONS & SUGGESTED RESPONSIBILITIES

- A. President (**position is mandatory**)
 - i. Serve as primary contact and coordinator of all club activities.
 - ii. Submit all forms and documents on time to the Club Sports office or IMLeagues.
 - iii. Read, understand, and convey to their club all policies and procedures.
 - iv. Attend or send a team representative to all Club Sport meetings.
 - v. Conduct club meetings and meet with advisor periodically.
 - vi. Assist treasurer in maintaining club budget and awareness of financial status.
 - vii. Assist in organizing fundraising projects.
 - viii. Submit end of semester reports, renewal form and budget presentation.
 - ix. Inform the next club president of all operating procedures of the club.
 - x. Inform the Assistant Director of Sport Programs of changes.
 - xi. Perform duties of other officers if positions are not filled.
- B. Vice President (**position is mandatory**)
 - i. Assist with duties of president.
 - ii. Coordinate matches/games with other colleges, league or governing body.
 - iii. Schedule practices, games, community service, and other club activities.
 - iv. Responsible for league compliance and dues and registration fees.
 - v. Arrange officials, personnel, and field maintenance when necessary.
 - vi. Maintain club equipment and inventory.
- C. Treasurer (**position is mandatory**)
 - i. Maintain accurate budget records while following proper procedures and expenditures authorizations.
 - ii. Relay fund information to club officers and members throughout the year.
 - iii. Assist in developing the club's budget proposal, and participate in the club sport budget hearing process.
- D. Safety Officers (**positions are mandatory**)

- i. The Safety Officer has responsibilities for the safety of the club members during competition, practices, travel and team events.
 - ii. One safety officer is required at every club activity.
 - iii. They must have a current CPR/AED/First Aid certification on file with the Club Sports Program. American Red Cross and American Heart Association are acceptable certifications.
 - iv. With assistance of other officers, check facility conditions for safety issues before beginning practices or games and determine whether it is safe to play.
- E. Secretary/Other (position is optional)
 - i. Attend all club meetings and record minutes.
 - ii. Maintain club files and attendance records.
 - iii. Submit online submissions of post game reports.
 - iv. Maintain current list of addresses and telephone numbers for all members
 - F. These are only suggested guidelines and clubs can set their own officer responsibilities as set forth by each individual club's constitution and bylaws. Officers may serve in multiple capacities except serving as President and Vice President where only one person may hold each individual officer position.

SECTION 4: TRANSITION OF OFFICERS

A smooth transition from outgoing officers to new officers is vital to continuing successful operation of each club. The following should be done by outgoing and incoming officers:

- i. A transition meeting between new and outgoing officers.
- ii. Inventory all club equipment together.
- iii. Review all financial records and forms including last year's budget allocations and end of year report and submit club renewal application.
- iv. Review Club Sports Guide, officer transition resources and binder materials.
- v. Assist with preparation of the Budget Hearing.

SECTION 5: INSTRUCTOR/COACH

- A. Instructor/coaches should have prior coaching and/or playing experience and knowledge relative to the club's activity, as well as safety awareness of the activity.
- B. Instructor/coaches should restrict their contributions to coaching and minimize active involvement in club management. They may serve as an advisor if they are a full-time WCU faculty/staff member. The philosophy and key to the success of Club Sports is the continued emphasis placed on student leadership and participation.
- C. If a club desires to have a paid coach/instructor position, an independent contract must be created, approved and competed by the university at least three weeks prior to the start of the semester.
- D. It is recommended for each club to have an agreement between the club and coach which outlines their responsibilities and limitations. Continuation of these duties is not automatic every semester and suspension/termination of coaches can occur at any time by club officers, the Club Sports Program, or University administration.
- E. The coach's responsibilities include:

- i. Attend and supervise contests, practices and travel.
- ii. Establish conditioning and training programs to physically and mentally prepare participants for competition.
- iii. Promote participant responsibility in the display of proper conduct and sportsmanship when in competition and any other time the coach is with the club.
- iv. Display the standard and image befitting of a coach or representative of WCU.
- v. Follow a club's league or organization guidelines.
- vi. Be knowledgeable of all information in the Club Sport Guide.
- vii. Read and sign the Coach Agreement Form.

SECTION 6: FACULTY/STAFF ADVISOR

- A. Each club sport may have a club advisor who is a WCU faculty or staff member. While the advisor provides guidance and assistance to the club, the members are responsible for decisions governing the club. The philosophy and key to the success of club sports is the continued emphasis placed on student leadership and participation.
- B. The advisor's responsibilities include:
 - i. Serve as a resource, utilizing campus and community resources.
 - ii. Complete and abide by the Clery Act Training.
 - iii. Keep informed about club activities.
 - iv. Attend club meetings/practices/events when deemed appropriate.
 - v. Accept Faculty/Staff Advisor request on WCU Engage.

ARTICLE 6: CLUB ADMINISTRATION

SECTION 1: CONSTITUTION AND BYLAWS

- A. Club Sports, like all WCU RSO's, must have an approved constitution and bylaws on Engage and within their respective binders. It's extremely important to have updated bylaws to govern your club.

SECTION 2: TIER SYSTEM

- A. The Club Sport program utilizes a tier system to identify, accommodate and meet the needs of a diverse group of competitive clubs. This tier system defines programmatic, financial, and operational expectations for clubs. All clubs, regardless of tier, must be a Registered Student Organization. Campus Activities, as well as CRW, reserves the right to evaluate and reclassify clubs at any point throughout an academic year.

SECTION 3: SEMESTER SCHEDULE

- A. The Club Sport semester schedule is an important resource for officers as it contains deadlines, meeting times, and other club related dates. It is the officers' responsibility to follow the schedule and meet any set deadlines.
- B. Not meeting deadlines, submitting monthly attendance reports late, or missing mandatory meetings or trainings could affect a club's tier standing in the following year.

SECTION 4: HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA)

- A. WCU is required by federal law to ensure that all patients' protected health informa-

tion (PHI) is kept confidential. Information obtained from or about a patient by any club officer should not be shared with anyone except as required by law.

- B. All officers must agree to protect this information and maintain all in a manner consistent with the requirements outlined under the federal privacy regulations. Any breach of the terms outlined in this agreement will subject the individual to penalties, including disciplinary action, under policies of WCU as well as any applicable State and Federal Law.

SECTION 5: CONFIDENTIAL INFORMATION

- A. Club Sport Officers may have access to confidential or personal information and it is important that all personal information, 920 numbers, incident/accident reports are kept confidential. Club contact lists are used for program purposes only.

SECTION 6: ENGAGE - CAMPUS ACTIVITIES RSO ONLINE SYSTEM

- A. Clubs are responsible for renewing their RSO status with Campus Activities and Engage by the fall deadline as set by Campus Activities.
- B. All clubs must maintain an active Engage page with current information.
- C. For questions, contact the Assistant Director for Student Clubs and Organizations.

SECTION 7: CLUB TRYOUTS

- A. The Club Sport program does not require clubs to hold tryouts for eligible members. Club tryouts are contingent and based on individual clubs' processes, and limitations regarding roster sizes, national governing body guidelines, and the ability to hold effective practices based on facility size and availability.
- B. If your club chooses to host a try out, please adhere to the following:
 - i. Each club must have a judging and evaluation system in place. Current officers and players refrain from being the only judges as a conflict of interest may arise.
 - ii. A faculty/staff/advisor/coach should be present to help judge.
 - iii. A tryout roster which includes names, ratings, selection choices, positioning, and reasonings is highly recommended.
 - iv. Tryouts cannot be used to deny membership in the club, but may be used to determine a competitions roster versus a practice roster.
 - v. If members want to join after the tryout period has ended, they should be evaluated on the same basis and criteria as tryout participants.

SECTION 8: COMMUNICATION

- A. Email is an official form of communication of the Club Sports Program and CRW. Important messages and reminders are sent out to the club's officers. All official club officers are listed on the contact list and may receive communication. Since information that the CRW is required to report to the university is obtained and provided by the club sports officers, failure to submit required forms and information by the designated deadlines, may result in a club's allocation account being temporarily frozen. If the problem persists, the club may receive a suspension from hosting sanctioned club activities such as practices and competitions.
- B. IMLeagues is used for forms between members, officers and the Associate Director

for Intramural and Club Sports. Members' emails and phone numbers should be current in IMLeagues.

SECTION 9: CLUB SPORT WEBSITE AND SOCIAL MEDIA

- A. It is imperative the Club Sports Program maintain a professional and inclusive image throughout its various website and social media accounts.
- B. Club Sport Nomenclature
 - i. Clubs must refer to themselves as club teams, i.e. Club Rugby at WCU, and follow all branding and logo guidelines.
- C. Club Sport Websites
 - i. The Club Sport website is the main resource hub for prospective and current members and utilization is required to obtain forms and documents.
 - ii. Each club team may have an individual updated club website. This is a great way to inform prospective members and fans about your club.
- D. Club Social Media Accounts
 - i. Clubs should utilize social media to engage and update their fans and members.
 - ii. Respect, engage, and excite your audience to grab their attention.
 - iii. Always engage with your fans and refrain from adding fans to your personal pages. Encourage them to follow the team and not you. By doing so, you will be better able to maintain privacy and preserve your right to personal expression on social media sites.

SECTION 10: IMLEAGUES

IMLeagues is the official roster and reports online management system for the Intramural and Club Sports programs.

- A. There is a "Club Sports" portal that all club officers and members must register on and within their respective club/s before participating in any club sport activity.
- B. All club presidents are given administrative capabilities to manage their club portal.
- C. Forms and reports are submitted electronically through the IMLeagues portal.
- D. Clubs are capable of using IMLeagues for team messaging and engagement and should keep an updated description of their club on their main page.

SECTION 11: PROMOTING YOUR CLUB

- A. When creating published media through outlets such as fliers, digital signage, newspapers, magazines, websites or social media, keep in mind that your club is representing WCU, the Division of Student Affairs, CRW, Club Sports, and ultimately yourself. Please refrain from the use of inappropriate language/written words, graphics, and pictures. Remember that you may indirectly or unintentionally burn a bridge that your club may need in the future.
- B. **Refer to University Policy 82 & 114 regarding postings, assemblies, etc.**

SECTION 12: OFFICIALS/REFEREES/JUDGES

- A. Scheduling of officials/referees/judges for competition and/or special events is the responsibility of the individual club in conjunction with CRW. Club representatives are required to provide qualified/certified individuals to officiate/referee or judge any

competitive activity or special event that takes place on university premises. CRW reserves the right to check qualifications of officials/referees for all high-contact Club Sport games or matches.

- B. Clubs can pay for referees in the following ways:
 - i. If hired through an officials' association or club league, then that official already has their tax information with that association and the association is their employer. In this case, supply an invoice from the association at least one week prior to that home match. The university issues a check after services are rendered to the association to pay the refs.
 - ii. If hiring independently, not through an association, an independent contract is required for each official.
 - iii. Officials can volunteer their time, unpaid, to officiate your games.
 - iv. If not followed, then your club can't pay for referees out of your club accounts.
 - v. You cannot pay officials out of pocket and request a reimbursement.

SECTION 13: INDEPENDENT CONTRACTOR (REFEREE, COACH, ETC.)

- A. An independent contract (IC) and any supporting documents (W2/19) are required by hard copy no later than one business day prior to the services rendered.
- B. Each club should have in writing the terms of the contract with the Independent Contractor for each event (Ex: fees, travel, etc.). A club officer and the Independent Contractor need to sign the agreement.
- C. Submit the completed contract and agreement to CRW. Once approved, Accounts Payable will proceed with issuing a check. This can take approximately two weeks once the proper paperwork is submitted.
- D. If you want to have a check on site, fully submit all documents two weeks in advance.

SECTION 14: FORMS AND REPORTS

Form / Report	Requirement	Deadline
Assumpt. of Risk/Emer. Info	Mandatory	Due before participation
Club Sports Code of Conduct	Mandatory	Due before participation
Official Roster	Mandatory	Due three weeks after school starts
Travel Request Form	As needed	Due by Thursday before travel
Post Competition Report	As needed	Due day after return from travel
Community Service Report	As needed	Due day after completion
Accident/Incident Report	As needed	Due day after incident/accident
Reimbursement Form	As needed	Due as needed and within 10 days
DCA Solicitation & Food Form	As needed	Due to DCA before solicitation

ARTICLE 7: BUDGET, FINANCES, AND PURCHASING

SECTION 1: RESPONSIBILITY

- A. The responsible management of organizational funds is critical to a club's operation. Club officers assume the responsibility of guaranteeing that expenses support the

club's mission and goals and expenses do not exceed income.

- B. Treasures should keep an accurate account of each of their clubs accounts, purchases, individual due payments, and everything related.

SECTION 2: CLUB SPORT PROGRAM BUDGET ALLOCATION

- A. These funds are divided amongst club sports from the overall Club Sport Program Allocation, comprised of student activity fees. The Vice Chancellor for Student Affairs decides the overall Club Sport allocation. Guidelines for the allocation and expenditure of funds are determined by the Club Sports Council, the Associate Director, and University Policy.

SECTION 3: BUDGET HEARING/ALLOCATION PROCESS

- A. Each spring, budget hearings are held to determine each club's allocation funds for the following academic year.
- B. The Club Sport Budget Hearing Committee will use the following criteria to determine funds:
 - i. Cost of league dues, member dues, and entry fees for club events
 - ii. Number of active members (as described by average members at club activities)
 - iii. Number of fundraising activities and amounts collected.
 - iv. Cost of equipment and club uniforms.
 - v. Distance traveled for games/events.
 - vi. Number and quality of competitions.
 - vii. Number of community service projects completed.
 - viii. Number of Club Sport meetings attended.
 - ix. Club audits scores.
 - x. Timely submission of all required reports and forms.
 - xi. Following all policies and procedures
 - xii. Fiscal handling of dues, donations, fundraising and budgeted money.
 - xiii. Level of effective communication with club members, advisor, coach, and Associate Director for Intramural and Club Sports.
 - xiv. Any negative image portrayed by the club.
 - xv. Overall club community and engagement
- C. The budget hearing proposal process goes as follows:
 - i. Clubs will sign up for a scheduled budget hearing time in April.
 - ii. Each club gives a 15 minute presentation on their club highlights and accounts for the upcoming year, and rationale for their allocation request.
 - iii. May have one current year's officers and who is not the main presenter
 - iv. Proposals should not exceed the maximum amount listed for a club's given tier and should reflect a good steward's proposal.
 - v. After all proposals are heard, the committee meets and recommends the allocation amounts for each club.
 - vi. Once determinations are made, each club will receive a correspondence stating their allocation amount. Allocation amounts given at this time may vary based

on determination of actual CRW budgets for next fiscal year. Clubs gain access to funds when final budgets are allocated to CRW that academic year.

- vii. Clubs who fail to attend or are late to their budget hearing shall be ineligible for funding through this process.

SECTION 4: ALLOCATION ACCOUNT

- A. Each club sport has a University allocated funds account.
- B. Club Sport allocations are designed to provide a fraction of the club's operating budget and used to assist with standard operating costs.
- C. Unspent allocated funds do not roll over to the next academic year.
- D. Funds will not be available until all beginning semester requirements are met.
- E. Purchases allowed from allocation funds:
 - i. Facility rentals
 - ii. Team governing body, league, competition registration/entry fees
 - iii. Referees/judges/officials
 - iv. Lodging
 - v. Equipment for the use of the whole club
 - vi. Team-owned uniforms (with the appropriate conditions of care, maintenance, and plan to use for at least three years)
 - vii. Travel - including mileage (at club sport rate or lower), tolls, and parking
- F. Purchases not allowed from allocation funds
 - i. Personal apparel/uniforms/equipment
 - ii. Rented vehicles (**Refer to [Article 12, Section 3: Private Vehicles](#)**)
 - iii. Food or drink
 - iv. Trophies, prizes, awards, plaques, banquets, charitable contributions, gifts (including to coaches and/or volunteers), alcoholic beverages
 - v. Individual memberships to governing organizations
 - vi. Other items as specified by WCU purchasing guidelines

SECTION 5: REVENUE/FUNDRAISING ACCOUNT

- G. In addition to the allocation account, all clubs have a revenue account with the Club Sports program. This account is for funds generated by the club and is the club responsibility to maintain a fiscally sound revenue/fundraising account.
- H. All dues, fundraised, and sponsorship money is deposited into this account.
- I. Purchases from this account are more flexible than the club's allocation account.
- J. Funds in this account roll over from year to year.
- K. **Activities that raise funds during the current academic year only apply in that academic year. Even if checks/money are recieved in the new academic year.**

SECTION 6: CATAMOUNT CLIMB AWARD

- A. These funds come from those clubs who participated in Catamount Climb 5k and Half Marathon and chose to do it has a fundraising event.
- B. These funds will be added to the club's revenue account after the event.

SECTION 7: DEPOSITING FUNDS

- A. Must deposit fundraising or revenue efforts funds into a clubs revenue account within two business days following collection. These funds should never be deposited in a personal bank account.
- B. All entry fees, apparel sales, dues, and other financial transactions should be properly documented via receipts or logbook.
- C. Make all checks payable to WCU Campus Recreation and Wellness or WCU (Club Sport) (ex: Club Baseball). No one should write checks out to an individual club member.
- D. Submit all deposits to the CRC Front Desk

SECTION 8: CHECK REQUESTS

- A. To avoid paying for a certain expenses (ex: registration fees) out of pocket, a check request can be made, the following procedures must be followed:
 - i. Submit invoice documentation of the cost of registration plus the complete mailing address at least ten business days ahead time from when you need to pick up or have the check mailed to the entity.
 - ii. We may have to request a W9 tax document from the entity, which will delay the process. Must have the tax document first, before processing the check request. Please submit at least 15 business days weeks ahead of the time you need the check to be picked up at the CRC or mailed to the entity.



SECTION 9: PURCHASING METHODS

- A. Purchase order
 - i. Used for equipment, uniforms, and food
 - ii. Requires a quote from vendor
 - iii. If Ingles/Walmart, just need a description and amount. Can't go over amount
 - iv. Takes up to one week to process after getting quote
- B. Check request
 - i. Used mainly for tournament/entry fees/official's pay
 - ii. Requires a quote/invoice from hosting organization
 - iii. Takes up to two weeks to process after getting quote/invoice
- C. Purchase card (p-card)
 - i. Used for online sources, over the phone purchases, or in-person purchases at Ingles/Walmart (Cardholder must be present for any transaction)
 - ii. Can only purchase from vendors who don't charge tax online
 - iii. Awards cannot be purchased with p-cards
- D. Travel purchase card (Travel p-card)
 - i. Used for online hotel or AirBnB reservations/payments
 - ii. Can only be used for reservations in which the card isn't required to be present at time of check-in. A club member's personal card will be used for incidentals or additional charges during hotel stay
 - iii. Used as a third party authorized method of payment
- E. Personal funds
 - i. Club members or officers can pay out of pocket and can request to get reimbursed afterwards

SECTION 10: PURCHASING PROCEDURES

- A. For all purchases, make sure your club has sufficient funds. The following purchasing procedures are in place in order to ensure a smooth and timely process.
- B. If purchasing equipment or paying for a tournament/league fee by internet source, email the following information to CRW:
 - i. Include pertinent information to you receiving the correct product. (Ex. vendor, item #, size, quantity, color, logo, etc.)
 - ii. The link to each individual item. (Not the link to the cart).
- C. If purchasing the above from a non-internet source, bring or email the following information to CRW:
 - i. An itemized quote from the vendor stating:
 1. Items, size, quantity, color, etc.
 2. Vendors name, address, telephone #, and contact person.
- D. Payment: Vendor must accept purchase orders or take a credit card from a tax-exempt institution. Additionally, vendors must be willing to be paid after we receive the product and/or service. Advance payments are not allowed.
- E. Allow at least two weeks for any purchase to be approved and processed. This is es-

pecially important if the club needs a certain item by a specific date so plan accordingly.

- F. All purchases are delivered to the CRC, 379 Memorial Drive, Cullowhee, NC, 28723.
- G. A notification is sent to the club once the product is received.
- H. Any deviations from this procedure can possibly cause delays.

SECTION 11: REIMBURSEMENT REQUEST

In order to get reimbursed for out-of-pocket expenses the following procedure are in place in order to receive your reimbursement check in a timely manner:

- A. All reimbursement requests are required within 10 days of the receipts.
- B. Individual receipts are required. Credit card statements are not accepted.
- C. Each club will determine if they are reimbursing for non-travel and travel expenses. Carpooling is always expected in order to keep expenses to a minimum.
- D. **For supplies and registration expenses:** attach individual receipts and any sufficient documentation to support the reason for the expenditure.
- E. **For travel expenses:** include mileage and receipts to hotels, road tolls, parking.
- F. Submit all receipts, supporting documents and the reimbursement form with your full name, 92#, email and mailing address to the Associate Director.
- G. Once everything is submitted, you are then required to come in and sign a check request before it is officially submitted. You are emailed when the form is ready for your signature. Your promptness of signing the check request will determine the time it takes to process your check. If you fail to sign the document by the last day of classes each semester, you will not be reimbursed.
- H. After receiving the correct paperwork, AP will proceed with issuing a check. Two weeks are normally required for the AP office to mail a check and may take up to three weeks before you receive your check in the mail.
- I. Reimbursement requests that are not legible, properly completed, signed, and/or accompanied by appropriate documentation are not processed and returned to the originating person/club for correction, thus delaying the process.
- J. If several members have receipts for expenses:
 - i. The receipts are combined and sent to AP as one travel reimbursement.
 - ii. A designated member submits all receipts in their name.
 - iii. A check is issued to the designated member and they distribute the money.

ARTICLE 8: DUES, FUNDRAISING, AND SPONSORSHIP

SECTION 1: MEMBERSHIP DUES

- A. As a means to offset operating costs, clubs may request membership dues. The amount of member dues is at the discretion of each club's leadership.
- B. It is recommended clubs show the benefits of paying membership dues.
- C. A refund of dues can be issued with permission from the President/Treasurer.
- D. Dues don't count towards the fundraising requirements for club sport tiers.

SECTION 2: FUNDRAISING

- A. A fundraiser is defined as an attempt by a club sport to raise money for its own purposes, to support a program or event, or to benefit a charity.
- B. Clubs should pre-approve unique fundraisers with the Assistant Director of Sport Programs.
- C. Club Sports are required to raise a certain amount based off their tier. Clubs are encouraged to raise more than is required in order to operate their clubs effectively.
- D. Although Club Sports receive funding from student activity fees, each Club Sport should strive to become financially independent of the Club Sports Program.

SECTION 3: SALES AND SOLICITATIONS

- A. Any club wishing to solicit funds or engage in the sale or promotion of services or products on campus must receive permission from the Assistant Director of Sport Programs and submit a solicitation form to Campus Activities. The Assistant Director of Sport Programs and the Department of Campus Activities maintain the right to deny any application or restrict any sales/solicitation activity.
- B. Raffles and games of chance are not allowed per university policy.
- C. **Refer to [DCA Solicitation Form](#).**
- D. **Refer to [University Policy 114](#) regarding sales and solicitations.**

SECTION 4: DONATIONS

- A. Clubs may collect or solicit monetary, in kind, or equipment based donations from sources inside and outside of the university.
- B. Monetary donations are not tax deductible for the donor, and a the university's tax ID number can not be provided.
- C. Gifts-in-kind may be tax deductible for the estimated value of the equipment.
- D. Upon receipt of donations, a club representative should send the donor a thank you letter.
- E. **Refer to [Support Us Page](#).**

SECTION 5: SPONSORSHIP

- A. Club Sports can seek the aid of off-campus organizations or companies in sponsoring the club. There are University policies and regulations, which govern private organizations sponsoring a student organization. Additionally, clubs must abide by University policies when printing materials or apparel containing sponsorship logos.
- B. Contact the Assistant Director of Sport Programs when the club has a sponsorship opportunity.

ARTICLE 9: FACILITIES, PRACTICES, COMPETITIONS

SECTION 1: FIELD AND FACILITY USAGE

- A. Clubs must be good stewards of facilities and fields to ensure quality-playing space.
- B. Clubs should practice/compete during their reserved time and facility.
- C. The Club Sport Supervisor and officers should inspect all fields/facilities for use before competitions begin. Referees will also inspect the field/court and can cancel games depending on conditions.

- D. In the event of a field/facility hazard, report it immediately to CRW.
- E. No alcohol/smoking/non-smoking tobacco/controlled substances of any kind are permitted in any Campus Recreation facility and during club sport activities.
- F. Club Sport Supervisors have the right to inspect coolers, cups, drinks, etc. if they suspect alcohol. Participants and spectators can and will be asked to leave if alcohol is found. UPD will be contacted, if necessary.
- G. Pets are allowed and must on a leash, not left unattended and picked up after.
- H. The club is responsible for cleaning up trash as a result of facility usage by the club.
- I. Clubs found responsible for damages are assessed a damage charge.
- J. Break down and remove all equipment from the playing area after each event.
- K. Re-lock all equipment after use.
- L. **Clubs who ignore these policies will lose their privileges to field usage, storage areas, equipment usage, etc.**
- M. **Refer to [University Policy 82](#) regarding facility use policies.**

SECTION 2: RESERVATIONS

- A. If a club needs to reserve the meeting room in the CRC, please contact the Assistant Director of Spor Programs at least two weeks in advance.
- B. Reid Gym: please notify the Assistant Director of Sport Programs that you want to reserve a space in Reid.
- C. For University Center reservations and tabling, please visit the helpdesk on the UC 2nd floor or contact [Campus Activities](#).

SECTION 3: PRACTICES

- A. Clubs request practice times and days. Based on facility space and a club's longevity/ tier, practice times are allocated. Clubs should be flexible with their dates, times and location. Inform the Assistant Director of Sport Programs of any requests to change practice times and days.
- B. In cases of adverse weather or unplayable field conditions, an attempt is made to notify clubs of cancellations. The Club Sports Program will not jeopardize participant safety or damage to the facility. If a club is not reached in time and shows up at its practice site, they should exercise good judgment and assess the condition of the facility by considering both injury risk and facility damage.



SECTION 4: COMPETITIONS

- A. Facility reservations are a first come, first serve basis. All home game must get prior approval and two weeks advanced noticed is required. Black out dates are provided at beginning of the semester.
- B. Semester home and away game schedules are required in advance. Whenever possible, those schedules should be balanced.
- C. **Competitions before July 1 count for the current academic year.**

SECTION 5: CANCELLATIONS

- A. If for any reason a club needs to cancel their practice, competition, special event, and/or meeting reservation, notify the Assistant Director of Sport Programs 48 hours in advance. Failure to do so may result in the loss of reservation privileges, including practice times, and future requests.

SECTION 7: OFF-CAMPUS FACILITIES

- A. Clubs may utilize off-campus facilities other than CRW facilities or Reid Gym for club activities. Proper procedures must be followed when reserving and using off-campus facilities. Clubs should notify CRW if they plan to utilize an off-campus facility for practice or home competitions/events, clubs should follow the same guidelines for use of off-campus facilities as they do for University facilities.
- B. Clubs will provide their own transportation for use of off-campus facilities.



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SECTION 8: FIELD PAINTING

- A. CRW will make every effort to have fields lined for home games. However, due to certain circumstances, it cannot be guaranteed. Clubs should be ready to paint their own field lines or compete without painted fields, if necessary.

ARTICLE 10: BRANDING, LOGOS, AND APPAREL

SECTION 1: BRANDING AND LOGOS

- A. As a Club Sport you are required to abide by the University and Club Sports Styling Guides. You will need to make sure that the marks are not modified in any way, the correct colors are used, and the university name is used correctly.
- B. Clubs should make sure that they are identified as a club sport. For example, instead of saying just Men's Soccer, all printed materials must say Men's Club Soccer. This is to differentiate club sports from varsity teams.
- C. Be sure you are using the proper university name, logos/brands, and other protected entities. For convenience, digital files of WCU and Club Sport marks are available to the clubs for use upon request and usage approval.
- D. Club Sports are welcome to use WCU colors, WCU name/s, and the WCU cathead logo with or without their club name. If the design includes any use of the above mentioned, it will require further approval.
- E. Clubs may also create their own designs for uniforms and merchandise/apparel, however they cannot use any of WCU's official branding with a created design.
- F. **Refer to [Club Sports Style Guide](#).**

SECTION 2: APPAREL

- A. Apparel is identified as uniforms, practice gear and fundraising. Prior-approval is required prior to the production of any product using the above mentioned. It is essential to have your design approved by the Associate Director for Intramural and Club Sports. Branded apparel including merchandise and uniforms must be printed by a university licensed vendor.
- B. Failure to follow these procedures will result in the club not being able to use that apparel and the club using only revenue funds.
- C. **Refer to [Club Sports Style Guide](#).**

ARTICLE 11: RISK MANAGEMENT AND SAFETY

Risk management planning is an essential element in the Club Sports Program. A sound risk management plan that is effectively administered minimizes the likelihood of injury and reduces chances of negligence, thereby helping to ensure a quality program in a safe environment. The Risk Management Plan as well as Locational Emergency Action Plans gives attention to reducing negligence liability in the areas of facilities, equipment, supervision, training, and administrative policies and procedures. Risk management in Club Sports is the mutual responsibility of club officers and club members. Every officer and member should review, implement, and practice the following safety strategies:

SECTION 1: SAFETY STRATEGIES

- A. Each participant recognizes that they are responsible for their own well-being. All participants are required to complete an Assumption of Risk and Release/Emergency Contact Information Form before their first day of participation with a club.
- B. Club officers are expected to inspect the field and facility conditions prior to every practice, game or event. Do not use the facilities if they appear to be unsafe.
- C. Immediately cancel or suspend any outdoor club event at which lightning is seen or thunder is heard. (See Adverse Weather Procedures)
- D. All club activities should have a properly equipped first aid kit readably available. It is the responsibility of the club to ensure that the kits are re-stocked after each use.
- E. All home games/events must have CRW staff in attendance as a first responder. Club Safety Officers may also serve as first responders.
- F. Club officers, members and coaches/instructors should emphasize safety during all club related activities.
- G. Participants are obligated to wear proper attire and appropriate protective equipment. If the participant chooses not to use such equipment, they are doing so at their own risk.
- H. Document with an Incident/Accident Report all notable incidents/accidents that occur before, during or after club activities. These reports are due the next business day following the occurrence.
- I. Review the **Risk Management Plan and Locational Emergency Action Plans.**

SECTION 2: ACCIDENT PROCEDURES - ON OR OFF UNIVERSITY PROPERTY

- A. Stop competition or practice immediately.
- B. Assess situation if minor or major injury. Head injuries are a major injury.
- C. Direct your safety officer or club sport supervisor to the injured person.
- D. Obtain medical attention and consult member's emergency information for special needs and contact numbers.
- E. Notify Assistant Director immediately, if major injury, if the participant left with professional emergency personnel, or if participant required further medical attention.
- F. Complete Accident Report and turn in the next business day.



SECTION 3: INCIDENT PROCEDURES – ON OR OFF UNIVERSITY PROPERTY

- A. If an incident is life threatening, contact University police at 828-227-8911 or call 911 immediately.
- B. If the incident is non-life threatening, such as theft, car accident, fight, etc., contact University police at 828-227-8911.
- C. Depending on nature of incident keep everyone in safe place.
- D. Contact the Assistant Director of Sport Programs
- E. Complete the Incident Form, turn in next business day.
- F. Do not make any statements. This is to protect yourself and those involved.

SECTION 4: SAFETY OFFICERS

- A. Each club must have two safety officers who possess current CPR/AED/First Aid certifications. These safety officers will assist other club officers in the event of an injury/emergency. Attendance is required by one safety officer at every club activity.
- B. Certification courses are hosted by the CRC at the beginning of the Fall semester. If an officer can't attend at the scheduled time, they must attend a certification session on their own time before practices begin.

SECTION 5: ADVERSE WEATHER PROCEDURES

- A. The Club Sports Program maintains the following position on adverse weather.
 - i. If thunder and/or lightning is heard and/or seen, stop the activity and seek protective shelter immediately. Safe structures are as assigned:
 - 1. Camp Lab Fields - Ramsey Center, Vehicles, Camb Lab Building or Gym
 - 2. Football Stadium - Ramsey Center
 - 3. Disc Golf Course and Tennis Courts– Reid Gym or Norton Hall
 - ii. Allow 30 minutes to pass after the last sound of thunder and/or lightning strike before resuming any activity.
 - iii. Cold Weather Policy: If outside air temperatures are below 40 degrees, or the wind chill is between 32-25 degree, use extreme caution when practicing or competing outside. Cover up extremities and any exposed skin.

SECTION 6: ADVERSE WEATHER LINE

- A. In the event of adverse weather Club Sports will follow the same adverse weather protocol as Intramural Sports. If Intramural Sports are postponed/canceled due to adverse weather, then Club Sports events will be postponed/canceled.
- B. A decision is made by 3:00 pm the day of events and updated throughout the evening depending on weather. The final decision is made by the Assistant Director of Sport Programs.

SECTION 7: LOCATIONAL EMERGENCY ACTION PLANS

- A. Each club sport will have a Locational Emergency Action Plans in their club binder. This plan will define site-specific responsibilities of everyone who may be involved, and will detail how emergency situations should be handled. Refer to these in the event of an emergency.

SECTION 8: FACILITY INSPECTION

- A. It is the intent of the Club Sports Program to keep all facilities (both indoor and outdoor) in a safe, playable condition. However, it is not always possible for the full-time staff to review the conditions of each playing surface and surroundings prior to club sport activities. It is important that club members review facilities prior to utilizing the space and report any problems or concerns to the Associate Director.

ARTICLE 12: TRAVEL REGULATIONS AND PROCEDURES

These procedures outline all club-related travel. Failure to follow these procedures could result in loss of future travel privileges, loss of funding, or other sanctions.

SECTION 1: PRIOR TO THE TRIP

- A. Complete the Travel Request Form three days before departure from WCU.
- B. All travelers must be registered with your club on IMLeagues and all required forms completed in order for that person to travel.
- C. CRW has final authority to approve/deny travel.
- D. Inform the Assistant Director with any modifications to your trip including traveling members, locations, and competition changes.

SECTION 2: UNIVERSITY VEHICLES

- A. Clubs may rent university vehicles if a full time faculty/staff advisor/coach, or if there's a member who has a current on-campus job travels with the club and is willing drive a University vehicle. Clubs may use their allocation or revenue account to fund the university vehicle.

SECTION 3: PRIVATE VEHICLES

- A. The most flexible, fewer arrangements, and possibly least expensive method. The individual driver is responsible for passengers who may have limited control over their driver's actions. Drivers should carry their own insurance to cover liability. While private automobiles provide a very cost effective means of transportation, there are disadvantages to this means of transportation.

SECTION 4: PRIVATE VENDOR RENTALS

- A. Clubs may rent vehicles from private vendors but its up to the individual club to set this guideline within their constitution. Reimbursement will only occur for the rental of the vehicle (no gas/mileage) through a clubs revenue account. The renter must pay for insurance and assumes liability through the vehicle renter. Usually you must pay in advance or at the time of rental; the driver is of a certain age, and you must reserve in advance usually requiring a written agreement.

SECTION 5: COMMERCIAL CARRIER WITH DRIVER

- A. The carrier provides its own insurance and assumes liability. It may be the most expensive method, usually requiring payment in advance or a deposit. You must arrange reservations in advance, usually requiring a written agreement. Reimbursement only through revenue account. This method presents the lowest level of liability to your organization. Prior-approval needed from Associate Director.

SECTION 6: EXPECTATIONS DURING TRIP

As representatives of WCU, all club sport members are expected to conduct themselves in an appropriate manner whenever and wherever they may travel. Any reports of activity that negatively reflect upon the University and the Club Sport Program will result in disciplinary actions. All club sport members and drivers are strongly encouraged to adhere to all state and federal traffic laws.

SECTION 7: EMERGENCY PROCEDURES –

IF SOMEONE IN YOUR CLUB IS INVOLVED IN A CAR ACCIDENT

- A. Stop immediately and notify the local police or call 911.
- B. Contact the Assistant Director of Sport Programs
- C. Fill out a police report (necessary for insurance purposes).
- D. Complete the **Incident/Accident Report Form** and turn in upon return.
- E. Obtain the names and addresses of all witnesses.
- F. Do not make any statements. The authorities will decide fault or legal liability.
- G. If you are driving a university vehicle, follow the procedures outlined in the packet.
- H. If someone is injured in the accident:
 - i. Call 911 immediately and obtain medical attention.
 - ii. Consult the member's emergency information form for any special needs and emergency contact numbers.

SECTION 8: INCIDENT PROCEDURES –

IF YOUR CLUB IS INVOLVED IN AN INCIDENT ON OR OFF CAMPUS

- A. Notify the local police or call 911 depending on the incident.
- B. Depending on nature of incident keep everyone in safe place.
- C. If someone is injured, obtain medical attention and consult member's emergency information for special needs and contact numbers.
- D. Contact the Assistant Director of Sport Programs
- E. Complete the **Incident/Accident Report Form**, turn in upon return.
- F. Do not make any official statements to authorities, only the facts of the incident. This is to protect yourself and those involved.

SECTION 9: ADVERSE WEATHER

- A. Please be aware and take caution of adverse weather conditions before traveling.
- B. In the event of severe adverse weather in traveling states, travel may get cancelled.

SECTION 10: EXCUSED CLASS REQUEST

- A. Occasionally, club members may request to be absent from classes in order to attend scheduled Club Sport competitions. Club Sports travel is not a University excused absence; therefore, excused class absence requests do not mandate that faculty/staff excuse the absence or any missed work. Members may request for the Assistant Director to send their faculty/professor a letter confirming that the individual(s) are on the official club roster, and that the club has a scheduled travel due to a competition on the date of the class.
- B. To avoid a negative situation, club members are highly encouraged to discuss class

absences as a result of Club Sport participation with their faculty/professor in advance. Club members are responsible for all work missed during their absence and are required to comply with their instructor's demands for rescheduled or make-up exams and assignments.



ARTICLE 13: EQUIPMENT MANAGEMENT

SECTION 1: INVENTORY

- A. Any equipment that is purchased with Club Sport allocation, fully or partially, is the sole property of WCU and that club. The Assistant Director of Sport Programs, along with club officers, will inventory club equipment once a year. **Club members may not sell or throw away any WCU property.**
- B. At the end of each academic year, clubs must check-in equipment. If equipment is missing, the club or person who signed for the equipment is responsible for its replacement. If equipment is lost, damaged, or broken, please notify the Associate Director immediately. The Assistant Director will assess any damage, and determine replacement cost or procedures, if necessary.
- C. For any equipment that is checked out by a member and not returned by the date of Equipment Check-In, if the item(s) had been previously purchased from the club's allocation account, the value of the missing item(s) will be charged to the member's university student account.
- D. When distributing team uniforms and equipment, it's recommended to keep a list of which member took each item, so if an item is missing, the club knows who has it.

SECTION 2: STORAGE

- A. Secure all club equipment in a safe location during the academic year. At the end of the year, each club must check-in and store their equipment with the Club Sports program. If a club is using equipment over the summer interim, the club may store equipment at an appropriate site. Clubs must notify the Associate Director for Intramural and Club Sports where the above equipment is stored.



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SECTION 3: IMPROPER USE OF EQUIPMENT

- A. If a club finds their equipment vandalized, destroyed, or treated poorly by spectators, club members, and/or visiting teams, it is the responsibility of each club to report such occurrences to the Assistant Director as soon as possible. Clubs are responsible for equipment from the time it is checked out to the time it is returned. Damage are assessed once the equipment inventory is reviewed. Clubs and/or the officer who signed out the equipment will pay for damages.
- B. **Complete an Incident/Accident Report Form.**

ARTICLE 14: CLUB SPORT AWARDS

SECTION 1: RECOGNITION

To recognize outstanding Club Sports, student leaders, and their positive influence on their fellow students, the university, and the campus community, the following Club Sports awards are honored. Winners are announced at the CRW EOY event.

- A. **Club Sport Officer of the Year** - Given to the club officer who exemplifies the best in student leadership. The following criteria is used to select this award:
 - i. Shows effective communication skills with CRW
 - ii. Submits required reports and paperwork in a timely manner.
 - iii. Initiates team activities that promotes the club in the University and community.
 - iv. Exhibits great leadership, communication, and organization.
 - v. Reflects a positive example of a student and an athlete.

