

**Campus Recreation and Wellness
Club Sports
Contact Information**

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Important Phone Numbers

Health Services	227-7640
WCU Public Safety	227-7301
Emergency (on campus)	x911 from campus phone
Emergency (on campus)	828-227-8911 from cell phone
Facilities Management	227-7226

The Club Sports website can be found at reccenter.wcu.edu

TABLE OF CONTENTS

Introduction	Pg. 3
Purpose of Handbook	Pg. 3
Insurance	Pg. 3
Standards of Conduct	Pg. 3
General Eligibility Guidelines	Pg. 4
New Club Recognition	Pg. 4
Intramural Participation	Pg. 4
Disciplinary Guidelines	Pg. 5
Risk Management	Pg. 5
Leadership & Administration	Pg. 9
Travel	Pg. 12
Budget	Pg. 13
Spending Procedures	Pg. 15
Budget Allocation	Pg. 16
Conduct and Behavior	Pg. 16
Alcohol & Tobacco	Pg. 17
Sport Club Council	Pg. 17
Communication	Pg. 19

POLICIES AND PROCEDURES

2011-2012

INTRODUCTION

A club sport is a registered student organization formed by individuals who are motivated by a common interest in expanding their proficiency and participation in a specific sport or recreational activity. The Department of Campus Recreation Club Sport Program is designed to provide opportunities for students, faculty, and staff to participate in a variety of competitive, instructional and recreational sports. The concept of the program is to give students the chance to play competitively in non-varsity sports or just the opportunity to learn and practice a particular activity. The Club Sport Program is also designed to support the pursuit of lifelong activity and to assist in maintaining a healthy lifestyle.

The key to the success of each club is student leadership and participation. The club should be a learning experience for the members through their involvement in every aspect of the organization and administration of the club. Club officers should always be active participants in the leadership, responsibility, and decision-making process of club activities. This student leadership directly affects the success and effectiveness of the club.

PURPOSE OF THE HANDBOOK

This handbook has been compiled to serve as a policies and procedures reference for club sports recognized by Western Carolina University and the staff of the Club Sport Program. The manual serves to assist teams in the administration and organization of their club sport. Questions not addressed in this manual should be directed to the Associate Director or Club Sports Graduate Assistant located in the Campus Recreation Center.

It is the responsibility of the club officers to accurately convey the information in this manual to all club members, advisor and coach/instructor. It is also the responsibility of the club officers, members, advisor and coach/instructor to read, understand and follow all Western Carolina University policies and procedures as well as the *Western Carolina University Code of Student Conduct* found online in the student handbook on the Department of Student Community Ethics website (dsce.wcu.edu).

INSURANCE

Involvement in the Club Sport Program is strictly voluntary. Club members must recognize and acknowledge the inherent risks associated with participation in club sports, which they voluntarily assume. Western Carolina students are required under the UNC School System to have health insurance coverage while enrolled at WCU. Students must be covered by either the university sponsored health plan or be covered under another major medical plan.

All club members must also sign a risk and release form for their club sport. 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 also recognizes that he/she is giving up the right to sue the State of North Carolina, UNC system, WCU and their governing bodies. This form along with other appropriate club documentation must be completed and turned in to the Campus Recreation Center before a member is eligible to begin participating in club sports.

STANDARDS OF CONDUCT

As members of the Western Carolina University community, club members have an obligation to conduct themselves and their organization in a manner compatible with the University's function as an educational institution. Club members are expected to behave as mature and responsible individuals both on and off campus while participating in club activities. This includes behavior in game situations and particularly with game officials. Misuse of equipment and facilities as well as inappropriate conduct while participating in any club sport's related activity will jeopardize the club's continued status. Compliance with the Code of Student Conduct and must be recognized by signing the Code

of Conduct form. Non-compliance with the standards of conduct may fall under the disciplinary guidelines and subsequent violations as explained further in this manual. The Code of Conduct form along with other appropriate club documentation must be completed and turned in to the Campus Recreation Center before a member is eligible to begin participating in club sports.

GENERAL ELIGIBILITY GUIDELINES

1. All current semester enrolled students (full, part-time and graduate) and employed faculty and staff of Western Carolina University are eligible to participate in club sports. All members will be verified with the Registrar's Office.
2. Students who withdraw from Western Carolina University during a semester are ineligible to continue participating in club sports from the date of their terminated enrollment.
3. Current varsity, letter winners and 'red shirted' athletes of Western Carolina University are not eligible to participate in a club sport in the sport they are participating. The Associate Director reserves the right to assess the eligibility of these athletes individually.
4. The Registrar's Office needs four (4) business days to verify all rosters required by unions or tournaments. All information should be clearly written or typed. Please be very specific as to what needs to be checked and verified.

Club Officers are ultimately held responsible for checking the eligibility of their players. The ignorance of guidelines, rules and regulations is not considered an acceptable excuse.

NEW CLUB RECOGNITION

Western Carolina University is committed to giving students the opportunity to form new clubs. If you are interested in starting your own club, just follow the information below:

Meet with the Associate Director. **NOTE:** The Associate Director shall review the proposal to determine whether the activity can be accommodated with facilities and is safe and appropriate for Western Carolina University, as stated in the Institutional Mission.

Appropriate documentation must be filed with the Department of Campus Recreation and can be found on the registration form in the club manual.

In order for a club to be formed, there must be a minimum number of participants. Below is a formula that clubs must follow:

Team Sports (rugby, soccer, etc.)

Minimum # = 1.5 times the number needed on the playing field or court

(Ex: volleyball $6 \times 1.5 = 9$ participants)

Individual Sports (judo, cycling, etc.)

Minimum # = 6 participants

A club must also Register as a student organization with the Student Government Association and follow all guidelines and procedures necessary for club recognition as part of the University Center.

INTRAMURAL PARTICIPATION

Each intramural team may have only **two** sport club members on their roster for any activity relating to the sport club. (Example: Club Baseball to IM Softball or Club Ultimate to IM Ultimate) This policy is in effect for the entire academic year. Even if a club team only competes in the fall semester, the spring intramural teams will still have to abide by the policy.

A period of **ten** calendar days (from the first day the participant attends practice) will be allowed for interested participants to try a club sport. After this period has elapsed, for intramural eligibility purposes, a participant is considered an official member of that club sport team. The Associate Director must be notified in writing prior to the ten days for an individual to be removed from that club's roster.

It is the responsibility of the club president to inform all club members of this regulation. Ignorance is not an applicable excuse for a violation. If an intramural team is found to have illegal participants, it forfeits all games in which the illegal students participated.

DISCIPLINARY GUIDELINES

Officers, as well as ALL club members are responsible for knowing policies set forth in this manual as well as applicable university policies (see WCU student handbook). Ignorance is not a valid excuse. If policies are not followed, the following steps may be taken:

1st violation: Verbal warning issued.

2nd violation: Written warning. Possible disciplinary action (probation, budget freeze or loss of facility privilege based on the severity of the matter determined by the Associate Director)

3rd violation: Club terminated from Club Sport Program.

At any time, CRW and/or the University can sanction and/or suspend a club indefinitely. Club sport coaches and officers are expected to enforce the policies and procedures of the program to the best of their ability. If a particular club member refuses to adhere to a known policy, the Associate Director should be notified immediately.

RISK MANAGEMENT

Risk management planning is an essential element in the Club Sports Program of the Department of Campus Recreation. 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 for Club Sports gives attention to reducing negligence liability in the areas of facilities and equipment, supervision and training, and administrative policies and procedures. Risk management in Club Sports is the mutual responsibility of staff, club leaders, and club members.

Policy Components

The following policies exist to provide a safe and positive recreational experience for all participants:

1. At least **two** active members of each sport club must possess current certification in CPR and First Aid certification before clubs may practice; these must be valid and on file at Campus Recreation Center. Certification courses will be offered at the CRC in the fall and spring semester. The fall certification class will occur on Monday, August 29th at 6:30pm in the CRC Meeting Room. When a club fails to attend the courses, it is the club's responsibility to become certified at the club's expense. At least **one** of these members must be present at **all** club practices and games.
2. Document with an *Incident/Accident Report Form* all notable incidents/accidents that occur at club practices, games and other events. These reports are due on the next business day following the occurrence.
3. Inspect fields and other facilities prior to every practice, game or special event. Do not use the facilities if they appear to be unsafe.
4. Immediately cancel or suspend any outdoor club event at which lightning is seen or thunder is heard. (See *Lightning Policy* on page 6)
5. A copy of each club member's *Emergency Information Form* must be available at each practice, game or other event in case of injury.
6. A properly equipped first aid kit must be on hand at all games and practices. It is the responsibility of the club to insure that the kits are re-stocked after each use. The Campus Recreation Center will provide a first aid kit at the beginning of the fall semester (or when a club is established). This kit must be returned at the end of the spring semester or the club account will be billed for the cost of the kit.
7. All home games/events must have a WCU certified EMS present. It is the club's duty to contact the Associate Director to request to have EMS notified; the Associate Director must be contacted at least two weeks prior to the date of the game/event.

Safety Strategies

To provide a safe and positive recreational experience for all participants, it is necessary to prevent accidents and injuries before they occur. Every club should implement and practice the following safety strategies:

1. Club officers, members and coaches/instructors should emphasize safety during all club related activities.
2. 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 Information Form* before the individual's first day of practice.
3. Club officers are expected to inspect the field and facility conditions prior to every practice or game. Unsafe conditions should not be used and must be reported to the Campus Recreation Center.
4. 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.

Emergency Action Plan

An Emergency Action Plan is a written plan that every club should prepare for potential emergencies. Such a plan should define the responsibility of everyone who may be involved, and it should cover the following areas (based on the plan outlined in the Sport Safety Training Handbook published by the American Red Cross):

Layout

- EMS personnel access (describe entry/exit routes for EMS)
- Location of rescue and first aid equipment
- Location of emergency equipment (flashlights, fire extinguisher, etc. when applicable)
- Location of telephone emergency numbers (manual)
- Location of club member, participant, and bystander exit and evacuation routes

Support Personnel (provide telephone numbers)

- Associate Director/Facility Administrator (**Shauna Sage** office: 828-227-7069, cell: 828-421-7762)
- Club Sport Graduate Assistant (**Eric Farmer** office: 828-227-8806, cell: 828-508-2339)

When nature of event necessitates, contact:

- EMS personnel (landline: 911, cell phone: 828-227-8911)
- Police (WCU Campus Police: 828-227-7301)
- Hospital (Harris Regional Hospital: 828-586-7000)

Club Responsibilities

- Person to contact and meet EMS personnel
- Person(s) to provide care (those certified to perform such acts)
- Person(s) to control bystanders and supervise other participants
- Person(s) to transport injured participant when appropriate

Communication

- How and when to contact EMS personnel
- Other persons to be informed for serious injury or illness (Associate Director)

HIPAA Privacy (Health Insurance Portability and Accountability Act)

Western Carolina University is required by federal law to ensure that all patients' protected health information (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.

All officers must agree to protect the security of this information and maintain all PHI 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 Western Carolina University as well as any applicable State and Federal Law.

Position Statement on Thunder and Lightning

Research indicates that lightning is the number two cause of death by weather phenomena, accounting for 110 deaths per year. The Campus Recreation Center maintains the following position on thunder and lightning.

- If thunder and/or lightning can be heard and/or seen, stop the practice or game and seek protective shelter immediately.
- Allow thirty minutes to pass after the last sound of thunder and/or lightning strike prior to resuming play.

Therefore, if you hear thunder and/or see lightning you are in immediate danger and should seek protective shelter in an indoor facility at once! An indoor facility is recommended as the safest protective shelter. However, if an indoor facility is not available, an automobile is a relatively safe alternative. If neither of these is available the following guidelines are recommended. Avoid standing under large trees and telephone poles. If the only alternative is a tree, choose a small tree in a wooded area that is not on a hill. As a last alternative, find a ravine or valley. In all instances outdoors, assume a crouched position. Avoid standing water and metal objects at all times (i.e. steering wheel, metal bleachers, metal cleats, umbrellas, etc.).

When the decision has been made to delay participation, everyone will report to their assigned **Safe Structure**. A Safe Structure is defined as "any building normally occupied or frequently used by people, i.e., a building with plumbing and or electrical wiring that acts to electrically ground the structure." Clubs will remain within these structures until thirty minutes after the last sound of thunder and/or lightning strike prior to resuming play. *Safe Structures* are assigned as follows:

Camp Lab Fields - Ramsey Center

Football Stadium - Ramsey Center

Norton Field – Village Commons

Disc Golf Course and Tennis Courts– Reid Gym or Norton Hall

Equipment

Equipment purchased with Western Carolina University funds will be inventoried by CRC Staff and returned to the Campus Recreation Center for storage at the end of the season or spring semester.

Club officers may check out equipment from the Campus Recreation Center. All checked out equipment must be returned the first applicable day after the event when the equipment return is available. Some of the items available include: tables, tape measures, cones, stop watches, water coolers, etc. Clubs will be charged for equipment if not returned or returned in unsatisfactory condition. Club equipment is expected to deteriorate no more than one level rating from check out to return (Ex. Good to fair, fair to poor, poor to unusable).

Schedules/Facilities

It is the responsibility of the club's Vice President (see *Leadership and Administration* on page 9) to schedule the season's activities. All clubs must submit a tentative schedule for approval prior to the club's commitment for an event. Whenever possible, home and away events should be balanced. Scheduling events during exam week and the preceding week is prohibited. Home activities must be scheduled with previous assurance of facility availability and, if required, EMS.

The Department of Campus Recreation will make every effort to line fields for home games. A club officer, the Vice President, must contact the Associate Director or the Graduate Assistant **at least a week** before the scheduled game. At least one club officer must be present during field lining.

Facility Inspection

It is the intent of the Departments of Campus Recreation to keep all facilities (both indoor and outdoor) in a safe, playable condition. However, it may not always be possible for the full-time staff to review the conditions of each playing surface and surroundings prior to club sport activities and

events. It is important that club members review facilities prior to utilizing the space and report any problems or concerns that may pose a hazard to the users of the area to the Associate Director. Please use the following outline as a checklist when inspecting facilities:

Outdoor Facilities

Playing Surface

- Free of debris (ex. cans, rocks, glass, twigs, golf balls, etc.).
- No holes in surface.
- No freestanding water.
- Sprinkler heads below ground surface.
- Playing surface should be free of manhole covers, trees, utility access, etc.
- Field playing dimensions should allow for safety zones that are free of obstacles.

Equipment

- Equipment not in use should be far enough off the playing surface so that players running or pushed out of bounds will not fall or trip into it.
- Equipment should be checked for damages or repairs (missing bolts, broken parts, etc.)
- No equipment should have jagged edges.

Bleachers

- Free of debris.
- No broken seats.

Miscellaneous

- No vehicles parked on grass area unless authorized.

Practice

- Each club should remain within the space assigned to that organization.
- Practice drills/skill development should not hinder or impose upon any other activity in the area.
- Clubs will be issued a pin code for the lights.
- Clubs are not permitted to turn lights on unless it is their scheduled practice day/time.

Indoor Facilities

Playing Surface

- Free of debris.
- No loose wall panels.
- No freestanding water.

Fixtures

- No broken windows.
- Nets in good condition.
- Mats clean.

Lighting

- Ceiling lights in working order.

Exits

- No debris or water in doorways or stairs
- All exit doors in good working order.

Equipment

- Equipment should be checked for damages or repairs (missing bolts, broken parts, etc.)
- Balls properly inflated.
- No loose or unnecessary equipment in the practice area.

Practice

- Each club should remain within the space assigned to that organization.
- Practice drills/skill development should not hinder or impose upon any other activity in the area.

Alcohol/Substance Abuse Policy

The Club Sports Program adheres to the Western Carolina University policies governing the sale, use, possession and transportation of alcohol and/or other drugs. It is important that all club members follow these guidelines as stated in Article IV. B. 9 of the Code of Student Conduct.

Article IV. Rules and Regulations Regarding Conduct

B. Prohibited Conduct

9. Violation of federal, state, or local law, including but not limited to:
 - a. Use or possession of narcotics or other controlled substances.
 - b. Use, possession, or distribution of alcohol beverages except as expressly permitted by law and the university regulations.

Failure to comply with these polices will result in suspension from the club sport. These terms include both on and off campus events as well as for home and visiting clubs. If an individual club member is found to be in violation of any of the policies, the entire club will be punished as it is seen fit by the Associate Director. Students may be subject to the University's judicial processes for violations at club practices, events or competitions.

Sexual Harassment

Sexual harassment is an unwelcome sexual advance, requests for sexual favors, and verbal or physical conduct of a sexual nature. A club member may bring a complaint of sexual harassment to a number of people depending on the nature of the situation. The Associate Director is the best resource to use when needing resolution to the complaint. The complaint should include:

- Name of the complainant(s)
- Name of the alleged harasser(s)
- A specific description of the behavior that includes the number of occurrences, the dates, the location and any other relevant information
- Names of individuals who observed the behavior, if any

Hazing

The Code of Student Conduct defines hazing as the following: an act which endangers the health or safety of a student, or which destroys or removes public or private property for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization. The express or implied consent of the victim will not be a defense. Apathy or acquiescence in the presence of hazing is not a neutral act; it is a violation of this rule (Article IV.B.5). Any type of situation that may be construed as hazing should be brought to the attention of the Associate Director for further action.

LEADERSHIP & ADMINISTRATION

Below is a guide to club officer positions and their responsibilities. Clubs are strongly discouraged from changing officers after the school year has begun.

President (position is mandatory)

1. Serve as primary contact and coordinator of all club activities.
2. Submit all forms and requested reports on time to Associate Director or Club Sports Specialist.
3. Read, understand and convey to the club all policies and procedures.
4. Attend or send team representative to all meetings required by the Department of Campus Recreation. Conduct club meetings and meet with advisor periodically.
5. Maintain current list of addresses and telephone numbers for all members; submit roster to Associate Director or Club Sports Specialist.
6. Assist treasurer in preparing annual budget, while maintaining awareness of financial status. Assist in organizing fundraising projects.
7. Submit an **End of Semester Report Form** for each semester and prepare presentation for budget hearing.

8. Inform the next club president of all operating procedures of the club and inform Associate Director or Club Sports Specialist of such changes.

Vice President (position is mandatory)

1. Assist with duties of president.
2. Contact Associate Director for facility scheduling of practices and games/events.
3. Arrange for officials, medical personnel, and field maintenance when necessary.
4. Return all college-owned equipment and inventory to the Equipment Manager in Campus Recreation Center.

Treasurer (position is mandatory)

1. Maintain accurate budget records while following proper procedures and authorizations for expenditures. The Associate Director can be seen for questions regarding purchasing issues.
2. Relay fund information on to other officers and members of the club as it becomes available before month Club Sport Council meetings.
3. Assist in the completion of end of semester report forms and assist president in presentation at the budget hearing.

Secretary

1. Attend all club meetings and record minutes.
2. Maintain club files.
3. Report results of contests to the Associate Director or Club Sports Specialist.

Captain/Match Secretary

1. Coordinate matches/games against other colleges.
2. Check facility conditions for safety issues before beginning contest/game. With assistance from other officers, determine whether it is a safe venue for play, and cancel contest if it is not.

Advisor

Each club sport must have a club advisor who is a full-time faculty or staff member of Western Carolina University. Members of a sport club select their advisor. While the advisor provides guidance and assistance to the club, the members are responsible for decisions regarding the governance of the club.

When an advisor is unattainable or unavailable due to a period of transition, the Associate Director is available to act as an interim advisor.

Advisors have the specific responsibilities that include the following:

1. Serving as a resource, utilizing campus and community contacts.
2. Teaching members goal setting, team building, problem solving, creative thinking, etc.
3. Keeping informed about the club's activities.
4. Attending the club's meetings/practices/events when deemed appropriate.
5. Read and sign the "**Advisor Contract Form**" on file with the Department of Campus Recreation.

Instructor/Coach

The instructor/coach should restrict his/her contributions to coaching and should minimize active involvement in club management, although an instructor/coach may also be involved in the position of an advisor. The philosophy and key to the success club sports has been the continued emphasis placed on student leadership and participation. This is a voluntary position and does not receive financial benefits. If a club desires to have a paid coach/instructor position, a contract must be created and approved by club officers and the Associate Director.

An agreement between the club and coach/instructor, which outlines his/her responsibilities, is strongly recommended for each club. Continuation of these duties is not automatic every year.

Any club should consider the following criteria when selecting a coach:

1. Prior coaching and/or playing experience and knowledge relative to club's activity.
2. Safety awareness of the activity he or she will coach.

The coach's responsibilities include the following:

1. Attend and supervise contests, practices and travel.
2. Establish conditioning and training programs to physically and mentally prepare participants for competition.
3. Promote participant responsibility in the display of proper conduct and good sportsmanship when in competition and any other time the coach is with the team.
4. Display the standard and image befitting that of a coach or representative of Western Carolina University.
5. Follow the guidelines or rules of the league or organization in which the club participates.
6. Be knowledgeable of all information in Club Sport Manual.
7. Read and sign the "**Instructor/Coach Form**" on file with the Department of Campus Recreation.

Associate Director

The Associate Director serves as the official representative of the Department of Campus Recreation in the supervision of the Club Sport Program. This role is to:

1. Assist clubs in the coordination of activities including marketing and fundraising.
2. Allocate facility space as well as EMS availability when applicable.
3. Advise on: scheduling, participant eligibility, coaches/instructor, finances, equipment purchases, safety and risk management, and travel.
4. Develop and improve the policies and procedures of the sport club program.
5. Provide all participants with training and leadership development opportunities.
6. Enforce all policies and regulations as defined by the Department of Campus Recreation and Western Carolina University.
7. Discipline clubs and individual club members, as appropriate.

Club Sports Specialist

The Club Sports Specialist guides and assists in the process of club sport development from renewal of club in the fall semester to the end of year budget hearing in April.

1. Assist clubs with proper documentation of all club sports forms.
2. Guide clubs with training and leadership development opportunities.
3. Organize new officer's meeting to aid in transition of leadership.

Transition of Officers to New Leadership

The smooth transition from outgoing to new leadership is vital to the continuing successful operation of the club. The following steps must be taken by the outgoing and incoming officers:

1. Turnover all club records and inventory of all club equipment.
2. Review all financial records.
3. Attend New Officer's meeting for brief overview of program and important dates. Organize meeting with Club Sports Specialist.
4. Review all forms including last year's budget allocations and end of year report.

TRAVEL

Teams will be required to complete and submit a **Travel Authorization/Roster form** by **5:00pm at least 2 business days before travel**. If the form is received less than 2 business days in advance, the trip may not be approved.

Private Vehicles

While private vehicles provide a cost effective means of transportation, there are disadvantages that must be considered. Liability issues should be a primary concern for organizations that choose to use personal automobiles. Be sure that each vehicle has appropriate insurance, current inspection, and registration and that individuals traveling in private vehicles understand that they do so at their own risk. Drivers need to be aware that by choosing to drive, they assume responsibility for the safety of those traveling in their vehicle. This means that drivers should take care to follow all traffic laws and safety guidelines, and should also make sure that their vehicle is in safe working condition before beginning the trip.

Expectations During the Trip

As representatives of WCU, all sport club 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 will result in disciplinary actions. All funds will be frozen until the situation is resolved.

All sport club members are to adhere to the following safety requirements:

- Do not exceed the number of passengers in vehicle as described by the manufacturer's guidelines.
- Obey all traffic laws and regulations, especially speed limits.
- Do not consume, possess, or transport alcoholic beverages, illegal drugs or firearms.
- Wear a seat belt at all times. The number of passengers in the vehicle must not exceed the number of available seat belts at any time.
- Do not transport luggage or other items on top of large capacity vehicles. This will increase the chances of rollover.
- Avoid horseplay, racing or other distracting or aggressive behavior.

Drivers are strongly encouraged to follow these safe-driving practices:

- Begin the trip well rested.
- Avoid driving when conditions are hazardous (ex. fog, heavy rain, snow, ice, etc.).
- Plan routes in advance. Carpool and caravan when possible.
- Divide the trip into segments, stopping for rest when necessary.
- Carry at least one cell phone in each vehicle.
- When possible, avoid driving between the hours of midnight and 6:00am.
- On extended trips, have at least one other approved driver in the vehicle.
- When in doubt, use common sense when you drive.

Emergency Procedures (in all vehicles)

If you are involved in an accident:

- Stop immediately and notify the local police or call 911.
- Contact the Associate Director.
- Fill out a police report (necessary for insurance purposes).
- Complete the **Incident/Accident Report Form**.
- Obtain the names and addresses of all witnesses.
- Do not make any statements as to who is at fault. The appropriate authorities will decide fault or legal liability.
- If you are driving a university vehicle, follow the procedures outlined in the packet.

If someone is injured in the accident:

- Call 911 immediately and obtain medical attention.

- Consult the member's emergency information form for any special needs and emergency contact numbers.
- Contact the Associate Director.

BUDGET

The responsible management of organizational funds is critical to a club's success. Club officers assume the responsibility of guaranteeing that expenses support the club's mission and goals and expenses do not exceed income.

Accounts/Fundraising

All clubs will have one revenue account with the University. This account (account #: **9-91abc**) is for funds generated by the club. All fund raising money must be deposited into this account. Club officers should be ready to show proof of funds generated during the budget hearing process. Generated money could come from fundraisers, small donations and alumni contributions just to name a few. All deposits should go through Associate Director. It is recommended that you do not spend money to make money (ex. t-shirt sales)

If a club receives a substantial donation, a second account shall be established at the Development Office in HFR 401.

Budgeting Suggestions

The following suggestions should help coordinate and effectively manage your sport club funds:

- Stay within your budget. Spend your money carefully and make sure expenses will assist the club in reaching its goals. Receipt all expenses, keep copies of invoices and record all deposits.
- Pay your bills on time. Do not ignore outstanding bills.
- The treasurer should approve all expenditures. Require all club members to obtain approval before they pay for anything for which they expect reimbursement.
- Receipt all income received. Be sure to record and deposit any cash received on the day it was received.
- **No approval + No receipts = No reimbursement.**
- Travel reimbursement forms are available online at reccenter.wcu.edu or in your club notebooks.
- Other reimbursements will be done through Nicole, CRW Administrative Assistant.

Travel Reimbursement

This procedure must be followed in order to receive your payment in a timely manner.

1. Travel expenses include mileage reimbursement, meals, hotel, road tolls, parking, and proof of event. In order to be reimbursed for travel expenses, the following receipts are required: **hotel, road tolls, parking, and proof of event**. Each club will determine if there is a cap for payment on each event. Car-pooling is always expected in order to keep expenses to a minimum.
2. If you are competing in an event you must submit documentation showing your club entered in the event, participants' names (if available), date and location of event.
3. Submit all receipts to Shauna Sage in the Campus Recreation Center. After the "travel reimbursement" form is completed; you are required to come in and sign the document before the check can be processed by Accounts Payable. Your promptness of signing the "travel reimbursement" will determine the time it takes to process your check.
4. If several members have receipts for expenses:
 - a. The receipts will be combined and sent to Accounts Payable as one (1) travel reimbursement.
 - b. A designated participant in the event (elected by the club participants) will submit all receipts in his/her name.
 - c. Shauna Sage will process payment to the *Accounts Payable* Department.

- d. A check will be processed to the designated participant. This participant will distribute the money to event participants.
5. The reimbursement request to *Accounts Payable* from the Department of Campus Recreation will not be more than three days. After receiving the correct paperwork, *Accounts Payable* will proceed with issuing a check. Five working days are normally required to process a check. You should have your check within 8-10 business days **if** you submit the proper paperwork.

Sponsors

Club Sports may secure a sponsor to help with fundraising under the following guidelines:

1. **All sponsorship proposals must have prior approval of the Associate Director.**
2. The following means of sponsorship may be approved:
 - a. Contact with non-alcohol/tobacco companies such as sports-related businesses, eateries or neutral entities that would not reflect negatively upon the University.
 - b. Exchange of goods/gift certificates in exchange for major event sponsorship.
3. **Members** of the club should be the only people seeking sponsorship. The club should make it clear to the sponsor that this is a student-run organization.

Licensing

The Associate Director and Public Relations Department must approve all printed logos.

Club Sport Council Allocated Funds

Funds allocated to clubs by the Club Sport Council (CSC) can be obtained at the Campus Recreation Center. The Office Assistant will assist you in getting checks allocated or purchase orders written (not to exceed the amount you were awarded). If a check is requested, please have copies of all documentation available. We will process it as quickly as we can. There may be up to two weeks to get the paper work processed. **PLAN AHEAD!** Please remember, clubs can only use these funds for items were requested at the hearings, but may be changed at the discretion of the Associate Director.

Club sport budget should be used for the following: equipment, team uniforms (no personal), travel, registration and dues or any other uses as deemed by the CSC Executive Board. **All other purchases including food, shirts or other items must be approved by the Associate Director.** The last day the SCC funds will be available is June 1st. Funds allocated for the next year may be spent beginning July 1st.

Please note: Funds will not be available until all club paper work has been completed and turned into the Campus Recreation Center.

Additional Funding

Regional/National Tournaments

Clubs/Individuals who qualify for Regional/National Tournaments are eligible for additional funding from the club sport budget. The criteria for this additional funding are as follows:

1. Club/individual must qualify for tournament through accredited organization.
2. Club/Individual must show proof of tournament through event flyer, registration form, web site listing, etc.
3. Club must be in good standing with CSC and Department of Campus Recreation.
4. Club should not exceed more than one absence from CSC meetings for qualifying year.
5. Club must present certified roster from tournament (travel roster not valid).
6. Club must return valid hotel receipts from tournament.
7. Allocation per person competing in tournament: (to be reimbursed following tournament)

	<u>No Lodging</u>	<u>Lodging</u>
1 nights	\$ 15	\$ 25
2 nights	\$ 20	\$ 40
3+ nights	To be determined by SCC officers	

Community Service Incentive Program

The Community Service Incentive (CSI) program is **strictly voluntary**. It is designed to be an equitable way to distribute money. It allows for clubs to obtain additional funds for spring semester. This program develops leadership and team building skills as well as increase the clubs visibility and public image.

Clubs will have from September 1st-November 30th to complete the service project. All follow-up reports are due to the Associate Director or Club Sports Specialist by December 1st. The CSC Executive Board will review the reports and clubs will be notified by December 15th. Funds must be used by June 1st.

Formula:

1. Number of participants per club x hours volunteered = Total Hours
2. Total hours divided by total funds allocated

Three service project ideas:

- WCU Service Learning Department - http://www.wcu.edu/studentd/service_learning/
- <http://www.volunteermatch.org>
- Club members already involved with an organization

Please note:

- Clubs not participating in the CSI program are still expected to complete service projects by the budget hearing date in April.
- 50% of the membership and/or 10 members must be involved
- All completed community service forms must be in office within **3 business days** of project completion.

SPENDING PROCEDURES

Purchasing

This procedure must be followed in order to receive your goods in a timely manner.

1. **Allow ample time to receive your product!** A purchase order could take as long as two weeks to process in the Purchasing Department.
2. If the vendor is an internet company, research to make sure they accept purchase orders. This is the only way a purchase is allowed. Do **not** purchase with your personal credit card and expect to get reimbursed.
3. Bring your information to Shauna Sage and a requisition for your purchase will be processed within three business days. A requisition is **not** a purchase order. A purchase order is created by the Purchasing Department from the requisition submitted. Once a purchase order is created, the vendor will be allowed to process and ship your purchase.
4. Information needed:
 - a. **Vendor:** - Complete name, address, telephone number, fax number, and contact person.
 - b. **Product:** - Include anything pertinent to you receiving the correct product. (Ex. item #, size, quantity, color, logo, etc.)
 - c. **Payment:** - vendor must accept purchase orders. Make sure your club has sufficient funds to make this purchase.
5. All shipments will be received in the Department of Campus Recreation. You will be notified when your product is received. You must sign an Equipment Inventory sheet when you pick up your order.
6. Any deviations from this procedure could possibly delay your shipment. If you have any questions regarding purchasing, please call Shauna Sage at 227-7069.

Check Request (league dues, tournament fees, etc.)

In order to be reimbursed for out-of-pocket expenses (excluding purchases or travel) the following procedure must be followed:

1. Attach sufficient documentation to support the reason for the expenditure and the amount requested.

2. Submit the documentation in sufficient time to allow Shauna Sage to process the reimbursement paperwork to the Accounts Payable Office. The reimbursement request to Accounts Payable from the Department of Campus Recreation will not be more than three days. After receiving the correct paperwork, Accounts Payable will process the reimbursement. Five working days are normally required to process a check after receipt of the Check Request. You should have your check within 8-10 days ***if*** you submit the proper paperwork.
3. Check Requests that are not legible or not properly completed, signed, and/or accompanied by appropriate documentation will not be processed and will be returned to the originating person/club for correction, thus delaying the processing of the Check Request.

BUDGET ALLOCATION

The Club Sport Council (CSC) will receive money through allocated student fee dollars. Each spring semester club sports shall submit a detailed budget request to the CSC. The council then compiles all requests into one document and submits that budget request on behalf of the CSC membership. Those clubs that do not submit a budget proposal are not represented in the CSC request and run the risk of receiving zero funding. The Vice Chancellor for Student Affairs ultimately determines the CSC allocation for each budget year and that amount is then divided among the club sports based on several criteria. **Allocations are designed to provide a fraction of the club's operating budget. It is the responsibility of the club to raise the remainder of their working budget.**

Below is a detailed description of the criteria by which the CSC Executive Board determines budget allocation. Each club should be aware of these criteria, as members will have an impact on each.

All club activities **after** the CSC budget hearings shall be included in the following year's report.

The Executive Board views the following categories as criteria for allocation:

- Number of active members (as described by average participants at club games/events)
- Number of fundraising activities and amount collected
- Cost of league dues, member dues, and entry fees for club events
- Cost of equipment and club uniforms
- Distance traveled for games/events
- Number of community service projects wherein 50% or more of club participated
- Number of CSC meetings attended
- Level of effective communication with club members, advisor, coach and Associate Director

The following categories may be detrimental to the club and may affect the amount that is allocated:

- Fiscal handling of money used for dues, donations, fundraising and previous budgeted money
- Number of missed deadlines for paperwork (travel roster, assumption of risk and release, etc.)
- The negative image portrayed by the club

Proper documentation must be received at the Club Sport Council Budget Hearing in March, as previously described. The budget form to be used at the presentation will be provided at a spring CSC meeting.

CONDUCT AND BEHAVIOR

Club sports are expected to conduct themselves in a manner compatible with the University's function as an educational institution. Individual's behavior in game situations, misuse of equipment and facilities as well as inappropriate conduct and actions while participating in any club sport related activity could jeopardize the club's continued status.

Conduct and behavior can also affect club budgets for the current and upcoming year. Examples of a minor infraction include, but are not limited to, missing deadlines, posting unauthorized material, or failing to follow through with scheduled activity. Examples of a major infraction include, but are not

limited to, unauthorized travel, unauthorized purchases or not following policy as outlined in the Club Sport Manual.

ALCOHOL & TOBACCO

This policy is very easy to understand...**Alcohol and tobacco products are prohibited at any and all club sport functions both on and off campus.** This includes but is not limited to: practice, meetings, competition, travel, and club socials. Violation of this policy is a major infraction and disciplinary procedures with the university will be filed.

CLUB SPORT COUNCIL

The Club Sport Council (CSC) aids and advises the club representatives in administering the Club Sport Program. It exists to promote participation in the Club Sport Program and has as its primary objective to provide a medium for the exchange of information regarding the club sport guidelines and procedures.

CSC officers should be voted on during the monthly **March** meeting to enable a smooth transition for the following year.

The council is established to accomplish the following:

1. To govern the allocation of student recreation and culture fees allotted to club sports by the administration of WCU.
2. To formulate and enforce procedures which facilitate the development of the Club Sport Program.
3. To act as a conduct board governing certain indiscretions and violations of policies and procedures and impose penalties including monetary penalties and membership penalties up to and including loss of funding and expulsion of member clubs or their participants. The Associate Director regulates conduct concerning University policies and procedures; other conduct is that of the CSC.
4. To encourage, support, market, and promote all current and new club sports.
5. To nominate and vote on the *Club Sport of the Year* award.
6. To actively seek new membership in the CSC from within the University community.

Membership

The Club Sport Council will consist of a minimum of one officer from each club sport. Each individual club sport **must** select their representative to attend periodic CSC meetings and report back to the club. The representative may change providing that individual is not on the executive board. Others are encouraged to attend as guests but don't have voting rights. The council shall meet once a month beginning in September.

Executive Board

An Executive Board will be established within the Club Sport Council. The board acts as a liaison between the members of the Club Sport Council and the University Administration. The board will consist of the following with each club only represented once:

1. President
 - a. Chair the meetings.
 - b. Help set up agenda with the Club Sports Specialist.
 - c. Keep council on task with each agenda.
 - d. Report to Associate Director and/or Club Sports Specialist on the business of club sports.
 - e. Serve on the budget hearing board.
2. Vice President
 - a. Assist President with above items.
 - b. Serve on the budget hearing board
3. Secretary

- a. Keep a record of proceedings.
- b. Serve on the budget hearing board.
- 4. Associate Director
 - a. Submit items to the council chair for discussion and recommendation.
 - b. Present budget report.
 - c. Has **no** vote on the council
 - d. Ensure the council makes fair and equitable decisions/recommendations on the affairs of club sports.
 - e. Serve as advisor to the council.
- 5. Club Sports Specialist
 - a. Prepare agenda for meetings.
 - b. Remind representatives to attend meetings.
 - c. Serve as advisor to the council
 - d. Has **no** vote on the council.

Hearing Board

Budget allocation for the following year shall be held in April. The budget allocation hearing board will consist of the CSC Executive Board (see above). Minutes shall be taken.

CSC budget may not be finalized at the time of the hearing so the hearing board will estimate allocations from the previous year's budget. The Associate Director and Director of Campus Recreation will make adjustments once the club sport allocation has been decided.

Allocation Request Procedures

Budget request forms will be available in the Campus Recreation Center in March. Remember to be specific when preparing your allocation requests. The more information you provide, the easier it will be for the Club Sport Council to understand your needs. Clubs must use the money allocated for the specific items requested.

Once you have determined the club's needs and fundraising; allocation requests will proceed as follows:

- Submit your completed budget request to the Campus Recreation Center by the date specified.
- The Associate Director will review your request and make appropriate comments.
- A representative from your club will have a 15-minute opportunity to present the rationale for your request to the Club Sport Council. This hearing will take place during the month of April.
- After all proposals have been heard, the committee will meet and recommend the allocation amounts for each club. These amounts will be presented to the Director of Campus Recreation and Wellness for approval.
- Once final determinations have been made, each club will receive a letter stating the exact amount of the allocation. Clubs will have access to the funds beginning the next academic year.

Basic Parliamentary Procedure

Agenda Model

1. Opening
2. Roll Call
3. Minutes
4. Officer Reports
5. Committee Reports
6. Old Business
7. New Business
8. Announcements
9. Closing

To Make a Motion

1. Obtain the floor
2. Identify yourself
 3. State motion: Say, "I move..."
 4. President asks for a second
5. President restates the motion
6. Debate: Direct comments to president
7. Vote

The information provided above gives you an idea as to how to run a meeting on a formal basis. At a minimum, this provides some structure to your meetings as an aid in making sure your business meetings have structure and are not lengthy.

Club Sport of the Year

This award is given to the sport club that exhibits the highest degree of organization throughout the year. The following criteria will be used to select this award:

- Attendance and participation in Club Sport Council meetings
- Demonstrated commitment to the promotion of the club through willingness to be involved in and/or participate in group projects that positively represent the club. This includes charity events, hosting of tournaments, fundraising projects, etc.
- Ability to follow university and departmental procedures (travel forms, purchasing, etc)
- Student leadership (rather than advisor and/or coach involvement)
- Demonstration of strong leadership and cohesion that results in member retention

The selection process for the Club Sport of the Year Award will be as follows:

- Nominations will take place during the March CSC meeting. Clubs nominated shall fill out a nomination form; the nomination cannot be for one's own club. Completed forms will be voted on by the CSC Executive Board and collected at a time designated by the CSC Executive Board.
- Announcement of Club Sport of the Year will be made at the final CSC meeting in April.
- The Club Sport of the Year will have their name engraved on a plaque to be displayed in the Campus Recreation Center.

Outstanding Club Sport Officer Award

This award is given to the sport club officer who exemplifies the best in student leadership. The following criteria will be used to select the leadership award:

- Shows effective communication skills with CSC, Club Sports Specialist and Associate Director.
- Submits required reports and paperwork in a timely manner.
- Initiates projects that will promote the club within the University and local community.
- Accepts responsibilities and completes tasks.
- Reflects a positive example of a student and an athlete.

The selection process for the **Outstanding Club Sport Leader Award** will be as follows:

- The Associate Director will make the selection for the Outstanding Club Sport Leader Award.
- Announcement of Outstanding Club Sport Leader Award will be made at the final CSC meeting in **April**.
- The Outstanding Leader will receive an individual plaque as well as have their name engraved on a plaque to be displayed.

COMMUNICATION

Copies

Please plan ahead and allow time for these items to be copied. The Graduate Assistant will have open office hours during which copies can be made. Otherwise, schedule a time to have more copies made with the Associate Director or Graduate Assistant.

Email

Email is the official form of communication by the Department of Campus Recreation. Important messages and reminders are sent out to the club's officers through the Department. It is the club's best interest to have all club officers' email addresses registered (and current) with the Intramural Office. Email is also one of the easiest ways to get in contact with the Associate Director and Club Sports Specialist.

Fax

A fax machine is available for club use through the Campus Recreation Center. Any incoming fax must have the club sport name and name of the club officer on the fax. The fax number is: 828-227-7120.

Forms

All forms and paperwork are available in the Campus Recreation Center and many are found online at <http://www.wcu.edu/4153.asp>. **There are no excuses for not having the proper paperwork filed on time.**

Web Page

The Club Sport Program has a web page to provide important information. The web page is a place to find a list of club officers, practice schedules and games, handbook, or forms. The Associate Director will assist in updating the web page. Prospective club members seeking information about the Club Sport Program view this web site; therefore, it is important to keep club information current. The web page can be a successful way to recruit new club members. Each club sport may list an individual link to their club's web site with approval from the Associate Director.

OrgSync

All Clubs must be registered via OrgSync. Additionally, there is a min Club Sports OrgSync page that all club officers must sign up as a member. OrgSync – Club Sport Page will be used to submit travel forms during 2011-2012 and post-travel reports. Paper copies will not be accepted, as we will eventually transition all forms to OrgSync. OrgSync will also be a primary means of communication for club officers and within clubs.