CLUB SPORTS Guide

2016–2017
Revised 08–1–16

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Western Carolina University
Campus Recreation and Wellness
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, faculty, and staff 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 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 guide 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 club 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 and Community Creed found online on the Department of Student Community Ethics website.

As a subsidy to this guide, members and officers should also refer to the Registered Student Organization Manual on the Office of Leadership and Student Involvement website.

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Campus Recreation 828-227-7069
Health Services 828-227-7640
WCU Public Safety 828-227-7301
Emergency (on campus) x8911 campus phone
Emergency (on campus) 828-227-8911 from cell phone
Facilities Management 828-227-7226

The Club Sports website and resources are found at RECCENTER.WCU.EDU
**Article 1: Introduction**

**SECTION 1: WHAT IS A CLUB SPORT?**

A club sport is a Registered Student Organization (RSO) formed by individuals who are motivated by a common interest in expanding their proficiency and participation in a specific sport or recreational activity.

**SECTION 2: CLUB SPORTS V. INTRAMURAL SPORTS**

The intramural sports program provides exercise, recreation, and fun opportunities for students, faculty, staff, and other members of the university community to participate in team and individual sports against other WCU members. The intramural sports program is different from club sports in that club sports are student organizations led by students who are responsible for administration of their club including practices, games, community service, and members.

**SECTION 3: CLUB SPORTS V. VARSITY**

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 University and Club Sport Program regulations as well as regulations set forth by a specific sports governing body.

**SECTION 4: STARTING OR RENEWING A CLUB SPORT**

A. Any student can start or renew a club sport. The Club Sport Program reviews club requests to determine if there is sufficient student interest and resources to support the activity as well as evaluate the risk of the activity.

B. Follow this link for directions on How to start a new club.

C. Once all requirements and forms are completed, please set up a meeting with the Associate Director for Intramural and Club Sports.

D. The Club Sport Executive Board must approve any new or inactive club by a majority vote before becoming an official Club Sport.

E. New or returning club sports may only start at the beginning of the fall semester and must be approved and everything finalized before the start of the fall semester.

**SECTION 5: REGISTRATION RENEWAL**

A. Every club is responsible for maintaining their “active” status with Campus Activities and the Club Sport Program. Each club must renew each year with the club sports program and as a Registered Student Organization (RSO) with Campus Activities.

B. To renew as an RSO, clubs must renew on OrgSync, which starts in April and runs through August.

C. To renew with the Club Sport program, a renewal form and supporting documentation must be submitted at Club Sport budget hearings, which are in April.

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**Article 2: Participation**

Club Officers and members are ultimately responsible for checking their eligibility. Ignorance of guidelines, policies, and procedures is not considered an acceptable excuse.

**SECTION 1: INCLUSIVE GUIDELINES**

A. Participation in Intramural and Club Sports is a valuable part of the education experience of all students, and provides equal opportunity to any student regardless their race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, and veteran status.

B. Disability

   i. Individuals with disabilities may seek reasonable modifications, aids and services to ensure an equal opportunity for them to participate in an intramural or club sport unless the modification would fundamentally alter the sport or program.

   ii. A modification might constitute a fundamental alteration if it alters such an essential aspect of the activity or game that it would be unacceptable even if it affected all competitors equally, or if it gives a particular player with a disability an unfair advantage over others.

   iii. Please notify the Associate Director for Intramural and Club Sports and Disability Services if you are seeking reasonable accommodation.

C. Gender Identity

   i. Intramural and Club Sports participation is based on one’s self-identified gender which is done in good faith and consistent with a player’s expressed gender identity.

   ii. A individual’s gender identity is applied when there are gender specific rules or player ratio requirements for co-ed divisions.

   iii. Transgender individuals may play on the team that best matches their self-identification and expressed gender identity not purely on the sex indicated in official school records.

   iv. Player eligibility is based on the gender identified on the official team roster.

**SECTION 2: ELIGIBLE**

A. Eligibility to participate in Club Sports is based on the following criteria:

   i. All currently enrolled and fee paying WCU students (part-time, full-time and graduate) are eligible to practice and compete. See section below regarding governing body/league eligibility.

   ii. Students who withdraw from WCU during a semester are ineligible to continue participating in club sports from the date of their terminated enrollment.

   iii. Faculty and staff are only eligible to practice and must submit all player required documents.
iv. Dependents (children) regardless of age, alumni, and local community members are not eligible for participation. Students, letter winners and “red shirted” athletes of Western Carolina University are not eligible to participate with a club sport in the same sport they are participating in for Athletics.

B. Contact the governing body for your sport to confirm exact eligibility requirements. Many sports have specific standards for collegiate competition.

C. The Registrar’s Office needs four (4) business days to verify all rosters required by leagues or tournaments. Clearly write or type required information. Once completed, bring the form to the Associate Director for Intramural and Club Sports.

SECTION 3: INTRAMURAL SPORT PARTICIPATION

A. Each intramural sport team may have one-three club sport members including coaches 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 person is deemed a club member once they participate in a club contest, appear on a club’s official roster, or pay club dues.

C. Once deemed a club member, they carry a club player status in the current semester they are on a club team and for one full semester after they last appear on the roster. (Example: If a member is on the Ultimate Club Roster in Spring 2015 but decides not to participate in club activities for Fall 2015, that individual is still considered a club player for the sake of Intramurals Sports).

D. Removal of a player from a club roster does NOT affect their club player status.

E. Club Sport members may compete in corresponding Intramural Sports only at the highest level of competition available. They may compete in any other non-corresponding sports without restriction.

F. For Fall 2016, the club interest period will go until Friday, September 4th. For Spring 2016, the club interest period will go until Friday, February 5th. This will allow for interested participants to try a club sport without penalty or fear of also joining an Intramural Sport team. After this period has elapsed, for intramural eligibility purposes, a participant is considered an official member of that club sport team. An official club roster will be required by Sept. 7th and February 8th and will serve as the method of checking on a student’s club sport status.

G. Previous and current club members should check their club sport status with the Associate Director for Intramural and Club Sport before playing.

H. It is the responsibility of club officers to inform all club members of this policy.

I. It is also up to club members to make themselves aware of this policy.


SECTION 4: INSURANCE

A. 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. 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, its highly recommended 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 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 recognizes that they are giving up the right to sue the State of North Carolina, UNC system, WCU and their governing bodies. Completing this form along along with other appropriate club documentation is required before a member is eligible to begin participating in any club sport activity.
SECTION 2: 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 always exhibit good sportsmanship in their words and actions. We are committed to providing a bully free, safe environment. Offensive language including profanity, derogatory remarks around a person’s race, ethnicity, culture, age, gender, sexual orientation, gender identity, ability, national origin, veteran status, social economic class, religion, or professional status, or other intimidating.

*Revised from The NIRSA Sportsmanship Statement

SECTION 3: 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. Depending on the infraction, members or the club may receive one or more of the following sanctions in addition to sanctions/requirements of Student Community Ethics (not all possible sanctions are listed). The list is not progressive, meaning that one does not have to precede the other:
   i. Verbal warning
   ii. Written warning
   iii. Possible disciplinary or educational actions
   iv. Probation
   v. Educational sessions
   vi. Fines
   vii. Community service
   viii. Loss of funding, practices, travel privileges, ability to host events.
   ix. Member or club suspension
   x. Disassociation from the Sport Clubs program
   xi. Referral to Student Community Ethics
   xii. Other sanctions as appropriate

B. 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. If a particular club member refuses to adhere to a known policy, the Associate Director for Intramural and Club Sports should be notified immediately.

SECTION 1: CLUB SPORTS CODE OF CONDUCT

As a participant in the Club Sport 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 socials. Acceptable behavior includes whether on or off campus.

B. Understand 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 and procedures, as outlined in the Club Sport Guide, and through officer training and meetings.

E. Abide by the expectations outlined under this Code of Conduct and the following sections under Guidelines for Acceptable Behavior.

F. Adhere to the Code of Student Conduct and live by the Community Creed.

G. Understand their actions whether as an individual, group, or entire club, may affect an individual or club’s ability to receive any of the privileges afforded to Club Sports.

H. Sign the Club Sports Code of Conduct form in acknowledgment of the above.
Article 4: Staff and Leadership Team

SECTION 1: PROFESSIONAL STAFF MEMBERS

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

i. Oversee the Club Sport Program operations.
ii. Advise clubs on their day-to-day operations.
iii. Ensure rules and regulations are followed according CRW, Club Sport and University guidelines.
iv. Develop and oversee the 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.
viii. Provide oversight for special events/tournaments.
ix. Advise the Club Sport Executive Council and its efforts benefit all Club Sport participants.

SECTION 2: STUDENT SUPERVISORS

Club Sport Supervisors primary responsibilities include monitoring club sport events and assisting the Associate Director for Intramural and Club Sports 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: ADMINISTRATIVE ASSOCIATE

The CRW Administrative Associate provides service to students by answering general finance questions and processing financial business including travel reimbursements, equipment orders, and payments to coaches, and governing organizations. The Administrative Associate also receives and monitors all financial deposits from fundraisers, tournaments, and donations.

SECTION 4: CLUB SPORT EXECUTIVE BOARD

This board acts as a liaison between club sport officers/members and the University. The board consists of the following positions:

A. President
   i. Chair the meetings.
   ii. Help set up Club Sport meeting agenda with Associate Director.
   iii. Keep meetings on task with each agenda.
   v. Serve on the budget hearing board.

B. Vice President
   i. Chair the meetings.
   ii. Assist President with above items.
   iii. Serve on the budget hearing board.

C. Secretary
   i. Keep a record of proceedings.
   ii. Serve on the budget hearing board.

D. Associate Director for Intramural and Club Sports
   i. Serve in an advising role only to the Executive Board
   ii. Submit items to the council president for discussion and recommendations.
   iii. Ensure the board makes fair and equitable decisions/recommendations on the affairs of club sports.
   iv. Prepare agenda for club sport and executive board meetings.
   v. Remind representatives to attend meetings.
   vi. Has no vote on the board.
**Article 5: Club Leadership**

These are only suggested guidelines and clubs can set their own officer duties and 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 1: OFFICERS 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: CLUB OFFICER POSITIONS**

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 Program.
   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 their club budget and awareness of financial status.
   vii. Assist in organizing fundraising projects.
   viii. Submit end of semester, renewal and budget forms, and prepare presentation for budget hearing.
   ix. Inform the next club president of all operating procedures of the club.
   x. Inform the Associate Director for Intramural and Club Sports club 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. (Ex. USA Rugby standards and league dues)
   v. Arrange officials, personnel, and field maintenance when necessary.
   vi. Maintain club equipment and inventory.

C. Treasurer (position is optional)
   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 responsibility 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, and cancel activity if it is not.

E. Secretary/Other (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.

**SECTION 3: TRANSITION OF OFFICERS**

The smooth transition from outgoing officers to new officers is vital to continuing successful operation of each club. The following steps should be taken by the 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.
   iv. Review the Club Sport Guide.
   v. Review officer transition resources.

**SECTION 4: 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. Although 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. This is a voluntary position and does not receive financial benefits.
C. If a club desires to have a paid coach/instructor position, an independent contract must be created, approved and competed by club officers, the Administrative Associate, and the Associate Director for Intramural Sports at least three weeks prior to the start of the semester.
D. Student coaches are not eligible for payment since they have the opportunity to participate in dual capacities that may have a conflict of interest.
Article 6: Club Administration

SECTION 1: CONSTITUTION AND BYLAWS

Club Sports, like all WCU RSO’s, must have an approved constitution and bylaws on OrgSync and within their respective binders. It’s extremely important to have an yearly updated document to govern your organization. A generic sample constitution and bylaws are viewable on the club sport website or OrgSync.

SECTION 2: ELECTIONS

A. Officer elections and election process 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.

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: HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA)

A. WCU 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.

B. All officers must agree to protect the security of 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 4: 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 5: 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 process.

B. If your club chooses to host a try out, please adhere to the following:
   i. Each club must have judging and evaluation system in place. Current officers and players refrain from judging as a conflict of interest may arise.
   ii. A Faculty/staf/advisor/coach is required to be a judge.
   iii. No new members should join the club after tryouts are held unless they previously tried out for the club that semester.
   iv. A tryout roster which includes name, rating, selection choices, positioning, and reasoning’s is highly recommended.
SECTION 6: COMMUNICATION
A. Fax and Copies
   i. Any incoming fax must have the club name and officers name on the fax. #: 828-227-7120. Clubs should not take anything off the fax machine without approval.
   ii. Please plan ahead or schedule a time to have official copies made with the Associate Director for Intramural and Club Sports.
B. Email
   i. Email is an official form of communication of the Club Sports Program and the Associate Director for Intramural Sports. Important messages and reminders are sent out to the club's officers. Only one president, one vice president and one treasurer are listed on the contact list.
C. IMLeagues
   i. IMLeagues is resourceful and useful communication tool between members, officers and the Associate Director for Intramural and Club Sports. Club officers emails and phone numbers should be current in imleagues.

SECTION 7: CLUB SPORT WEBSITE AND SOCIAL MEDIA
It is imperative the Club Sports Program maintain a professional and inclusive image throughout its' various website and social media accounts.
A. Club Sport Nomenclature
   i. Clubs must refer to themselves as club teams, i.e. Club Tennis at WCU.
   ii. See RSO/Club Sport Nomenclature and branding guidelines.
B. Club Sport Websites
   i. The Club Sport website is the main resource hub for prospective and current members. The website is a place to find a list of club officers, practice schedules and games, a current copy of the handbook and forms. The Associate Director updates the website.
   ii. Each club team should have a updated club website. This is a great way to inform prospective members and fans about your club.
C. 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 and don't post too much. A tweet about the weather isn't very engaging, unless it is correlated with your team.
   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.

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SECTION 8: 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 team/s before participating in any club sport activity.
B. All club officers are given administrative capabilities to manage their club portal.
C. All 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.
E. Refer to the IMLeagues How to Guide For Officers.

SECTION 9: PROMOTING YOUR CLUB
A. When creating published media through outlets such as TV, fliers, digital signage, newspapers, magazines, websites or social media accounts, keep in mind that your club is representing WCU, the Division of Student Affairs, CRW, Club Sports, and ultimately your club. 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. See Promote Your Club.
C. See University Policy 82 & 114 regarding chalking, posting, assemblies, etc.

SECTION 10: INDEPENDENT CONTRACTOR (REFEREE, GUEST SPEAKER, ETC.)
Fill out an Independent Contractor form for an individual who is hired for a service.
A. This contract along with any supporting documents (W2/I9) is required by hard copy no later than three weeks prior to the home match. No exception.
B. Each club should have in writing the terms of the contract with the Independent Contractor for each event. Re: fees, travel, etc. A club officer and the Independent Contractor need to sign the agreement.
C. Submit the completed contract and agreement to the Associate Director or Admin Associate. Accounts Payable will submit this request for approval. Once approved, Accounts Payable will proceed with issuing a check. This can take approximately two weeks once the proper paperwork is submitted.
D. In most cases a club officer will pick up a check prior to the home match.

ORGSYNC
Orgsync.com is the universities student organization system.
A. Clubs are responsible for renewing their RSO status with OLSI and Orgsync.
B. All clubs must maintain an active OrgSync page with current information.
C. Questions contact the Assistant Director for Student Clubs and Organizations.
Article 7: Club Sport Tier System
The Club Sport program utilizes a tier system to identify, accommodate and meet the needs of a diverse group of recreational and competitive clubs. This tier system defines programmatic, financial, and operational expectations for clubs. All clubs, regardless of tier, must be a Registered Student Organization. The Office of Leadership and Student Involvement, as well as Campus Recreation & Wellness, reserves the right to evaluate and reclassify clubs at any point throughout an academic year.

See Club Sport Tier System on the club sport website.
Article 8: Budget, Finances and Purchasing
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.

SECTION 1: CLUB SPORT PROGRAM BUDGET ALLOCATION
A. Each club sport has a University allocated funds account. 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 Executive Board, the Associate Director, and University Policy.
B. See Section 9: Budget Hearing/Allocation determinations.

SECTION 2: CLUB SPORT ALLOCATION ACCOUNT
A. Club Sport allocations are designed to provide a fraction of the club’s operating budget and used to assist with standard operating costs.
B. Unspent allocated funds do not roll over to the next academic year.
C. Funds will not be available until all beginning semester requirements are met
D. Purchases allowed from allocation funds
   i. Facility Rentals
   ii. League 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. Mileage (at club sport rate or lower)
   viii. Tournament registration/entry fees
E. Purchases not allowed from allocation funds
   i. Personal apparel/uniforms/equipment
   ii. Rented vehicles (See rented vehicles in travel regulation section)
   iii. Food or drink
   iv. Trophies, prizes, awards, plaques, banquets, charitable contributions, gifts (including to coaches and/or volunteers), alcoholic beverages
   v. Other items as specified by WCU purchasing guidelines

SECTION 3: CLUB SPORT REVENUE/FUNDRAISING ACCOUNT
A. 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.
B. All fund raising money is deposited into this account.
C. Purchases from this account are more flexible than your clubs allocation account.
D. Funds in this account roll over from year to year.

SECTION 4: PURCHASING METHODS
A. Purchase order
   i. Used for equipment, uniforms, 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
   ii. Requires a quote/invoice from hosting organization
   iii. Takes up to two weeks to process after getting quote/invoice
C. Purchase card (p-cards)
   i. Used for online sources or over the phone purchases
   ii. Can only purchase from vendors who don’t charge tax online
   iii. Awards and travel cannot be purchases with p-cards
D. Personal funds
   i. Club members or officers can pay out of pocket and get reimbursed afterwards

SECTION 5: PURCHASING PROCEDURES
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:
A. If purchasing equipment or paying for a tournament/league fee by internet source, email the following information to the Associate Director
   i. Include anything pertinent to you receiving the correct product. (Ex. item #, size, quantity, color, logo, etc.)
   ii. The link to each individual item. (not the link to the cart)
B. If purchasing the above from a non internet source, bring or email the following information to the Associate Director:
   i. An itemized quote from the vendor stating:
      1. Items, size, quantity, color, etc.
      2. The vendors complete name, address, telephone and fax number, and contact person.
C. 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 in hand. Advance payments are not allowable. Make sure your club has sufficient funds to make a purchase.

D. Be aware that unresponsive vendors, shipping time, out-of-stock items, etc., can cause delays. Clubs need to allow for additional time if this is the case. Allow at least 2 weeks for any purchase to be approved and processed. This is especially important if the club needs a certain item by a specific date. When your club needs something such as trophies, shirts, or anything for an event, you need to plan accordingly and in advance.

E. All purchases are delivered to the CRC, 379 Memorial Drive, Cullowhee, NC, 28723.

F. A notification is sent once the product is received.

G. Any deviations from this procedure can possibly delay your shipment.

**SECTION 6: 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 30 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 non-travel 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 are with your full name, 92#, email and mailing address to the Administrative Associate.

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. The reimbursement request from the Department of Campus Recreation to Accounts Payable is not more than five business days.

I. After receiving the correct paperwork, Accounts Payable will proceed with issuing a check. Two weeks are normally required for the Accounts Payable office to mail a check. It may take up to three weeks before you receive your check in the mail.

J. 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.

K. If several members have receipts for expenses:
   i. The receipts are combined and sent to Accounts Payable as one travel reimbursement.
   ii. A designated participant in the event submits all receipts in their name.
   iii. The Administrative Associate will process payment to Accounts Payable.
   iv. A check is issued to the designated participant and they distribute the money to event participants.

**SECTION 7: CHECK REQUESTS**

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

**SECTION 8: DEPOSITING FUNDS**

A. Clubs generating money through fundraising or revenue efforts must deposit these funds into their clubs revenue account within two business days following collection or an event’s conclusion. These funds should never be deposited in a personal bank account. During an event, all entry fees, t-shirt sales and other financial transactions must be properly documented via receipts or logbook. Documentation of all financial transactions by receipts, logbook, or cash register must accompany the money upon submission.

B. All checks are made payable to WCU Club Sport (Baseball, etc). No one should write checks out to an individual club member.
SECTION 9: BUDGET HEARING/ALLOCATION PROCESS AND PROPOSAL
A. Each spring, the Executive Board holds a budget hearing process to determine each club's allocation funds for the following academic year.
B. The Club Sport Executive Board will use the following criteria to determine those 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 fundraisers' 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. Timeliness of submission of all club sport required documents, reports, and forms.
   xi. Following all Club Sport policies and procedures
   xii. Fiscal handling of dues, donations, fundraising and previous 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. At the budget hearing, clubs bring with them a budget proposal form, renewal form, annual report, and printed presentation.
   iii. Each club gives a 15 minute presentation on their club highlights, expenditures and revenue for the upcoming year, and rationale for their allocation request.
   iv. No more than two returning officers may present.
   v. Proposals should not exceed the maximum amount listed for a club’s given tier and should reflect a good steward’s proposal.
   vi. After all proposals are heard, the board meets and recommends the allocation amounts for each club.
   vii. Once final determinations are made, each club will receive a correspondence stating their allocation amount. Clubs gain access to the funds beginning the next academic year or when final budgets are allocated to CRW.
   viii. Clubs who fail to attend or are late to their budget hearing shall be ineligible for funding through this process.

Article 9: Dues, Fundraising and Sponsorship

SECTION 1: MEMBERSHIP DUES
A. As a means to offset operating costs, club may request membership dues. The amount of member dues is at the discretion of each club’s leadership.
B. If your club consistently finds that there are insufficient funds for spending, consider raising the cost of dues as an additional source of income.
C. Treasures should keep an accurate account of each individual due payments.
D. A refund of dues can be issued with permission from the President/Treasurer.
E. 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 team to raise money for its own purposes, to support a program or event, or to benefit a charity.
B. Fundraisers include sales of food/beverage, tickets, apparel, discount cards, and other products and include events such as silent auctions, charity balls, donation collection boxes, concession sales, and letter writing campaigns. Fundraisers may also include sponsorship from an outside organization.
C. Clubs should pre-approve unique fundraisers with the Associate Director for Intramural and Club Sports.
D. Club Sports are required to raise a percentage of their allocation based off their tier.
E. Although Club Sports receive funding from student activity fees, each Club Sport should strive to become financially independent of the Club Sports Program.
F. Clubs cannot spend money to make money (ex. T-shirt sales). i.e. the cost of t-shirts are $500, but you have $0 in your account. If you fundraised the money initially, then you can spend the money to make money. However, it is not considered fundraised money until the money you raise exceeds the initial amount spent.

SECTION 3: SALES AND SOLICITATIONS
A. Any club or club member wishing to solicit funds or engage in the sale or promotion of services or products on campus must receive permission from the Associate Director for Intramural and Club Sports and submit a solicitation form to Campus Activities. The Associate Director for Intramural and Club Sports and Campus Activities maintain the right to deny any application or restrict any such activity to particular locations, times and format.
B. Raffles and games of chance are not allowed by university policy.
C. See DCA Solicitation Form.
D. See University Policy 114 regarding sales and solicitations.
SECTION 4: SPONSORSHIP
Often Club Sports will seek the aid of off-campus organizations or companies in sponsoring the club. There is University policies and regulations, which govern private organizations sponsoring a student organization or an activity on campus (or off-campus when the club is a RSO). Additionally, policies exist governing the type of printed materials that can be posted and what can appear on them. Contact the Associate Director for Intramural and Club Sports for more information.

SECTION 5: DONATIONS
A. Clubs may collect or solicit monetary, in kind, or equipment based donations from sources inside and outside of the university. The Associate Director for Intramural and Club Sports will notify the club once a donation has been made. Upon receipt of donations, a club representative should send the donor a thank you letter.

B. See Support Us Page
Article 10: 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 only play during their scheduled practice/competition times, reserved facility space.
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 Club Sport Supervisor and the Associate Director for Intramural and Club Sports.
E. No alcohol/smoking/non-smoking tobacco/controlled substances of any kind are permitted in any Campus Recreation facility and during clubs 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 as long as they are 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 usage.
L. **Clubs who ignore these policies will lose their privileges to field usage, storage areas, equipment usage, etc.**
M. See 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 Associate Director for Intramural and Club Sports at least two weeks in advance.
B. Reid Gym: please notify the Associate Director for Intramural and Club Sports you want to reserve a space in Reid and then contact Reid Administration.
C. For University Center reservations and tabling, please contact Campus Activities.

SECTION 3: PRACTICES

A. Clubs request practice times and days at semester beginning. Based on facility space and a club’s longevity/tier, practice times are allocated. Clubs should be flexible with their dates, times and location. Once the final practice schedule is sent out, it is set.
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. Clubs are encouraged to submit semester schedules. Whenever possible, home and away events should be balanced. Clubs are not guaranteed the playing times requested. Black out dates are provided at beginning of the semester.
B. Football games – clubs must avoid hosting home matches on football game days.

SECTION 4: CANCELLATIONS

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

SECTION 5: ADVERSE WEATHER LINE

A. In the event of adverse weather on the day of, leading up to, or during a club sport event, Club Sports will follow the adverse weather protocol for Intramural Sports. If Intramural Sports are postponed/cancelled due to adverse weather, then Club Sports events will be postponed/cancelled too. Players and officers must call the Adverse Weather line at 828-227-8808.
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 Associate Director.
C. **See Adverse Weather Policy in Article 12: Risk Management and Safety**

SECTION 6: OFF CAMPUS

Clubs have the opportunity to utilize facilities on/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. If an off campus venue will be used for practice or home competitions/events, that Club Sport should notify the Associate Director where those activities will be taking place. Clubs should follow the same guidelines for use of off campus fields as they do for University facilities.

SECTION 7: FIELD PAINTING

A. Clubs who require field painting must notify and schedule a time to assist in painting with the Associate Director two weeks prior to time of painting.
B. The Associate Director will make every effort to have fields lined for home games. However this may not always be the case and clubs are expected to paint the field themselves with the spray paint machine. It is the clubs responsibilities to make sure fields are properly painted for home games.
ARTICLE 11: 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 that they are identified as a club sport. For example, instead of saying just Men’s Soccer, all printed must say Men’s Club Soccer.
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 stacked 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/logos for jerseys and club merchandise/apparel, however they cannot use any of WCU’s official branding.
F. See University and Athletics Style Guide and RSO/Club Sport Nomenclature

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 clear your design through the Associate Director for Intramural and Club Sports.
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.

ARTICLE 12: 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 Information Form before their first day of participation with a club.
B. Access to a cellular electronic device to access each club member’s Emergency Information Form and Waiver at each club activity.
C. Club officers are expected to inspect the field and facility conditions prior to every practice, game or special event. Do not use the facilities if they appear to be unsafe.
D. Immediately cancel or suspend any outdoor club event at which lightning is seen or thunder is heard. (See Adverse Weather Procedures)
E. All club activities should have a properly equipped first aid kit readily available. It is the responsibility of the club to insure that the kits are re-stocked after each use.
F. All home games/events must have CRW staff in attendance as first responder.
G. Club officers, members and coaches/instructors should emphasize safety during all club related activities.
H. 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.
I. 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.

SECTION 2: ACCIDENT PROCEDURES
A. Stop competition or practice immediately
B. Assess situation if minor or major injury, major injury if head 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 Associate Director, if major injury.
F. Complete Accident Report and turn in the next day.
SECTION 3: INCIDENT PROCEDURES – IF YOUR CLUB IS INVOLVED IN AN INCIDENT ON OR OFF UNIVERSITY PROPERTY
A. If an incident is life threatening, notify the local police or call 911.
B. If the incident is non life threatening, such as theft, car accident, fight, assess the situation and decide appropriate action.
C. Depending on nature of incident keep everyone in safe place.
D. Contact the Associate Director for Intramural and Club Sports.
E. Complete the Incident Form, turn in next 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 certification. 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.

SECTION 5: ADVERSE WEATHER PROCEDURES
A. The Club Sports Program maintains the following position on thunder and lightning:
   i. If thunder and/or lightning is heard and/or seen, stop the activity and seek protective shelter immediately. Safe Structures are assigned:
      1. Camp Lab Fields - Ramsey Center, Vehicles, Camb Lab Building or Gym
      2. Football Stadium - Ramsey Center
      3. Norton Field - Village Commons
      4. 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 play.
   iii. Adverse weather line is 828-227-8808.

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 cover how emergency situations should be handled. Refer these plans in the event of an emergency.

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 13: 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 travel.
B. All travelers must be registered with your club on IMLeagues and all required forms completed in order for that person to travel.
C. The Associate Director has final authority to approve/deny travel.
D. Inform the Associate 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 travels with the club and willing drive a University vehicle. Clubs may use their allocation or revenue account to the 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 for Intramural and Club Sports.
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 funds frozen until the situation is resolved. All club sport members and drivers are strongly encouraged to adhere to the following safety requirements and safe-driving practices:

i. Its recommended teams not travel overnight.

ii. Do not exceed number of passengers as by vehicles manufacturer’s guidelines.

iii. Obey all traffic laws and regulations, especially speed limits.

iv. Do not consume, possess, or transport alcohol, controlled substances, firearms.

v. 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.

vi. Do not transport luggage or other items on top of large capacity vehicles. This will increase the chances of rollover.

vii. Avoid horseplay, racing or other distracting or aggressive behavior.

viii. Avoid driving when conditions are hazardous i.e. fog, heavy rain, snow, ice.

ix. On extended trips, have at least one other approved driver in the vehicle.

x. Begin the trip well rested.

xi. Plan routes in advance. Carpool and caravan when possible.

xii. Divide the trip into segments, stopping for rest when necessary.

xiii. Carry at least one cell phone in each vehicle.

xiv. When in doubt, use common sense when you drive.

SECTION 6: 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 Associate Director for Intramural and Club Sports.
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 7: 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 Associate Director for Intramural and Club Sports.
E. Complete the Incident/Accident Report Form, turn in upon return.
F. Do not make any statements. This is to protect yourself and those involved.

SECTION 8: COLD WEATHER POLICY
A. Occasionally club members will need to be absent from classes in order to attend schedule.

SECTION 8: EXCUSED CLASS REQUEST
A. Occasionally club members will need to be absent from classes in order to attend schedule Club Sport competitions. At such times, club members can prevent misunderstandings and academic difficulty by having the Associate Director submit an email to instructors. 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.
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/staff in advance. Club members are responsible for all work missed during their absence and are required to comply with their instructor’s demands for reschedule or make-up exams and assignments.
Article 14: Equipment Management and Usage

SECTION 1: INVENTORY
A. Any equipment that is purchased with Club Sport allocation is the sole property of WCU and that club. The Associate Director for Intramural and Club Sports, along with club officers, will inventory club equipment once a year. **Under, no circumstances are club members to sell or throw away any club property!**
B. At the end of each academic year, clubs must check-in equipment purchased. 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 for Intramural and Club Sports immediately. The Associate Director will assess any damage, and determine replacement cost or procedures if necessary.

SECTION 2: STORAGE
A. Secure all club equipment in 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 there is no space to store equipment or 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.

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 Associate Director as soon as possible. Clubs are responsible for equipment from the time it is checked out to the time it is returned. Damages and corrections 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 15: Club Sport Awards
In order 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. Nominations are taken for the club sports awards in April. The Executive Board will vote on each award and winners announced at the CRW End of Year event.

A. Community Service Award - Given to the club sport who best exemplifies the true meaning of community service and the following criteria is used to select the award:
   i. All community service reports were submitted and approved on time.
   ii. The scope, reach, and members involved in the community service projects.

B. Fundraising Award - Given to the club sport that fundraises the most money for their club. A significant aspect of every club's ability to achieve it's desired goals is the success of it's fundraising efforts. Dues are not considered fundraising for this category. There are two categories: clubs with more than 15 members and 15 members or less

C. Club Sport of the Year - Given to the club sport that demonstrates team and personal development throughout the year and the following criteria is used to select this award:
   i. Attendance and participation in Club Sport Council meetings.
   ii. Demonstrated commitment to the promotion of the club through willingness to be involved in and/or participate in overall club projects that positively represent the club. This includes charity events, tournaments, fundraising projects, etc.
   iii. Ability to follow university and departmental procedures.
   iv. Team achievements.
   v. Positive interactions with members and the campus community.
   vi. Student leadership (rather than advisor and/or coach involvement).

D. Club Sport Officer of the Year - Given to the club sport officer who exemplifies the best in student leadership. The following criteria will be used to select the leadership award:
   i. Shows effective communication skills with Executive Board and Associate Director for Intramural and Club Sport.
   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.

E. Most Improved Club Award - Given to the club that has demonstrated significant improvement over the past academic year in such areas as membership, overall competition record, number of club activities, and level of leadership and organization, and community service. This club has also demonstrated a strong dedication to the Club Sports program.
F. **Highest GPA Award**: Experiential learning is the essence of Club Sport members purpose at WCU. As our members spend long hours studying, learning, and excelling in the classroom, support and recognition of their academic achievements is vital. This award is given to the Men’s, Women’s, and Coed Clubs with the highest GPA.

G. **Participation Award**: Given to the club that has the most participation as taken by the average number of members. Participation includes: community service, practices, games, attending other club sports home games.