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## Campus Recreation and Wellness Mission Statement

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

## Overview of Club Sports

The Club Sport Program, a program area within the Campus Recreation and Wellness Department, under the Division of Student Affairs, provides 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, learn and practice a particular sport activity in a non-varsity sport environment. 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 club sports is student leadership, interest, involvement and participation.**

This guide was compiled to serve as a resource of policies and procedures to assist teams 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, Club Sports should also refer to the Registered Student Organization Manual on the Office of Leadership and Student Involvement website.

### Staff Directory

**Jonathan Johnston**  
Associate Director for Intramural and Club Sports  
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jjohnston@wcu.edu

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Director  
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**Beth Moore**  
Administrative Associate  
828-227-8801  
bethmoore@wcu.edu

### Important Phone Numbers

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

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The Club Sports website and resources can be found at **RECCENTER.WCU.EDU**
### Registration Renewal

A. Every club is responsible for maintaining their “active” status with Campus Activities and the Club Sport Program. Each club sport team 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 follow the re-chartering steps 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.

### Membership Guidelines

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.

### 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 Student Athlete Policy
   i. Students 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 be a fundamental alteration to the sport and program. 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.
   ii. Please notify the Associate Director for Intramural and Club Sports and Disability Services if you are seeking reasonable accommodation.

C. Transgender Student Athlete Policy
   i. Intramural and Club Sports expects participation to be based on one’s self-identified gender and that it is done in good faith and is consistent with a player’s expressed gender identity.
   ii. A player’s gender identity will be applied when there are gender specific rules or player ratio requirements for co-rec 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.

   * Player eligibility will be based on the gender identified on the official team roster.

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### Club Sports Guide 2015-2016

**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. All current WCU graduate students carrying a minimum of two semester hours.

**CLUB SPORTS V. INTRAMURALs**

The intramural sports program provides an opportunity for students, faculty, staff, and other members of the university community to participate in team and individual sports against other WCU students. The purpose of intramurals is to provide exercise, recreation and fun. The intramurals sports program is different from club sports in that club sports are student organizations that are started and led by students who are responsible for administration of the club including scheduling travel, practices, games, and tournaments as well as following University protocol.

**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, and are 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.

**STARTING A NEW CLUB SPORT**

A. Any student can start a new club sport. The Club Sport Program reviews new club requests to determine if there is sufficient student interest and resources to support the activity as well as the 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. For a fall start date, new clubs need to be approved and everything finalized before school ends. For spring start date, new clubs need to be approved and everything finalized by end of fall semester.
GENERAL ELIGIBILITY GUIDELINES

A. Eligibility to participate in Club Sports is based on the following criteria:
   i. All currently enrolled and fee paying WCU students (full-time and graduate) are eligible to practice and compete.
   ii. Faculty and staff are only eligible to practice and must submit all player-required documents.
   iii. Part-time students are eligible to practice and compete. See section below regarding governing body/league eligibility.
   iv. Dependents (children) regardless of age, alumni, and local community members are not eligible for participation. 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.
   v. Current varsity, 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. For Fall 2015, 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.

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

D. It is the responsibility of club officers to inform all club members of this regulation.

E. It is also up to club members to make themselves aware of this regulation.


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 be covered by either the university sponsored health plan or be covered under another major medical plan.

B. 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 before a member is eligible to begin participating in club sports, including practices.

INTRAMURAL SPORT PARTICIPATION

A. Each intramural team may have only two-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). This policy applies to members who are currently on the club team 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.

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. All information should be clearly written or typed. Once completed, bring the form to the Associate Director for Intramural and Club Sports.

Standard of Conduct

As members of the Western Carolina University community, club sport members have an obligation to conduct themselves and their organization in a mature and responsible manner compatible with the University’s function as an educational institution. Inappropriate conduct as well as misuse of equipment and facilities while participating or traveling on behalf of any club sport related activity on or off campus could jeopardize the club’s continued status. Non-compliance and subsequent violations may fall under disciplinary guidelines and referral to DSCE. Club officers need to be aware of these expectations and ensure their members adhere to all policies and procedures.
A. The Club Sport Program follows University Policy and the Code of Student Conduct. Special attention should be made to the following areas:
   i. **Hazing**
   ii. **Sexual Harassment**
   iii. **Weapons** - Club Sports that utilize equipment that resembles a weapon must have approval and an agreement with University Police before using.
   iv. **Alcohol/Controlled Substance** - Club Sport members, officers, spectators, coaches and advisors are prohibited from having or being under the influence of alcoholic beverages/controlled substances or smoking/non-smoking tobacco during any club sport practices or events.

**CLUB SPORTS CODE OF CONDUCT**

As a participant in the Club Sport Program, clubs and all its 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 that their actions as an individual, group, or entire club impact the whole club, the Club Sport Program, Campus Recreation and Wellness, and Western Carolina University.
C. Show respect to all teammates, opponents, referees, spectators, staff and employees.
D. Adhere to all Club Sports policies and procedures, as outlined in the Club Sport Handbook 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 Western Carolina University Code of Student Conduct and live by the WCU Community Creed
G. Understand that their actions whether as an individual, group, or entire club, may affect an individual or club's ability to receive any of the privileges afforded to Club Sports.
H. Sign the Club Sports Code of Conduct form in acknowledgment of the above.

**SPORTSMANSHIP STATEMENT**

A. The Intramural and Club Sport programs believe good sportsmanship is an integral component of intercollegiate competition.
B. 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 enthusiastically support their team, recognize the outstanding performance of opponents, and always exhibit good sportsmanship in their words and actions.
C. The Intramural and Club Sport programs encourage and promote sportsmanship by student-athletes, coaches, and spectators.
D. We are committed to providing programming in a safe environment free from bullying. 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

**DISCIPLINARY PROCEDURES**

A. Officers, as well as ALL club members, are responsible for knowing policies set forth in this handbook as well as applicable university policies. Ignorance is not a valid excuse. If policies are not followed, the following steps may be taken in addition to sanctions/requirements of Student Community Ethics
   i. Verbal warning issued
   ii. Written warning
   iii. Possibly disciplinary or educational actions
   iv. Club Suspension
   v. Disassociation from Club Sport Program

**DISCIPLINARY PROCEDURES**

A. Depending on the infraction, the club may receive one or more of the following sanctions (not all possible sanctions are listed). The list is not progressive, meaning that one does not have to precede the other:
   i. Written warning
   ii. Probation
   iii. Educational sessions
   iv. Fined
   v. Additional community service
   vi. Loss of funding
   vii. Loss of practice privileges
   viii. Loss of travel privileges
   ix. Loss of ability to host events
   x. Member or club suspension
   xi. Disassociation from the Sport Clubs program
   xii. Referral to Student Community Ethics
   xiii. 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.

Staff and Leadership Team

**PROFESSIONAL STAFF MEMBERS**

Campus Recreation and Wellness employs an Associate Director for Intramural and Club Sports who is responsible for ensuring that clubs operate in a safe and mature manner benefiting both the club participants and the university community as a whole. 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 to Campus Recreation and Wellness (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 insuring that their efforts benefit all Club Sport participants.

**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 are there to assist the clubs in set up, clean up, compliance with policies, ensure participant/spectator safety, and monitor the condition of the facility.

**ADMINISTRATIVE ASSOCIATE**

The CRW Administrative Associate provides service to students by answering general finance questions and processing much of the 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.

**CLUB SPORT EXECUTIVE BOARD**

This board acts as a liaison between club sport officers/members and University Administration. The board will consist 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. Serving 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.
Club Leadership

OFFICERS ELIGIBILITY

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

CLUB OFFICER POSITIONS

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.

A. President *(position is mandatory)*
   i. Serve as primary contact and coordinator of all club activities.
   ii. Make sure all forms and requested reports are submitted on time to the Associate Director for Intramural and Club Sports.
   iii. Read, understand and convey to the 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. Maintain current list of addresses and telephone numbers for all members; submit roster to Associate Director for Intramural and Club Sports.
   vii. Assist treasurer in preparing annual budget and maintain awareness of financial status.
   viii. Assist in organizing fundraising projects.
   ix. Submit end of semester, renewal and budget forms, and prepare presentation for budget hearing.
   x. Inform the next club president of all operating procedures of the club
   xi. Inform the Associate Director for Intramural and Club Sports of any officer and club changes.

B. Vice President *(position is mandatory)*
   i. Assist with duties of president.
   ii. Coordinate matches/games with other colleges, league or governing body.
   iii. Contact Associate Director for scheduling of practices and games/events.
   iv. Responsible for league compliance and dues and registration fees. (Ex. USA Rugby standards and league dues)
   v. Arrange for officials, personnel, and field maintenance when necessary
   vi. Return all college-owned equipment and inventory to the Associate Director for Intramural and Club Sports.

C. Treasurer *(position is optional)*
   i. Maintain accurate budget records while following proper procedures and authorizations for expenditures. The Associate Director for Intramural and Club Sports or the Administrative Associate can be seen for questions regarding purchasing issues.
   ii. Relay fund information on to other officers and members of the club as it becomes available before monthly Club Sport Council meetings.
   iii. Assist in the completion of end of semester report forms and assist president in presentation at the budget hearing.

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 must be present at every club event.
   iii. He or she must have a current CPR/AED and First Aid certification that must be on file with the Club Sports Program. American Red Cross and American Heart Association are acceptable certifications.

E. Secretary/Other *(optional)*
   i. Attend all club meetings and record minutes.
   ii. Maintain club files and attendance records.
   iii. Submits online submissions of post game reports.

F. Captain/Match Secretary *(optional)*
   i. Coordinate matches/games with other colleges, league or governing body
   ii. With assistance from other officers, check facility conditions for safety issues before beginning contest/game.
   iii. Determine whether it is a safe venue for play, and cancel contest if it is not.

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. Read through the current version of the Club Sport Handbook.

INSTRUCTOR/COACH

A. Instructor/coach should restrict his/her contributions to coaching and should minimize active involvement in club management. Although an instructor/coach may also be an advisor if he/she is 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.
Club Administration

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 updated document to follow and govern your organization. A generic sample constitution and bylaws can be viewed on the club sport website or on OrgSync.

ELECTIONS

A. Frequency of officer elections is dependent on each club’s constitution. However, it is highly recommended that elections take place annually and near the end of the spring semester. Clubs should elect a president, vice president, secretary and treasurer (also see “Officer Eligibility”). The election should be announced well in advance and allow for all qualified applicants.

B. At the election, nominations shall be made and seconded. It is recommended that each club have provisions in the 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.

E. Any club should consider the following criteria when selecting a coach
   i. Prior coaching and/or playing experience and knowledge relative to club’s activity.
   ii. Safety awareness of the activity he or she will coach.

F. The coach’s responsibilities include the following:
   i. Attend and supervise contests, practices and travel.
   ii. Establish conditioning and training programs to physically and mentally prepare participants for competition.
   iii. Promote participant responsibility in the display of proper conduct and good sportsmanship when in competition and any other time the coach is with the team.
   iv. Display the standard and image befitting that of a coach or representative of Western Carolina University.
   v. Follow the guidelines or rules of the league or organization in which the club participates.
   vi. Be knowledgeable of all information in Club Sport Handbook.
   vii. Read and sign the Instructor/Coach form.

FACULTY/STAFF ADVISOR

A. Each club sport must have a club advisor who is a full-time faculty or staff member of Western Carolina University. Members/officers select their advisor with approval. While the advisor provides guidance and assistance to the club, the members are responsible for decisions regarding the governance of the club. The philosophy and key to the success of club sports has been the continued emphasis placed on student leadership and participation.

B. The advisor’s responsibilities include the following:
   i. Serve as a resource, utilizing campus and community contacts.
   ii. Attend and abide by the Cleary Act Training.
   iii. Teach members’ goal setting, team building, problem solving, creative thinking skills, etc.
   iv. Keep informed about the club’s activities.
   v. Attend the club’s meetings/practices/events when deemed appropriate.
   vi. Read and sign the Advisor Contract Form.
Club Sport Guide 2015-2016

HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA)
A. 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.
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 Western Carolina University as well as any applicable State and Federal Law.

CONFIDENTIAL INFORMATION
Club Sport Officers may have access to confidential or personal information. In their role as a club sport officer, it is important that all personal information, including 920 numbers, are kept confidential and that club sport contact lists are used for program purposes only. Incident/Accident information is also to be kept confidential.

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.
B. If your club chooses to host a try out, please adhere to the following:
   i. Each club must have judging process in place. It is recommended that current officers and players not be judges as a conflict of interest may arise. Additionally, a faculty/staff member/advisor/coach is required to be a judge.
   ii. No new members should join the club after tryouts are held unless they previously tried out for the club that semester.
   iii. A tryout roster form should be developed which includes name, rating, selection choices, and reasoning’s and turned in following the end of tryouts.

COMMUNICATION
A. Copies
   • Please plan ahead or schedule a time to have more copies made with the Associate Director for Intramural and Club Sports.
B. Email
   • 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. It is the club’s best interest to have all club officers’ email addresses registered (and current).
C. Fax
   i. A fax machine is available for club purposes only. 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.
   ii. No club shall take anything off the fax machine without approval.
D. IMLeagues
   • IMLeagues should be used as resourceful and useful communication tool between members, officers and the Associate Director for Intramural and Club Sports.

CLUB SPORT WEBSITE AND SOCIAL MEDIA
In order to better inform and serve the students at WCU, it has become necessary for CRW to implement a policy for social media and web use. It is imperative for CRW to maintain a professional image in order to be taken seriously throughout the transition to the new facility. Through effective social media communication CRW will be able to achieve its mission to enhance students’ college experience through play, wellness and adventure.
A. Club Sport Web Page
   i. The Club Sport Program website is the main page to provide important information to prospective members and current members. The web page 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 will update the web page.
   ii. Each club team should have a club website with club information. This is a great way for members seeking information about your club and recruiting new members. Therefore, it is important to keep club information current.
   iii. Clubs must refer to themselves as club teams i.e. WCU Club Tennis and use approved logos and branding. See Club Sport Style guide for reference on what’s approved.
B. Club Sport Social Media
   i. Clubs must refer to themselves as club teams i.e. WCU Club Tennis and use approved logos and branding. See Club Sport Style guide for reference on what’s approved.
   ii. Respect your audience. Don’t post too much. Keep your content engaging and exciting. 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.
OFFICIALS/REFEREES/JUDGES

Scheduling of officials/referees/judges for competition and/or special events is the responsibility of the individual club. Club representatives are required to provide qualified, certified individuals to officiate/referee or judge any competitive activity or special event that takes place on university premises.

PAYING FOR OFFICIALS/REFEREES/JUDGES

The following options are in place to pay officials. If none of these are done, then you can’t pay for your officials. Be prepared!

A. If an official is paid directly through an officials association, then that official already has their tax information with that association and the association is their employer. If this is the case, then you get and supply us with an invoice from the association at least one week prior to that home match. The university then cuts a check after services are rendered to the association to pay out to those refs.

B. Some leagues have it set up where your club pays a set official fee for all your games. (Ex. men’s and women’s rugby). If you are part of a league, it is best to contact your league coordinator to figure out the payment options for officials. However, we must have invoices from the leagues at least one week prior to any home matches to set the purchase order up in time.

C. If hiring independently, an independent contract must be set up for each official.

D. Officials can volunteer their time to officiate your games.

E. You cannot pay officials under the table.

INDEPENDENT CONTRACTOR (REFEREE, GUEST SPEAKER, ETC.)

If an individual is hired, an Independent Contractor form must be completed in order for them to be paid. When completing the form, these guidelines must be followed:

A. Be prepared! This contract along with any supporting documents (W2/I9) has to be turned in by hard copy to the Associate Director no later than three weeks prior to the home match. There is 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. 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 from the Associate Director for Intramural and Club Sports prior the home match to pay the official.

FORMS AND REPORTS

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<td>Club Sports Code of Conduct</td>
<td>Mandatory</td>
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<td>Official Roster</td>
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<td>Travel Request Form</td>
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<td>Post Competition Report</td>
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<tr>
<td>Solicitation Form</td>
<td>As needed</td>
<td>Due before fundraiser</td>
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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.

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.

CLUB SPORT PROGRAM BUDGET ALLOCATION

A. Each club sport team has an account of University allocated funds. 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 Budget Hearing/Allocation Request Section for how allocation is determined and to request allocation funds.

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. Equipment for the use of the whole club
   v. Team-owned uniforms (with the appropriate conditions of care, maintenance, and plan to use for at least three years)
   vi. Mileage (at club sport rate or lower)
   vii. Tournament registration/entry fees

See Promotional and Marketing on the club sport website. See University Policy 82 and 114 regarding chalking, posting materials, assemblies, etc.
E. Purchases not allowed from allocation funds
   i. T-shirts/personal uniform elements
   ii. Rented vehicles with stipulations.
   (See rented vehicles in travel regulation section)
   iii. Personalized uniforms
   iv. Personal equipment items
   v. Food or drink
   vi. Lodging
   vii. Trophies, prizes, awards, plaques, banquet, charitable contributions, gifts (including to coaches and/or volunteers), alcoholic beverages
   viii. Other items as specified by WCU purchasing guidelines

Purchasing Procedures
For all purchases, make sure your club has sufficient funds. The following purchasing procedures must be followed 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 for Intramural and Club Sports:
   i. The link to each individual item. (not the link to the cart)
   ii. Include anything pertinent to you receiving the correct product. (Ex. item #, size, quantity, color, logo, etc.)

B. If purchasing the above from a non internet source, bring or email the following information to the Associate Director for Intramural and Club Sports:
   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 be able to 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 must be delivered to the Campus Recreation Center, 379 Memorial Drive, Cullowhee, NC, 28723.

F. You will be notified when your product is received.

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

Reimbursement Request
In order to be reimbursed for out-of-pocket expenses including travel the following procedure must be followed in order to receive your payment, and to do so in a timely manner:

A. Individual receipts are required for reimbursement. Credit card statements will not be accepted.

B. Each club will determine if they are reimbursing for non-travel and travel expenses. As well as if there is a cap for reimbursement on each event. Carpooling is always expected in order to keep expenses to a minimum.

C. For non-travel expenses, attach individual receipts and any sufficient documentation to support the reason for the expenditure.
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.

BUDGET HEARING/ALLOCATION PROCESS AND PROPOSAL

A. Each spring, the Executive Board along with the Associate Director for Intramural and Club Sports will hold budget hearings to determine each clubs allocation amounts for the following academic year.

B. Below is a detailed description of the criteria by which the Club Sport Executive Board determines budget allocations for individual clubs. Each club should be aware of these criteria, as all members have an impact on each. All club activities after budget hearings shall be included in the following year’s report.

i. Number of active members (as described by average participants at club games/events)

ii. Number of fundraising activities and amount collected

iii. Cost of league dues, member dues, and entry fees for club events

iv. Cost of equipment and club uniforms

v. Distance traveled for games/events

vi. Number of community service projects wherein 50% or more of club participated

vii. Number of Club Sport meetings attended

viii. Timeliness of completion of all club paperwork during the prior year and outcome of audits

ix. Following all club sport policies and procedures

x. Fiscal handling of money used for dues, donations, fundraising and previous budgeted money

xi. Number of missed deadlines for paperwork (travel roster, assumption of risk and release, etc.)

xii. Level of effective communication with club members, advisor, coach, and Associate Director for Intramural and Club Sports

xiii. Any negative image portrayed by the club

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.
Dues, Fundraising and Sponsorship

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.

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 any kind including food or beverage, tickets, apparel, discount cards, and other products. Fundraisers 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. All fundraising must be pre-approved by 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 University.
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.

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/skill are not allowed by university policy.
C. See solicitation form on the club sport website.
D. See University Policy 114 regarding sales and solicitations.
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.**

### 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. For Reid Gym, please notify the Associate Director for Intramural and Club Sports that you are looking to reserve a space in Reid and then contact Reid Administration.

C. For University Center reservations and tabling, please contact Department of Campus Activities and refer to their website.

### PRACTICES

A. Prior to the beginning of each semester, clubs request practice times and days. Based on facility space and a club’s longevity/tier, practice times are allocated. Clubs may need to 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 will be made to notify clubs of cancellations. The Club Sports Program will not jeopardize participant safety or damage to the facility. If the club cannot be reached in time and shows up at its practice site, we ask that you exercise good judgment and assess the condition of the facility by considering both injury risk and facility damage.

### COMPETITIONS

A. Facility reservations are on a first come, first serve basis. All home game must get prior approval and requests must be made two weeks in advance. 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 Home Game days – clubs must avoid scheduling home matches on a home football game day.

### CANCELLATIONS

If for any reason a club needs to cancel their practice, competition, special event, and/or meeting reservation, the Associate Director for Intramural and Club Sports should be notified at least 48 hours in advance. Failure to do so may result in the loss of reservation privileges, including practices times and future requests.
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 and equipment, supervision and training, and administrative policies and procedures. Risk management in Club Sports is the mutual responsibility of club leaders and club members. Every officer and member should review, implement, and practice the following safety strategies:

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 practice.

B. Access to a cellular electronic device to access each club member’s Emergency Information Form and Waiver at each club event

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. A properly equipped first aid kit must be on hand at all club events (provided by the Club Sports Program). It is the responsibility of the club to insure that the kits are re-stocked after each use.

OFF CAMPUS

Clubs have the opportunity to utilize facilities off campus or campus facilities other than CRW facilities or Reid Gym for practice or event venues. 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.

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.

BRANDING, LOGOS, AND APPAREL

BRANDING AND LOGOS

A. As a Club Sport you are required to abide by the University and Club Sports Styling Guide. 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. You will also need to be sure that you are identified as a club sport. For example, instead of saying just Men’s Soccer, your promotional items, including apparel, 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.

APPAREL

A. Apparel is identified as uniforms, practice gear and fundraising. Approval must be given prior to the production of any product using the above mentioned. So 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.


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 will be made by 3:00 pm if possible 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 Risk Management and Safety Section

See the University and Athletics Style Guide on the club sport website.
EMERGENCY ACTION PLANS

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. These plans should be referred to in the event of an emergency.

ADVERSE WEATHER PROCEDURES

A. Research indicates that lightning is the number two cause of death by weather phenomena, accounting for 110 deaths per year. The Club Sports Program maintains the following position on thunder and lightning:
   i. If thunder and/or lightning can be heard and/or seen, stop the practice or game and seek protective shelter immediately. Safe Structures are assigned:
      1. Camp Lab Fields - Ramsey Center
      2. Football Stadium - Ramsey Center
      3. Norton Field – Village Commons
      4. Disc Golf Course and Tennis Courts– Reid Gym or Norton Hall
   ii. Allow thirty minutes to pass after the last sound of thunder and/or lightning strike before resuming play.
   iii. Call the Adverse Weather line leading up to and throughout the night at 828-227-8808.

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 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.

B. See Facility Inspection Checklist on the club sport website.

SAFETY OFFICERS

A. Each club must have two safety officers who possess current certification in CPR, AED and First Aid. These safety officers will assist the other club officers with insuring the safety of all club members. At least one of these officers must be present at each club event.

B. In the event of injury/emergencies these officers should be the first to respond and take appropriate safety actions.
Travel Regulations and Procedures
The procedures outlined below must be followed for all club-related travel. Failure to do so will result in loss of future travel privileges, loss of funding, or other sanctions.

TWO DAYS PRIOR TO THE TRIP
A. Complete the Travel Request Form, which can be found on IMLeagues.
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.

PRIOR TO TRAVEL DATE
Make changes as necessary to Travel Request Form by emailing the Associate Director for Intramural and Club Sports with any modifications.

Types of vehicles listed below are the basic means of traveling available to club sport teams and the advantages or disadvantages associated with each.

UNIVERSITY VEHICLES
Clubs may rent university vehicles if the advisor or coach (full time faculty/staff) travels with the team and willing to reserve and drive a University vehicle. If that is the case, the University vehicle must be able to be fully supported by that Club Sports allocation and/or revenue account fund.

PRIVATE VEHICLES
The most flexible and possibly least expensive method, with fewer arrangements necessary. 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. Liability issues must be considered.

PRIVATE VENDOR RENTALS
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.

COMMERCIAL CARRIER WITH DRIVER
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.

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 will be 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 the number of passengers in vehicle as described by the manufacturer’s guidelines.
iii. Obey all traffic laws and regulations, especially speed limits.
iv. Do not consume, possess, or transport alcoholic beverages, illegal drugs or 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.
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 as to who is at fault. The appropriate 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.

INCIDENT PROCEDURES – IF YOUR CLUB IS INVOLVED IN AN INCIDENT ON OR OFF UNIVERSITY PROPERTY
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 about the incident. This is to protect yourself and those involved.

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.

Equipment Management and Usage

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 will be 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.

STORAGE
All club equipment should be kept safe and secure during the academic year. At the end the year, each club must check-in and store their equipment with CRW. If CRW does not have space to store certain pieces of equipment or a club will be using a particular piece of 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 will be stored.

IMPROPER USE OF EQUIPMENT
If a Club Sport finds the equipment being vandalized, destroyed, or being treated poorly by spectators, club members, and/or visiting teams, it is the responsibility of the 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 will be assessed once the equipment inventory has been reviewed. Clubs and/or the officer who signed out the equipment will pay for damages.
Rise as Catamounts Program and Club Sport Awards
The Rise as Catamounts program was established to recognize and reward those clubs that go the extra mile, make themselves a stronger, safer, more organized club and “Rise as Catamounts”. Categories have been established relating to the tier system and points will be given per category. See Rise as Catamounts Programs on the club sport website.

CLUB SPORT AWARDS
A. Nominations will be taken for Community Service, Club Officer and Sport of the Year and Most Improved Club awards in the beginning of April. The Executive Board will then vote on each award and winners announced at the last Club Sport Meeting in April.
B. Community Service Award - This award is given to the club sport that best exemplifies the true meaning of community service. The following criteria will be used to select the award:
   i. All community service forms were submitted and approved on time.
   ii. Generally is the club with the most and broadest community service projects.
C. Fundraising Award - This award is given to the club sport that fundraises the most money for their club. Dues are not considered fundraising for this category.
D. Club Sport of the Year - This award is given to the club sport that exhibits the highest degree of organization throughout the year. The following criteria will be 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 overall club projects that positively represent the club. This includes charity events, hosting of tournaments, fundraising projects, etc.
   iii. Ability to follow university and departmental procedures
   iv. Student leadership (rather than advisor and/or coach involvement).
   v. Demonstration of strong leadership and cohesion resulting in retention.
E. Club Sport Officer of the Year - This award is 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 projects that promotes the club in the University and community.
   iv. Accepts responsibilities and completes tasks.
   v. Reflects a positive example of a student and an athlete.
F. Most Improved Club Award - This award is 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.
G. Rise as Catamounts Winner - The club who wins the overall Rise as Catamounts Program. Will also receive a monetary allocation award for the next year.