

Sport Clubs Handbook

The Sport Clubs Program
What is a Sport Club?
Sport Club Responsibilities
Normal Club Activity
Financial Affairs



Table of Contents

<u>Welcome to Sport Clubs</u>	<u>p. 3</u>	<u>Discipline</u>	<u>p. 12</u>
<u>Sport Clubs Program</u>	<u>p. 4</u>	<u>Alcohol Policy</u>	<u>p. 12</u>
<u>Program Staff</u>	<u>p. 4</u>	<u>Hazing</u>	<u>p. 13</u>
<u>Sport Clubs Council</u>	<u>p. 4</u>	<u>Normal Club Activity</u>	<u>p. 14</u>
<u>RecSports</u>	<u>p. 4</u>	<u>Financial Activity</u>	<u>p. 14</u>
<u>Calendar</u>	<u>p. 4</u>	<u>Facility Usage</u>	<u>p. 14</u>
<u>What is a Sport Club?</u>	<u>p. 5</u>	<u>Visiting Clubs or Guests</u>	<u>p. 14</u>
<u>Goals of Sport Clubs</u>	<u>p. 5</u>	<u>Event Cancellation</u>	<u>p. 15</u>
<u>Creating a New Club</u>	<u>p. 6</u>	<u>Practices and Meetings</u>	<u>p. 15</u>
<u>Requirements for Active status</u>	<u>p. 6</u>	<u>Rain Policy</u>	<u>p. 16</u>
<u>Mail, E-mail, and Web Page</u>	<u>p. 6</u>	<u>Travel</u>	<u>p. 16</u>
<u>Membership</u>	<u>p. 7</u>	<u>Travel Reimbursements</u>	<u>p. 17</u>
<u>Organization</u>	<u>p. 7</u>	<u>Transportation</u>	<u>p. 17</u>
<u>Officers</u>	<u>p. 8</u>	<u>Recruitment</u>	<u>p. 18</u>
<u>Advisors</u>	<u>p. 8</u>	<u>Interest Meetings</u>	<u>p. 19</u>
<u>Coaches</u>	<u>p. 8</u>	<u>Marketing / Promotion / Advertising</u>	<u>p. 19</u>
<u>Sport Club Responsibilities</u>	<u>p. 9</u>	<u>Fundraising</u>	<u>p. 19</u>
<u>Returning club checklist</u>	<u>p. 9</u>	<u>Financial Affairs</u>	<u>p. 20</u>
<u>Constitution</u>	<u>p. 9</u>	<u>Club Accounts</u>	<u>p. 20</u>
<u>Roster and Release forms</u>	<u>p. 9</u>	<u>Student Organization Account</u>	<u>p. 20</u>
<u>Risk Management</u>	<u>p. 9</u>	<u>Allocated Funds Account</u>	<u>p. 20</u>
<u>CPR and First Aid</u>	<u>p. 10</u>	<u>Purchase of Equipment</u>	<u>p. 21</u>
<u>Injury Reports</u>	<u>p. 10</u>	<u>Payment of Affiliation Dues</u>	<u>p. 21</u>
<u>Release forms</u>	<u>p. 10</u>	<u>Allocation Process</u>	<u>p. 21</u>
<u>Medical Insurance</u>	<u>p. 11</u>	<u>The Points System</u>	<u>p. 21</u>
<u>High Risk Activities</u>	<u>p. 11</u>	<u>Points Categories</u>	<u>p. 22</u>
<u>Inventory Management</u>	<u>p. 11</u>	<u>Allocation Requests</u>	<u>p. 23</u>
<u>Schedules and Facility Reservations</u>	<u>p. 11</u>	<u>Loan and Grant</u>	<u>p. 23</u>
<u>Officers Meetings</u>	<u>p. 11</u>	<u>Gifts and Donations</u>	<u>p. 23</u>
<u>Conduct</u>	<u>p. 12</u>	<u>Sale of equipment</u>	<u>p. 23</u>

Welcome to Sport Clubs

The University of Tennessee Sport Clubs program is built around four basic goals: student development, the promotion of sport and recreation, positive representation of the university, and having fun. It is our mission to provide you and your peers with the challenge and the support that you need to have the best sport club experience possible. I feel that you have made a good decision to become a club member for several reasons. A sport club can be a great way to find your niche on campus, especially on a campus as large as UT. It can also be a great way for you to learn more about yourself as you push yourself physically, learn new things, meet new people, and take on leadership roles. Club membership, and especially serving as a club officer, can also provide you with valuable experience in marketing, budgeting, fundraising, organization, vision, and other skills that you will draw upon for the rest of your life, not to mention during job interviews. In short, there is much to gain from participation in a sport club.

The Sport Clubs program at UT has been around for decades, and the program leadership, structure and reputation has seen both ups and downs. However, I feel that we are all a part of the program at a very exciting time. Traditional club sports like Rugby and Lacrosse are among the fastest growing sports in the nation. A focus on student development has taken root in the field of campus recreation, and the Sport Clubs program is a great example of how RecSports can make a positive impact on the students involved. We have been working hard to establish our program (and your club) as one of the nation's best, and I think that we've made some great strides. We want to continue this year to highlight the work of the clubs and make the campus community at large aware of the quality experience and representation that the clubs provide our students. We are also going to continue to improve the value that we as a staff add to your club and to your experience as a club member.

I am looking forward to the coming year, and hope that you are as well. There is much that the university can do for your club, but also think of what your club can do for the campus and the community. Dream of what the club is capable, and reach for that goal. Think of what you can learn from this experience, and dive in. Our door is always open for assistance, support, and even just to sound off.

Sincerely,

Ben Stubbs
Program Director for Sport Clubs
RecSports Department

The Sport Clubs Program

Sport Clubs Program Staff

Clubs are advised by the staff of the Sport Clubs program, which includes the Program Director, the Sport Clubs Graduate Assistant, and the Sport Clubs Managers.

Sport Clubs Program Contact Info:

<u>Ben Stubbs</u>	865.974.5959	bstubbs@utk.edu
<u>Max Mello</u>	865.974.2301	mmello@utk.edu
Club Manager Desk	865.974.2299	sportclubs@utk.edu
Fax	865.974.3477	

Sport Clubs Council

Seven club officers will be elected during an early officers meeting to serve as the Sport Clubs Council, which will advise the program on policy and protocol and oversee funds for loan and grant to the clubs.

The Department of RecSports

Sport Clubs is one of the seven programs administered by the RecSports Department of the University of Tennessee. The RecSports department is under the supervision of the Dean of Students Office, which is a part of the Division of Student Affairs.

Sport Clubs Calendar

Fall 2008

August 20	First Day of Classes
	Officer Orientation – 7:00pm
August 26-28	Interest Meetings
September 4, 2008	Coaches/Advisors Meeting – 6:00p
September 24	Officers Meeting – 7:00pm
October 9-10, 2008	Fall Break – no practice
October 22	Officers Meeting – 7:00pm
November 20-21, 2008	Thanksgiving – No Practices
November 26	Officers Meeting – 7:00pm
	Spring Practice/Event Requests Due
December 2	Last Day of Classes and Club Activity

Spring 2009

January 7, 2009	First Day of Classes
	Officers Meeting – 7:00pm
February 18, 2009	Officers Meeting – 7:00pm
March 16-20, 2009	Spring Break – no practice
March 25	Officers Meeting – 7:00pm
April 22, 2009	Officers Meeting – 7:00pm
	Allocated Expenditure Deadline
	Fall Schedules/Requests Due
April 24	Last Day of Classes and Club Activity

What is a Sport Club?

What is a Sport Club?

Registered student organizations, whose goals and purpose focus on participation in competitive, recreational or instructional sport activities, may be considered for status as an active sport club. This status is determined by the Program Director after meeting with the potential club to discuss goals, needs, and organization. All clubs are different; some clubs focus on a high level of competitive success, others offer more casual experiences. A club can be whatever its members want it to be if they are willing to put forth the effort.

Please consult Hilltopics to learn more about general student organization rules and requirements. A few important notes:

- Student organizations must have 10 active members and must submit update materials to the Dean of Students office each year to remain active.
- ***All current UT students, faculty and staff are eligible for sport club membership***, regardless of experience or ability.
- Clubs are not official extensions of the university, and may not use the phrase “The University of Tennessee” preceding the club name (The Ice Hockey club at the University of Tennessee” instead of “University of Tennessee Ice Hockey”).
- Clubs are accountable for their actions, and the actions of their members, on or off campus.

Statement of Goals

The clubs, staff and members of the Sport Clubs program aspire to:

1. Develop Students
 - a. Provide students with leadership experience
 - b. Foster team-work and interpersonal skill
 - c. Enrich self-esteem through meeting challenges and accomplishing goals
 - d. Encourage growth by providing for new experiences and knowledge
 - e. Provide the stability associated with being part of a group
2. Promote Sport and Recreation
 - a. Provide conducive environment for increasing awareness about a sport in the campus and local communities
 - b. Welcome and teach new members regardless of experience or ability
3. Represent the University of Tennessee Through Competition
 - a. Demonstrate the skill, talent, and sportsmanship of UT students
 - b. Exemplify and contribute to the University of Tennessee school spirit
4. Have Fun
 - a. Provide students with an opportunity to make life-long friends
 - b. Provide opportunity for directed travel outside of the region
 - c. Provide a way for students to push themselves physically and stay competitive beyond intramural or informal sports

Creating a New Club

In order to best prepare a club for prolonged success, the program requires that potential clubs complete the following steps:

1. Club must be student-initiated
2. Document interest via an interest meeting or interest sign-up sheet
3. Meet with the Program Director to discuss goals, organization, activity of the proposed club, and budget
4. Schedule an organizational meeting to assist in assessing interest and establishing goals, etc.
5. Submit a written proposal to the Director of Sport Clubs requesting the formation of a club and include the following items: Goals and objectives, list of interested students including names, phone numbers, emails, and student identification numbers
6. Register an eligible advisor
7. Submit a constitution and by-laws and New Student Organization Registration form to the Program Director, who will then refer club initiators to the Dean of Students office
8. Begin activity and submit a club roster with a minimum of ten active students and include a completed release form for each participant
9. After one active probationary semester, clubs whose organization and activity have been satisfactory will be granted status as an active sport club
10. Remember that status as an active club may be revoked if a club fails to meet the requirements in this handbook

Requirements for Active Status

An active sport club must have been active (practices, meetings, competitions, etc.) for one probationary semester, and must meet the following requirements:

- At least 10 official members
- Current constitution and update form on file with the Sport Clubs office
- Accurate club roster and release forms for all members on file with the Sport Clubs office
- Regular activity (at least two per month during active “season”)
- Focus on competitive, recreational or instructional activity
- Must be student-led and have a current advisor
- Must be up to date on all required paperwork or requests

Mail, Email, and Web Page

The Dean of Students office administers club email addresses and web pages, and will work with the officers listed on the Organization Update Form to validate addresses and access sites. Call the Dean of Students Office at (865) 974-3179 for more information regarding club websites and email accounts. Go to <http://recsports.utk.edu> to see your club’s info page.

Clubs also may receive mail at the TRECS. All correspondence should be addressed:

Name of Sport Club
The University of Tennessee
2111 Volunteer Blvd
Knoxville, TN 37996-3050

Membership

Membership in and participation with a sport club must be free from discrimination based on race, religion, ethnic group, or national origin, as pursuant to Hilltopics policy. Each club's constitution must include a statement to this effect. Membership must also be unrelated to experience or ability, i.e. – no tryouts. Inclusion on an “A” team is not a club member's right, however, and tryouts may be used to create rosters for the different teams within the club at large. Each club must work out a fair and equitable method for accommodating all its members' needs for participation in practice and competition.

Membership may consist of:

1. **Students** – Must be currently enrolled and have paid the appropriate program and service fees.
2. **Faculty/Staff** – Individuals wishing to gain membership within a University of Tennessee sport club must be included on the University of Tennessee payroll and have paid the appropriate fees for a recreation membership in order to be considered for faculty/staff status. Faculty/Staff members are considered associate members and may not vote during club meetings.

At no time may individuals without either of the above university affiliations participate in club activities unless it is an approved event, such as a seminar or tournament. Club members may be required to present a current UT ID at any club function by any RecSports staff member.

Organization

As a program, we work to help clubs sustain leadership and avoid organizational instability. The New Officers Workshop, the Officers Handbook, and the many workshops and materials provided throughout the year are designed to help give every club member an opportunity to be a great club leader. Here are some tips:

- Create an administrative component to your club's regular activity to discuss the work of the officers, make announcements, and plan for future events.
- Use club members' strengths. If a club member is really good at designing things, make them your “marketing chair,” for example.
- Emphasize leadership and management skill over athletic (or social) skill when electing officers.
- Club members may need to be reminded that they will pass the club on to a future generation of students, and that they should work to provide for not only a great year, but for prolonged success.

Officers

While there is an office and a small staff here to help you, the administration of the club is up to you. The Officers Handbook is provided to clubs in order to help officers become better prepared for their experience, and to provide them with answers to some of their questions. Please refer to that document should this section be inadequate.

Some officer responsibilities follow. This list is generic and many club officers will have additional responsibilities. We encourage all club members to learn about the responsibilities of officers in their club.

All officers should:

- Know the content of this handbook
- Ensure that the club has the organization and officers it needs
- Maintain a current roster, including the completion of release forms, the payment of dues, etc.
- Ensure that all paperwork is being completed appropriately
- Communicate policy changes, announcements, etc. from the Sport Clubs program
- Communicate the needs of the club to the program
- Ensure Risk Management policies are created, reviewed, and upheld
- Plan appropriately for travel or events
- Prepare and develop future club officers

Advisors

Advisors are volunteers selected by the club to assist in the work of the club “on and off the field”. Advisors must either be full time faculty or an Administrative Officer of the University of Tennessee, Knoxville. The advisor’s level of involvement is up to the club and the advisor. The Program Director is eligible to serve as a club advisor, and will be happy to discuss this option with you.

Coaches

Sport Clubs coaches are selected by the club to help improve its performance and the skill of skill of its members. Coaches are volunteers, and have no official affiliation with the university. They receive no compensation, benefits, or liability coverage from the university. A few notes about coaches, their role and their responsibilities:

- While not affiliated with the university, coaches may be held accountable for their actions, and may be relieved of their duties by the program at any time.
- Coaches should assist the club officers with competitive issues such as practice, scheduling, etc., and support the club officers in issues of club business.
- Coaches should promote good sportsmanship “on and off of the field”.
- Active coaches must have a current Volunteer Information Form and Release Form on file with the program.

Sport Club Responsibilities

Returning Clubs Checklist

All sport clubs must keep their registration current with the Dean of Students Office. Clubs must submit the following to their Sport Club Manager **no later than the Friday after the first officers meeting**. It is suggested that clubs hold an “administrative meeting” for its first practice, or at least designate a portion of its first practice as such.

- Student Organization Registration Update form
- A reviewed, revised and adopted copy of the club’s constitution (with notes regarding any changes and how they were approved)
- Volunteer Information form for each advisor and coach affiliated with the club
- Event schedule for the semester
- A specified date and time during which the club will meet as a whole with the Program Director, Program GA, and Club Manager (may be practice time)
- Submit Release Forms and Insurance Card Copies from club members

Begin Collecting Dues

Constitution

All clubs must maintain and continually revise an organization constitution. The constitution should describe the goals of the organization and the process through which it achieves those goals. Changes to the constitution can be effective on several levels, in that they give officers the support they need to improve the club, and they outline the expectations of club members. The workings of the club should all be in the constitution, and if it is in the constitution, it must be followed. Sport Clubs constitutions must feature an article addressing the club’s risk management practices.

Roster and Release Forms

Clubs must maintain current membership rosters. We suggest assigning an officer to this task, and creating a spreadsheet that allows you to easily access and manage the roster. Keep track of who has paid dues and who has submitted a Release Form.

To be considered an official club member, a student/faculty/staff member must have submitted their dues and Release Form to the program. Potential members should complete a release form prior to practicing with the club. Clubs may allow a “trial period” before paying dues, but **the release form must be completed prior to participating in any club activity**. Also, if a member has personal health insurance, a copy of their insurance card is required as well. Copies may be submitted in groups or by the cardholder. Copies may be made at the Sport Clubs office.

Risk Management

Sport club involvement can, and has, resulted in injury and even death for some participants, not to mention the financial side effects of a serious injury, automobile

accident, etc. Most incidents occur without fault of the club or the persons involved. However, there are steps that we can take to make ourselves as safe as possible. ***Accordingly, the program requires each club to have a risk management plan written into their constitution.*** Required aspects of the plan follow (CPR/First Aid, Release Forms, Injury Reports) but each club should work with their advisors and with program staff to tailor their plan to best fit their needs. We suggest that clubs assign Risk Management duties either to a “Risk Management” position or divide them up between officers. Finally, use common sense. For instance, if signs indicate that fence gates should remain closed at all times, make sure you keep them closed; you could prevent a serious injury. Be on the lookout for potentially hazardous situations and take precautions to keep yourself and your club members safe.

Also, clubs are provided with “In Case of Emergency” cards that include mobile phone numbers for several RecSports staff members. Club officers should ensure that this information is always with the club in order to inform us of an emergency or incident. ***Call the numbers on the card as indicated until someone is reached.***

CPR and First Aid

Two club members from each club must have current Red Cross First Aid and CPR certification. A copy of the members’ certification cards must be on file in the Sport Clubs office. These two members are not required to be present at each activity, but they must be active club members. The RecSports department will certify some club members per semester at no cost to the club or the member.

Injury Reports

Each club will be provided with blank injury reports, and the report will be available online. In the case of any injury, no matter the severity, the club must document the incident by completing and submitting the Injury Report in a timely fashion. Injury reports should be submitted to the office on the first business day after the injury. When the injury form is not available, describe the incident, the injury, the people involved, location, care given, etc. in an email to the Sport Clubs office (sportclubs@utk.edu) and follow up with a completed form within 24 hours. Injuries will occur, and for some clubs they will occur often. However, failure to follow protocol in the case of any injury could leave the club and the university open to legal scrutiny, and such failure will be taken very seriously.

Release Forms

To be considered an active member of a club, all members must complete and submit a Release Form to the program. This form is used to clear students for registered travel and in the case of an emergency. The form also communicates to the club member that they are aware of the dangers involved in club activity and take responsibility for their decision to participate. If a participant is injured at a club event and has not completed a Release Form, loss of facility privileges or other club sanctions may follow. Participation without a Release Form on file puts the club and the university at great legal risk.

Non-Student Release Forms are used for participants at events such as tournaments or seminars. It is the club's responsibility to make sure that all participants have completed the form properly, and that the forms are submitted to the Sport Clubs office on the first business day after the event. There are two of these forms. The first is for individuals participating in camps, tournaments, seminars or workshops. The second is for visiting teams; the entire team may sign the same form.

Medical Insurance

As the Release Form notes, *participation in club activity is not insured by the university*. In the event of an injury, the club member will be personally responsible for the expenses associated with their care. We strongly encourage all club members acquire personal medical insurance coverage. Contact the Student Health Center for more information about student health insurance at (865) 974-2251.

High Risk Activities

In order for clubs to participate in High Risk Activities, the club must have a Risk Management Protocol for that activity. Contact sports, such as Rugby and Lacrosse, mountain climbing, white water rafting, water skiing and wakeboarding are all considered High Risk activities. It is the responsibility of the club to develop a plan to ensure that participants are as safe as possible. This plan may include a protocol for certifying trip leaders for climbing trips, hosting boat driver instruction from USA Water Ski, or simply requiring that a First Responder is present at all competitions. For more information, please contact the Program Director.

Inventory Management

Clubs are responsible for maintaining and managing their equipment in a way that will provide for the club for future seasons and will reflect their responsible stewardship of student funds. **All equipment purchased with allocated/state funds must be retained by the Sport Clubs program for the life of the item.** All equipment is considered state property, and any distribution or disposal of equipment should be in consultation with the Sport Clubs office. Equipment not in use should be stored in the TRECS storage room.

Schedules and Facility Reservations

It is very important that the program has *accurate* schedules for each club. Please work to provide us (and yourselves) with a schedule that will not change throughout the year. Should changes occur, please update the Sport Clubs office immediately. RecSports facility space may only be reserved through the Sport Clubs Director.

Officers Meetings

Officers meetings are usually held the last Wednesday of each month throughout the fall and spring semesters. Dates will be announced in advance, and will be posted on the web site. Officers meetings are divided into two parts; business and workshop. The first part of the meeting will feature announcements, reminders, etc. The second part, the

workshop, will focus specifically on an area of club administration that will help officers improve their clubs.

Meetings are mandatory and affect a club's points total dramatically. A club's attendance at a meeting is defined as the presence of two club members, one of which must be a current club officer (as listed on the current update form), for the duration of the meeting.

Conduct

A major part of ensuring the positive impact of the program on our participants is to respond to negative incidents quickly, fairly, and through a context of learning. It is important that we hold clubs accountable for their actions, just as the university holds its individual students accountable. While the Sport Clubs program may impose a sanction that applies to the club, these sanctions do not, in any way, replace or supersede the authority of the Office of Student Judicial Affairs.

Discipline Process

An alleged violation of RecSports or University policy by a Sport Club or its members will result in a meeting with the Sport Clubs Program Director. The Program Director may investigate the alleged incident by speaking with witnesses or participants, and will meet with the club officers to discuss the situation. At this time the club will have the opportunity to have its case heard by the Program Director. After assessing the situation, the Program Director will decide an appropriate sanction for the club.

The Sport Clubs Council will hear appeals and rule to uphold or overturn the initial sanction. In the latter case, the council may then apply a lesser sanction to the club. The appeal will consist of written arguments from the club and the Program Director, an opportunity to speak to the council for each party, and questions from the council. There will be no cross-examination by the club or the program director, but the council may ask follow-up questions. The order of the appeal is as follows:

- I. Presentation from the Program Director
- II. Presentation from the club
- III. Questions from the council
- IV. Deliberations (closed)
- V. Announcement of the decision

Possible Sanctions include General Probation, Travel Probation, Fiscal Probation, Active Status Suspension, Recommendation for Withdrawal of Registration, or other sanctions.

Alcohol and Substance Policy

University regulations prohibit student organizations from serving or permitting the consumption, possession, or display of any alcoholic beverage or containers at any time, or by anyone on University premises. Sport clubs are responsible for refusing admission to their activities of persons under the influence or in possession of alcoholic beverages. Clubs are at all times responsible for guests, spectators, and participants at their events,

and will be held accountable for the actions of these persons as if the infraction had been committed by the club itself. If needed, the club must provide gate attendants to assist in preventing alcohol from entering the facility. If the activity cannot be controlled, the staff will call campus police and clear the facility.

Social activities, on or off campus, which are referred to by promotional materials or personal communication as club events are the responsibility of the club and may result in Sport Clubs sanctions.

Hazing

Participation of students in hazing activities is prohibited. "Hazing" is defined as an intentional or reckless act, on or off University property, by one student, acting alone or with others, which is directed against any other student, which endangers the mental or physical health or safety of that student and includes treatment of a violent, abusive, shameful, insulting, or humiliating nature. Such action is prohibited when connected with the initiation into or affiliation with an organization and does not include participation in customary athletic events or similar competition. A student committing an act of "hazing" is subject to disciplinary action in accordance with the Code of Student Conduct (Hilltopics, p.27).

Normal Club Activity

Financial Activity

Please see the section titled Financial Affairs.

Facility Usage

Sport Clubs are provided use of RecSports facilities during normal operating hours at no cost. Outside of normal operating hours, clubs will be charged for any lifeguard or facilities staff required to operate the facility. Please submit the facility reservation request form online or see the Program Director to reserve facility space.

During holidays and breaks, all home club activity is suspended. Exceptions may be made for special events or circumstances. Contact the Program Director for more information. Also, clubs may not reserve facility space before the first officers meeting or after the last day of classes without special conditions.

- All facility requests should be submitted to the program director.
- A Sport Club Manager will be on duty during all scheduled competitions. The manager represents the RecSports Department and has the authority to make decisions that are in the best interest of the program.
- **Alcohol is prohibited at Sport Clubs activities!** See the “Alcohol Policy” section of this handbook for more information.
- Any field maintenance or lining of the field requests should be made by contacting the Sport Clubs program at least one (1) week in advance.
- After scheduled events, it is the responsibility of the club to provide general clean-up that is needed as a result of the function.
- Once space has been allocated, the club assumes responsibility for what takes place in the facility throughout the course of the reservation.
- Clubs are expected to assist in the enforcement of University and departmental policies.
- Damages incurred during a club event may be charged to the club.
- If a club decides not to use a facility, the Sport Clubs office should be notified immediately.

Visiting Clubs or Guests

Remember that when you host other clubs, either in a match or tournament setting, those clubs are your guests and you are responsible for their behavior. If a visiting club or individual damages the facility, your club is responsible for the repairs. Also, any conduct issues (such as the possession of alcohol at a club event) that arise reflect on the host club no matter the offender. If a visiting club or even a spectator is behaving inappropriately, the club must manage the situation or be held accountable for it.

All visiting clubs are required to complete the Visiting Club Release Form before participating. For open tournaments, all participants are required to complete a Non-Student Release Form. Clubs are responsible for ensuring that this form is completed and

signed by each visitor, and that the form is submitted to the program within two business days of the event.

Visiting clubs are allowed the use of the Student Aquatic Center locker room facilities, provided providing the host club has made the request at least three business days in advance.

Other notes:

- Chairs, food, gum and pets are not allowed on the RecSports Turf Field
- Cars are not allowed at Fulton Bottoms Field (parking is available at Tyson Park)
- Alcohol is prohibited at all club activities
- Note rules posted in each facility and make sure both club members and spectators are following them.

Event Cancellation

The Sport Clubs program reserves the right to cancel any home competition in the event that one or more of the following requirements are not met at least three days prior to the event:

- Club has funds to cover the costs of the event
- Proper University contracts regarding the use of third-party facilities or services have been approved and returned to the Sport Club office, when appropriate
- General Liability Insurance has been acquired when necessary
- All participating members have submitted waivers and insurance cards
- An Athletic Trainer, Emergency Medical Technician or other appropriate medical supervisor has been arranged, when appropriate

Any RecSports staff member may cancel a sport club activity at any time due to unsafe conditions, failure to comply with RecSports and University policies, likely damage to the facility, or any other circumstance that justifies the decision.

Practices and Meetings

UT Student IDs may be requested at any club activity, and are required when using RecSports or University facilities. Facility access and event participation may be denied anyone without a valid ID, including meetings in RecSports classrooms. ***Club practices and meetings may begin the day after the first officers meeting and must end on the last day of class each semester.***

When using RecSports facilities, remember that you are sharing them with countless other campus organizations, students, and staff members. Always make sure that the area is clean and neat after your club is finished, and report any damages or maintenance concerns to the office immediately. The use of RecSports facilities is a privilege afforded to active sport clubs. Please respect the space and the work that goes into maintaining it.

Bad Weather Policy

Field clubs that use RecSports or RecSports contracted facilities may not practice in conditions which will result in excessive damage to the field. General rule of thumb: if water stands around your shoes, it is too wet to play. A Sport Clubs staff member may cancel or delay use of a facility at his or her discretion. Contact the program for alternative practice facilities or options. Additionally, clubs must wait 30 min after each lightning sighting or hearing thunder.

Travel

Only Sport Club members and registered non-members are permitted to participate in club travel. Fans, parents and other non-members must provide their own travel and lodging if they wish to attend away matches or events.

Please note that all RecSports and University policies apply at all times during official club activities. "Official activity" takes place from the time you leave Knoxville to the time that you return. Conduct issues are most likely to arise when traveling, so make sure you and your peers are acting as positive representatives of your club, RecSports, and the university at all times.

Requesting Official Travel

Authorized travel has been entered into the university's payroll system, and makes available those university funds set aside for travel reimbursement (your allocated account). All club travel must be requested according to the following procedure.

Before traveling, a club must (a) have status as an active club, (b) may not be on travel probation, and (c) must have submitted "Guest Traveler" forms for the person requesting the trip and the additional members who expect to be reimbursed from allocated funds. Think of the "Guest Traveler" form as a "Student Traveler" form. Club members who are currently or have in the past worked on campus may not be entered into the system, with the exception of RecSports employees. Only club members (no coaches, etc.) may be entered in the system.

Once the previous requirements are met, clubs must:

1. Meet with club/officers to plan for the trip. Decide upon the method of transportation, how expenses will be paid, and on the trip schedule
2. Complete a "Travel Request Form".
 - a. Be sure to fill it out completely, including the itinerary on the back of the form and the attached trip roster.
 - b. The trip roster must be unique to each trip, submission of the same roster for each trip is not appropriate.
 - c. Enter the names of those members who will require travel reimbursement FROM YOUR CLUB'S ALLOCATED ACCOUNT in the "Additional members..." line. MEMBERS NOT LISTED ON THIS LINE MAY NOT BE REIMBURSED FROM A CLUB'S ALLOCATED ACCOUNT.

3. Submit the form and attached trip roster to the Sport Clubs program by turning in a paper copy to Sport Clubs staff, or via the online form on the Sport Clubs website. Requests must be submitted two weeks prior to the date of departure. Example, if a trip takes place on Friday, September 7th, the form must be submitted by Friday, August 24th.
4. Remember that all university and RecSports policies apply during all club activity.

Travel Reimbursement

There are two types of travel reimbursement: from your Student Organization Account (SOA), and from your allocated account. To request reimbursement from your SOA account:

1. Stop by the office, provide the staff member on duty with the receipts and the name of the recipient for the reimbursement;
2. Indicate whether you would like to pick the check up from our office or have it mailed;
3. In about 4-5 business days, your check will either be mailed or on file at the Sport Clubs office.

To request reimbursement from your allocated account, the expense must meet the following criteria:

- Must have receipt of purchase
- Purchase must have been during the dates specified on the request
- Purchase must be from someone listed as “Additional members requesting...” on the request form (These members will have submitted a “Guest Traveler” form with the Travel Request)
- Food may not be reimbursed
- ***Allocated funds may not be used for camps or other training activities***

If the expense meets the preceding criteria, the club will follow these steps for reimbursement:

1. A club member (an officer is recommended) will bring the receipts, along with the names of the members being reimbursed for each, to the Sport Clubs office.
2. ALL REIMBURSEMENT REQUESTS MUST BE SUBMITTED NO LATER THAN TWO BUSINESS DAYS AFTER THE TRIP.
3. Assist the Sport Clubs Manager on duty in filling out the reimbursement request form correctly.
4. The students being reimbursed will need to come to the office to sign the reimbursement form on the Friday of that week. The reimbursement may be signed after Friday, but doing so will delay the reimbursement.
5. The amount of the reimbursement will be mailed to the address that is in the system (so make sure it is the member’s local address).

Transportation

When traveling, clubs may choose their own method of transportation, and this section discusses the most popular options.

Many clubs elect to use personal vehicles for their transportation. This method of transportation is the least safe, in that the number of drivers required increases the odds of an accident. Also, safety checks are not required of personal vehicles, further increasing the risk. ***Finally, in the event of an accident, the driver is personally liable for the medical and property expenses associated.*** Drivers of personal for club trips must have completed the Personal Driver Policy agreement on the back of the membership Release Form before the trip will be approved.

Another option for club transportation is the use of Motor Pool vehicles. Clubs can rent vans or cars from University Motor Pool as long as the drivers are certified by the program to drive university vans. Motor Pool rents vehicles based on either the duration of the rental or the miles traveled, and the price includes gas. Use of the vans also provides for better team bonding and unity while on trips. To request a motor pool vehicle, complete the “Motor Pool Request” section of the Travel Request. To learn more please visit the “Motor Pool” website (in the university “A-Z Index”). If a club reserves a vehicle and does not use the vehicle without canceling the reservation prior to the pickup time, the club will be billed the estimated cost of the reservation.

A third option is the use of chartered busses. This is the safest of the options, and provides the club with the most convenience. Clubs may contract busses themselves if using Student Organization Account funds, but must go through the program when using allocated funds.

Recruitment

There are two factors to successful recruitment practices: awareness and environment. Recruitment hinges on the fact that students are aware of the club, of interest meetings, of practice times, etc. The prevailing source of awareness among club members seems to be word of mouth. However, if clubs only rely on word of mouth to make the student body aware of the club, the club will normally attract students similar to those already in the club. With effective promotion, clubs can tap in to student groups and demographics that are currently unaware of sport clubs, and can thus diversify and increase membership dramatically.

After a student is aware of the club, and becomes interested in getting involved, it is not enough to tell them when and where to go and let them fend for themselves. Many clubs lose a significant number of potential members after one or two practices, or even after the interest meeting. Clubs should always work to be outgoing and welcoming, particularly to new or potential members. Here are some suggestions for how to do so:

- Hold a club discussion about maintaining a welcoming and outgoing climate at club activities.
- Assign a particular officer to work with new members.
- Follow up with potential members. Talk to them after practice to make sure they are beginning to feel a part of the group.

- Hold social events early in the semester to help facilitate interaction and build a sense of community.
- If a new member misses a practice, contact them to show that you noticed, and that you hope that they can remain active in the club.
- Be wary of cliques! Make sure to spread the officers/seniors around (i.e. – have them work with new members, divide them evenly in scrimmages, etc.).

Interest Meetings

Interest meetings are hosted by each club at the start of each semester. Make sure you know what you plan to do at the meeting, who will run the meeting, and that several club members are there to meet the potential members. We can provide you with PowerPoint and other audio/visual resources.

Marketing / Promotion / Advertising

The Sport Clubs managers(Nikki) and RecSports Marketing staff(Brandee) will be happy to help clubs develop flyers and marketing materials. Just contact your club manager to set a time to come in and work with someone.

Promotions protocol follows:

- All flyers/ads should be submitted to the program director prior to distribution. This approval helps clubs avoid a negative image, and makes sure that we are putting out correct information.
- Promotions in RecSports facilities will be posted by RecSports, so submit those materials to the program and we'll do the rest.
- We will post PowerPoint slides on our in-house TV system; email the slide to the program.
- Do not post flyers on the ground, telephone poles, bus stops, or other prohibited areas.
- All materials should indicate the organization as a club as opposed to a varsity sport. Soccer, rowing, and volleyball have to be especially careful.
- Make sure to indicate that all skill levels are welcome.

Marketing does not only apply to advertising, however. It also consists of “branding” your club; creating images and logos that the club uses for equipment as well as promotional materials. A logo, or brand, aside from assisting with advertising and marketing efforts, helps build a sense of team and gives the club an outward identity. There are some restrictions to what clubs can do with UT logos, so work with the program staff to make sure you are not in violation of any copyright or licensing rules.

Fundraising

All fundraising efforts should be approved by the Program Director. Sponsorship materials must be approved by the Program Director prior to distribution. The Sport Clubs staff is constantly working to connect clubs with fundraising opportunities, speak with your manager or the Sport Clubs Graduate Assistant for more information. The sale of any items on campus must be approved by the Dean of Students office. Make such

requests from the Dean of Students website via the Event Solicitation Request form at least two weeks prior to the event.

Financial Affairs

Club Accounts

Sport Clubs are eligible for two accounts, to be discussed in the next section in detail. Clubs should always practice responsible fiscal management, which includes creating budgets, to ensure that club funds do not run out half-way through the year, and making sound fiscal policy as a group. Clubs are discouraged from using accounts outside of the university for accountability and liability purposes.

Student Organization Account

All registered student organizations, and all clubs, are provided with a checking account administered by the Student Activities Business Office. All dues and fundraising monies are deposited into this account. Clubs may disburse money from this account for equipment, travel, and most other club-related expenses. This account may not, of course, pay for alcohol.

To disburse funds from this account:

1. Bring the receipt (for reimbursements) or invoice (for league dues, entry fees, equipment, etc.) to the Sport Clubs office.
2. A club manager will fill out the request, and the request will be sent to the Student Activities office.
3. Disbursements may either be mailed or picked up at the Sport Clubs office after the check is cut.
4. Please allow for at least 4 business days for the disbursement process.

Funds in this account roll over from year to year.

We suggest that clubs develop their own set of policies for the use of this account. For instance, will all club activities be eligible for reimbursement, or only those in which the majority of the club participates? Must disbursement requests come from an officer? Such policies will help you protect your funds.

Allocated Funds Account

The allocated funds account is opened at the start of each academic year and closed at the end of the academic year. Clubs earn money for the following year's allocated account through the points system. This may only be used for equipment, official travel reimbursements, league dues, and entry fees. All allocated expenses must go through the Sport Clubs office. The last day to request allocated expenditures is the last day of class of the spring semester.

Allocated funds may not be used for travel to camps or other training activities.

Purchase of Equipment – Allocated

This section deals with the purchase of equipment with allocated funds. For equipment purchases from allocated funds:

1. Search vendors to find the best price and product.
2. Provide the program staff with the item, quantity, specifications, etc. that you would like to purchase, along with the name and contact information of the vendor.
3. We will purchase the item, and check it out to you when it arrives.
4. Please allow at least two weeks for this process.
5. Items purchased from the allocated account are property of the Department.

If a purchase will exceed \$5,000.00, contact the Program Director.

Payment of Affiliation Dues and Entry Fees

A club may use its allocated account to pay for league or association dues, as well as tournament entry fees. An invoice indicating the amount due, where to send the check, and the date should be submitted to the program staff at least two weeks prior to the due date.

The Allocation Process

Each year the RecSports department is allocated UPSF funds with which it operates its facilities and programs. The Sport Clubs program distributes a portion of these funds to the student organizations designated as active Sport Clubs.

In order to receive allocated funds a club must be an active club not on fiscal probation. Second, they must submit an allocation request. Third, club officers must meet with the Program Director to discuss the “Club Administration and Performance” points. Deadlines will be set for this process, and failure to meet the requirements will result in denial of allocated funds.

The Points System

Throughout the year, clubs have the chance to earn points in a number of categories that reflect the characteristics of a successful Sport Club. Points for each club will be tracked throughout the year, and the club will be updated as to their total points at officers meetings.

The total number of points earned for all clubs will be divided by the total allocation amount to determine the dollar value of each point. **However, the categories of Dues, League Dues, Official Members, Equipment, and Facility Rental will be weighted so these points will be worth twice as much.**

A portion of the funds will be retained from allocation for use by the Sport Club Council. This body will hear requests for funds for unexpected or added travel, capital needs, and program expenses, and may either loan or grant these funds as needed.

Points Categories

Official Members¹

1 = 10-20
3 = 21-30
5 = 31-40
7 = 41-50
9 = 51+

Member Dues

1 = \$50-100
2 = \$101-150
3 = \$151-200
4 = \$201+

Affiliation Dues²

1 point per every \$300 in dues (max 15pts.)

Equipment

1 point per every \$300 (max 10pts.)

Facility Rental

1 point per every \$300 (max 10pts.)

Officers Meetings³

1 point per meeting attended by two members (min. 1 officer)
(-1) point for every missed meeting

Weekly Reports

(-3) = less than 50%
0 = more than 50%
3 = more than 75%
5 = more than 90%

Community Service⁴

2 points / each project

Fundraising⁵

1 = \$500-1,000
2 = \$1,001-1,500
3 = \$1,501-2,000
5 = \$2,001-3,000
8 = \$3,001+

Travel⁶

3 = Regional Travel
5 = National Travel

Competition

1 = Local/State Competition
3 = Regional Comp.
8 = Qualifying National Competition

**** Categories in Bold represent Base Allocation ****

Club Administration and Performance

Points are awarded considering the following:

- A. Effective communication
- B. Adherence to policies and procedures
- C. Fiscal management
- D. Representation of the program/institution
- E. Attainment of goals

The Program Director will meet with each club to discuss the assessment of points for this category. This category may result in the addition of up to 10 points to the club's total, or in a deduction of as many as 5.

¹ Club members are defined as students, faculty or staff who have (1) paid their dues, and (2) submitted their release form.

² This category includes any dues required by national or regional leagues or associations that clubs must participate in to be active in their sport. This category will require documentation, and only applies to expenses that are processed through one of the two club accounts.

³ The attendance of only one club member or officer will result in -1 point.

⁴ A service project is defined by the participation of at least 50% of the number of official club members. A project must be approved by the Program Director prior to completion, and a report documenting the project must be submitted within one week of completion.

⁵ Does not include income from member dues.

⁶ "National travel" is defined as travel outside of the following states: Tennessee, Kentucky, North Carolina, South Carolina, Alabama, Georgia, Florida, Mississippi, West Virginia, Virginia.

Allocation Requests

The Allocation Request document consists of three parts. First, clubs must briefly describe their club, reflect on the past year, and outline goals and challenges for the upcoming year. Second, the request will summarize how the club spent its money for the previous (current) year. The final part will serve as a budget for the coming year, in which the club will outline its planned expenses. Should the club's request indicate that it requires less money than it earns in points, the club will be asked to submit an addendum to the request describing how the extra funds will be used.

Sport Clubs Council Loan and Grant

The Sport Clubs Council oversees funds in both a Student Organization Account and an Allocated Account. These funds will be disbursed by the council as needed in the form of loans or grants. For instance, if the Water Polo club's goals are both destroyed by an unforeseeable circumstance, they might request a grant to replace those goals, as equipment costs do not factor into the allocation process. Clubs should not request funding for equipment purchases on a regular basis, and will likely be denied in that instance. If a club's request does not warrant a grant, the council may choose to loan the funds under conditions set by the council. Loans will be free of interest or penalty.

To request a loan or grant from the Sport Clubs Council, please see the request form on the Sport Clubs website. The proposal should address the need for the loan/grant, how the funds will benefit the program and the student body, why the club does not have the funds for the expense, and any other relevant information. The club will then have the opportunity to present this proposal to the council, which will in turn have an opportunity to ask questions about the request.

Gifts and Donations

Contributions deposited into the club's Student Organization Account do not qualify as giving to the University of Tennessee. Most clubs do not have a tax ID number, and we do not indicate that a contribution has been to a non-profit organization. We can, however, send a letter to the donor thanking them for their contribution to the club, so please provide the office with the donor's address when you make the deposit.

Some clubs have also created development accounts, which are UT accounts, and all clubs can benefit from funds contributed to the Sport Clubs Alumni Fund if donations are indicated by the donor as being for use by a particular club. **Contributions to this account are associated with a Federal ID Number that may be given to the donor by the Program Director upon request.** For more information, please see our web page regarding support for Sport Clubs.

Sale of Equipment

Many clubs sell apparel or equipment to fans, family, etc. There are a few things to remember. First, you cannot sell items purchased with allocated funds. Second, there cannot be any licensed UT graphics or logos on the items.