



UW - Superior

Campus Recreation

SPORT CLUB HANDBOOK

TABLE OF CONTENTS

SECTION 1

General Information

Welcome

Mission & Objectives

Important Contact Phone Numbers and Emails

SECTION 2

Club Organization and Membership

What is a Sport Club?

Who can join a Sport Club?

Forming a new Sport Club

Annual Organization Recognition and Renewal

SECTION 3

Sport Clubs Council

General Information: Council

Council Representatives Responsibilities

SECTION 4

Individual Clubs

Club Roster

Club Advisor

Club Officer Responsibilities

Coaches Agreement

SECTION 5

Campus Recreation Resources

Administrative Assistance

Copies

Mailboxes

SECTION 6

Equipment/Uniforms

Equipment & Uniforms

Storage

Equipment Use

SECTION 7

Facilities

Facilities Used

Scheduling

Building/Courts/Field Usage

Cancellations

SECTION 8

Financial Responsibilities

Requesting a Budget

Submitting a Bill

Reimbursements/Receipts/Invoices

Payment for Officials

Entry Fees and League Dues

SECTION 9

Travel

Forms Needed

Personal Automobile Transportation

Enterprise Rental Vehicles

Lodging

SECTION 10

Program Safety

Risk Management Requirements

Athletic Trainers

First Aid Certification/Supplies

Alcohol/Drug Use

Injury/Accidents Reporting

SECTION 11

Fundraising

Fundraising Opportunities

Raffles

SECTION 12

Marketing/Promotions

Public Relations/Publicity

Promotions

Posting Guidelines

Mass Email Guidelines

SECTION 13

Behavior & Discipline

Code of Conduct Statement

Hazing

Disciplinary Guidelines

Sexual Harassment

SECTION 1: GENERAL INFORMATION

WELCOME

Welcome to UW-Superior Sport Clubs! The Sport Clubs program is composed of a group of students, faculty and staff that voluntarily organize in order to compete and participate in sport/activities in which they feel passionately about. Funding for clubs comes from the student government, club dues, fundraising, or outside donations. The Sport Clubs program is voluntary. Members of each club must realize that each sport club has inherent risks and should have some type of health insurance to cover these risks.

The success of each club hinges on the student leadership of its officers. Sport Clubs are meant to be a learning experience through involvement in fundraising, organization, administration, budgeting, and scheduling. The leadership opportunities are endless and allow all members to enhance their educational experience.

The Sport Club Handbook is designed to assist clubs with all aspects related to their club. As well as, clarifies any difficult situations that clubs may encounter and explains the Sport Clubs Program to all officers, coaches, advisors, and club members. We hope the information provided in this handbook will help you in running your club successfully.

CAMPUS RECREATION MISSION STATEMENT

The Sport Club program is housed within the Department of Campus Recreation in the Division of Student Affairs and collaborates with the Student Government Association and Student Involvement. Through our programs and facilities, we provide an array of recreation and wellness opportunities that foster active and healthy lifestyles.

SPORT CLUBS MISSION STATEMENT

The Sport Clubs Program provides developmental opportunities for students and faculty/staff through competition, instruction, responsibility, and involvement. The Sport Clubs Program main focus is on the leadership opportunities within running the club. The success of each club is not only measured by their wins and losses or active involvement, but by the leadership training it provides.

SPORT CLUBS OBJECTIVES

- To provide students, faculty, and staff the opportunity for instruction and participation in a variety of sports that promote lifelong learning and fitness.
- To develop leadership skills by providing opportunities for students to organize and manage their sport clubs and participate in the Sport Clubs Council.
- To provide an opportunity for students to meet new people that share common interest in recreational sports.
- To offer a recreational or competitive opportunities in an individual or team atmosphere
- To help provide equipment, facilities, and limited monetary support that is necessary for clubs to learn and practice the sport of their choice.

IMPORTANT CONTACT INFORMATION

Jarod Meyer, Intramural & Competitive Sports Specialist
Marcovich Wellness Center, Room 1440
Superior, WI 54880
jmeyer49@uwsuper.edu
Office: 715-395-4651

SECTION 2 CLUB ORGANIZATION AND MEMBERSHIP

WHAT IS A SPORT CLUB

The Sport Club program is a voluntary program organized for the purpose of promoting and developing skills and interest levels within a variety of different sports. UWS Sport Clubs are open to all seg fee paying UWS students. The executive board of each club handles the majority of the responsibilities associated with the club. Sport Clubs receive money from a variety of sources including, but not limited to, student segregated fees (SUFAC), fundraising, and/or outside donations.

WHO CAN JOIN A SPORT CLUB?

Sport Clubs are made up of seg fee paying UWS students. Each individual participating in a sport club will complete a membership form and sign a risk management form as the individual needs to understand the inherent risks and responsibilities that are associated with their participation.

Membership in any sport club must be free from discrimination based on age, ancestry, color, disability, national origin, race, religious creed, sex, sexual orientation, or veteran status.

Current collegiate athletes are not allowed to participate in the same sport that they are currently competing in.

Members may not use Sports Clubs to promote individual financial gain or private practice.

Presidents of each sport club are responsible for checking the eligibility of their players. All participants must have filled out an Agreement for Assumption of Risk, Indemnification, Release, and Consent for Emergency Treatment form and turned into the Intramural & Competitive Sports Specialist.

The UWS Sport Club program recognizes and encourages the UWS transgender student population and enables students to participate in divisions based upon their person gender identity. Transgender students may contact the Intramural & Competitive Sports Specialist for more information prior to participation.

FORMING A NEW SPORT CLUB

New Clubs can be formed anytime during the Academic Year. UWS students interested in starting a new club should submit a Student Organization Recognition Application Packet to the Student Government Association via the website:

<http://www.uwsuper.edu/studentorgs/recognition/index.cfm>

- Be student operated and directed.
- Allow all UW-Superior students to join and pursue officer positions unless granted a written exemption by the Internal/External Affairs Committee and the Chancellor.
- Allow **only** UW-Superior students to be members unless granted a written exemption by the Chancellor.
- Have a **minimum** of five active members at all times.
- Have a UW-Superior faculty or staff advisor.
- Meet as a group a minimum of once a month during the academic year, or for those teams who are competitive, during the competitive season.
- Have a mission statement that complements the UWS Mission.
- Adhere to their mission statement in activities and events they hold.
- Not duplicate the service or purpose of another student organization.
- **Meet required deadlines**

New sport clubs are placed on probationary status for a period of no less than 1 year with Campus Recreation. They do not receive any major funding. However they are able to request minimal financial assistance from the SUFAC by applying for Emergency Funding. Also, facility space is not guaranteed. Though many of the sport clubs are competitive, they almost always welcome new members. Some clubs offer instructional and/or recreational opportunities. As clubs are primarily student run, most clubs collect dues from their members. Membership dues range from \$10/semester to over \$100/year, depending on your involvement and the specific club. Clubs may also have other criteria or costs associated with memberships.

For more information on forming a club, you can contact Jarod Meyer, Intramural & Competitive Sports Specialist at 715-395-4651 or jmeyer49@uwsuper.edu.

ANNUAL ORGANIZATIONAL RENEWAL

Every year each sport club must complete the organization renewal form to maintain recognition by the UWS Student Government Association. This process is done in the Fall upon returning to each new Academic Year.

SECTION 3 SPORT CLUB COUNCIL

One member from each club must serve on this committee. Meetings will be the 1st Thursday of each month starting in October from 12 – 12:45pm in a designated classroom (TBD) in the MWC.

SECTION 4 INDIVIDUAL CLUB RESPONSIBILITIES

Monthly Meetings

Clubs must designate a time during each semester to meet with the Intramural & Competitive Sports Specialist.

Club Rosters

Rosters must be turned in each semester (or start of the season) as soon as the team becomes organized. The roster form will provide the student name, UWS Student ID number, phone number and email address. It is crucial that these forms be filled out completely and legibly and must be turned in by the second week of the current semester (or with the start of the season). An updated roster with phone number and email addresses must be submitted each time additional changes are made. Rosters will be kept on file with the Intramural & Competitive Sports Specialist.

Waivers

NO ONE CAN PARTICIPATE IN A CLUB EVENT UNTIL A WAIVER IS SIGNED.

Accident Report

This must be filled out any time there is some form of injury either in a practice or game. It must be handed in immediately after the accident occurs.

Driver Authorization (Extra form for Out-of-State Drivers)

Approval by UWS and 21 years or older in age for specific students to drive during club function. Out-of-State-Driver: **the driver is to complete the form and sign it in front of a notary.**

Year-End Annual Report

This form is to be filled out at the end of the year. It explains what your club accomplished throughout the school year. Due at your final bi-weekly meeting of the school year. Failure to turn in a year-end report will restrict all access to being considered a Sport Club the following year.

CLUB ADVISORS

Each sport club is required to have a club advisor. This individual may be a UWS faculty or staff member. The purpose an advisor is to be available during the development of plans and programs for the clubs, to provide expertise and mature judgment, and to help ensure that the activities of the club are concrete and reflect favorably on the University of Wisconsin–Superior by supporting the campus mission. The role of an advisor is considered to be an important link between the Club President and the Intramural & Competitive Sports Specialist. The advisor is considered the first step of counsel for all measures of the club and for all fund expenditures. Whenever possible, the advisor should have a common interest in the sport that the club is promoting. All clubs must have an advisor form completed by their advisor and on file during the recognition or organization renewal process. The Advisor Agreement Form can be found on the following page: <http://www.uwsuper.edu/studentorgs/recognition/instructions.cfm> Advisor training and support is available during the academic year for any new or continuing advisor for a sport club.

COACH'S AGREEMENT

Coaches may be an integral part of a sport club's success. If clubs decide to have a coach, it must be in a volunteer capacity. Exception: should a coach be required for risk, safety, or certification requirements you can pay them through SUFAC allocated dollars or fundraising (if you will be paying a coach this needs to be approved by the Sports Club Coordinator ahead of time). Preferably, a coach would be affiliated with UWS in some way, but may be a community member, alumni, or local contact.

- Have a Coach/Instructor Agreement filled out. Similar to a club member's waiver, a coaching agreement portrays what is/is not asked of a coach. This is due prior to any involvement of a Coach/Instructor. No coach is allowed to be part of the club if a coach/instructor agreement is not filled out.
- Coaches should not be viewed as being in charge of the club. Coaches are strictly responsible for the on-field/on-court decisions (strategies, players), but do not lead the club. Officers should view the coach as a resource.
- Coach will provide skills and safety training to the club's members according to the goals and determined by the club.
- Coach will be responsible for supervising practices and for providing a program open to all levels of competition according to sport clubs policies and procedures.
- Coach will work with the club's officers when developing and submitting a budget plan and any other related finance requests.
- Coach/Officer's will complete an accident injury form for any incident requiring some form of medical attention that occurs during on-campus/off-campus practice competition or instructional hours. These accident reports should be submitted within 48 hours to the Sport Clubs Director in Campus Recreation.
- Coach will provided safest possible program for all participants.
- Coach will make sure that facilities and/or fields are prepared for practices and competitions.
- Coach will meet all required deadlines as assigned by Sport Clubs Council.
- Coach will follow all Sport Club procedures as put forward in this handbook.
- Coach may be required to maintain current CPR certification and provide a copy to the Campus Recreation Office.
- A coach may travel with the club to a competition off campus BUT prior approval of a non-student or faculty/staff coach must be completed prior to the event. Approval must be completed by the Campus Risk and Liability Officer by completion and processing of the Passenger Authorization Form: <http://www.uwsuper.edu/business/travel/index.cfm>

*Note: A coach may be released from his/her duties at any time based upon violation of the coach's agreement or for poor performance evaluations received by club members.

CLUB OFFICER RESPONSIBILITIES

Students have unlimited opportunities to become directly involved in the administration and supervision of their respective clubs. They collectively have responsibility for:

- Writing club by-laws
- Establishing and collecting club dues
- Obtaining club advisor(s)
- Establishing specific officers' duties
- Developing and administrating the club budget

Representing the club at each scheduled Sport Clubs Council Meeting.
Inventorying all University equipment of the club as requested by the Sport Clubs Council

Keeping the following information current in the Intramural & Competitive Sports Specialist's office.

Organization Registration form

Membership Roster

Risk Awareness Form

Membership Forms

Contact information

Fulfilling requirements for driver authorizations, vehicle reservations, and travel expenditures

Programming games, tournaments, clinics, instruction, practices and other events.

Ensuring a waiver for each member is submitted to the Sport Clubs Director per year

Following the rules and developing the skills needed to participate/compete in a safe manner.

Understanding and accepting the risks inherent to the sport.

SAMPLE OFFICER DESCRIPTIONS

NOT ALL CLUBS NEED TO BE ORGANIZED IN THIS WAY; IT IS A GUIDELINE AND SUGGESTED FORMAT FOR A CLUB WITH 10 OR MORE ACTIVE MEMBERS. SMALL CLUBS THAT ARE RECREATIONAL IN NATURE, AND NOT COMPETITIVE MAY ONLY NEED 1-2 POSITIONS TO OPERATE THE CLUB.

President

- Complete the President's Agreement which is an understanding of what we ask of you.
- Lead in completing the Club Officer Contact which is a form for having all club officer contact information available to Campus Rec.
- Will volunteer his/her time and expect no monetary compensation.
- Will preside over club meetings.
- Will serve as liaison between the club, the coach and the Sport Club Office.
- Will follow all Sport Club procedures/policies as presented in this manual and will pass this information on to club members.
- Will coordinate scheduling and payment of officials with the Sport Clubs Coordinators.
- Will inform club officers and members of all pertinent information included in the Sport Club Handbook
- Will attend the Sport Club coaches and officers meetings as required.
- Will submit facility/field reservations requests to a coordinator by the date required to arrange practice and match times for the upcoming semester.
- Will have each club member complete a waiver card before they participate or compete in any club sport activity. These cards must be kept current and on file in the Sport Club Office.
- Will submit accident/incident reports to a coordinator within 24 hours of any accident/incident whether at practices or games if not already done so by the coach.
- Will hold regular elections of officers on a yearly basis to elect at least a President, Vice-President, Secretary/Treasurer and Tournament Coordinator.

- Will inform the next club president of the routines and guidelines for club operations prior to the next president assuming office. This should include transferring the Sport Club Operations Manual to the new president and a list of names and phone numbers of new officers to a coordinator immediately following the elections.

Vice President

- Complete the Club Officer Agreement which is an understanding of what we ask of you.
- Will volunteer his/her time and expect no monetary compensation.
- Will carry out the responsibilities of the President in his/her absence.
- Will submit all team scores and records to a coordinator for publication and logging within 24 hours of the competition and keep track of individual statistics throughout the season and have available on request.
- Will follow all Sport Club procedures for spending money, scheduling, etc. and understand that nothing will be paid for that has not been pre-approved and ordered through proper purchasing channels.
- Will submit information on events to a coordinator for special event set-up and lockers for visiting teams at least two weeks in advance.
- Will complete all duties as assigned by a coordinator, advisor, club coach or club president.

Secretary/Treasurer **Treasurer can fall under any position, whoever takes care of all financial matters*

- Complete the Club Officer Agreement which is an understanding of what we ask of you.
- Will volunteer his/her time and expect no monetary compensation.
- Will work with the fundraising to prepare and submit proposals for fundraising activities to the coordinator according to UWS Campus and System guidelines.
- Will coordinate expenditures with the assistance of the coordinator.
- Will follow all Sport Clubs procedures/policies as presented in this manual and understands that nothing will be paid for that has not been pre-approved and ordered through proper purchasing channels.
- Will handle club correspondence, notes, and minutes for meetings with the assistance of the club president, advisor, and/or coach.
- Will complete other administrative tasks as assigned by the coordinator, advisor, coach or president.

Tournament Coordinator

- Complete the Club Officer Agreement which is an understanding of what we ask of you.
- Will volunteer his/her time and expect no monetary compensation.
- Will work with the other officers to prepare and submit proposals for fundraising activities to the coordinator according to Sport Club guidelines.
- Will coordinate all off campus trips, tournaments, or events, including vehicle reservations, travel, lodging, and other travel needs. Will work with the Intramural & Competitive Sports Specialist and follow all timelines with the by completing the Trip Planning Form: <http://www.uwsuper.edu/business/travel/index.cfm>
- Will follow all Sport Clubs procedures/policies as presented in this manual and understands that nothing will be paid for that has not been pre-approved and ordered through proper purchasing channels.

Other positions may be required for certain clubs as deemed by a conference or regional governing body per their specific sport.

SECTION 5 RESOURCES

ADMINISTRATIVE ASSISTANCE

The Intramural & Competitive Sports Specialist and the Campus Recreation Department provide administrative assistance to all sport clubs. That may include assistance with form completion, explanation of policies and procedures, leadership, and a campus resource for your club.

COPIES AND OFFICE SUPPLIES

All clubs receive 50 free black and white copies each month as a part of Campus Recreation. There is also a copy service (color, b/w, large print, vinyl banners, posters, etc) off campus through a contract with Superior Print. There are specific processes and fees associated with this service that are covered by your SUFAC fees if budgeted for in the current year. Access to limited Office Supplies will be provided as needed for promotions or programs within the MWC or Wessman Arena. Examples include use of signage, markers, tape.

MAILBOXES

Mailboxes for each recognized Student Organization are available at the Yellowjacket Union (YU). These are optional and if a club would like one, a request must be done at the start of the academic year. Email will be the primary source of communication for information, but invitations and other mail may be pertinent to the club. These mailboxes should be checked at least once a week.

GROUNDS

The Campus Grounds and Facilities Staff maintain all campus outdoor facilities. Field painting/lining is available at your cost. If this is a service you need please contact the Intramural & Competitive Sports Specialist at least 3 weeks prior to your game/event. You will be charged for both paint and labor costs. The Intramural & Competitive Sports Specialist can give you approximate costs.

SECTION 6 EQUIPMENT /UNIFORMS

EQUIPMENT

- Equipment purchased with SUFAC allocated funds for clubs is considered owned by the University of Wisconsin-Superior, but at the disposal of the respective sport club. Equipment purchases shall be limited to that which is retained by the club and used only during club activities. It should not include personal items, which are used exclusively by one individual.
- Equipment includes any items required to provide the sport club with appropriate tools to operate with practices, games, clinics, etc. It may include home or away jerseys, practice jerseys, balls, pucks, or other game equipment, pitching machine, sticks, etc. Any individual needed equipment (shoes, pads, helmets, personalized jerseys, etc) must be purchased by the student individually.

- Each club must inventory all equipment (Club and University owned) at the end of each school year prior to leaving for summer break or upon the close of their season. Clubs must document all University owned club equipment. The Inventory Report Form is filed with the Intramural & Competitive Sports Specialist. At the end of the school year all University owned Sport Club equipment will be returned to Department of Campus Rec for the summer.
- In the event of a situation where University owned equipment is damaged/lost, the club is required to contact the Intramural & Competitive Sports Specialist. We will then follow Risk Management procedures in getting the equipment fixed or replaced. The club may be responsible for any deductibles applicable.
- Clubs with limited funds and/or first year of existence may use the rental equipment from Campus Recreation. Those items include nets and poles for tennis, volleyball, etc, basketballs, volleyball, or tennis racquets, or any other piece of equipment normally checked out by UWS Students for free use. These pieces of equipment are used, limited in quantity, and must be checked out using the standard MWC or Wessman Equipment Check Out process.

UNIFORMS

Uniforms that are required for play and are retained by the club on a year-to-year basis may be a justifiable expense, as is the maintenance of such items. These jerseys are also considered the property of the University of Wisconsin–Superior. All uniforms must be returned to the Department of Campus Rec at the end of the school year. If a club member fails to return a uniform to the club, contact the Intramural & Competitive Sports Specialist. A bill will be sent to the former member and a hold will be placed on their academic account until the uniform is paid for or returned.

STORAGE

Campus Recreation and its facilities will have storage space available on campus for clubs to access. Both “in-season” (quickly accessible) and “out of season” permanent storage (non-accessible) is offered to clubs at no cost. This includes all equipment or uniforms that are inventoried with the University and were purchased with SUFAC or related funds for the club. Very limited access (club president, advisor, or its designee only) will be granted access for the “in season” needs and only arranged access for “out of season” equipment will be allowed between the club president or advisor and the Sport Club Director.

SECTION 7 FACILITIES

HOME EVENT PLANNING

Give the Intramural & Competitive Sports Specialist a heads-up as to what will be happening when you host your event. This is due five days prior to your event. Future home events will not be allowed if there is a failure to inform the Intramural & Competitive Sports Specialist of an upcoming event.

FACILITIES USED [HTTP://WWW.UWSUPER.EDU/RECREATION](http://www.uwsuper.edu/recreation)

As a recognized Sport Club, you have access to many Campus facilities at no or minimal charge. For practices, clinics, games, home tournaments, or other events, you have access to the following sporting facilities:

Marcovich Wellness Center

- Field house (indoor track, 4 courts, multipurpose flooring)
- Mertz Gym (wood floor, 3 courts and bleachers)
- Swimming Pool (6 lanes, no diving board, gradual depth to 12 ft)
- Dance Studio (wood floor, mirrors)
- Climbing Wall
- 4 Racquetball Courts
- Classrooms

Wessman Arena (sheet of ice October-March; dry floor March-September)

Ole Haugrud Outdoor Football Stadium

3 Multi-Purpose Outdoor Grass Fields

Tennis Courts (outdoor for tennis and basketball)

Outdoor Track

Baseball Field

Soccer Field ?

Access to Community Softball Fields (with approval and possible rental fee)

UWS Campus Shooting Range (Old Main basement, limited access for Shooting Sports) is available by contacting the Campus Safety Office @ 715-394-8114.

Yellowjacket Union (meeting space, event space, etc) is available by calling Allison Garver @ 715-394-8444 or agarver@uwsuper.edu

SCHEDULING

Facility request for games, tournaments, practices, and other events need to be sent to the Intramural & Competitive Sports Specialist at the beginning of the semester or season or as soon as the club has knowledge of the event. If a visiting team needs lockers or showers please make arrangement with the Assistant Director of Campus Recreation at least two weeks in advance. Reservation requests may be made for repeat event (ie: practice every Tuesday morning from 8-9am) or for a special one-time event (ie: Basketball Tournament on a single day or weekend). Up to 3 hours/week are FREE to Sport Club practices, any time required above that will be assessed a court or room rental fee. Any fundraising event will have a fee assessed and will vary based on need and use. Any program requiring a Campus Recreation staff member or additional Facility Staff to be present outside the normal building hours of operation will incur additional staffing charges. Please see the Campus Recreation Facilities Manual for details.

BUILDING/COURT/FIELD USAGE

Because of the heavy field and facility usage, teams must abide by assigned practice times. A team that is repeatedly going over practice time and/or causing problems will face disciplinary actions against them. During inclement weather all clubs MUST be respectful of our fields as we need to keep them in the best shape we can for all users. If you are asked to cancel practice or games due to weather please abide by these decisions.

CANCELLATIONS

Anytime there are cancellations for practices or games please contact the Intramural & Competitive Sports Specialist ASAP as we need to notify the Facility Staff and Campus Recreation office so they can update their daily schedules for the Facility Staff each night. Please be respectful of others. If you do not notify us in advance your use of facility space may be in jeopardy.

SECTION 8 FINANCIAL RESPONSIBILITIES

REQUESTING A BUDGET

At the start of each Academic Year (normally within the month of September), your budgeted funds will be accessible. The budget process begins the year before based on the SGA and SUFAC plan for that fiscal year. Requesting a budget can be done by any Recognized Student Organization and must follow the guidelines put forth by the SUFAC for that year. Guidelines may include attendance to a Budget Workshop, Submission of required Paperwork and Requests for Funds, and Participation in the Budget Hearings for your club. Accessing your funds may require you to work with several other Campus Administration Offices including the Purchasing Office, Campus Recreation Department, Travel Office, SGA and SUFAC Officers, your Advisor, Risk and Liability Office, and possibly more. It is important to maintain good relationships with these staff members to assure your purchasing process is smooth.

REIMBURSEMENT/RECEIPTS/INVOICES

Purchasing Guidelines for Sport Clubs must follow the standard campus guidelines for purchasing. Most purchases require a written quote for the purchase from an approved vendor and a Purchase Requisition form completed and signed by the Intramural & Competitive Sports Specialist. In some cases, a receipt will be turned in following a purchase. If a Purchase Order is issued to a vendor as payment, an invoice should be mailed to complete the purchase. Please visit this website for more information: <http://www.uwsuper.edu/business/purchasing/index.cfm> In any case, you should NEVER make a purchase with your personal funds and expect to be reimbursed. All student purchases need to be planned and arranged ahead of time. If a reimbursement is needed, please work with the Intramural & Competitive Sports Specialist to follow the proper process. It may take up to 30 days for a full reimbursement so we do not suggest using this as a means of purchasing items for a Sport Club.

PAYMENT FOR OFFICIALS

Sport Clubs may have budget requests for game Officials when hosting home events. Please include this in your budget and follow the Purchasing Guidelines to pay those Officials. A Payment to Individual Form is to be completed and signed by the Official with documentation of the event attached. Current UWS Students may be used to officiate games but can only be paid a maximum of \$100 per year. Any work done beyond \$100 will require a Student Work Contract through the Student Employment Office in done with a Lump Sum payment per event. Off Campus or Contracted out Officials may be used as often as needed, but must submit an FEIN form to the Business Office prior to working.

ENTRY FEES AND LEAGUE DUES

Off-Campus (travel) expenses may include:

- Fleet vehicles
- Mileage
- Registration or entry fees
- Bus transportation

Plan Ahead!!!

- Allow a minimum of two weeks processing time for most purchases not including the time required for processing by the vendor or for shipping
- Your requests will not be put ahead of those already received from other organizations just because you failed to plan ahead. If you do not allow enough time, your request may not get processed in time.
 - o Workload of accounts manager and other campus offices may push the processing time past the recommended time of two weeks.
 - o Submit your requests as far in advance as you are able to
- Credit card ordering available for all organizations
 - o Will allow faster ordering in most cases from web companies or phone orders.
 - o All orgs who have funding for office supplies can use campus Office Depot contract pricing. See accounts manager for catalog.
 - Online orders processed by accounts manager
 - Quick delivery
 - Great prices
- Requests that cannot be done with a credit card require processing by several campus offices besides the accounts manager.
 - o Over \$1500
 - o Vendor does not accept credit cards
 - o State restricts use of credit card for t
 - Travel
 - Dues
 - Memberships
 - Event registrations
- Use separate form for payee or vendor
 - o Multiple payments can be included on one form to the same vendor
 - i.e. registrations for 2 or more events
 - o payments for the similar events must be on separate forms if the payee is different
 - i.e. reimbursements to more than one person for supplies purchased or mileage costs.
- Watch for emails from Intramural & Competitive Sports Specialist regarding:
 - o Incomplete paperwork returned to org mailbox
 - o Delivery of ordered items
 - o Travel reimbursement forms are ready for signatures
 - o Add a rule to Outlook so emails are not missed.
 - You can assign a specific color to those incoming emails
 - o Make sure your contact information is correct. Preferred to use org email account

- Make sure mailbox is not full
- Incomplete paperwork will be returned
 - Attached checklist of missing items
 - Emails notification only to org email
 - Can add significantly to processing time; plan accordingly!
- **YOU MAY NOT ENTER INTO ANY CONTRACT AGREEMENT!**
 - You may “contact” but not “contract”
 - If you sign an unauthorized contract you can be held personally liable
 - Contact Intramural & Competitive Sports Specialist with any questions.

SECTION 9

TRAVEL

There are couple requirements of paperwork and forms that must be completed and turned in before your club can travel. These forms are:

Travel Checklist

Checklist of what to do before and after traveling with club

Travel Authorizations

- Plan ahead; Submit a Trip Planning Form at least 8 days prior of your trip to the Intramural & Competitive Sports Specialist
- List of people traveling
- If needed, what kind and how many rental vehicles
- If needed, phone numbers of at least 5 hotels you could possibly stay
- If needed, amount of money requesting to submit a Travel Advance Request

Registrations

- Require travel authorizations and associated backup documents
 - Must include info as to what is included in registration fee (meals, t-shirt, etc)
 - Must provide
 - What
 - Where
 - When
 - How much
 - Who to pay
- Allow plenty of time for processing in other university departments to meet registration deadlines.
- Orgs can pay own registration fees and seek reimbursement by providing same event documentation as listed above and original receipts/proof of payment

Completion of your Trip (all of these forms need to be returned to the Intramural & Competitive Sports Specialist within 5 days of your trip. No club will be all be allowed to travel following a trip where all paperwork is not handed in.

- Pink Enterprise vehicle receipts (1 for each vehicle)

- Hotel receipts (1 for each room)
- Gas receipts (if you took university money with you)
- Any unused money
- Note: gas receipts and unused money should equal the amount of money you started with
- Post-Travel Report: update about what happened during the trip.

Reimbursement for travel expenses

- Submit documentation
 - o Signed travel auth
 - o Original receipts
 - o Event documentation as listed above
- The member wanting to get reimbursed must complete all paperwork for reimbursement within 14 days of travel
- Once all paperwork is completed, turn it in to the Intramural & Competitive Sports Specialist for payment processing.
 - o Treasurer should indicate how much the reimbursement is before submitting forms
- **Reimbursements are simpler and quicker to pay to the organization than to an individual within the organization.**

SECTION 10

PROGRAM SAFETY

RISK MANAGEMENT REQUIREMENTS

ATHLETIC TRAINERS

The presence of athletic trainers at your practices and/or games is highly recommended. It is the responsibility of the club to make arrangements for athletic trainers for practices and/or games. It is also at the cost of each club.

FIRST AID CERTIFICATIONS/SUPPLIES

Each club should have a first aid kit available for the entire season. First Aid kits can be checked out from the Intramural & Competitive Sports Specialist at the beginning of each semester if the club does not have one of their own. If you need replacements for your kit please contact the Intramural & Competitive Sports Specialist. If your club would like special or specific items for a first aid kit please contact the Intramural & Competitive Sports Specialist. This needs to be turned-in at the end of the school year.

ALCOHOL/DRUG USE

University, city and state laws concerning alcohol specifically prohibit the purchase, consumption, or furnishing for consumption of alcohol, except where explicitly authorized. The use of drugs, except for established medical purposes determined by prescription of physician, or the distribution of drugs is prohibited. University policies also prohibit alcohol and drugs in state owned vehicles as well as during any university sponsored functions, this includes travel to and from university sponsored events. Guests and fans in attendance at a club event must follow the

same policies and guidelines and it is the responsibility of the club officer's and members enforce such policies.

INJURIES/ACCIDENTS

In the event of an accident/injury, each club must document the accident/incident. Club officers are required to submit an accident report for any injuries sustained during club activities. These reports should be filled out and submitted to the Intramural & Competitive Sports Specialist within 48 hours of the incident.

SECTION 11

FUNDRAISING

FUNDRAISING OPPORTUNITIES

Fundraising is encouraged for all clubs but must remain within the guidelines of University policy. Proceeds from fundraising are non-university income. Fundraising helps support the club financially. Most clubs are supported by SSA allocations however; these monies do not cover the all of the expenses clubs incur. All fundraising activities must be approved by the Intramural & Competitive Sports Specialist. Some examples of fundraisers are as follows:

- Bake Sale
- Car Washes
- Cheese Cake Sales
- ESPN Magazine Sales
- Home & Garden Candle Sales
- Penny Scratch Off Cards
- Raffles (see below)
- Team Apparel Sales
- Working at Wessman Arena

RAFFLES

Raffles may be held, but they must be licensed by the State of Wisconsin and require the University's review and approval. As a recognized Sport Club the SSA Organizations' raffle license is available for club use upon approval of the raffle. The Sport Clubs Coordinator must approve all raffles prior to the initiation of the licensing process. Upon such approval a letter of support will be written to be included in your application for the raffle license. Raffle proceeds are considered non-university property.

SECTION 12

MARKETING AND PROMOTIONS

PROMOTIONS

Promotion begins with the leadership of the specific club. The best place to begin promoting your club is at Jacket Fest during the 2nd week of school in the fall. You have the option to set up tables and demonstrations in the courtyard area to promote your club. Contact the Intramural & Competitive Sports Specialist for more information.

POSTING GUIDELINES

Clubs may post posters and flyers around campus to promote themselves. However, each club must follow the campus posting policies. If a club wants to post posters/flyers on campus they must submit them to the Intramural & Competitive Sports Specialist to be approved.

APPAREL

All apparel design must be approved by the Intramural & Competitive Sports Specialist prior to printing or ordering. Some designs may need to be approved by University Marketing & Communications, as well.

SECTION 13

BEHAVIOR

CODE OF CONDUCT

The Student Organizations Code of Conduct is the University's policy regarding discipline of student Organizations. The primary purpose of this Code is to provide a quality educational environment for Students and student Organizations and to notify student Organizations of the University's expectations regarding behavior. The Code should be read broadly and is not designed to define misconduct in exhaustive terms. All recognized student organizations must beware of and follow the Recognized Student Organizations Obligation of Recognition, Rights, Conduct and Discipline Policy Statement which is located at (www.uwsuper.edu/studentorgs)

CODE OF CONDUCT STATEMENT

An organization or its members may not discriminate against membership of any individual based on race, gender, religion, ancestry, age, veteran status, marital status, sexual orientation, income, physical ability, or political ideology, unless specified in the governing documents of the organization or pursuant to an exception recognized by University, local, state, or federal laws/ordinances.

- A Recognized Student Organization, its members and/or designees who are found in violation of organization, University, local, state or federal laws / ordinances including but not limited to: issues of discrimination, sexual harassment or assault, possession of illegal substances, illegal usage or sale of alcohol (including sale of or providing alcohol to underage individuals) or controlled substances, misappropriation of funds, facilities, vehicles and equipment, assault / battery, disorderly conduct and/or damage to persons or property shall be liable in the appropriate adjudicating courts and are not exempt from disciplinary action under this policy.
- A Recognized Student Organization, its members and/or designees may use University facilities for events that are primarily for use by students and employees. Publicity for such events must be within the regulations as outlined by the Stout Student Association or specific advertising and promotion guidelines of campus facilities as stated by that particular facility. Promotion must clearly indicate that the sponsor is a Recognized Student Organization and that the event attendance is primarily limited to University students, faculty, staff, employees and guests.
- A Recognized Student Organization, its members and/or designees shall be responsible for any and all activities and/or damages resulting from any organization sponsored event / activity. This includes and is not limited to: all educational, social, cultural, religious, athletic and political events both on and off-campus, and fundraising activities. A

Recognized Student Organization, its members, designees and/or person(s) acting on its behalf must exercise reasonable precaution to ensure that its events / activities do not: cause damage or harm to the property or persons of students, University employees, other organizations, members of the community or the University; do not harm or constitute a serious danger to the personal safety of students or University employees; do not obstruct or seriously impair University-run or University-authorized activities and/or events.

- Recognized Student Organizations may not affiliate, co- sponsor, advertise or conduct an event or activity with any other student organization who has been prohibited from participation in such event or activity, and/or is on probation, has had its recognition suspended or revoked by the SGA, UW-Superior, and/or the National Office or governing body of organization. This includes, and is not limited to: all educational, social, cultural, religious, athletic and political events both on and off-campus and fundraising activities.
- Recognized Student Organizations are held accountable for adhering to these policies through their Advisor(s), president or chairperson, officers or other designated representatives to the University. An organization’s president or chairperson, officers or other designated representatives may not knowingly make a false statement, either orally or in writing, to any University employee or agent, or a person conducting an investigation under the provisions of these policies, or to a Stout Student Association Officer on any matter relating to the activities or actions of the organization and/or its members or designees.
- Recognized Student Organizations, its members or designees may not support, participate in, or conduct any form of hazing as outlined or defined by organizational, University, local, state and federal laws / ordinances AT ANY TIME. Violations and/or non-compliance of such laws and ordinances by an organization will automatically submit the organization, its members or designees subject to immediate sanctions under the appropriate adjudicating authorities. “Implied pressure” to participate in any hazing activity may constitute hazing. **“Hazing” does not solely apply to egregious activity and/or events.** (See Definition of Hazing)
- Recognized Student Organizations shall, in good faith and upon recognition by the Stout Student Association of the organization’s Constitution and By-laws, abide by their rules / regulations / policies and procedures as outlined by their Constitution and By-laws. The Organizational Affairs Conduct Oversight Committee of the Stout Student Association will determine misconduct, non-compliance and/or violations of said Constitution and By-laws.
- Recognition is required to hold meetings and use services at UW-Superior.
- Three organization members is generally the “rule of thumb” when determining what an organization event is.

If an organization is suspended from campus, another organization may not take its place.
Each member of an organization should know the Code of Conduct, ignorance is not an excuse.

UNSPORTSMAN-LIKE CONDUCT

All UW-Superior sport clubs are expected to show the highest level of sportsmanship when participating in any event. This includes practices, team events, games, tournament, and any other activity that involves a sport club. The club and its members not only represent themselves, but they represent the university, Campus Recreation, and the Sport Clubs program therefore the emphasis on sportsmanship is high!

HAZING

Hazing is defined by “Any action taken or situation created, intentionally, whether on or off university premises, to produce mental or physical discomfort, embarrassment, harassment, or ridicule.” Such activities may include but are not limited to the following: use of alcohol, paddling in any form; creation of excessive fatigue; physical and psychological shocks; quests, treasure hunts, scavenger hunts, road trips or any other such activities carried on outside or inside of campus or private property.

The following are examples of hazing by category. It is impossible to list all hazing activities, so this list is not intended to be all-inclusive. Each club activity can be measured against the definition for each activity.

Subtle hazing: Actions that are against accepted standards of conduct, behavior and good taste. An activity or attitude directed toward a club member or an act which ridicules, humiliates or embarrasses. Examples:

- Excluding members from club activities
- Calling members demeaning names
- Silence periods for specific members
- Any form of demerits
- Scavenger hunts for meaningless objects
- Scaring members with what may happen at initiation

Harassment Hazing: anything that causes mental anguish or physical discomfort to the member. Any activity or activity directed toward a member or activity which confuses, frustrates or cause undue stress.

Make the following inquires of each activity to determine whether or not it is hazing:

- Is alcohol involved?
- Will active / current members of the club refuse to participate with the new members and do exactly what they’re being asked to do?
- Does the activity risk emotional or physical abuse?
- Is there risk of injury or a question of safety?
- Do you have any reservation describing the activity to your parents, to a professor, or university official?
- Would you object to the activity being photographed for the school newspaper or filmed by the local TV news crew?

If the answer was “yes” to any of these questions, then the activity is probably hazing. Under Wisconsin State Law a class A misdemeanor will result from an act that result in or is likely to result in bodily harm to another, and a Class E felony will result from acts that result in great bodily harm or death to another.

SECTION 14

DISCIPLINE

DISCIPLINARY GUIDELINES

A student enrolling at the University of Wisconsin-Superior assumes an obligation to conduct himself or herself in a manner compatible with the University's function as an educational institution. Actions considered inimical to the University and subject to discipline fall into the categories of academic and non-academic misconduct. Any student that joins a club also assumes an obligation to follow the Recognized Student Organizations Obligations of Recognition, Rights, Conduct and Discipline Policy Statement. The purpose of the *Student Org Handbook* is to educate all members of the UW-Superior Community and to maintain an environment conducive to academic excellence.

SEXUAL HARASSMENT

University of Wisconsin Board of Regents Policy Document 81-2 declares that:

"...sexual harassment of students and employees in the University of Wisconsin System is unacceptable and impermissible conduct which will not be tolerated." If you or someone you know have been sexually harassed during a Sport Clubs activity please contact Campus Safety @ 715-394-8247 and/or the Intramural & Competitive Sports Specialist.