



# **Club Sport Manual**

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## INTRODUCTION

The University of Akron Club Sports Program is organized and administered by the Recreation and Wellness Services Department. The Club Sports Program is organized to empower participants take an active and responsible role in the administration and financing of the program. Each club is a student organization that is officially recognized by the undergraduate student senate and composed primarily of students, at the same time encouraging faculty, and staff interaction. Each club is formed, developed, governed, and administered by the student membership of that particular club with the guidance of the club advisor, Club Sports staff, and Club Sports Council.

This manual outlines the policies and procedures developed to ensure that all clubs are treated fairly. It has been prepared as a guide to assist club officers and faculty/staff advisors in the administration of their club program. It contains specific guidelines to be followed by all clubs affiliated with the department of Recreation and Wellness Services. Any questions pertaining to club activities not stated in this manual should be referred to and discussed with the Manager of Club Sports.

The Manager of Club Sports is available to students for consultation on concerns, ideas, and for administrative assistance. The Club Sports Room is located in the Student Recreation and Wellness Center and is available for Club Sports Officers as a resource for leading their clubs.

## DEFINITIONS OF CLUB SPORTS

A Club Sports is a registered student organization formed by individuals with a common interest in a sport and/or recreational activities that exists to promote and develop interest within a defined scope.

### Club Sport member requirements

- All club sport members:
  - Must be 18 years of age or older
  - Graduated from High School
  - Students must be enrolled at The University of Akron
- Postsecondary Enrollment Options Program (PSEOP) students or any other early college program students may not participate in Club Sports
- Club members must meet the requirements of their national governing body

Clubs are categorized by their purpose for existing.

**Competitive Club Sports** are created because the interest demands an opportunity for students other than varsity athletes or because no varsity team exists. The team trains and is eligible to compete and actively pursues participation in registered extramural, regional, national, or open tournaments/competitions. The sport is also governed by a National Governing Body (NGB) from the Olympic family or established NGB with developed standards of participation. They must also promote a balanced lifestyle of wellness and physical activity.

**Recreational clubs** do not meet all of the requirements above, but are able to organize a group for sport and recreational participation on a regular basis that is not readily and feasibly available to students under Informal Recreation or as an Intramural Sport. The club should incorporate a variety of participation opportunities including regular club meetings, clinics, practices, informal gatherings and philanthropic functions.

**Instructional clubs** may compete in a few tournaments per year, but the main focus of the club is the introduction, qualified instruction and advancement of specific skills and techniques. Instruction should cover the necessary physical and mental safety prerequisites for participation,

as well as strategy, rules. Instruction should be provided for all levels of skill from beginner to advanced (examples include earning belts in martial arts, certifications, etc.).

Clubs not meeting the above definitions or that are better served by other university departments for support with facilities, development, association with National Governing Bodies and funding may be classified as Special Interest Organizations or Departmental Student Organization and are recognized by the Office of Leadership and Development and are governed solely by the Office of Student Life.

## **ORGANIZATION PRIVILEGES**

### **Club Name**

All names must include the name of your sport or activity and the word "club" (i.e. Women's Soccer Club, Men's Rowing Club, etc.).

### **Club Sports Officers**

Election of officers should occur in the spring semester and offices should be held until the following spring semester. The officers' responsibilities include the following:

- Ensure club abides by University policy and procedure
- Complete all University Forms
- Serve as a liaison between the club and the University
- Know the legal responsibilities that affect club operations
- Update club's constitution if necessary
- Collect and deposit dues
- Prepare and submit yearly budget request
- Oversee generation of funds
- Attend officer trainings
- Deposit funds
- Approve expenditures of funds in accordance with University policy
- Maintain accurate and itemized accounts of expenditures
- Prepare and submit end-of-year report to the Manager of Club Sports
- Make all travel arrangements
- Administer club meetings
- Maintain club files
- Publicize club events following established guidelines
- Meet the requirements of the Club Sports Program
- Fulfill additional responsibilities as outlined by the Department of Recreational and Wellness Services

### **Administrative Services**

As much as possible, Recreation and Wellness Services will attempt to provide registered Club Sports with basic administrative services to assist with their operation.

#### Club Sport Room

The Club Sports Room is intended for use by Club Sports Program Officers. Clubs will have access to computers, printers, televisions, VCR and DVD players, desk space and limited storage space.

#### Fax Services

Clubs may have fax machine privileges through the administrative office of the Student Recreation and Wellness Center. Any long distance calls will be charged appropriately.

Any club may receive fax transmission through the administrative office at the Student Recreation and Wellness Center. The fax number is (330) 972-2138. Teams will not receive documents unless the club name is prominently displayed in the header of the document. The Recreation and Wellness Services is not responsible for any lost or misplaced documents.

#### Mailboxes

Each Club Sports has a mailbox for all incoming correspondence, located in the Club Sports room. Important information may be placed in mailboxes from time to time (example: meeting times and dates, updates, etc.). It is the responsibility of the club to check their mailbox regularly. Any outgoing mail must be handled by the individual clubs. Please check your mail on a regular basis and use the following return address in all correspondence:

Recreation and Wellness Services  
University of Akron  
ATTN: (club name)  
302 Buchtel Common  
Akron, OH 44325-6301

Please note, your may not receive your mail if it does not appear in the above format.

#### E-Mail and Home Page

To assist with communication, each recognized Club Sports can elect to have a unique e-mail address. Your club should use this address in all of your publicity and correspondence. The Club Sports Program has set up its own email address: [clubsports@uakron.edu](mailto:clubsports@uakron.edu). Should the department receive an e-mail for your club, we will print out a copy for your club's mailbox and forward the message to the club's account.

The Club Sports Program maintains an official home page with links to each club. The web page will be constantly updated and have available for the clubs:

- Club Sports Program updates
- Contact Information
- Downloadable forms

All website content must be approved by the Manager of Club Sports and Department of Recreation and Wellness Services. Any unauthorized website that is found will result in that club facing disciplinary actions.

#### Copies

Photo copies can be made of club materials, including but not limited to fliers, forms, and waivers. Clubs can make copy requests through the Club Sport office; all copies will be logged and charged to the Club Sports twice per semester.

#### Publications and Advertising

As a recognized University of Akron club, you are eligible to have your organization, event, and activities advertised on campus. Some of the means for on-campus advertising are listed below:

- Student Union
- Zipmail
- WZIP Public Service Announcements
- Campus Residence Hall Bulletin Boards
- Buchtelite Classifieds
- Campus Calendar

All postings need to include the statement below:

*This posting shall not be construed as approval, endorsement or sponsorship by The University of Akron of the student group's publications, activities, actions or purpose.*

Recreation and Wellness Services will occasionally run advertisements that Club Sports may buy a portion of that space otherwise Buchtelite Ads are available at current student organization rates.

### **Facility/Equipment Use**

All requests for facility space and equipment use must be made with the Manager of Club Sports using the Recreation and Wellness Services facility reservation form. Due to limited facility space, the sooner the requests are submitted, the better chances for approval. The Recreation and Wellness Services Department will do its best to accommodate a club's request. Requests for Summer and Fall practice space should be submitted in the previous Spring Semester, no sooner than the Spring Break. Requests for the Spring Semester should be accompany the Fall Semester Report.

When holding practice or any other club event, all members should have their valid University of Akron ID card; clubs in violation of this will be subject to disciplinary action. Special arrangements should be made with the Manager of Club Sports for non-university affiliated coaches/instructors. If a club needs to cancel practice, events, or reservations, a club officer should contact the Manager of Club Sports at least 48 hours before the reserved time. Failure to use the reserved area jeopardizes the club's privilege to reserve facilities in the future.

Any damage to or problems with assigned facilities or equipment should be reported to the Associate Director of Facilities and Manager of Club Sports as soon as possible. Clubs found damaging facilities or equipment will be charged for repairs and will be subject to disciplinary action.

All equipment purchased using University funds is considered property of the University of Akron. Clubs do not have the authority to sell or dispose of University equipment/property. Any equipment purchased with University funds that is damaged or lost, must be replaced by the club prior to the release of any further funds. University funds may not be used to purchase equipment or uniforms that are to be kept by the club members. Therefore, club members must keep an inventory of each piece. All equipment, uniforms, etc., must be inventoried at the end of each semester. Recreation and Wellness Services will designate two days in the week prior to final exams for club members to bring equipment in for mandatory inventory reports. Club members may be held financially responsible for damaged and/or lost property.

### **Financial Support**

Please refer to Club Sport EAF Guidelines.

## **RESPONSIBILITIES AND REQUIREMENTS**

### **Membership and Eligibility**

- All undergraduate and graduate students currently registered at the University of Akron are eligible to join a club.
- All faculty/staff are eligible to join any club, however full membership to the Student Recreation and Wellness Center MAY be required (for those clubs that utilize the facility). A clubs constitution may also dictate if faculty/staff membership is permitted.
- Graduate students, faculty and/or staff may be restricted from league or associate competition. Please check with that league, association, or governing body in advance of competition for eligibility guidelines.
- A member is not permitted to participate in any club event (practice, game or otherwise) until a Waiver of Risk and Liability and, Health History have been filled out and signed. These documents need to be kept on file with the Recreation and Wellness Services Department.

- Intercollegiate athletes are not permitted to participate in any club of the same varsity sport and may not compete in any club during the term of their competitive varsity season.
- Alumni and community members are allowed to participate in the Club Sports program at the University of Akron on the 80/20 principle. This means that the club membership must be at least 80% students. Alumni and Community members MAY be required to purchase full membership to the Student Recreation and Wellness Center.
- Alumni, Faculty/Staff, and Community members' dues will be calculated based on the amount of EAF funding provided to the club. EAF funds may not be used to subsidize non-student participation rather community members should have significant financial investment in support of club.
- No club may restrict membership on basis of race, sex, sexual orientation, religion, color, national or ethnic origin, age, disability, or military service.

## **Officers and Responsibility**

Each club shall elect a president, vice president, treasurer, and safety officer. The names, addresses, phone numbers, and e-mail addresses of the elected officers should be on file with the Manager of Club Sports. The following list of responsibilities for each position is provided as a guideline to the club. Each club should determine the specific duties of each officer.

### **President's Responsibilities**

- Provide constant communication with the Club Sports Program staff, club advisor, and each member of their club. They serve as the chief liaison between the Recreation and Wellness Service Department and the members of their club. He or she should not assign this responsibility to another officer, but should share the communication process with the other officers and their members. No member or officer of their club should be authorized to make purchases, arrange practice times, or schedule events without knowledge or participation of the president.
- Be familiar with all contents of the Club Sports Manual.
- Ensure that the club is represented at the scheduled Club Sports Meetings. He or she may arrange for another officer to attend the meeting or inform the Manager of Club Sports if a club member is attending in the place of an officer.
- Hold organizational meetings for their club to inform club members of all policies, procedure, expectations and emergency procedures.
- Monitor all Club Sports events, assuring that all policies and procedures are being followed.
- Oversee the required reporting.
- Ensure that all incoming officers have met with the Manager of Club Sports and that they are all familiar with their duties before assuming their position.
- Update club roster on file with the Manager of Club Sports each time a new member is accepted.
- Complete and submit all required forms by their respective due dates.
- Purchase a copy of their sports current rules and regulations to be kept on file with the Manager of Club Sports as a reference to both the club and the staff.
- Ensure that the all forms are on file with the Manager of Club Sports by the appropriate date:
  - Club Roster
  - Club Sports Monthly Report
  - Participant Risk and Liability Waiver Form
  - Yearly Budget Request
  - Equipment Checked Out
  - Officer's List
  - Facility Request Form

- Travel Forms

#### Vice President's Responsibilities

- Assume the duties of the club president in his/her absence.
- Oversee club equipment inventory and purchase requests.
- Assist in the coordination of all club competitions, and the arrangement for practice and game facilities.
- Assist the club president as required.

#### Treasurer's Responsibilities

- Check with the Club Sports Program staff regarding the financial status of your club on a regular basis. Keep current financial records.
- Prepare club budget request.
- Initiate and ensure that club members assume responsibility for generating funds.
- Collect club membership dues.
- Prepare and document expenditures, obtain and submit receipts for all purchases.

#### Safety Officer's Responsibilities

To provide a safe and positive recreational experience for all participants, it is necessary to prevent accidents and injuries before they happen. It is strongly recommended that every club develop, implement, and practice the following safety procedures through the safety officer.

- Inspect fields/facilities prior to every practice, game, or event. Unsafe conditions must be immediately reported to the Manager of Club Sports or Associate Director of Facilities.
- Ensure the club is abiding by all University, local, state, and national health and safety regulations.
- Report any injury, which occurs during club practice or any on/off campus event to the Manager of Club Sports within 24 hours (or immediately upon return to campus) by turning in a completed Accident/Injury Report Form.
- It is strongly recommended that this officer maintains certification in CPR, First Aid and AED and ensure that at least one other club member obtains these certifications. At least one of these individuals should be present at all club functions to handle emergency situations at activities outside of the SRWC. A list of these individuals and copies of their certifications should be turned into the Manager of Club Sports. University of Akron Recreation and Wellness Services Program regularly offer these classes; sign up with the Manager of Club Sports.
- Attend Health and Safety's program on Blood Born Pathogens.
- All clubs should have a first aid kit at each practice session or event. If your club does not own a first aid kit, one may be checked out from the Club Sports Program. This is not required of teams practicing in the Student Recreation and Wellness Center or Memorial Hall.
  - First Aid Kits are located at the SRWS in the OASIS. Familiarize yourself with the location of all safety equipment.

#### **Faculty Advisor**

Student organizations at The University of Akron are required to have an advisor who must be a member of the University of Akron Faculty or Professional Staff. The advisor assumes responsibility for working on a continual basis with his/her respective club in accordance with the policies of the institution. They give their time and expertise to facilitate the growth and development of students through the group process. Also, they represent the University when legal questions arise. It is important to maintain a relationship with your advisor because they provide a degree of continuity to the club as new students arrive and others graduate. Some responsibilities include:

- Explain University policies when relevant to the discussion.
- Call meetings of the officers when he/she feels necessary.

- May take an active role in forming goals for the club.
- Assist in the financial planning of the club.
- Attend executive officer meetings.
- Maintain all club records during the periods of transition.
- Attend 1 club advisor meetings per semester.

## **RISK MANAGEMENT**

Recreation and Wellness Services along with the Club Sport Program strive to provide an awareness of the risks involved in each activity. Certain elements of danger are inherent in each specific activity. Often these elements of danger are beyond the control of the Department and its staff. Participation in the Club Sport Program is purely voluntary and such participation involves the unavoidable risks of personal injury, loss of or damage to personal property and the possibility of loss of life.

It is the individual's responsibility to determine his/her own ability to participate and at what level he/she can participate. The Department strongly recommends an annual physical exam prior to the start of the season. The participant should seek additional information at any time one's health status changes. Such actions are designed to ensure that one's participation is within one's health status/limitations.

### **Roster and Release**

All members and participants in each Club Sports must have a completed Risk and Liability Waiver form on file prior to participating in any Club Sports event. This roster form does not release a club from responsibility in case of an accident; however, it is a preventative measure making the participant aware of possible dangers involved in participating in club sports. ALL Club Sport members must be over at least 18 years of age and meet all requirements of The University of Akron and any national governing body.

### **Insurance and Liability**

University of Akron and Recreational and Wellness Services and the Club Sports Program do not provide medical insurance for any club sport or its members. Club members are to fund their own accident-medical insurance. A medical examination is recommended before a player practices or competes in a Club Sport. The University of Akron assumes no responsibility for medical treatment or diagnosis costs resulting from injury to club members above and beyond those benefits, which are provided to students through Health Services.

Failure of a Club Sport member to comply with these policies will mean automatic ineligibility for that player until all requirements are completed. A club team that plays an ineligible player runs the risk of disciplinary action. Failure to comply with the above rules will result in appropriate action by the Club Sports Staff. A club member must be a current student or faculty or staff member.

## **911 Call -- Emergency Response Plan**

***\*It is the Safety Officer's responsibility to communicate this plan with the team and make sure each participant is trained in the course of action. It is the Safety Officer's responsibility to keep medical cards on site for use in emergencies.***

1. Survey the scene:
  - Is the scene safe?
  - What happened?
  - How many are injured?
  - What is the victim(s) condition?
  - Who is available to help?

2. Designate one person to call University Police (330) 972-7123 (if on-campus) or 911 (if off-campus) with the following information:
  - The caller's name
  - The exact location of the emergency
  - What happened and how many are involved
  - The condition of the victim(s)
  - Any first aid or CPR currently being given
  - ❖ Return to the scene and inform those attending to the victim(s) that help has been called. Then, wait for the University Police to arrive and direct them to the scene.
3. Administer CPR/First Aid as appropriate (At least 2 people on the team should be CPR and First Aid certified).
4. Once paramedics have arrived, the individual providing care should orient the paramedics to the status of the victim(s). The paramedics will take over care of the victim(s).
5. Find out where the victim(s) are transported for care.
6. Immediately after the incident, **before the victim(s) leaves**, the first responder should fill-out an injury/accident report (complete everything), located within your First Aid Kit. This form must be completed and turned in to the Manager of Club Sports within 24 hours or the next business day.
7. Call the Manager of Club Sports, Chris Painter (330) 972-7610, within two hours of the accident. If there is no answer, leave a message and call the Recreation Assistant Director, Sport and Adventure John MacDonald at 330-714-8190.

### **Accident Reports**

The Club Sports Safety Officer, any another officer acting in his/her place, must complete and submit an accident report for injuries that occur to club members during any club activity. These reports can be picked up at the OASIS officer of the Student Recreation and Wellness Center and are to be returned to the Manager of Club Sports through that office upon completion (within 24 hours of injury/accident).

## **FINANCIALS**

### **Accounts Available**

Each club will have its own account and is responsible for maintaining a positive balance on their account. The accounts will be used for all purchases and expenditures relating to club activities. Any outside accounts found will result in the immediate suspension of that club.

### **Allocation Requests and Procedures**

The Associated Student Government reserves a portion of their annual budget to be distributed to Student Organizations as their annual allocation. Each club's allocation is determined by the club's planning budget, ability to meet the expectations of the Club Sports Program, and ability to complete the budget process. Clubs can request an allocation to cover their planned expenses, but this does not mean that they will be awarded the entire request.

Each club must complete a budget request consisting of a detailed budget for the following fiscal year, a budget presentation, and detailed plan of fundraising activities. Clubs not following the proper budget request timelines and guidelines may not be eligible for funds through ASG, including the following:

- Must be a registered student organization with the Office of Student Development and maintain a university account in the clubs name.
- Must submit the most recent Budget Detail Reports and Budget Summary Reports with funding request form.
- Must submit funding request to Recreation and Wellness Services 2 week in advance of the funding hearing.
- Must indicate the dues per member per semester or year.
- Must detail all club fundraising plan and projected income from those efforts.
- Must be in compliance with Recreation and Wellness Services required paperwork- rosters, waivers, travel plans, etc.
- May not be listed on any type of probationary report within the University.
- Must maintain regular reporting following the provided reporting guidelines.

### **Purchases**

The club president, faculty advisor, Manager of Club Sports, Assistant Director Sport and Adventure and Coordinator of Business Operations SRWS must approve all expenditures. A requisition request form must be submitted in accordance with the Office of Student Development guidelines:

- Completion and accuracy of the requisition
- Faculty advisor's signature
- Name of individual requesting expenditure
- Correct account code
- Attached photocopies (along with the originals)
- Adherence to Extracurricular Activities Fund (EAF) policies
- Balance on hand and committed funds
- Travel Authorization, if applicable
- Travel Information Sheet, if applicable

Upon approval of the request, the materials will be forwarded to the Coordinator Business Operations to approve and process. NOTE: Due to University procedures and guidelines, this process will take up to 2 to 3 weeks. For this reason, clubs are urged to submit all necessary requests for purchases at least 4 weeks prior to the date the purchases are desired.

Clubs may provide the names and phone numbers of any vendor from whom they would like to purchase. Under no circumstances shall any member of the club enter into any verbal or written agreement with a vendor. Clubs not receiving prior approval of expenditures from the Manager of Club Sports and Coordinator of Business Operations will be responsible for payment of the items purchased. Club funds will not be made available for payment and taxes may need to be paid.

### **Examples of Appropriate Expenditures (pending approval)**

- Conference/Association/League dues for an organization or team
- Tournament Entry Fees
- Purchase of Equipment
- Approved Travel Expenses
- Officials/Judges Fees
- Facility Charges

ALL PURCHASES BECOME PROPERTY OF THE UNIVERSITY OF AKRON

### **Examples of Inappropriate Expenditures**

- Any travel other than lodging and/or commercial transportation
- Legislative lobbying efforts
- Programs or activities which discriminate on the basis of race, religion, national origin, gender, age, disability, sexual orientation, veteran status, or any other basis of discrimination prohibited by law
- Scholarships, individual membership dues, loans, wages, or other compensation to member or officers of the club
- Charitable contributions
- Alcoholic beverages, tobacco products, and/or illegal substances
- Food, beverages, and gratuities (SAF only or through Partners in Programming)
- Any activity which is illegal

### **Reimbursements**

An individual may be reimbursed by an organization for an out-of-pocket expense as long as the expenditure is allowable by EAF guidelines. **NOTE: ALL reimbursements must be turned into the Coordinator of Business Operations at the Student Recreation and Wellness Center room 210 within 30 days of purchase. Reimbursements turned in after 30 days will be the responsibility of the payee.**

**The original receipt must accompany a requisition for reimbursement.** The individual's name, address, and social security number must appear in the "vendor's" section of the requisition. Remember, the University cannot reimburse sales tax.

Finally, the original receipt and one copy, along with the requisition and one copy, should be brought to the Manager of Club Sports who, upon approval, will forward to the Coordinator of Business Operations for approval. If all is in order, the Coordinator of Business Operations will forward the paperwork to Accounts Payable for a check to be issued and mailed to the individual

### **Deposits**

Deposits into a group's EAF account can be made by bringing the funds to be deposited to SRWS #210. A three digit number (sub-code) must be added to the end of the account number when making a deposit. For all deposits, the 3-digit sub-code is 099. There are no deposit slips like those given by a bank. You need only to give the Cashier your group's account number plus the three digit code. Inform the Cashier to forward a copy of your deposit to Coordinator of Business Operations SRWS +6301, and the deposit will be entered into your records so an accurate balance can be maintained.

### **Fundraising Guidelines/Donations/Gifts**

The importance of fundraising for club sports cannot be stressed enough. A club sport should expect to generate a minimum of 50% of its annual budget. A club's initiative in fundraising helps to determine the club's allocation and also plays a large role in determining the activity level and direction of a club.

#### **Fundraising Proposal Form**

- A club must submit a separate fundraising proposal form to the Club Sports Program for approval prior to participating in any fundraising event or activity.
- Within one week of completion, the club must complete the "summary" portion of the proposal form.
- This form helps the Club Sports Program track how successful the clubs fundraising activities are and allows them to advise future clubs in an informed manner.

#### **Donation Guidelines**

- Money received via donations is tax deductible.
- All money received via donation must be deposited into the clubs SAF account.

### **Post-Season/Contingency Funds**

Each year, a portion of the funds are set aside to assist clubs with additional expenses due to qualification and travel to National/Regional tournaments and competitions. The amount of money available in the Post-Season Fund is limited and clubs are encouraged to prepare throughout the year for the fiscal responsibilities that come along with regional or national competitions. Post-season funds are not guaranteed to any club and depend on availability and ability to show need. Additional allocation requests must be submitted to the Manager of Club Sports at least 2 weeks prior to the event/activity and should include the following materials:

- A description of the event and participants
- The history of the club in this or similar competitions
- A summary of fundraising activities to date
- The importance of competing in this event to The University of Akron and Club Sports Program
- Prepared budget for the event
- The most recent Budget Detail Reports and Budget Summary Reports.
- Club's point standing for that year

Preference will be given to those clubs which exhibit an organized request, a satisfactory history in compliance with Club Sports policies and procedures, a strong point standing, the University EAF/SAF accounts are in good standing and recent successful fundraising activities.

### **Additional Information**

Fundraisers, sponsorships, etc. must stay within the missions of The University of Akron, Recreation and Wellness Services and the Club Sports Program and must project a positive image of the club and Club Sports Program.

- Clubs cannot participate in fund-raisers associated with/or involving any alcohol or tobacco.
- Fundraising, sponsorships or donations cannot be received from alcohol or tobacco related business.
- Clubs are not allowed to solicit credit card registrations as fundraisers or be associated with the credit card industry.
- Clubs are not allowed to associate with activities or groups that are discriminatory in nature.

## **STANDARDS OF CONDUCT**

Athletes, coaches, and instructors in the Club Sports Program are ambassadors of the University of Akron and the Department of Recreation and Wellness Services. As such, all ambassadors are expected to behave with dignity, both on and off the field. They are expected to adhere to all policies and procedures and serve as role models to each other and to the campus community while participating in events at other universities. They assume an obligation to conduct themselves in a manner compatible with the University's function as an educational institution. When members participate in an event or club activity, they accept the responsibility of representing the University in a way that will not detract from the reputation of the institution or behave in any way which would reflect negatively on the image of the University of Akron, the Department of Recreation and Wellness Services, and/or image of their specific sport. Violations of any University policies, recommendations, regulations, or procedures will not be tolerated of Club Sports Program participants. All club officers are expected to meet all expectations and duties defined in their club operating guidelines. Any breach of this Code of Conduct will be forwarded to the Club Sport management.

## **Club Sports Code of Conduct**

The following acts have been determined by The University of Akron to be unacceptable. Each member is expected to abide by the Student Code of Conduct of The University of Akron.

Excerpts of the Student Code of Conduct are outlined below:

- Furnishing false or misleading information to University officials or on official University records, or altering or tampering with such record.
- Detaining, holding or intimidating, injuring or threatening to injure or coerce by bodily harm any person lawfully upon property owned, leased or operated by the University or in housing occupied or used by recognized University student groups or within the disciplinary authority of the University.
- Harassment, verbal, written, electronic, or otherwise, including but not limited to sexual, racial, ethnic, or religious harassment that causes harm of any nature.
- Disorderly conduct or lewd, indecent, or obscene conduct on the University premises or at University sponsored activities.
- Sexual harassment, sexual assault, misconduct or imposition.
- Theft, malicious destruction, damage or injury to property not his own.
- Possession, use or distribution of marijuana or any narcotic, hallucinogenic, or any other drug in either the refined or crude form which is prohibited by law.
- Unauthorized consumption, possession, or distribution of alcoholic beverages.
- Unauthorized entry into, or use of, University facilities.
- Doing any act or coercing another, including the victim, to do any act of initiation into any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person.
- Hazing of any kind
- Failure to comply with the directives of University administrative officers and police, or any other governmental law enforcement officers upholding University regulations, or faculty within the purview of their authority when carrying out their normal duties.

## **Disciplinary Process**

Violations of the Student Code of Conduct will be referred to the Office of Student Judicial Affairs. Violations will result in disciplinary action ranging from club probation to club expulsion and may also include action taken against individual club members. Student Conduct hearings are held in addition to and separate from any criminal or civil court proceedings.

Recreation and Wellness Services works closely with the Office of Student Judicial Affairs to ensure that all clubs and students are treated equitably and that all club members have a safe and positive environment in which to compete, recreate, and learn.

## **Travel Regulations**

- Any club traveling over four hours away must have at least two “approved” drivers in each vehicle.
- No driver can drive more than 4 hours without changing drivers.
- Only current club members and coaches may travel on club trips and must be listed on the Travel Authorization Form.
- Club Travel cannot occur between the hours of 1am and 5am unless traveling under contract with a professional transportation service and driver.
- Travel Authorization form must be submitted at least 2 weeks in advance of travel date.
- Co-Pilot should be assigned to perform the following duties:
  - Ride in the passenger seat

- Use cell phone if necessary (for the driver)
- Keep the driver awake and alert
- Help the driver navigate
- Change the radio
- Make sure the driver is not being distracted
  - CO-PILOT MAY NOT SLEEP UNDER ANY CIRCUMSTANCES

**Van Rental:** Any club renting a van needs to be an “Approved” driver and have successfully completed the SRWS van orientation program. All full size vans require drivers to be at least 25 years old. You cannot rent a van if you are under 25 years old.

**Procedures to become an “Approved” van driver:**

A. Personnel requirements include:

Staff must have a photocopy of their license and current auto insurance in their file with the Manager of Club Sports. They should complete a Vehicle Driver Information form with info on their driver’s driving record. This form should be added in their personnel files. Each driver is responsible for completing and turning in the Driver Info Sheet.

1. Must be at least 18 years of age. (25 years of age for full size vans)
2. Must possess a valid driver’s license. (See regulations for driving lisc. in section C below)
3. Must have current insurance valid for the type of travel
4. Must be injury free from event and prepared to drive.

B. Training requirements to obtain approval:

1. Van Drivers must successfully pass an online driving safety course. Questions answered incorrectly should be reviewed with the person taking the test so they understand why they missed the question.
2. It is important that individuals get some experience handling a large vehicle before having to do so with a load of passengers. After successfully passing the on line exam, drivers should take a practice drive before driving the vehicle loaded with participants.
3. Van Drivers will be required to pass the I Drive Safely “Fleet Van Corporate Driving Course”.
4. For those planning to drive a vehicle with a trailer, a practice drive with the vehicle and trailer will be made prior to driving the vehicle loaded with passengers or pulling a trailer.

C. Driving record requirements to obtain or maintain approval. All record requirements are on a self reporting basis to your clubs president.

1. No more than 1 conviction for a moving violation or a violation that was the proximate cause of an accident within past 12 months.
2. No convictions of reckless driving or of speeding in excess of 15 mph above the posted limit within past 12 months.
3. No suspension of driving privileges in the last 2 years due to a moving violation (a suspension for failure to appear does not count).
4. No convictions of DWI in the last 5 years.
5. Shall have a driving record that in its overall character arouses no serious question about the reliability, judgment, or emotional stability of the applicant.

Club Sports members who do not have Release forms and Emergency Medical Information forms on file in the Club Sports Office are **NOT** eligible for travel or membership.

When a personal vehicle is used, the vehicle owner must maintain automobile liability insurance in an amount sufficient to cover any related property or liability loss and be responsible for their own personal deductible charges. The university is not responsible for any increase in premium under the owner/operator's policy as the result of an accident.

### **Travel Procedures**

Registered student organizations may request funds to support travel opportunities that are deemed consistent with the purpose of the organization. All travel by registered student organizations, whether use of EAF funding, proposed or not, must be authorized by the CSC, and the Manager of Club Sports. This authorization process assists the organization in planning travel that is (1) consistent with the organizational purpose, (2) safe and secure, (3) goal-oriented, and (4) cost effective.

### **Requesting travel authorization:**

Travel authorization begins with completing the Travel Authorization Form, attaching all required documentation from the source of the conference or event. The required documentation should document the date, time, place of the event, and should verify all of the costs associated with the event. Attach driving information, copy of all drivers license and insurance (of anyone driving), and travel itinerary. The travel authorization and documentation should be submitted to the OASIS Student Recreation and Wellness Center room 140 these travel authorization requests must be submitted at least 2 weeks prior to the travel departure date.

### **Review of travel requests:**

Travel authorization requests are reviewed weekly.. The review committee attempts to answer the following questions:

- Is the travel request consistent with the purpose of the organization?
- Is the travel request compliant with EAF guidelines and University policy?
- How does the organization plan to get maximum benefit from this travel opportunity?
- Is the group taking appropriate safety and security precautions?
- In accordance with EAF policy and guidelines, what is the recommended EAF funding for this travel opportunity?

### **Committee Recommendation:**

Within five (5) days of the authorization submission the review committee will issue a funding recommendation via email and student organization mailbox.

### **Appeal:**

If the student organization does not believe the recommendation is consistent with EAF policy, the organization has three (3) days from the date the recommendation was issued to submit a written appeal. The appeal must be emailed to clubsports@uakron.edu. The review committee will issue the results of the appeal within three (3) days of the receipt of the appeal.

### **Final review and approval:**

After the completion of the review committee process, the authorization form, indicating final authorization, is placed in the student organization mailbox.

The Manager of Club Sports and the OASIS office of the Student Recreation and Wellness Center #140, is available to address any questions student organizations may have regarding travel planning and policy.

### **Travel Authorizations**

**TRAVEL AUTHORIZATION** – This form is used prior to any travel plans initiated by your organization. This form must be submitted to the Manager of Club Sports at 330-972-7610 or clubsports@uakron.edu at least 2 weeks prior to the date of travel. The form provides the office with the details of your travel: date, location, and mode of transportation, travel costs, funding sources, and the identification of those students participating. Travel that occurs without authorization will not be funded by EAF. Our office is available to help you plan your student organization travel itineraries.

### **Food, Alcohol, and Gratuity**

Food is an allowable expense through an SAF account when traveling.

Maximum food allowances are provided at the controller's website on Per Diem for individual States at [http://www.uakron.edu/busfin/controller/travel\\_per\\_diems/travel\\_per\\_diem.php](http://www.uakron.edu/busfin/controller/travel_per_diems/travel_per_diem.php). No reimbursement will be permitted for alcoholic beverages as per state laws. Gratuities are reimbursable if the expenses are within daily meal allowances.

### **Lodging**

Reimbursement for lodging within and outside the state is limited to a maximum of eight (8) rooms per day without special consideration provided in writing by the SRWC when using the EAF account in addition to room taxes for any calendar day upon which the individual is traveling. When using the organization's SAF account, the group is not limited to eight (8) rooms per day as long as the request is reasonable. Number of players per room must be equitable for men and women when traveling for co-rec competition. While it is best to pay your lodging in advance, you may be reimbursed as long as you have a valid itemized hotel bill. A credit card receipt will not be sufficient. Reimbursements for all travel expenses must be accompanied by receipts. Complete the **STUDENT TRAVEL EXPENSE REPORT** for reimbursement. Lodging can also be prepaid by filling out a request form with the information from the hotel. A check for the hotel will be picked from Accounts Payable and taken with you on your trip. It should be given to the hotel clerk upon check in. This will cover the cost of the room.

### **Plane Travel**

For out-of-state and foreign travel, commercial transportation costs will be reimbursed for coach fare (or lowest form available) for transportation by air or rail and limousine service (not taxi, if limousine is available) to and from the airport terminals. If it is necessary to use a rental car at the traveler's destination, the expense must be specifically approved by the faculty advisor and the Manager of Club Sports. Commercial transportation may be booked in advance by using your student organization Visa Card. Please see the related Visa Card policy regarding making travel arrangements using the Visa Card. When traveling by air or rail, travel insurance is not an allowable expense.

### **Private Car**

The University reimburses at the current university rate per mile for the use of a private vehicle when traveling in the State of Ohio. You must demonstrate that you are covered by motor vehicle liability insurance by listing your insurance company and providing a copy of your driver's license and current auto insurance to the club sport office. Out-of-state travel by private car is also reimbursed up to the current university rate per mile; however, the current rate per mile compared to coach airfare must be clearly explained in the "remarks" section of the Student Travel Expense Report.

### **Registration Fees**

Registration fees should be paid in advance using the Requisition Request Form. Otherwise, the individual must pay the registration fee and obtain a reimbursement on the Student Travel

Expense Report. Reimbursement will only be made when supporting documents are attached to the Student Travel Expense Report and only when necessary.

### **Renting Vehicles**

The University has a contract with Enterprise Rental Car to rent vehicles to the Students of the University when traveling on University business or activities. You will need to contact Enterprise at (330) 434-2600 and rent the vehicle that you need for your trip. When renting the vehicle you should make sure that they give you a price for this rental and a confirmation number. You then need to complete a Requisition Request stating the type of vehicle (car, minivan, full size van) you need, dates and times of departure and return, confirmation number, price and a person from your group to contact with the details. This requisition should be brought to the OASIS for further processing. The account you cited on the requisition will then be charge for the rental cost.

If a vehicle is rented by an individual for University business (no more than two cars or vans), sign up for the extra-cost "collision deductible waiver" option which is offered by the auto rental company. This waiver will provide insurance coverage for damage to the rental car itself. It is available for an amount ranging from \$3.50 to \$8.50 per day and will be reimbursed with travel expenses. Do not rent the vehicle in your name. Also, do not allow another person to operate the rented vehicle unless he/she is also listed on the agreement as an "Additional Authorized Driver".

**Failure to comply fully may subject the individual to personal liability for injuries or damages which may occur when such individuals are operating rented motor vehicles. ALL full size van rentals must have approved drivers that are over the age of 25.**

### **Gasoline Credit Card**

To minimize out-of-pocket expenses, an oil company credit card can be obtained if your organization has funds available in an EAF or SAF account when traveling. You will need to fill out a request form requesting the gas card and the denomination of the card that you need to obtain (i.e. \$50). The credit card must only be used for gasoline purchases and be returned the next business day upon returning from the trip.

### **In emergencies**

1. In the case of an accident, follow regular emergency procedures. Stay on the scene until police arrive; do not attempt to assess blame. Get the names of all people in the accident and get names, addresses, phone numbers, drivers license info and insurance info from other drivers and provide this info about yourself to them. Get names and phone numbers of witnesses. Draw a diagram of the accident scene and what was happening just before and at the moment of the accident.

2. If the vehicle goes off the road, do not endanger passengers by trying to push a vehicle back on the road.

3. Use initiative to correct safety hazards at service stations or other stops.

4. If you have a flat tire, refer to the vehicle manual as to best jacking locations, etc. Get well off the road, engage the parking brakes, chock the wheels, and do not climb under the vehicle when it is on the jack. In other words

- BE CAREFUL. If you can do so safely, remove passengers from the vehicle to a safe location away from traffic.

5. Do not continue to operate a vehicle that is unsafe.

6. In any accident or mishap that will require repairs to the vehicle: have a police report done ASAP by whatever police have jurisdiction of the location where the accident happened, and obtain a copy of the report or arrange for one to be sent to the Manager of Club Sports for insurance reasons. Inform the Manager of Club Sports in writing immediately upon return to campus.

7. In an accident or mishap that involves personal injury call Campus Police at (330) 972-7123 ASAP and inform them of details. Ask them to contact the Chris Painter, Manager of Club Sports at 330-972-7610.

8. Mechanical breakdowns:

a. Thoughts and attitudes about breakdowns:

b. It is best to avoid these. Schedule regular maintenance checks, check fluids prior to trips, and report minor problems or strange sounds, etc. so they can be repaired before they become major.

c. When breakdowns happen you need to consider the safety of participants, logistics for getting the participants to the trip site and back to campus, and logistics for getting the vehicle running again. Safety comes first.

d. For major mechanical failures and accidents:

i. You will need to provide:

1. License number of vehicle.
2. Apparent problem.
3. Location of disabled vehicle.
4. Telephone number for a return call (if necessary)

ii. One option if fairly close to Akron, is to abandon the vehicle:

1. Arrange for pick up of group.
2. Afterwards we can arrange to deal with vehicle.

iv. Options on how to transport the participants if the vehicle is disabled:

1. Arrange for someone to rendezvous with you with another vehicle to pick everyone up.
2. The trip leader should arrange for a rental vehicle from a local rental company. Companies will often deliver a rental vehicle to your location.
3. Asking others for assistance may be an option but you need to consider the additional risks associated with this.

In general, it is probably not a good idea to transport the entire group in strangers' vehicles. Stay in groups or at least pairs if walking along a roadway.

9. Often it is best to stop and take time to consider the best options. The "down time" of waiting for alternative transportation can be used for team development. It may be appropriate to stay in a motel while waiting for a safe option.

**FAILURE TO SUBMIT THE MINIMUM REQUIRED PAPERWORK MAY RESULT IN A LOSS OF TRAVEL PRIVILEGES AS WELL AS POTENTIAL REMOVAL FROM THE CLUB SPORTS PROGRAM.**