

Sport Club HANDBOOK



2017-2018

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IMPORTANT DATES

Subject to Change

WEDNESDAY, JULY 1:

Student organization annual recognition forms open on TitanLink

FRIDAY, AUGUST 25:

First Aid/CPR Training: 9am-12pm, SRWC

Two members of each club must be certified (Members may present proof of certification in place of training)

MONDAY, SEPTEMBER 4:

Rec Fest: 2:00pm-4:00pm, SRWC North Field

Strongly encouraged for each Sport Club

TUESDAY, SEPTEMBER 5:

Taste of Oshkosh: 11am-2pm, Reeve Mall

Strongly encouraged for each Sport Club

TUESDAY, SEPTEMBER 5:

First Aid/CPR Training: 4pm-7pm, SRWC

Two members of each club must be certified (Members may present proof of certification in place of training)

WEDNESDAY, SEPTEMBER 13:

Sport Club Council Meeting: 4:15pm-5:15pm, SRWC Conference Room

Agenda:

- Overview & Introductions: Tony Dirth, Assistant Director
- Welcome from Nate Scott, Student Recreation Director
- Rec Plex Update: Nate Scott, Student Recreation Director
- Overview of 2017-2018 Sport Club Structure & Operations
- Review of the 2017-2018 Sport Club Handbook
- Approval of the 2017-2018 Sport Club Handbook
- Review of the 2017-2018 Sport Club Calendar
- Demonstration of Online Sport Club Form Submission
- Executive Board Responsibilities and Nominations
- Finance Committee Responsibilities and Nominations
- 1 on 1 schedule for fall semester
- Other requirements
- Other Items or Concerns

MONDAY, SEPTEMBER 18:

Sport Club Safety Training: 7pm-9pm, SRWC

Two members of each club must become safety officers if the club plans to travel out of state without an advisor or certified coach

TUESDAY, SEPTEMBER 19:

First Aid/CPR Training: 7pm-10pm, SRWC

Two members of each club must be certified (Members may present proof of certification in place of training)

MONDAY, SEPTEMBER 25

Sport Club Budget Meeting: 8pm-9pm, SRWC Conference Room

Required attendance for each club planning to request a budget for 2018-2019

FRIDAY, SEPTEMBER 29

Student Organization Annual Recognition Forms Due On TitanLink: 5:00pm
Required of all Sport Clubs

MONDAY, OCTOBER 9

Registered Student Organization Training (RSOT): 4:45pm-7pm, Reeve
Required of all Sport Clubs

WEDNESDAY, OCTOBER 11

Sport Club Council Meeting: 4:15pm-5:15pm, SRWC Conference Room
Agenda:

- Review of previous meeting minutes
- Demonstration of Budget Form on Drive
- Demonstration of Inventory Form on Drive
- Demonstration of Online WISDM Submission
- Other Items or Concerns

FRIDAY, OCTOBER 13

Budget Requests Due: 5pm
Required attendance for each club planning to request a budget for 2018-2019

MONDAY, OCTOBER 16-FRIDAY, OCTOBER 27

Budget Hearings for 2018-2019
Required attendance for each club planning to request a budget for 2018-2019

WEDNESDAY, NOVEMBER 8

Sport Club Council Meeting: 4:15pm-5:15pm, SRWC Conference Room
Agenda:

- Budget Review
- RSOT Review
- Accessing your WISDM account
- Other Items or Concerns

WEDNESDAY, DECEMBER 6

Sport Club Council Meeting: 4:15pm-5:15pm, SRWC Conference Room
Agenda:

- Review of previous meeting minutes
- Recruitment and Marketing
- Maintaining a Budget
- Other Items or Concerns

WEDNESDAY, JANUARY 3

Clubs/orgs that miss the initial registration process shall have a chance to complete annual recognition paperwork on TitanLink

THURSDAY, FEBRUARY 1

Student Organization Annual Recognition Forms Due On TitanLink: 5:00pm
Required for all clubs that missed the initial registration process

WEDNESDAY, FEBRUARY 7

Taste of Oshkosh: TBA, Reeve
Strongly Encouraged for each Sport Club

WEDNESDAY, FEBRUARY 7

Sport Club Council Meeting: 4:15pm-5:15pm, SRWC Conference Room

Agenda:

- Review of previous meeting minutes
- Volunteering
- 1 on 1 schedule for spring semester
- Other Items or Concerns

MARCH (TBA)

Off Campus Account Audits: TBA

Required of every club with an Off Campus Account

WEDNESDAY, MARCH 14

Sport Club Council Meeting: 4:15pm-5:15pm, SRWC Conference Room

Agenda:

- Review of previous meeting minutes
- Conflicts
- Other Items or Concerns

WEDNESDAY, APRIL 11

Sport Club Council Meeting: 4:15pm-5:15pm, SRWC Conference Room

Agenda:

- Review of previous meeting minutes
- Facility Reservations
- Club Transitioning
- Sport Club Assessment
- Other Items or Concerns

WEDNESDAY, MAY 2

Sport Club Council Meeting: 4:15pm-5:15pm, SRWC Conference Room

Agenda:

- Review of previous meeting minutes
- Volunteer Form (filed on TitanLink) DUE TODAY
- Annual Report (filed on TitanLink) DUE TODAY
- Transitioning Review
- Wrap Up
- Other Items or Concerns

WEDNESDAY, JUNE 1

Last Day to Purchase Supplies and Submit All Financial Paperwork

SPORT CLUB FORMS

Club Forms

NEW SPORT CLUB APPLICATION

For new Sport Clubs only

Filed on [TITANLINK](#) before club can become a Sport Club

SPORT CLUB ANNUAL RECOGNITION

For all returning Sport Clubs

Filed on [TITANLINK](#)

Includes several forms including the Sport Club handbook form, constitution, roster, etc.

WISDM ACCESS FORM

To gain access to the club's WISDM account funds

2 members per club may have access

Filed [Online](#)

SPORT CLUB BUDGET SPREADSHEET

Shared document on Google Drive monitoring WISDM accounts

Mandatory monitoring by each club

FACILITY RESERVATION REQUESTS

To reserve facility space for practice or competition

Filed [Online](#)

VOLUNTEER FORM

To document the Sport Club's volunteer project

Filed [Online](#)

ANNUAL REPORT FORM

Required of all Sport Clubs to document the year

Filed [Online](#)

WAIVER AND ANTI-HAZING FORM

Required of every Sport Club member over the age of 18 prior to participation

Filed [Online](#)

For Sport Club members under the age of 18, a parent or guardian must complete this form

BACKGROUND CHECK

Required for all coaches not affiliated with the University and for any club member conducting or helping to administer a camp or clinic involving minors

Filed with the Administrative Assistant

Submitted to Human Resources prior to participation

Risk Management Forms

INJURY REPORT

Completed in the event of an accident or injury
Filed [Online](#) within 24 hours of occurrence

INCIDENT REPORT

Completed in the event of a non-medical emergency, conduct incident, or equipment problems
Filed [Online](#) within 24 hours of occurrence

CPR/FIRST AID/AED CERTIFICATION

2 members of each club must provide evidence of this certification
Each non-University personnel must provide evidence of this certification
Submitted to the Assistant Director

Travel Requirements (Arrangements must be made 2 weeks prior to any trip)

MEAL FORM

To make any kind of food arrangements
Turned in at least two weeks in advance of event
Filed with the Administrative Assistant

TRAVEL ROSTER AND ITINERARY FORM

Mandatory form filed prior to any Sport Club trip
Filed [Online](#)
Any changes should be emailed to the Assistant Director

RETURN CONFIRMATION

Mandatory email sent upon return from any Sport Club trip
Communicate with the Assistant Director

TRAVEL EXPENSE FORM

Mandatory within one week of trip return (all receipts due at this time)
Filed with the Administrative Assistant

DRIVER AUTHORIZATION FORM

Mandatory for all student drivers on official club business
Please note that there is a specific form for both Wisconsin drivers and out-of-state drivers
Filed [Online](#)

Budget Forms

SPORT CLUB BUDGET SPREADSHEET

To request funds for the following year through the Sport Club Finance Committee
Found [Online](#)
Submitted to the Sport Club Finance Committee

ONE TIME REQUEST

To request additional funds (for existing clubs) or start-up funds (for new clubs)
Filed [Online](#)

CONTACT INFORMATION

TONY DIRTH, ASSISTANT DIRECTOR

Office Phone: 920-424-2083

Email: dirtha@uwosh.edu

JILL REICHENBERGER, ADMINISTRATIVE ASSISTANT

Office Phone: 920-424-3047

Email: recichenj@uwosh.edu

NATE SCOTT, DIRECTOR OF RECREATION

Office Phone: 920-424-2064

Email: scottn@uwosh.edu

RAE ANN WETZEL, OFFICE MANAGER, OSA

Office Phone: 920-424-3202

Email: wetzelnr@uwosh.edu

THE ADVANCE TITAN

Office Phone: 920-424-3048

Email: atitan@uwosh.edu

ATHLETIC TRAINING

Office Phone: 920-424-7138

EMERGENCY

Phone: 911

FACILITIES MANAGEMENT

Phone: 920-424-0259

Website: www.uwosh.edu/facilities

REEVE RESERVE

Website: <http://reeve.uwosh.edu/reservations>

UW OSHKOSH UNIVERSITY POLICE (NON EMERGENCY)

Phone: 920-424-1212

PRACTICE SITES

BOWLING

Classic Lanes Fox Valley (Neenah, WI)

CHEER AND STUNT

Kolf Gym C

DANCE

SRWC Studios, Kolf A&B, Field House

FISHING

TBA

GOLF--MEN'S

SRWC Golf Simulators, Lake Shore Golf Course

ICE HOCKEY

20th Street YMCA

KARATE

Albee Hall Upper Gym

LACROSSE--MEN'S

Kolf A&B, East Hall Field

LACROSSE--WOMEN'S

Kolf A&B, East Hall Field

RACQUETBALL

Albee Hall Racquetball Courts

RIFLE

Kolf Rifle Range

RUGBY--WOMEN'S

SRWC North Field, Kolf A&B, East Hall Field

TENNIS

SRWC Tennis Courts

ULTIMATE FRISBEE

SRWC North Field, Kolf A&B, East Hall Field

VOLLEYBALL--MEN'S

Kolf A&B, Albee Hall Main Gym

VOLLEYBALL--WOMEN'S

Kolf A&B, Albee Hall Main Gym

ORGANIZATION AND OPERATION

HANDBOOK

Welcome to Sport Clubs at the University of Wisconsin Oshkosh. The purpose of the Sport Club Handbook is to provide concise and useful information regarding the general operation of a Sport Club. Clubs will be held accountable for the information in this handbook and should reference it often for proper adherence to all Sport Club policies and procedures. The handbook is available online so that it can be referenced by any club member at any time.

MISSION

The mission of the UW Oshkosh Sport Club program is to provide quality sport and recreational experiences that afford participants the opportunity to engage in physical, social, and emotional growth in a safe and positive environment. Besides developing camaraderie and improving recreational and competitive skills, UW Oshkosh Sport Clubs afford students excellent opportunities for development in areas of leadership, financial management, governance and cooperation; all very practical and valuable life-long skills.

DEFINITION

A Sport Club is an officially recognized University student organization voluntarily formed by individuals sharing a common interest in a favorite, recognized sport. Sport is defined as being recognized by an International or National Governing body (i.e. International Olympic Committee) and an organization whose primary objective involves a judge-able athletic experience that is overseen by a governing body that similarly recognizes comparable organizations. Clubs provide learning experiences for their members through involvement in public relations, organization, administration, budgeting, and scheduling. Members learn new skills, refine existing skills, engage in regular practice and competition, and must be sanctioned by a national governing body. Involvement in a Sport Club helps enhance students' educational experiences while living in a university setting.

PURPOSE

The purpose of the Sport Club program is to:

1. Provide students the opportunity to participate in, develop skills in, and compete in a specific sport.
2. Provide an opportunity for extramural competition.
3. Provide competitive sport experiences that afford club participants the opportunity to engage in physical, social, and emotional growth in a safe and positive environment.
4. Provide camaraderie and afford students excellent opportunities for growth in valuable lifelong skills such as leadership, financial management, governance, and cooperation.

PARTICIPATION

1. Sport Club participation will involve extramural competition on a local, state or possibly national level.
2. All students currently enrolled at UW Oshkosh are eligible to join and maintain membership in any club. Graduate student participation in competitions, leagues or national tournaments will be determined by league or conference play guidelines for each respective club.
3. University staff and faculty members and non-University individuals may not be members of any Sport Club.
4. Participation by club members shall be completely voluntary.
5. The University of Wisconsin Oshkosh is not responsible for injuries incurred during Sport Club participation and will not pay for such injuries. It is highly recommended that all club members obtain a physical examination prior to club participation and procure some form of adequate health insurance.
6. All members of Sport Clubs are advised that participation in club activities can result in bodily injury and/or death. Participation is voluntary and the University of Wisconsin Oshkosh, the Oshkosh Student Association, Student Recreation, and the Sport Club program do not assume any liability for such injuries and/or death.

CRITERIA

There are three different classifications of Sport Clubs: Tier 1, Tier 2, and Tier 3. Because of the additional criteria required of Tier 1 clubs, Tier 1 has priority over the other tiers as it relates to facility space and funding. Similarly, because of the additional criteria required of Tier 2 clubs, Tier 2 has priority over Tier 3 as it relates to facility space.

TIER 1

The following criteria shall be used to determine whether an interested group is a Tier 1 Sport Club at UW Oshkosh. An organization must:

1. Be eligible for membership within a national or international governing body (i.e. USA Volleyball, USA Rugby, etc.).
2. Conduct team practices to prepare for competition against teams or clubs from other institutions.
3. Participate in member leagues or competitions and play competitively toward nationally sanctioned tournament or competitions within their respective sport.
4. Establish sufficient membership interest in the sport. At least five (5) student members must join to merit applying for Sport Club status.
5. Establish availability of intercollegiate and extramural competition within a five hour radius of Oshkosh.
6. Must document that interest in the sport is not being adequately met by existing campus programs and will not duplicate a current University intercollegiate varsity team or a current University Sport Club.

TIER 2

The following criteria shall be used to determine whether an interested group is a Tier 2 Sport Club at UW Oshkosh. An organization must:

1. Conduct team practices to prepare for competition against teams or clubs from other institutions.
2. Establish sufficient membership interest in the sport. At least five (5) student members must join to merit applying for Sport Club status.
3. Establish availability of intercollegiate and extramural competition within a five hour radius of Oshkosh.

TIER 3

Tier 3 clubs are defined as any other student organization participating in a sport (as defined by this handbook). These clubs are not eligible for funding but may request recreational facility space. Tier 3 clubs are required to provide rosters, and each member should complete the waiver and anti-hazing form. These clubs must adhere to all policies and procedures as defined by this handbook, and while welcome to attend Sport Club Council meeting will not serve in a voting capacity.

GAINING SPORT CLUB STATUS

A prospective Sport Club must first be recognized as a UW Oshkosh Student Organization. Applying new groups will find the form on TitanLink. More information can be found on the OSA [website](#). Questions should be directed to Rae Ann Wetzel, OSA Office Manager. Contact information can be found in the appropriate section of this handbook. Club members will present at Assembly and Senate, and both houses will approve the new student organization. Based on Sport Club criteria requirements being met, OSA Office Manager recommends possible Sport Club status to club and Assistant Director. To be eligible to become a Sport Club, the student organization must petition for Sport Club status and provide documentation of the following to the Assistant Director:

1. A list of all club members, including addresses, telephone numbers, and email addresses. A minimum of five (5) members is required.
2. A list of all officers, including addresses, telephone numbers, and email addresses.
3. The name, address, telephone number and email address of the club advisor, who shall be a faculty/staff member at the University.

4. Secure confirmation from University facility scheduling staff regarding availability of facilities for practice and/or competition.
5. The name, address, telephone number, and email of the coach(s), if applicable.
6. A copy of the new Sport Club's constitution.
7. A New Sport Club application.
8. Area and regional league/competition information within a five hour driving radius of Oshkosh.
9. National Governing Body (If applying for Tier 1 status).
10. Documentation of interest that the sport is not being adequately met by existing campus programs and will not duplicate a current university intercollegiate varsity team or a current University Sport Club (If applying for Tier 1 status).

Student organizations that petition to become a Sport Club and have properly documented the required criteria will present to the Sport Club Council. The Sport Club Council will review the presentation, ask questions, and approve/deny via a majority vote. A new club shall be granted conditional status for one year. At the end of this period, the Sport Club Executive Board will evaluate the new club's program, activities, and objectives to determine whether the club should be granted regular status within the Sport Club program. If a proposed student organization is denied Sport Club status, the group may reapply the following academic year.

CONSTITUTION

In order to be a recognized student organization and to provide self-governance, a group must have a set of operational guidelines or rules. Each Sport Club shall develop a constitution suited to the practical operation of their particular club and meet with OSA Speaker of Assembly during annual renewal process to discuss constitution guidelines. The constitution should be easily interpreted, so that the club can operate consistently from year to year. More information can be found on the OSA website: <http://www.uwosh.edu/osa>.

ANNUAL RENEWAL

Every club must reconfirm their student organization status on an annual basis by completing the annual recognition form by the third Friday in September. This form is available on TitanLink. More information can be found on the OSA [website](#). Questions should be directed to Rae Ann Wetzel, OSA Office Manager. Contact information can be found in the appropriate section of this handbook.

MANDATORY FILING OF CLUB DOCUMENTS

To ensure proper management of each club, several forms must be on filed online at least three days before a club's first date of competition or by the third Friday of September, whichever date comes first. If a club's competition begins much later than the third Friday of September, arrangements can be made with the Assistant Director to specify when all forms will be filed.

Not filing the proper forms by the stated deadline may result in, but are not limited to a freeze on access to spend any allocated budget monies, a freeze on being able to compete in any home or away event, a freeze on access to any University facilities and/or fields for practice, or the suspension of Sport Club status.

MAINTAINING SPORT CLUB STATUS

In order to remain in good standing (regular status) with the Sport Club Program and the University, a club must meet the expectations outlined below. Failure to do so will prompt a club status review by the Sport Club Executive Board and may result in a recommendation for probationary status or complete revocation of Sport Club status.

The conditions for maintaining a good standing include:

1. Conduct all activities and business in accordance with a constitution and other bylaws or regulations.
2. Ensure all activities will not interfere with academic responsibilities.
3. Comply with all local, state and federal laws and University regulations.

4. Ensure that there are no club related negative activities (examples: alcohol use, unsporting behavior, sexual harassment, hazing) which reflect poorly upon the University and Sport Club program.
5. Complete and maintain all necessary forms, reports, and records in a prompt, accurate manner.
6. Abide by all travel policies.
7. Abide by all equipment policies.
8. Ensure proper fiscal management by following all Sport Club program budget and expenditure directives.
9. Comply with all the rules and directives from a club's national governing body (If Tier 1).

VOLUNTEER PROJECT

Each Sport Club is required to do one volunteer project during the academic year. A qualifying project will last a minimum of one hour and have participation of at least 50% of the club's membership. Clubs must receive prior approval of the volunteer project from the Assistant Director. Failure to meet the annual volunteer requirement shall result in an appearance before the Sport Club Executive board to discuss repercussions that may include budget forfeiture and the suspending of the club's Sport Club status. In the event that the Sport Club program schedules a volunteer activity for participation by the entire program, the same requirements will apply. Sport Clubs are encouraged to volunteer for Student Recreation special events whenever possible.

SPORT CLUB DISBANDMENT / RESIGNATION

If a club disbands or resigns from the Sport Club Program, all funds, equipment and materials purchased with Sport Club and University monies must be returned to the Student Recreation Sport Club Program.

INCLUSIVITY STATEMENT

The University of Wisconsin Oshkosh is committed to nondiscrimination on the basis of race, color, ethnic or national origin, sex, sexual orientation, gender identity, religion, age, ancestry, disability, genetic information, military status, veteran status, arrest or conviction record, or political affiliation in admissions, educational programs or activities, and employment of disabled veterans and veterans of the Vietnam Era, as required by applicable laws and regulations. Inquiries concerning Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the Americans With Disabilities Amendments Act of 2008, may be directed to the Director of Equal Opportunity and Access, University of Wisconsin Oshkosh, 800 Algoma Boulevard, Oshkosh, Wisconsin 54901 (phone) 920-424-0330.

Students may participate in Sport Clubs based on their individual gender identity. A sport's National Governing Body may have more detailed regulations or policies. Any questions can be directed to the Assistant Director.

ROLES AND RESPONSIBILITIES

DEPARTMENT OF STUDENT RECREATION

1. Provide administrative leadership for Sport Clubs.
2. Assist Sport Clubs with funding, equipment, and facilities to pursue their function.
3. Monitor the administrative and financial operations of each club.
4. Promote wholesome, educational, social, and competitive opportunities for each club.
5. Develop lifelong habits of participation in sports/recreational related activities.

ASSISTANT DIRECTOR

1. Serves as the official representative of Student Recreation in the supervision of the Sport Club Program.
2. Functions primarily as a University administrative resource for club leaders pertaining to the operation and management of each club.
3. Assists in the development and implementation of Sport Club program policies and procedures.
4. Monitors Sport Club activities to ensure the safety of participants and that club funds are managed in accordance with the University fiscal policy.
5. Regularly meets with the club's leadership to discuss club operations.

ADMINISTRATIVE ASSISTANT

1. Provides auxiliary administrative support particularly with the access and completion of necessary forms.
2. Assists with budget accounting and proper equipment purchase protocol.
3. Assists with club travel plan arrangements and reimbursements.

MEMBERS

Each member has an unlimited number of opportunities to become directly involved in the development, administration and supervision of their club. Members collectively have the responsibility for the following:

1. Write and keep up to date their club's constitution and by-laws.
2. Establish and collect club membership requirements and participation costs.
3. Select the club advisor and coach.
4. Establish the duties of the officers.
5. Renew student organizational status by the third week of classes of each academic year.
6. Develop, propose, and administer the club budget.
7. Provide representation at each monthly Sport Club Council meeting.
8. Inventory all University purchased club equipment.
9. It is in the best interest of clubs to communicate frequently with the Assistant Director to remain informed of policies and meetings that pertain to the Sport Club Program.
10. The Sport Club program does not have a GPA requirement. Individual clubs shall not impose such a requirement. A student in good standing with the University is eligible for participation. Some national organizations may have GPA requirements for competitions, but these requirements shall not affect membership

OFFICERS

Each club will minimally include a president, vice president, treasurer, and safety officer. Any officer but the president may also serve as the safety officer. Being an officer requires time and commitment. Ultimately, club officers are responsible for all club activities. Officer responsibilities include, but are not limited to:

1. Develop and propose the club budget that is reviewed annually each fall by the Sport Club Finance Committee and ensure responsible fiscal management by staying within club budget limits and University guidelines.

2. Help set annual goals; hold annual officer elections, and submit results within one week to the Assistant Director.
3. Adhere to all deadlines and regulations as they relate to University, Student Recreation and Sport Club program policies (University vehicles, reimbursements, expenditures, club member conduct, etc.) and practice proper risk management for the club (member participation, general safety, travel, insurance, etc.).
4. Attend all Sport Club related meetings as per requested:
5. Communicate and reserve facility space for practices and matches.
6. Maintain CPR/AED, BBP, and First Aid Certifications to ensure that all practices and matches are attended by at least one CPR Certified club member and/or a Certified Athletic Trainer.
7. Maintain continual communication with the Assistant Director and Administrative Assistant regarding club activity, including arrangements for an Event Manager and reporting all event results.
8. Communicate/correspond with other clubs, national governing bodies, and league offices.
9. Complete all documentations and reports in a timely fashion.

SPORT CLUB COUNCIL

The Sport Club Council is comprised of one member from each Sport Club and the Assistant Director. The responsibilities of the Sport Club Council include:

1. Provide important input and direction to the Assistant Director regarding all Sport Club program matters, policies and guidelines.
2. Regularly discuss Sport Club policies, procedures, and expectations.
3. Promote involvement by Sport Clubs within campus and the community (Example: serving on campus student governance committees, the Student Recreation Advisory Committee (SRAC), or the allocation committee).
4. Facilitate the development of new clubs and decide whether a potential club meets the Sport Club criteria.
5. Make recommendations regarding revisions to the Sport Club Handbook.

The Sport Club Council may address other Sport Club related issues as needed.

A copy of the committee meeting minutes shall be provided to each council member, each club's executive board, the Assistant Director, the Administrative Assistant, and all club Advisors.

Sport Club Council meeting attendance is crucial to the success of each club and the entire Sport Club program. Attendance by a representative of every club at every monthly meeting is mandatory. At least one of the following: a club president or one of two club designees shall be in attendance for the duration of every Council meeting. While advisors are always welcome to attend, they may not stand in for a student representative.

Regarding Sport Club Council meeting accountability:

1. A first absence will result in a meeting with the Assistant Director to determine an appropriate penalty, which may be a minimum two week freeze on all club activities.
2. A second absence will result in a hearing before the Sport Club Executive Board to determine an appropriate penalty, which may be a minimum semester freeze on all club activities.
3. A third absence will result in a hearing before the Sport Club Executive Board to determine an appropriate penalty, which may be a minimum suspension of all club activities for the remainder of the year and a report sent to the Sport Club Finance Committee for future considerations regarding club budgets.
4. Any club arriving after the scheduled start of the Sport Club Council Meeting will be considered absent. Excused absences must be approved by the Assistant Director at least 24 hours in advance of the meeting.

The Sport Club Council can bring to question the effectiveness or credibility of any club to the Assistant Director. Pending discussion, a recommendation may be made to review the particular club's status regarding accountability, properly meeting Sport Club standards, and representing the Sport Club program and the University appropriately.

SPORT CLUB EXECUTIVE BOARD

Council members are eligible to apply to serve on the Sport Club Executive Board. The board will consist of:

1. Four members from the Sport Club Council, each representing different Sport Clubs
2. One member from the Student Recreation Advisory Committee
3. One additional Student Recreation professional staff

All board members serve in a voting capacity except for the Student Recreation professional staff member who shall serve in an ex-officio (non-voting) capacity. Applications for the student positions will be turned in to the Assistant Director to be reviewed for appointment to the board. The appointment shall be for one academic year or the remainder of the current academic year. The board's primary functions are to:

1. Assess and provide input to the Assistant Director regarding the current status and operation of the Sport Club program as well as make recommendations for future directions and improvements of the program.
2. Monitor the activities of each club and ensure that all University policies are followed by all Sport Clubs.
3. Serve in a judicial board capacity regarding Sport Club related issues involving student conduct. After a formal hearing regarding an incident, the Sport Club Executive Board will make appropriate sanction decisions and recommendations.
4. Evaluate the status of new and established Sport Clubs at the end of each club's first year to determine the club's future status.

The Executive Board may address other Sport Club related issues as needed.

SPORT CLUB FINANCE COMMITTEE

Council members are eligible to apply to serve on the Sport Club Finance Committee. The SCFC will consist of:

1. One member from the Sport Club Council that will serve as the committee chair. This position is paid. The chair is required to convene and conduct SCFC meetings, monitor budget and one-time requests, and more.
2. Two additional members of the Sport Club Council, each representing different Sport Clubs.
3. One member from the Student Recreation Advisory Committee.
4. The Sport Club Student Program Assistant. This position is paid. In addition to its regular responsibilities, the Student Program Assistant will serve as secretary for SCFC meetings.
5. One additional Student Recreation professional staff.

All committee members serve in a voting capacity except for the Student Recreation professional staff member who shall serve in an ex-officio (non-voting) capacity. Applications for the student positions will be turned in to the Assistant Director to be reviewed for appointment to the committee. The appointment shall be for one academic year or the remainder of the current academic year. The committee's primary functions are to:

1. Conduct budget training for the Sport Clubs to cover budget policies and procedures.
2. Conduct budget hearings for each Sport Club to listen to each club's proposed budget.
3. Determine the budget for each Sport Club.
4. Receive and rule on one-time requests and new club budgets after the budget hearings have been concluded.
5. Adhere to all SCFC policies and procedures.

ADVISOR

The members of the club choose the club advisor. In all instances the advisor must be accepted by the membership of the club. The advisor must be a UW Oshkosh faculty, staff, or emeritus member. The advisor should:

1. Be knowledgeable of the guidelines and procedures for student organizations and ensure that club officers are also informed of these policies.
2. Provide advice and guidance regarding club direction, decisions and event planning.
3. Attend club meetings in order to best understand and assist the group.
4. Assist with the club's annual budget preparation and oversee sound fiscal management.
5. Ensure that the club and its members follow all university rules and policies.
6. Serve as a liaison between the club and the university.
7. The advisor is NOT to actively manage club affairs, but rather to serve as a resource to assist the club's student leadership.
8. The advisor is NOT allowed to spend any club money, but may advise the club on expenditures.

COACH

Some Sport Clubs operate with student coaches while others are coached by volunteers, graduate assistants, or faculty-staff members. It is the responsibility of each Sport Club to secure the services of their coach and agree to all terms.

The coach should restrict his/her contributions to those involving his/her personal skills and knowledge in the area of coaching the extramural and/or intercollegiate team representing the Sport Club. They should refrain from trying to assist in the other areas of club management. The coach should:

1. Develop and improve sport performance abilities of club members.
2. Assist officers with practice and competition scheduling.
3. Employ safety practices for all participants including the inspection of equipment and playing facilities.
4. Attend competition events and practices.
5. Promote good sportsmanship before during and after events and practices.
6. The coach is NOT to actively manage club affairs, but rather to serve as a resource to assist the club's student leadership.
7. The coach is NOT allowed to spend any club money, but may advise the club on expenditures.
8. Coaches not affiliated with the University must successfully pass a criminal background check before being named. Sport Clubs are responsible for the cost of the Criminal Background Check. Criminal Background Check forms can be found in the appropriate section of this handbook.

EVENT MANAGER

The Event Manager is responsible to Assistant Director for providing assistance and monitoring Sport Club home event operation, security, and emergency procedures. Pre-event duties include venue safety check, accommodating visiting teams and officials. Event duties include monitoring event proceedings, serving as a contact point for emergency care, and ensuring the compliance of clubs with University policy and Sports Club guidelines. Post-event duties include securing the venue and equipment and filing any necessary reports.

Note: The cost for Sport Club Event Manager will be charged to each club's budget, as will field lining costs and other facility and maintenance charges for events.

CONNECTIONS

EMAIL

Email will serve as the primary means of communication between club officers and members, the Assistant Director and the Administrative Assistant. The Student Recreation website has the capability to receive email from interested parties about individual Sport Clubs. During the academic year interest email will be directed to a designated person from each club.

WEBSITE AND SOCIAL MEDIA

Student Recreation's website is: recreation.uwosh.edu. The Sport Club portion of the website can be found at: recreation.uwosh.edu/sport-clubs. Clubs are required to, at a minimum, create and maintain a club website on [TitanLink](#). It is recommended that clubs utilize social media. Student Recreation will add a link to each Sport Club website, upon approval of the site by the Assistant Director. In order to ensure continual visits, clubs need to keep their website and social media content current. All clubs should follow the University branding guidelines. Student Recreation will monitor each club's website and social media pages.

When posting information on your club's website, it is important to be careful about posting copyrighted material. If you have any questions about what information you would like to place on your website please talk with the Assistant Director. Any posted information that is deemed inappropriate will result in a hearing with the Sport Club Executive Board and could result in very serious sanctions.

PUBLICITY

Student Recreation can assist clubs with various publicity methods. However, the club must pay for advertising and duplicating charges from their budget. Clubs may take advantage of promoting their events on campus through the use of kiosks, University Marketing and Communications, Campus Vision, the Advance Titan, etc. Become familiar with the University policy on publicity, promotion, and advertising as stated in the Student Discipline Code. Posting of information on trees, sidewalks, and/or in university buildings is prohibited. For more details, please contact the Assistant Director.

Note: Any use of the University of Wisconsin Oshkosh trademark, logo, official name (University of Wisconsin Oshkosh) for apparel must be sent to the Assistant Director for approval by University Marketing and Communications, University Books and More, and Athletics. All marketing and publicity must be approved by the Assistant Director prior to use. Branding guidelines can be found at the following website: <http://umc.uwosh.edu>. Sport Clubs may not use the word "team" at any time due to NCAA guidelines.

PUBLICATIONS & ADVERTISING DESIGN

Design of t-shirts, flyers, posters, logos, brochures and announcements etc. can be done via the aid of the Student Recreation graphic artist. Costs will be based on the current hourly rate for this position. Contact the Assistant Director for more information.

PRINTING / DUPLICATING CHARGES

Please refer to the UWO Document Services website at: www.uwosh.edu/admin_serv/docserv.htm regarding copying possibilities and costs. Then, consult with the Administrative Assistant to process your order.

ALUMNI WEBPAGE

Please utilize this website to continue a data base of club members. In order to help you with future club alumni functions, fundraising, etc. have departing/graduating members complete the information at <http://www.uwosh.edu/alumni/documents/forms/alumni-update-form>.

SPONSORSHIPS

No companies or corporations directly associated with alcoholic beverages, pubs, bars, taverns, tobacco products, drugs, or any other product associated with an unhealthy lifestyle or contradicting the stated mission of Student Recreation may sponsor a Sport Club.

Before considering a sponsor, determine the role the sponsor will play with your club. Check with your sport's governing body to confirm rules regarding sponsorships.

Note: Sponsors cannot be in competition with an existing university sponsor or donor. Before any club decision is made regarding a sponsor, the Assistant Director must grant approval. Approval must also be granted before posting sponsors on club websites.

ASSESSMENT

In order demonstrate the positive impact that the Sport Club program has on a student's collegiate experience, all Sport Club members may be asked to take an online assessment before beginning club activities. More information will be given at Sport Club Council Meetings.

INTRAMURAL SPORTS

Sport Club members are encouraged to participate in Intramural Sports throughout the year. However, when Sport Club members are participating in an Intramural Sport similar to their club sport (i.e. Ice Hockey club members playing Intramural Floor Hockey or the bowling club participating in Intramural Bowling), there are a few restrictions: No Intramural team can have more than two club members or more than 50% of the Intramural team roster, whichever is fewer, and club members must participate at the highest level of competition offered. This rule is in place to provide a more level playing field for the Intramural program.

CONDUCT

CONDUCT POLICY

Sport Club members assume an obligation to function in a mature and responsible manner both on and off campus in club related activities, in accordance with the UW System Student Conduct Code, University of Wisconsin Oshkosh, and Student Recreation Sport Club regulations. Sport Clubs or individual members of Sport Clubs represent the University of Wisconsin Oshkosh and may face disciplinary action for inappropriate on-campus or off-campus actions while participating in a Sport Club related activity. For events held off-campus, Sport Club members represent the Sport Club program and the University from the time of departure from campus until the time of return to campus.

ALCOHOL/DRUG FREE

In order for a club to represent itself and the University in a proud and proper manner, an alcohol-free environment is a must for all Sport Club related activities. This goes for all club members, even those of legal drinking age. The use of alcohol/drugs is strictly prohibited at any and all Sport Club sponsored activities. It is against University policy to transport alcohol/drugs in University and personal vehicles. The use of alcohol/drugs at events associated with Student Recreation is prohibited. Violations will result in a hearing with the Sport Club Executive Board and may result in immediate suspension of individuals from the Sport Clubs program or a possible revocation of a particular Sport Club's operational status. The disciplinary process outlined later in this section provides further information regarding responses to conduct violations.

It is against Student Recreation policy to be sponsored by an establishment which primarily serves or is associated with alcohol. Any establishment that is recognized or labeled as a pub, bar, inn or tavern shall not be eligible for Sport Club sponsorship. If necessary, the Assistant Director shall make a final determination regarding any sponsorship eligibility. More information can be found in the appropriate portion of this handbook.

It is important to represent the University appropriately. Wearing apparel with the Sport Club or Student Recreation logo into an establishment serving alcohol is not acceptable.

HAZING FREE

In order to properly promote the ideals of the Sport Club program, any form of hazing shall not be tolerated. Membership in a University Sport Club should be a valuable and beneficial experience. Clubs are encouraged to provide new members with an orientation that is positive, informative and consistent with federal, state and local laws, and policies and procedures at UW Oshkosh. All Sport Club participants must submit a Hazing Free Agreement before participating in any club activity.

Hazing is defined by the University of Wisconsin Oshkosh Dean of Students Office at the following link: <http://www.uwosh.edu/deanofstudents/university-polices-procedures/documents/statement-on-hazing>.

ACCOUNTABILITY

A club will be notified formally regarding causes for immediate loss of a club's good standing due to improper conduct on behalf of their members. Examples are not limited to the following: failure to gain annual Student Organization recognition/status, falsification of registration or false documentation of other pertinent records, use of University facilities without prior and proper authorization, failure of club officers to fulfill their designated responsibilities, violating the University's nondiscrimination policy regarding anyone seeking membership or affiliation with a club, and violation of any federal or state laws or any university rules and regulations.

DISCIPLINARY PROCESS

All clubs are expected to abide by the previously stated guidelines and regulations. Failure to do so will result in disciplinary action, as listed below:

1. All Sport Club misconduct will be brought forward for investigation and review by the Assistant Director. Any case possibly involving a violation of laws may be referred to the legal system by the appropriate University authority. All club operations may be immediately suspended until the review of is completed.
2. The Assistant Director may respond to potential misconduct in the following ways:
 - a. Review the facts of the case and rule on any violation(s)
 - b. Find no evidence of misconduct resulting in no sanctions
 - c. Refer the alleged violation to the Sport Club Executive Board
 - i. If the Sport Club Executive Board has a member whose Sport Club is involved in the misconduct case, that member shall be removed from that case and the Assistant Director will appoint another member of the Sport Club Council to serve in this particular case.
 - ii. The Assistant Director will be the chair the Executive Board hearing but will serve in a non-voting capacity.
 - d. Refer the alleged violation to the Dean of Students office if it is regarding individual student conduct. For more information about the Student Conduct policies, please click on this link: <http://www.uwosh.edu/deanofstudents/university-polices-procedures>. Violations may also be referred to the OSA Tribunal.

APPEALS

1. Appeals of the Assistant Director's Sanctions:
A Sport Club or Sport Club member who disagrees with the finding(s) and/or sanctions of the Assistant Director has the right to appeal to the Sport Club Executive Board. All appeal requests must be submitted to the Assistant Director via email and be submitted within five (5) business days from the date of the Assistant Director's decision. The Sport Club Executive Board's decision will be considered final.
2. Appeals of the Sport Club Executive Board Sanctions:
A Sport Club or Sport Club member, based on the finding(s) and/or sanctions of the Sport Club Executive Board, has the right to appeal to the Student Recreation Advisory Committee for the purpose of an administrative review. This appeal must be submitted via email within five (5) business days from the date of the Sport Club Executive Board decision. The Student Recreation Advisory Committee's decision will be considered final.

DISCIPLINARY CONSEQUENCES

The following clarifications are provided regarding scenarios that a Sport Club may face if it were involved in an investigation pertaining to more serious student conduct issues involving some of its members. These clarifications may begin from the time of infraction, while it is under investigation, and until the suspension is lifted:

1. Probation.
2. Sport Club budgets may be frozen.
3. Facility scheduling rights or reservations may be rescinded.
4. The club's active status may be suspended or rescinded thereby disallowing any practices or events to take place.
5. The club may not be able to use University vehicles.
6. Additional volunteer service may be required.
7. The club will continue to attend meetings and turn in requested forms and reports.
8. If the club is planning to apply for reinstatement at the first fall semester meeting, the club must participate in the current year Sport Club Budget Hearings (for funding for the following year).
9. Other conditions may be implemented by the Assistant Director or SCEB as appropriate.

FINANCES

FUNDING AND ACCOUNTS

Each club shall be responsible for developing its revenue (annual budget proposal, fund raising, due structure) and the proper fiscal management of these funds.

ALLOCATED MONEY (WISDM ACCOUNT)

Each club will have a University account of Segregated University Fees (SUF), funds via an annual budget that is proposed and approved by the Sport Club Finance Committee (SCFC). The Sport Club Finance Committee and its policies and procedures can be found in the appropriate section of this handbook. Each club's budget is monitored by the Student Recreation Administrative Assistant and the Assistant Director. The following must be observed:

1. All funds will be under the control of Student Recreation (i.e. the Assistant Director).
2. Segregated University Fees (SUF) will be deposited and expended from the State accounts. All 128 appropriation expenditures must conform to the requirements of the University. A club treasurer and another officer may request access to the University's WISDM link for direct online monitoring of their club's expenses of their allocated funds.
3. Segregated University Fees (SUF) may only be expended on items and activities that are related to the mission of the University and the purpose of the organization. Expenditures of SUF must also conform to all applicable state and federal laws and policy requirements.
4. The shared Budget Document on Google Drive must always be used to monitor the club's WISDM account because WISDM is sometimes slow to post transactions.

OFF CAMPUS MONEY (CHECKING ACCOUNT or FOUNDATION ACCOUNT)

Each club may have a checking account and must adhere to the following directives:

1. Deposit all other revenues (e.g. participation fees, fundraisers, gifts, and grants) in the club's checking or foundation account. These funds may only be expended through the respective account.
2. Clubs may spend the money from their checking account by writing checks or using a Debit Card. ATM transactions are not permissible.
3. Clubs may spend the money from their foundation account by working through the Assistant Director to fill out the appropriate foundation account paperwork.
4. Clubs are required to have a "second signer" for expenditures over \$500 to ensure effective checks and balances with the club accounts. Multiple club member signatures are recommended on all transactions to provide maximum transparency and security.
5. Any purchase over \$5000 must be authorized by the Assistant Director.
6. Maintain sufficient records to verify the accuracy and to substantiate the deposits and expenditures in the club's checking account. Receipts/bills will be kept and maintained within this record system. Records and receipts/bills should be passed on to the following year's club leaders to provide a starting point for the club's new year.
7. Clubs must use a foundation account, not a checking account, to make a direct payment to an individual or group of individuals for services rendered to the club. Under certain circumstances, expenditures may be processed through the Assistant Director. This restriction is required due to federal and state income tax reporting requirements. By law payments to individuals of \$600 or more must be accompanied by a W9. Clubs wishing to make payments to individuals should contact the Assistant Director about opening a Foundation Account.
8. Coaches and Advisors are NOT permitted to be on the checking or foundation account.
9. Permit direct access to all account information to the Assistant Director.

Upon request, each club must provide financial reports to the Assistant Director or to University auditors. Reports must cover the club's entire operation (WISDM and checking account).

Each Sport Club must promptly reimburse the University, as directed by the Assistant Director, for support services provided to the club not allocated by the budgeted Sport Club Program.

For some fundraising events a club may be required to provide a tax ID number. Please see Assistant Director or Administrative Assistant for more details and to obtain the number.

EXPENDITURES

One person from each club will be the club's treasurer. This person will be the only club member handling finances with the Assistant Director and the Administrative Assistant and will serve in this capacity for the entire academic year. Advisors and coaches assisting in finances will work through this designated club member.

Before any money is spent, the club's treasurer will email the Assistant Director with the expense, the price, and the new balance in the club's account. The Assistant Director will/will not approve the expense and copy the Administrative Assistant. Spending may then commence.

All transactions must be completed prior to June 1st. This will allow appropriate lag time to settle accounts before the end of the budget year.

REIMBURSEMENTS

The only qualifying reimbursement for club expenses paid out of pocket is for mileage. Entry fees, equipment, and other club expenses should be taken care of in advance and may not be reimbursed.

When being reimbursed for club expenses, club members may only pick up checks with his/her name on them.

AUDITS

Audits will be conducted at least once per year, usually in March. These audits will look at the usage of Off Campus money (Checking Account, Foundation Account or other). Audits will look at the entire preceding year.

Club Treasurers must bring the following documents to the scheduled audit:

1. Monthly statements from all Off Campus accounts. Statements should note all account withdrawals and deposits.
2. Receipts or invoices for all transactions. Paper copies are preferred.
3. Any documentation showing second signer for expenditures over \$500, Permission from the Assistant Director, and/or W9 forms.
 - a. Second signer documents can include signed forms, emails, or other documentation.
 - b. W9 forms are required for any individual payments that total \$600 or more in a year.

Treasurers should be prepared to answer questions about all expenses and deposits

BUDGET DEVELOPMENT, PROCEDURES, AND SUGGESTIONS

Each Sport Club will develop a budget and narrative for the upcoming year. Instructions and forms are available in the appendices of this handbook. Clubs will present their budget to the Sport Club Finance Committee. The SCFC is responsible for determining the annual budget of each particular club. Explicitly charging dues is prohibited. However, it is understood that there are other costs not covered by segregated fees that will be the responsibility of the individual club members.

Sport Clubs should include First Aid/CPR Certifications (2 per club) and Concussion Tests (If applicable to the club) in their budget.

EQUIPMENT / SUPPLIES INVENTORY

Equipment inventory accountability is essential. Any items purchased with club funds remain the property of the Sport Club Program. Each club is required to maintain a detailed inventory list of all purchases on Google Docs. This inventory list will be periodically reviewed by the Assistant Director. No items or equipment may be given to members, sold by the club, disposed of, etc. without expressed consent of the Assistant Director. If an inventoried item is missing, that specific Sport Club will be required to reimburse the University account for the cost of the missing item(s).

Inventory Lists on Google Docs must include the following, alphabetized, and in spreadsheet form: Item, Date Purchased, Quantity, and Date Inventory as well as any other information the club deems necessary.

STORAGE

Clubs will be assigned storage if needed and whenever possible. If more storage is required than what is available, clubs may be asked to share storage areas. All storage areas must be kept clean and organized at all times. All storage areas must post an inventory list inside the storage area detailing what items are being kept there. The inventory list should also detail what and when equipment/supplies were purchased with Sport Club funds and what was purchased with personal funds from the club checking account. The Assistant Director has the authority to perform random inventory checks of all equipment/supplies in any storage area at any time. Club equipment may not be stored at club members' residences for the summer without permission from the Assistant Director.

TRAVEL

ON-THE-ROAD ASSISTANCE CALL LIST

Life-Threatening Emergency: 911

If you have issues or problems while on your trip that you cannot resolve or are unsure about, please call Assistant Director's cell phone that has been made available to the each club. If the Assistant Director is unavailable, please call the Director of Student Recreation using the contact information located in the appropriate section of this handbook.

TRAVEL PROCEDURES AND PREPARATION

Club travel plans should be made at least three weeks in advance. The process of setting up lodging, registration payments, and transportation takes time. A well organized trip is essential to allowing club members to perform their best and be successful in competitive events. It is best to always contact the event organizer well in advance to inquire about any event team/individual registration fees.

LODGING

If club members will need to stay overnight, more options and better rates await those who make lodging reservations at least a month in advance. Options for lodging include university conference centers, motels, campsites, or personal residences. It is the responsibility of club officers/members to make their own lodging reservations. All in-state lodging is tax exempt. To pay for lodging expenses please consult with the Student Recreation Administrative Assistant to arrange either pre-payment for club lodging costs or reimbursement of lodging and other travel expenses.

TRANSPORTATION

All drivers, regardless of the mode of transportation chosen by the club, must be authorized drivers with the University. Please see the Sport Club Form section of this handbook to complete this online form.

Personal vehicles provide clubs with one transportation option. Though a club is traveling on University business, vehicle owners must be aware that the vehicle owner's liability insurance, not the University, will be the primary insurance if an accident occurs. The University does not provide physical damage insurance (comprehensive or collision) on vehicles it does not own. Any club member driving a personal vehicle should carry personal liability insurance with limits of at least \$100,000/\$300,000/\$50,000 in order to be certain that there is adequate coverage in case of serious accident/damage claims. Contact the University Risk Management office with any additional questions.

Rental cars and the Student Recreation Suburban provide clubs with other transportation option. Please see the Assistant Director or the Administrative Assistant for more information regarding the use of these options and all related policies

OUT-OF-STATE TRAVEL

Sport Clubs traveling to competitions out of state are required to meet one of the following expectations:

1. Have a University faculty/staff advisor accompany the club on the trip and cover the travel costs of the advisor
2. Have a certified coach accompany the club on the trip and cover the travel costs of the certified coach (a certified coach can become certified by meeting all requirements of Sport Club coach mentioned in the appropriate section of the Sport Club handbook and by interviewing with the Assistant Director)
3. Have two members of the Sport Club traveling party be certified Safety Officers (a club member can become a certified safety officer by participating in a safety training workshop presented by Student Recreation)

DEPARTURE AND IN-ROUTE

The driver(s) and all passengers must be on the approved travel roster and are required to comply with all Wisconsin motor vehicle laws including the seat belt and new cell phone texting law.

In case of an accident, the driver of the vehicle must report the accident promptly to the local law enforcement agency and obtain a copy of the officer's report. Contact the Assistant Director as soon as practical and report the accident. In the event of serious bodily injury, contact the Assistant Director and University Police.

RETURN

Be certain to promptly return all trip reimbursement forms with receipts in order to be properly reimbursed. The Administrative Assistant is well informed on these details and can assist you in completing this information in an efficient and proper manner. When being reimbursed, club members may only pick up checks with his/her name on them.

HEALTH AND SAFETY

PARTICIPATION & RELEASE CONFIRMATIONS

All club members must be aware of inherent participation risks involved within their club's activities. It is the responsibility of each Sport Club president to see that each of their club's members completes the necessary forms and files them with the Assistant Director.

Sport Club participation and use of funds will not be allowed until the Agreement & Release Form and/or Parent/Guardian Release Form for every club member is on file with the Assistant Director. It is the responsibility of the club president to ensure that each member has these forms on file.

INSURANCE COVERAGE CLARIFICATIONS

1. The University of Wisconsin Oshkosh or its designated representatives does not provide health, accident, life, or liability insurance for its Sport Club Program participants.
2. It is highly recommended that all members have adequate health insurance.
3. It is highly recommended that all Sport Club members participating in vigorous contact sports have an annual physical examination.
4. Student Organizations and Sport Clubs are encouraged to purchase specific liability insurance which is for the sole benefit of the individual students in those organizations/clubs.

INJURY / SAFETY RESPONSE

Sport Clubs are expected to abide by all state and local, health and safety regulations. Event Managers will be present at all home competitions to monitor events. An Event Manager must be present in order for the competition to take place.

Injury Reports: Sport Club presidents must complete a separate Accident/Injury Report form for every injury that occurs to club members during any club related activities whether at home or away, or in a practice or competitive event setting. These reports should be submitted online within 24 hours of the injury.

Incident Reports: Sport Club presidents must complete a separate Incident Report form for every incident that occurs during any club related activity. These reports should be submitted online within 24 hours of the injury.

CPR/First Aid Certifications: It is required that at least one club member certified in CPR/AED, BBP and First Aid is present at all club activities. Each club shall have a minimum of two members receive the above mentioned certifications. Student Recreation will provide this training certification at the beginning of each fall semester. The cost of CPR will be covered by each club. The current rate per certification is \$20, so the cost per club will be \$40. Clubs should remember to build this in to the yearly budget request.

Suggestions: It is recommended that club officers, especially in sports where injuries are more prevalent, seriously consider the adoption of supervisory policies involving:

1. The presence of a licensed athletic trainer at all practice sessions.
2. The presence of a physician or licensed athletic trainer at all games and contests in the contact sports. This expense should be build-in to future budgets.
3. Setting rules governing the return of an injured or sick player to active status as a participant.

To secure an athletic trainer, please contact the University athletic training staff as soon as the presence of an athletic trainer is decided upon. Contact information is available in the appropriate section of this handbook.

Should an injury occur, the University athletic training staff is available for evaluation of an injury and the necessary rehabilitation of an injury. The staff will also assist in setting up any necessary referrals to specialists if needed, either on or off campus, depending on the athlete's insurance. There may be a cost associated the services provided by the athletic training staff.

CONCUSSION PROTOCOL

Concussions should be handled with extreme care and attention. It is mandatory for all members of high risk clubs to take the Impact Concussion Test prior to any club participation. This test only needs to be completed before the club member's initial season with the club. The University training staff will conduct this test. After a suspected concussion, club officers will fill out an injury report and refer the club member to the University training staff. The club member may not return to club activities until the club leadership and the Assistant Director have been notified by the University training staff that the club member has been cleared.

At the publication of the Sport Club Handbook, high risk clubs include: Cheer and Stunt, Ice Hockey, Karate, Men's Lacrosse, Women's Lacrosse, Women's Rugby, and Men's Volleyball. The club status may change at the Assistant Director's discretion. Any low risk club members suspected of sustaining a concussion will be required to present a doctor's note before resuming club activities.

The cost of each concussion test will be covered by each club. The current rate per test is \$30. Clubs should remember to build this in to the yearly budget request.

EMERGENCY PROCEDURES

Emergency procedures for each home venue can be found in the appendices of this handbook. Please review these procedures for the practice and competition sites of your club. It is important to be prepared for any type of emergency so please contact the Assistant Director if you have questions about emergency procedures.

SEVERE WEATHER

The Assistant Director or Event Manager for Sport Club home events has the right to cancel or postpone any club activity due to severe weather. Clubs may try to arrange make-up competitions, but must comply with the decision of the Student Recreation staff person on duty at the time of the practice or event.

LIGHTNING

As per recommendations of the National Severe Storms Laboratory (NSSL), the 30/30 Rule applies. The first 30 means if, between flash and bang, you count to 30 or less, you are in danger and should go to safe shelter. The second 30 means wait 30 minutes from the last flash or thunder to establish "all clear." If it is longer than 30 seconds from flash to bang, good judgment should be used by consulting the radio, TV, or weather website for the area. Club events and practices must wait 30 minutes after the last flash of lightning or thunderclap before returning to the field.

CHANGES/CANCELLATIONS

Cancellations or changes to any practices, competitions, and/or travel arrangements needs to be discussed and explained to the Assistant Director as soon as it is known by the club.

FACILITIES

FACILITY RESERVATIONS

It is in the best interest of each club to plan ahead and submit facility requests as soon as possible to ensure that space is available. Specific dates for the following academic year must be submitted by April 15. If you turn in your reservation form after this date, you may lose priority in the scheduling process. Sport Clubs may submit requests for facility use to support practice, competition (visiting teams, tournaments, etc.), instruction/coaching, club business meetings, display of promotional materials, and special events. Requests are made [online](#).

NOTES

1. The scheduling of facilities will be subject to University and individual facility use policies. Clubs will be expected to comply with the rules and regulations established for the use of each facility by the University of Wisconsin Oshkosh and/or its designated representatives.
2. The scheduling of games, matches, tournaments, etc. must be coordinated by the club president, the club advisor, and the Assistant Director. For facility scheduling purposes, the Assistant Director must approve all on-campus schedules.
3. Each club must furnish the Assistant Director with a current schedule of practice and event dates, times, and locations.
4. The use of facilities other than University property must be coordinated through the Assistant Director.
5. Priority of facility reservations will be given to those clubs in season and/or those with scheduled contests.
6. Clubs found to be reserving facilities that they are not using may have facility privileges taken away.

PRIORITY

1. Academics
2. Athletics
3. Intramural Sports / Student Recreation activities i.e. group exercise classes in the studios
4. Sport Clubs
 - a. Tier 1
 - b. Tier 2
 - c. Tier 3
5. Other student organizations or groups

COMPETITION

CONTRACTS

Any Sport Club game/competition contract needing signature(s) from a University representative, athletic director, or supervisor must get reviewed by Administrative Services before signature. At least two weeks in advance, please submit contracts to Deanna Singstock, Administrative Services, Dempsey 236. Please contact Administrative Services with any contract questions (920-424-3990)

SCHEDULES

1. The responsibility for scheduling the season's activities rests with the individual Sport Club, including all practices, competitions, attendance of conferences and workshops, and travels.
2. A copy of each Sport Club's full schedule should be filed with and approved by the Assistant Director at least one month prior to the start of the activity season. This allows the club to plan their travel arrangements early and to be assured of best chances for facility availability. Also, it gives the Assistant Director time to schedule an Event Manager for home events. If an Event Manager cannot be secured, the Assistant Director may cancel the scheduled event.
3. Schedule home and away contests equally, when possible.
4. Schedule contests near home when possible.
5. Scheduling of activities during exam week and the preceding week is strongly discouraged.
6. Events should be scheduled with institutions having the same sports on a club basis, when possible.
7. The Sport Club Council recommends that a club advisor, coach, or other approved representative (faculty or staff member) accompany the club on all out of town events.
8. Student Allocations requires that a faculty or staff advisor accompany the club on any competition taking place out of state.
9. If a home Sport Club event is scheduled, the club has 24 hours prior to the event to notify the Assistant Director of any cancellations. If the Event Manager arrives for work or hasn't been notified of the event cancellation, it will be the club's responsibility to cover the cost for the number of hours the Event Manager was scheduled to work for each respective event.
10. At least four weeks in advance, University Police must be briefed about any upcoming home game.

PRIZE MONEY

Any prize money earned while competing as part of a Sport Club will go to the club, not the individual, and should be deposited into the club's checking or foundation account. Clubs wishing to award prize money at a home contest must consult the Assistant Director for more information.

OFFICIALS

Securing and compensating officials for athletic contests is the responsibility of each individual club.

VISITING TEAMS

It is the responsibility of the host club to see that visiting clubs are informed of and abide by all University and Student Recreation policies including the prohibition of alcohol/drug use and the destruction of property.

SPECTATORS

Spectators are encouraged and welcome at club related activities. The collection of donations or establishment of fees must have the prior approval of the Assistant Director. The role of spectators is to provide support and encouragement. Spectators must remain in designated areas for their own safety and may not enter the playing area. Also, all University alcohol and drug policies for Sport Clubs apply to all spectators including non-University persons. Spectators violating these guidelines or exhibiting unsportsmanlike conduct will be asked to leave the venue, and the hosting club may be held responsible and may be assessed additional consequences.

APPENDIX A

EMERGENCY ACTION PLAN

PROTOCOL

1. If you are in the SRWC:
 - a. Get the Building Manager.
 - b. Have them activate the SRWC Emergency Action Plan
 - c. Assist.
2. If you are anywhere else:
 - a. Call 911
 - i. You are calling from your cell phone.
 - ii. You are located: (name your location, ex: East Hall Field, Kolf Field House, Albee Gym).
 - iii. Describe type of injury or incident
 - iv. Condition of victim(s), if applicable
 - v. Do not hang up before EMS operator is finished with you

1ST RESPONDER

1. Secure the scene of the accident - make sure the area is safe
2. Stay with victim
3. Administer necessary emergency care:
 - a. First Aid
 - b. Rescue Breathing
 - c. CPR
 - d. AED

2ND RESPONDER

1. Call EMS
2. Crowd control (sufficiently clear area/space if necessary)
3. Assist with victim
4. Get necessary equipment

3RD RESPONDER

1. Wait at doors for EMS
2. Bring them to appropriate area

COMPLETE AN ACCIDENT REPORT

Use the forms in the appropriate section of this handbook to document in detail the emergency situation. For accidents or incidents of a serious or unusual nature, immediately contact the Assistant Director . A voicemail message should include: details of what happened, name of victim(s), who responded and reporting staff person on duty (if applicable).

CONTAMINATED SUBSTANCE PROCEDURES

When performing first aid and/or coming in contact with blood, blood products or potentially infectious material, the following must be performed:

1. Disposable gloves must be worn when touching blood, bodily fluids, mucous membranes, or non-intact skin.
2. Disposable gloves must be worn when handling items or surfaces contaminated with blood or bodily fluids.
3. Hands must be washed immediately after removing gloves.

4. Hands and other skin surfaces should be washed immediately and thoroughly with water and antiseptic cleanser.
5. Employees with open wounds should refrain from handling blood, blood products, or other bodily fluids.
6. Mouthpieces, resuscitation bags or other ventilation devices should be used for CPR.
7. Areas and/or equipment with blood or other bodily fluids should be cleaned immediately with a bleach solution (1:10ppm).
8. Do not reuse soiled gloves.
9. Discard gloves that are peeling, discolored, torn, or punctured.
10. Discard all items that have come in contact with any infectious fluids in the contaminated waste trash can located to the left side of the athletic training room.
11. When cleaning surfaces: using 1:10ppm bleach solution, wipe generous amounts over surface. Let stand 1-2 minutes then wipe with clean cloth or paper towel. If visibly contaminated, let stand for longer.

FIRE EVACUATION

The Sport Club Safety Officer will assist Building staff in clearing the building. Make sure no one uses the elevator.

EVACUATION EXITS

Emergency Action Plans are appropriately placed around all recreation buildings. All Emergency Exits are labeled.

SEVERE WEATHER/TORNADO

Severe Weather/Tornado Watch: A watch is an indication of where and when weather conditions may present severe weather or tornadoes. The National Weather Service will issue a bulletin to local authorities as well as local television and radio stations.

Severe Weather/Tornado Warning: When severe weather or tornadoes are approaching Winnebago County, the National Weather Service will notify local authorities, radio, television stations and the Winnebago County Siren System will be activated.

SEEK SHELTER PROCEDURE

If in SRWC: A building staff person will announce via the PA system that all patrons must proceed to the appropriate locker rooms as this is the safest interior space in the building. All other available building staff will direct all patrons to the locker rooms.

Building staff will direct patrons out of the locker rooms when the all clear signal is received.

During a tornado warning if a person decides to leave the building you cannot physically deter them. Clearly reiterate to them that for their safety they should remain in the designated area.

Building staff must know their responsibilities and remain calm. Evacuate in a quick, orderly manner to avoid panic.

If inside another building: The Sport Club Safety Officer will announce that all patrons must proceed to the appropriate locker rooms as this is the safest interior space in the building. All other available building staff will direct all patrons to the locker rooms.

If outside: The Sport Club Safety Officer will announce that all patrons must seek shelter immediately. Once inside, all patrons must proceed to the appropriate safest interior space.

SIREN ACTIVATION RESPONSE: ALERT MODE – campus initial response to sirens.

1. Use available means to find out more emergency or severe weather information (radio, television, weather alert radio, internet services, etc.).
2. Communicate information to others.
3. Know where emergency/severe weather shelters can be located in your building, if needed.

TAKE SHELTER IMMEDIATELY – if severe weather is imminent at your location.

All Sport Club members will follow the prescribed seek shelter procedure.

Note: The UW-Oshkosh Siren System is tested at 12:00 p.m. every Saturday.

UTILITY FAILURE

All utility failures must be reported to Facilities Management as soon as possible. During normal working hours (7:30 – 4:30 Mon.-Fri.) call 424-3466. If utility failure occurs after hours, weekends, or holidays, notify the University Police Office at 424-1212. If there is potential danger to building(s) and/or its occupants, call 911. If telephone service is not available, have a staff person go to the University Police Office and request them to contact facilities management.

ALCOHOL INTOXICATION CRISIS PROTOCOL

When a student appears to be experiencing the adverse effects of alcohol, and health and safety concerns exist:

1. University Police are to be contacted and dispatched (424-1212).
2. University Police assess the student's condition and determine appropriate action, which may include detoxification procedures.
3. University Police will prepare a report on the incident and will forward it to appropriate University personnel.
4. An Incident Report is filed.

PHYSICAL ALTERCATIONS

No Sport Club member should ever jeopardize their own safety. To effectively manage this sort of situation you should:

1. Never put yourself in the middle of a physical altercation. Do not attempt to break up the fight.
2. Contact other building staff on duty, Sport Club Safety Officer, and University Police. An employee should direct University Police (UP) to the location of the incident.
3. Try to diffuse the situation by limiting a crowd to gather around the altercation.
4. Take note of everything you observe: persons involved, actions by the parties, etc. to be carefully recorded on the Incident Report.

BOMB THREAT

1. In the case of a bomb threat or discovery of a suspicious object, the decision to evacuate the building is made by a University Police Officer, University Administrator, and/or SRWC senior staff member. Do **NOT** use office phones – use cell phone or Emergency Phones to dial 911.
2. The decision to search a building is made by a University Police Officer.
3. All persons responsible for a bomb threat/scare will be prosecuted under WI State Statute 941.31.
4. If a suspicious object or potential bomb is discovered, do not handle it, do not open any drawers or cabinets or turn any lights on or off. Do not use elevators. Do not activate the fire alarm.
5. If a bomb threat is received by phone, keep the caller on as long as possible and try to get answers to the following questions:
 - a. When will it explode?

- b. Where is it located?
- c. What kind of bomb is it?
- d. What does it look like?
- e. Why did you place the bomb?
- f. Who are you? (Name)
- g. Do **NOT** hang up the phone-even if the caller hangs up.
- h. Make sure to record the time of call, age and gender of the caller, speech pattern, accent, emotional state of the caller, and background noise, etc.

SUSPICIOUS PACKAGE

If a suspicious package is received, notify University Police (424-1212) immediately:

Tips for identifying a suspicious package:

1. No return address
2. Insufficient postage
3. The addressee is not familiar with the name or address of the sender
4. The addressee is not expecting a package
5. Return address and postmark are not the same area
6. Wrapped in brown paper with twine
7. Grease stains or discolored paper
8. Strange odors
9. Foreign mail, air mail, or special delivery
10. Restrictive markings such as confidential, personal, etc.
11. Excessive postage
12. Incorrect titles
13. Titles but not names
14. Misspelling common words
15. Excessive weight
16. Rigid envelope
17. Lopsided or uneven envelope
18. Protruding wires or foil
19. Excessive securing materials such as masking tape or string
20. Visual distractions (i.e. brightly colored wrapping paper, bows, etc.)

EXPLSION ON CAMPUS

1. Notify the Fire Department (911) immediately
2. If necessary, or when directed to do so, activate the building alarm
3. If evacuating building, refer to Fire Evacuation Procedure
4. When the building evacuation alarm is sounded, an emergency exists. All rooms should be evacuated. Closing doors will help contain a fire. Do not lock doors
5. Assist the handicapped in exiting the building. Do not use elevators

SUSPICIOUS PERSONS

If you have a concern regarding suspicious or odd behavior by a person in the building, alert the professional staff or Sport Club Safety Officer to determine if further action should be taken. If there appears to be a problem and there is an immediate threat, University Police should be called (424-1212).

SEXUAL ASSAULT CRISIS PROTOCOL

The type of immediate response employed during a crisis situation in which a student reports a sexual assault will depend in part on the wishes of the student. The exact response must be determined by the student and the individual first contacted. Regardless of the immediate response employed, all students are strongly urged to

seek medical attention within 72 hours of sexual assault. Below are three alternative responses that may apply to many different situations:

1. The student wants police involvement and medical attention:
 - a. A university police officer will respond to the crisis and be responsible for managing the situation. A female university police officer may respond if requested and if available.
 - b. The police officer will assess the medical condition of the student and will determine transport to the hospital as the situation warrants.
 - c. If the student wishes, a residence hall director, community advisor, friend, roommate, or other support person may be willing to assist.
 - d. If necessary, the police officer will continue the investigation of the event. With the student's permission the officer will contact the residence hall director if the student resides on campus, to assure continuation of support for student safety and well-being.
2. The student wants medical attention but not police involvement:
 - a. University staff will assist the student in calling for medical help and in finding transportation to the selected medical facility. The following options for medical support are available:
 - b. Mercy Medical Center: call (920) 223-2000
 - c. Aurora Medical Center: call (920) 456-6000
 - d. UW-Oshkosh Student Health Center: call 424-2424, Monday – Friday, between 8:00 a.m.–4:30 p.m. This service is for enrolled students only.
 - e. The student's own family medical professional or area clinic.
3. The student does not want medical attention or police involvement.

SUICIDAL SITUATIONS PROTOCOL

1. Suicide: The protocol for dealing with a student death should be invoked immediately.
2. Attempted Suicide:
 - a. University Police will be contacted (424-1212), and officers will call duty supervisor.
 - b. University Police will contact the following if they are not already involved:
 - i. Emergency medical personnel, when necessary
 - ii. Appropriate Residence Life & Student Affairs staff.
3. Attempt in Progress: In a situation in which a student is actively threatening suicide, i.e., standing on a ledge, possessing a weapon, etc., contact University Police for immediate assistance (911)

STUDENT DEATH POLICY PROTOCOL

When anyone becomes aware of a student's death on campus, the University Police (911) should be contacted immediately. University Police officers will be in charge of the scene of the incident until all appropriate actions have been taken. University Police officers will contact the appropriate Residence Life & Student Affairs staff. The appropriate Residence Life & Student Affairs staff will inform the appropriate University staff, (Chancellor, Director of University Communications, etc.) of the student's death.

APPENDIX B

SPORT CLUB FINANCE COMMITTEE POLICIES AND PROCEDURES

ELIGIBILITY

Sport Clubs meeting all requirements outlined in the Sport Club Handbook, either as a Tier 1 or Tier 2 Sport Club, are eligible to apply for funding.

BUDGET PROCESS

Sport Clubs wishing to apply for funding must submit their budgets in the manner expressed during the Sport Club budget meeting. This will include a budget spreadsheet and a budget narrative. The SCFC reserves the right to reject any budgets that are submitted late and/or do not meet the expectations expressed during the Sport Club budget meeting. Sport Clubs will be given the opportunity to present their budgets to the SCFC through a budget hearing process. Following the SCFC's determination of the final budget for the Sport Club program, Sport Clubs will receive notification from the SCFC.

ONE TIME REQUESTS

Requests for funds for the current year may be presented as a One-Time Request. Approved One-Time Requests are generally limited to groups requesting additional funds due to unexpected costs, a new event, a one-time purchase, or for groups that could not participate in budget hearings the prior year. The form is submitted [online](#). Follow up questions or a hearing may be requested by the SCFC before a ruling is made.

LIMITATIONS

Funds for each Sport Club will remain under control of the SCFC. Budgets are only approved as they are presented. Any changes to a club's budget plan must be approved by the SCFC. All monies not used at the end of the year will be returned to the Sport Club account. If a group's expenses exceed the budgeted amount, the difference may be taken out of the following year's budget. Equipment purchases must comply with the appropriate section of the Sport Club Handbook.

The following items may not be purchased with Sport Club budgets. This is not an exhaustive list, and any questions should be directed to the Assistant Director:

1. Gift cards and gift certificates
2. Academic, credit-producing activities
3. Clothing for advertising purposes or for individuals to keep
4. Fundraising
5. Food
6. Dues or Memberships for individuals to professional organizations
7. Donations

POLICY VIOLATIONS

Violation of any SCFC policies or procedures may be referred to the Sport Club Executive Board for a disciplinary hearing. More information on the SCEB is available in the appropriate section of this handbook.

CONSIDERATIONS

The Sport Club Finance Committee may also consider the following items when determining the Sport Club's budget proposal for the ensuing year:

1. Club member participation numbers
2. Frequency of practices and competitions
3. Sport Club Council meeting attendance
4. Adhering to all program deadlines in a timely fashion

5. Prompt and accurate completion of required forms
6. Proper compliance of travel policies and procedures
7. Proper compliance of budgetary policies and procedures
8. Proper behavioral compliance of club members to all University and Sport Club policies
9. Program rules and expectations
10. Fundraising efforts

APPEALS

1. Appeals of the Sport Club Finance Committee decision:
A Sport Club that disagrees with their awarded budget has the right to appeal to the Sport Club Council. All appeal requests must be submitted to the Assistant Director via email and be submitted within five (5) business days from the date of the SCFC decision. The Sport Club Council's decision will be considered final.
2. Appeals of the Sport Club Council's ruling:
A Sport Club that disagrees with the decision of the Sport Club Council has the right to appeal to the Student Recreation Advisory Committee for the purpose of an administrative review. This appeal must be submitted via email within five (5) business days from the date of the Sport Club Council's decision. The Student Recreation Advisory Committee's decision will be considered final.