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COLLEGIATE CLUB SPORTS OVERVIEW

Mission

Provide recognition as a Collegiate Club Sport to registered student organizations that offer diverse quality sport programs and services to the university community which encourages healthy lifestyles, facilitates community engagement, and enhances personal development through participation and leadership opportunities.

Vision

- To be recognized as the premier Collegiate Club Sports program in the country.
- To provide opportunities through sports to develop teamwork, sportsmanship, leadership and engagement in healthy competition.
- To contribute to overall student success through opportunities to practice transferable skills in the areas of effective communication, critical thinking, problem solving, social responsibility, and self-awareness.
- To provide innovative and quality programming that cultivates positive interactions within The University of Arizona and the greater Tucson community.

Welcome

This handbook was created as a resource to help Club Sport representatives and club members to understand The University of Arizona Collegiate Club Sports program expectations, policies and procedures and to outline the support provided for clubs recognized by the Department of Campus Recreation. Please take the time to read through the material and become familiar with the information as it will be invaluable to the success of the club and its members.

The University of Arizona and the Department of Campus Recreation policies are routinely reviewed and amended. Accordingly, the Collegiate Club Sports program reserves the right to revise the guidelines, policies and expectations stated in this handbook as deemed appropriate.

Program Administration

The Collegiate Club Sports program is administered through the Department of Campus Recreation and its sports division. Administration of the Sports Division includes the Senior Assistant Director for Sports, Assistant Director for Sports Operations, Coordinator for Club Sports, and Coordinator for Intramurals. Additional support and services are provided by an Athletic Trainer and the student Sports staff. The primary responsibilities of the program administrators are to oversee club recognition and to provide the framework, expectations and resources detailed in this handbook which serve to support the success of the clubs and their membership as well as advance the mission and vision of the program.

Collegiate Club Sports programs are student initiated, student led organizations. Club officers and club members have the responsibility for determining a club constitution and bylaws, a dues schedule, the duties of their officers, the level/amount of activities to participate in, and the selection of a coach/instructor. Each of these objectives must be achieved within the framework and guidelines outlined in this handbook in order for a club to receive and maintain recognition as a Collegiate Club Sport and to receive consideration for financial, facility and administrative resources that are afforded to effectively managed Collegiate Club Sports programs.

The Department of Campus Recreation, in its sole discretion, reserves the right to approve, deny or revoke Collegiate Club Sports recognition status, allocated funding and/or facility space at any time pending a club’s, individual member’s, coach’s and/or associated parties’ demonstrated ability to follow the guidelines and expectations detailed in this handbook.
Program Support

Campus Recreation Support for Sponsored Club Sports

Student Fees Provide
Facilities & Equipment:
- Access to Campus Recreation outdoor field space (Bear Down Field, Rincon Vista, Cherry Street Field)
- Access to non-Campus Recreation field space (Gittings)
- Dedicated club time in Bear Down Gym weight room
- Recreation Center gym, activity room and meeting room space
- Gittings Gym space
- Field upkeep, maintenance, seeding, field paint, etc.
- Capital projects for field upgrades and construction
- Facility equipment support (nets, goals, first aid kits, AED’s, radios, etc.)

Staff:
- Facility monitors provided for access, safety and supervision
- Administrative staff and support services
- Leadership training and development
- Oversight of Club Federation
- Game day operations

Financial:
- Club grants
- Discounted, negotiated deals for transportation and hotel
- Budget development and training
- Access to foundation accounts
- Support for fundraising

Club Sports Administrative Fee, Merchandising Agreement & Game Ticketing Provides
- Licensing support for use of the “block A”
- Athletic trainer
- Game day staff and facility monitors
- Annual sports club awards and recognition
- Club publicity:
  - Meet Me at the Rec
  - Daily Wildcat ads with game schedules and standings
  - Website, plasma screen and flyer announcements

![Club Support Pie Chart]

Total $330,837
Definition of Collegiate Club Sports

A Club Sport is a student organization recognized by the Associated Students of The University of Arizona (ASUA) which has been formed by individuals motivated by a common interest and desire to participate in a sport activity. The interest may be purely recreational and social, or it may be to engage in healthy, high level competition. A Collegiate Club Sport is an ASUA recognized Club Sport that has applied for and received recognition from the Department of Campus Recreation. The Department of Campus Recreation wishes to provide recognition to sports clubs whose interests and pursuits are consistent with the mission and vision of the Collegiate Club Sports program and for those clubs that can effectively benefit from available Campus Recreation facilities and resources. Not all ASUA recognized sports related clubs may wish to apply for recognition as a Collegiate Club Sport. Some that apply may not receive recognition as such.

For clubs that do receive Collegiate Club Sports recognition, benefits may include the following:

- Access to facility space including fields, gyms and multipurpose rooms appropriate for the sport/activity
- Access to meeting rooms
- Leadership training and development
- Recognition for achievement
- Game day event support
- Discounts for hotel and travel resulting from negotiations for bulk rates
- Administrative support
- Marketing and publicity support
- Assistance with member recruitment
- Financial support and assistance with budgeting and fundraising
- Support with the recruitment and selection of coaches
- Oversight of club operations for compliance with critical safety, policy, university ethics and behavior expectations

Becoming a Collegiate Club Sport (Request for Recognition)

Please contact the Coordinator for Club Sports to obtain the official Request for Recognition form. To be considered for recognition, the following information must be submitted to the Coordinator for Club Sports:

- Confirmation from ASUA that the club is a registered student organization for the current academic year
- Completed Campus Recreation Club Application and Recognition Request Form
- Completed Campus Recreation Club Membership Roster Form (at least 12 current members)
- Copies of two current members’ American Red Cross Community First Aid and Safety certification cards
- A copy of the club's proposed operating budget for the year including planned income as well as expenses
- A copy of the club's current constitution and bylaws, which should include detailed information on the club's National Governing Body (if applicable) including contact information
- A complete inventory of all equipment owned by the club or by individuals to be used by the club
- Safety equipment and specialized training that would be required for the organization’s activities
- Necessary certifications and/or qualifications to instruct or coach club based on NGB guidelines
- Information on dates and duration of season
- Meeting/practice space desired for the operation of the club
- Information on league or local organization affiliates related to the activities of the organization, including contact info, web address, other schools and/or organizations involved
- Names and contact information for all coaches and signed Campus Recreation Coach Volunteer forms
- Campus Recreation Assumption of Risk forms for each club member
- For all clubs it is strongly encouraged that club members have a physical performed by a doctor and to have that Physical Exam forms on file with campus recreation.

Criteria for Consideration

Campus Recreation will make a “yes or no” decision after considering the following factors:

- The degree to which the club’s activities reflect the mission and goals of the Department of Campus Recreation and The University of Arizona
- Availability of Campus Recreation facilities, funding and administrative support
The potential impact (e.g. facility use, equipment, personnel, etc.) of the club on the Department of Campus Recreation programs and facilities
The degree to which the Department of Campus Recreation staff/office can adequately oversee the needs of the club
The degree to which the club compliments or competes with existing programs or activities offered by the Department of Campus Recreation
The degree to which the club adds diversity to the Collegiate Club Sport program
Evidence there is sufficient student interest in participating in the activity. A minimum of twelve active members must regularly attend practices. Failure to maintain minimum will result in loss of facility use and Collegiate Club Sport recognition
Evidence of responsible student leadership, ability to meet deadlines, strong communication skills, ability to follow and enforce campus recreation policies and procedures, etc.
The ability of the club to financially support its activities (e.g. availability of adequate revenue sources)
Length of time the organization has been active on campus and the degree of student participation
Promotion of club activities and benefits in order to attract new members
For competitive clubs, the availability of adequate intercollegiate competition within an 800-mile radius of Tucson
Where deemed appropriate by the Department of Campus Recreation, the existence of a recognized governing body for the sport that sets and publishes widely accepted sport rules (i.e., everyone knows the rules and the same rules are used in all competitions) which are designed, in part, to minimize risk to participants
The availability of qualified (including, where applicable, certified/licensed) coaches or instructors
The degree of potential risk associated with club activities and the ability of club members to manage that risk in an acceptable manner

Club applications may be submitted to the Coordinator for Club Sports throughout the year and will be reviewed on a rolling basis. New clubs will only be admitted to the program at the start of the academic year. Evaluating interest, organization, and the club’s sustainability within the Department of Campus Recreation program is an extensive three step process.

- **Step 1:** Each summer, all applications collected through the year are reviewed. If the prospective club does not meet the Department of Campus Recreation criteria for recognition, the club’s request for acceptance into the program will be denied. If the evaluation of a new club aligns with Collegiate Club Sports standards, the club officers will be contacted to set up an Interest Assessment Meeting.
- **Step 2:** The Interest Assessment Meeting must be attended by all members listed on the application’s membership roster, including all club officers. The Interest Assessment Meeting is an opportunity for the Collegiate Club Sports staff to gauge the level of interest in the new club and communicate policies, procedures, and requirements to the potential club officers and members to ensure that all members understand the Department of Campus Recreation expectations for a Collegiate Club Sport.
- **Step 3:** Following the Interest Assessment Meeting, the Coordinator for Club Sports will make a recommendation regarding recognition to the Sr. Assistant Director for Sports. The club officers will be contacted within three business days of the Interest Assessment Meeting regarding the final decision.

If an organization is accepted into the program, it will be granted provisional status and notified in writing. Provisional clubs may enjoy select benefits of the Collegiate Club Sport program, but must wait one year to be eligible for full status and funding consideration. After one year of successful provisional status, the club will be granted full status and may then request funding.

The criteria listed above provide general guidelines for decision making regarding recognition of new Collegiate Club Sports programs as well as continued recognition. The list is not exhaustive. The Department of Campus Recreation in its sole discretion reserves the right to consider these and other relevant factors to approve, deny or continue Collegiate Club Sport recognition, funding and facility use for any potential or existing Collegiate Club Sport.
Collegiate Club Sports Tiers

The Collegiate Club Sports program utilizes a tier system that identifies the type of club and the resources available.

- **Cactus Tier**: Highly competitive clubs that compete nationally and are typically governed by a National Governing Body (NGB). Due to the highly competitive makeup of the club, the contact/collision nature of the club, the size of the club’s budget and operations, and the administrative and/or facility resources provided to support the club, a $25 per participant per year Collegiate Club Sports fee is assessed.
- **Sunset Tier**: Competitive club with national, state or regional associations but not necessarily governed by a NGB. Due to the competitive nature of the club and the administrative and/or facility resources provided to support the club, a $15 per participant per year Collegiate Club Sports fee is assessed.
- **Desert Tier**: Recreational in nature, these clubs exist more for the simple participation in and social aspect of the activity. A stronger focus may be on skill development, leadership, sportsmanship, healthy lifestyles and community engagement. Clubs in this tier receive less facility space and administrative support relative to the other tiers, resulting in a base level Collegiate Club Sports fee of $10 per participant per year.

<table>
<thead>
<tr>
<th>Cactus</th>
<th>Sunset</th>
<th>Desert</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ice Hockey (M)</td>
<td>Baseball</td>
<td>American Tae Kwon Do</td>
</tr>
<tr>
<td>Lacrosse (M)</td>
<td>Cycling</td>
<td>American Tang Soo Do</td>
</tr>
<tr>
<td>Rugby (M)</td>
<td>Fencing</td>
<td>Badminton</td>
</tr>
<tr>
<td></td>
<td>Roller Hockey</td>
<td>Ballroom Dance</td>
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<tr>
<td></td>
<td>Synchronized -Swimming</td>
<td>Racquetball</td>
</tr>
<tr>
<td></td>
<td>Tennis</td>
<td>Running Club</td>
</tr>
<tr>
<td></td>
<td>Tricats</td>
<td>Shorin Ryu Karate</td>
</tr>
<tr>
<td></td>
<td>Rugby (W)</td>
<td>Table Tennis</td>
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Contact/Collision Clubs

Contact / collision clubs are defined as clubs with extensive physical contact, a high risk for injury.

This includes the following:
- Men’s Ice hockey
- Men’s and women’s lacrosse
- Men’s and women’s rugby
- Men’s and women’s soccer
- Men’s Roller Hockey

Collegiate Club Sports Executive Council

The Executive Council has been established as a student advisory group to assist administration and the clubs on matters of funding allocations, travel, policies, procedures and trainings. An emphasis of the Council is student development. The Council will meet monthly during the academic school year. Meeting days and times will be determined based on availability of current members.

- **Membership**
  Each September, the Coordinator for Club Sports selects seven student members to serve on the Council based on applications received. There will be representation from each tier of clubs and three at-large members. The staff will be non-voting members of the Council, but may take part in discussions. The Coordinator, or their delegate, will serve as chairperson for regular meetings. Only one member of a particular club may serve on the Council. A majority of the voting Council constitutes a quorum and a majority of the quorum rules.

- **Duties**
  The Council makes recommendations regarding yearly allocations for clubs and for clubs who apply for supplemental and championship funding. The Council makes recommendations regarding revisions to the handbook, program policies, procedures, and offers suggestions for the betterment of the program. The Council may be asked to
participate in the planning and implementation of leadership development and educational opportunities. Monthly meetings will be scheduled based on member availability.

- **Expectations**
  Council members will serve one academic year. Members must be an “active participant” of a recognized club. Members will attend monthly meetings and other events/activities as scheduled. NOTE: Council members who are unable to fulfill expectations will be asked to step down.

**Membership**

All officially enrolled students (undergraduate and graduate) with a 2.0 GPA and enrolled for 6 credit units are eligible to join a club as a regular member, though competitive eligibility is based on each sport’s governing body regulations. Membership and participation within a club must be free from discrimination based on race, religion, gender, ethnic group, national origin, political affiliation, ability, sexual orientation, or on the basis of the exercise of rights secured by the First Amendment of the United States Constitution. Each club’s constitution must carry a statement to this effect.

A club may not restrict the number of students seeking membership. However; it is recognized that only a certain number can realistically participate in competition. It is the responsibility of each club to work out a fair and equitable method by which to accommodate the needs of its members for instruction, practice, coaching, and competition.

The Department of Campus Recreation requires all club members to carry the proper identification at all scheduled activities. Students must have a University of Arizona ID. Coaches and instructors must have a picture ID with them during all scheduled activities.

**Note Regarding Non-Student Members:** Desert (recreational clubs) may have no more than 10% of participants that are non-student members. These members must pay the Collegiate Club Sports Non-Student Participation fee in order to gain access to Campus Recreation facilities for practices and competitions. Similarly, ALL summer club participants must be enrolled in summer classes or have a Department of Campus Recreation membership.

**Collegiate Club Sports Fees**

These fees are used for facility monitors, athletic trainer, licensing support for use of the “block A”, program promotion, awards and recognition. These fees do not cover the entire cost for the program, but do help to offset expenses. Fees should be paid no later than the first week of October. **Clubs will have facility use and practice times suspended if fees are not paid.** The fee structure is as follows:

- Cactus Tier (highly competitive) - $25.00 a year per club member
- Sunset Tier (competitive) - $15.00 a year per club member
- Desert Tier (recreational) - $10.00 a year per club member
- Non-Student Collegiate Club Sports Participation fee - $40 per semester per club member

**HOW TO JOIN A CLUB**

**Students**

Students interested in joining a Collegiate Club Sport should contact the club president or the Coordinator for Club Sports for information. To participate in club activities, it is the responsibility of each individual club member to complete and submit the Assumption of Risk and Code of Conduct forms prior to participating with the club. Individuals will not be considered members of a club until they appear on an officially submitted club roster and have the Assumption of Risk form and Code of Conduct on file with Campus Recreation.

All Club forms can be found on the Campus Recreation website at: [http://campusrec.arizona.edu/clubsports](http://campusrec.arizona.edu/clubsports)

The Coordinator for Club Sports will process the names for eligibility. In addition, clubs must be aware of the rules of sanctioning organizations as to the eligibility of graduate students and non-student members. Clubs may be subject to program sanctions for allowing ineligible individuals and those not listed on the roster to participate. Sanctions may include probation or suspension of individual club members or the entire club.
Non-Students

The Department of Campus Recreation recognizes the importance of the interaction between non-student and student members of certain clubs. Therefore, non-students are allowed to participate in Desert (recreational) club activities under the following conditions:

- Non-student participation must be voted upon by the club membership. If approved, non-student participation guidelines must be added to the club’s constitution.
- The percentage of non-student members cannot exceed ten (10) percent of the total membership as indicated on the membership roster.
- Non-student members must pay the Collegiate Club Sports (CCS) fee of $40.00 per semester. This will allow access to the recreation facilities during scheduled practice times.
- Non-student members are prohibited from holding office or any leadership position within the club or involving themselves in any administrative or managerial duties of the club.
- In order to acquire a non-student club membership the president of the club must submit a current roster with the non-students clearly identified.
- Non-students must purchase the CCS Card at the Student Recreation Center Rec Services Desk.
- Non-students simply need to show a CCS Card with a photo ID to gain access to the facility for a scheduled practice or event.

NOTE: Do not have non-students contact the Club Sports staff directly. A non-student will only be able to pay the non-student CCS fee if the above procedures are followed. It is the club president’s responsibility to notify the administrative staff about non-student members.

Clubs considering allowing non-students to participate with their club should discuss the issue with the Coordinator for Club Sports before taking action.

CLUB LEADERSHIP (Officers)

Each club is required to have elected officers in place. Please note that some clubs will not need to elect each of these positions based on tier level of participation; whereas other specific offices may be indicated in the club’s constitution. Cactus tier clubs must have a minimum of three (3) elected officers, Sunset tier must have two (2) elected officers, and Desert tier must have one (1) elected officer. All officers must be and remain full-time students (undergraduate 12 units per semester/graduate 9 units per semester) with at least a 2.0 GPA at The University of Arizona. Enrollment status and GPA will be verified by the Coordinator for Club Sports.

The day-to-day management of club operations and decisions is the responsibility of the club officers and its membership who work within the guidelines and expectations of the Collegiate Club Sports program. Each club should identify the responsibilities of its officers. The following list of suggested duties should serve as a guideline. Club officers’ responsibilities include, but are not limited to:

**President**

- Serve as the liaison between the club and the Coordinator for Club Sports. This includes checking/responding to all emails and voicemails from the Club Sports staff
- Conduct elections of officers once a year (according to club bylaws)
- Attend all meetings called by the Coordinator or send a representative
- Ensure that all required forms and reports are submitted on time
- Complete procedures for registering as a student organization with ASUA
- Inform club members of the contents of the Collegiate Club Sports Handbook, the Student Organization Handbook, and The University of Arizona’s Student Code of Conduct
- Submit a semester report of all activities at the end of each semester. This must include income, expenses, and current bank account balance
- Familiarize the incoming president with all club procedures and financial status prior to his/her assumption of duties
- Delegate responsibilities to involve other club members
- Organize club’s presentation for Wildcat Welcome, club fairs, and other promotional events
Vice President
• Preside over club meetings and business during the president’s absence
• Assist the president in completing reports and required forms
• Notify the Coordinator for Club Sports of any changes in the club’s schedule
• Check the club mailbox in the Student Recreation Center and e-mail at least once a week
• Routinely inspect club equipment and facilities
• Keep accurate records of all club equipment, including purchase date, storage location, and current condition
• Inform the Coordinator for Club Sports if any equipment becomes damaged or unsafe
• Distribute equipment to club members and collect equipment at the end of the club’s season
• Routinely inspect club equipment and facilities
• Ensure club compliance with all Campus Recreation and University safety policies and emergency actions procedures

Secretary
• Attend all club meetings and record minutes
• Save meeting minutes and notes for future referral
• Distribute meeting agendas and meeting notes
• Conduct correspondence for the club and update the membership roster.
• Ensure that all Assumption of Risk forms and Code of Conduct forms are collected, collated with roster and submitted

Treasurer
• Collect dues and keep an accurate record of all accounts.
• Keep all receipts to document all income and expenses
• Work with the president to prepare club’s budget request
• Submit a statement of all club funds on hand, both in checking and savings, at the end of each month to the Coordinator for Club Sports
• Maintain club records needed for preparation of annual budget and funding allocation request
• Submit all necessary documentation for accessing Campus Recreation and UA Foundation funds

Travel Coordinator
• Arrange club travel and promotion
• Work with the Coordinator for Club Sports to submit all travel forms and university required documentation

Changing of Officers/Transition to New Leadership
The successful transition from outgoing to new leadership is vital to the continued success of the club. The following steps must be taken by the outgoing and incoming officers to ensure a successful transition:
• Turnover of all club records and inventory of all club equipment to new club officers
• Review of all financial records
• Update signing authority at the bank
• Review all forms including last year’s budget allocations and end of year report
• Attend mandatory officer transition training scheduled each spring

Club Constitution
Each club is required to have an up-to-date club constitution on file with both the Sports Office and the ASUA. Constitutions are important in establishing the foundation for the club and should be reviewed and updated by the club’s membership on a yearly basis.

The following sample constitution contains areas typically addressed in constitutions. When writing a constitution, however, student organizations should ensure that the constitution reflects the policies and procedures of that particular organization. To ensure continuity and consistency, all student organization constitutions that are not governed by an international organization constitution must include:
• A date of adoption
• A clear statement of objectives, which are consistent with the mission and educational goals of the University.
• Identification as a campus-based, student-initiated, and student-governed club with active membership limited to students of The University of Arizona (see information under Membership in the Handbook).
The following statement of nondiscrimination, must be included exactly as it is printed here:
“This organization shall not discriminate on the basis of race, color, ethnicity, national origin, age, gender, disability or handicap, religion, sexual orientation, disabled veteran’s status or Vietnam era veteran’s status in any of its policies, procedures, and practices. This policy will include, but is not limited to recruiting, membership, organization activities, or opportunity to hold office.”

A club may choose to secure the services of a coach/instructor. Coaches may be volunteers or receive compensation. This decision will be made by each club, based on their unique circumstance. Clubs that wish to compensate a coach or coaches should be able to demonstrate a stable and adequate funding source through dues or other fundraising methods to fulfill the financial commitment made to a coach or coaches. Collegiate Club Sports administrative staffs are available to assist clubs with the recruitment, interview and selection process for coaches.

Clubs should take special care in selecting a coach as this individual will be an integral part of the club’s success and stability. Accordingly, it is suggested that all clubs that wish to solicit the support of a coach, whether volunteer or paid, consider the guidelines detailed below.

**Suggested Coach/Instructor Recruitment and Selection Process**

Clubs should consider the following when deciding if a coach or instructor is needed.

- Create a job description for the coaching position which includes the minimum qualifications for the following:
  - Coaching experience and technical knowledge of the sport or activity
  - Experience with student development
  - Excellent communication skills and demonstrated ability to foster a strong team environment
  - Certification by the sport's governing body, if applicable
  - Risk management experience
  - Fundraising experience
  - CPR/AED and First Aid certification
  - Valid driver’s license or ability to obtain one within 30 days of start date with club

- Each club should have a search committee of at least three club members, two of which should be officers
- Interested candidates should submit a cover letter, resume and three professional references to the club
- All finalists should participate in a documented interview process
- Clubs should conduct and document reference checks of new coaches prior to offering the position
• Clubs should perform a background check on all coaches
• Clubs should draft an offer letter signed by at least two club officers that clearly outlines the job expectations, salary, start date and other terms of employment for the successful candidate’s signature.
• The Terms of Employment should be specified in the offer letter and include the following:
  o The contract for services is between the coach/instructor and the club.
  o The coach is not an agent or employee of the Department of Campus Recreation or The University of Arizona.
  o A coach/instructor may not use Campus Recreation facilities for personal gain.
  o It is recommended for their own protection that coaches carry their own liability and medical insurance.
• A copy of the offer letter (with all pertinent signatures) must be provided to the Collegiate Club Sports administration to be kept with the club’s records.

Clubs should be aware of the guidelines and procedures pertaining to the employment of coaches and instructors with regards to the Internal Revenue Service.

Coaches Guidelines and Expectations
The following guidelines have been developed to assist coaches/instructors to most effectively work within the Collegiate Club Sports framework.

Coaches/instructors are expected to:
• Attend the Campus Recreation Coaches/Instructors Workshop series annually.
• Read and sign the Coach/Instructor Agreement form on an annual basis.
• Maintain and provide current copies of required certifications and/or licenses to the club who in turn provides copies to Campus Recreation.
• Be aware of and follow all University and Department of Campus Recreation policies and procedures.
• Restrict his/her contributions to recruiting, practice and game planning, coaching/teaching, and player and student development. Coaches should refrain from activities involved in the club’s operations and management. A club is first and foremost a student organization and, as such, the student officers are responsible for club operations and serving as the liaison between the club and the Collegiate Club Sports program administrative staff.
  o Clubs in the Cactus and Sunset Tiers may, due to size and complexity of the budget, travel coordination, fundraising, etc., need additional administrative support.
  o Clubs that would like additional support with club operations and management should consult with the Senior Assistant Director of Sports or Coordinator for Club Sports to discuss how the Collegiate Club Sports program can best assist their efforts.
• Understand that student participation in the club program is completely voluntary; therefore monetary rewards or scholarships shall not be promised or given to any member or prospective member by the coach/instructor.
• Exercise reasonable care and caution in the execution of all coaching/teaching duties in order to reduce the risk of injury.
• Model good sportsmanship at all times. Coaches/instructors must conduct themselves in a manner that does not detract from the reputation of The University of Arizona. This includes behavior in practice and game situations, travel, contact with other teams, and interaction with University personnel and community members.
• Understand that continuation of service is left to the discretion of the respective club and that the coaches/instructors will be evaluated annually by the club.

Club coaches who do not have a current Campus Recreation membership will be provided limited access passes based on the approval of the Coordinator for Club Sports in order to gain access to facilities during club practices and events.

• Coaches will not be admitted into the Student Recreation Center without current access privilege documentation.
• The Coach/Instructor Volunteer Agreement form must be filled out completely with accompanying copies of certifications. The limited access pass will allow the coaches access into the SRC during scheduled practice times and events.
• The coach/instructor must provide a photo ID along with the limited access pass in order to gain access to the facility.

Coach/Instructor Evaluation
Clubs should plan to conduct a formal evaluation of coaches/instructors on an annual basis. Collegiate Club Sports administration is available to assist with this process.
Club Advisor
All clubs are required by the ASUA and Campus Recreation to have a faculty/staff advisor. Clubs can rely on them for assistance with activity planning, fundraising, budget preparation, and problems with club members. He/she can serve as a resource person regarding University matters, offer advice to club members regarding club business, and help members balance club/school activities. He/she should in no way be directly involved in the daily operations of managing the club, or be relied on to make club decisions.

As the role of the club advisor is to provide advice and counsel, the advisor is most helpful when he/she uses mature judgment and experience to help club members refine their programs, plans, and discussions to a point where they are effective, realistic, and reflect favorably on the University. The faculty/staff advisor is considered a valuable link between the club and the University.

The advisor for a club is selected by the members of the club. The advisor should be an individual who is accepted and respected by the members of the club. The club advisor must be a faculty or staff member of The University of Arizona. The advisor should be available during the development of plans and programs for the club and attend club meetings on a regular basis.

**CLUB SPORT LOGO USE**

Only those clubs, which are in good standing with the Department of Campus Recreation and Associated Students University of Arizona (ASUA) are eligible to use the name "The University of Arizona Club (Team Name)". Good standing is defined as compliance with the following minimum requirements:

- Attendance at all Club Sport meetings.
- A complete club roster and Assumptions of Risk/Code of Conduct forms for each member are on file with the Department of Campus Recreation, Collegiate Club Sports program by the requested date.
- Schedule of all practices and competitions have been submitted to the Department of Campus Recreation, Collegiate Club Sports program by the requested date.
- A completed Event Registration form and travel itinerary including completed Driver forms have been submitted for each off-campus trip.
- A complete Event Reservation form is on file for all home and away events.
- Conduct in accordance with Federal, State, Local, and university regulations.

Uniform Production/Creation
The Arizona Board of Regents on behalf of The University of Arizona has registered the names, logos and trademarks of the University with the Patent and Trademark Office of the United States. The University requires all groups, departments, individuals, and companies to obtain approval from the Department of Trademarks and Licensing prior to producing any products that utilize the University's registered and common law trademarks and service marks regardless of use or method of distribution.

The University has created a brand for Club Sports:

** A MOCK UP OF ANY UNIFORM OR CLUB APPAREL USING THE ARIZONA LOGO, TRADEMARKS, BRANDING OR ANYTHING ASSOCIATED MUST BE SUBMITTED TO THE KoORDINATOR FOR CLUB SPORTS FOR APPROVAL. PENDING APPROVAL, THE SUBMITTAL WILL BE ROUTED THROUGH THE OFFICE OF TRADEMARKS AND LICENSING BY COLLEGIATE CLUB SPORTS ADMINISTRATION FOR FINAL APPROVAL **

** ANY COLLEGIATE CLUB SPORT THAT RECEIVES ALLOCATED FUNDING FROM CAMPUS RECREATION MUST WEAR UNIFORMS APPROVED BY COLLEGIATE CLUB SPORTS ADMINISTRATION WHICH IDENTIFY THEM AS AFFILIATED WITH THE UNIVERSITY OF ARIZONA. NON UNIVERSITY IDENTIFIED UNIFORMS MUST BE APPROVED BY THE KoORDINATOR FOR CLUB SPORTS PRIOR TO CREATION. SANCTIONS FOR FAILING TO FOLLOW POLICY MAY INCLUDE CLUBS BEING PLACED ON SUSPENSION, AND/OR LOSS OF FACILITY USE, FUNDING OR RECOGNITION **
Merchandising (Apparel Sales)

The University of Arizona BookStores is the sole selling agent for the Department of Campus Recreation Collegiate Club Sports merchandise. The University of Arizona BookStores will handle all merchandise operations including sales, purchases, inventory management, and accounting. The University of Arizona BookStores reserves the right to determine what the Department of Campus Recreation Collegiate Club Sports merchandise is sold and at which location(s). Merchandise may include, but is not limited to, shirts, jerseys, shorts, hats, posters, and memorabilia. In regards to selling Club merchandise onsite at tournaments, The University of Arizona BookStores has the first right of refusal to handle these sales. If The University of Arizona BookStores decline to offer merchandise sales at select games then the club may sell what they would like at that game. The Department of Campus Recreation will receive 18% of gross profits generated at Wildcat Threads Store and Gift site venues by The University of Arizona BookStores from the sale of the Department of Campus Recreation Collegiate Club Sport merchandise. For the sales of Club merchandise made at other outlet stores, 2% of gross profits generated will be given to the Department of Campus Recreation. Proceeds from these sales are utilized to provide facilities and services to Collegiate Club Sport as outlined on page 5.

Club Sponsorship

Seeking sponsorship on behalf of the club is tempting as it assists with the expenses associated with operating clubs. However, please note the following.

**COLLEGIATE CLUB SPORTS ARE NOT AUTHORIZED TO UTILIZE THE UNIVERSITY OF ARIZONA LOGO, TRADEMARKS OR BRANDING IN ASSOCIATION WITH SPONSOR LOGOS.**

STUDENT CODE OF CONDUCT (The University of Arizona)

http://deanofstudents.arizona.edu/studentcodeofconduct

A. Jurisdiction & Authority

1. Under Arizona law, the Arizona Board of Regents is responsible for the control and supervision of the state universities and their properties and activities. ABOR is authorized to enact ordinances for the governance of the universities and the maintenance of public order upon all property under its jurisdiction. ABOR has promulgated this Student Code of Conduct in order to meet its responsibilities under Arizona law. Enforcement of this Student Code of Conduct is subject to applicable law, including constitutional protections for speech, association and the press.
2. The presidents are authorized to enforce the Student Code of Conduct.
3. Violators may be accountable to both civil and criminal authorities and to the University for acts of misconduct that constitute violations of the Student Code of Conduct. At the discretion of university officials, disciplinary action at the University may proceed before, during, or after other proceedings. Sanctions may be imposed for acts of misconduct that occur on university property or at any university-sponsored activity. As further prescribed in these rules, off-campus conduct may also be subject to discipline. With respect to student organizations and their members, university jurisdiction extends to premises used or controlled by the organizations on or off campus.

B. Philosophy

1. The aim of education is the intellectual, personal, social, and ethical development of the individual. The educational process is ideally conducted in an environment that encourages reasoned discourse, intellectual honesty, openness to constructive change, and respect for the rights of all individuals. Self-discipline and a respect for the rights of others in the university community are necessary for the fulfillment of such goals. The Student Code of Conduct is designed to promote this environment at each of the state universities.
2. The Student Code of Conduct sets forth the standards of conduct expected of students who choose to join the university community.
3. Students who violate these standards will be subject to disciplinary sanctions in order to promote their own personal development, to protect the university community, and to maintain order and stability on campus.

C. Scope

1. The adoption of the Student Code of Conduct does not prohibit any university or ABOR from adopting or maintaining additional rules to govern the conduct of students. Allegations of misconduct brought under the Student Code of Conduct may be combined with allegations arising under other university or ABOR rules.
2. Each university may adopt policies and procedures for reviewing allegations of academic dishonesty.
3. The Student Code of Conduct applies to individual students and to student organizations.
4. Students and student organizations are also subject to the following:
   a. Rules adopted by each university to govern the control of vehicles and other modes of transportation on university property
   b. Rules relating to student classroom conduct, academic dishonesty, and academic eligibility, performance and evaluation
   c. Rules governing student housing
   d. Rules governing the maintenance of public order
   e. Rules governing the conduct of student athletes
   f. Rules governing the use of university communication and computing resources, and
   g. Other rules may be adopted by the Board, ABOR or universities in furtherance of university and educational goals.

D. Student Organizations

1. Student organizations may be charged with violations of the Student Code of Conduct to the same extent as students.
2. Student organizations, as well as members and other students, may also be held collectively and/or individually responsible for violations including but not limited to misconduct that occurs: (a) on university property; (b) on premises used or controlled by the organization; (c) at university-sponsored activities; or (d) in violation of university hazing policies.
3. The officers or leaders of a student organization may be held collectively and/or individually responsible when such violations are committed by persons associated with the organization who have received consent or encouragement from the organization’s officers or leaders or if those officers or leaders knew or should have known that such violations were being or would be committed.
4. The officers or leaders of a student organization may be directed to take action designed to prevent or end such violations by the organization or by any persons associated with the organization. Failure to comply with a directive may be considered a violation of the Student Code of Conduct, both by the officers or leaders of the organization and by the organization.

CLUB CONDUCT

Club members have an obligation to conduct themselves and their organization in a manner compatible with the University's philosophy and function as an institution of higher education. Clubs will be held responsible for complying with the Department of Campus Recreation and club policies and procedures, The University of Arizona Student Code of Conduct, federal, state, and local laws, and will be disciplined for failure to do so. Members of clubs are expected to act in a mature and responsible manner both on-campus and off-campus, especially while participating in club activities. Any actions or activities that violate or possibly violate the University Student Code of Conduct will be shared with the Dean of Students Office for possible disciplinary action. In addition to the disciplinary actions taken by the Department of Campus Recreation, a Club Sport may be held responsible for violations collectively and/or individually. All violations committed by clubs will be reviewed by the Club Sports staff. The staff will then determine the appropriate course of action to take in dealing with the situation.
The Department of Campus Recreation has expectations for a high standard of behavior during sanctioned activities, gatherings and meetings and club members and officers should further be aware that public perception of individual acts may reflect poorly on the club and the University.

When the Club Sports staff has reason to believe that a club member, several club members, coaches, or instructors have violated rules and regulations outlined in the Collegiate Club Sports Handbook, the University’s Student Code of Conduct, or any federal, state or local laws, action will be taken to ensure that cases of rule violations are handled fairly and expeditiously, and that individuals accused of rule violations are afforded due process. Please note that NGB’s, the Dean of Students Office and the Department of Campus Recreation may be involved with policy violations, code of conduct or disciplinary matters.

**The Collegiate Club Sports Conduct Process**

The violation of and/or non-compliance with university policies, campus regulations, procedures or standards of conduct, may result in the loss of Club Sport recognition or other disciplinary actions taken against the club involved. The discipline process has been developed to assist club leaders in correcting mistakes and behavior that have caused problems for the club. Violations will be reviewed by the Club Sports staff to determine if they are minor or major infractions. Minor infractions will be handled and resolved by the Club Sports staff. Major infractions will be reviewed and resolved by the Campus Recreation Judicial Board. The department reserves the right to allow certain infractions (based on severity) to be resolved by administrative staff.

For minor and major infractions, clubs may be subject to a fine for the violation. Club Sport staff will determine a monetary amount to be deducted from the club’s allocation account, plus any sanctions levied based on the severity of the infraction.

Disciplinary actions may include, but are not limited to

- Probation
- Fines levied
- Frozen funds
- Loss of funding
- Loss of facility reservations
- Limited practices
- Loss of travel privileges
- Cancellation of games/matches/tournaments
- Loss of equipment usage
- Forfeiture of recognition status through Campus Recreation Club Sports
- Sanctions on individual club members
- University disciplinary actions

Notification of disciplinary action is placed in the Club Sport's mailbox in the Sports Office and emailed to the Club Sport’s president within 48 hours.

**Minor Infractions**

Minor infractions are violations of administrative procedures that cause an inconvenience to Campus Recreation staff, The University of Arizona staff, other club members or other Campus Recreation participants. Minor infractions include, but are not limited to:

- Failure to attend a required monthly Club Sports Association meeting
- Being late to a required monthly Club Sports Association meeting
- Leaving early from a required monthly meeting without prior notification to Club Sports staff
- Failure to notify Medics or staff of changes in schedule and/or practice times and games
- Failure to return borrowed Club Sports equipment within 72 hours of the completion of
  - club’s event/game/tournament
- Misuse of university property (e.g. allowing pets at the club’s events or not cleaning up the facility at the conclusion of the club’s events)
Procedures for Minor Infractions
1. Club Sports staff determines whether minor infraction(s) has/have occurred.
2. The staff will formally notify the club through an official letter that the club has committed a minor infraction and the case is under review.
3. On the first offense, the club will automatically be deducted $50 from the allocation account. Within 48 hours of being notified of the first offense, the club will have the opportunity to schedule an appeal meeting with Club Sports staff.
4. On the second offense, the club will be deducted $100 and must meet with Club Sports staff.
5. A written letter will be sent to the club notifying them of the decisions made by the Club Sports staff.

For Minor Infractions, clubs will continue normal operating functions until the process is conducted and completed. If three or more minor infractions occur, the club will be placed on probation until the conclusion of the disciplinary process. Upon notification, all club activity is suspended until the review is completed by staff.

**Major Infractions**

Major infractions are actions that can cause harm to people, jeopardize the physical or financial resources of the club / Campus Recreation / The University of Arizona, or jeopardize the status or reputation of the club / Campus Recreation / The University of Arizona. Major infractions include, but are not limited to:

- Failure to deposit funds into UA Foundation Account
- Failure to submit a Trip Request form
- Participation in events without previously notifying the Club Sports staff of the event
- Misuse/misappropriation of University funds
- Use or presence of alcohol in commercial vehicles
- Any situations involving the use of or the presence of alcohol at any club related event
- Transferring and/or consuming alcohol or illegal substances while on official club trips
- Failure to represent The University of Arizona in a positive manner (e.g. notification by another club, university, and/or governing body)
- Displaying conduct incompatible with the University’s function as an educational institution and the purpose of the Club Sports program (i.e., unsportsmanlike conduct toward officials or opponents or disruptive behavior on trips)
- Allowing ineligible individuals to participate in club activities
- Hazing
- Damages to lodging or property while on a Club Sport trip

Procedures for Major Infractions
1. The Campus Recreation Judicial Board will determine if a major infraction(s) has/have occurred (in instances where an immediate determination is needed the Club Sport staff reserve the right to make a determination).
2. The Campus Recreation Judicial Board will notify the club through a formal written letter that an investigation will begin dealing with possible violations
3. The Campus Recreation Judicial Board will schedule a meeting with the club to discuss the infractions. During the meeting, the club will have an opportunity to present their side.
4. After the meeting occurs, the Judicial Board will determine one of three courses of action.
   - Handle the situation in-house; the Judicial Board will determine the appropriate sanctions against the Club Sport.
   - If the situation involves individual Club Sports members Code of Conduct issues, the case will be referred to the Dean of Students Office.
   - If the situation involves the entire Club Sport Code of Conduct issues, the case will be referred to the Dean of Students Office.
5. A written letter will be sent to the club notifying them of the decisions made by the Campus Recreation Judicial Board within 72 hours of the meeting.
6. The club may appeal the Judicial Boards decision to the Associate Director of Campus Recreation Programs.
7. If a club receives three major infractions in one year, the club may be subject to loss of Campus Recreation recognition.

**Appeal Process**

The appeal process exists to ensure that all disciplinary actions taken against members of the Collegiate Club Sport program are fair and equitable. To file an appeal, follow the steps listed below.
Decisions made by the Club Sports staff may be appealed to the Sr. Assistant Director for Sports:

1. Written notification from the club president to the Sr. Assistant Director for Sports detailing the club’s rationale for the appeal and any circumstances related to the infraction(s) must be submitted within 48 hours.
2. The 48 hour period begins when written notification of the disciplinary action being taken is emailed to the president and placed in the club’s mailbox located in the Club Sports Office.
3. The Sr. Assistant Director will set up a meeting with the individual(s) involved in the situation.
4. After fully investigating the situation, the Sr. Assistant Director for Sport will notify the club of the ruling on the appeal. This may include upholding, rejecting, or modifying the action taken by the staff.

Decisions made by the Campus Recreation Judicial Board may be appealed to the Associate Director for Sports Programs:

1. Written notification from the club president to the Associate Director detailing the club’s rationale for the appeal, and any circumstances related to the infraction(s), must be submitted within 72 hours.
2. The 72 hour period begins when written notification of the disciplinary action being taken is emailed or placed in the club’s mailbox located in the Club Sports Office.
3. The Associate Director will set up a meeting with the individual(s) involved in the situation.
4. After fully investigating the situation, the Associate Director will notify the club of the ruling on the appeal. This may include upholding, rejecting, or modifying the action taken by the Campus Recreation Judicial Board.

HAZING

The University seeks to promote a safe environment where students may participate in activities and organizations without compromising their health, safety or welfare. It is, therefore, the University's policy that hazing is prohibited. The impact of hazing activities can result in irrevocable harm to its victims, families and the university community.

Prevention of hazing is the responsibility of every member of the University community. Each organization, as well as each individual, must accept the personal obligation to uphold the basic community values of being just, civil and respectful of the rights of others.

"Hazing" means any intentional, knowing or reckless act committed by a student, whether individually or in concert with other persons, against another student, and in which both of the following apply:

- The act was committed in connection with an initiation into, an affiliation with, or the maintenance of membership in any organization that is affiliated with the University; and
- The act contributes to a substantial risk of potential physical injury, mental harm or degradation, or causes physical injury, mental harm or personal degradation.

Any solicitation to engage in hazing is prohibited.

Aiding and abetting another person who is engaged in hazing is prohibited.

It is not a defense to a violation of this policy that the hazing victim consented to or acquiesced in the hazing activity.

All students, faculty and staff must take measures within the scope of individual authority to prevent policy violations.

Violations of this policy or interference in an investigation under this policy by students or student organizations are subject to sanctions under the Student Code of Conduct. Any university employee who knowingly permitted, authorized or condoned hazing activity is subject to disciplinary action by the University.

Violations of this policy by students or student organizations can be reported by filing a Student Code of Conduct complaint with the Dean of Students Office. The Dean of Students Office will investigate the complaint in accordance with the Student Disciplinary Procedures. The Student Disciplinary Procedures shall govern all proceedings involving such a complaint. Sanctions, if appropriate, will be imposed in accordance with the Student Code of Conduct.

Violations of this policy by faculty, staff and other employees are subject to discipline in accordance with the Arizona Board of Regents’ and the University’s policies and procedures governing employee misconduct. Violations by faculty, staff or other
employees can be reported in writing to the Provost for referral and investigation by the appropriate administrator(s) or supervisor(s).

Any violation involving a crime, emergency or an imminent threat to the health or safety of any person should be reported immediately by dialing 911 to reach local law enforcement officials. The University will report to law enforcement any complaint of hazing involving criminal conduct that creates a substantial risk to the health or safety of any person in the university community. Such reporting shall include, but not be limited to, criminal homicide, sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, arson, liquor law violations, drug law violations, and illegal weapons possession.

This policy is not intended to prohibit or sanction the following conduct:

Customary public athletic events, contests or competitions that are sponsored by the University; or Any activity or conduct that furthers the goals of a legitimate educational curriculum, a legitimate extracurricular program or a legitimate military training program.

For the purposes of this policy,

"Organization" means an athletic team, association, order, society, corps, cooperative, club, student organization, fraternity, sorority or other similar group that is affiliated with the University and whose membership consists primarily of students enrolled at the University. "Organization" includes a local chapter, unit or other local division consisting primarily of students, regardless of the nature of the membership of the larger public or private organization.

"Student" means any person who is enrolled at the University, any person who has been promoted or accepted for enrollment at the University or any person who intends to enroll at or be promoted to the University within the next twelve calendar months. A person who meets the definition of a student for purposes of this paragraph shall continue to be defined as a student for purposes of this section until the person graduates, transfers, is promoted, or withdraws from the University.

Appeals of university sanctions must be addressed to the Dean of Student Office.
The University of Arizona Student Code of Conduct
http://dos.web.arizona.edu/uapolicies/

The University of Arizona Hazing Policy
http://policy.arizona.edu/hazing

Any acts or suspicion of acts of hazing must be reported immediately to the Coordinator for Club Sports.
The University of Arizona Policy and Procedures on Sexual Harassment

The University of Arizona Drug and Alcohol Abuse Policy
http://www.hr.arizona.edu/09_rel/drugstmt.php

SAFETY & RISK MANAGEMENT

Participation

There are risks and hazards, minor and serious, associated with participation in athletic and fitness related activities. Participants voluntarily assume all responsibility and risk of loss, damage, illness, and/or injury to person or property associated with participation in Campus Recreation activities.

The University of Arizona, its officers, agents, and employees are not responsible for any loss, damage, illness, or injury to person or property arising out of or relating to participation in Campus Recreation activities, including the use of Campus Recreation facilities and equipment.
Insurance
The University of Arizona does not provide accident, medical, health, sickness, facility rental or other insurance for participants and is not responsible for paying or reimbursing cost associated with participation in voluntary club activities. Purchasing adequate health/medical insurance prior to participation is strongly recommended. Clubs are also encouraged to consider the insurance options provided through their respective NGB’s.

Assumption of Risk
Each participant in the club program is required to complete an Assumption of Risk form prior to any club activity. This document informs the participants of the potential dangers associated with participation. Individuals who have not completed this form are not permitted to participate in any Club Sport activity. Those clubs found not to be in compliance will be subject to program sanctions.

Medical Exams and First Aid
For all clubs it is strongly encouraged that club members have a physical performed by a doctor and to have that Physical Exam forms on file with campus recreation.

The University of Arizona and Campus Recreation assume no responsibility for any participant with an existing health condition that makes it inadvisable for him/her to participate in any given activity.

The club vice president is responsible for having at least one individual who is certified in American Red Cross (or equivalent) CPR and one individual certified in American Red Cross First Aid at every activity.

Inclement Weather (Outdoor Facilities)
To ensure the playability of outdoor facilities throughout the year, careful consideration will be given when programming during rain or on wet fields. If standing water is visible or the possibility of damaging the fields exists, practices and/or events will be cancelled. For weekly practices, the decision to close fields will be made by 2:00 PM. Please call (520) 621-8749 for information regarding the daily status of the fields. The basic guideline for assessing the situation in the absence of the Club Sport staff is to cancel if there is any question or doubt.

In case of inclement weather and / or poor field conditions the following policy will be followed for event cancellations:
- A Club Sport staff member or other full-time Recreational Sports staff may cancel the game prior to starting due to severe weather and/or dangerous playing fields.
- In the absence of full-time Recreational Sports staff, the decision to cancel an event prior to starting will be the responsibility of the Sport Supervisor.
- Once the contest has begun, the responsibility for canceling the event rests jointly with the game officials and event staff personnel. Club officers and/or Recreational Sports personnel should inform the game officials of the Department’s severe weather policy and any other pertinent information to assist them in making a prudent decision once the contest has begun.

CONCUSSION TESTING

Purpose
This document outlines the Collegiate Club Sports’ Athletic Training Policy regarding the management and care of sport-related concussion. Concussions are a potentially serious consequence of participation in club sports and are defined as a complex pathophysiological process affecting the brain, induced by traumatic biomechanical forces.

Concussive injury manifests through a variety of physical, cognitive and behavioral symptoms and proper management is vital in order to prevent serious, and potentially life-threatening, complications. This protocol should be used as a guide for the management of concussion in club sport participants. It is important to note that all concussions do not present in the same way, and each case should be treated individually. A team approach involving the club sport participant, certified athletic trainer (ATC) and physician should be used to determine when it is safe for a student-athlete to return to activity.
Recommendations for this protocol were taken from the NATA Position Statement: Management of Sport-Related Concussion, the Consensus Statement on Concussion in Sport: the 3rd International Conference on Concussion in Sport, held in Zurich, Switzerland in November 2008, and recommendations from the NCAA Executive Committee.

**Baseline Testing**

All Club Sport members participating in sports designated as “contact/collision” will undergo baseline ImPACT (Immediate Post-concussion Assessment and Cognitive Testing) and/or SCAT2 (Sport Concussion Assessment Tool 2) testing prior to beginning workouts with the team.

- The ImPACT test is a computerized concussion management system that tests the following components of cognitive function: verbal memory, visual memory, information processing speed, reaction time and impulse control.
- The SCAT2 test consists of a Graded Symptom Scale (GSS), the Balance Error Scoring System (BESS) and the Standardized Assessment of Concussion (SAC).

These tools identify the severity of symptoms, balance deficits and immediate neurocognitive deficits. A thorough concussion history, including number of concussions, as well as symptoms following any identified head trauma, will also be gathered on each club sport participant.

Designated “contact/collision” sports include: men’s and women’s rugby, men’s and women’s soccer, men’s ice hockey, and men’s and women’s lacrosse.

**Concussion Criteria**

A club sport participant should be referred to a physician on the day of injury if they meet any of the following criteria:

- Loss of consciousness on the field
- Amnesia lasting longer than 15 minutes
- Deterioration of neurologic function*
- Decreasing level of consciousness*
- Decrease or irregularity in respirations*
- Decrease or irregularity in pulse*
- Increase in blood pressure
- Unequal, dilated, or nonreactive pupils*
- Cranial nerve deficits
- Any signs or symptoms of associated injuries, spine or skull fracture, or bleeding*
- Mental status changes: lethargy, difficulty maintaining arousal, confusion, or agitation*
- Seizure activity*
- Vomiting
- Motor deficits subsequent to initial on-field assessment
- Sensory deficits subsequent to initial on-field assessment
- Balance deficits subsequent to initial on-field assessment
- Cranial nerve deficits subsequent to initial on-field assessment
- Post-concussion symptoms that worsen
- Additional post-concussion symptoms as compared with those on the field
- Student-athlete is still symptomatic at the end of the game

*Requires that the club sport participant be transported immediately to the nearest emergency department.

Routine (non-urgent) referral (after the day-of-injury) should occur in the following cases:

- Any of the findings in the day-of-injury referral category
- Post-concussion symptoms worsen or do not improve over time
- Increase in the number of post-concussion symptoms reported
- Post-concussion symptoms begin to interfere with the athlete’s daily activities (i.e. sleep disturbances or cognitive difficulties)
Concussion - Return to Play Progression

A club sport participant must be asymptomatic for at least 24 hours prior to the start of the graduated return to play protocol. It is strongly recommended that after recurrent injury, especially within-season repeat injuries, the athlete be withheld for an extended period of time (approximately 7 days) after symptoms have resolved. Additionally, all physical and cognitive testing scores should be equal to or better than baseline scores.

The following return to play protocol was recommended in the Consensus Statement on Concussion in Sports from the 3rd International Conference on Concussion in Sport held in Zurich, Switzerland in November 2008. With this progression, the student-athlete should continue to progress to the next level once asymptomatic at the current level.

Generally, each step should take 24 hours. The student-athlete will take approximately one week to proceed through the full rehabilitation protocol once they are asymptomatic at rest and with provocative exercise. If any post-concussive symptoms occur while moving through the progression, the student-athlete should drop back to the previous asymptomatic level and try to progress again after a further 24 hours period of rest has passed.

It is important to note that concussive injuries occur with varying levels of severity, as well as a variety of signs and symptoms. In some cases, the athlete may recover quickly, without evidence of post-concussion complications. In these cases, it may be appropriate to allow the athlete to progress through the rehabilitation protocol at an accelerated rate. Several factors, including mechanism of injury, severity and number of symptoms, sport (risk of recurrent injury) and concussion history should be taken into consideration when making this decision. Again, return to play decisions should always be made after an incremental increase in activity with an initial cardiovascular challenge, followed by sport-specific activities that do not place the club sport participant at risk for concussion. The club sport participant can be released to full participation as long as no recurrent signs or symptoms are present.

Concussion - Disqualification from Game or Practice

The decision to disqualify a student-athlete from further participation on the day of the concussive episode is based on the sideline evaluation, the symptoms the student-athlete is experiencing, the severity of the apparent symptoms, and the patient’s past history. Any episode involving or persistent symptoms related to concussion (headache, dizziness, amnesia, and so on), regardless of how mild and transient, warrants disqualification for the remainder of that day’s activities.

Concussion - Disqualification for the Season

Current published concussion guidelines recommend termination of the season after the third concussion within the same season. The decision is more difficult if one of the injuries was more severe or was a severe injury resulting from a minimal blow, suggesting the club sport participant may be at particular risk for recurrent injury. Without clear-cut answers in the literature, each case will be treated individually. A team approach involving the club sport participant, physician and certified athletic trainer will be used to determine the best course of action for the student-athlete and their health and well-being.

In regards to “disqualification for the career”, research has shown that once a club sport participant has suffered a concussion, he or she is at increased risk for subsequent head injuries. Therefore, the duration of symptoms may be a better criterion as to when to disqualify a club sport participant for the season or longer. Club sport participants sustaining multiple concussions with recurrent or post-concussion signs and symptoms that last for lengthy periods of time need to be considered for potential disqualification. Debate still surrounds the question of how many concussions are enough to recommend ending the player’s career. Again, a team approach will be used in each case and each situation will be treated individually, as concussions present in varying degrees of severity, and all student-athletes do not respond in the same way to concussive insults.

Emergency Action Plan

- Emergency Action Plan (EAP) will be provided during fall training and/or the travel meeting.
- Emergency phone tree in the event of injury/critical incident at practice or during traveling will be provided during training and/or the travel meeting.
FINANCES

Club Sport Funding
Recognized Collegiate Club Sports are eligible to request funding on an annual basis through the Department of Campus Recreation. The allocations meetings occur during the spring semester, typically in April.

Each club will present their funding requests to the Collegiate Club Sports Allocation Committee during a short presentation (no more than 10 minutes). The Committee will be provided with an evaluation of the club by the Coordinator for Club Sports. The Committee will make a recommendation for each club’s allocation based on the above information and the perceived needs of the club.

Fund Allocation Procedures
Based on a club’s respective Tier classification, as well as the budget the club should have submitted in April, the club may be eligible for a certain amount of funds. Submit a Request for Funding form with the application. The request must state exactly what the funds requested will be used for. With the recognition paperwork, sign up for a time slot for the Funding Allocation meeting. Time slots are for fifteen minutes in which to present the request to the Allocation Committee. All clubs, regardless of how far along in the season, should apply for funds.

Using Allocated Funding
Each recognized club has an account with the Department of Campus Recreation. When the Club Allocations Committee approves funding for a club it will be deposited into the club’s Department of Campus Recreation account. University accounts are not like outside accounts. The Department of Campus Recreation supervises the use of all allocated funds and all clubs must follow the proper procedures in order to access the funds. All clubs must go through university purchasing to use the funding. The only items clubs will be reimbursed for are travel expenses.

Clubs may request an additional allocation of funds for end of year play-offs, regional or national championship competition.

Allocated funds CAN be used for the following:
- Equipment – nets, goals, balls, pads, etc.
- Travel expenses – gas, hotels, airfare
- League/Association dues
- Tournament fees
- Facility rental fees – Cannot be used for rental fees at UA Department of Campus Recreation venues
- Officials fee

Allocated funds CANNOT be used for the following:
- Equipment considered for personal use such as shoes, bicycles, or sticks
- Food and beverages
- Trophies or awards
- Team shirts
- Items that are bought in order to be sold as fundraiser for team.
- Insurance
- Coaches salary

Clubs may only use funding for those items that have been approved by the Club Allocation Committee. For example, if the club was approved for funding for league dues, it may not use the allocation for new equipment.

While all expenditures from accounts must be appropriate and allowable, certain payments are subject to more scrutiny than others due to the sensitive nature of the expenses or certain risks associated with payment of the expense. The Financial Services Office will take extra care to ensure that requirements are complied with and proper documentation is attached with these types of payments.

Purchasing equipment with allocated funds
If a club has approval to purchase equipment, it must be done through the Department of Campus Recreation. Submit a Request for Purchase form with the vendor name, prices, amounts, etc.

The equipment will then be ordered, delivered to the Department of Campus Recreation, inventoried, and placed on the inventory list of the club before it is handed over to the club. At the end of the school year, the equipment must be turned back in to the Department of Campus Recreation where it will be inventoried and stored until the following year.

**Do not order equipment and then turn in a receipt for the merchandise purchased. Clubs will not be reimbursed for equipment purchased outside the University’s purchasing department.**

It is recommended that each club elect/appoint an Equipment Manager to monitor and control club equipment. This person should check in/out both uniforms and equipment. This will ensure that the club members losing or damaging equipment will pay for it rather than the club treasury.

**Reimbursements**

Reimbursements will only be made to clubs for travel expenses such as hotel, rental vehicles, airline tickets and gas.

When requesting a reimbursement the original receipts should be submitted along with a Reimbursement Request Form, available on [http://campusrec.arizona.edu/program_areas/sport_clubs/coaches_captains.php](http://campusrec.arizona.edu/program_areas/sport_clubs/coaches_captains.php)

Receipts must include the following info: name of vendor, date, amount owed, amount paid, and method of payment. Multiple receipts must be numbered and accompanied with a reconciliation sheet. Original receipts should be taped to an 8 ½ x 11 sheet of paper with all corners taped to the paper.

All reimbursement checks to clubs will be made out to the club’s outside account and not to an individual. Reimbursements will only be for Club Allocation Committee approved items. All clubs should have a Tax ID number. Clubs should complete the direct deposit option so that funds can be electronically deposited into the club’s account.

The University must take extra care to ensure that the expenditures occurred, the expenditure was valid, and that proper documentation exists to support the payment. To prevent double payments, the original invoice(s) is/are required and canceled when paid. If there is no invoice, other documentation must be provided to support the payment.

**Original Receipt Requirement**

Federal law requires that all business expenses, regardless of the amount, be supported by original receipts, records, or other evidence in the following manner.

- Amount of purchase itemized and clearly indicated on each receipt
- Detailed explanation of how the expense relates to club business. Be sure to include time and place of expenditure.

**Paying League Dues or Tournament/Event Fees**

If a club was allocated funds to pay league dues or tournament fees, the following procedures must be followed:

- Provide an invoice/entry form to the Club Administrative staff.
- The invoice should include an itemized amount due, the name of the organization, a mailing address, contact, and due date. For tournaments, an e-mail indicating the above information and the dates and place of the tournament will be fine.
- The organization’s Tax ID number must also be provided; in some cases, a copy of the W-9 form may be requested.
- Checks will not be mailed to individuals, only organizations.
- A university check will then be sent to the organization.
- Invoice must be submitted at least four weeks before the due date to ensure timely payment.
- For credit card payment options, please make arrangements for the Coordinator for Club Sports to utilize the University’s Purchasing Card.

**Do not pay the league/tournament dues/fees and then turn in a receipt for the amount paid. Reimbursement is not handled this way.**

**Documentation Detail and Consistency**
Documents submitted for processing must be properly completed. University staff approving a document will call or send a document back for corrections if the document is incomplete or unclear. This will cause delays in processing, reimbursement and/or equipment order.

Consistency between forms and supporting documentation is critical. If necessary, inconsistencies can be explained in a note or on the paperwork itself. Provide enough detail to ensure that an auditor or someone unfamiliar with the situation will understand what has happened and find no gaps in the record.

Receipts must provide information such as how payment was made (check/cash/credit card) and who actually paid.

**Original receipts and/or original invoices are required when requesting reimbursements. All allocated funds must be used by June 1 of that fiscal year.**

**Bank Account**

Clubs are not required to have bank accounts, but it is recommended if a club collects member dues or fundraises. A Tax ID number is needed to open a bank account. With a Tax ID number, submit a Bank Letter Request form listing the officers on the account and status as a recognized club by the University. These forms can be obtained from the ASUA Offices in the Student Union.

**Tax-ID Number**

All recognized student organizations must have a Tax Identification number to receive reimbursement for expenses. **Recognized student organizations at The University of Arizona cannot use the University's Tax-ID number.** To apply for a Tax ID number, visit [www.irs.gov](http://www.irs.gov) and search for the SS-4 form. The paper application and a completed sample application are also available at the Center for Student Involvement and Leadership or in the Club Sports Office. When filling out the form, use the club mailing address at the Student Recreation Center and mark that the reason for the request as “Banking Purposes.”

**The University of Arizona does not give clubs Tax ID numbers.** The Tax ID is like a Social Security number for an organization and is established only through the IRS. Any club with an outside bank account must have Tax ID number. There is no cost to get a Tax ID number.

**Having a Tax ID number does NOT mean the organization is non-profit!** As stated above, the Tax ID number is like a social security number for your organization to use for banking and other identification purposes. Clubs are considered “not for profit” which means that although individuals/businesses may donate funds to the organization, these donations are not write-offs when filing taxes.

For further information, call 1-800-829-3676 or refer to Publication 557, which can be found at [http://www.irs.ustreas.gov](http://www.irs.ustreas.gov).

The address on the club’s W-9 form which identifies the Tax ID number must match the address that any reimbursements will be sent. The signature on file must also be current. To update this information with the University without applying for a new number, submit a new W-9 form. For more information on the W-9, visit: [http://www.irs.gov/pub/irs-pdf/fw9.pdf?portlet=103](http://www.irs.gov/pub/irs-pdf/fw9.pdf?portlet=103)

**Budgets**

Individual club budgets are due each year in the Spring semester for the following season. The budget should be a zero-based budget worksheet. A club’s budget management during the current year will impact allocated funding for the following year. Consequently, it is critical to submit a well thought out and clearly articulated budget. Each club will list all expenditures and income sources for payment. Each income item and expense item is assigned an object code. Club will be responsible for itemizing incomes and expenses into object codes. Staff will be available to help guide clubs through the budget process. Campus Recreation periodically audits club accounts to assist in meeting requirements and to protect the assets of both the club members and Campus Recreation.

**Tips on Completing a Budget**

List annual income sources and expenses such as:
• **Dues:** Cost of dues per semester (Fall, Spring, and Summer) times the number of members per semester
• **Fundraising:** All the planned activities for the year and the amount expected to receive
• **Donations:** All potential private and corporate support and the amount/items expected
• **TOTAL INCOME:** Dues, fundraising and donations combined
• **Equipment:** All general club equipment expenses for the year, including item name, quantity, and costs for each. (equipment MUST be team equipment, not personal items like uniforms or nor major capital expenses)
• **Travel:** Location of each trip, the number of members traveling, transportation costs (rental car/bus, gas, airfare), hotel costs and entry fee for each trip, if applicable
• **Facility Rental:** Cost associated with the rental of facilities for practices and/or matches (include the site name, cost and hours for both practices and matches)
• **League Dues:** Cost to participate in league/conference activities per semester/year (include league fees and costs)
• **Officials/Judges Fees:** Costs associated with hosting an event for officials/judges (include rate paid and the number required for each event)
• **TOTAL EXPENSE:** Equipment, travel, facility rental, league dues and officials/judges fees

### Financial Reconciliation (Monthly)

Monthly financial reconciliation reports outlining income/expenses, bank statements, foundation account summaries and 501-3C accounts will be due to the Coordinator for Club Sports. Failure to submit these reports may result in sanctions including loss of practice time, facility space, future funding and/or club recognition.

### Fundraising

The Associated Students of The University of Arizona coordinates at least one major fundraiser per year in which all clubs are encouraged to participate. Individual club fundraisers are highly encouraged but must be approved in advance by Collegiate Club Sports administration. **Proposals for club fundraisers must be approved by Collegiate Club Sport administration at least two weeks prior to the scheduled event.** The Collegiate Club Sports administrative staff will only approve a recognized club to conduct fundraising events provided the project is consistent with the purposes of the student organization and with University policies as outlined in the tier structure. Clubs are expected to fundraise as part of their annual club budget.

### General Fundraising Policies

A fundraising event is one by which an on campus organization receives monies (directly or indirectly) in exchange for merchandise, entertainment, services, or possible prize awards.

• **On a limited and by approval basis, a club may use certain Campus Recreation facilities at no charge for club fundraising purposes.**
• **The raising of funds is permitted if the project is consistent with the purpose of the organization and University policy. Any direct solicitation at open events on campus must be previously approved.**
• **The net proceeds of the fundraising event must be used for the stated purpose of the organization, for purposes related to the goal of the particular club, or for a donation to a charitable organization.**
• **Organizations using the campus to raise funds must keep adequate records showing how the money was raised, the uses to which the funds have been or will be spent, and the amounts thereof. Records must be kept current and available for inspection. On an establishment of an irregularity, an audit may be requested.**
• Under no circumstances may any payment or profit accrue to the benefit of any individual member(s) of the club.

**Be sure to document fundraisers with the Department of Campus Recreation Club Sport Program as fundraising efforts play a factor in fund allocation.**

**UA Foundation Accounts**

Most Club Sports have UA Foundation Accounts. If a club does not have a Foundation Account and would like one, please contact the Coordinator for Club Sports. Donations to a Club Sport through the UA Foundation are tax-deductible to the fullest extent of the law. Monetary donations to the UA Foundation for clubs must follow these procedures:

- Clubs are encouraged to request donations through online giving at [http://www.uafoundation.org/gift/gift_areas/sports_clubs.shtml](http://www.uafoundation.org/gift/gift_areas/sports_clubs.shtml).
- BEFORE sending out materials soliciting donations for an UA Foundation account, the materials must be submitted via e-mail to the Coordinator for Club Sports. The items will then be submitted to the UA Foundation for final approval. After any necessary revisions, the approved printed material may then be sent out.
- Payments for events or dues should not be sent to club foundation accounts.
- Checks must be made out to the UA Foundation/“club name”. Checks made out to The University of Arizona or just to the club will not be accepted by the UA Foundation.
- A check should be sent directly to the Department of Campus Recreation who will then make the deposit to the UA Foundation.
- Clubs will be notified when a donation has been made to the club and can then obtain the name, address and amount of the donation(s) by contacting the Coordinator for Club Sports.
- Clubs must follow policies and procedures set by the UA Foundation in order to access donations to the UA Foundation club account.
- The UA Foundation will send letter of acknowledgement and tax information to the donor.
- For more information, visit: [www.uafoundation.org](http://www.uafoundation.org).

**Accessing UA Foundation funds** is similar to accessing a club’s allocated funding. Original receipts or invoices must be provided to document a legitimate team/club expense. Since the UA Foundation account funds are monies that have been raised and not student fees, clubs have more leeway in how to spend them. For instance, these funds can be used for team awards or dinners, “official team expenses”.

- Invoices should include the itemized amount due, the name of the organization, a mailing address, contact, and due date, if applicable. For tournaments, an e-mail indicating the above info along with dates and location will be fine.
- The organization’s Tax ID number must also be provided and in some cases, a copy of a W-9 form may be requested.
- Be sure to include a current roster or list of individuals participating in the event and attest that all participants have legal citizenship.
- An UA Foundation check will then be sent to the organization/vendor.
- Please be sure to submit the invoice at least two weeks before the due date.
- Receipts must include the following info: name of vendor, date, amount owed, amount paid, and method of payment.
- Multiple receipts must be numbered and accompanied by a reconciliation sheet.
- Original receipts should be taped to an 8 ½ x 11 sheet of paper with all corners taped down.
CLUB TRAVEL

General Regulations

Club travel regulations are designed to promote the safety of all club members while traveling to and from club events and tournaments.

- All Club Sports travel information must be submitted in advance to the Collegiate Club Sports administration, regardless of funding source or stature of the event/tournament. The Coordinator for Club Sports reserves the right to deny travel. The event/tournament host will be notified that The University of Arizona “club name” is not approved to participate.
- Only those club members, coaches, and advisors who have the completed, current, approved club forms on file with the clubs office will be approved to travel. No guests, friends, family members, or others will be allowed to travel with the club. All travelers must be listed on the travel itinerary. In the event that a club is found to have traveled without Department of Campus Recreation approval, or has taken a coach or club member not listed on the travel roster, the club may be suspended from the program and the club officers may be referred to the Dean of Student Office for a Code of Conduct violation.
- All drivers must be approved to drive by The University of Arizona. Club members who are not approved to drive must travel as passengers on all Club Sports trips.

NOTE: Alcohol and/or illegal drug use is NOT permitted while participating in Collegiate Club Sports activities. Club activities include, but are not limited to: club practices, games, travel to and from games/practices, overnight stays during travel, training sessions, team building and recruitment events. Abuse of this policy will lead to disciplinary action up to and including suspension of the club and/or members, after appropriate due process by the Department of Campus Recreation and/or the Dean of Students Office.

Before Traveling to any Event

An Event Registration Form must be submitted to the Coordinator for Club Sports two weeks prior to the date of departure, regardless of mode of transportation or source of funds. The following is required on the Event Registration Form:

- Purpose and destination of trip
- Name and phone number of contact at tournament/event site
- Hotel information (if applicable)
- Names of club members traveling (Roster)
- Name of each driver (at least two per vehicle when traveling more than four hours)
- Indicate mode of transportation and if a UA Motor Pool Vehicle rental is desired
- Passengers traveling in each vehicle
- Name of trip leader (person responsible for the trip) and a cell phone number
- Time of departure from Tucson, Arizona
- Estimated time of arrival at tournament/event site
- Time of departure from tournament/event site
- Estimated time of return to Tucson, Arizona
- Approximate mileage and planned travel routes
- Name and phone number for hospital nearest the tournament/event site

Once approved, the Coordinator for Club Sports will assist as needed with arrangements for rental vehicles, lodging, and payment of tournament entry fees. Clubs are required to travel as a club. In the event that a member of the club is unable to travel with the club, the Coordinator for Club Sports may authorize the member’s use of a personal vehicle.

At least one club member (student) must be designated as the Trip Leader. The Trip Leader is responsible for insuring that all Club Sport members are aware of and abide by important travel safety regulations while on an approved Club Sport trip. The Trip Leader is responsible for notifying the Coordinator for Club Sports immediately of any changes to the approved travel request (who is traveling, itinerary, or travel route) and any accidents or incidents that occur while traveling, at the event or at the hotel.
Trip Leader Responsibilities

The Trip Leader can be any student member of the club and must commit to upholding the following responsibilities for each trip led:

- Adhere to the trip itinerary submitted through the Event Registration form.
- Understand and agree to enforce The University of Arizona and the Department of Campus Recreation travel policies for the duration of the trip.
- Report any accidents, incidents, and/or violations of Club Sports policy.
- Return all trip materials (if applicable) to the Department of Campus Recreation no later than the close of business on the next business day following the club’s scheduled return including all hotel receipts.

Travel Regulations

- If using an UA Motor Pool vehicle, please refer to policies and regulations as prescribed.
- Clubs must adhere to the travel itinerary submitted to and approved by the Assistant Director for Club Sports.
- All passengers must be authorized to participate in the Club Sport activities (members, coaches, advisors) and listed on the approved Event Registration form. Guests, family members, friends, or others who are not authorized may not participate/travel. This includes private vehicles.
- Club members must travel in vehicles exactly as designated on the Event Registration form.
- There may be only as many passengers in the vehicle as there are passenger seat belts.
- All travelers must wear seat belts.
- Only approved and designated drivers may drive.
- All vehicles must be used exclusively to travel to the event, lodging, meals, or to seek medical treatment for injuries. They may not be used for personal business or pleasure; clubs are NOT permitted to ‘detour and frolic’.
- When using multiple vehicles, all vehicles must follow the approved travel route and stop as scheduled.
- When using multiple vehicles, all vehicles must either be state approved rental vehicles or all vehicles must be personal vehicles.
- Luggage must be packed so that the driver's view is not obstructed.
- The front seat passenger in each vehicle must take responsibility for reading maps, providing directions to the driver, changing the radio stations or temperature, assisting with vehicle maneuvering as needed (e.g. to park in a difficult spot), controlling the passengers, and staying awake, so the driver can concentrate on driving.
- All other passengers must behave in a manner that does not distract the driver.
- While driving, a rest stop of not less than 15 minutes must occur every two hours.
- No single driver may drive for more than 4 hours. If the driver is sleepy, switch immediately.
- No travel may occur between the hours of midnight and 6:00am.
- On an approved Club Sports trip, club members and coaches shall NOT consume alcohol or use drugs.

These travel regulations are designed to protect the safety of participants. On an approved Club Sports trip, all travelers must abide by them. Failure to comply with these regulations may result in penalties for the entire club, up to and including suspension of all club activities or expulsion of the club from the program. Please note that approved travel may be cancelled by the Coordinator for Club Sports in the event of severe weather or unsafe driving conditions.

Drivers

- All drivers must be approved to drive by The University of Arizona.
- If you are using vans from either the University or a rental agency, all drivers must have High Occupancy Vehicle Training (HOV). A Driver form as well as an HOV Training Certificate for anyone who will be driving vans must be on file with the Department of Campus Recreation. Risk Management also offers HOV classes throughout the semester. There is no charge for HOV Training.

Driver Responsibilities

Drivers are responsible for the safety of all passengers and are expected to use extreme care when transporting club members to an event/tournament. Drivers must be capable of operating a vehicle (rested, alert, etc.) and comfortable operating the type and size of vehicle being used. Additionally, the driver is expected to:

- Inspect the tires and adjust the seat and mirrors before starting the vehicle.
• Ensure that the vehicle is not driven if there is a mechanical problem.
• Make sure that he/she is comfortable with the size of the vehicle.
• Ensure that all passengers are in their seat belts prior to departure.
• Focus on driving. Do not change the radio station, adjust the temperature, talk on cell phones, text message, etc. The front seat passenger is responsible for those items.
• Obey all traffic, parking, and safety laws, including the speed limit. Drivers assume responsibility for all traffic and parking tickets.
• Keep a safe following distance.
• Drive defensively - be prepared for the unexpected.
• Stop for fuel when the fuel gauge drops below 1/4 full.
• Use caution when traveling or stopping on unpaved surfaces to avoid getting stuck.
• Reduce speed in rain, fog, snow, or ice. Change drivers often. Pull over if conditions are too hazardous for safe driving.
• Report all traffic and/or parking violations to the Coordinator for Club Sports within 24 hours of your return to campus.

Vehicles

UA Motor Pool Rentals
If you plan on renting a vehicle from the University Garage/Motor Pool you must turn in a Request for University Vehicle Form to the Department of Campus Recreation. Campus Recreation will initiate the process with Motor Pool. Drivers must be 18 years of age to operate Motor Pool vehicles. All club members who are driving at any time during the trip must have a completed Driver Form on file with the Department of Campus Recreation. A Driver Form as well as an HOV Training Certificate for anyone who will be driving vans must be on file with the Department of Campus Recreation.

Motor Pool website
Please refer to this website to assist with vehicle options, cost, policies and regulations.
http://www.fm.arizona.edu/fm-dept/motorpool.html

Personal Vehicles
It is the responsibility of the club officers and advisor to make sure that the owner of any vehicle used for club purposes has adequate automobile insurance coverage, including third-party liability. The University of Arizona assumes no responsibility for the use of private vehicles. Friends or relatives are not allowed to travel with club members. Only approved travelers may ride in the vehicle. NOTE: The owner of the vehicle assumes liability for everything that happens to and in that vehicle. There will be no mileage reimbursements for private vehicles.

Hotel/Motel Regulations
If the club would like to stay in a hotel/motel, a designated club officer should make the club’s reservation. Clubs are advised to contact several hotels in order to receive the best price for accommodations. Then, communicate the information listed below to the Coordinator for Club Sports through the Event Registration Form. Hotel rooms on busy weekends sell out quickly; plan ahead. Contact the host of the event to determine if early arrangements need to be made in order to reserve a room for that day/weekend.

To help ensure continuing good relations with hotel management and discourage abuse of rooms, the Department of Campus Recreation suggests a maximum of four (4) club members in a typical hotel room. Clubs are asked to get as many rooms as needed to properly house the participants (example – if 25 members plan to attend a trip, the club would need to reserve seven rooms).

For co-rec clubs it is expected that males and females stay in separate rooms.

Traveling to a National Competition
A national competition is defined as an event that clubs must competitively qualify for in order to attend. “National” tournament or events that are open to any club willing to travel will be considered out of region travel. When a club qualifies for a national event by winning a regional or sectional event, a request to travel must be made immediately to the Assistant Director for Sports Operations. All requests must include the following information:
• Official letter of invitation to national event
• Method of qualification
• List of club members qualified to participate in national event
• Itemized list of all expenses
• Itemized list of funds raised for event; evidence that the club has been raising or saving money to compete in the event
• Total amount requested (expenses - total funds raised)
• Location of national event
• Date of event
• Event host contact information
• Potential academic impact (if missing classes)
• Tentative trip itinerary

**CLUB SCHEDULES/FACILITIES/EQUIPMENT**

**Games**

The responsibility for scheduling the club’s games rests with the club members. A copy of the club’s game schedule should be filed with, and approved by, the Coordinator for Club Sports at the start of the school year. This allows campus recreation to prepare for each club's activities and also allows time for clubs to make travel arrangements.

Scheduling of games during final exam week is **prohibited. Never** schedule additional home activities without the approval of the Assistant Director for Sport Operations.

Any club that wants to practice/compete during the summer or winter term must submit their request to the Assistant Director for Sport Operations.

**Contracts/Agreements**

All contractual agreements by clubs for competition or for any other purpose must be made in the name of the club and NOT in the name of Department of Campus Recreation or The University of Arizona. Any agreement entered into by a club is NOT binding upon Department of Campus Recreation or The University of Arizona. No club may enter into an agreement without prior approval from the Collegiate Club Sports administration. A copy of all such agreements must be submitted to the Assistant Director for Clubs.

**National Affiliations**

The University of Arizona supports and encourages national affiliations. Please become knowledgeable of the rules and regulations for such affiliations. All information related to such affiliations must be on file with the Department of Campus Recreation. The required information includes name, address, phone, website, fees/dues and bylaws.

**Facilities**

The Campus Recreation facilities are available for use by both University and community members, when available, and when purposes are complementary to the mission of the institution.

Student Recreation Center  Gitting Gymnasium
Rincon Vista Complex  Robson Tennis Center
Bear Down Field  Cherry Street Field
Bear Down Gym (Weight Room)

**The University of Arizona Campus Recreation Facilities**

[http://campusrec.arizona.edu/facilityrentals](http://campusrec.arizona.edu/facilityrentals)
Facility Reservation/Use

There are two different forms used for reserving facilities for a club sport. Incomplete or illegible forms will not be processed.

A. Practice Facility Request. Use this form to request facilities that will be needed on a regular basis as is the case for practices. Submit this form when requesting a meeting place in the Student Recreation Center as well. Include a second and third preference in case the first choice is not available. Forms can be found on the Collegiate Club Sports website.

B. Event Facility Request. Use this form if a club sport is hosting a special event, league match, game, tournament or fundraiser. Depending on the event, there may be some costs associated with the reservation. Include a second and third preference in case the first one is not available. This form will also serve as the Event Registration form for home events. Forms can be found on the Collegiate Club Sports website.

Note: For a one time, single use meeting request, please submit an email to the Coordinator for Club Sports.

Facility requests must be submitted at least two weeks prior to an event. However, a club should submit a facility request as soon as the need for a facility is determined as facility space is not guaranteed, regardless of date of submittal. Failure to submit a request by the two week deadline will typically result in the request being denied.

Other tips on reserving facilities:
- Do not call the Collegiate Club Sports staff to ask if a facility is available on a particular day for an event.
- When submitting a facility request form, be sure to indicate exactly how much of the facility is needed, whether it is one court, two fields, etc.
- Be sure to include an exact start and finish time.
- Be sure to include any specific needs when submitting an Event Facility Request form, including the number of chairs/tables and whether scoreboards are needed. Campus Recreation does not provide officials, whistles, and sport specific equipment.
- As soon as a club’s schedule is determined, submit the Event Facility Request form for the entire season.

Hosting an Event (Non-Fundraiser)

Clubs may be eligible to host events.
- If eligible, a club may host a state, regional or national championship in the Student Recreation Center.
- Because of the limited facilities available, being a recognized club sport and submission of an Event Facility Request form does not guarantee availability of university facilities.

It is advised that as soon as clubs have finalized schedules for the year, to submit a form for every date they need a reservation.
- Be sure to list alternate dates and times to speed up the processing time.
- Forms must be filled out completely before they will be processed.

As soon as the event is confirmed or scheduled make an appointment with the Assistant Director for Sports Operation to discuss specific needs and situations regarding the event(s). This is a crucial step for a club’s first hosting event of the year or a unique event.

The Department of Campus Recreation wants club sports to host successful events, therefore communication between the club and the department is an important element. Please provide us with at least two weeks’ notice for special set-up requests. Requests submitted after the two week deadline will not be accommodated.

Outside groups accessing the facility

If the event is taking place in the Student Recreation Center a roster of teams who will be entering the facility must be provided in a timely manner so that arrangements may be made to allow them into the facility.

When hosting a competition or special event at the Department of Campus Recreation facilities, all clubs must have visiting team members or individual participants sign and complete an Assumption of Risk form. These forms must be filed with the Club Sport administrative staff no later than five days after an event. Failure to comply with this policy
will result in the loss of facility privileges. It is the responsibility of the hosting club to make sure the Assumption of Risk forms are provided to, read, and signed by the incoming participants. At the request of the Club Sport, a table will be set-up in the SRC lobby or event location to assist in the above task.

Hosting an Event (Fundraiser)

Clubs may be eligible to host one (1) fundraiser event per year.
- If eligible, a club may host a fundraiser event in the Student Recreation Center at no cost to the club.
- Because of the limited facilities available, being a recognized club and submission of an Event Facility Request Form does not guarantee availability of university facilities.

Hosting an Event (With a Third Party)

If a club working with a third party wishes to use Campus Recreation Facilities to fundraise or host an event they will be required to pay the facility rental rate.

Hosting an Event (Equipment Needs)

The Department of Campus Recreation has a variety of equipment available to clubs for their various functions. Mark the Event Facility Request form accordingly if interested in reserving any of the following equipment for a club event. Equipment is reserved on a first come, first serve basis.

- Tables
- Chairs
- Flip Scores
- Water Coolers
- Extension Cords
- Field Paint
- Electronic Scoreboards
- Cones
- Tape Measures
- Field Paint Liners

If your club should require an item not listed above see the club administrative staff for assistance.

Copies

Copies in quantities of less than 20 can be made at the Department of Campus Recreation office at no charge. For quantities over 20, the club should seek the services of Fast Copy in the Union, [http://www.union.arizona.edu/fastcopy/](http://www.union.arizona.edu/fastcopy/).

Mail

All clubs have mailboxes. Club mail can be received at: Student Recreation Center, 1400 East 6th Street, Tucson, AZ 85721. All incoming mail will be distributed through the Campus Recreation Sports Office located on the first floor of Campus Recreation. Mailboxes must be checked on a regular basis (at least once a week).

Meeting Space

The Department of Campus Recreation meeting rooms are available on a limited basis for club members to conduct club business. All requests for use of a meeting space and supplies must be made through the Coordinator for Club Sports.

Class Excuses

Clubs should submit requests for Dean’s excuses at least two weeks in advance of travel to the Sports Office in the SRC. The class excuses will be processed once the following steps have been completed.
- Submit an Excused Absence Request form.
- Submit a complete Event Registration form.
- Roster should have full names (no nick names) and student ID numbers, but not social security numbers or catcard numbers.
- Class excuses will not be processed until a completed Event Registration form and roster are submitted in with excuses.
- Be sure the Club Sport administrative staff has a current roster of the club on file in order to expedite process.
Official Activity Excused Absence Requests
Policy and Guidelines
7.04.02 Excused Absence for Group of Students
http://uhap.arizona.edu/chapter_7#7.04.02

Policy Guidelines:

- A student may be excused from classes for attendance at officially authorized functions in accordance with the authorization directives below and for regularly scheduled field trips announced in the General Catalog.
- The instructor shall accept such excuses and shall impose no penalty if the students have complied with the prescribed procedures for excused absence. Instructors should also notify persons in charge of their quiz or laboratory sections of these excused absences.
- Trips for groups of students shall not be scheduled on days reserved for final examinations each semester.
- For trips during the semester, the approval of the academic dean as well as that of the Dean of Students must be obtained. Normally, the deans will not give approval for students on academic probation.

Important Reminders:

- Students should be in good academic standing and not on probation to be excused from class. (Note: It is responsibility of the Dean, Director, or Department Head approving this form to make this determination.)
- Probation status occurs following any term when an undergraduate’s cumulative GPA drops below a 2.0 or when a graduate student’s cumulative GPA drops below a 3.0.
- Groups of one or two students requesting an excused absence should follow the same process outlined for larger groups.
- Students must make prior arrangements with their instructors to complete all assignments and/or tests before the absence.
- Excused absences will not be issued after an activity has occurred.

Excuse forms will be placed in the club’s mailbox as soon as they are completed and a notification e-mail will be sent to the club representative.

Publicity

Assistance is available to help with ideas for promoting the club and club events, as well as designing flyers, ads, pamphlets and other promotional materials. Requests for assistance should be made through the Coordinator for Club Sports well in advance of the anticipated need.

Clubs are allowed to publicize by posting fliers in Department of Campus Recreation facilities. All fliers must contain the Department of Campus Recreation logo and be submitted to the Coordinator for Club Sports for posting. Clubs may not post items themselves in Department of Campus Recreation facilities. On campus, fliers can only be posted at university-approved locations, such as kiosks and bulletin boards. Do not tape them to poles or the ground/sidewalk near the SRC. Clubs will be sanctioned for violating university posting regulations.

WEBSITE (ASUA)

One of the services available to recognized student organizations is the creation of web pages for the Club Sport. If the club is interested in obtaining a web site/e-mail account from ASUA, please contact ASUA at 621-2782. For more information on developing an organizational web page, contact UITS, http://uits.arizona.edu/services/web-hosting-overview.

WEBSITE (Club Sports)

Each Collegiate Club Sport is eligible to have a link of an “approved” club website placed on the Campus Recreation website. Please see the Coordinator for Club Sports to initiate the process.

A note about Social Media: All members of the club represent Collegiate Club Sports, Campus Recreation and The University of Arizona at all times. The use of social media such as Twitter, YouTube and Facebook are great ways to promote
clubs. However, the Club Sport’s social media account represents the University. Keep information and images posted to “positive” club activity only. If unsure, ASK before posting.

Use of Social Media: Collegiate Club Sports are permitted to use social media for promotional and informational purposes. Campus Recreation encourages the clubs to use appropriate behavior that reflects the mission of the organization, the Collegiate Club Sports program, and The University of Arizona. Campus Recreation assumes no responsibility for the statements and opinions expressed through the use of social media on behalf of the individual club sports organizations.

**COLLEGIATE CLUB SPORTS Listserv**

All Collegiate Club Sport presidents and interested club members should be on the Collegiate Club Sports Listserv. This serves as an excellent communication tool for the Club Sports administrative staff to provide pertinent information to all the clubs. All club representatives will be placed on the Club Sports listserv. If you would like to place a message on the listserv, the address is sportclubs@list.arizona.edu

**COLLEGIATE CLUB SPORTS Year End Awards Reception**

Officers and club members are treated to a reception and awards presentation. The evening will conclude with a year in review presentation highlighting the year’s successes and achievements. All clubs are invited to nominate worthy club members. The award nomination forms can be found on the Campus Recreation Collegiate Club Sports website. Nominations may be submitted beginning in the spring semester. Photos and video clips may be submitted for the awards ceremony to be included in a slide show presentation each year.

**Awards**

There are eight (8) different awards for which clubs may nominate members:

- **Wildcat Community Award:** This award is presented to the club that demonstrates the highest level of “giving back” to the community. Examples include demonstrations for other organizations, participation in community service events as a club, volunteering with the community food bank or shelter or active involvement in campus wide initiatives such as Wildcat Welcome, Family Weekend or Homecoming.

- **Coach/Instructor of the Year:** This award is presented to the Club Sport program’s most outstanding coach or instructor. Clubs nominate coaches or instructors by explaining what makes that person an outstanding coach/instructor.

- **Achievement Award:** This award is presented to the club with the highest level of competitive achievement on the field.

- **Fundraising Award:** This award is presented to the club whose fundraising success has allowed for club growth.

- **Student-Athlete Academic Achievement Award:** This award is presented to the program’s top student-athlete(s) for high academic achievement, based on GPA.

- **Outstanding Sportsman & Sportswoman of the Year Award:** This award will be given to the male and female Club Sport athlete who has demonstrated superior athletic ability and talent in the respective sport. Each athlete must have also represented The University of Arizona in a positive and sportsmanlike manner.

- **Spirit of Club Sports Award:** This award is presented to the individual that best represents the spirit of Club Sports. This person encourages campus involvement, gives back to the community, increases morale, and is a true leader.

- **Club Sport of the Year:** This award is presented to the club that has demonstrated the highest degree of organization and commitment to its members, the department, and the University.
CONCLUSION

The Department of Campus Recreation hopes that all the Collegiate Club Sports are well-managed, stable organizations that contribute positively to student success, campus, alumni and community engagement, and healthy lifestyles. The department believes that if the guidelines and expectations provided in this handbook are followed by the clubs, coaches and instructors, the aforementioned outcomes will be realized. The Department of Campus Recreation, in its sole discretion, reserves the right to approve, deny or revoke Collegiate Club Sports recognition status, allocated funding and/or facility space at any time pending a club, individual members, coaches and/or associated parties demonstrated ability to follow the guidelines and expectations detailed in this handbook.
# USEFUL PHONE NUMBERS & WEBSITES

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>*Mirum Washington White</td>
<td>Sr. Assistant Director for Sports</td>
<td>621-8714</td>
<td><a href="mailto:mirum@email.arizona.edu">mirum@email.arizona.edu</a></td>
</tr>
<tr>
<td>*Brendan Gail</td>
<td>Assistant Director for Club Sports &amp; Game Management</td>
<td></td>
<td><a href="mailto:bgail@email.arizona.edu">bgail@email.arizona.edu</a></td>
</tr>
<tr>
<td>*Daniel Bowes</td>
<td>Coordinator for Club Sports</td>
<td>626-7370</td>
<td><a href="mailto:djbowes@email.arizona.edu">djbowes@email.arizona.edu</a></td>
</tr>
<tr>
<td>*Dianne Goodridge</td>
<td>Certified Athletic Trainer</td>
<td>626-6903</td>
<td><a href="mailto:goodridge@health.arizona.edu">goodridge@health.arizona.edu</a></td>
</tr>
</tbody>
</table>

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## Senior Assistant Director (snapshot)
- Licensing and Trademarks
- Staff Development
- ICA Liaison
- Alumni
- Development
- Foundation
- Contracts
- Allocations
- Budget
- Judicial Affairs
- Coach’s Questions about Campus Rec, UA Policies
- Coach Related Matters with Team

## Assistant Director Club Sports and Operations (snapshot)
- Club Game Scheduling
- Licensing
- Hockey game day Operations
- Cactus game day operations
- Sponsorship Activation
- Merchandising
- Game Ticketing
- Intern Program
- Fundraising
- Club Promotions

## Coordinator for Club Sports (snapshot)
- Club Recognition
- Club Fee
- Deans Excuses
- Travel Paperwork
- Club Recognition Status
- Monthly Reconciliation Forms
- All Forms/Documents
- Allocations
- Facility Request/Issues
  - Practice
  - Games
  - Mall Use
  - Event Set-Up
- Club Sports Staff
- Equipment Purchase
- Club Stats and Standing

## Athletic Trainer (snapshot)
- Injury Management
- Concussion Testing
- Athletic Training Services
- Injury Evaluation and treatment management
- Referrals

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Dept. of Campus Recreation – Sports Office | 621-8723 | [http://campusrec.arizona.edu/](http://campusrec.arizona.edu/) |
The Arizona Wildcat Newsroom | 621-3551 | [http://www.wildecat.arizona.edu/](http://www.wildecat.arizona.edu/) |
Associated Students of University of Arizona (ASUA) | 621-2782 | [http://www.asua.arizona.edu](http://www.asua.arizona.edu) |
Mall Scheduling | 626-2630 | [http://www.union.arizona.edu/mall/](http://www.union.arizona.edu/mall/) |
Garage/Motor Pool | 621-7316 |
Event Scheduling Office (Student Union Room Reservations) | 621-1414 | [http://www.union.arizona.edu/rooms/](http://www.union.arizona.edu/rooms/) |
Risk Management and Safety | 621-1790 | [http://fp.arizona.edu/riskmgmt/](http://fp.arizona.edu/riskmgmt/) |
University Police | 621-8273 | [http://www.uapd.arizona.edu](http://www.uapd.arizona.edu) |
University Operator | 621-2211 |
Trademarks and Licensing | 621-3547 | [http://www.licensing.arizona.edu/](http://www.licensing.arizona.edu/) |

NOTE: All forms, paperwork and documents must be submitted through the Sports Office, Rm. 123 in the SRC.
CLUB SPORTS CHECKLIST

Becoming recognized by The University of Arizona
☑ Complete ASUA Club Recognition paperwork and turn in

Becoming recognized by Campus Recreation
☑ Attend the Club Sports Orientation Meeting
☑ Submit Application - (Assumption of Risk form needs to be signed by every participating member and on file w/ Campus Rec)
☑ Projected 2013-2014 Budget due the previous April, unless a new club
☑ Request for Funding - the more detailed the requests are the better chance of getting funded
☑ Schedule of Events – a tentative one is fine

Requesting/Scheduling Practice
☑ Submit request to Coordinator for Club Sports
☑ Request should include requested space, days and times

Hosting an Event
At least three weeks before event:
☑ Facility Request Form completed with alternate dates and times, special setup requests, etc.
☑ Event Registration Form with a completed roster of participants and schedule of the event.
☑ Excused Absence Request form if applicable
☑ Meet with Club Sport Personnel to discuss specific needs for the event
One week before:
☑ Contact Opponents to finalize time, place, directions, payments, etc.
☑ Contact officials to finalize dates/times (if applicable)
☑ Contact Club Sports personnel to finalize facility needs.
☑ Rosters (or at least a list) of teams participating in event if being held in the SRC
During event:
☑ Coaches meeting – collect entry fees, give receipts, discuss rules of game and facilities, format of competition.
☑ Collect signed Assumption of Risk forms from every visiting participant
☑ Pay officials and collect receipts if applicable
☑ Clean facilities during and after (i.e. pick up trash)
After an event:
☑ Contact Coordinator for Club Sports with game results within two hours of end of every game. This can be via text or email.
☑ Update budget
☑ Write sponsors, contact Daily Wildcat, update website within 24 hours or sooner of event
☑ Return all checked out items
☑ Fill out Reimbursement Form if needed

Participating in an away Event
Three weeks before the event
☑ Event Registration Form with a completed roster of participants, Risk management signature, and schedule of the event. Submitted to the Collegiate Club Sports Administration
☑ Receive trip approval from Collegiate Club Sports Administration prior to booking trip
☑ Hotel, Car/Air, etc. reservations
☑ Excused Absence Request form if applicable
☑ Meet with Club Sport Personnel to discuss specific needs for the event
☑ Request for Purchase if needed
☑ Vehicle request to University Garage if necessary (www.fm.arizona.edu/motorpool)
☑ Confirm that driver's form on file with Collegiate Club Sports administration and HOV certification cards if necessary
☑ First Aid Kit request with trainers
☑ Contact tournament host to confirm time, place, directions, etc.
☑ Provide Travel Itinerary to all players traveling. Arrange meeting times/place with team upon arrival to destination.

Traveling
☑ All those traveling should be provided with cell numbers of the coaching staff and players, driving directions for all tournament play sites, contact number for the tournament administration, and hotels. This information must also be provided to Collegiate Club Sports Administration

At an Away Event
☑ Pay entry fee, collect receipt
☑ Collect other receipts (Hotel, travel for reimbursement if need
# COLLEGIATE CLUB SPORTS TIER STRUCTURE

<table>
<thead>
<tr>
<th>CACTUS (Highly Competitive)</th>
<th>SUNSET (Competitive)</th>
<th>DESERT (Recreational)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. <strong>Membership:</strong> Must have at least 20 active members including three officers. All members must be full-time, fee-paying UA students.</td>
<td>1. <strong>Membership:</strong> Must have at least 15 active members including two officers. All members must be full-time, fee-paying UA students.</td>
<td>1. <strong>Membership:</strong> Must have at least 12 active members including one officer. 90% of membership must be full-time, fee-paying UA students.</td>
</tr>
<tr>
<td>2. <strong>CCS Fee:</strong> $25.00/yr. per club member</td>
<td>2. <strong>CCS Fee:</strong> $15.00/yr. per club member</td>
<td>2. <strong>CCS Fee:</strong> $10.00/yr. per club member. $40.00/semester per non-student.</td>
</tr>
<tr>
<td>3. <strong>Budget:</strong> Annual operating expenses in excess of $75,000 and demonstrated ability to fund these expenses.</td>
<td>3. <strong>Budget:</strong> Demonstrated ability to fund all operational expenses short of allocated funding.</td>
<td>3. <strong>Budget:</strong> Demonstrated ability to fund all operational expenses.</td>
</tr>
<tr>
<td>5. <strong>Fundraising:</strong> Must fund-raise an amount that equals or exceeds student fee allocations.</td>
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</tr>
<tr>
<td>6. <strong>National Affiliation:</strong> Must have a National Sports Governing Body. Must be a member of the National Governing Body</td>
<td>6. <strong>National Affiliation:</strong> Must be a member of a National, Regional or State Association.</td>
<td>6. <strong>National Affiliation:</strong> Must follow all UA Collegiate Club Sport regulations and guidelines as detailed in the Collegiate Club Sport Handbook</td>
</tr>
<tr>
<td>7. <strong>Competition:</strong> Must have at least 10 organized, scheduled competitions at the collegiate club level annually.</td>
<td>7. <strong>Competition:</strong> Must have at least 5 organized, scheduled competitions at the collegiate club sport level annually.</td>
<td>7. Encouraged to complete at least one (1) community service/philanthropic events per year</td>
</tr>
<tr>
<td>8. <strong>National Championships:</strong> Must be competing for a sanctioned National Championship on the Collegiate Club Sport level.</td>
<td>8. <strong>National Championship:</strong> Must be competing for a sanctioned Regional or National Championship on the Collegiate Club Sport level.</td>
<td>8. Encouraged to create and maintain up to date website.</td>
</tr>
<tr>
<td>9. <strong>Coaches:</strong> Must have a coach(s) with demonstrated experience, qualifications, certifications and training as determined by Department of Campus Recreation.</td>
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<td></td>
</tr>
<tr>
<td>10. <strong>General:</strong> Must follow all UA Collegiate Club Sport regulations and guidelines as detailed in the Collegiate Club Sports handbook.</td>
<td>10. <strong>General:</strong> Must follow all UA Collegiate Club Sport regulations and guidelines as detailed in the Collegiate Club Sports handbook.</td>
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</tr>
<tr>
<td>11. Must hold at least one (1) alumni event per year</td>
<td>11. Must complete at least one (1) community service/philanthropic events per year</td>
<td></td>
</tr>
<tr>
<td>12. Must create and maintain up-to-date website</td>
<td>12. Encouraged to hold at least one (1) alumni event per year.</td>
<td></td>
</tr>
<tr>
<td>13. Must complete at least two (2) community service/philanthropic events per year</td>
<td>13. Encouraged to create and maintain up to date website.</td>
<td></td>
</tr>
<tr>
<td>CACTUS Benefits Received</td>
<td>SUNSET Benefits Received</td>
<td>DESERT Benefits Received</td>
</tr>
<tr>
<td>----------------------------------------------------------------------------------------</td>
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</tr>
<tr>
<td>1. 10-12 hours per week in-season (2 hours per practice)</td>
<td>1. 6-8 hours per week in-season (2 hours per practice) <em>subject to availability</em></td>
<td>1. 3-6 hours per week in-season (1-2 hours per practice) <em>subject to availability</em></td>
</tr>
<tr>
<td>2. 6-8 hours per week out of season (2 hours per practice)</td>
<td>2. 4-6 hours per week out of season (2 hours per practice) <em>subject to availability</em></td>
<td>2. 2-4 hours per week out of season (1-2 hours per practice) <em>subject to availability</em></td>
</tr>
<tr>
<td>3. Eligible to apply for funding allocation</td>
<td>3. Eligible to apply for funding allocation</td>
<td>3. May request hosting a state, regional or national championship</td>
</tr>
<tr>
<td>4. Game day operations assistance with “home” games</td>
<td>4. May request hosting a state, regional or national championship</td>
<td>4. Eligible for use of UA name, university logo, and collegiate club sport logo (with prior approval)</td>
</tr>
<tr>
<td>5. May request hosting a state, regional or national championship</td>
<td>5. Coach allowed to assist officers with administrative duties on a limited basis if requested by the club and approved by Department of Campus Recreation administration.</td>
<td>5. Teams in this tier may be eligible to apply for allocated funds.</td>
</tr>
<tr>
<td>6. Coach allowed to assist officers with administrative duties if requested by the club and approved by Department of Campus Recreation administration.</td>
<td>6. Eligible for use of UA name, university logo, and collegiate club sport logo (with prior approval)</td>
<td>6. Note: Coaches or instructors are not allowed to assist officers with administrative duties.</td>
</tr>
<tr>
<td>7. Eligible for use of UA name, university logo, and collegiate club sport logo (with prior approval)</td>
<td>7. Concussion Testing</td>
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<tr>
<td>8. Assistance with travel planning</td>
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<tr>
<td>9. Concussion Testing</td>
<td></td>
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<tr>
<td>10. Athletic Trainer support</td>
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