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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 Programs. Administration of the Sports Division includes the Assistant Director for Sports and the Coordinator for Club Sports. Additional support and services are provided by Athletic Trainers and the student 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 responsibilities 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 as determined by Campus Recreation staff and 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 program guidelines and expectations as determined by Campus Recreation staff and detailed in this handbook.
Program Support

Campus Recreation Support for Sponsored Club Sports

Student Fees Provide

Facilities & Equipment:
- Access to Campus Recreation facilities including fields, gymnasiums, activity rooms, weight rooms, and meeting room space
- Facility and field upkeep, maintenance, seeding, field paint (when in season), 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
- Game day operations
- Athletic training clinic hours and event coverage

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

Club Sports Benefits
- Licensing support for use of the “block A”
- Annual sports club awards and recognition
- Club publicity:
  - Meet Me at the Rec
  - Website, plasma screen and flyer announcements

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![Club Support](chart.png)

- **Club Allocations, $70,000**
- **Field upkeep & operations, $29,737**
- **Equipment & Supplies, $10,600**
- **Publicity, $500**

**Staff, $180,000**

**Total $290,837**
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 student organization that has applied for and received Club Sport recognition from the Department of Campus Recreation. The Department of Campus Recreation wishes to provide recognition to clubs that are athletic in nature, 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.

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)

To be considered for recognition, a club must be a registered ASUA student organization for the current academic year and need to submit the Club Application form, [http://rec.arizona.edu/sites/rec.arizona.edu/files/Club%20Application%20PDF.pdf](http://rec.arizona.edu/sites/rec.arizona.edu/files/Club%20Application%20PDF.pdf) to the Coordinator for Club Sports.

### Collegiate Club Sports

- **American Tang Soo Do**
- **Archery**
- **Badminton**
- **Ballroom Dance**
- **Baseball**
- **Cheerleading**
- **Cycling**
- **Equestrian**
- **Fencing**
- **Lacrosse (M) (W)**
- **Quidditch**
- **Roller Hockey**
- **Rugby (M) (W)**
- **Soccer (M) (W)**
- **Synchronized Swimming**
- **Table Tennis**
- **Tennis**
- **TriCats**
- **Ultimate Frisbee (M) (W)**
- **Volleyball (M) (W)**
- **Water Polo (M) (W)**
- **Wrestling**

### Contact/Collision Clubs

Contact / collision clubs are defined as clubs with extensive physical contact, a high risk for injury. This includes the following:

- Lacrosse
- Rugby
- Soccer
- Roller Hockey
- Wrestling
Membership

All officially enrolled students (undergraduate and graduate) with a rare eligible to join a club as a member, though competitive eligibility is based on each sport’s governing body regulations. Each Club shall not discriminate on the basis of race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, gender identity, or genetic information 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. 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, instructors, and community members 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 have a current Campus Recreation membership 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 Executive Council

The Executive Council has been established as a student advisory group to assist administration and the clubs on matters of funding allocations, club accountability travel, policies, procedures and trainings. An emphasis of the Council is student development. The Council will meet regularly during the academic school year. Meeting days and times will be determined based on availability of current members. The full Constitution and Bylaws are located in Appendix A.

- Membership
  The Executive Council will be comprised of five elected student representatives (Club Members) from any Club Sport formally recognized by the Department of Campus Recreation. Men’s and Women’s sports are regarded as separate entities/organizations. Only matriculated undergraduate students and degree seeking graduate students at The University of Arizona shall be eligible to represent their respective club as a member of the executive board. Only one member of a particular club may serve on the Council. The Coordinator, or their delegate, will serve as chairperson for regular meetings. The staff will be non-voting members of the Council, but may take part in discussions and may appoint members to the council if a vacancy occurs.

- Duties
  The Council makes recommendations regarding program initiatives, yearly allocations, emergency funding requests, and club accountability issues. 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.

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

The Executive Council serves in an advisory capacity. All recommendations and suggestions must be directed through the Coordinator and/or Assistant Director for Sports prior to implementation.
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: rec.arizona.edu/officers-corner

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 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 have a current Campus Recreation membership
- 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.
- It is the club president’s responsibility to notify the administrative staff about non-student members and clearly identify these participants on the roster.

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)

The day-to-day management of club operations and decisions are the responsibility of the club officers and its membership who work within the guidelines and expectations of the Collegiate Club Sports program. Each club is required to have three elected officers in place. Clubs are expected to follow the outline of officer positions, responsibilities, and election processes as outlined in their constitutions.

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 following list of suggested duties can serve as a guideline when determining officer roles. 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 with outgoing officers
- Update signing authority at external bank account
- Review all forms including last year’s budget allocations and end of year report
- Attend mandatory officer training scheduled each semester

Club Constitution

Each club is required to have an up-to-date club constitution on file with both Campus Recreation and 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. When writing a constitution, 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 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).
- Democratic provisions for policy-making, including amendment of constitution.
- Clear statement of reasonable dues or other financial obligations of members.
- 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.”
- Statement of not-for-profit status similar to “This is a not-for-profit organization”
- Statement of financial responsibility for any debts accumulated at the University by the organization not covered by funds on deposit such as:
  “A specific member or members designated by this organization shall be responsible for payment in full of all debts accumulated by the organization not covered by funds on deposit.”
- Statement of non-hazing must be included, exactly as it is printed here:
  “This organization will not conspire to engage in hazing, participate in hazing, or commit any act that causes or is likely to cause bodily danger, physical harm or personal degradation, or disgrace resulting in physical or mental harm to any fellow student or person attending the institution.”
- Statement of compliance with campus regulations must be included, exactly as it is printed here:
  “This organization shall comply with all University and campus policies and regulations, in addition to all local, state, and federal laws.”
- Assurance that the petitioning group is willing to work in a democratic manner within the framework of University policies and procedures. If the petitioning group is a member of national or regional organization the University reserves the right to examine the record of the parent organization or of affiliates on other campuses.
- In regards to meetings, organizations shall indicate what is necessary to achieve a quorum, the necessary voting percentages to conduct business, and the frequency of meetings.
- In regards to officers, state how officers are selected and replaced, the qualifications for office, officers’ duties, method of electing, type of vote, term limits, and methods for filling vacancies.

For a sample constitution, see Appendix B.
COACHES, INSTRUCTORS, AND ADVISORS

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 must 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:
  o Coaching experience and technical knowledge of the sport or activity
  o Experience with student development
  o Excellent communication skills and demonstrated ability to foster a strong team environment
  o Certification by the sport’s governing body, if applicable
  o Risk management experience
  o Fundraising experience
  o CPR/AED and First Aid certification
  o 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. Terms of employment should not exceed current fiscal year.

• 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 Orientation.
• Read and sign the Coach/Instructor Agreement form on an annual basis.
• Complete the Designated Campus Colleague (DCC) process through Campus recreation.
• 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 Some clubs, 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 Club Sports administration 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.

Coach/Instructor guidelines, expectations, and duties should be clearly outlined in a job description. Coaches/Instructors are not a way to outsource student officer responsibilities.

Facility Access for Coaches
• Each club will be allotted two memberships to offer to coaches each semester
  o One membership will be provided free of cost
  o One membership will be discounted 50%, the club or coach the membership is designated to will be responsible for paying the remaining balance
• All coaches are eligible to purchase memberships as Recognized University Affiliates
• Coaches who do not have a current membership will be provided limited access during scheduled club practices and events
• Coaches must provide a photo ID in order to gain access to the facility, regardless of membership status

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.

A sample evaluation is available in Appendix C.

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. S/he can serve as a resource person regarding University matters, offer advice to club members regarding club business, and help members balance club/school activities. S/he 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 s/he 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 ASUA are eligible to use the name "The University of Arizona Club (Team Name).

Clubs must follow the policies outlined in the Club Sport Branding Guidelines (see Appendix D) set by Trademarks and Licensing at University of Arizona. Clubs are permitted to express association with the University as long as the club does not represent or speak on behalf of the University.

Any misuse of University branding may result in sanctions for the club.

**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.

Prior to production, all items must be submitted to the Club Sports staff for approval.

**Merchandising (Apparel Sales)**

The University of Arizona BookStores has the first right of refusal for all Department of Campus Recreation Collegiate Club Sports merchandise. Clubs must notify Club Sports staff for all merchandise sales.

**Club Sponsorship**

Seeking sponsorship on behalf of the club can be beneficial as it assists with the expenses associated with operating clubs. However, please note the following. However, please note branding guidelines and logo use regulations for incorporating sponsor logos with University of Arizona branding.

**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 all Department of Campus Recreation and Club Sport 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 Executive Council who will make a recommendation to 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 Campus Recreation and/or Club Sport policies, responsibilities, rules, or regulations as 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 expediently. Please note that NGB’s, the Dean of Students Office, and/or the Department of Campus Recreation may be involved with policy violations, code of conduct, or disciplinary matters.

The Collegiate Club Sports Conduct and Accountability Process

Recognized club sports at The University of Arizona are expected to maintain good standing with Campus Recreation and the Sport Club Department. 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. The accountability process has been developed to assist club leaders in correcting mistakes and behaviors that have caused problems for the clubs. All accountability cases will be reviewed by the Executive Council who will recommend appropriate actions to Club Sport Administration.

Infractions may include, but are not limited to, the following:

- Failure to attend a required monthly Club Sports meeting
- Being late to a required monthly Club Sports meeting
- Leaving early from a required monthly meeting without prior notification to Club Sports staff
- Failure to notify Club Sport administration 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)
- Failure to deposit funds into UA Foundation Account
- Failure to submit an Event Registration
- Participation in events without previously notifying the Club Sports staff of the event
- Misuse/misappropriation of University funds
- Use or presence of alcohol in vehicles while traveling
- Any situations involving the use of or the presence of alcohol at any club related event
- Transporting 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 traveling

Clubs who have violated program policies will be notified by the Executive Council and will have the opportunity to explain club behavior to Council by attending a Council meeting or submit an explanation in writing. The Council will make its recommendation and the club will be notified of the decision.

Sanctions may include, but are not limited to, the following:

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

Missed mandatory meetings will result in loss of practice or fine.

**Appeal Process**

The appeal process exists to ensure that all sanctions given to members and/or clubs of the Collegiate Club Sport program are fair and equitable. If a club wishes to appeal a decision, they must submit a written appeal outlining club’s rationale for the appeal and any circumstances related to the infraction(s) within 3 business days of receiving sanction notification from Executive Council or Club Sport Coordinator. Appeals will only be taken if the club feels the sanction was unreasonable or an error of understanding policy or expectation was made. Clubs submitting appeals should be aware that the Assistant Director of Sport Programs may choose to impose a sanction greater than the one appealed. The Assistant Director of Sport Programs will rule on the appeal and may uphold, reject, or modify sanctions.

**HAZING POLICY**

[http://policy.arizona.edu/hazing](http://policy.arizona.edu/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.

Policy

1. Hazing is prohibited.
2. Any solicitation to engage in hazing is prohibited.
3. Aiding and abetting another person who is engaged in hazing is prohibited.
4. It is not a defense to a violation of this policy that the hazing victim consented to or acquiesced in the hazing activity.
5. All students, faculty, and staff must take reasonable measures within the scope of their individual authority to prevent violations of this policy.
6. 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 permits, authorizes, or condones hazing activity is subject to disciplinary action by the University.
7. 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 University policies and procedures governing employee misconduct. Violations by faculty, staff, or other employees can be reported in writing to the Provost for referral to and investigation by the appropriate administrator(s) or supervisor(s).

Any violation involving a crime, an emergency, or an imminent threat to the health or safety of any person should be reported immediately by dialing 9-1-1 to reach local law enforcement officials.

8. 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.

9. This policy is not intended to prohibit or sanction the following conduct:
   a. Customary public athletic events, contests, or competitions that are sponsored by the University; or
   b. Any activity or conduct that furthers the goals of a legitimate educational curriculum, a legitimate extracurricular program, or a legitimate military training program.

REPORT HAZING: https://deanofstudents.arizona.edu/safecats/how-report-hazing

SAFETY & RISK MANAGEMENT

Participation

There are risks and hazards, minor and serious, associated with participation in athletic and recreation 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 NGBs and/or NIRSA.

Assumption of Risk

Each participant in the club program is required to complete an Assumption of Risk form prior to any club activity. Assumption of Risk forms are valid for only the academic year in which they are signed. 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

It is strongly encouraged that all participants complete a physical exam before participation. 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.

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 on a case by case basis. 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 Campus Recreation 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 Campus Recreation 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. Campus Recreation staff have final decision-making authority.

CONCUSSION TESTING

This protocol outlines the Collegiate Club Sports’ Athletic Training Policy regarding the management and care of sport-related concussions/MTBI. Concussion/MTBI injuries pose a significant risk for club sport participants and should be taken seriously by people involved, including but not limited to club sport participants, coaches, families, and staff. Collegiate Club Sports’ management plan for concussions includes: education, acute injury management for suspected concussion, treatment and follow-up of concussion, and return-to-play decisions.

The following list describes many typical symptoms that indicate an athlete should be evaluated for a concussion:

- **Physical symptoms**: Headaches, nausea/vomiting, fatigue, visual problems, balance problems, sensitivity to light, sensitivity to noise, numbness/tingling, dizziness
- **Cognitive symptoms**: Loss of consciousness, feeling mentally foggy, problems concentrating, problems remembering, feeling more slowed down
- **Emotional symptoms**: Irritability, sadness, feeling more emotional, nervousness
- **Sleep symptoms**: Drowsiness, sleeping more than usual, sleeping less than usual, trouble falling asleep
Baseline Testing

Clubs with extensive physical contact and a high risk for injury will undergo baseline testing using a neurocognitive assessment tool. These tools are designed to be a sophisticated measure of cognitive ability. They are an important part of the overall concussion evaluation and management process. Designated clubs at this time include, but are not limited to, lacrosse, rugby, and soccer.

Treatment of Concussion/MTBI and Return-to-Play Decisions

A club sport participant will be evaluated by an athletic trainer or designee at intervals while symptomatic and prior to return to any club participation. This includes, but is not limited to, exercise, weight training, individual workouts, practice, or competition. Evaluation will typically include a physical examination, review of symptoms at rest/exertion, as well as a review of results of the follow-up neurocognitive assessments, with comparison to their baseline results. An individualized progression back into club participation will be established for each club sport participant. Additional testing, evaluation, and consultation may be recommended at the discretion of the sports medicine physician, athletic trainer, or designee.

Recommendations for this protocol were taken from the NATA Position Statement: Management of Sport Concussion, April 2014, and University of Arizona Sports Medicine Mild Traumatic Brain Injury (MTBI)/Concussion Guidelines, August 2010.

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 requests, presentations, and meetings occur during the spring semester.

Each club will present their funding requests to the Collegiate Club Sports Allocation Committee, typically comprised of the current and incoming Executive Councils, 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.

Clubs that do not submit funding requests by the deadline will not be eligible for funding.

Fund Allocation Procedures

Based on a club’s operations, as well as the budget the club should have submitted, 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 Sports staff approves funding for a club it will be allocated to the club’s subaccount within the Department of Campus Recreation budget. 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.

Clubs may request an additional allocation of funds for emergency and unforeseen expenses by submitting an Emergency Funding Document.

Allocated funds can be used for the club 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

All expenditures and reimbursements from allocation accounts will be reviewed by the Financial Services Office. Please submit proper documentation to avoid delay of payment.

When requesting a reimbursement the original receipts should be submitted along with a Reimbursement Request Form, available on rec.arizona.edu/officers-corner

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 x11 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. All clubs should have a Tax ID number. Clubs may 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 Sports staff.
• The invoice should include an itemized amount due, the name of the organization, a mailing address, contact, and due date.
• 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.
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 May 1 of that fiscal year.

Bank Account
Clubs are not required to have external bank accounts, but it is recommended if a club collects member dues, receives reimbursements from allocations, 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 found on the ASUA Website.

All clubs must list Campus Recreation mailbox address for bank mailings:
UA Campus Recreation – Sports Office
c/o [Club Sport Name]
1400 E. 6th Street
PO Box 210117
Tucson, AZ 85721

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 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.

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
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:

TOTAL INCOME: Dues, fundraising and donations combined
- 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 EXPENSE: Equipment, travel, facility rental, league dues and officials/judges fees
- 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 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)

NET: TOTAL INCOME minus TOTAL EXPENSE

Tips for Financial Stability

Learn how to prepare an accurate and realistic budget and funding request. Review old budgets, equipment catalogues, etc. for information on fees and costs.
- Once funds have been allocated, prepare an adjusted budget to accommodate the differences between the request and actual allocation.
- Stay within budget. Spend money carefully as outlined in the budget. Keep copies of invoices, all expense receipts by month, record all deposits, etc.
- Pay league dues and bills on time.
- Utilize a separate budget for any major event (tournament, fundraiser, nationals, etc.) which itemizes all projected expenses and income.
- Record all income on a ledger sheet and deposit it the day it is received.
- Maintain accurate, current, financial records. Records are subject to review and audit upon request.

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 and must be reported to the Club Sports Office. 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 determining 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 will receive a report containing the name, address, and amount of the donation(s) from the Coordinator for Club Sports.
- The UA Foundation will send letter of acknowledgement and tax information to the donor.
- Fundraising funds deposited into external bank accounts will not be tax deductible.

**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, dinners, or 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 x11 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 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, as deemed appropriate 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

Once approved, the Coordinator for Club Sports can 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 individual travel.

At least one club member (student) must be designated as the Club Representative for each event. The Club Representative 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 Club Representative 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.
Club Representative Responsibilities

The Club Representative 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

- Clubs must adhere to the travel itinerary submitted to and approved by the Assistant Director for Club Sports.
- If using an UA Motor Pool vehicle, please refer to policies and regulations as prescribed.
- 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.
- We expect drivers and all passengers to practice safe driving. This can include but is not limited to using a seat belt at all times, avoiding distractions, and setting realistic goals for driving times and distances.

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.

Vehicles

UA Motor Pool Rentals

To request Motor pool vehicles, complete the necessary information on the event Registration form. Campus Recreation will coordinate with Motor Pool to complete the reservations and provide the club with confirmation numbers when completed. 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](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 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).

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 number
- 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 sent to the Dean of Student’s Office and a notification e-mail will be sent to the club representative when they are completed and ready for pick-up.

It is up to the discretion of the instructor, professor, and/or respective dean to excuse a student from class. Club participants should maintain a positive relationship with faculty to assist with this approval process.
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 by the deadlines provided each semester. 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 Club Sports staff.

Any club that wants to practice/compete during the summer or winter term must submit their request to the Club Sports staff by deadlines provided each semester.

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 Club Sports staff.

Governing Bodies
All clubs are required to have membership with a governing body for their sport. 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  Gittings Gymnasium
Rincon Vista Complex  Robson Tennis Center
Bear Down Field  Sitton Field
Bear Down Gym (Weight Room)

More Campus Recreation facility information is available on the Facilities [website](#).

Facility Reservation/Use
There are two different forms used for reserving facilities for a club sport. All requests must be submitted at least four weeks prior to the event. However, a club should submit a request as soon as the need for a facility is determined. Any requests submitted after the deadline may not be accommodated. All requests are subject to space and staffing availability.

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.

B. **Special Event Request.** Use this form if a club sport is hosting a special event, tryouts, 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. A rain plan must be submitted for all outdoor requests.
Note: For a one time, single use meeting request, please submit an email to the Coordinator for Club Sports.

**Hosting an Event**

As soon as the Special Event Request is confirmed or scheduled make an appointment with the Club Sports staff 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 four weeks’ notice for special set-up requests.

**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 prior to participation. 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.

All outside groups must provide a certificate of insurance applicable to the event as follows:

- Commercial general liability in the amount of: $2,000,000 (Each occurrence)
- Comprehensive automobile liability in the amount of $1,000,000 (if applicable)
- Workers’ Compensation as required by statute and employer’s liability in the amount of $100,000 (if applicable).

The User will furnish certification of such coverage prior to the event, which names the Arizona Board of Regents on behalf of the University of Arizona and the State of Arizona as additional insured for the event. The certificate provided shall clearly establish that the coverage provided is primary and that any insurance carried by the University is excess.

These insurance requirements may be modified or waived only with the written approval of The University of Arizona Department of Risk Management and Safety.

Clubs may be eligible to host one fundraiser event per year at a Student Recreation Center facility with waived facility reservation costs. The process for reserving space is the same as that of a non-fundraiser event. 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.

**Equipment Needs**

The Department of Campus Recreation has a variety of equipment available to clubs for their various functions. Note the Special Event 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
- Sound System
If your club should require an item not listed above contact the Club Sports 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. All incoming mail will be distributed through the Campus Recreation Sports Office located on the first floor of Campus Recreation. Mailboxes should be checked on a regular basis (at least once a week).

Club mail can be received at:
- UA Campus Recreation – Sports Office
  - c/o [Club Sport Name]
  - 1400 E. 6th Street
  - PO Box 210117
  - Tucson, AZ 85721

**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.

**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. 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 Student Recreation Center. Clubs may 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 organizations. If the club is interested in obtaining a web site/e-mail account from ASUA, please contact ASUA at 621-2782.

**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.

**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.
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, contact the Coordinator of Sport Programs.

**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 program guidelines and expectations detailed in this handbook.
USEFUL PHONE NUMBERS & WEBSITES

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Josh Hamilton, Assistant Director for Sport Programs</td>
<td>520-626-1101</td>
<td><a href="mailto:hamiltonj@email.arizona.edu">hamiltonj@email.arizona.edu</a></td>
</tr>
<tr>
<td>Matt Macer, Coordinator for Sport Programs</td>
<td>520-626-1184</td>
<td><a href="mailto:macer@email.arizona.edu">macer@email.arizona.edu</a></td>
</tr>
<tr>
<td>Abbi Allen, Coordinator for Sports Programs</td>
<td>520-626-3715</td>
<td><a href="mailto:phyllisallen@email.arizona.edu">phyllisallen@email.arizona.edu</a></td>
</tr>
<tr>
<td>Sports Office</td>
<td>520-621-8708</td>
<td><a href="mailto:CREC-ClubSports@email.arizona.edu">CREC-ClubSports@email.arizona.edu</a></td>
</tr>
</tbody>
</table>

Department of Campus Recreation     621-8702  rec.arizona.edu
The Arizona Wildcat Newsroom      621-3551  wildcat.arizona.edu
Associated Students of University of Arizona (ASUA)  621-2782  asua.arizona.edu
Mall Scheduling                  626-2630  union.arizona.edu/mall
Garage/Motor Pool                621-5124  fm.arizona.edu/rentvehicle/Vehiclelist.aspx
Event Scheduling Office (Student Union Room Reservations)  621-1414  union.arizona.edu/rooms
Risk Management and Safety       621-1790  risk.arizona.edu
University Police                621-8273  uapd.arizona.edu
University Operator              621-2211
Trademarks and Licensing         621-3547  licensing.arizona.edu

NOTE: All forms, paperwork and documents must be submitted to CREC-ClubSports@email.arizona.edu.

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
☑️ 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
Appendix A

 CLUB SPORTS EXECUTIVE COUNCIL CONSTITUTION

ARTICLE I – Name

The official name of this organization shall be the Collegiate Club Sports Executive Council of the University of Arizona hereafter referred to as the Club Sports Executive Council.

ARTICLE II – Purpose

The purpose of the Club Sports Executive council shall be to serve as the vehicle for the administration of the Club Sports Office according to its Constitution and Bylaws and according to the rules and regulations of the University of Arizona, the Associated Students of the University of Arizona (ASUA), and the Department of Campus Recreation. The purpose is to provide a student voice to the Club Sports program at the University of Arizona. The council shall serve to promote student participation in and awareness of the various Club Sports programs at the University, provide a forum for the exchange of club sports information, deliver important information to the clubs, recommend policies and procedures, assist with administrative affairs, and advise the Coordinator of Sport Programs on rules of membership, budget, discipline, policy, fundraising, and promotions. The primary objective of the Club Sports Executive Council is to serve as a group of advocates on behalf of all Club Sports.

ARTICLE III – Membership and Meetings

Section 1. Membership

The Club Sports Executive Council shall be a five-person panel comprised of elected student representatives (Club Members) from any Club Sport formally recognized by the Department of Campus Recreation, ASUA, and the Collegiate Club Sports Program. Only one member from each respective Club Sport may hold a seat on the Council.

Only matriculated undergraduate students and degree seeking graduate students at the University of Arizona shall be eligible to represent their respective club as a member of the Club Sports Executive Council.

The Club Sports Program shall not discriminate against anyone on the basis of race, color, sex or sexual preference, handicap, national origin, creed, religious affiliation or belief, age, or any other factor covered by law.

Section 2. Meetings

The Club Sports Executive Council shall have regularly scheduled meetings throughout both the fall and spring semesters. At least 24 hours notice will be given in advance to all meetings. The President of The Club Sports Executive Council or the Department of Campus Recreation’s Collegiate Club Sports administration may call special meetings. Any Club Sports member may also petition the President of the Club Sports Executive Council to convene for a special meeting.

Meetings will be composed of, but not limited to, discussion about Club Sport accountability, fundraising goals and opportunities, philanthropy events, as well as personal goals for each chair.

Meetings will be scheduled so that each councilmember can be in attendance.
Section 3. Removal by Due Cause

Members of the Club Sports Executive Council may be removed from the Council by a three-fourths majority vote after a seven-day prior notification. A call for such action is to be made by the President or any three members of the elective Executive Council. In the case of a tie, the Coordinator of Sport Programs will be the tiebreaker vote.

A replacement officer, who shall be appointed by the President or Coordinator of Sport Programs, and agreed upon by the remaining Council Members, shall replace a Council Member removed for cause.

Section 4. Council Members

The Club Sports Executive Council will have the following members:

- President
- Vice-President of Fundraising
- Vice-President of External Relations
- Vice-President of Internal Relations
- Vice-President of Accountability

ARTICLE IV – Elections

Election of Council Members shall take place annually at a regularly scheduled general Club Sport officer meeting in April. Any Club Sport member can elect the nominees by forwarding the nominee’s name to the Coordinator of Sport Programs, or by submitting a nomination to the floor during the meeting.

In the event that no one is nominated to serve on the Club Sports Executive Council, the Council Members alongside the Coordinator(s) of Sport Programs will appoint their successors.

ARTICLE V – Voting and Quorum

Votes shall only be passed if it is a majority vote. Quorum will only be met if 3/5 of the Council’s members are present.

ARTICLE VI – Allocation Funds

The Club Sports Department provides allocation funding to Club Sports in good standing. Each club, in order to be eligible for funding, must submit a packet to the Allocation Committee at the end of the Club Sports’ season. The Allocation Committee will be comprised of the elected Club Sports Executive Council for that year, a member of the Campus Recreation Department if they so wish, and the Coordinator of Sport Programs.

ARTICLE VII – Ratification

The Club Sports Executive Council will approve the Constitution by a majority vote of a quorum of the membership at the first regularly scheduled meeting. Note: Since Club Sports fall under the auspices of Campus Recreation, the Club Sports Department’s Administration reserves the right to review, agree and/or modify decisions made by the voting members.
ARTICLE VIII – Amendments

All amendments to the Constitution shall be by a majority vote of a quorum of the membership. The amendments shall be proposed at a regularly scheduled meeting and debated and voted upon at the next scheduled Club Sports Executive Council meeting.

ARTICLE IX – Bylaws

Bylaws changes for the Club Sports Executive Council must be passed by a majority vote of members present at any regularly scheduled meeting where quorum is met.

Every member must be emailed a copy of proposed bylaw changes at least one week prior to the meeting.

ARTICLE X – Non-Profit Organization

The Club Sports Executive Council at the University of Arizona is recognized as a not for profit organization.

CLUB SPORTS EXECUTIVE COUNCIL BYLAWS

Section 1. Definitions

Club Sports Executive Council President – An elected member of the Club Sports Executive Council. Responsibilities include writing the agenda for all council meetings, while also presiding over all executive council monthly officer meetings. Additionally, to make sure the requests adhere to the Club Sports Executive Council Constitution. In conjunction with these duties, the President is also required to hold office hours. Office hours will be held for six hours every week, and will be compensated equal to $2,000 split equally among each semester.

Vice-President of Fundraising – An elected member of the Club Sports Executive Council. Responsibilities include writing up a packet of guidelines for fundraising and sponsorship ideas that clubs may use. The Vice-President of Fundraising is also in charge of coordinating a club-wide fundraising event.

Vice-President of External Relations – An elected member of the Club Sports Executive Council. Responsibilities include managing official Club Sports social media accounts as well as monitoring accounts of clubs within Club Sports.

Vice-President of Internal Relations – An elected member of the Club Sports Executive Council. Responsibilities include coordinating a Club Sports banquet to be held at the end of the academic year, where clubs and individuals will be recognized for accomplishments.

Vice-President of Accountability – An elected member of the Club Sports Executive Council. Responsibilities include contacting clubs when they have missed mandatory events, or have failed to contact the Coordinator of Sport Programs when they will not be attending a scheduled practice time.

Section 2. Composition of Council

The Club Sports Executive Council shall consist of five members
- The Coordinator of Sport Programs – Serve as advisors and are regarded as non-voting members.
- Five members on the board comprised of candidates from all Club Sports organizations.
- Only one voting member per organization on the board.

Section 3. Allocation Meeting Regulations

The members of the Club Sports Executive Council in conjunction with the Coordinator(s) of Sport Programs will receive requests for allocation funding from each Club Sport.

The Club Sports Executive Council Members will convene and provide the Coordinator(s) of Sport Programs with a recommendation of allocation funds for each term.

The Coordinator(s) will then relay final amounts to the Council for the President of the Club Sports Executive Council to distribute to each team president.

Section 4. Philosophy

The University of Arizona Club Sports organization is based on a method in which campus recreation provides funding to offset operational costs, but due to the nature of each club, other funding sources may be utilized. Organizations receive some partial funding to support their operational expenses in regards to team association dues, entry fees, officiating, and facility rental.

Organization members may pay dues and implement fundraising events to generate revenue for operational expenses. The Club Sports Executive Council’s priority is to provide recommendations on those aforementioned operations, while providing a means of advocacy for all Club Sports at the University of Arizona.

Section 5. Allocation Budget

Each year an Allocation budget will be established to provide partial funding. The Coordinator(s) of Sport Programs will govern over this Allocation budget. This budget will be submitted by May, which is enacted by July 1 each year by the Assistant Director of Club Sports and Game Operations and is approved by Campus Recreation in conjunction with The University’s fiscal year calendar.

Section 6. Bylaws

All procedures and policies will be approved by the voting members of the University of Arizona Club Sports Executive Council overseen by and recommended to the Coordinator(s) of Sport Programs.
Appendix B

SAMPLE CONSTITUTION

I. Club Structure

Date of adoption
UA Club Sport was created as a club sports team in [Year of Acceptance to Campus Rec Club Sports Program]. This Constitution was officially adopted on [MM/DD/YYYY].

Club Sport’s A-team has been operating since [Month, Year]. Club Sport’s B-team has been operating since [Month, Year].

Objective
UA Club Sport is a campus-based, student-initiated, and student-governed organization. This club sports team was founded with the purpose of__________. We travel across the Southwest to play other collegiate Club Sport teams and to obtain national rankings. Our club aims to promote both athletic and academic excellence, recognizing that our athletes are students first. [Continued statement of mission/purpose.]

National Governing Body
Our club is a member of [National Governing Body Name], and participates in the [Section/Conference] within the [Region]. The University of Arizona reserves the right to examine the record of the parent organization or of this organization’s affiliates on other campuses.

Members
UA Club Sport recruits active, full-time students (undergraduate and graduate students) from the UA campus to participate as players and as board members in our club. Non-students can participate during practices, provided they are UA staff or faculty. However, such may not be able to compete in sanctioned tournaments due to USAU regulations.

Statement of Not-For-Profit Status
UA Club Sport is a not-for-profit organization and uses fundraising, member dues, and allocated funds to cover jerseys, equipment, travel, and hotels in order to defer expenses for student athletes. No money raised, donated, or allocated to the club will be used to provide benefits to individual club members, or to purchase good/services not immediately related to the club’s purpose and mission.

II. Democratic Procedures

UA Club Sport will function democratically within the framework of the University of Arizona policies and procedures.

Officer transitions, nominations, and elections
Nominations for new board members will be requested in writing on or prior to April 15th of the given academic year. Board members from the previous year are given the opportunity to remain in their positions if they will be returning for the following fall semester. Otherwise, an election is held to fill all of the open positions. Nominations for new board members are accepted from any person playing during the fall of the following
season. After the nominees have either accepted or declined their positions, a final election is held to determine the new board. All potential players for the fall season are asked to vote in this election.

Board positions are described in detail in Appendix A.

**Provisions for policy-making, including amendment of Constitution**

New team policies are discussed at bimonthly board meetings and voted upon for their adoption or rejection. Although the President facilitates the meetings, no single person has control over the board and all decisions are made upon a majority vote by the collective group of board members. The constitution is amended only under the circumstance that a large team transition occurs *and* that the transition requires a written statement to either be added into or removed from the constitution. For the amendment to occur, a full board vote must be conducted and every participating board member must be in agreement of it.

### III. Finances

**Bank Accounts**

In addition to overseeing the Allocation account provided by UA Campus Recreation, UA Club Sport will maintain an outside bank account to collect dues, donations, and money from fundraising. UA Club Sport will also utilize its UA Foundation account to collect donations.

**Allocation Request**

At the end of each academic year, UA Club Sport will submit an allocation request in order to receive funds from UA Campus Recreation for the following year. The requested amount will depend on several factors, including [description of club costs].

**Fundraising**

UA Club Sport will supplement its allocation by fundraising. [Description of fundraising activities.]

**Financial obligations of members**

Club members will be asked to cover costs for club expenses beyond I) allocation and II) fundraising. Annual dues range from [$$ to $$]. Dues may vary between A-team and B-team, largely due to different travel schedules. Members are also responsible for purchasing their own food at each tournament.

**Accumulated Debt**

A specific member or members designated by UA Club Sport shall be responsible for payment in full of all debts accumulated by the organization not covered by funds on deposit. Members will be designated by the executive board at such time that the debt is accumulated, and in advance of the payment due date. The executive board will coordinate with Campus Recreation staff in order to ensure that all debts are paid in full.

### IV. Adherence to University Policies and Procedures

**Statement of Compliance**

This organization shall comply with all University and campus policies and regulations, in addition to all local, state, and federal laws.

**Statement of Nondiscrimination**

In accordance with the nondiscrimination policies of the University of Arizona:
UA Club Sport 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.

Non-Hazing Policy

UA Club Sport adheres to the anti-hazing policies of the University of Arizona.

UA Club Sport will not conspire to engage in hazing, participate in hazing, or commit any act that causes or is likely to cause bodily danger, physical harm or personal degradation, or disgrace resulting in physical or mental harm to any fellow student or person attending the institution.

The University of Arizona 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 their victims, victims' families, and the University community.

‘Hazing’ is here defined as 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:

1. 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

2. The act contributes to a substantial risk of potential physical injury, mental harm, or degradation; or causes physical injury, mental harm, or personal degradation.

A full description of UA’s anti-hazing policies and procedures can be found at: http://policy.arizona.edu/education-and-student-affairs/university-arizona-hazing-policy.

APPENDIX A

Board Positions:

1. President: The president works with the board, coaches and the captains to make sure everything is organized and taken care of. The president makes sure that the other board members are doing their jobs and assists whenever necessary. [Additional description of club-specific duties.]

2. Vice President: The vice president is in charge of the fundraising activities for UA Club Sport. The vice president must work in close contact with both the president and the treasurer, and is responsible for assisting them with additional work that is needed to keep the team functioning administratively. [Additional description of club-specific duties.]

3. Treasurer: The treasurer works closely with the president to manage the budget and finances for the club. Duties include setting and collecting dues from players throughout the season, updating spreadsheets on all deposits and withdrawals, obtaining itemized receipts for team expenses, sending out tournament bid fees, applying for reimbursements from the Recreation Center, and requesting allocation money from the Club Sports Department based on a projected budget for the upcoming season that she has created with the help of the
president. The treasurer must remain organized throughout the entirety of the season and keep track of all of the money that has gone in and out of the accounts. [Additional description of club-specific duties.]

4. Secretary: The secretary is responsible for recording meeting notes throughout the season and distributing them to the other board members and to the rest of the program, when applicable. The secretary is also in charge of handling liability waivers at the beginning of the season for all players and coaches – these include the Code of Conduct forms and Assumption of Risk forms that are required for each participating member of the program by the Recreation Center. The secretary must maintain a current roster for each team, which will submit to the Club Sports Office along with an Event Registration form and a Dean’s Excuse form a minimum of two weeks prior to every traveling tournament. It is the responsibility of the secretary to ensure that all participating student information is correct and updated. [Additional description of club-specific duties.]

5. Travel Coordinator: The travel coordinator is in charge of the transportation and sleeping accommodations for all team members attending tournaments, ensuring that all team members arrive in a safe and timely manner to tournament destinations. [Additional description of club-specific duties.]

[Additional board positions relevant to specific club needs.]
Appendix C

SAMPLE COACH EVALUATION FORM

Coach: __________________________  Sport: __________________________  Evaluation Period: _________

Player (Responder) Information:
Position:________________________ Year:____________________________

1 – Excellent     2 – Good       3 – Satisfactory       4 – Needs Improvement
5 – Completely Unsatisfactory     (N/A=Not Applicable)

ADMINISTRATIVE RESPONSIBILITIES:

☐ Cooperates with club executive board regarding preseason paperwork (rosters & compliance lists)
  prior to first practice.
☐ Communicates with assistant coaches in regards to roles, duties, and expectations.
☐ Cooperates with requests for information in timely manner.
☐ Abides by all relevant University, Campus Recreation, and team policies.
☐ Attends Campus Recreation Coaches Orientation meeting when necessary.
☐ Cooperates with team booster club to enhance the athletes’ experience as team members.
☐ Recommends scheduling and officiating requests to executive board.
☐ Follows proper budget and purchase order procedures.
☐ Maintains and updates team and individual records.
☐ Supervises practice area and locker room when athletes are present.
☐ Publicizes team and individual accomplishments to the media (as necessary).
☐ Demonstrates care of school facilities and equipment.
☐ Submits end-of-season list of award winners at least one week prior to the team banquet.

RELATIONSHIPS:

☐ Demonstrates enthusiasm for working with athletes.
☐ Communicates effectively with athletes and parents.
☐ Establishes and maintains good rapport with Campus Recreation administration, club executive board,
  and coaching staff.
☐ Maintains positive relations with the media regarding team information, statistics, and interviews.
☐ Keeps commitments and is punctual.
☐ Shows an interest in the athletes’ academic experiences.
☐ Supports team as well as individual accomplishments.
☐ Cooperates with the athletic trainer in regards to athletes’ physical well-being.
☐ Works with coaches at levels below high school to develop athletes.
COACHING PERFORMANCE:

☐ Conducts self in a professional and sportsmanlike manner at all times.
☐ Teaches the fundamental philosophy, skills, and knowledge essential to the sport.
☐ Develops a well-organized practice schedule with specific objectives for each practice.
☐ Uses personnel and strategies effectively in games.
☐ Praises athletes for positive performances.
☐ Offers constructive criticism for poor performances.
☐ Maintains effective individual and team discipline at practice and in games.
☐ Provides opportunities for all members of the team to participate, depending upon their ability and effort, while maintaining a competitive squad.
☐ Team’s performance reflects enthusiasm, motivation, proper fundamentals, and sportsmanship.
☐ Learns new strategies and trends in the sport by attending clinics and reading coaching publications.

ADDITIONAL COMMENTS:
HEAD COACH SELF-EVALUATION FORM

Coach: Sport: __________________ Date: __________

Assess the team’s performance this season.

Assess your performance as a head coach this season.

What are your goals for the team next season?

What are your personal goals as a head coach next season?

What suggestions or recommendations do you have for the Executive Board and/or Campus Recreation that could help you achieve your team and personal goals?

______________________________  ______________________
Coach’s Signature                     Date
Appendix D

BRANDING GUIDELINES

These guidelines detail the appropriate use of University of Arizona trademarks and licensing practices when creating team uniforms and apparel, marketing and promotional materials, and communications for, and on behalf of, UA-recognized student athletic clubs.

We want to help you express your association with the University without creating situations where it appears your club represents or speaks on behalf of the University. We’ve designed these guidelines to provide very clear direction about the use of UA marks while limiting the number of required reviews and revisions.

Dos and Don’ts

- Do use the official Athletic Club logos created by Marketing and Brand Management
- Do use the official UA Red and Arizona Blue colors
- Do use the trademarked words: “Arizona,” “The University of Arizona,” “Cats,” and “Wildcats”
- Do apply the “Block A” to materials as separate from all other creative elements and at a distance equal to or greater than 5 times the height of the “Block A” logo.
  - For example, do list your club logo on the front of a t-shirt and the “Block A” on the back or a sleeve, or list your club logo at the top of letterhead or a website and the “Block A” at the bottom, etc.
- Do use the trademarked Wildcat face, unaltered
- Do use the “shadow cat” as a logo element
- Do create your own club logos and branding
- Do use a licensed vendor to produce all uniforms
  - Do work with the Program Coordinator for club sports at the Rec Center and the office of Trademarks and Licensing if your desired vendor is not licensed
- Do submit all items to Trademarks and Licensing for approval before production by emailing licensing@arizona.edu
- Do follow the clear space rules of the UA or other organization’s marks
- Do check the most current version of the UA Club and Organization Handbook, and the UA Recreation Center, to determine whether your club is recognized
- Don’t conjoin two logos
- Don’t use or attempt to duplicate official Arizona Athletics logos and fonts
- Don’t alter or create alternate interpretations of existing University trademarks
- Don’t create club or organization materials that are obscene or include weapons, profanity, or references to alcohol or drugs
- Don’t use images of, or the words “Wilbur,” or “Wilma”
- Don’t use University wordmarks in your logos

Don’t use any UA brand elements beyond those that are described above. This includes, but is not limited to University taglines, brand accessories (i.e. triangle patterns, celebratory bursts, etc.), and fonts (Friz or Milo...