



University of Arizona
Club Sports
Handbook

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Section 1. Welcome & Program Overview

Welcome

This handbook was created as a resource to help Club Sport representatives and club members to understand The University of Arizona Club Sports Program expectations, policies and procedures, and to outline the support provided for clubs recognized by 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 a club and its members. Accordingly, the Club Sports Program reserves the right to revise the guidelines, policies, and expectations stated in this handbook as deemed appropriate.

Club Sports Mission

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

Club Sports Vision

- To be recognized as the premier 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.

Program Administration

The Club Sports Program is administered through the Campus Recreation and its Sport Programs area. Administration of Sport Programs includes the Assistant Director for Sport Programs and two Sport Program Coordinators. Athletic Trainers and student staff provide additional support and services. The primary responsibilities of the program administrators are to oversee internal 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.

Club Sport Programs are student-initiated, student-led organizations. Club officers and club members have the responsibility for determining a club's constitution and bylaws, a dues schedule, the responsibilities of their officers, the level/number 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 Sport Programs staff and outlined in this handbook in order for a club to receive and maintain recognition as a Club Sport and to receive consideration for financial, facility and administrative resources that are afforded to effectively manage Club Sport Programs.

Campus Recreation, in its sole discretion, reserves the right to approve, deny, or revoke Club Sports recognition status, allocated funding and/or facility space at any time.

Contact Information

Club Sports Staff

Casey Anderson Assistant Director, Sport Programs	520-626-1101	caseyanderson1@arizona.edu
Allie Leonard Sport Programs Coordinator	520-621-8959	allisonleonard@arizona.edu
Joaquin Guzman Sport Programs Coordinator	520-626-3715	joaquina1@arizona.edu
Sports Office	520-621-8708	CREC-ClubSports@arizona.edu

Useful Numbers & Website

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 <https://union.arizona.edu/services/campus-use-scheduling>

Garage/Motor Pool 621- 5124 <https://parking.arizona.edu/fleet-services/Rental%20Fleet%20Vehicles>

Event Scheduling Office (Student Union Room Reservations) 621-1414
<https://union.arizona.edu/azcateringandevents/su-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

Dean of Student Office 621-7057 <https://deanofstudents.arizona.edu/>

Campus Health 621-9202 <https://health.arizona.edu/>

CAPS 621-3334 <https://health.arizona.edu/>

Report hazing <https://preventhazing.arizona.edu/>

Section 2. Club Overview

Definition of 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 Club Sport is an ASUA recognized student organization that has applied for and received Club Sport recognition from Campus Recreation. 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 Club Sports Program, and for those clubs that can effectively benefit from available Campus Recreation facilities and resources.

For clubs that do receive 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 achievements
- Game day event support.
- Administrative support
- Marketing and publicity support
- Assistance with member recruitment
- Financial Support and assistance with budgeting and fundraising
- Support with recruitment and selection of coaches.
- Oversight of club operations for compliance with critical safety, policy, university ethics, and behavior expectations.

Current Club Sports

Archery	Badminton	Ballroom Dance
Baseball	Bowling	Cycling
Equestrian	Fencing	Flag Football (W)
Golf	Handball	Lacrosse (W)
Pickleball	Powerlifting	Rodeo
Roller Derby	Roller Hockey	Rugby (W)
Running	Soccer (M) (W)	Swimming
Synchronized Swimming	Table Tennis	Tennis
TriCats	Ultimate Frisbee (M) (W)	Volleyball (M) (W)
Water Polo (M) (W)	Wrestling	

Becoming a Club Sport (Request for Recognition)

To be considered for recognition, a club must be a registered ASUA student organization for 1 academic year and needs to submit the Club Sports Application form to the Sport Program Coordinators. Clubs will

be required to meet with the Sport Program Coordinators prior to potential approval for recognition. For information on Club Sports Conditional Status, see **Appendix A**.

Governing Bodies

ALL recognized clubs are required to have membership with a governing body for their sport. If a given sport does not have a National Governing body, a local/statewide governing body will be sufficient. Should a club choose to compete, they must be able to compete against other schools locally, statewide, or nationally in a given academic or calendar year. Clubs must become knowledgeable of the rules and regulations for such affiliations. All information related to the governing body must be on file with the Depart of Campus Recreation. The required information includes name, address, phone, website, fees/dues and bylaws.

Club Sport Assignments

Each club is assigned to a specific Sport Programs Coordinator as their main point of communication within Sport Programs.

Club Assignments are as follows:

Allie Leonard (allisonleonard)	Joaquin Guzman (joaquin1)
Badminton	Archery
Lacrosse (W)	Ballroom Dance
Roller Derby	Baseball
Roller Hockey	Bowling
Rugby (W)	Cycling
Running	Equestrian
Soccer (M) (W)	Fencing
Swimming	Flag Football (W)
Synchronized Swimming	Golf
Table Tennis	Handball
Water Polo (M) (W)	Pickleball
Wrestling	Rodeo
	Tennis
	Ultimate Frisbee (M) (W)
	Volleyball (M) (W)

Campus Recreation Support for Recognized Club Sports

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 such as 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
- Budget development and training
- Access to foundation accounts
- Support for fundraising

Club Sports Benefits

- Licensing support for use of the “Block A”
- Annual Club Sports awards and recognition
- Club publicity:
 - Bash at the Rec
 - Website and plasma screen

Club Sport Awards and Recognition

A year-end celebration of the past season’s success and accomplishments will be provided. The evening will conclude with a year in review presentation highlighting the year’s success and achievements. All clubs are invited to nominate worthy club members. The award nomination forms can be found on the Campus Recreation 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 competition achievement on the field/court/playing/performing/competing area.
- **Fundraising Award:** This award is presented to the club whose fundraising success has allowed for club growth.

- **Outstanding Sportsperson of the Year Award:** This award will be given to **TWO** Club Sport athletes that have demonstrated superior athletic ability and talent in their respective sports. 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.

2025-2026 Award Winners

Wildcat Community Award:	Cycling
Coach/Instructor of the Year:	Eric Bassett (Men's Lacrosse)
Achievement Award:	Synchronized Swimming
Fundraising Award:	Women's Volleyball
Outstanding Sportsperson of the Year:	Bryce Andersen (Baseball)
Outstanding Sportsperson of the Year:	Naomi Sanchez Toscano (Swimming)
Spirit of Club Sports Award:	Allie Koss (Equestrian)
Club Sport of the Year:	Baseball

Membership

All officially enrolled students (Undergraduate and Graduate) with a 2.0 GPA, and fee-paying Faculty/Staff are eligible to join as a member, though competitive eligibility is based on each sport's governing body regulations.

Members of the University community that are NOT enrolled students or fee-paying faculty/staff are described as "Community members." Community members are NOT eligible to join a club as a member.

Each member of a club must complete an Assumption of Risk and Code of Conduct form, which is imbedded into their Registration on Do Sports Easy (DSE), to fully participate in their sport.

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 choose to have an "Open," "tryout", or "hybrid" based membership. Each type of membership are defined below:

Open: A club that has an "open" based membership is open for anyone to join the club, regardless of knowledge of that given Club Sport.

Tryout: A club that has a “tryout” based membership will host tryouts once or twice an academic year to determine their competition team for their given season. We highly recommend a team that has a “tryout” based membership still has an alternative way for potential members to grow in the sport. Such alternative ways include a practice squad or an “open to all” practice day.

Hybrid: A club that has an “Hybrid” based membership is typically open for anyone to join, however they may hold a tryout for a specific competition team.

How to join a Club Sport

Students, Faculty, and Staff members of the University of Arizona that are interested in joining a club sport, should contact the Club’s via email or social media, or reach out to the Sport Program Coordinator for more information at CREC-ClubSports@arizona.edu. They can also sign up on DSE via this link here: <https://arizona.dserec.com/online/clubsports>

Section 3. Conduct

Student Code of Conduct

University of Arizona Student Code of Conduct

A. Jurisdiction & Authority

- a. Under Arizona law, the Arizona Board of Regents is responsible for the control and supervision of the state universities and their properties and activities. The board is authorized to enact ordinances for the governance of the universities and the maintenance of public order upon all property under its jurisdiction. The board 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.
- b. The presidents are authorized to enforce the Student Code of Conduct.
- c. Actions under the Student Code of Conduct are administrative and not criminal in nature. Therefore, a student can be found responsible under the Student Code of Conduct even if the underlying conduct would not also constitute a criminal offense, and even if a prosecutor has determined not to prosecute as a criminal matter or the student has been found not guilty in a criminal proceeding.
- d. For purposes of interpreting words and phrases not otherwise defined in the Student Code of Conduct, every day, and common usage and understanding shall apply, and external sources may be consulted for guidance.
- e. Students 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

- a. 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 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.
- b. The Student Code of Conduct sets forth the standards of conduct expected of students who choose to join the university community.
- c. A university may respond to violations of these standards with educational interventions or disciplinary sanctions.

C. Scope

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

D. Student Organizations

- a. Student organizations may be charged with violations of the Student Code of Conduct to the same extent as students.
- b. 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 organizations; (c) at university-sponsored activities; or (d) in violation of university hazing policies.
- c. 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 offices or leaders knew or should have know that such violations were being or would be committed.

- d. The officers or leaders of a student organizations 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 of the University of Arizona Club Sports Program have an obligation to conduct themselves and their organizations 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 Program policies and procedures, The University of Arizona Student Code of Conduct, federal, state, and local laws, and will face repercussions for failure to do so. Members of Club Sports 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 Professional Staff. The Professional staff will then determine the appropriate course of action to take into account 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 Club Sports Handbook, the University of 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 National Governing Bodies, 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 Club Sports Conduct and Accountability Process

Recognized Club Sports at The University of Arizona Department of Campus Recreation Club Sports Program are expected to maintain good standing with Campus Recreation and the Sport Programs Area. 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 clubs. All accountability cases will be reviewed by the Executive Council who will recommend appropriate actions to Club Sports Administration.

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

1. Failure to attend a required monthly Club Sports meeting.
2. Being late to a required monthly Club Sports meeting.
3. Leaving early from a required monthly meeting without prior permission from Club Sports staff.
4. Failure to notify Club Sports administration of Changes in schedule and/or practice times and games.
5. Failure to return borrowed Club Sports equipment within 72 hours of the completion of the Club's event/game/tournament.
6. Failure to submit required documentation (i.e constitution, ASUA/SET Registration, Practices/Events request on DSE, etc.)
7. Misuse of university property (e.g. allowing pets at the Club's events, not cleaning up the facility at the conclusion of the club's events, or not putting away goals/equipment following an event)
8. Failure to submit events on Do Sports Easy
9. Participation in events without previously notifying the Club Sports staff of the event (Away events included)
10. Misuse/misappropriation of Allocation.
11. Use or presence of alcohol in vehicles while traveling
12. Any situation involving the use of, or the presence of, alcohol at any club-related event.
13. Transporting and/or consuming alcohol or illegal substances while on official club trips
14. Failure to represent the University of Arizona in a positive manner (e.g notification by another club, university and/or governing body).
15. Displaying conduct incompatible with the universities function as an educational institution and the purpose of the Club Sports Program (i.e. Unsporting behavior toward officials or opponents or disruptive behavior on trips)
16. Allowing ineligible individuals to participate in club activities
17. Hazing
18. 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 the 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 not limited to, the following:

- Probation
- Fines
- 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.

The Executive Council will annually determine fines along with the Sport Program Coordinators.

Fines are **\$25 per infraction**. Fines may be stacked on top of one another depending on the situation. Clubs may be subject to additional sanctions if fines are not paid in a timely manner. If a club would like to fine to come out of their allocation for the year as a "deduction", they must contact the coordinators to do so. NOTE: Paid Fines will NOT be reimbursed through allocation.

Appeal Process

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

Hazing Policy

All Club Sport Athletes and coaches are required to complete the Hazing Prevention EDGE Learning. EDGE Learning is assigned by Sport Programs Professional Staff. All Clubs are required to be in compliance with the University of Arizona Hazing Policy, referenced below.

University of Arizona Hazing Policy

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, or 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 organization that is affiliated with the university; and
2. The act contributes to a substantial risk of potential injury, mental harm, or degradation; or causes physical injury, mental harm, or personal degradation.

"Organization" means an organization of the University in which two or more members are enrolled students, whether or not the organization is established or recognized by University or a group affiliated with the University and whose members consists primarily of Students enrolled at the University.

Organizations include associations, clubs, cooperatives, corps, orders, and societies such as an athletic team, club sports team, band, student government, fraternity, sorority, or other similar group.

“Student” means any person who is enrolled at the University, any person who has been promoted or accepted for enrollment at the University, or any person who intends to enroll at or be promoted to the University within the next twelve (12) calendar months. A person who meets the definition of a student for purposes of this paragraph shall continue to be defined as a student for purposes of this policy until the person graduates, transfers, is promoted, or withdraws from the university.

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 victims 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 the students or student organizations can be reported by filing a Student Code of Conduct complaint with the Dean of Students Office.
 - a. The Dean of Students office will investigate the complaint in accordance with the Student Disciplinary Procedures. The Student Disciplinary Procedure shall govern all proceedings involving such a complaint. Sanctions, if appropriate, will be imposed in accordance with the Student Code of Conduct.
 - b. 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).
 - c. 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 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; or
- c. Rights (including remedies or procedures) available to individuals under the Constitution of the United States or other Federal Laws that establish protections for freedom of speech or expression.

Report Hazing: <https://preventhazing.arizona.edu/>

Section 4. Club Administration

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 Club Sports Program. Each club is required to have 5 elected officers in place. Clubs are expected to follow the outline of officer positions, responsibilities, and elections processes as outlined in their constitution.

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 Sport Programs Professional staff each semester.

The following lists the suggested duties and 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 Sport Program Coordinators. 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 practices and events are on DSE and ensure the event report is completed on DSE in a timely manner.
- Complete procedures for registering as a student organization with ASUA.
- Inform club members of the contents of the 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 presentations for Bash at the Rec 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 their Sport Programs Coordinator of any changes in the club's schedule.
- Check the club mailbox in the Sports office of SouthRec and email 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 their Sport Programs coordinator if any equipment becomes damaged or unsafe.
- Distribute equipment to club members and collect equipment at the end of the Club's season.
- Ensure club compliance with all Campus Recreation and University safety policies and emergency action 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.
- Ensure that all members of the club are listed on Do Sports Easy (DSE).

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.
- 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.

Safety Officer

- Must have an up-to-date Certification in First Aid, CPR, and AED with American Red Cross.
- Ensure everyone on the team is on DSE
- Regularly attend club practices, home and away events.
- Report any injury that a club member sustains at practices, events, or during travel to Sport Programs Staff and the Athletic Trainers within 24 hours via the "report" tab in your event on DSE.
- Provide First aid as needed if not Athletic Trainers are present at practice, events, or during travel.

Changing of Officers/Transition to New Leadership

The successful transition from outgoing to new leadership/officers is vital to the continued success of the club. The following steps must be taken by the outgoing and incoming offices to ensure a successful transition:

- Turnover all club records and inventory of all club equipment to new club officers.
- Review all financial records with outgoing officers.
- Update signing authority at external bank accounts

- Review of all forms including previous year's budget allocation and end of year report
- Attend mandatory officer orientation at the start of each semester.

Club Sports Executive Council

The Executive Council is a student advisory group to assist administration and the clubs on matters of funding allocations, club accountability, travel, policies, procedures and training. The 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 the availability of current members. The full constitution and Bylaws are in **Appendix B**.

Membership

The Executive Council will be composed of five elected student representatives (Club Members) from any Club Sport formally recognized by the Department of Campus Recreation. 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 council.

President

The President must fulfill the following requirements:

- Served at least one academic year as a representative on the Club Sports Executive Council
- Be willing to serve as a representative in an advisory role the year following their year as President

Representative

There will be no more than 4 representatives during an academic year. Only one member of a particular club may serve on the Council. Men's and Women's sports are regarded as separate entities or organizations.

A Sport Programs Coordinator, or their delegate (student staff leadership), 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 active participants 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 Coordinators and/or Assistant Director for Sport Programs prior to implementation.

Club Constitution

Each club is required to have an up-to-date club constitution on DSE for Campus Recreation and on file with 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, faculty, and staff of The University of Arizona (See information under the Memberships section in the handbook)
- Democratic provisions for policymaking, 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 a national or regional organization the University reserves the right to examine the record of the parent organization or of affiliates on other campuses.

- In regard 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 regard to officers, state how officers are selected and replaced, the qualifications for office, officer's duties, method of electing, type of vote, term limits, and method for filling vacancies.

For ALL requirements for the constitution, see **Appendix C**.

For a sample constitution, see **Appendix D**.

Coaches, Instructors, 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 fulfil the financial commitment made to a coach or coaches. Club Sports Professional staff are available to assist clubs with the recruitment, interview and selection process for coaches.

Club 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 qualification for the following:
 - Coaching experience and technical knowledge of the sport or activity.
 - Experience with student development.
 - Excellent communication skills and demonstrated ability to foster a strong team environment.
 - Certification by the sport's governing body, if applicable.
 - Risk management experience.
 - Fundraising experience
 - CPR/AED and first aid certification
 - Valid Driver's License or ability to obtain one within 30 days of start date with club.
- Each club should have a search committee of at least three club members, two of which should be officers.
- Interested candidates should submit a cover letter, resume and three professional references to the club.
- All finalists should participate in a documented interview process.
- Clubs should conduct and document reference checks of new coaches prior to offering the position.
- Clubs should perform a background check on all coaches.

- Clubs should draft an offer letter signed by at least two club officers that clearly outlines the job expectations, salary, start date and other terms of employment for a successful candidate's signature. Terms of employment should not exceed the fiscal year.
- Terms of employment should be specified in the offer letter and include the following:
 - The contract for services is between the coach/instructor and the club
 - The coach is not an agent or employee of the department of Campus Recreation or The University of Arizona.
 - A Coach/Instructor may not use Campus Recreation facilities for personal gain.
 - It is recommended for their own protection that coaches carry their own liability and medical insurances
 - A coach/instructor may be relieved of duties by Sport Programs Professional staff or by the Club Officers.
- It is a recommended best practices that a copy of the offer letter (with all pertinent signatures) be provided to the Club Sports administration to be kept for the club's record.

Coaches Guidelines and Expectations

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

Club coaches/instructors are expected to:

- Read and sign the Coach/Instructor Agreement form on an annual basis.
- Complete the Designated Campus Colleague (DCC) process through Campus Recreation.
- Coaches are to complete required Edge Learning training which is assigned following their DCC process.
- Maintain and provide current copies of required certifications and/or licenses to the club who in turn provides copies to Campus Recreation as needed.
- Be aware of and follow all University and Department of Campus Recreation policies and procedures.
- Restrict their contributions to recruiting, practice and game planning, coaching/teaching, and player and student development
- Coaches should refrain from activities involved in the Club's operation 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 Club Sports Professional staff.
 - Some clubs, due to size and complexity of the budget, travel coordination, fundraising, etc., need additional administrative support.
 - Clubs that would like additional support with club operations and management should consult with the Club Sports Administration to discuss how the Club Sports program can best assist their efforts.
- Understand that student participation in the Club's 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.
 - Continuous recorded unsporting behavior by a coach/instructor can result in removal/termination of their duties by Sport Programs Professional staff or the Club's officers.

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/Instructors

- Each coach/instructor of a club will receive a free membership to access the facility upon completing background checks
 - Please note – A coach will not be allowed into the facility if DCC paperwork has not been completed (even if they have their own affiliate membership)
- Current students and faculty/staff coaches do not need to complete DCC paperwork but are required to complete Edge Learning trainings.
- Coaches must provide a photo ID to gain access to the facility, regardless of membership status.
- For practices taking place inside Campus Recreation Facilities, they **MUST** check in at the front entrance.

Coach/Instructor Evaluation

It is a recommended best practices for clubs to conduct an annual formal evaluation of coaches/instructors. Club Sports Professional Staff are available to assist with this process. A sample eventuation is available in **Appendix E**.

Club Advisor

All clubs are required by ASUA and Campus Recreation to have a faculty/staff advisor. Clubs can rely on them for assistance with activity planning, fundraising, budget presentation, and problems with club members. The advisor can serve as a resource person regarding university matters, offer advice to club members regarding club business, and help members balance club/school activities. They should in no way be directly involved in the daily operations of managing the club or be relied on to make club decisions.

Advisors will need to complete the Advisor agreement form on an annual basis.

As the role of the club advisor is to provide advice and counsel, the advisor is most helpful when they use mature judgement 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. Faculty/staff advisor is considered a valuable link between the club and the University.

The advisor for a club is selected by the members/officers of the club. The advisor should be an individual who is accepted and respected by 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 of a regular basis.

Please note – Sport Programs Professional staff will not be official advisors of a club to not promote any form of bias towards one club. Clubs may still come to the professional staff for guidance.

Club Resources

Any forms that are required to be submitted to the Club Sports administration, that are **not** located on Do Sports Easy, **but** can be found here: <https://rec.arizona.edu/sports/club-sports/club-resources-and-faqs>

Forms must be completed fully and thoroughly prior to submission. Incomplete forms may not be processed. Officers are responsible for being aware of required deadlines and ensuring documents are submitted in a timely manner.

Mail

All clubs have mailboxes. All incoming mail will be distributed through the Campus Recreation Sports Office (#123) located on the first floor of SouthRec. It is recommended that mailboxes be checked regularly (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

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 request for use of the meeting space and supplies must be made through a Sport Programs Coordinator.

Section 5. Club Operations

Facilities

The following spaces are primarily used for any club practices or events:

Student Recreation Center (SouthRec), Front Foot (Weight Room), Rincon Vista Field Complex, Robson Tennis Center, Bear Down Field, and Sitton Field.

Facility Reservation/Use

All Practice and Special event request must be entered into Do Sports Easy by the designated time set by the Sport Program Coordinators for any request for the following semester. If a club submits a Home event request after the deadline, there is no guarantee it will be accommodated.

For any one time, single use meeting request in a conference room, please send an email to your *specific* Sport Programs Coordinator.

For any Home events that are requested during a semester, they need to be on DSE at **least 4 weeks** prior to the event. Please note there is no guarantee that it can be accommodated as it would be after the initial priority deadline.

For guidance on scheduling your event on Do Sports Easy, see [Appendix F](#).

Games

The responsibility for scheduling the Club's games rests with the Club members and its officers. All games, regardless of home or away, must be on Do Sports Easy and confirmed by the Sport Programs professional staff in order to participate in your contest. This allows Campus Recreation to prepare for each club's activities and allows time for clubs to make travel arrangements.

Scheduling 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 of the Club Sports Staff and on DSE by the deadlines provided each semester.

Hosting

When a Home Event has been posted and approved on Do Sports Easy and it is the first time a club is hosting an event on Campus, they will need to schedule a meeting with the Sport Program coordinators to go over specific needs and situations regarding the event. If it is a unique event that involves minors or a National Tournament, regardless of this being a yearly event, the club will need to schedule a meeting with the Sport Program coordinators to go over any logistics for their event. Please note these meetings may have additional Campus Recreation Professional Staff depending on the extensive nature of the event. Meetings will take place at least 1 month prior to the scheduled event.

When hosting a competition or Home event in any Campus Recreation facilities, all clubs must have visiting team members or individuals participants sign and complete an Assumption of Risk form prior to participation. It is the responsibility of the hosting club, especially their safety officer, to ensure the Assumption of risks forms are provided to, read, and signed by the visiting team/participant.

Equipment Needs

The Department of Campus Recreation has a variety of equipment available to clubs for their various functions/events. Please insert your request for equipment in the "notes" section of your event request on Do Sports Easy. Please be sure to note the quantity of the equipment that you need. Equipment is reserved on a first come, first serve basis.

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 on Do Sports Easy under the “Travel” tab of your Away event request. This information must be in there by at **least 2 business weeks** prior to your departure. The Sport Program Coordinators reserve the right to deny travel. The event/tournament host will be notified that the University of Arizona is not approved to participate.
- Only Club members listed and checked off on Do Sports Easy, or coaches and/or advisors who have the completed, current, approved club forms on file with Club Sports administration will be approved to travel. No Guest, friends, family members, or other will be allowed to travel with the club. All travelers must be listed on the “members” tab and on the “Travel” tab on the Away event on Do Sports Easy. Coaches and advisors who travel with the team should be listed on the “notes” section of the request.
- In the event that a club is found to have traveled without the Department of Campus Recreation approval or has taken a coach or club member not checked off or listed on the event request on Do Sports Easy, 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 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

All away events must be entered into Do Sports Easy at least two weeks prior to the date of departure, regardless of the mode of transportation or source of funds. The following is required on your event request:

- Select Event Type (Game, Tournament, or Event)
- Insert Event/opponent Name
- Event Start/End date and time
- If a Tournament or Event, insert in the notes what schools will be participating in this event.
- Once you submit your event request, you are able to edit your request to insert your Travel/lineup information (to be completed prior to the event) and report form (submitted after the event).
- Check off which members are participating in this event in the “Members” tab

- Under the “Travel” tab Insert the Event Site (filling out all required fields, contact information being the hosting site.) Insert your Departure date/time and Return date/time (this will be used if motor pool is needed)
- Insert your Method of travel, you can add your motor pool request here can also insert if you are using private vehicles or external rental vehicles. If flights are being booked, please insert your flight information.
- Insert your Lodging, if you plan to stay overnight, add your hotel information under hotel. If using Airbnb’s or no hotel locations, insert under “another accommodation”
- Insert your arrangement of your members, inserting what vehicle they will be driving/passenger for, along with Which hotel and room they stay in.
- Following the conclusion of the event, fill out the “Report” on the registration page on Do Sports Easy within 48 hours following the conclusion of the event.

For an example of what it should look like on Do Sports Easy, reference [Appendix G](#).

Once approved the Sport Program Coordinator will assist as needed. Clubs are required to travel as a Club.

At least one Club Member (Safety Officer preferably) must be designated as the Club Representative for each event. They will be responsible for ensuring that all Club Sport members are aware of and abide by important safety regulations while on an approved Club Sport trip. The representative is responsible for notifying the Sport Program Coordinators immediately of any changes to the approved travel request and any accidents or incidents that occur while traveling, at the event or at the hotel/Airbnb.

Safety Officer Responsibilities on Trips

The Safety Officer must commit to upholding the following responsibilities for each trip led:

- Adhere to the trip itinerary submitted on Do Sports Easy
- 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 on the Do Sports Easy Report, AND to the Sport Program Coordinators.
- Return all trip materials (if applicable) to the Department of Campus Recreation no later than the closing of business on the next business day following the Club’s scheduled return including all hotel receipts.

Travel Regulations

- Clubs must adhere to the information that was submitted on the Do Sports Easy event request.
- If you need Motor Pool, it is recommended clubs insert their request at least 2 months prior to ensure a vehicle is available for their travel.
- All passengers must be authorized to participate in the Club Sport activities (members, Coaches, advisors) and listed on the approved event request on Do Sports Easy. Community members, guests, family members, friends, or others who are not authorized may not participate/travel. This includes private vehicles.

- We expect all drivers and passengers to practice safe driving. This can include, but not limited to, always using a seat belt, 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 a Sport Programs Coordinator 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 Do Sports Easy away event request. Sport Programs will coordinate with Motor Pool to complete the reservation and the club will receive a confirmation email from motor pool with the information of their rental. Drivers must be 18 years old 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.

Clubs will need to pay for their motor pool rental in a timely manner. Failure to do so could result in fines being added to the club and potential loss of future rental opportunities with Motor Pool.

Clubs can see prices for how much Motor Pool Vehicles will be here:

Personal Vehicles

It is the responsibility of the club officers and advisor to make sure that the owner of any vehicles 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, short term (Airbnb/vrbo), 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 accommodation. Then, communicate the information listed to their Do Sports Easy event in the "Travel" tab under "lodging" once they have finalized their hotel details. 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 (for example – if 25 members plan to attend a trip, the club would need to reserve seven rooms).

Dean's Excuses

Clubs must submit a Dean's Excuse request at least two weeks prior to them departing for an event via email to CREC-ClubSports@arizona.edu

The class excuses will be processed once the following steps have been completed.

- Submit a Dean's Excuse form (can be found on Do Sports Easy)
- Submitted a complete Event request on Do Sports Easy
- Members attending should be checked off or marked on the "members" tab on the event form.
- Dean's Excuses will not be processed unless all things above are completed.
 - Be sure your roster on Do Sports Easy is up-to-date, students not on DSE will not Receive an excuse.

Official Activity Excused Absence Request

Policy and Guidelines

<https://policy.arizona.edu/student-life-and-education/attendance>

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 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 the 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 2.0 or when a graduate student's cumulative GPA drops below 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 email will be sent to the Club Representative when they are completed and ready for pickup.

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.

It is recommended that Students communicate with their professors or instructors in advance for any events that may occur during University holiday breaks as dean's excuses will NOT be given out during finals.

Section 6. Finances

Budgets

Individual Club Budgets are due each year in the Spring semester for the following academic year. 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 source 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.

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 EXPENSES: Equipment, travel, facility rental, league dues, and officials/judges fees

- **Equipment:** All general club equipment expenses for the year, including item name, quantity, and cost for each. (Equipment MUST be team equipment, not personal items like uniforms with names 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 (including site name, cost and hours for both practices and match)
- **League Dues:** Cost to participate in league/conference activities per semester/year (including league fees and cost)

- **Officials/Judges fees:** Costs associated with hosting an event for officials/judges (including rate paid and the number required for each event)

NET: TOTAL INCOME minus TOTAL EXPENSES

Tips for financial stability

Learn how to prepare accurate and realistic budget and funding request. Review old budgets, equipment vendors, 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.

Bank Account

Clubs are highly recommended to have an external bank account to properly collect club member dues, receive allocation reimbursements and receive any money from fundraisers. A Tax ID number is needed to open a bank account. With a Tax ID number, submit a Bank Letter Request from listing the officers on the account and status as a recognized club by the University. These forms can be found on the ASUA Website.

Please note the Department of Campus Recreation or the Sport Programs area does not take any responsibility in the management of your off-campus account. It is the responsibility of each student organization to track expenses and keep records of the account number, balance, Club EIN, and the approved officer signers.

All Club Sports recognized by Campus Recreation must list the 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 58721

Tax ID Number

All recognized student Organizations must have a Tax Identification number to receive reimbursements 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. When filling out the form use the Club mailing address at the Student Recreation Center and mark that the reason for the request is for "Banking Purposes."

The University of Arizona does not give clubs Tax ID Numbers. The Tax Id is like the Social Security number for an organization and is established only through the IRS. Any Club with an outside bank account **MUST** have a 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 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 here: <https://www.irs.gov/pub/irs-pdf/p557.pdf>

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 Campus Recreation 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>

Club Sports Funding

Recognized Club Sports of Campus Recreation are eligible to request an allocation on an annual basis at the conclusion of their Conditional Year. Allocation request, along with submission of the Budget Template and the Budget Presentation occurs in the Spring Semester dates determined by the Club Sports Professional Staff.

All Clubs are required to submit a Budget Template to the Club Sports staff. Clubs that would like to request Allocation for the following Academic year **MUST** do a Budget Presentation for the Committee comprised of Executive Council members (Current and incoming) and the Sport Program Coordinators. Each club has 30 minutes for their presentation along with questions from the Committee. Following the conclusion of all presentations, the Executive Council members will submit their recommendations for a club Allocation based on the information provided and the perceived needs of the club.

Budget Presentations are optional: however, any club that does not complete a budget presentation is not eligible for receiving an allocation, even if they received one in previous years. Whether or not a club chooses to complete a budget presentation, completing the Budget Template is mandatory of ALL clubs.

It is recommended that ALL clubs request an allocation to assist in their operations as a club.

Using Allocated Funds

Each recognized Club Sport 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. The Department of Campus Recreation supervises the use of all allocated funds and all clubs must follow the proper procedures in order to access the funds.

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

Allocated Funds for the club **CAN** be used for the following:

- Equipment – nets, goals, balls, pads, etc.
- Travel expenses – gas, hotels, airfare.
- League/Association dues
- Tournament fees
- Facility rental fees – Cannot be used for rental fees at UA **department of Campus Recreation** venues.
- Officials Fees

Allocated funds for the clubs **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 a fundraiser for the team.
- Insurance
- Coaches Salary

All expenditures and reimbursements from allocation accounts will be reviewed by the Financial Services Office. Please submit proper documentation no later than 2 weeks after submission to avoid delays in payment.

When requesting reimbursement, the original receipts should be submitted along with their bank statements and the Reimbursement Request Form, which can be found on Do Sports Easy.

Receipts must include the following info: name of vendor, date, amount owed, amount paid, and method of payment. If you have multiple receipts, they must all be added up correctly to what you are requesting to be reimbursed.

All reimbursement checks to clubs will be made out to the clubs outside bank account and not to an individual. All clubs should have a Tax ID number. It is recommended that clubs opt for the Direct Deposit option so that funds can 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)** 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.

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/credit card) and who actually paid.

The following is needed to complete an allocation request:

- Updated W9 (this needs to be submitted each year)
 - Organization name must match club name on bank account.
 - Address is 1400 E 6th St, Tucson, AZ 85721
- Reimbursement Form (Can be found on Do Sports Easy)
 - Address is 1400 E 6th St, Tucson, AZ 85721
 - Name must match W9 and club bank account.
 - Make sure to fill out the business purpose stating how this purchase supports The University of Arizona
- Completed receipts/invoices.
 - This should have the vendor's name, location, phone number, itemized list of purchases, and date of payment.
 - Invoice must show a balance due of \$0.00 or Amount Paid/Total paid, as well as form of payment (visa, Venmo, etc.)
- Bank Statements
 - All information that is not related to the purchase needs to be redacted prior to submission.
 - Banks statements MUST show the club's name on the account AND the last 4 digits of the account number – screenshots of the mobile banking app are NOT allowed for submission.
- Proof of participation in any events that are a part of a purchase (hotels, registration, rental vehicles, etc.)
 - Proof of participation could be the schedule or results of the event. This should show the date of the events that coincides with your purchase dates for hotels and rental vehicles.
 - You do not need proof for equipment purchases.
- If you paid with a card:
 - Submit a photo of the card with the number redacted, except the last 4 digits.
 - Last 4 digits should match the receipt/invoice.

- If you paid with a check:
 - Submit a photo of the check, which you should be able to find on your bank's website.
- Any additional documentation needed for the request.

All allocated funds must be submitted by the deadline designated by the Sport Program Coordinators.

The following items CANNOT be reimbursed or will NOT be accepted as part of the reimbursement process:

- Cash transactions
- Screenshots of Mobile banking app of individual purchases

Fundraising

Individual club fundraisers are highly encouraged and must be reported in Do Sports Easy. Clubs are expected to fundraise throughout the year as part of their annual club budget.

General Fundraising Policies

A fundraising event is one by which an on campus organization receives money (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 vents 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 and current and available for inspection. On an establishment of 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 insert your fundraiser onto Do Sports Easy as fundraising efforts play a factor in determining allocation distribution.

UA Foundation Accounts

Most Club Sports have UA Foundation Accounts. For a club to create a Foundation Account, they MUST have at least \$10,000 in order to open an account and must not go below \$100 to avoid the account being closed. 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 – each club that has a Foundation Account will have a ‘Support us’ button on their Club’s page on the Campus Rec Website.
- Before sending out materials soliciting donations for a UA Foundation account, the materials must be submitted via e-mail to a Sport Programs Coordinator. 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 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 Foundation.
- The UA Foundation will send a 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 money that has 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, mailing address, contact, and the date, if applicable. For tournaments, an email indicating the above information along with dates and allocation 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 current roster or list of individuals participating in the event and attest that all participants have legal citizenship.
- A UA foundation Check will be sent to the organization/vendor
- Please be sure to submit the invoice at least one month before the due date.
- Receipts must include the following information: Name of vendor, date, amount owed, amount paid, and method of payment.
- Multiple receipts must be numbered and accompanied by a reconciliation sheet.

Section 7: 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 Sports Program is required to complete an Assumption of Risk form, located on DSE, 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 CPR

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. 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 Concussion 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 and Rugby. Other clubs with “lighter” contact may opt in for baseline testing, this includes, W. Lacrosse, M/W Soccer, M/W Ultimate Frisbee, M/W Water Polo. All Club Sports may participate in baseline concussion testing by visiting the clinic at Campus Health during Drop-In hours.

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.

Section 8: Branding and Marketing

Club Sport Logo Use

Only those clubs, which are in good standing and recognized by the Department of Campus Recreation and ASUA are eligible to use the name “The University of Arizona Club (Sport Name)”

Clubs must follow the policies outlined in the Club sport branding Guidelines (See **Appendix H**) 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 Regent on Behalf of the University of Arizona has registered 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)

Clubs must notify Club Sports staff for all merchandise sales.

Club Sponsorship

Seeking sponsorships on behalf of the club can be beneficial as it assists with the expenses associated with operating clubs.

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 the Department of Campus Recreation or The University of Arizona. Any agreement entered into by a club in **NOT** binding upon Department of Campus Recreation or The University of Arizona. No Club may enter into an agreement without prior approval from Club Sports administration. A copy of all such agreements must be submitted to the Club Sports staff.

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 your respective Sport Programs Coordinator 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 Instagram, 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 activities 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.

Publicity (Through Campus Recreation)

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 your Sport Programs Coordinator in advance of the anticipated need.

Clubs are allowed to publicize by posting flyers in the Department of Campus Recreation facilities. Clubs may not post items themselves in the Department of Campus Recreation facilities. On campus, flyers 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.

Section 9: Club Sports Point System

Overview

A point system ranging from 0-74 will determine each club's performance for the year. The number of points a club accumulates will determine the status of the club, resources given to the club, and allocated funding amounts to the club.

The purpose of the point system is to provide the Club Sports Staff and Club Sports Officers with a general idea of how successful a club has been operationally in a year. Overall scores are utilized to assess a club's performance, as well as whether additional allocation funding may be received.

It has been created in order to make the system more fluid and transparent. Ultimately, there is still a level of subjectivity built into the system. If there are other outstanding issues then it is up to the discretion of the Coordinators of Sport Programs, Assistant Director of Sport Programs, and the Executive Board in accordance with the Executive Board bylaws, to determine any other required discipline.

The document below outlines how each club can earn points throughout the year.

Point Criterion

The criteria that will be used for the point system are as follows:

Criterion: Maximum Points Available:

- Meeting attendance – 26
- Administrative Compliance – 22
- Membership – 12
- Competition/Events – 8
- Community Service – 3

- National Competitions – 3

Point Ranges

If a Club Point's score is in the range of 60 – 74, that club is in good standing and may be eligible for more allocated resources.

A Club's point score below 40 means that they may be placed on probation. Probation can include, but not limited to, lowered practice preference, reduced practice hours, loss of practice hours, reduced access to hosting home events, and loss of allocation.

Criterion description

Criterion Description can be found in [Appendix I](#)

Individual Tracking

Clubs can find their points on Do Sports Easy; however, clubs are encouraged to utilize the individual tracking sheet to keep up to date and compare it to what is on DSE.

A Copy of the individual Tracking sheet can be found in [Appendix J](#).

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.

Appendix A: Club Sport Conditional Status

Conditional Status

New Clubs to the Club Sport Program must complete a conditional year to become familiar with program policies and expectations. Allocated facility space and contingency funding will be determined on a case-by-case basis. Upon successful completion of the condition year a club is promoted from conditional status to a fully recognized Club Sport with the Department of Campus Recreation and the Sport Programs Area.

Requirements/Resources/Benefits

- **Allocation:** A conditional club will not receive an Allocation for their year on Conditional status; however they may apply for emergency funding which will be determined on a case-by-case basis.
- **Facility Space:** Low priority, however, any facility space used will have a cost associated with it, determined by the Sport Programs Staff. Space is allocated on a case-by-case basis.
- **Practice time:** Allocated on a case-by-case basis, there is a cost associated with practices determined by the Sport Programs Staff.
- **Events:** Able to host on a case-by-case basis
- **Office Assistance:** Access to Club Sports Staff and Executive Council with club matters on an as-needed basis.
- **Athletic Trainers:** Access to athletic trainers during clinic hours.

Appendix B: Executive Council Bylaws & 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 Sport Programs Coordinators 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 council member 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-fourth majority vote after a seven-day prior notification. A call for such action is to be made by the President or any four 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 Sport Programs Coordinator, 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
- Representative
- Representative
- Representative
- Representative

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, to be eligible for funding, must complete a Budget Presentation in the Spring Semester. A committee comprised of the elected Club Sports Executive Council for that year, a member of the Campus Recreation Department if they so wish, and a Sport Programs Coordinator will oversee the Budget presentations.

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 falls under the auspices of Campus Recreation, the Club Sports Program 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.

Lastly, the Club Sports Executive Council President will be in charge of coordinating the Club Sports banquet to be held at the end of the academic year, where clubs and individuals will be recognized for accomplishments. 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 \$2,000 split equally among each semester.

Representative – An elected member of the Club Sports Executive Council. Responsibilities include working with the Exec President to implement improvements to Club Sports, oversee budget presentation, and being a liaison between club officers the club sports professional staff

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 are 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 Sport Programs Coordinator(s) will receive requests for allocation funding from each Club Sport

The Club Sports Executive Council Members will convene and provide the Sport Programs Coordinator(s) 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 regard 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 C: Constitution Requirements

Club Sports CONSTITUTION REQUIREMENTS

Revised 8.11.25

All clubs are required to have a constitution. These can be very helpful in easing problems when differences come up as to how the club should handle a situation or what direction it should take. The format below is to be used as a guide for your organization. It is not necessary to follow the form exactly, but it is important to include all areas that apply.

- Required language is indicated in **red** (must be verbatim in the constitution).
- Other requirements that do not require specific language will be in **bold**.
- Suggested items to consider when creating the constitution will be in *italics*.

CONSTITUTION FOR THE [CLUB NAME] at the University of Arizona

ADOPTED [DATE]

REVISED [DATE]

ARTICLE I – NAME AND PURPOSE

- 1. The name of this club sport will be known as the [Club Name] at the University of Arizona**
 - Formally reference any club abbreviations, acronyms or informal club names*
- 2. The purpose of the [Club Name] is [insert the primary purpose and objectives].** *(The reasons for forming your club and the club's objectives.)*
- 3. The purpose and activities of the [Club Name] are lawful and consistent with University objectives, and:**
 - May not advocate or participate in illegal activities**
 - Contributes to the educational, cultural, social, spiritual, and/or recreational mission of the University**
 - May not advocate intolerance or participate in acts of intolerance toward people of difference**
 - Must recognize the primacy of the University's academic mission**
- 4. The [Club Name] shall comply with all local, state and federal laws, as well as all University of Arizona regulations, policies and procedures.**
- 5. The [Club Name] is a not-for-profit organization**

ARTICLE II – UNIVERSITY REGULATIONS

- 1. Non-Discrimination**
 - The [Club Name] 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. Pursuant to Arizona Revised Statute 15-1863, religious or political student organizations may determine that ordering the organization's internal affairs, selecting the organization's leaders and members, defining the organization's doctrines and resolving the organization's disputes are in furtherance of the organization's religious or political mission and that only persons committed to that mission should conduct such activities. Pursuant to Section 106.14 of the regulations promulgated under Title IX of the US Education Act Amendment of 1972, Social Greek Letter Organizations may limit membership based on gender.**
 -

2. Prohibited Conduct

a. **The [Club Name] agrees that the club and its members will adhere to every policy stated in the University of Arizona Student Code of Conduct Policy Number 5-308.**

3. Hazing

a. **The [Club Name] 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.**

b. **The University of Arizona defines hazing as 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.**

4. Responsibility to Report

a. **If this organization becomes aware of any such conduct described in this article, the [Club Name] will report it immediately to the University of Arizona Hazing Hotline Police at 520-626-4293; calls are answered 24 hours a day.**

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

ARTICLE III – MEMBERSHIP

1. Membership in the [Club Name] is open to all fee paying University of Arizona students.

(Who is eligible for membership? How does one become a member? What rights and privileges do these members have?)

a. *Do you allow faculty staff?*

b. *Non-UA students and community members are not eligible to participate in or be members of any club sport.*

2. All members are free to leave and disassociate without fear of retribution, retaliation, or harassment.

ARTICLE IV – OFFICERS AND DUTIES

1. The officers of the [Club Name] shall be [insert which officers the organization will include].

(An organization must have a president, vice president, treasurer, and secretary. All other officer positions need to be listed, but are entirely up to the club's discretion.

2. Officers terms will [insert timeframe, duration, term limits, etc.]

3. The President will [insert president's role]. Examples include:

a. *The president shall be the chief executive officer*

b. *The president shall appoint all committee chairpersons*

c. *The president, with approval of the executive board, directs the budget*

4. The Vice President will [insert vice president's role]. Examples include:

a. *The vice president acts on behalf of the president due to the president's absence*

b. *The vice president will chair certain committees*

5. The Treasurer will [insert treasurer's role]. Examples include:

a. *The treasurer shall keep a current record of all financial transactions*

b. *The treasurer shall develop quarterly reports containing a list of all receipts and disbursements and distribute them among the membership*

- c. *The treasurer will be responsible for checking the accuracy of all bills and invoices and paying them correctly and on time*
- d. *The treasurer will perform other duties as directed by the president.*
- 6. **The Secretary will [insert secretary's role]. Examples include:**
 - a. *The secretary shall record the proceedings of each meeting.*
 - b. *The secretary shall distribute minutes to members.*
 - c. *The secretary shall be responsible for all correspondence of the organization.*
- 7. **[Insert any other offices held within the organization and their respective powers and duties (If your club only elects the 4 required officers, then do not add anything else)]**

ARTICLE V – OFFICER ELECTIONS

- 1. **Officers of [Club Name] must meet the following minimum requirements to be eligible to seek and retain an officer position:**
 - a. **Be enrolled in at least twelve (12) credit hours per semester as a degree seeking undergraduate student or nine (9) credit hours per semester as a degree seeking graduate student.**
 - b. **Have and maintain a cumulative grade point average (GPA) for UofA course work of at least 2.0**
 - c. **Not be on academic or disciplinary probation.** *(Clubs may establish additional requirements so long as they do not conflict with other institutional policies.)*
- 2. **Elections of new officers will take place** *[insert the estimated times of elections and how often they will occur].*
- 3. *[List who is eligible to run for the various officer positions and that all regular members may vote.]*
- 4. *Members who are running for office must [insert election requirements- examples are acceptance of nomination, speech, campaign, etc.].*
- 5. **Officers must be elected by** *[insert simple majority, 2/3rds majority, etc. Also include secret ballot or hand vote.]*

ARTICLE VI – REMOVAL OF OFFICERS AND VACANCIES

- 1. **Describe the impeachment procedure**
- 2. **Describe procedures for handling officer vacancies** *(resignations, officer ineligibility or similar occurrences)*
- 3. **Detail how an open position is filled** *(Example: election at next meeting, appointments, etc)*
- 4. **Examples of sections within this article:**
 - a. *If an officer fails to maintain eligibility requirements for holding office they shall be removed from the position immediately upon notification of requirement violation by another officer. Officers may be reinstated if the violation is resolved within one week upon approval by a majority vote of the Executive Board.*
 - b. *An officer may be removed from their position if their behavior is considered misfeasance, malfeasance, or nonfeasance to the organization or the University.*
 - c. *An officer may be called to face removal proceedings upon a written complaint by any member or officer in good standing submitted to the Executive Board.*
 - d. *The officer in question shall be notified in writing of the possible removal and the meeting time and location at least 72 hours prior to the vote. The officer in question will be allowed to address the organization in order to relate to members any relevant defense or appeal prior to the voting for removal. The Executive Board shall notify all members of the issue at least 48 hours prior to the vote.*
 - e. *Voting must take place at a meeting attended by at least half of the active members. If two-thirds of members in attendance vote in favor of the removal, the officer shall be released from his or her position immediately.*
 - f. *Removal from office does not affect the good standing of the officer as a member of the organization. For information about removing members from the organization, see Article VII.*

g. *In the case of removal, the position will be filled by special election following the procedures described in Article V section 3. The newly elected or appointed officer will assume the role immediately without an “elect” period.*

h. *An officer who feels wronged by the removal process can consult the University’s Student Grievance Process.*

ARTICLE VII: – MEMBER REMOVAL

1. Describe the member removal process

2. Examples of sections within this article:

a. *Members may be removed from the [club name] if the member's behavior has and likely will continue to disrupt the activities of the organization, the members' sense of safety, or other University or Recreation and Wellness policies. Members may also be removed for failure to meet minimum requirements described in the organization's constitution.*

b. *Members must be asked to end their membership by the President upon a unanimous vote by the Executive Board.*

c. *If the member wishes not to end their membership, they may request an appeal to the organization by submitting a written request to the Executive Board. The member in question and all members must be notified in writing of the possible removal and meeting time and location at least 48 hours prior to the vote. The member in question will be allowed to address the organization in order to relate to members any relevant defense or appeal prior to the voting for removal.*

d. *Voting shall take place at a meeting attended by at least half of the active members. If two-thirds of members in attendance vote in favor of the removal, the member shall be asked again to end his or her membership immediately.*

e. *If the member refuses for the second time to end his or her membership, the President will consult the University's Student Grievance Process.*

ARTICLE VIII – FINANCES

This article should include how the club will be funded.

1. List membership dues *(How much dues will be each year or semester? When dues will be collected?)*

2. How your club will be funded *(How will you raise funds?)*

3. Define how expenditures are approved and who has authority to spend money on behalf of the Club.

4. It is understood that University of Arizona Club Sports Professional staff do not have access to the [Club Name] bank account/financial information. In the event that [Club Name] loses access to our bank/financial information, we will work with our bank to retrieve the necessary information).

5. 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.

ARTICLE IX: – FACULTY/STAFF ADVISOR

1. The advisor of the [Club Name] will be a full-time faculty or staff member of the University of Arizona.

2. Detail how the faculty/staff advisor will be selected, their duties, term *(one year with opportunity to be reappointed is recommended, responsibilities and process of removal/replacement of the advisor.)*

ARTICLE (appropriate #) – AFFILIATIONS

1. *List any affiliations with local, state, Regional or national organizations and ruling body rules to which adherence will be required. (IF APPROPRIATE FOR YOUR CLUB)*

ARTICLE (appropriate #) – DIVISIONS

1. *What divisions and committees will exist in the club and the function of each. (IF APPROPRIATE FOR YOUR CLUB)*

ARTICLE (appropriate #) – COACH/MANAGER

1. *Qualifications and procedures for selection of a coach/manager and his/her duties. (IF APPROPRIATE FOR YOUR CLUB)*

ARTICLE (appropriate #) – RATIFICATION *(Change the article number if you used any of the suggested articles above)*

1. **List how the constitution will be changed and approved by the club members.**

ARTICLE (appropriate #) – AMENDMENTS *(Change the article number if you used any of the suggested articles above)*

1. **Detail how an amendment to the constitution will be presented to the membership and how it will be ratified. (Include what majority is needed for approval.)**

ARTICLE (appropriate #) – BYLAWS

A club sport may have a need to create a set of bylaws which serve to establish specific rules or guidance needed in the operation of the organization. If an organization chooses to use bylaws, language should be added to their constitution that references and authorizes the bylaws. Bylaws can includes items such as:

1. *Standing committees of the organization*
2. *Structures/purposes of said committees*
3. *Parliamentary procedures and meeting guidelines*
4. *Specific codes of conduct*
5. *Rules or guidelines regarding certain organization events or activities*

Appendix D: 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.

Statement of Financial Responsibility

A specific member or members (must list person or position) designated by this organization shall be responsible for payment in full of all debts accumulated by the organization not covered by funds on deposit.

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. Pursuant to Arizona Revised Statute 15-1863, religious or political student organizations may determine that ordering the organization's internal affairs, selecting the organization's leaders and members, defining the organization's doctrines and resolving the organization's disputes are in furtherance of the organization's religious or political mission and that only persons committed to that mission should conduct such activities. Pursuant to Section 106.14 of the regulations promulgated under Title IX of the US Education Act Amendment of 1972, Social Greek Letter Organizations may limit membership based on gender.

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. Safety Officer: The Safety Officer is in charge of ensuring that all team members arrive in a safe and timely manner to tournament destinations. As well as ensuring the safety and well-being of each member on trips. [Additional description of club-specific duties.]
- [Additional board positions relevant to specific club needs.]

Appendix E: Coach/Instructor Evaluation Form

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 F: Do Sports Easy – Event Creation

The following steps are to assist clubs with creating their home events for Club activities. The same steps can be applied for Away events, however additional steps will be required, please reference Appendix G for what is needed for Away events.

- You will start by selecting Game, Tournament or Event.
- You will insert the Event/Opponent Name
- Insert the Event start time and End time
- (For Home events only) Insert your setup time and cleanup time in MINUTES (this should be the minutes before kickoff and from the end of the game)
- Select your location for your event
- Insert any notes needed for the event such as Kickoff time, and any additional information needed.
 - It is recommended for Events and Tournaments you list what teams/schools will be in attendance.
- Click Submit
- Once you click submit you will check off the members under the “Members” tab in the event. This must be done to gain an accurate count of those participating in the event, this can also be done at the event.

The event page should look something like the following with all information filled in:

Event type:

☐ Game ☒ Tournament ☐ Event ☐ Practice

Event/Opponent Name:

Test Tournament ✓

Event start:

8/7/2026 3:00pm ✓

Event end:

8/7/2026 5:00pm ✓

Setup time (min):

60 ✓

Cleanup time (min):

60 ✓

Location:

☒ Home ☐ Away

Bear Down Field ✓ ▾

Notes:

Play time for each Event:
3:15 - game 1
4:00pm - Game 2

The following teams will be in attendance:
Hogwarts
Monsters University

Once an event has been approved, you will be cleared to have the event. Events will be reserved based on Space available in that given weekend. NOTE: Game during the week are prohibited, games that are requested to happen between Monday and Friday will need to be prepared for alternative dates. Game on Fridays will only occur on a Case-By-Case basis.

Appendix G: Away Event & Travel Information Requirements

Before traveling to any Event

All away events must be inserted onto Do Sports Easy at least two weeks prior to the date of departure, regardless of the mode of transportation nor source of funds. The following is required on your event request:

- Select Event Type (Game, Tournament, or Event)
- Insert Event/opponent Name
- Event Start/End date and time
- If a Tournament or Event, insert in the notes what schools will be participating in this event.
- Once you submit your event request, you are able to edit your request to insert your Travel/lineup information (to be completed prior to the event) and report form (submitted after the event).
- Check off which members are participating in this event in the “Members” tab
- Under the “Travel” tab Insert the Event Site (filling out all required fields, contact information being the hosting site.) Insert your Departure date/time and Return date/time (this will be used if motor pool is needed)
- Insert your Method of travel, you can add your motor pool request here can also insert if you are using private vehicles or external rental vehicles. If flights are being booked, please insert your flight information.
- Insert your Lodging, if you plan to stay overnight, add your hotel information under hotel. If using Airbnb’s or no hotel locations, insert under “another accommodation”
- Insert your arrangement of your members, inserting what vehicle they will be driving/passenger for, along with Which hotel and room they stay in.
- Following the conclusion of the event, fill out the “Report” on the registration page on Do Sports Easy within 48 hours following the conclusion of the event.

The information should look like the following:

Event type:

☒ Game ☐ Tournament ☐ Event ☐ Practice

Event/Opponent Name:

Test University ✓

Event start:

8/8/2026 3:00pm ✓

Event end:

8/8/2026 5:00pm ✓

Location:

☐ Home ☒ Away

Notes:

Kickoff Time is 3:15pm. 

☐ Going	Name	Position
☒	Joaquin Guzman	Vice President
☒	Allison Leonard	President

Event Site ✓
Method of Travel ✓
Lodging ✓
Arrangement ✓

Site Address

2319 Wildcat lane ✓

Zip

1122 ✓

City

River ✓

State

AZ ✓▼

Site Contact Name

Tester McTest ✓

Phone

123-456-7890 ✓

Departure Date/Time

8/8/2026 11:00am ✓

Return Date/Time

8/9/2026 5:00pm ✓

Notes

Event Site ✓
Method of Travel ✓
Lodging ✓
Arrangement ✓

Vehicles

Type of Vehicles

Motor Pool Toyota RAV4 ▼

Quantity

1 ▼

×

[ADD VEHICLES](#)

Flights

[ADD FLIGHTS](#)

Event Site ✓

☐ OFF

Not Applicable - No Overnight Stay

Method of Travel ✓

Lodging ✓

Arrangement ✓

Hotel

Hotel Name

Holiday Inn ✓

Rooms

2 ✓



Phone

098-765-4321 ✓

Nights

1 ✓

Address

1748 Cat lane ✓

State

AZ ✓

City

River ✓

Zip

1122 ✓

[ADD HOTEL](#)

Another accommodation

[ADD ANOTHER ACCOMMODATION](#)

Name	Method of Travel	Driver	Room #
Allison Leonard	Motor Pool Toyota RAV4 ✓		Holiday Inn 1 ✓
Joaquin Guzman	Motor Pool Toyota RAV4 ✓		Holiday Inn 2 ✓

Result:

Win ✓

Arizona Score:

10000 ✓

Opponent Score:

0 ✓

Highlights, Injuries, Incidents,
Problems, etc:

Allison twisted her ankle after scoring 500 points - Was checked by the on-site Athletic Trainer and was cleared.
Joaquin hurt his shoulder following his successful run of 500 points - was checked on also by the on-site Athletic Trainer and was cleared.
No major issues to report from the game, we crushed the competition and represented the University with flying colors.

As always in order to participate in ANY Away event, it MUST be approved by the Sport Programs Staff prior to your departure, failure to have correct information inputted will result in an event being unapproved and the Club potentially being removed from the game/event/tournament.

Appendix H: Branding Guidelines

These guidelines detail 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 have designed these guidelines to provide very clear directions about the use of UA marks while limiting the number of required reviews and revisions.

Be sure to always obtain creative approval through University Trademark and Licensing for all material incorporating UA trademarks. It is important to follow all existing trademark and licensing guidelines for use of the “Block A”

DO's & DON'T

- **Create their own club logos and branding**
- **Use official UA Red and Arizona Blue colors**
- **Use the trademarked words “Arizona,” “The University of Arizona,” “Cats,” and “Wildcats”**
- **Apply the “Block A” to materials so that it is separated from all other creative elements at a distance equal to or greater than 5 times the height of the logo. (For example, the club logo might be on the front of a t-shirt and the “Block A” may be on the back or a sleeve. Or, the club logo might be at the top of letterhead or a website, and the “Block A” may be at the bottom.)**
- **Use the trademarked Wildcat face, unaltered · Use the “shadow cat” as a logo element**
- **Create club or organization materials that:**
 - **are obscene**
 - **include weapons**
 - **include profanity**
 - **include references to alcohol or drugs**
- **Use images of, or the words “Wilbur,” or “Wilma”**
- **Use any other UA branding elements besides those described in the “may” column. This includes, but is not limited to University taglines, brand accessories (i.e. triangle patterns, celebratory bursts, etc.) and fonts (Friz or Milo).**
- **Use University wordmarks in their logos**
- **Violate clear space rules of the UA or other organization’s marks (cannot combine two logos)**
- **Alter or create alternate interpretations of existing University trademarks**
- **Place sponsors logos on uniforms with the “Block A”**

Appendix I: Point System Criterion

Meeting Attendance (26 points)

Points towards monthly attendance will come from monthly meetings, Fall and Spring Officer Orientations, and attendance at the Bash at the Rec event. Each monthly meeting is worth 2 points, Fall and Spring Officer Orientations are worth 4 points, as 2 officer are required. Attendance at the Bash at the Rec is worth 2 points. Officer that arrive late but within 15 minutes of a meeting start time may be awarded partial points. REMINDER: Orientations, Monthly Meetings and Bash are all REQUIRED for each club to be represented at with 2 officers in attendance for Orientations and Monthly Meetings.

- Monthly Meetings (8 occurrences) – 16 total points
- Officer Orientation (2 occurrences) – 8 total points
- Bash at the Rec (1 occurrence) – 2 total points

Administrative Compliances (22 points)

Points towards administrative compliance will come from submitted necessary documents to the sports office or email by the assigned deadlines. All deadlines will be determined by Club Sport Staff and the Executive Council, and clubs will be notified via Monthly meetings and emails. Partial points may be awarded for late documentation if turned in within a specific timeframe.

Below are the documents that are required to be submitted each year and their point values:

- Fall Roster on Do Sports Easy – 2 points
- Spring Roster Update on Do Sports Easy – 2 points
- Updated Constitution – 2 points
- Coaches Agreement – 2 points
- Faculty advisor agreement - 2 points
- Fall Semester Report – 2 points
- Spring Semester Report – 2 points
- F/S Practice Request on Do Sports Easy – 2 points (1 point each)
- Budget template – 2 points
- ASUA Registration - 2 points
- American Red Cross First Aid/CPR/AED Certification – 2 points (1 per person certified – up to the required 2 people)

Membership (12 points)

Points towards membership will come from the number of participants listed on Do Sports Easy. Points are distributed differently for team sports vs individual sports.

Individual	Team Sports
10-14 members – 2 points	1x required for sport – 4 points
15-24 members – 4 points	2x required for sport – 8 points
25-34 members – 6 points	3x required for sport – 12 points
35-44 members – 8 points	

45-54 members – 10 points	
55+ members – 12 points	

Competitions/Events (8 points)

Points towards competition/events will come from participating in any of the events listed below. All necessary pre-event and post-event documentation must be filled out and submitted on Do Sports Easy in a timely manner or credit will not be earned for that event.

- Regular Season games - 1 event
- Tournaments – 2 events
- Instructional clinics – 1 event
- Showcases – 1 event

Teams will earn the following points according to how many events they participate in over the course of one academic year:

- 1-4 competitions/events – 3 points
- 5-9 competitions/events – 6 points
- 10+ competitions/events – 10 points

Community Service (3 points)

Points towards community service will be earned by hosting or participating in Community Service events. Community service work is done by at least 20% of your clubs membership that benefits other or the local community. Some common community service examples include:

- Tutoring children after school
- Collecting school supplies to donate
- Visiting residents of a retirement center
- Delivering meals to senior citizens

Clubs will earn 1 point for each community service event, with a maximum of 3 points they can earn over the course of an academic year. In order to gain credit for a community service event, clubs must do the following onto Do Sports Easy

- Go into “events” on Do Sports Easy (can be found in your clubs DSE Page)
- Click/tap “more” on the top right of the events page – Click/tap “supplementary Events.
- Click “Action” and select “Add Community Service Event”
- Fill in information about the community service event
 - This MUST be done prior to the event taking place
- Once the event has concluded be sure to submit the report within 48 hours from the completion of the event.

National Competition (3 points)

If clubs qualify and participate in a National Tournament, they will receive 3 points.

Appendix J: Individual Tracking Sheet

Club Sport Point System – 2026-2027

Club: _____

Meeting attendance (26)	Points earned
Fall Officer Orientation – 4pts	
Bash at the Rec – 2pts	
September meeting – 2 pts	
October meeting – 2 pts	
November meeting – 2pts	
December Meeting – 2pts	
Spring Officer Orientation – 4pts	
February Meeting – 2 pts	
March Meeting – 2 pts	
1 st April meeting – 2pts	
2 nd April Meeting – 2pts	

Administrative Compliance (22)	Points Earned
Fall roster on DSE – 2 pts	
Constitution – 2pts	
Coaches agreement – 2pts	
Faculty Advisory Agreement -2pts	
ASUA Registration – 2pts	
Spring Practice Request – 2pts	
Fall Semester report – 2pts	
Spring roster on DSE – 2pts	
Budget Template – 2pts	
Spring Semester Report – 2 pts	
End of Year Report – 2 pts	

Membership (12)	Points Earned
Individual Sports	
10-14 – 2pts	
15-24 – 4pts	
25-34 – 6pts	
35-44 – 8pts	
45-54 – 10pts	
55+ - 12pts	
Team Sports	
1x required for sport – 4pts	
2x required for sport – 8pts	
3x required for sport – 12pts	

Competition/Events (8)	Points Earned
1-4 – 3pts	
5-9 – 6pts	
10+ - 8pts	

Community Service (3)	Points Earned
1 event – 1pt	
2 events – 2pts	
3 events – 3 pts	

National Competition (3)	Points Earned
Participation – 3 points	

Note: it is your club's responsibility to be aware of all Deadlines and Submit documentation in a timely manner.

Total Points ____/74 points