

# **University of Dayton SPORT CLUBS**

2014–2015 Club Officer Manual

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## **1 → INTRODUCTION**

Welcome to the 2014-2015 Sport Club year! University of Dayton sport club members are part of an elite organization of students who actively practice, compete and represent the University of Dayton through various sporting endeavors.

### **UDCR Sport Clubs**

The University of Dayton Sport Club program, managed by the Campus Recreation department, a division of Student Development, offers students competition, instruction, and leadership opportunities as they work toward common organizational goals and represent the University of Dayton's Marianist values.

Student involvement within a sport club provides a unique experiential learning opportunity while attending the University of Dayton. For some students, joining a club may serve the purpose of meeting new people or learning a new sport/activity. For others, it may be to continue their passion in a specific sport. Whatever the motivation, Campus Recreation provides the resources necessary to support our sport clubs toward their organizational goals while developing individuals into leaders within the UD community.

The staff within Campus Recreation holds high expectations of themselves to ensure that our clubs are set up for success for each and every academic year. In return, our staff has high expectations of each club, its officers, and its membership base. The most successful clubs have an engaged core of officers that guide their club toward structured and agreed upon goals. Successful clubs will have officers that effectively communicate with their membership base, actively engage in the leadership opportunities, and espouse the university's Commitment to Community. Effective club leaders will not only champion the aforementioned qualities, but they will do so even in the most difficult of circumstances.

Through participation in a sport club, UD students will be challenged not only physically, but intellectually and emotionally with the aim of realizing their full leadership potential.

### **Purpose of Manual:**

This manual will provide the guidelines and framework for how each sport club should run its organization. Our 36 sport clubs participate in events locally, regionally, nationally, and internationally, and represent UD Campus Recreation through their exemplary sportsmanship and leadership. All sport clubs are recognized student organizations through the university and follow the responsibilities presented in the student handbook.

## **2 → UNIVERSITY OF DAYTON CAMPUS RECREATION**

University of Dayton Campus Recreation provides a variety of recreational programs, services, and facilities for the UD community to exercise your body, mind, and spirit. UDCR looks to serve sport clubs in an effort to develop club members as not only athletes, but also as individuals and future leaders. In order to accomplish our goals of student development, Campus Recreation, approaches our programs and practices with a specific mission and vision:

## **Mission**

Campus Recreation is an energizing force that utilizes play to enrich the lives of others through education, inclusion, and the relentless pursuit of excellence. Rooted in our values, we motivate, inspire, and empower the UD community to lead healthy, active, and balanced lives.

## **Vision**

Intentional, developmentally focused experiences meet fun on the journey to where sport, play, and life meld to create the foundation for lifelong wellness.

## **2.1 → STAFF OVERVIEW**

UDCR staff encourages club officers to seek advice, guidance, and support not only from each other, but also the UDCR professional staff. For any immediate questions or concerns regarding clubs, please contact the Assistant Director of Sport Clubs for an immediate response:

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### 3 → SPORT CLUB DESCRIPTION

What is a sport club?

- A student organization recognized through the Center for Student Involvement (CSI) that exists to compete, promote, and develop interest in a particular sport or physical activity. All sport clubs are student-run organizations that provide students opportunities in experiential learning, organizational skill enhancement, and leadership development

Sport Clubs encompasses a range of instructional, recreational, and competitive athletic organizations, with an emphasis on student leadership, management, and experiential learning. For student organizations to be recognized sport clubs at the University of Dayton, student organizations must adhere to the following parameters and definitions in order to apply:

- 1) An organization must be instructional, recreational, and/or competitive in nature (or a combination of those elements) to maintain sport club status within UDCR
- 2) The club must be a current registered student organization in good standing for at least two (2) consecutive semesters
- 3) Club must have a minimum of five (5) active student members on its roster
- 4) Club cannot be a duplicate nor have strong similarities of a current Dayton sport club
- 5) It is extremely beneficial that a club has a recognized governing body and/or is a NCAA sanctioned sport
- 6) Club's mission, purpose, and activities must be consistent with the University of Dayton's Commitment to Community, as well as the mission and values of UDCR
- 7) University of Dayton Campus Recreation reserves the right to reject any request for application from a club should it not meet the mission, vision, or values of the department, meet an athletic purpose, nor the mission of the University of Dayton.

Following two consecutive semesters of approved and active status on UD's campus, a student organization can apply for sport club status within Campus Recreation. Student organizations can apply by completing a 'New Club Application' form and proposal and submitting it to the UDCR main office.

- The UDCR staff and Sport Club Council reserve the right to approve and reject any proposal submitted by a student organization. Factors contributing to approval or disapproval of a proposal include, but are not limited to, viability of club success, inclusivity of club membership, financial feasibility of long-term success, and UDCR facility availability

### 3.1 → CURRENT UD SPORT CLUBS

Baseball	Rugby (Women's)
Basketball (Men's)	Running
Basketball (Women's)	Soccer (Men's)
Boxing/ Kickboxing	Soccer (Women's)
Field Hockey	Softball
Golf	Swimming
Gymnastics	Taekwondo
Ice Hockey (Men's)	Tennis
Irish Dance	Triathlon
Lacrosse (Men's)	UD Dance
Lacrosse (Women's)	Ultimate (Men's)
Life Itself Dance	Ultimate (Women's)
Powerlifting	Volleyball (Men's)
Quidditch	Volleyball (Women's)
Racquetball	Water Polo (Men's)
Rowing (M)	Waterski
Rugby (Men's)	Wrestling

### 4 → SPORT CLUB FORMS AND DOCUMENTS

#### OrgSync and Student Organization Governing Documents

All student organizations utilize an online management system for student organizations, OrgSync. The *OrgSync* software is the system utilized by all student organizations in order to upload required documents, register organizational events, and updated rosters. The following documents are necessary for sport clubs on the *OrgSync* software:

- Constitution
- SMART Goals
- Roster
- Personal Vehicle Form (accessible during event registration)
- Sport Club Release & Agreement Form (accessible during event registration)

It is strongly advised that student organizations revise and approve their governing documents at least one time during the academic year. Most years, there will be minimal changes and the organization simply needs to approve the governing documents as they currently stand. If the organization is not tied to a national/international affiliation, officers should take the time to review the documents to ensure that their officer job descriptions, mission statements, their organizational purpose, and financial information are updated.

- If changes are made to governing documents, they should be uploaded to the documents section of *OrgSync*. CSI requires each organization to review their governing documents at minimum, every **three** years.
  - Once the aforementioned forms are uploaded to the student organization's *OrgSync* page, the organization can receive university approvals for hosting and conducting events.
  - Further guidance and answers to FAQ can be found in the Student Development site for student organizations:  
<http://www.udayton.edu/studev/involvement/organizations/new.php>



#### 4.1 → ORGANIZATIONAL CONSTITUTION

Each student organization is required to have a constitution that will serve as the basic framework of the organization. The constitution should reflect the practical operations and procedures of the club. The content of the constitution must contain:

- Club name
- Statement of purpose that addresses the goals and direction of the group
- Membership requirements
- Dues structure
- List of officer positions including qualification requirements, duties, and duration of terms for each position
- Election or selection process for officers
- Meeting provisions and quorum required to conduct and transact club business

#### 4.2 → SMART GOALS

One of the many goals of University of Dayton Sport Clubs and CSI is to organize successful clubs each with their individual purpose and competitive mission. It is important for each club to have a direction, a reason for their being and goals that they want to achieve as a club.

#### What are SMART Goals?

SMART Goals provide explicit directions toward intended outcomes, specifically naming who is acting to reach an agreed upon end. Within the framework of a goal statement, individual objectives are written out with a system of measurement to mark the progress toward achievement.

**Defined:**

- a) **Specific:** Devise strategies that are straightforward and emphasize what you want to happen with specific details that provide clarity. Strong action words like *lead, direct, plan, coordinate*, etc., focus efforts on what is to be accomplished. Specific goal statements will answer the “WHO?”, “WHAT?”, and “WHY?” involved
- b) **Measurable:** Establish concrete criteria for measuring progress toward the attainment of each goal you set. Determine a metric by which you can track your efforts, set target dates, and share routine updates. Measurable goal statements answer questions “HOW?” and “HOW MUCH?”
- c) **Attainable:** Set goals that are challenging but reasonable according to a practical, detailed plan. Goals that have the best chance of achievement are those created with buy-in from all parties involved and consider the positive outcomes of accomplishment.
- d) **Realistic:** Find an objective toward which you are both willing and able to work and do not be afraid to set the bar high. Remember that realistic goals should be set in context of what is relevant to your current situation, given the resources, skills, and time available.
- e) **Time-Bound:** Ground goals within a specific time frame that guide progress and ensure routine evaluation en route to the target. Timely goals are more readily attained with a definite end date and answer the question “WHEN?”

## 4.3 → EVENT REGISTRATION: ORGSYNC & UDCR

### Facility Reservation within UDCR

- 1) Complete submit and receive approval for UDCR facility reservation through the UDCR website: [https://www-secure.udayton.edu/studev/campusrec/facilities/Facility\\_request\\_form.php](https://www-secure.udayton.edu/studev/campusrec/facilities/Facility_request_form.php)
- 2) Register event and receive approval through *OrgSync* (2 weeks advance)
- 3) Should the event be a special event or home game, schedule a pre-event meeting 1-2 weeks prior to the event with Assistant Director of Sport Clubs should any unique parameters need to be met

Once facility space has been reserved, a sport club can move forward with registering their event on OrgSync.

### OrgSync Event Registration

Registering Events with the Center for Student Involvement (CSI) requires that **any and every time** your sport club officially meets it is to be registered and approved with the office before that gathering takes place.

**All** organization events must be registered through *OrgSync*, the online database for storing all student organization information. CSI and UDCR require that each sport club utilize *OrgSync* by entering all practices, games, events, competitions, team bonding, team meetings, etc. and have them approved prior to the event date.

- 1) **Do not wait until the last minute to register an event.**
- 2) **Students cannot RSVP to events or sign release and agreement forms until the event is registered and approved by CSI. Be sure to plan ahead.**
- 3) Log in to your group.
  - a. Log into OrgSync.
  - b. Click 'My Memberships' in the red bar at the top of the homepage.
  - c. Select your organization or click All Memberships if you do not see it here.
- 4) Click Events in the toolbar.
- 5) Click on the green Create an Event button
- 6) Complete the information requested.
- 7) At the bottom of the first page, be sure to select the appropriate audience under 'Who can See This', particularly if you will be using the RSVP feature you don't want people who cannot attend the event to see it.
  - a. Most events will fall under the third radio box your organization only
- 8) **If your event involves heightened risk or travel:**
  - a. These events require the use of electronic RSVP and waiver completion.
  - b. First, make sure under participants RSVP is not set to RSVP not required.
  - c. Also, click the arrows to expand the Advanced Options: Assessment and Forms.
  - d. Select 'Pre-Registration Form' and choose the 'RSVP Form (Release and Agreement & Vehicle/Driving Forms)'. This is the only way for participants to complete the Release & Agreement Form and cannot be added once participants begin to RSVP.
- 9) Complete the rest of the event registration form.

- a. If you have any questions or concerns, please contact someone in the Center for Student Involvement and we will be more than happy to assist you with event registration.
- b. Remember, your event may require contacting and communicating with several different offices/departments on campus. The earlier you register your event, the likelier that any problems will be solved and your event approved.

Once the event has been approved, a student organization may move forward with conducting their event.

\*Being a registered student organization does not classify a student organization as a sport club within UDCR. For organizations to be recognized sport clubs within Campus Recreation, further parameters must be met before the organization is eligible for UDCR budgetary support, primary facility access, etc.

#### **4.4 → ORGANIZATION RE-RECOGNITION PROCESS**

Re-recognition is required of all student organizations and sport clubs each year. Re-recognition is a time for student organizations to update all of their group information, including mission, purpose, description, constitution, by-laws, SMART Goals, roster, adviser(s), and more. Updating is completed online through the *OrgSync* software.

- 1) Log into OrgSync.
- 2) Click 'My Memberships' in the red bar at the top of the homepage.
- 3) Select your organization or click 'All Membership' if you do not see it here.
- 4) If your organization has not yet completed the re-recognition or checkpoint, you will see an orange box indicating that your attention is needed.
- 5) Click 'Update Now' in the orange box.
- 6) Fill the form out in its entirety:
  - a. Students must review and update core group information (Mission/Purpose/Description).
  - b. On the second page of the form, you will indicate which checkpoint you are completing. This will allow the system to present you with the appropriate questions; you will not be required to review every organization detail at each checkpoint.
  - c. Be sure to review/update your officers listed.
    - i. You must also update your roster at each checkpoint.
  - d. Click 'My Memberships' and select your organization or click 'All Memberships' if you do not see it here.
  - e. Click – 'People'
    - i. Check anyone you want to remove. Click on 'remove'.
    - ii. Click on anyone you want to move to a different group. Remember, administrators must be placed in the executive leadership group.
    - iii. Click 'invite people' to enter the UD email addresses of all new members. You can send them a message with your invitation and place them into a group (like "New Member" or "General Member").
    - iv. Your members MUST accept membership when they receive the email.
- 7) The submission is reviewed by the Assistant Director for Student Life for approval.

- a. Please note: If your group is not approved for any reason, you will receive an email with additional information.

Please note: Some instruction steps may change for the following year. Each organization President (as listed in *OrgSync* on your roster) will receive an email notification when it is time to re-recognize along with step-by-step instructions.

## **5 → CAMPUS RECREATION FORMS**

At the start of every academic year, UDCR Sport Clubs will have to complete specific documentation pertinent to administering their club operation. Prior to beginning official practices or games, club officers must ensure that the following forms are turned into the Assistant Director of Sport Clubs:

- **Sport Club Manual Consent Agreement**
  - Signed confirmation that you accept the terms and conditions set forth in the UDCR Sport Club Manual
- **UDCR Participant Waiver and Agreement**
  - Consent waiver (must be filled out by ALL participating roster members)

Other documents pertinent to UDCR Sport Clubs:

- **National's Allocation Proposal**
  - Funding proposal for national's/event funding from the Sport Club budget
- **End of Semester/Yearly Report**
  - Fall and Spring semester report summarizing club activities and accomplishments

## **6 → CLUB MEMBERSHIP**

### **6.1 → MEMBER ELIGIBILITY**

Sport club membership is open to undergraduate and graduate students enrolled full-time at the University of Dayton that hold a Campus Recreation membership. Graduate students are eligible for club rosters as mandated by the sport's governing association and club constitution. Faculty/staff are not eligible to be on an active roster and participate in club games.

### **6.2 → PRESIDENT**

The president is the liaison between their club and Department of Campus Recreation. It is imperative that the club president communicates frequently with their club members and the sport club staff to ensure that policies are being followed and that club needs are met. Other roles/duties of a president are as follows:

- Read and understand the contents of the Sport Club Manual to ensure club compliance with UDCR and CSI requirements
- Attend all Sport Club and CSI meetings or send another club officer in your place
- Evaluate coach/instructor at the end of the season, if applicable.
- Inform club members of policies, procedures, expectations, emergency procedures, and other university regulations that must be followed
- Assist in the transition process for future club officers by familiarizing them with the Sport Club manual and other duties required of them
- Submit all registration applications

- Maintain a complete and accurate list of memberships, officers, advisor, and coaches: numbers, addresses, email addresses, etc.
- Submit/update active roster list on *OrgSync* and submit completed UDCR participant waiver and agreement form to Assistant Director of Sport Clubs
- Hold regular meetings with club members.
- Submit semester and annual reports to the Sport Club office
- Assist club treasurer in preparing the annual budget, tracking financial status, depositing funds and submitting withdrawal requests
- Promote good sportsmanship on and off the field
- Ensure that safety measures are addressed at all club practices, competitions, or activities
- Enforce safety measures, along with the risk management officer, as they related to injury prevention and head injury protocol
- Implement proper disciplinary action procedures when warranted
- Assist and supervise fundraising projects

### 6.3 → VICE-PRESIDENT

Role: Serve as the club representative in the absence of the president

- Schedule facilities for practice, games, and/or special events
- Assist with travel arrangements
- Coordinate fundraising events
- Notify the Assistant Director of Sport Clubs and staff of travel, fundraising, and changes to club related events
- Read and understand the contents of the Sport Club Manual
- Coordinate logistics with regard to securing officials, support personnel and preparing game site for practice and/or competitive matches

### 6.4 → TREASURER

Role: Keep current financial records by documenting deposits, withdrawals, and purchase orders. Others duties include:

- Make sure club funds are used properly
- Ensure sound financial business is conducted in compliance with policies and procedures
- Ensure that club members have paid membership dues on time
- Assist with club fundraising activities
- Coordinate any club purchases or travel reservations with the Sport Club staff

### 6.5 → SAFETY OFFICER

Role: certified CPR and First Aid club member that will assist in providing first responder care when necessary and ensure that club members are following safety protocols

- UDCR will provide opportunities for club officers to become certified in American Red Cross CPR/First Aid
- American Red Cross CPR/First Aid classes are conducted through UDCR
  - Registration fee: \$35; is a reimbursable item
- Utilize emergency travel folder provided by UDCR, which stipulates emergency contact info and first aid guidelines when traveling
- Club presidents will be notified once the schedule of classes has been set

- Clubs are required to have at least one active player to be American Red Cross CPR/First Aid certified
- If your club is interested in having more than one club member certified, please visit with the Sport Clubs staff to discuss your options.

Some responsibilities of the Risk Management/Safety Officers will include:

- Travel with team emergency contact list for all traveling club members
- Ensure at least one Risk management/safety Officer is present at **all** club activities
- Communicate changes in Sport Clubs rosters with the Sport Clubs staff
- Work with the Sport Clubs staff to ensure that First Aid travel kits are stocked and prepared for club trips
- Communicate risk management policies with club members
- Ensure all members have completed and turned in UDCR Sport Club Participant Waivers to the UDCR Main Office prior to the official start of practice
- Share risk concerns with the Sport Clubs staff and Sport Club Council
- Oversee the completion of camp forms for youth clinics or camps
- Complete risk assessment for special event planning

In addition to these administrative positions within a sport club, officers can consider having the following roles in order to facilitate successful club administration:

- Secretary
- President-elect
- Event planner/manager
- Community service
- Fundraising
- Marketing/Promotion
- Social Media

## 7 → ADVISERS

Clubs must select a club advisor each year. This advisor must sign off on the initial Request for Affiliation form. The advisor may be any University of Dayton faculty or staff member; undergraduate or graduate student employees are not permitted as club advisors. A club may use their advisor as they deem appropriate; however, an advisor should adhere to three main principles in terms of their relationship with an organization:

- Continuity -- ensure a positive officer transition and share historical perspective
- Align organization's mission with the institutional mission -- assist in program purpose and content development
- Foster growth and development of students

Furthermore, an advisor's duties and service to the club include the following:

- Act as a mentor, motivator, policy interpreter, and conflict mediator for club members
- If necessary, attend meetings of the club and assist the club participants in their student-run organization, planning of projects/events, and advise in the reforms of club operation to be effective and realistic
- The advisor should provide financial supervision of the organization and make certain the group is maintaining accurate and accessible financial records
- Advise and offer guidance in schedule/event planning

- Attending games or matches to support the club when they are playing at home
- Assist group members in maintaining a balance between academic responsibilities and activity commitments
- Serving as a source of information and expertise in regard to operations and logistics
- Inform the University community of the Sports Clubs program and opportunities available to students and alumni

## 8 → COACHES/INSTRUCTORS

Coaches and/or instructors are defined as individuals who volunteer, or are hired, by Sport Clubs to teach and/or coach club members in a particular sporting activity. Many Sports Clubs benefit from the leadership of a coach or instructor. Any sport club is able to have a coach/instructor participate in club activities; however, any club coach or instructor will have a series of parameters that will need to be met in order for them to participate in club practices, games, and other functions.

### 8.1 → COACH/INSTRUCTOR REQUIREMENTS

- The selection of all coaches and/or instructors is the responsibility of the club and subject to the approval of the Assistant Director of Sport Clubs and/or the Director of Campus Recreation.
- Coaches/instructors must follow University of Dayton, division of Student Development, and Campus Recreation policies and procedures
  - These include but are not limited to:
    - Encourage student member involvement in all club operations
    - Know emergency procedures for facilities utilized by the club
    - Know health and safety requirements of the club's activities, including the inspection of sports gear, and reporting of potentially dangerous facility conditions to the coordinator of club sports when necessary
    - Restrict club involvement to teaching and coaching in practice and game settings
    - May not participate in club competition
    - Instructors and/or coaches must not participate or contribute in the club's administrative or decision-making process. The club president will serve as the liaison between the club and the Assistant Director of Sport Clubs
- Instructors and/or coaches of clubs that utilize Department of Campus Recreation facilities are restricted to access only during scheduled club activity
  - Any coach/instructor found to be utilizing UDCR facilities for non-club related activities outside of their club's assigned facility reservation will face disciplinary sanctions
  - Family members, friends, or other associated of the coach, not serving a specific instructional role with the club are not permitted to attend club practices on UDCR facilities

## 8.2 → COACH/INSTRUCTOR DOCUMENTATION

- The coach/instructor may be a graduate student, full-time faculty/staff member, or a non-UD affiliated individual. All instructors/coaches must complete the following prior to beginning their working relationship with the team:
  - 1) Successfully complete background check
  - 2) UDCR Coach/Instructor Contract with attached job description as outlined by the club
    - a. Detailed list of expectations, requirements, and compensation
  - 3) Completed W-9 Form (if coach is to receive a stipend or if volunteer coach is seeking reimbursement of travel fees)
  - 4) Hard copy/digital verification of First Aid/CPR Certification
  - 5) Complete UDCR coach/instructor training
  - 6) Fulfill UD sexual harassment training
- All clubs must ensure that a signed UDCR coach/instructor contract remains on-file with the Assistant Director of Sport Clubs BEFORE any coach-led activities are done or instruction is given
- Coaches/Instructors may not serve as club officers – or administer responsibilities of the club – unless they are a current student of the University of Dayton
- Coaches/Instructors are renewed on a year-to-year basis
- Should a coach/instructor not pass a background check they will not be permitted to work for a club

## 8.3 → PAID COACHES/INSTRUCTORS

- Clubs reserve the option to pay coaches/instructors a stipend for their contributions to the club
  - Any coach/instructor receiving a stipend from the club is to be considered a part-time, University of Dayton employee
- The selection of all paid coaches and/or instructors is a collaborative effort initiated by club officers and reviewed/authorized by UDCR administration
- In addition to the required documentation of all coaches (mentioned above), coaching candidates that are to receive a stipend from their respective club must meet with the Assistant Director of Sport Clubs prior to the beginning of organized team functions.
  - At this meeting club coaches will discuss the specifics regarding their role with the team, their expectations of the department, and departmental expectations of them
  - As part-time employees, these coaches/instructors are subject to specific rules & expectations of UD Campus Recreation. These include, but are not limited to:
    - Submitting monthly reports on team progress, updates, issues, etc.
    - The coach/instructor must understand and accept the philosophy and mission of Student Development and Campus Recreation Sport Clubs program
    - Be cognizant that the club members and Campus Recreation staff, reserve the right end the contractual relationship if they feel that team goals/needs aren't meant and/or if a coach/instructor is in violation of rules/policies of the University.



#### 8.4 → VOLUNTEER COACHES/INSTRUCTORS

- Non-Paid/volunteer coaches/instructors are subject to the same rules and provisions that apply to paid coaches/instructors
- Volunteer coaches/instructors are **NOT** considered employees of the University of Dayton or Campus Recreation
  - Volunteers may **ONLY** be reimbursed for fees paid toward club travel or equipment from club accounts; coach must submit a W-9 if they intend to seek reimbursement of specific fees paid toward the club
  - These items are limited to:
    - Gasoline purchases made during club travel
    - Hotel reservations made for club stay
    - Vehicle reservations made for club travel
    - Equipment purchases made for club
- Volunteer coaches/instructors are expected to uphold the rules, policies, and procedures set forth by Campus Recreation and the club for which they assist
- Club officers set forth the terms and expectations of their coaches/instructors and initiate contact with securing a coach/instructor
  - Should any non-paid/volunteer coach/instructor be in violation of university, departmental, or club rules, they may face suspension or termination of their relationship with the club

#### 8.5 → DISCIPLINE PROCEDURES FOR VIOLATIONS

While acting as or instructor of a sport club, all coaches and instructors are responsible for adhering to local, state, and federal laws and all applicable policies, guidelines, and procedures put in place by University of Dayton Campus Recreation, CSI, and the University of Dayton. Campus Recreation professional staff reserves the right to initiate a removal process of any coach or instructor at any time without cause or justification. Violations can include, but are not limited to, the following:

- Local, state, and federal laws
- Sport clubs, Campus Recreation and University of Dayton policies, guidelines, or procedures
- Campus Recreation facility policies
- Use of university property and programs for personal gain, i.e. revenue

It is the right and obligation of the sport club program to protect the club and if, in the staff's opinion, the coach or instructor is not meeting expectations deemed in the best interest of the club, the coach or instructor may be relieved of duties. Please note that these regulations and sanctions apply to student coaches and non-student coaches. Campus Recreation reserves the right to suspend club privileges if club officers do not comply with this request.

#### 9 → SPORT CLUB COUNCIL

The Sport Club Council (SCC) was created in order to promote and assist the administration of Sport Clubs at the University of Dayton to serve their common and best interests, and to assist the Assistant Director of Sport Clubs. Officers shall consist of elected members to the SCC and act as the administrative and judicial body of the SCC.

### **9.1 → RESPONSIBILITIES OF THE COUNCIL**

The Officers of the SCC shall have the following responsibilities

- Called not only to respect themselves and others, but respect the value and dignity of themselves and others. They are called to make decisions for the common good of their fellow sport clubs, as well as always keep in mind the Marianist tradition
- Maintain and supervise the distribution and compilation of a list of all activities recognized by the SCC
- Be responsible for upholding the standards and practices expected of all club members as outlined in this manual and within the Student Handbook
- Advocate for the members for funding allocation, space allocation and other resources
- Act as liaison between club members and Assistant Director of Sport Clubs/Director of Campus Recreation
- Approve and provide access of knowledge to coaches and instructors
- Recommend allocation funds to Sports Clubs during Budget Allocation process

### **9.2 → CURRENT OFFICERS**

2014-2015 Sport Club Council Members

- President: William Hedley, Boxing
- Vice-president: Vacant
- Treasurer: Shelby Schaffner, Tennis
- Secretary: Greg Mahrer, Baseball
- Chairs: Kari Scott, Basketball (W)
- Faculty/Staff Advisor: Don Vince

### **10 → CLUB OFFICER MEETINGS**

UDCR requires that certain officers attend officer in-service meetings to learn about program policies and receive any departmental updates affecting their clubs. Furthermore, officers will be presented learning initiatives aimed at addressing challenges they face as club officers and steps that they can take in order to overcome them. Some of these learning modules will include hazing prevention training, alcohol harm reduction training, sexual harassment training, and others.

Additionally, club officers will have the opportunity to raise awareness to any issues affecting their clubs and to clarify any specific policies/procedures. Presidents must attend all meetings, although they may send another officer in their place in the event they cannot attend. Treasurers must attend the Treasurer's Training & Budget Allocation meeting in early October in order to present proposals for budget allocations.

### **11 → UDCR CONDUCT VIOLATIONS**

Violation or non-compliance by a club with regard to University policies, campus regulations, and Campus Recreation policies and procedures may result in disciplinary sanctions for the sport club and/or individual member(s) involved. Depending on the frequency of minor infractions or incidents of major infractions, UDCR will act to discipline club members and/or clubs themselves if found liable of violating the Student Code of Conduct and/or UDCR policies. Clubs may be disbanded and/or individuals banned from participation in further sport club activity.

### 11.1 → MISCONDUCT

Failure to comply or abide by University of Dayton and/or UDCR policies and procedures may result in loss of funding, loss of facility use, the postponement and/or cancellation of all current and future club activities, as well as the loss of student organization status.

- All sport club members must maintain and uphold the UD Campus Recreation values in addition to following all university policies.
- Any infractions may result in repercussions to the entire club.
- These infractions may include violations of
  - Alcohol policy, hazing, drug policy, sexual harassment, unsportsmanlike conduct, club fund mismanagement, and any other school or legal issue.
- Each sport club member represents his or her team while at the university and off-campus, therefore the actions of one may affect others. Please keep in mind that any team event or activity must be appropriate and not draw negative attention to the university.

Any conduct violations reported and documented will be subject to sanctions imposed by the Office of Community Standards and Civility (CS&C). Depending on the severity and circumstances of the infraction, the student and/or the club can be held liable.

### 11.2 → WARNINGS

Warnings exist for the Sport Club Administration to officially note any potential disciplinary issues that may be apparent within the club. Clubs will be notified of any warnings via an emailed memorandum to the club officers. A second warning in the same academic year to a club automatically leads to a minor infraction, which is outlined below.

### 11.3 → MINOR INFRACTIONS

Examples of minor infractions include but are not limited to the following situations:

Receiving two or more warnings within the same academic year

Failure to submit required forms and documentation in a satisfactory manner within the timeline established by UREC administration

- Includes travel paperwork, monthly status reports, submitted roster forms etc.
- Unauthorized club travel by individual members or clubs as a whole
- Failure to comply with or violation of travel policy guidelines
- Non-use of reserved facilities
  - If your club plans on not using previously reserved space (for practice or competition), you must notify the Sport Club Office no later than 24 hours prior to event beginning; failure to do so is a minor infraction

#### **For Minor Infractions:**

If the infraction is the club's first during the current academic year the following steps are taken:

The Sport Club administration will notify all club representatives in writing via an emailed memo stating:

- The reason for the infraction
- The specific funding consequences, if applicable

- The possible consequences the club will face if additional infractions occur
- Any potential loss of facility practice space

### **Second Infraction**

If a second minor infraction occurs during the same academic year, the following steps are taken:

- The club will receive a disciplinary infraction. As a result of their disciplinary infraction:
- Clubs will have allotted funding total lowered by either 1% - 5% for the remainder of that academic year, depending on the infraction incurred.
- If a club has already applied for and received their full allocation, they can lose up to \$150 of their allocation for the following academic year as determined by the Sport Club Council and the Sport Club administration.
  - a. Clubs committing two minor infractions will lose their eligibility to apply for national's funding and will affect their practice space reservations for the subsequent semester.
  - b. Clubs that utilize UDCR facilities for their practices and competitions may also lose their practice or competition times as a result of an infraction notice.
- If a third infraction occurs during the same academic year, the club will be disciplined in the manner of a **major infraction**.

### **11.4 → MAJOR INFRACTIONS**

Examples of major infractions include, but are not limited to, the following:

- Any violation in regards to the University Student Code of Conduct
- Displaying conduct that is incompatible with the University's function as an educational institution and the purpose of the Sport Clubs program.
- Unsportsmanlike conduct towards officials or opponents, unacceptable verbal/physical abuse of UDCR staff; disruptive behavior on trips, etc.
- Misuse or misappropriation of club funding
- Allowing ineligible individuals to participate in club activities, including non-students
- ANY ALCOHOL, TOBACCO, or CONTROLLED SUBSTANCE POSSESSION VIOLATIONS

### **For Major Infractions:**

- All club activities are immediately suspended until further notice.
- A meeting with the club's representatives and the Sport Club Administration is scheduled.
- Input from appropriate administrators and staff members will be solicited when deemed appropriate.
- The Sport Club Administration will determine the disciplinary action(s) that will be taken.
- The club is notified in writing of the disciplinary actions and is reminded of their right to appeal the decision.

## **Disciplinary Actions**

Possible disciplinary actions that may be taken include, but are not limited to:

- Suspension of club activities
- Loss of travel privileges
- Club funding restriction, both in current year as well as in future year
- Loss of facility use
- Loss of UDCR departmental funding
- Loss of Sport Clubs status and affiliation with University of Dayton Campus Recreation

The Sport Club and Campus Recreation staff also reserve the right to discipline specific individuals, including coaches, depending on the severity on the situation. Examples of this can include the suspension of an individual from club activities or the removal of an officer and/or coach of their leadership position. Possible violations of the Student Code of Conduct will be referred to CS&C to assess an appropriate response. In addition to discipline levied by CS&C, Campus Recreation may enact further sanctions.

### **11.5 → APPEAL PROCESS WITHIN UDCR**

- The appeal process exists to ensure that all disciplinary actions taken against Sport Clubs are fair and equitable. The person to whom a disciplinary decision is appealed will review the previous decision and rule on its appropriateness given the infraction(s) committed. Sport Clubs who initiate a disciplinary appeal are advised that the person who hears the appeal, may at their discretion, levy a stiffer penalty than the disciplinary decision that is being appealed.
- Appeals of disciplinary decisions involving decisions of the Assistant Director of Sport Clubs, Sport Club staff, or Sport Club Council will be forwarded to the Associate Director and Director of Campus Recreation who will rule on the appeal after investigating the situation. Clubs are again reminded that the Associate Director or Director of Campus Recreation may uphold, reject, or modify the decision of the Assistant Director of Sport Clubs.

### **Filing an Appeal**

All requests for appeals must follow the following procedures:

- Written notification from the Sport Club's representative to the Assistant Director of Sport Clubs.
- Indicating the club's reason(s) for the appeal and any circumstances related to the situation that caused the infraction, must be submitted within five working days. The appeal will be forwarded to the appropriate person and the club's officers will be notified in writing as to when and where they may present evidence supporting their appeal. When a decision has been reached, the club's officers will be notified in writing of the decision.

### **12 → STUDENT CODE OF CONDUCT**

The University of Dayton Campus Recreation office is committed to maintaining high standards through the rules set forth by all sport clubs via their constitution as well as the guidelines found in the Student Code of Conduct. Sport Clubs and/or the individual

members of the club may face disciplinary action for misconduct while participating in any club activity on or off campus. Acts of misconduct can be defined as a conduct or behavior that may compromise the integrity of the Sport Club program, Campus Recreation, or the University of Dayton, and are prohibited.

Such misconduct includes, but is not limited, to:

- a) Violation of any local, state, or federal law, violation of the Student Code of Conduct or any other university policy, rule, or regulation
- b) Consumption of alcohol by any participant, coach, officer, or affiliate of the club at any club event, competition, trip, or function (this is a zero-tolerance policy and will result in immediate suspension of the participant, coach, and/or club)
- c) Harassment or sexual harassment
- d) Use obscene gestures or profane, provocative language or actions toward an official, student, coach, or spectator, at any club function/event.
- e) Publicly criticizing a game official, conference personnel, another university member, or a student-athlete or personnel of another university member.

#### 12.1 → ALCOHOL

- Use and/or possession of alcoholic beverages under the legal drinking age, distribution of alcoholic beverages, drinking in public, public intoxication, manufacturing alcohol, drinking & driving, possessing consumption devices and mass containers (kegs/mixed alcohol from a common source outside of its original packaging), abuse (requiring medical attention, passing out, vomiting, loss of memory or hospitalization) are not permitted.
- High risk drinking activities also constitute abuse of alcohol. Such activities include but are not limited to drinking large quantities of alcohol, consuming alcohol at an accelerated pace (chugging), participation in drinking games, use of beer bong, and/or any activity that promotes irresponsible drinking.
- Any item that is used to rapidly consume alcohol or used to facilitate high risk drinking may be confiscated and may not be returned. Additionally, the use of alcohol containers/packaging for decoration and/or signage is not permitted in residential areas where alcohol is prohibited. \*Note: Students are responsible for all aspects of the code of conduct both **on and off** campus
- Consumption of alcohol during registered club events is strictly forbidden. Failure to abide will result in disciplinary action.
- A club could be found partially responsible if creating the circumstances for which an alcohol-related incident occurs. Therefore, clubs are advised to not congregate representing their club or organizing functions having alcohol.

#### 12.2 → SANCTIONS

- Failure to comply or abide by University of Dayton and/or UDCR policies and procedures may result in loss of funding, loss of facility use, the postponement and/or cancellation of all current and future club activities, as well as the loss of student organization status.
- All sport club members must maintain and uphold the UD Campus Recreation values in addition to following all university policies. Any infractions may result in repercussions to the entire club.

- These infractions may include violations of the alcohol policy, hazing, drug policy, sexual harassment, unsportsmanlike conduct, club fund mismanagement, and any other school or legal issue.
- Each sport club member represents his or her team while at the university and off-campus, therefore the actions of one may affect others. Please keep in mind that any team event or activity must be appropriate and not draw negative attention to the university.
- Any conduct violations reported and documented will be subject to sanctions imposed by CS&C. Depending on the severity and circumstances of the infraction, the student and/or the club can be held liable.

### 13 → HAZING PREVENTION

#### *University of Dayton definition of hazing:*

Hazing is a broad term encompassing any planned/executed action or activity, by or against an active member, associate member, pledge or potential member or new member of an organization or group that inflicts physical or mental harm, distress, anxiety, or which may demean, degrade, embarrass or disgrace any person, regardless of location, consent or intention is prohibited. Examples of hazing include but are not limited to:

- Forced consumption of food, alcohol, drugs or any other substance
- Forced physical activity not consistent with one's sporting activity
- Deprivation of food or sleep
- Physical acts such as branding or paddling

Students may not imply that a person would be shunned, removed, or not initiated for failing to participate in any form of hazing. Any action or situation that intentionally or unintentionally endangers a student, who is attempting admission into or affiliating with any student organization or sport club, is strictly prohibited.

#### 13.1 → HAZING SANCTIONS

A hazing incident may be reported by anyone, a person whom the activity directly affected, a person who assisted in the implementation of the activity, University personnel who witnessed the activity, or community members who witnessed the activity. Situations involving hazing may be reported to UDCR, CSI, Community Standards & Civility, or Public Safety

- When a sport club is found to be involved in a possible hazing activity Campus Recreation and/or Community Standards & Civility will initiate disciplinary review and action
- Such actions shall be conducted in compliance with conduct proceedings as outlined in the UD Student Handbook. Should further investigations be needed the university will pursue that investigation
- If there are violations of policy and the club's constitution and purpose present in the report, the organization will be notified via email through the president of the organization of the possible violations.
- Sport Clubs or individuals found in violation of the Student Code of Conduct shall be subject to a range of consequences the University deems appropriate
  - Furthermore, sport clubs found in violation of the Student Code of Conduct will be subject to sanctions within UDCR

- These include but are not limited to
  - Loss of club funding, facility space, and other benefit
  - Removal of club officers, members, and/or coaches/instructors
  - Required additional training with Community Standards & Civility and/or meetings with UDCR staff
  - Suspension or loss of club standing or status

### **13.2 → HAZING PREVENTION RESOURCES**

Individuals seeking to report incidents of hazing can do so through a variety of campus resources. In the event a hazing incident is witnessed or made apparent, the University of Dayton has a hazing report form that can be found here:

<http://www.udayton.edu/studev/involvement/greek/orgs/resources/hazing/index.php>

For further assistance, one can contact the following university partners for guidance and help:

- \*Emergency: In a medical or other emergency of any kind, immediately dial 911 or contact Public Safety on campus at 937-229-2121.
- \*Non-Emergency: For additional assistance and in cases of a non-emergent situation, please contact the University of Dayton through any one of the following offices.
  - Public Safety: 927-229-2121
  - Office of Community Standards & Civility: 937-229-4627 or by submitting an online report at [udayton.edu/studev/civility](http://udayton.edu/studev/civility)
  - Dean of Students Office: 937-229-1212
  - Assistant Vice President for Leadership Development: 937-229-2229
  - Center for Student Involvement: 937-229-3333
  - Greek Life: 937-229-4114
  - Division of Athletics: 937-229-4404
  - Sport Clubs: 937-229-2712
  - Speak to a Resident Assistant or other staff member in an on campus living area
  - Other: When an uncertain situation arises at any point, contact your group/organization adviser, who can be a liaison and connect you with additional resources. He/she may help you report emergencies or non-emergencies to appropriate authorities.

### **14 → CLUB FINANCES**

Sport Clubs are required to maintain their budgets to hold a positive balance as well as to account for membership dues as well as expenses they may encounter. Clubs must review and update their budgets on a bi-weekly basis order to ensure that they stay within operating budget for their endeavors during the current academic school year, as well as maintain financial stability for future iterations of their club operation.

- Clubs will be required to present a structured budget to the Assistant Director of Sport Clubs utilizing a provided UDCR budget template or an approved template of their choosing

#### **14.1 → FINANCIAL ACCOUNTS**

Each sport club is required to have a bursar account with UDCR or the University Bursar, no other accounts, including those with third-party lenders, are permitted. If at any you need an



updated account balance or care to review transactions made through UDCR, inquire with the Assistant Director of Sport Clubs.

#### **14.2 → CLUB PURCHASES**

The University of Dayton is a 501(c)3 tax-exempt organization meaning sport clubs falling under Campus Recreation's supervision are also tax-exempt. Due to this, there are specific parameters that clubs need to abide by with regard to financial purchases. Items such as uniforms or athletic equipment **must** be purchased through the Campus Recreation office.

Items with unit prices greater than **\$40** are deemed a "gift" and are taxable per individual receiving them.

**Any purchase that can be made via debit/credit card transaction should be made through our department to ensure the most efficient transaction.** Additionally, this would eliminate individual members being taxed on items received.

Please refer to the information below:

#### **Club Purchases through UDCR**

- Club must provide itemized invoice; sales tax must not be applied to the total
- If sales tax is applied, club must inquire with the vendor whether any tax exempt documentation can be applied where-in our department can supply that information
- If the vendor cannot remove the sales tax, then an alternative vendor must be utilized

#### **14.3 → DEPOSITS**

When making a deposit to your sport club account, an officer of the club must complete and submit the proper deposit form to the Campus Recreation office. Any deposit made within the UDCR main office on behalf of a club member is deposited directly into each club's individual account. Deposit forms are available within the UDCR main office suite.

#### **14.4 → REIMBURSEMENT REQUESTS/CHECK PAYMENTS**

Withdrawal requests such as a reimbursement or payment of an invoice are processed through the UDCR main office.

- **All reimbursement requests MUST be accompanied by an original receipt of purchase**
- It is important to note that cash is **NOT** exchanged within the UDCR main office for reimbursement requests
- Each reimbursement request will be issued as a check to the individual indicated on the withdrawal form (located in the UDCR main office)
- Allow at least **10-14 business days** for a reimbursement/check request to be approved from the time it is turned into the university purchasing department for a check to be issued to the appropriate individual/group.
- Time-sensitive payments must be turned in as soon as possible to ensure prompt delivery.
- Eligible items for reimbursement include:
  - **Tournament or Event Fees:** Fees include any registration fee or cost for admittance or participation in club competition or event.

- **Travel Costs:** Can include gas, lodging, or tickets (plane/train) to attend competition /event. Travel costs do not include food, drink, or social functions.
- **Officials or Staff Costs:** May include any officials or staff necessary to run club competition or event.
- **Equipment:** Sporting equipment necessary to participate in the sport.
- **Uniforms:** Include any team jerseys, shorts, warm-ups, or other team apparel.
- **Facility Rental:** Renting of facility space for either regular practice times or special events/competitions.
- **Event Awards or Special Gifts:** The club may purchase trophies, plaques, or other gifts for teams and/or club member recognition.
  - If seeking reimbursement for gifts purchased for individuals or a sole individual, one's reimbursement request, must be submitted with a W-9 for every individual which received the gift
  - Per IRS regulations, any gift values over \$40 is a taxable item and must be claimed/attributed to the individual receiving said item
- **Other:** Money for costs not specified above by the president or treasurer must obtain approval from the Assistant Director of Sport Clubs to confirm reimbursement options

#### 14.5 → MEMBERSHIP DUES

Sport clubs are not required to charge membership dues to join the club, yet many clubs do in order to facilitate operating costs of the club. Dues typically go towards league membership fees, cost of referees, or costs associated with facility rentals. Dues are to be deposited into the club account by the date referenced on the player participant waiver. A dues submission date is **required** of all clubs to ensure proper financial records are kept of all individuals. A membership dues payment due date is established within each club internally as every club's dues/finances are dependent on their particular needs.

#### 15 → UDCR TRAVEL PURCHASE REQUEST

One of the largest expenditures for clubs concerns costs associated with travel. In order to ease some of the financial burden from a club's upfront travel costs, UDCR can assist in facilitating credit card authorizations of certain hotel and/or rental vehicle reservations.

- Any UDCR credit authorization will be charged against each individual club's account and handled via an internal transfer. Any other costs incurred during travel, including gas, tolls, etc., are to be paid by club members; however, individuals may turn in requests for reimbursement. In order to have UDCR assist with travel purchases, have a club officer do the following:
  - Fill out a UDCR Travel Purchase Request; located in the UDCR main office
  - Attach an invoice and/or confirmation page for your hotel/vehicle reservation
  - A travel purchase request for a hotel must be turned in no later than 5 business days prior to departure date so as to ensure an authorized purchase is accepted the vendor (some hotel companies strictly enforce a deadline to authorize a credit card authorization.

#### 16 → UDCR BUDGET ALLOTMENT

Campus Recreation has a specific amount of money for the purpose assisting UD Sport Club. Each sport club will have the opportunity to apply for funds from the UDCR Sport Club allotment fund by offering a budget proposal and presentation to members of the Sport

Club Council. Representatives from each club will be given 5 minutes to present their budget to the SCC in order to request for the use for additional funding for their club. The following expenses will be taken into consideration for awarding the fund:

- Large, one-time equipment purchases (not including uniforms)
- Travel expenses
- League or national association dues
- Facility rental for practice or home contests

The number of active members and the cost of per player dues will be taken into consideration when deciding the funding allotment. Other factors that can determine the amount allocated will be club history of conduct, longevity of club success, and practicality of what will be purchased. The amount of funding your club receives will be given a specific purpose and will be put to use for that purpose before the end of the season. Clubs must spend the requested money on the approved purchase **within the academic year**.

**Items proposed for allocated funding are determined by the clubs.** Considerations for approval include:

- 1) Organizational structure and fulfillment of responsibilities to the department (and University)
- 2) Leadership in recruitment and retention of new and existing members
- 3) Organization in planning and development of club business
- 4) Proper use of funds provided the previous fiscal year
- 5) Financial commitment through generated revenue (e.g. donations, fundraisers, membership dues, etc.)
- 6) Longevity and stability
- 7) Needs proportionate to demand (e.g. club size, equipment, travel, operational expenses, etc.)
- 8) Service to the University community (students, faculty, staff, etc.)

## 17 → TRAVEL

Sport Clubs function as part of the University of Dayton campus community and are representative of the University as they travel. Consequently, they are held to a high level of conduct both as a collective organization and as individuals. UD Campus Recreation, the Center for Student Involvement, and Community Standards & Civility have established the parameters of acceptable behavior for student organizations and individuals. Sport Club presidents need to be aware of them and ensure their members adhere to all policies and procedures. Depending on the sport, clubs must be prepared to travel for practice, league games, tournaments, clinics, or any other sport-related business. It is expected that planning takes place at least two weeks prior to any event that necessitates travel. All off-campus travel for organizational purposes must be registered regardless of time and distance from UD or the number of students traveling. This includes practices, games/matches, clinics, etc.

- **All club members and coaches are NOT permitted to consume alcohol while traveling for recognized & approved university trips. A club's travel isn't complete until a safe return to campus.**

### 17.1 → GROUND TRANSPORTATION

- *Third Party Transportation* - contracting a charter vehicle with a third party vendor who has insurance coverage

- *University Vans/Vehicles* - renting a University vehicle for any registered University event/trip
  - University vans must not carry more than 12 passengers (including the driver) at any given time.
  - UD vehicles are alcohol, tobacco, and drug free spaces. Use or transportation of either substance is strictly prohibited
  - If your organization qualifies to rent a University of Dayton van, a reservation can be made by contacting one of the following departments:
    - **Campus Recreation:** 937-229-2731
    - **Center for Student Involvement:** 937-229-3333
    - **Center for Social Concern:** 937-229-2524
    - **UDIT:** 937-229-3511
      - a) **Each department has differing rental rates for usage.**  
Please inquire with each respective department as to charges that could be incurred
- *Personal Vehicles* – Personal vehicles must be registered through the Center for Student Involvement by using the ‘Personal Vehicle Liability form’
  - Any personal vehicle being driven must be properly insured through the state of registration and the driver must be registered as an insured driver
  - The individual insurance policy on that vehicle will always be the primary coverage policy in the event of an accident/incident. The University does not provide coverage for personal vehicles or its occupants
  - It is highly advised that students who are driving a vehicle that is not registered in their name contact the vehicles owner (parent/guardian) to inform them of any upcoming event/trip
- *Rental Vehicles*—renting a vehicle through one of the national rental car companies with whom the University of Dayton has engaged in partnership.
  - Students choosing to rent a vehicle for a registered event/trip are not permitted to rent a van that will hold more than 12 passengers.
  - The University of Dayton has reached an agreement with Enterprise car rental so that they will rent vehicles to drivers under the age of 25 who are requesting a rental on behalf of a recognized student organization event/trip.
  - For details, go to [www.udayton.edu/finadmin](http://www.udayton.edu/finadmin) and click on the “Purchasing and Business Services” link, then click on the link for “University Travel and Travel Expenses.”

#### 17.2 → UNIVERSITY OF DAYTON DRIVER CERTIFICATION:

- The office of Environmental Health and Safety/Risk Management provides online training for students and advisors to become driver certified
- Details, safety information, and a link to the test can be found here:
  - [http://www.udayton.edu/facilities/ehsrp/online\\_training\\_folder/driver\\_safety\\_training\\_main.php](http://www.udayton.edu/facilities/ehsrp/online_training_folder/driver_safety_training_main.php)
- Each sport club must have a minimum of 10% of their team roster as registered drivers complete the proper driver certification process
- Students must apply for University vehicle certification every year
- University employees (advisers) are required to apply for certification every three years

- Club officers must submit a list of all certified drivers to the Assistant Director of Sport Clubs in order to utilize UD vehicles
- Certified drivers are the only individuals eligible to pick-up UDCR van keys and drive any UD vehicle while off-campus
- All who are certified to drive a University vehicle are responsible for reporting any changes in individual driver's license status/points to the office of Environmental Health and Safety/Risk Management immediately

### 17.3 → AIR TRAVEL

- Commercial Airlines—travel through a commercial airline
  - Non-direct flights are suggested to save on the cost per student when traveling via air
  - Ground transportation to destination city should be planned prior to arrival (see ground transportation options)
  - No private air-travel is permitted within student organizations or sport clubs

### 17.4 → TRAVEL REMINDERS

All club members, especially those driving, must have the following to facilitate safe travel:

- Club and safety officer carry emergency travel packet
- Valid driver's license/identification
- Approval from Environmental Health and Safety/Risk Management, if using a UD vehicle.
- Be at least 18 years of age
- Assume all responsibility for any and all fines or traffic violations associated with his/her driving (toll violations incurred while utilizing UDCR van must be paid via club account)
- Never have a single individual drive a vehicle for a University purpose for more than eight hours in an 18-hour period
- Never have a single individual drive for more than four consecutive hours without a one-hour break
- Have at least two drivers that have completed the Environmental Health and Safety course when the planned event/trip in a University vehicle is longer than 250 miles one way
- Clubs are not permitted to transport minors unless that minor is a UD student
- Be aware that driver fatigue is greatest between 12:00 a.m. and 6:00 a.m.  
Organizations should exercise extreme caution if planning to travel during this time

### 17.5 → UDCR VAN RENTAL POLICIES AND PROCEDURES

The primary purpose of the Campus Recreation van is to serve the various student groups in Campus Recreation. It is recommended that Campus Recreation groups reserve the van no later than **two weeks** prior to the date requested. To meet the high demand for transportation of Campus Recreation internal student groups, external University groups are able to reserve the van no sooner than two weeks prior to the date requested.

#### Rental Rates

	Less than 5 hours	Daily Rate (More than 5 hours)	Reservations
Campus Recreation Groups (Including sport clubs*, intramural sports, fitness, adventure recreation, and Campus Recreation staff)	No charge Gas tank must be FULL upon return.	\$25 Gas tank must be FULL upon return.	Reservations must be made 14 – 30 days prior to requested use.
University Departments and Student Organizations	\$15/hour Gas tank must be FULL upon return.	\$60 Gas tank must be FULL upon return.	Reservations must be made 5 – 14 prior to requested use.

\*For sport clubs who need the van multiple times in one week, please contact the Assistant Director for Outdoor Education and Camps, Emily Wilk, ewilk1@udayton.edu, to discuss rate and availability.

#### Prior to reserving the van:

- All drivers must have successfully completed a Driver's Online Training Course AND submitted the Vehicle Use Statement of Agreement to Environmental Safety/Risk Management

#### To reserve the van:

- 1) Complete the Campus Recreation Van Request Form
- 2) The Assistant Director of Adventure Recreation will review your request and respond via email within 3 business days

*Additional transportation resources:*

If the Campus Recreation van is unavailable, alternative reservation options can be made by contacting one of the following departments:

- Student Life and Kennedy Union: 937.229.3333
- Center for Social Concern: 937.229.2524
- UDIT: 937.229.3511
- Enterprise Vehicles: 937.223.1800

## 17.6 → VEHICLE ACCIDENT/INCIDENT PROCEDURE

Should an accident occur in a personal or university vehicle, please follow the underlying steps with regard to reporting and documenting the incident. Directions for accident/incident procedures can also be found within the Student Organization Resource Guide for directions on what to do in case of an accident or incident:

- 1) Notify the proper law enforcement agency/emergency medical services so that an official report can be made to document the accident.
- 2) Dial 911 from a mobile/cell phone—this will connect you to the local police
- 3) Call UD Public Safety (937-229-2121) and inform them of the incident.
- 4) The following information will need to be obtained from the other driver in the event of an accident and be documented on an **'Incident and Hazard Report Form'** found in the glove box of the UD vehicle. If not driving a UD vehicle, you should obtain a form from the Center for Student Involvement prior to your departure from UD.
  - a. Collect the following information:
    - i. Make and model of vehicle
    - ii. Year of vehicle
    - iii. Color of vehicle
    - iv. License plate number/state
    - v. Driver's license number/state
    - vi. Insurance information for other driver
    - vii. Phone number (mobile or home) for other driver
- 5) **DO NOT** make any statement, oral or written, as to who was at fault. Appropriate legal authority will decide fault or liability. Simply collect the appropriate information and be forth coming with your information as well.
- 6) Record the names, addresses and phone numbers of all witnesses.
- 7) Provide all required information to the law enforcement officer at the scene.
- 8) If a University vehicle is inoperable, the driver should contact their adviser or the Assistant Director of Sport Clubs and Public Safety for towing instructions. When towing a vehicle, remove the logbook, keys, fuel cards and all property that might be lost or stolen while the vehicle is being towed.
- 9) Upon returning to campus, the driver must immediately contact the Center for Student Involvement (937-229-3333) to report the accident/incident, Assistant Director of Sport Clubs (937-229-2712).

## 18 → UDCR FACILITY SPACE

Recognized Sport Clubs that are in good standing with Campus Recreation will be able to request for the use of UD facilities for club meetings, practices, games, and other organizational activities. Sport Clubs apply for field/ facility time in the months prior to school starts in order to be decided by the UDCR. UDCR aims to serve sports clubs by

providing adequate time and space for each club to the best of their ability. The facilities and spaces available to clubs are the following:

- **RecPlex**
  - **North Gym:** Four hardwood basketball/volleyball courts and three racquetball courts
  - **MAC Gym:** Two multi-purpose basketball courts. Pitching/batting cage net available
  - **Studio A:** Group fitness, spinning, and dance studio
  - **Studio B:** Group fitness, martial arts, and dance space
  - **Studio C:** location of TRX, boxing punching bags, and other fitness/conditioning gear
- **Stuart Field:** Stuart Field is one of the largest turf fields in the country. It is available for recreational use when not being used for scheduled activities, such as varsity soccer practice, sport club games, intramural sports or special events. Stuart field is open to all University of Dayton students and staff with a valid RecPlex membership ID. Availability is restricted to Stuart field operational hours and previously reserved events (i.e. team practices).
  - Any questions about field availability can be directed to the Assistant Director of Sport Clubs via email or by phone at (937) 229-2712

#### **Equipment Maintenance**

- It is an expectation that all clubs treat the facility and equipment in a respectful and responsible manner. UDCR will work diligently with clubs on maintaining equipment longevity. Clubs can assist by reporting incidents of equipment damage, improper use, and wear/tear. UDCR will work with specific clubs with regard to setting expectations as it relates to acquiring and purchasing new equipment when replacements are necessary.

### **18.2 → FACILITY RESERVATIONS**

Many sport clubs host home matches or hold special events both on and off campus. A special event could include scrimmages, games/contests, tournaments, clinics, other events deemed acceptable by the UDCR. Clubs must schedule and request facility space at least two weeks from the proposed event date. Ability to schedule special events is dependent upon availability and an organization's status with UDCR and CSI. Scheduling facility space within UDCR can be done through the UDCR website, under 'Facilities' -> 'Reservations' -> 'Facility request form': [https://www-secure.udayton.edu/studev/campusrec/facilities/Facility\\_request\\_form.php](https://www-secure.udayton.edu/studev/campusrec/facilities/Facility_request_form.php)

### **18.3 → PRACTICE SPACE**

Allocated practice time is available for recognized sport clubs. Requests are submitted to the Assistant Director of Sport Clubs through the facility reservation form on the UDCR website. Practice time is scheduled based on club need, compliance, and space available. Clubs must maintain an average attendance rate of six or more members in order to hold their reservation time. Practice reservations will be cancelled after three occurrences of falling below the minimum number. If this occurs, club members may participate informally, but the space will be shared with other informal users or reserved for other clubs. Club practice attendance will be monitored periodically by UDCR staff.



#### 18.4 → EQUIPMENT & STORAGE

UDCR has minimal space in which to adequately store all club gear. Consequently, it is suggested that clubs do their best to adequately accommodate the needs of their respective club's equipment. However, some storage space is available for storage during summer/off-season, or on a temporary basis dependent on what is available. Please coordinate with the Assistant Director of Sport Clubs if the need arises to store equipment for your respective club.

#### 18.5 → INSURANCE FOR NON-UD COMPETITIONS

When hosting an event on campus property that involves competition between two clubs, neither of which are UD, insurance must be purchased for the event as the participants are not at their "home" facility.

- Information regarding the purchasing of insurance for home events can be found at <https://tulip.ajgrms.com>

#### 18.6 → SPECIAL EVENT

Special events are classified as any event hosted by a club for non-competition purposes. Thusly, clubs hosting a clinic and/or any other non-competitive event will be subject to rental fees associated with hosting events on Stuart Field or within the RecPlex.

- Clubs conducting North Gym events necessitating covering floor space with tarps will be subject to rental charges
- Depending on the event and individuals participating, the club may be subject to paying for additional insurance coverage
- Any additional labor or special setup for an event outside of regular facility hours will require additional charges to the usage group
  - i.e.: tarp setup in North Gym, additional employees, etc.

#### 18.7 → TAILGATING GUIDELINES

Tailgating, in its common usage/iterations, is defined as parking, gathering, and/or consuming food and beverages, including alcoholic beverages, before, during, or after official University of Dayton events. Such events can include those related to student organization gatherings, athletic events, sport club events, etc.

The university's guidelines regarding tailgating are designed to ensure:

- That the University campus remains a space dedicated to the safety, security, and well-being of all people associated with student organization activities
- The safeguarding and preservation of all public property under management of the University

"Tailgating" and its various associated activities are **NOT** permitted on the interior of the University of Dayton campus.

- Venues along Edwin C. Moses are not classified as the campus interior and are subject to their respective stipulations regarding tailgating

Prepackaged food items may be provided for groups/clubs; however, all facility guidelines must be adhered to and all trash clean-up is the responsibility of the user group.

The following items and activities associated with tailgating are prohibited during any student organization-sponsored event, unless prior approval is granted\*:

- Alcohol

- “Lawn” games
- Drinking games
- Portable grills (gas or charcoal)\*
- Generators
- Food sales
- Driving or parking private vehicles on green spaces
- Loud, abusive language and behavior, which prevents others from enjoying the event

\*Groups requesting approval for grilling must do so through specific channels:

- External rental groups must gain approval through Facility Management in order
- Registered student organizations must gain approval through the Center for Student Involvement

## 19 → FACILITY RISK MANAGEMENT

A major goal UDCR is to present the safest recreational environment by taking as many means necessary to prevent accidents and injuries. The following is a list of measures that should be taken to minimize the possibility for accidents and injuries on UDCR facilities:

- Sport Club officers, club members, coaches and instructors should emphasize safety during all club related activities
- Each participant recognizes that they are responsible for their own well-being and the well-being of the group they are a part
- Sport Club officers are expected to inspect fields and facilities prior to every practice, or game or special event. Unsafe conditions must be reported to the Assistant Director of Sport Clubs
- It is recommended that at least two members from each club be CPR and Emergency First Aid certified
- Campus Recreation will provide Sport Club supervisors who will be present at all home events sponsored by UD Sport Clubs. This person is to observe the activities of both the club members as well as the spectators present. This person is to also serve as an emergency outlet in case of an accident, injury, or other incident
- All Sport Clubs must have a first aid kit at each practice session, game and/or special event
- Outdoor participants, if inclement weather arises (i.e. lightning, ice, snow, etc.) teams will cease from participating for the remainder of the practice, game or session. Rain stoppage will be based upon the severity of the storm; the decision will be made by the staff on duty

## 20 → MINORS POLICY

All groups must abide by the Minor's Policy that is established and enforced throughout the University of Dayton and Campus Recreation: During camp the counselors take on the role of guardian.

	Restriction
16-17 years old	Must be supervised by a parent or guardian <b>who remains in the facility at all times</b> . Only minors 16 and older may utilize the Fitness Center and Track.
6-15 years old	Must be indirectly supervised by a parent or guardian <b>who remains in the same area and within sight</b> at all times.
5 years old and younger	Must be directly supervised by a parent or guardian <b>who remains within reaching distance</b> at all times. If using the pool area the parent or guardian must remain in direct contact with the child at all times.

## 21 → FUNDRAISING

The sport club program encourages all clubs to fundraise. There are numerous ways that this can be done through which include, but are not limited to, team apparel/merchandise sales, UD Arena concessions, tournaments/clinics, etc. Clubs may also use local business such as restaurants or grocery stores where they get a percentage of food sales for that day. However, clubs may not use or receive money from alcohol related activities or sponsorship when fundraising. Clubs should not make reference to or include pictures of alcoholic beverages or the name of alcohol distributors in regards to fundraising or club activities.

- All fundraising initiatives should be reviewed and approved by the Assistant Director of Sport Clubs

### 21.1) Youth Clinics

Sport Club teams are encouraged to give back to the local athletic community by hosting youth clinics that teach Dayton area kids, raise awareness for UD Sport Clubs within the community, as well as bring in funds for the club. There are several guidelines to be taken into consideration when planning a youth clinic.

- Secure facility space through UDCR (if applicable) through the facility reservation form
- When hosting a youth clinic or any event on a property that is not owned by the University of Dayton Sport Clubs must be sure to purchase insurance for that location so that no legal issues arise due to incidents
  - Information regarding the purchasing of insurance for home events can be found at <https://tulip.ajgrms.com>
  - Participation of minors – depending on the nature of the program/event, individuals may be subject to background check prior to event going forward

## 21.2 → GENERAL FUNDRAISING IDEAS

Listed below are fundraising ideas to benefit your organization.

- **5K Race:** 5k races are increasingly popular on UD's campus. All campus 5k events must be registered through the Center for Student Involvement, and dates go fast! However, resources for planning a 5K on campus can be found at the following link: <http://www.udayton.edu/studev/involvement/5k.php>
- **T-Shirt Sales:** clubs can sell t-shirts/apparel of reflective of their team or special event organized by the team. Sales could occur during home matches when spectator presence would be greatest
- **One Million Penny Collection:** At the beginning of the year, advocate to your organization members that the organization wants to save a million pennies by a certain date. A collection receptacle must be secured so organization members can donate their pennies or loose change. Every time the organization gathers, they can pass their designated coin jar around, so members can contribute their extra coins. The organization can ask other organizations to do the same. If your organization is able to gather a million pennies, it will raise \$10,000
- **Gift-Wrap:** Offer a holiday gift-wrapping service on campus for students, faculty, and administrators. Charge a fee for the service.
- **Tax Return Sale:** On the last day for people to mail their tax returns, there is always a rush at the post office. Find a spot at the post office to sell food — perhaps hamburgers, hot dogs, and fries. Contact the post office to determine the feasibility of this project
- **Food Vendor Fundraiser:** Contact a company (eg: Domino's) to organize a fundraising initiative. Companies can have low cost, high return plans for your organization to sell gift cards/certificates so that your club receives the profit:
- <http://www.dominosbiz.com/Biz-Public-EN/Site+Content/Secondary/About+Dominos/Domino's+Pizza+Fundraising/>
- **Grocery Store Bagging:** Contact a local grocery store, and ask if your organization can bag and carry groceries for their customers for one week. Post a banner at the store explaining that all contributions will be donated to your cause.
- **Volleyball/Cornhole/3-on-3 Basketball Tournament:** Organize an inter-organization competition. Invite residence hall groups and other student organizations to participate. Offer a grand prize for the winner. Charge an entry fee for each group that participates
- **Yard Sale:** Have each member of your organization clean out their closets and contribute the items they no longer want for a yard sale that would benefit the club

## 21.3 → FUNDRAISING RESTRICTIONS

- Sport Clubs are prohibited from fundraising in bars/taverns, selling alcohol, and/or associating with an alcoholic company/corporation in any fashion
- All fundraising must be in compliance with the Student Standards of Behavior and Code of Conduct, as well as the Ohio Revised Code
- Gambling is defined as an unlawful game of chance for money or for anything of value on University premises or at any affair sponsored by a student organization, and is not permitted at any club event. To wager on a University team or organization in a competition, with a direct interest in the success of the competition, falls under the definition of gambling. Gambling (e.g., poker, casino nights, bingo) is usually

prohibited based in the Ohio Revised Code, and is strictly forbidden within Campus Recreation.

- Sport Clubs are not permitted to sell items that are a direct violation of the Code of Conduct and/or institutional values (e.g: candles, table tennis balls, funnels)
- Sport Clubs are not permitted to collect social security numbers from students to solicit to for-profit companies for financial gain (e.g., credit card companies)

## **22 → MARKETING/TRADEMARKS, LOGOS, AND IMPRINTING**

- The University of Dayton has registered its names, initials, and trademarks as a means of protecting them from unauthorized use and abuse. Federal trademark laws protect the use of the University's marks in any way, including on websites or t-shirts, without permission.
- Permission to use the University of Dayton's logos may be obtained by completing an imprinting form on OrgSync under 'Forms'
  - If permission is granted, the use of any University-owned mark must be consistent with the limited permission granted from the University and Athletics, and must conform to the guidelines, graphic standards and current University licensing contracts.
    - If you wish to use a University of Dayton athletic logo you must contact Athletics' Assistant Director of Corporate Relations to receive final approval

## **23 → MEDIA INQUIRIES**

Should a situation arise where your club is contacted with regard to a media inquiry, whether by an internal or external, we ask that you first inform the Assistant Director of Sport Clubs regarding the details surrounding the inquiry before answering any questions. If approval is granted, the club may proceed with the inquiry. Please allow for proper vetting processes before responding to any media request.

## **24 → DONATIONS**

Sport clubs are student-run organizations which depend heavily on student dues and donor support. As many Dayton sport clubs strive for competitive success, their costs are driven higher by extended travel to compete on a national level. Your support in helping them maintain their status as regionally and nationally competitive clubs is greatly appreciated. All donations are tax deductible.

**Any and all** donations meant for Dayton Sport Clubs are to be done strictly through the UD Development office.

- Donations can be made through <https://givenow.udayton.edu/Default.aspx>
- Under 'Direct my gift to', select 'Student Activities'
- Under the drop down menu, select your desired sport club that you care to donate to
- If a club isn't listed, donate to the 'General Sport Clubs' fund and under comments indicate the intended recipient