1. CLASSIFICATIONS

All clubs are unique and have different needs and goals. The classification system was developed to try to meet these needs equitably. The classification system was established for the following reasons:

- To provide a system for distributing limited facilities, funds, and resources in a logical manner.
- To provide club sports with tangible/measurable goals to achieve.
- To provide specific benefits to sport clubs more successful in fulfilling their responsibilities to their membership.
- To allow for diverse needs and interests to be accommodated in a fair and equitable way.

The classifications are Championship, Competitive, and Recreational. The classifications focus on level of competition, level of involvement and number of players. Championship Clubs are the highest level within the University of Richmond’s Club Classification.

Guidelines

- A club must meet 80% of the criteria to belong to the Championship and Competitive Classifications. In order to belong as a Recreational Club, the club must meet 100% of the criteria.
- Clubs will not be added to the championship classification each year. Once the administration has deemed the budget acceptable and identified resources, the administration will approve any mobility. Once a club has reached Championship level, the club will be on probation for one academic year and may be dropped at any time. Once the club has completed the probation process, the club will remain a Championship club for three years, and at that time, the club will go through the renewal process.
- If a NCAA sport is dropped by the Athletic Department, then that team may be part of the Championship Level the following academic year. The club will have to go through the probation process.
- If in the rare instance that a Championship Club is moved to Varsity, and there are members of the club that are not carried over, the members may petition the administration to become a Competitive Club. Because there would be an NCAA recognized sport, the club could not be a championship club.

Championship Club Criteria

- Paid Coach (Part-Time)
- Alumni Advisor
- Host a Parent and/or Alumni Event
- Maintains a Leadership Council
- At Least 20 members
- Belongs to a National Governing Body
- Belongs to a Local or Regional League
- Participates in at least 10 competitions
- Host annual regional or national tournament
- Collects Dues Each Year
- Team Fundraising that equals or exceeds allocations
- Participates in required annual sport club events
- 100% Sport Club Council Attendance
- $10,000 or more operating Budget
- 4 or more years as a club
### BENEFITS

<table>
<thead>
<tr>
<th></th>
<th>CHAMPIONSHIP</th>
<th>COMPETITIVE</th>
<th>RECREATIONAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Athletic Trainers and Sports Medicine Clinic</td>
<td>YES- For practices and competitions. Priority for clinic hours</td>
<td>YES- For competitions and clinic hours</td>
<td>YES- For some competitions</td>
</tr>
<tr>
<td><strong>Strength Coaches</strong></td>
<td>YES</td>
<td>NO</td>
<td>NO</td>
</tr>
<tr>
<td>Laundry Services</td>
<td>YES</td>
<td>NO</td>
<td>NO</td>
</tr>
<tr>
<td><strong>Early Return Housing</strong></td>
<td>YES</td>
<td>NO</td>
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<tr>
<td>Marketing and Communication</td>
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<td>YES- available for some of the benefits</td>
<td>YES- available for some of the benefits</td>
</tr>
<tr>
<td>Volunteer Coaches Funding – Part time (not to exceed 20 hours per week),</td>
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<td>NO</td>
<td>NO</td>
</tr>
<tr>
<td>Transportation</td>
<td>YES- Priority given</td>
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<td>YES</td>
</tr>
<tr>
<td>Uniforms</td>
<td>YES</td>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td>Game Day Operations</td>
<td>YES</td>
<td>NO</td>
<td>NO</td>
</tr>
<tr>
<td>Priority Scheduling</td>
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<td>NO</td>
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</tr>
<tr>
<td>Alumni Advisors</td>
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</tr>
</tbody>
</table>

**Not Available, In Progress**

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**Benefits Descriptions and Collaborations**

In order to provide the above benefits to the Championship Clubs, there needs to be relationships built with departments across campus and protocols set in order to be consistent year after year. The descriptions and protocols are outlined below.

**Marketing-**

Championship clubs have an increased presence due to competing on a more competitive level. Additional marketing increases fan support and spectator engagement.

- Team Posters, Schedules, Photos shoot
  - Work with the Assistant Director for Sports to schedule photo shoot times with the Marketing Coordinator. Please remember to have the schedule turned in prior to classes beginning in the fall and follow up with the scheduling of the photo shoot
- Promo Items and Give Aways
- Increased Web Site Presence
  - Please provide up to date information for the website to the Assistant Director for Sports

**Laundry Services**- Recreation and Wellness will wash and dry uniforms after events. Teams should coordinate in advance of games that they will need laundry service as opposed to post-game.

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• The club should appoint a member of the club as the laundry monitor who will drop off dirty uniforms in the hanging laundry carts in the Laundry Room by 10:00 am Monday mornings.

• Laundry should be completed (Facility Attendant) by Tuesday morning and folded and placed in the laundry cart. The club laundry monitor can pick up uniforms in the laundry room.

Volunteer Coaches Funding – Part time (not to exceed 20 hours per week), ensure quality coaching and supervision. In order for championship clubs to reach their highest potential: they must have a coach to provide guidance, discipline, and proper training techniques. In addition, coaches serve as mentors that guide young men and women to work toward their ultimate potential both on and off the field.

• During the first coaches’ meeting of the year, the coach will meet with the Assistant Director for Sports to fill out appropriate paperwork: Volunteer agreement and coaches’ agreement.

• If the coach is new, he will meet with the ADS to determine the stipend amount, and fill out appropriate paperwork: Volunteer/ NonUR Employee Form, Background Investigation Form, Volunteer Agreement, and Coaches’ Agreement

• The ADS will collect the paperwork and submit to the Personnel Coordinator for processing.

• Coaches will receive the stipend checks twice a semester (October, December, February, May)

Alumni Advisors- Aides as a liaison to the alumni of the club and helps organize host events

• Work with Advancement Data Services by obtaining the individual club’s database. The Assistant Director for Sports will submit Advancement’s Request for Information Form. Advancement Data Services will send the alumni list for each requested club identified on the form by the Assistant Director for Sports (R&W)

• Selection of the advisors will be selected from the list given by Advancement Data Services and the recommendations from the identified clubs. Once each club has given a list of recommended names and contacts with a short bio for each potential advisor to the Assistant Director of Sports and from the list sent by Advancement Data Services, the Assistant Director for Sports will consult with the Assistant VP of Recreation and Wellness and prioritize each club’s selection along with the Assistant VP’s selection (1-5, 1 being the top candidate). The list will then be sent back to the club leadership for approval.

• Once the individual club leadership has approved the list, the Assistant Director for Sports will submit the selected advisors to Advancement for approval. Once approved by Advancement Data Services the Assistant Director for Sports will contact the potential volunteer to explain the initiative along with emailing the initiative and job description to the potential volunteer.

• Advancement Data Services will code the advisors as University of Richmond Volunteers (Sport Club Advisors)

• Once the roles are filled, the Alumni Advisors will meet with the ADS to go over the initiative and plans to continue, along with filling out any necessary paperwork. With collaboration from Advancement and the Alumni Office the training and orientation should include and educate the advisors on the following objectives:
  o Understand the policies and procedures associated with the alumni office, advancement and Rec and Wellness
  o Comprehend the process with the Alumni office and advancement on tracking alumni
  o Comprehend the steps to developing, coordinating and evaluating host events
  o Explore strategies on Communicating with the Alumni Office, Advancement, and Recreation and Wellness
  o Understand the importance and the steps with Communicating with the Alumni through Newsletters and Spider Web
  o Orientation to current Sport Club program which includes short and long term goals

Athletic Trainers – Available at practices, at competitions, and for consultation. Some championship clubs and other clubs deemed high-risk requires the presence of an athletic trainer at all practices and competitions. Athletic
trainers are available upon request to attend home competitions of all other clubs. Please refer to the policies and procedures to view the steps to request an athletic trainer.

**Transportation** - More resources directed towards the championship clubs provides the clubs the opportunities to travel on coach buses or vehicles driven by professional drivers. Also, safe and efficient travel supports the clubs to minimize missed class time and allows sport club athletes to focus in their studies. The budget coordinator will help clubs book the safe modes of transportation.

**Uniforms** – Championship and competitive clubs may request funds to purchase official team uniforms and/or equipment to present members in a manner befitting the University of Richmond - in official team attire, respectful and proud.

**Game Day Operations** – Having competition facilities set up properly for all clubs will provide a nice showcase for our clubs and facilities to visitors. In addition, the morale of our participants will be high, as they will be proud to host other teams and showcase UofR at home competitions. Below are the added benefits for the championship clubs.

- Staff for scorer’s table to keep stats, operate scoreboard, etc
- Announcers for Games
- Game Day Programs

**Budget Allocations Priority** - Championship Clubs have a larger amount of funds allocated to their classification and priority for the Fall Allocations
- Classification Form and budget submission should be turned in by the deadline

**Priority Scheduling** - Championship clubs are expected to perform at a higher level and represent UofR in playoffs and national championships. This requires practice and game times that allow for maximum participation. Priority times will allow for this. Clear Channels of communication coupled with shared facilities and commitment to deadlines will maximize the use of our facilities by both Recreation and Wellness and Athletics.
- Championship Clubs will submit their schedules for games and practices prior to competitive and recreational clubs and Intramurals. Permitted to request three practice days per week with priority dates and times.
- Associate Director will schedule Championship Club practices and competitions prior to inputting other clubs and intramural schedules

2. **LEADERSHIP COUNCILS**

All championship clubs are required to have an active leadership council. A leadership council is an elected group of students within a sport club that holds the responsibility of maintaining an effective relationship between the sport club administration, sport club coach and general club membership. With the implementation of leadership councils, the University of Richmond will provide our nationally leading sport club programs with another avenue for the student satisfaction that is vital to their success.

A leadership council will be concerned with the betterment of the club’s current program and the improvement of club’s functioning in the future. The council will focus more on its role as a strong liaison between the students, coaches, and administration. It is important to have this intermediary role which can speak for both students and administration to ensure that the needs of all parties are met. Additional specific responsibilities include:

- Intermediary link between students, coaches, and sport club administration
- Represent the students’ need for balance between athletics and academic
- Makes decisions relating to club participation and membership requirements
- Liaisons between members of the club, coaches, alumni advisors and sport club administration

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● Ensures the club abides by the rules set forth by the sport club administration and the University of Richmond

**Officers** - Championship clubs have the same club officers as competitive and recreational clubs, a President, Money Manager, and two Safety Officers. The only difference is the addition of the Secretary which the description can be reviewed below:

- Update team roster as necessary
- Circulate publicity information about the team
- Oversee the handling and submitting of required forms and paperwork
- Maintain the club’s website
- Record and circulate minutes of team meetings
- Submit Mid-Year and Annual Reports to Sport Club office.
- Report results of club competitions

The responsibilities of the other positions can be found in the sport club policies and procedures. Championship clubs will be held to a higher standard than other clubs and be required to comply with the following procedures:

- Leadership councils are elected by the general, active membership of the club
- Officer elections must be held before the end of the fall semester. Newly elected officers will be considered “Officer Elects” until the end of the academic year
- Newly elected officers will be required to complete Officer Training within 30 days of election. A Spring Officer Training will be offered on the second Tuesday of the spring semester for newly elected officers
- Students should participate in the given sport club for at least one semester before they can be on a leadership council. They can belong to any class

**Meetings** - There are two types of meetings that are associated with the leadership council:

- Administration - Leadership councils are required to meet with the sport club administration at least two times a semester. The meetings should involve the leadership council and may involve the coach and/or alumni advisor. Please refer to the meeting schedule and agendas
- Club Officers - These meetings should take place once a week and only involve the leadership council. Leadership council meetings should always be open to the general membership of their club; coaches are not guaranteed admittance to leadership council meetings. Clear minutes of leadership council meetings will be taken and shared with the Sport Club Administration. Votes and decisions should be clearly shared with the club-through meeting minutes as the minimum level of communication

### 3. COACH

Championship Club Coaches have higher expectations than lower classifications because of the support from the University to the club and the added responsibilities and benefits for the coaches.

**Added Responsibilities**-

- Member of Coaches’ Council- Each coach will be involved with the Coaches’ Council which will help each coach communicate with each other and provide assistance when necessary. The council will also be beneficial with reviewing policies and helps educate the coaches on the Sport Club Policies and Procedures
- Travel Responsibilities- Championship Clubs will travel more than the other classifications. The University supports the Championship Clubs with higher allocations so safer modes of transportation can be used. Coaches are not limited to the liability when traveling with these clubs and must hold the students to the high expectations the University of Richmond places on these students
- Alumni Connections- Part of being a Championship Club is to work and communicate with the Alums of the club. Coaches must be a liaison with the Alums (along with the Alumni Advisor)
- Administrative Responsibilities- Championship Club Coaches are held to higher expectations than the other classifications and must follow the terms laid out by the University and Recreation and Wellness. The coach must sign certain forms/agreements: Volunteer Agreement, Background Check, and the Coaches Review
Benefits-
- Volunteer stipend- Championship Club Coaches are given a stipend as a financial thank you for holding the Championship Clubs to higher standards
- Apparel- Along with the stipend, Coaches may receive apparel from Recreation and Wellness. Some examples are jackets, polo shirts, and hats
- Parking Permit- This is a great luxury for a Coach to have while on Campus. This will allow the coach to park at the lot closest to Recreation and Wellness and the IM Fields. Can obtain this by contacting Safety and Transportation Services
- University ID and University email address- This will allow a coach to access certain aspects of the University that lower classifications cannot. A coach will be able to access OrgSync where he or she can view Sport Club Administration and the Club’s progress and can participate with the club in certain events

4. ALUMNI ADVISOR

Each Championship club will have two for each club, with primary responsibilities for providing stability and guidance and support to the club officers, being a point of contact to increase alumni support and interest, and assisting with the planning and coordination of host events. Additional specific responsibilities of the alumni advisor include:
- Promote the development of a successful program including the development of high quality student-athletes as well as demonstrating athletic excellence
- Establish a leadership/mentor role and display an unyielding commitment to honesty and integrity while promoting sportsmanship and responsible behavior both during and outside of athletic competition
- Provide stability, guidance, and support to the club officers
- Display an unyielding commitment to compliance with the National Governing Body and regional league associated with the sport, as well as all policies and procedures of the University and the Recreation and Wellness Department
- Assist in recruiting of quality student-athletes from geographically and demographically diverse populations; assist in arrangement of campus visitations and correspondence with prospects, parents, alumni
- Assist with maintaining and updating the alumni data base and mailing list on an annual basis and ensure the club newsletters are written, published and distributed to alumni, family and friends three (1) time per year
- Assist the Assistant Director for Sports with communication efforts through the Alumni Office and submitting information in the Alumni SpiderWeb Publication
- Attend select University functions and/or meetings which include Host Events and Leadership Summits (Homecoming)
- Complete all trainings which are available through the Recreation and Wellness Website

5. INTERACTION

Championship clubs must retain a balance between athletics and academics. The leadership is the representative voice for this aspect of sport clubs. With increased support from administration and the hiring of a part-time coach, the leadership council is the key to maintaining the University of Richmond’s philosophy that sport clubs be student run. The interaction among the key players, club officers, the coach, alumni advisor, and sport club administration is key to maintaining the balance between athletics and academics and the success of the club.
- **Budget** - The Leadership Council will have final say over the club’s budget. However: The coach and money manager should work together to create a budget and spending plan for the year. The budget is submitted to the Leadership Council for approval. Only a plan by the coach and money manager will be accepted by Sport Club administration. If the Leadership Council disagrees with the plan, the Leadership Council should ask for specific adjustments. The coach and money manager will present changes to the budget until the Leadership Council approves the proposal. If the Leadership Council, money manager, and coach cannot agree on a budget, the issue must be brought to the attention of Sport Club administration
• **Dues** - The Leadership Council will make all final decisions as to the amount of their dues. However: In order to ensure proper funding of championship clubs, the amount of dues must be agreed upon by both the Sport Club administration and the Leadership Council. If a Leadership Council cannot come to an agreement with the Sport Club administration about the amount of dues, the Leadership Council has the right to set the price of dues, but may put their status as a championship club in jeopardy.

• **Host Events** - The Alumni Advisor and Coach will assist the leadership council with the planning and implementation of select Alumni Events. Please refer to the section on Host Events.

• **Fundraisers and Alumni Communication** - The leadership council will assist the Alumni Advisor and Coach with the alumni database and mailing list on an annual basis and ensure the club newsletters are written, published and distributed to alumni, family and friends one (1) time per year. The Alumni Advisor and Coach will assist the leadership council with the annual letter writing campaign. Please view the Annual Letter Writing Campaign Procedures.

• **Try-outs and Rosters** - The decision to hold try-outs is the responsibility of the coach. The organization, including amount of days and drills, is up to the coach. The Leadership Council and coach must agree upon the number of club members kept on the roster. The Leadership Council and coach must agree upon and sign the post-try-outs roster. The Leadership Council has the right to express concerns about the players chosen for or cut from the club to the coach and subsequently to Sport Club administration.

• **Recruiting** - The coach will assist the Leadership Council in recruiting of quality student-athletes from geographically and demographically diverse populations; assist in arrangement of campus visitations and correspondence with prospects, parents, alumni.

• **Competition line-ups** - Competition line-ups are the responsibility of the coach for every home and away competition. The Leadership Council has the right to express concerns about line-ups to the coach and subsequently to Sport Club administration.

• **Inventory** - The Coach will assist the Safety Officers with inventory, storage, and repair and maintenance of all club equipment and uniforms.

• **Risk Management** - The Safety Officers and Coach will maintain safety guidelines and adhere to all risk management situations along with working closely with the Head Sport Club Athletic Trainer.

6. **HOST EVENTS**

Championship Clubs will host a major on campus and/or local event which includes scheduling a competition or exhibition, sending formal invitations to family and friends and all individuals on the club database, planning a pre or post event social with an opportunity for formal remarks.

**Preparation** -

- The Assistant Director for Sports in collaboration with the Leadership Council, Alumni Advisor, and Coach will discuss plans and preparations including dates, times, locations, events, invitations, set-ups, budgets, and assigned roles and responsibilities (No less than three months prior event).

**Communication** -

- The Assistant Director for Sports will Work with Advancement Data Services by obtaining the individual club’s database. The Assistant Director for Sports will submit Advancement Data Service’s Request for Information Form and Advancement Data Services will send the alumni list for each requested club identified on the form to the Assistant Director for Sports.

- The Alumni Advisor will send save the date notices to all individuals on the club database along with, family and friends, and University of Richmond’s VIPS (2 months prior to event). The Alumni Advisor will carefully track and monitor RSVPs.

7. **TRAINING/ORIENTATION**

Each year the Sport Club Administration will hold orientations and trainings specifically for the Championship Clubs. These exercises are held in order to help the Leadership Councils communicate more effectively, learn and
comprehend the updated policies and procedures that affect their club, gain better recruitment skills and opportunities, retain members along with officer transition, grow the club and to better understand the benefits and criteria for Championship Clubs

- **Championship Club Bootcamp** - This orientation is held the week before classes begin. The Leadership Councils are able to move into the residence halls early and get a head start on the administration part of leading a sport club. Officers of each Championship Club must fill out an early arrival form that will help the communication and scheduling process with the Sport Club Administration. This form is available through OrgSync

- **Championship Club Leadership Seminar** - This is a (4) four class seminar that is hosted by the Sport Club Executive Council during each spring semester. These classes are usually scheduled in the months of March and April. The Leadership Seminar focuses on the new officers that were elected in December which helps in the Leadership Transition of each club