All forms can be found on Blackboard under forms except Deposit Forms (See Amelia)
TABLE OF CONTENTS

I. Introduction ................................................................................................................................. 5
   A. Program Philosophy .................................................................................................................. 5
   B. Eligibility ................................................................................................................................ 5

II. Sport Club Code of Conduct .................................................................................................... 5
   A. Drug and Alcohol Policy .......................................................................................................... 6
   B. Hazing ..................................................................................................................................... 6
   C. Travel ...................................................................................................................................... 7
   D. Enforcement & Consequences ............................................................................................... 7

III. Sport Club Administration ....................................................................................................... 8
   A. Sport Club Administration: Roles and Responsibilities ......................................................... 8
   B. Sport Club Council: Roles and Responsibilities ................................................................... 8
      1. Sport Club Executive Council ............................................................................................ 8
      2. Sport Club Council By-Laws ............................................................................................. 9
   C. Sport Club Officers: Roles and Responsibilities .................................................................. 8
      1. Leadership Opportunities ................................................................................................. 8
      2. Responsibilities of Sport Club President .......................................................................... 10
      3. Responsibilities of Sport Club Safety Officer .................................................................. 11
      4. Responsibilities of the Money Manager .......................................................................... 11
      5. Responsibilities of a Faculty or Staff Advisor ................................................................ 12
   D. Sport Club Coach and Leadership Council: Roles and Responsibilities ............................. 12
      1. Responsibilities of the Coach ............................................................................................ 12
      2. Responsibilities of the Leadership Council ...................................................................... 13
      3. Leadership Council & Coach Collaboration Procedures ................................................ 14
         A. Budget ............................................................................................................................... 14
         B. Dues ................................................................................................................................. 14
         C. Try-Outs and Rosters ..................................................................................................... 14
         D. Competition Line Ups ................................................................................................... 14

IV. Becoming a Club ...................................................................................................................... 14

All forms can be found on Blackboard under forms except Deposit Forms (See Amelia)
V. Sport Club Annual Responsibilities

A. Annual Schedule

B. Club Renewal

VI. Budgets

A. Financial Benefits

B. Accountability

C. Budget Funding Timeline

D. Types of Funds

1. Tier Classification
2. Incentive Funds
3. Fall Allocated Funds
4. Sport Club Council Funds
5. Discretionary Funds
6. Coaches' Stipends

F. Fundraising

1. Annual Sport Club Fundraiser Mailing

E. Procedures For Spending Club Funds

VII. Resources

A. Equipment Resources

1. Equipment and Supplies
2. Inventory and Non-Inventory Items

B. Facilities Resources

1. Facilities
2. Facility Rules
3. Facility Scheduling
4. Practice and Competition

C. Administrative Resources

1. Marketing Resources

VIII. Tier Classification

All forms can be found on Blackboard under forms except Deposit Forms (See Amelia)
A. Introduction ................................................................................................................................... 25
B. Guidelines .................................................................................................................................... 26
C. The Tiers ....................................................................................................................................... 27

IX. Risk Management ...................................................................................................................... 28
A. Athletic Trainer ............................................................................................................................... 28
1. Athletic Trainer General Policies .................................................................................................... 28
2. Athletic Trainer Competition and Practice Policies ......................................................................... 29
B. Concussion Policy ........................................................................................................................... 29
1. Signs and Symptoms of a Concussion ............................................................................................. 30
2. Baseline Testing ............................................................................................................................... 30
3. Management of a Concussion .......................................................................................................... 30
4. Post-Concussion Testing .................................................................................................................. 31
C. Confidentiality ............................................................................................................................... 31

X. Travel .......................................................................................................................................... 32
A. Benefits .......................................................................................................................................... 32
B. University Team Travel Policy ........................................................................................................ 32
1. University Vehicles ......................................................................................................................... 32
C. Sport Club Travel Policy ................................................................................................................ 33
1. Travel Packets ............................................................................................................................... 33
2. International Travel ......................................................................................................................... 33
Travel Restrictions .............................................................................................................................. 33
1. Use of 15 Passenger Vehicles Prohibited ....................................................................................... 34
I. INTRODUCTION

Sport clubs support the overall mission of colleges and universities by involving students in learning. Participation in sport clubs is a learning experience for the members through their involvement in the administration, organization, budgeting, scheduling, fund-raising, and public relations, as well as the development of skills in their particular sport. Involvement in a group and team situation helps enhance the students’ overall education while living in a university setting.

A sport club is a student organization designed to serve individual interests in different sports and recreational activities. These interests can be competitive, recreational, or instructional. Clubs compete with other clubs, organizations, colleges, and universities but should not be confused with a varsity sport administered by the Athletic Department. Varsity teams must follow NCAA rules and regulations, are usually fully funded, have paid coaches and athletic trainers, practices and competitions are mandatory, and today’s varsity sports usually require a full year commitment. Sport clubs often compete with other universities but are not affiliated with the NCAA, the majority of their funds are self-generated, coaches are often volunteers, and the organization and administration of the club is determined by the club officers. Sport clubs operate within the Student Development Recreation and Wellness Program.

This document contains specific guidelines and procedures to be followed by all sport clubs in the administration and operation of their organization.

A. PROGRAM PHILOSOPHY

The philosophy and key to the success of the sport clubs program is the emphasis placed on student leadership and participation. The clubs should be a learning experience for the members through their involvement in every aspect of the organization and administration of the club. Club officers should always be active participants in the leadership, responsibility, and decision-making process of club activities.

The philosophy of sport clubs is to be inclusive and provide opportunities to the entire university community. Membership and participation within sport clubs must be free of discrimination based on race, religion, sex, age, national origin, or disability. Clubs are discouraged from having try-outs and making cuts to restrict the number of individuals allowed to join. Keeping this in mind as a guiding principle, there may be factors out of the control of the club officers that require limitations imposed on membership levels due to lack of facility space and practice time.

B. ELIGIBILITY

Eligible participants include all regularly enrolled full-time University of Richmond students with current student picture I.D. cards. Various leagues may enforce additional eligibility rules.

II. SPORT CLUB CODE OF CONDUCT

Participants in sport clubs assume an obligation to conduct themselves in a manner compatible with the university’s mission as an educational institution. Sport Club members and coaches are representatives of the university and are expected to adhere to the following guidelines at all times. When an individual competes in any club event, they indicate an understanding and agreement to represent their club and the university in a manner that does not detract from the reputation of the university. Every club is responsible for the actions of its members and it is the
responsibility of the club to discipline members for any problems that may arise both on and off campus. Sport clubs or individual club members may face disciplinary action for inappropriate behavior while participating in any sport club related activity.

A. **Drug and Alcohol Policy**

Sport Clubs must always be aware of the image that they present to the general public, campus community, and current and potential new club members. Every Sport Club member represents not only his/herself, but the entire Sport Club Program, the Department of Recreation & Wellness, the Office of Student Activities, and the University of Richmond. It is the responsibility of the club to be aware of and abide by all University of Richmond and state of Virginia alcohol policies.

- University of Richmond Alcohol Policy
  [http://studentdevelopment.richmond.edu/common/PDF/UR_Alcohol_Policy.pdf](http://studentdevelopment.richmond.edu/common/PDF/UR_Alcohol_Policy.pdf)
- Code of Virginia: Alcoholic Beverage Control
  [http://www.abc.state.va.us/enforce/vacodes.html](http://www.abc.state.va.us/enforce/vacodes.html)

In addition, all Sport Club members must abide by the following Sport Club Drug and Alcohol Policy:

- Consumption, possession, provision, and transportation of alcohol, non-medicinal drugs, and any other illegal substances is strictly forbidden before, during, or after any event hosted by Sport Clubs, for all members, spectators, and coaches, regardless of age. This includes but is not limited to on- and off-campus activities such as:
  - Sport Club practices and competitions
  - Sport Club meetings and socials
  - Sport Club fundraisers
- Sport Club members shall not purchase, consume, possess, or transport alcohol or any other illegal substances while traveling for Sport Club functions.
- When traveling with club members, coaches shall not purchase, consume, possess, or transport alcohol or any other illegal substances while traveling for Sport Club functions.
- The use of club or university funds to purchase alcohol is strictly forbidden.
- Under no circumstances shall drugs or alcohol be promoted on Sport Club apparel, club websites, or any other Sport Club advertising material.
- Clubs are discouraged from accepting or participating in sponsorships, advertising, or fundraiser activities involving alcohol or any illicit drug, on or off campus.

The following is a concession to the above policies:

- University of Richmond Alumni that are 21 or older may consume alcohol at a registered sport club event. The event MUST comply with State and University policy and be approved by the Assistant Director of Sports. The club must meet with the Assistant Director to discuss the event and have it approved.

The use of alcohol and illicit drugs affects your personal as well as professional life. Prohibiting and avoiding alcohol use in your sport club activities decreases liability and helps build a positive reputation for your organization and university.

All forms can be found on Blackboard under forms except Deposit Forms (See Amelia)
B. HAZING

Hazing is an intentional action taken toward any student, on or off campus, by a student organization or any of its members to produce humiliation, physical discomfort, bodily injury or ridicule or to create a situation where humiliation, physical discomfort, bodily injury occurs (James Madison University).

The definition of hazing is vague and varies with state laws. In Virginia, hazing is defined by James Madison University as activities for the initiation or induction into an organization which include:

- Calisthenics or other strenuous physical activity
- Exposure to inclement weather
- Consumption of any food, liquid, beverage, drug or other substance
- Confinement in any room or compartment
- Spraying, painting, or pelting with any substance
- Burying in any substance
- Burning, branding, or tattooing
- Any other activity which may result in physical injury or endanger the health or life of the individual being hazed

Many states have laws declaring hazing illegal, with established conditions for civil and criminal liability and which outline the penalties of being found guilty of hazing.

C. TRAVEL (FOR MORE INFORMATION ON TRAVEL PLEASE REFER TO HEADING IX)

Sport Club members (including athletes and coaches) must be in compliance with University driver guidelines as well as the motor vehicle laws of Virginia when acting as a driver during any sport club related travel.

- University of Richmond Driver Requirements
  http://safety.richmond.edu/fleet/driver.html
- Virginia Driver’s Manual

In addition, all Sport Club members must abide by the following Sport Club Travel Policy:

- No Sport Club driver shall operate any vehicle under the influence of drugs or alcohol.
- No person, whether affiliated with UR Sport Clubs or not, shall be permitted to act as a driver for any Sport Club event if that person has a previous record of driving under the influence of drugs or alcohol.
- Under no circumstances shall illicit drugs or alcohol be transported in any vehicle being used for Sport Club events.

The travel policy applies to any University of Richmond Sport Club driver, whether or not that person is affiliated with the University, Recreation and Wellness, or UR Sport Clubs. These rules apply to any vehicle used for Sport Club purposes, regardless of whether that vehicle is university, state, or privately owned, leased, or contracted.

D. ENFORCEMENT & CONSEQUENCES

It is the responsibility of the club officers and coach to ensure their team is in compliance with the code of conduct and to report any violations of the preceding policies to the Assistant Director of Sports. Clubs that violate any policy within the code of conduct may be subject to sanctions based on the severity of their actions. Consequences may include:
- Verbal warning
- Written warning with a registered note on the club’s account
- Cease Activity, Probation, or Suspension of specific club members
- Cease Activity, Probation, or Suspension of entire club team
- Loss of tier status
- Loss of funding
- Involvement of University of Richmond officials (Judicial Council, Office of the Deanery, etc.)
- Involvement of local and/or state police

III. Sport Club Administration

A. Sport Club Administration: Roles and Responsibilities

The University of Richmond Recreation and Wellness department supports clubs by providing administrative assistance and guidance with the organization and administration of the respective clubs. The staff acts primarily in an advisory capacity, and is available to provide support in the areas of scheduling facilities for practice and competition; managing and developing budgets; inventory and storage of equipment; risk management expertise; fundraising advice; and organizational management. Recreation and Wellness staff available to provide administrative support includes:

- **Assistant Director of Sports**: To provide guidance and support in all areas of the operation of the club. Primarily responsible for ensuring compliance with all risk management regulations and policies and procedures, helping clubs schedule on campus events, and marketing the teams.
- **Budget Coordinator**: Provide guidance and assistance with all financial transactions.
- **Budget Assistant**: Assist Budget Coordinator with all budget concerns, including the processing of check requests and tracking/reconciling club accounts.
- **Sport Club Assistant**: Assist Assistant Director of Sports with all business affairs, including but not limited to scheduling, program planning, and helping to collect and verify all club forms. Assist Assistant Director of Sports with the maintenance and development of website, blackboard, Facebook, and any other additional resources. Creates and publishes event schedules and results for all clubs. Promotes club activities both on and off campus.
- **Athletic Trainer**: Oversees and coordinates all aspects of the athletic training, risk management and safety of a diverse Sport Club program. Serves as department liaison to Athletics Sports Medicine, Student Health Center, and Safety Services and Risk Management. Assumes responsibility for all departmental safety and risk management.

B. Sport Club Council: Roles and Responsibilities

1. Sport Club Executive Council

**Responsibilities of Sport Club Executive Council**

The SCC shall elect and remove a President, Vice-President, Secretary and Treasurer by a majority vote. Elections will take place at the annual business meeting, the last meeting of the fall semester. Office shall be held for two (2) semesters or until lawful resignation or removal occurs.

In the event of the vacancy of an office other than that of the President, the SCC will hold nominations and elections for the position at the meeting immediately following the vacancy of the position. The individual will be elected by the election process aforementioned.

All forms can be found on Blackboard under forms except Deposit Forms (See Amelia)
• **President:** The President of the Sport Club Council (SCC) shall be the Chief Executive Officer of the council. He or she shall conduct all Sport Club Council meetings and have power of approval and authorization of all business affairs of the Council and Executive Council. All business must be approved by the President. The President shall oversee all the responsibilities of the other officers and may delegate responsibilities to officers as needed.

• **Vice-President:** The Vice-President of the SCC shall act as the speaker of the SCC in the absence of the President. In the event of the vacancy of the office of the President, the Vice-President shall succeed to the office for the remainder of the term. He or she shall help lead any additional committees established by the Sport Club Council.

• **Secretary:** The Secretary of the SCC shall assist the President and Vice-President as needed. He or she shall be responsible for keeping attendance and taking minutes at all meetings.

• **Treasurer:** The Treasurer of the SCC shall be the Chief Financial Officer of the SCC. He or she shall be responsible for preparing a Monthly Financial Report on all SCC meetings, keeping record of all financial affairs that take place during the Executive Council and SCC meeting, and confirming that clubs requesting SCC funds have completed all necessary forms prior to the SCC meeting.

2. **SPORT CLUB COUNCIL BY-LAWS**

   I. The Sport Club Council is composed of representatives of the leadership council from each of the sport clubs, the four Executive Officers, and the Assistant Director of Sports.

   II. The Council will meet twice a month. Only Executive Officers will convene at the first meeting. The second meeting will include the entire Council.

   III. Each recognized sport club will be allowed one vote. Likewise, each Executive Officer will be allowed one vote. Executive Officers will include: President, Vice President, Secretary, and Treasurer. The Assistant Director of Sports and the Sport Club Assistants will not have a vote. Only one representative from each sport may be represented on the Executive Committee. This is to prevent any club from having more than two (2) votes.

   IV. The Sport Club Council shall vote to approve clubs’ status. New clubs must follow procedures set forth in “Becoming a Sport Club” (See Heading IV). Voting will take place one meeting after the new club has come to the Council for approval. In order to receive funding, a sport club must be approved and in good standing with the Sport Club Council for 365 days.

   V. In the event that a club does not hold any practices during the semester and misses two Council meetings in a semester, or the Council feels they have not upheld the By-Laws, such club will be put on probation beginning on the date of the infraction and extending for one full semester. During this probation period, the club will not be eligible to receive funding, will not have a vote in Council matters and will be reviewed at the end of their one semester probation period.

   VI. Competitions involving multiple venues or 8 or more teams may require additional hired security (paid for by the club).

C. **SPORT CLUB OFFICERS: ROLES AND RESPONSIBILITIES**

1. **LEADERSHIP OPPORTUNITIES**

   • Sport Club Council membership
   • Sport Club Executive Council Officer opportunities
   • Sport Club Student Employee opportunities

All forms can be found on Blackboard under forms except Deposit Forms (See Amelia)
• Sport Club President, Safety Officer and Money Manager Training

The success or failure of a club is often a reflection of the student leaders. Since clubs are student-run and self-administered, the management of club business is the responsibility of the officers. The key to the success of the administration of a sport club program is finding a balance that can support the philosophy of student leadership and involvement without compromising the established policies and procedures and risk to the participants and university. Providing clearly written duties and responsibilities for each person with administrative responsibility may prevent conflicts from arising, thus allowing students more opportunity to determine their own club’s destiny.

A primary responsibility of a Club Officer is to communicate effectively with the Recreation and Wellness staff and become knowledgeable of all Sport Club policies and procedures. It is unfortunate when clubs are penalized, the start of practice is delayed, or facilities are not approved merely because of a club officer’s failure to understand and comply with policies, procedures, and deadlines. Regrettably this happens too often. To avoid this we recommend that all club officers take the time to read and understand the Sport Club policies and procedures.

In addition, there is a mandatory Blackboard Sport Club Officer Training Course on the second Tuesday of the academic year. This training is a requirement for all Club Presidents, Safety Officers, and Money Managers. Clubs cannot practice until each of their officers have attended the annual officer training and passed the required quiz(zes).

The following is a summary of responsibilities of all sport club officers:

• Attend Annual Sport Club Officer Training.
• Complete and pass required Quizzes on Blackboard.
• Follow and inform all members of policies and procedures.
• Communicate between the club and the Recreation and Wellness department.

A club officer has a tremendous amount of responsibility and is expected to know and understand lengthy university and departmental policies and procedures. Whenever possible, officer training is provided, but most of what is learned is on the job training. Therefore, it is important that clubs schedule officer elections at a time that will allow an opportunity for officer training and transition. This allows the newly elected officers ample time to learn the policies and procedures and ease into the position, get some practical experience, resolve any unfinished business, and consult with previous officers and ask questions before those officers leave the club and the university. The successful transition from outgoing to new club leadership is vital to the continuing successful operation and existence of the club.

2. Responsibilities of Sport Club President

• Ensure that at least one member of a club attends all scheduled meetings called by the Sport Club Council, Assistant Director of Sports, or the Recreation and Wellness Department (For more information about Council By-Laws, please see, Heading III, Section 2)
• Ensure all proper paperwork is completed in a timely manner. This includes, but is not limited to, completing club renewal, practice and competition requests, and budget proposals.
• Inform the next Club President of all operating procedures of the club. This includes transferring this manual to your successor and making sure he/she becomes familiar with the Policies and Procedures. Officer
elections are 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.

- Assign a member the responsibility of “Money Manager” and have him or her complete the Money Manager Training to ensure the club complies with all policies and procedures outlined in the money management agreement. The Money Manager handles all financial transactions with the Budget Coordinator on all financial matters.

3. **Responsibilities of Sport Club Safety Officer**

The primary responsibility of a Sport Club Safety Officer is to ensure the health and safety of the members of the club. Safety Officers are expected to correctly comply with policies, procedures, and Emergency Action Plans outlined in the Safety Officer Training Manual.

A Safety Officer can be any member of the club. He or she is required to complete the Safety Management Training and be CPR/First Aid certified. Clubs are encouraged to have more than one Safety Officer. Additional responsibilities include:

- Maintain current CPR/First Aid certification from the American Red Cross or other nationally recognized organizations. A copy of the current CPR certificate must be on file with the Recreation and Wellness Department, Head Sport Club Athletic Trainer.
- Must have a signed copy of the Safety Officer Agreement on file with Head Sport Club Athletic Trainer.
- MUST be at all practices and competitions. If a Safety Officer cannot be present, he or she must cancel the event and contact all club members. Under no circumstances may a Safety Officer relinquish his or her responsibilities.
- Safety Officers are the only individuals given the club storage combination.
- Safety Officers are responsible for all items in club inventory.
- Ensure that a First Aid Kit is available at all practices and competitions, making certain to keep the kit stocked with fresh and necessary supplies. Supplies are provided by the Head Sport Club Athletic Trainer.
  - First Aid Kits are checked out during Safety Officer Training (Sept) from the Head Sport Club Athletic Trainer and must be returned by April 15th, or a $50 deduction will be made from the club’s following academic year’s funds.
- Verify that no individual participates in a practice or competition unless he or she is on the Club Roster AND has signed a Hold Harmless Clause. This includes coaches and volunteer assistance.
- Check in with Athletic Trainer at all Home Competitions, if an athletic trainer is requested for the event.
- Enforce any rules and regulations imposed by the club’s conference, and act as a safety advocate for the sport.
- Fan Control (i.e responding to any incidents regarding the fans). The Safety Officer must either attempt to appease the situation themselves, or call campus police if the situation is beyond their control.
- If an injury/incident occurs at a practice or competition, the Safety Officer is responsible for filling out an online Report to the Recreation and Wellness department within 24 hours of the injury/incident occurring.

4. **Responsibilities of the Money Manager**

The Money Manager handles all financial affairs with the Budget Coordinator. Only those members or officers who have successfully completed the online Money Management training course will be authorized to act as
Money Manager and make deposits or request withdrawals from sport club accounts. Clubs are encouraged to have more than one Money Manager. Responsibilities of the Money Manager mainly involve making transactions that include, but are not limited, to the following:

(For more information about budget transactions, please see Heading VI, Section F)

- Deposits
- Purchase Orders
- Credit Card Purchases
- Check Requests/Reimbursements
- Check Requests /Payment for Services
- On Campus Charges (i.e. print shop, bookstore, van rentals; catering)
- Ensure that all club paraphernalia adheres with the licensing requirements according to the Collegiate Licensing Office—including the use of approved vendors as well as obtaining permission to use University of Richmond marks. Clubs must contact the Sport Club Administration when purchasing any item using a university logo, trademark, color, or name.
- Completing and submitting the Fall Allocation Budget Proposal. Money Managers should be prepared to meet and discuss their Budget Proposal with the Assistant Director of Sports following its submission. (For more information about Fall Allocation Budget Proposals, please see Heading VI, Section D.2)

5. RESPONSIBILITIES OF A FACULTY OR STAFF ADVISOR

Faculty Advisors may oversee the club members on academic matters, advise club leaders, and maintain communication with the sport club administrator. They serve as an information source and as a liaison between the club and university. Clubs are required to have a Faculty or Staff Advisor. However, this position may be filled by the Assistant Director of Sports at the team’s request. Specific responsibilities of the advisor include:

- Be knowledgeable of the guidelines and procedures for student organizations and ensure that the student leaders of the organization are also informed of these policies.
- Serve as a liaison between the club and the University.
- Provide guidance and leadership.
- Offer assistance in developing and overseeing the club budget.
- Periodically attend club meetings and activities.

D. SPORT CLUB COACH AND LEADERSHIP COUNCIL: ROLES AND RESPONSIBILITIES

1. RESPONSIBILITIES OF THE COACH

Coaches are undergraduate students, graduate students, staff members, alumni, faculty members, or often local community members. Most club coaches are either volunteer or nominally paid individuals who donate their time and services because of a genuine love and interest in the promotion and perpetuation of a particular sport. Many coaches feel their responsibilities as a “coach” are similar to varsity athletic coaches and include administering a budget, securing facilities, scheduling contests, and arranging for travel, etc., when in fact, most of the sport clubs programs are designed to allow students to handle these facets of the club’s activity. Specific responsibilities of the coach include:

- The coach should restrict his/her contributions to coaching and should minimize active involvement in club management. A sport club is first and foremost a student organization, and as such the student representative must serve as the liaison between the club and the University, not the coach. The philosophy and key to the success of the Sport Clubs Program has been the continued emphasis placed on student leadership and participation.

All forms can be found on Blackboard under forms except Deposit Forms (See Amelia)
The coach shall not solicit money from any source or purchase, rent, or commit anything in the name of the University of Richmond without the approval of the Assistant Vice President of Recreation and Wellness.

- Develop and improve skills of club members.
- Assist club officers in scheduling practices and games.
- Develop and employ safety practices for all participants to include the inspection of sport gear and the reporting of any hazardous facility conditions.
- Promote good sportsmanship on and off the field.

Coaches may need constant reminders that the philosophy and key to the success of the sport clubs program has been the continued emphasis placed on student leadership and participation.

The coach will provide a level of support necessary to make this a positive and successful experience for the students. This position is primarily responsible for coaching with secondary responsibilities for assisting with travel, risk management, conduct and safety of the members of the club.

- 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.
- Display a firm 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.
- Adhere to all risk management and safety guidelines and work closely with the Head Sport Club Athletic Trainer to minimize risk and prevent injury.
- Travel with the club to away competitions and supervise student-athletes while at off campus events.
- In cooperation with the club’s leadership council, assist in organizing and supervision of club meetings, practices, and competitions.
- In cooperation with the club’s leadership council, assist with home events and management of travel for away events.
- In cooperation with the club’s leadership council, assist with collection of dues, fundraising, purchasing uniforms and equipment, and monitoring budgets.
- 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 inventory, storage, and repair and maintenance of all club equipment and uniforms.
- Assist with maintaining and updating 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 three (3) times per year.
- Attend select University functions and/or meetings.
- Comply with and enforce the Sport Club Code of Conduct (see Heading II)

2. Responsibilities of the 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.

- Leadership councils will ultimately be in charge of making decisions relating to club participation and membership requirements.
- Leadership councils are the liaisons between sport club student participants, sport club coaches, and the sport club administration.

All forms can be found on Blackboard under forms except Deposit Forms (See Amelia)
• It is the duty of the leadership council to ensure their club abides by the rules set forth by the sport club administration and the University of Richmond.

3. **Leadership Council & Coach Collaboration Procedures**

A. **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.

B. **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.

C. **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.

D. **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.

IV. **Becoming a Club**

The inspiration to start a new club should be initiated by the students. It is the responsibility of those students interested in initiating a new club sport to meet with the appropriate university administrator to discuss the feasibility of establishing a new club. Special consideration should be given to student interest and availability of resources, specifically funds and facilities. Groups desiring recognition or renewal as a sport club will need to complete the following:

1. Seek Student Organization status from Student Activities Office:
   - Meet with the Director of Student Activities.
   - Develop constitution.

All forms can be found on Blackboard under forms except Deposit Forms (See Amelia)
● Student Activities will send the proposal to the Student Organizations Committee and, if approved, the club will then have student organization status.

2. Present proposal for becoming a sport club to the Assistant Director of Sports. Proposal should include:
   ● Constitution
   ● On Campus Status from Student Activities
   ● Sport Club Renewal Form

3. Proposal will be reviewed by Assistant Director of Sports, and then submitted to the Executive Sport Club Council for a vote at the next monthly meeting.

4. If the club is approved by the Executive Council, the club requesting approval will be notified and have an opportunity to appear the following week to present a proposal to the Sport Club Council. The Sport Club Council will vote to approve or deny the club access.

5. Clubs do not receive funding from the Sport Club Council until they have been an official Sport Club for one year.

V. SPORT CLUB ANNUAL RESPONSIBILITIES

A. ANNUAL SCHEDULE

   The following is a summary of annual meetings, events, and deadlines that are noteworthy for the administration of Sport Clubs. Specific dates can be found on the website or blackboard.

   ● Second Tuesday of Academic Year – Officer Training
   ● Second Thursday of Academic Year - SpiderFest
   ● Last Tuesday of each Month - Sport Club Executive Council Meetings.
   ● First Tuesday of each Month - Sport Club Council Meetings
   ● September 12th – Budget Proposals Due.
   ● September 17th - Budget presentations
   ● October 1st – Complete Renewal Process Due.
   ● October 1st – Fall Competition Schedule Due.
   ● November 1st – Spring Practice Facility Requests Due.
   ● December 1st- Spring Competition Schedule Due.
   ● Second Tuesday of Spring Semester- Spring Officer Training (for newly elected officers ONLY)
   ● March 1st – Fall Practice Facility Request Due.
   ● March 14th – Annual Tier Classifying Form Due.
   ● April 15th – Inventory complete and on file with the Recreation and Wellness Department.
   ● April 15th – Allocated club funds must be spent
   ● Last Council Meeting of Academic Year - Election of Sport Club Executive Council Officers for following Academic Year.

B. CLUB RENEWAL

   Clubs are required to complete a renewal process each year and remain active or be in jeopardy of losing their sport club status.

   To assist clubs with an easy transition into each academic year all sport clubs that are approved and active in the spring semester will begin the fall semester with all benefits and privileges of a sport club except approval to practice. To begin practicing clubs MUST meet the following prerequisites:

All forms can be found on Blackboard under forms except Deposit Forms (See Amelia)
• Complete Renewal Form
• Submit Practice Request
• Approved Safety Officer
• Approved Club President
Club President and Safety Officer have 30 days after they are elected to complete the Officer Training and inform Assistant Director of Sports of officer change.

Clubs that failed to submit a practice and/or competition request before the spring deadline will not be eligible to practice until after the first Sport Club Council Meeting when additional requests for facilities will be considered and approved.

Clubs will have until October 1st to complete the rest of the renewal process. These forms are in addition to the prerequisites listed above that are due before the start of practice.

• Club Roster
• Signed Hold Harmless Waiver for every member on the Club Roster
• Completed Medical History forms for every member on the Club Roster

Prior to official club renewal and approval all above listed items must be completed by the Club President and on file with the Assistant Director of Sports. All clubs are expected to complete the full renewal process by October 1st. Sport Clubs that do not complete the process will not be eligible to practice, compete, spend club and/or university funds, or request Sport Club Council funds until the above items have been completed and the club has received approval status.

VI. BUDGETS

A. FINANCIAL BENEFITS
• Annual funding allocation
• Annual Sport Club fundraiser
• Sport Club Council funds available
• National and regional competition funds available
• Transportation Safety funds available
• Management of club budgets
• Assistance with financial transactions
• Access to tax exempt status

B. ACCOUNTABILITY
The accountability of funds is the responsibility of the club officers under the institutional policies and procedures. These funds may not be used to purchase alcoholic beverages or to finance a fundraiser. It is critical that each club recognize and respect the institution’s system and abide by these guidelines. This includes consulting with and involving the Budget Coordinator before making any financial transactions. Clubs are strongly encouraged to keep all of their funds on account with the University of Richmond. Therefore, all clubs are discouraged from maintaining a commercial checking or savings account. The most important

All forms can be found on Blackboard under forms except Deposit Forms (See Amelia)
reason for this requirement is to ensure that the Recreation and Wellness Department has a full understanding of each club’s financial activities.

C. **Budget Funding Timeline**

<table>
<thead>
<tr>
<th>Budget Distribution</th>
<th>Forms to turn in</th>
<th>Deadlines</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tier Classification</td>
<td>Tier Classification Form</td>
<td>March 14</td>
</tr>
<tr>
<td>Committee Recommendations</td>
<td></td>
<td>March 24</td>
</tr>
<tr>
<td>Appeal Process</td>
<td></td>
<td>April 1</td>
</tr>
<tr>
<td>Final Decision</td>
<td></td>
<td>April 4</td>
</tr>
<tr>
<td>Incentive Funds</td>
<td>Incentive Funds</td>
<td>April 25</td>
</tr>
<tr>
<td>Fall Allocated Funds (Travel, Uniforms, Equipment)</td>
<td>Budget Proposal</td>
<td>Sept. 12</td>
</tr>
<tr>
<td></td>
<td>Presentation Sign-ups</td>
<td>Sept. 12</td>
</tr>
<tr>
<td></td>
<td>Budget presentations</td>
<td>Sept. 17, 18, 19</td>
</tr>
<tr>
<td></td>
<td>Allocation Announcement</td>
<td>Sept. 23</td>
</tr>
<tr>
<td>Sport Club Council Funds</td>
<td></td>
<td>Continuous</td>
</tr>
<tr>
<td></td>
<td>Funding Request</td>
<td>Last Monday of Month (5:00pm)</td>
</tr>
<tr>
<td></td>
<td>Summary Budget Form</td>
<td>Last Monday of Month (5:00pm)</td>
</tr>
<tr>
<td>Championship Coaches Meeting and Stipends</td>
<td>UR Background Investigation</td>
<td>September 13</td>
</tr>
<tr>
<td></td>
<td>Recreation Volunteer Agreement</td>
<td>September 13</td>
</tr>
<tr>
<td></td>
<td>Weinstein Recreation and Wellness Access</td>
<td>September 13</td>
</tr>
</tbody>
</table>
D. Types of Funds

As a general principle, the members of sport clubs make every effort to support programs through their own resources, which may include dues, fundraising projects, and special events. However, members are not responsible for raising all of their club’s funds. Sport Clubs receive additional funding from the University. Clubs are awarded a portion of the annual $25,000 funds that is deposited into their allocated account at the beginning of each academic year. Clubs can request Council Funds and earn Incentive Funds for additional financial support. In summary, all sport clubs have access to the following funds:

1. Tier Classification ($24,000 Allocated at end of Spring Semester for the next year)
   - Tier Classification Funding—Funds awarded annually based on Tier Status. Each club receives a portion of the $24,000 annual funds from the University.

2. Incentive Funds ($7,000 Allocated at end of Spring Semester for the next year)
   - Incentive Funds—Funds that are divided and rewarded to clubs who meet the requirements of the specified incentive fund.
     - SPORT CLUB COUNCIL ATTENDANCE ($2,000) – Clubs that have at least one representative of the club’s leadership council at EVERY council meeting during the academic year will be eligible for a portion of the $2,000 incentive. All clubs that have perfect attendance will divide the $2,000.
     - LETTER WRITING CAMPAIGN ($2,000) - Each year, an Annual Sport Club Fundraising Mailing event will be scheduled and coordinated by the department of Recreation and Wellness. This is the one and only opportunity for Sport Clubs to formally approach family, friends, or alumni for financial support. Clubs that participate will split the $2,000.
     - INVENTORY ($1,500) - All clubs that return and inventory all equipment by April 15th, will be eligible for a percentage of the $1,500. Clubs meeting the requirements will divide the $2,000.
     - RENEWAL ($1,500)-To assist clubs with an easy transition into each academic year all sport clubs that are approved and active in the spring semester will begin the fall semester with all benefits and privileges of a sport club (SECTION V. B).

3. Fall Allocated Funds ($32,000) – (Allocated during the Fall Semester for the current year)

   Awarded based on needs expressed by annual Budget Proposal. These funds are primarily used for travel, uniforms, and equipment. Additional Operating Funds are available to all clubs who submit their completed Budget Proposal by September 15th. Money Managers are responsible for the completion and submission of Budget Proposals. Money Managers and Presidents should be prepared to meet with the Assistant Director of Sports to discuss their submitted proposal. Clubs must have completed the full renewal process in order to receive funding. The distribution of Additional Operating Funds will be completed by October 1st.

The maximum amount of Fall Allocated Funds a clubs can receive is based upon their Tier Classification: Heading VII, Section C)

   1. Tier 1: Maximum of $10,000 annually
   2. Tier 2: Maximum of $5,000 annually
   3. Tier 3: Maximum of $1,000 annually

3. Sport Club Council Funds ($5,000)
   - Funds are available to eligible clubs that have met all requirements set forth by the Sport Club Council By-Laws. The following procedures have been established for distribution of the $10,000:

All forms can be found on Blackboard under forms except Deposit Forms (See Amelia)
b. To be considered for Sport Club Council funding, clubs must submit a completed Sport Club Funding Request and a Summary Budget Form to the Assistant Director of Sports before the last Monday of the month. The request will be reviewed at the next scheduled Sport Club Council Executive Council meeting (last Tuesday of the month), and on the agenda at the next scheduled Sport Club Council meeting (first Tuesday of the month). A request will not be considered unless it has been formally processed by the Assistant Director of Sports and reviewed by the Sport Club Executive Council.

c. Requests are encouraged to be for tangible items. The Council will accept requests for intangible items not to exceed 50% of a club’s total expense for that item.

d. The Sport Club Executive Council will review the proposals with the Assistant Director of Sports and provide a recommendation to the Sport Club Council.

e. At the Sport Club Council meeting the Treasurer will read the original request and ask the club to speak on behalf of their request. The Treasurer will then announce the Executive Officers’ recommendation to the Council. Discussion will ensue, and after discussion has been exhausted, a vote will be taken.

f. All funds approved must be processed by the Assistant Director of Sports.

4. **Discretionary Funds** - Funds raised by club members for Individual Club Accounts. This includes money raised from dues, fundraising projects, and special events.

5. **Coaches’ Stipends ($20,000)** – These funds are only for Tier I Championship Clubs. This is a stipend given to the volunteer coaches as a “thank you”.

**E. Procedures for Spending Club Funds**

1. Only those members or officers who have successfully completed the online Money Management training course will be authorized to make deposits or request withdrawals from sport club accounts. Assign a member the responsibility of “Money Manager” and have them complete the money manager training to ensure the club complies with all Recreation and Wellness and university policies and procedures. All financial transactions need to be processed by the Budget Coordinator. These transactions include but are not limited to the following:

   - Deposits
   - Purchase Orders
   - Credit Card Purchases
   - Check Requests/Reimbursements
   - Check Requests /Payment for Services
   - On Campus Charges (i.e. print shop, bookstore, van rentals; catering)

Under no circumstances will a club spend any of their funds without going through the Budget Coordinator. This means that a club may not submit any of the above without the signature of the Budget Coordinator. A club that does not adhere to these policies and procedures will have their account(s) “frozen” by Recreation and Wellness until the Assistant Director of Sports and Budget Coordinator have determined that the club understands the consequences and will adhere to policies and procedures in the future.

2. The following is a summary of the procedures for spending and depositing club funds:

   i. **Deposits** must be made in person with the Budget Coordinator. A deposit slip must be filled out and brought into the administration office of the Weinstein Center. Under no circumstances should a deposit be placed in the drop box or left with anyone other than the Budget Coordinator. Once the amount is verified, the deposit slip will be initialed and a copy given the club member making the deposit.

   ii. **Purchase Orders** may be required for the purchase of uniforms or equipment. If the completion of a purchase order is required, the Money Manager completing the purchase will be notified by the Budget Coordinator. It is then the Money Manager’s responsibility to submit a completed purchase...
iii. **University Credit Cards** may be used to purchase supplies, equipment, entry fees, and travel. The use of these cards is restricted to the administration office on the second floor of the Weinstein Center. Original receipts are always required when credit cards are used. When using the travel credit card to pay for hotels, buses, plane tickets, or any other travel related expense, the original receipt must be turned in to the Budget Coordinator within 5 days of the event.

iv. **Reimbursements** should be done only when it is not possible to complete a purchase order, use a university credit card, or prepay an expense. Complete a check request form; attach the *original* receipt to the form. For team meals, make sure detailed receipt is turned in along with names of people attending the meal. Turn in all documents to the Sport Club Drop Box, located in the Weinstein Center for Recreation and Wellness outside of the Sport Club Center. **Receipts may NOT be older than 90 days.** All documents must be turned in to the Recreation and Wellness department within 80 days of purchase, allowing 10 days for administrative processing. A reimbursement check will be available within approximately 30 days. Please note that a federal identification number (for companies or organizations) or social security number (for individuals) is required. If the check is to be made payable to a University of Richmond student/faculty/staff member, their university id number must be used and not their social security number. Also, that person must sign the form.

- For club members driving personal cars to events, reimbursement will be for mileage and **NOT** gas. The roundtrip mileage must be done through Expedia and attached to the check request form. The reimbursement does not cover travel while at the destination, such as the mileage to and from restaurants or hotels.

v. **Officials’ Payments** are the responsibility of the home club. In order to pay those officials, the Sport Club President must complete an “Officials’ Payment Form”. This *must* be done at the time of the competition. The officials who work need to provide all information requested as well as their signatures. The Assistant Director of Sports and the Sport Club President must also sign. Once the form has been completed, turn the form into the Budget Coordinator for payment. Checks will be mailed to the officials within two to three weeks. University of Richmond students officiating sport club events must be compensated the same hourly rate as intramural officials.

vi. **On Campus Charges** are available for renting vans, printing services or purchasing book store merchandise. Always check with the Budget Coordinator before making charges as account numbers may change.

vii. **Process to Supplying a Stipend to a Non-Championship club coach**

Any non-championship club is available to give a volunteer coach a stipend paid from the club’s discretionary funds. Below are the provisions:

- Approval from the Assistant Director of Sports by September 1st for the Fall Semester and February 1 for the Spring Semester
- The potential coach and leadership council must schedule a meeting with the Assistant Director of Sports before the deadline to review the responsibilities of the coach under the **SPORT CLUB**
COACH AND LEADERSHIP COUNCIL: ROLES AND RESPONSIBILITIES SECTION LOCATED IN THE SPORT CLUB POLICIES AND PROCEDURES.

- When all paperwork is deemed acceptable, the paperwork will be submitted. The payment will be split in two payments for each semester
- Maximum of $500.00 per semester

F. FUNDRAISING

Over the years, student organizations on campus have raised money for their budgets or to enhance community projects. Most fundraisers by student groups do not conflict with the University’s Advancement Office objectives. However, it is important to establish some general guidelines for student organizations to follow when planning fundraisers. All individual Sport Club fundraising projects must adhere to all University Advancement Office, Student Activities, and Sport Club policies and procedures. A Fundraising Approval form must be submitted to the Recreation and Wellness office for all fundraising projects. Please allow approximately two weeks for approval.

Fundraising projects involving the direct solicitation of any of the groups listed and/or that mention tax-deductibility in any form must be approved with the University of Richmond, Office of Development.

If the club plans to give all the funds raised to a different non-profit organization, then the name of the University of Richmond should not be the focal point of the solicitation. For example, if VAC raises money for Habitat for Humanity it should be clear that Habitat is receiving the funds, not the University and that the University Development office is not sponsoring the event.

All telemarketing programs by student groups and all fundraising programs involving an outside vendor must be cleared through the Development Office and approved by the Vice President of Development/University Relations.

1. ANNUAL SPORT CLUB FUNDRAISER MAILING

Each year, an Annual Sport Club Fundraising Mailing event will be scheduled and coordinated by the department of Recreation and Wellness. This is the one and only opportunity for Sport Clubs to formally approach family, friends, or alumni for financial support. Clubs are not required to participate in this fundraiser, but the University Relations Office and Recreation and Wellness Department will not approve, support, or assist clubs who participate in any similar fundraising projects.  

(Please refer to Blackboard, Fundraising)

VII. RESOURCES

A. EQUIPMENT RESOURCES

All equipment which is purchased for club use is, and remains, the property of the University of Richmond Sport Clubs program. Club Safety Officers are responsible for all equipment that has been inventoried. All equipment must be accounted for at the beginning and end of each academic year. Club Safety Officers must meet with the Assistant Director of Sports to review club inventory and complete an equipment inventory form. This form must be on file with the Assistant Director of Sports before clubs may begin practice. Sport club equipment should be stored in University facilities. Recreation and Wellness will assist in finding an appropriate storage location. Only Safety
Officers will be given the combination to club storage facilities. All clubs are eligible to check-out and use additional equipment for club related business from the Recreation and Wellness Department. See “Equipment and Supplies” below for a list of available materials.

1. **Equipment and Supplies**
   - First Aid Kits
   - First Aid Supplies
   - Event Tents
   - Tables
   - Chairs
   - Scoreboard
   - Sound System
   - Digital Camera
   - Any other additional recreational equipment
   - Purchasing assistance
   - Equipment may be requested using the Home Competition Request Form. Request must be received approximately two weeks in advance and checked-out by approved Safety Officers. All request and arrangements for equipment are made with the Assistant Director of Sports.

The university sport club staff always tries to accommodate student schedules but we may not always be available for student drop-ins. Therefore, it is highly recommended that students call or email ahead of time so staff will be available when needed.

2. **Inventory and Non-Inventory Items**

i. **Guidelines**
   Any items purchased with club funds (from either an allocated account or club account) must go into the club’s inventory. The Budget Coordinator will assist in the ordering, receiving and payment of these items. A club wishing to purchase items that will not go into inventory, such as t-shirts, warm-ups, sweatshirts, socks, etc. must purchase and pay for these items on their own. Clubs must contact the Sport Club Administration when purchasing items that contain the university name, logo, or colors. The Sport Club Administration will communicate with Collegiate Licensing to have the design approved. This process must be completed regardless of whether or not the item will go into the Sport Club inventory.

   ii. **Inventory System**
      a. This is the responsibility of the SAFETY OFFICER
      b. Inventory Sheets will be kept in each Club’s binder in the Sport Clubs Office
      c. Beginning of the Year Check-in (August 28-30, 2013)
         1. At the beginning of the Fall semester, a club must have their inventory checked with the previous year’s inventory before they are able to practice.
         2. If the inventory sheets have major discrepancies, then the club will be penalized through the Points system and will be barred from practice until the issue is resolved or the majority of the items are retrieved.
         3. After satisfactory agreement between the inventory sheet and inventory, the club will be approved to practice.

All forms can be found on Blackboard under forms except Deposit Forms (See Amelia)
4. Must have signature of both the Safety officer and the President to ensure that inventory has been sufficiently checked.

d. The End of Fall Check
   1. Serves to ensure that the inventory is being properly maintained and will operate in the same manner as the Beginning of the Year check-in.
   2. This check-in will monitor the upkeep of equipment and the addition of items into inventory. If clubs are not using the equipment properly, then they will suffer penalty through the point system.

e. End of Spring Semester Check-in (To be completed within one week of the club’s final practice)
   1. Safety officer and President will meet with Exec VP or Seth to check out for the year.
   2. If a club fails to maintain their inventory throughout the year, they will suffer penalty through the point system for the following Academic year.

b. Clubs will not have access to their inventory after the final check-in is complete. Furthermore, students will not have access to their inventory during May term.

c. When an item is purchased with allocated funds and will remain in inventory, it will be added to that club’s inventory sheet before they may pick it up from the Budget Coordinator.

d. The budget Coordinator will email the Exec VP when the item arrives at her office and will be added to that club’s inventory before they may take it out of the office.

e. For items like apparel that are personalized, those do not go into inventory, unless allocated funds were used to make the purchase.

B. Facilities Resources

1. Facilities
   - Practice and Competition venues
   - Lining and maintenance of practice and competition fields
   - Storage space
   - Classroom and meeting space availability
   - On campus social and special event space

2. Facility Rules
   - Clubs must have an approved practice/competition request in order to use any university fields or buildings.
   - Approved Safety Officer must be present at all times to strictly enforce facility activity rules and regulations. Safety Officers must be currently certified in CPR and First-aid and have a copy on file with the Recreation and Wellness Department, Assistant Director of Sports.
   - All individuals participating in a practice or competitions must be on the Club Roster and have signed a Hold Harmless Clause.
   - All incident reports must be completed thoroughly and accurately.
   - Competitions involving multiple venues of eight or more teams may require additional hired security (paid for by the club).
   - Safety Officers must abide by all University Facility Policies. Clubs that fail to abide by procedures will risk losing use of university facilities.

3. Facility Scheduling

   Facility requests must be received in advance in order to ensure enough time to line the fields and reserve the facilities. When hosting regular competitions, tournaments, or special events, it is the expectation that each club...
will represent the university in a positive manner. It is also the club’s responsibility to ensure that participants and spectators abide by university policies. Sport clubs must submit requests for facility use to support the following club related activities:

- Competition
- Practice
- Instruction
- Transaction of Club Business
- Showering and Dressing
- Storage and Equipment
- Fund Raising
- Club Social Events

A Home Competition Request Form must be completed for the reservation of all facilities. Requests for reservations and competitions must be received two weeks in advance in order to ensure enough time to line the fields and reserve the facilities. Home Competition Request Forms are available online at the Sport Club website.

Any cancellation of a scheduled competition or practice resulting in the non-use of a requested facility must be reported to the Assistant Director of Sports at least 48 hours in advance.

Unauthorized use of University facilities for practices or competitions may result in the revocation of on campus status. There is a three strike policy for clubs practicing/competing without authorization:

- 1st offense-written warning.
- 2nd offense-club must choose between canceling practice for one week or paying a $100 fine.
- 3rd offense-club is suspended from practice/competition for the remainder of the semester.

The Recreation and Wellness office will notify Sport Club Officers if the intramural fields will be closed for any period of time. If a club is found practicing or competing on the fields after Recreation and Wellness has announced their closure, the club will lose all privileges for home competitions for the remainder of the semester.

Regular scheduled club practices will be automatically cancelled during any university break or holiday. Clubs must submit a written request and provide at least one week notice if they have plans to practice during these days.

4. **Practice and Competition Schedules**

Clubs should not assume a facility is reserved. All clubs must submit a Practice Request Form and Home Competition Request Form for the each semester.

The early request deadline for Fall Practice Facility Requests is March 1st. The early request deadline for Spring Practice Facility Requests is November 1st. Any requests received on or before these dates will have the highest
priority for facility scheduling and reservations. These clubs will also receive approval to begin practice as soon as they return to campus.

Any Practice Request Form and Home Competition Request Form received after this date will not be considered or approved until the 2\textsuperscript{nd} Friday of the semester, the second deadline for approving and considering facility requests for practice and competition.

Requests received after the second deadline will not receive any priority and will be reviewed and approved on a first come first serve basis. It will take at least a week, possibly longer, to process a request. A Home Competition Request must be received at least two weeks in advance. Both Home and Away Competition Requests must be received at least two weeks in advance.

C. **Administrative Resources**

- Computers with web access
- Phone access for club business
- Copy machine access for club business
- Fax machine access for club business
- Meeting space for clubs
- Club mail boxes (should be checked by clubs regularly)
- Program advising and assistance

1. **Marketing Resources**

**Promotions**

- Use of approved university trademarks and logos. Clubs must always go through Collegiate Licensing when purchasing any item using a university logo, trademark, color, or name.
- Use of Spiderbytes, The Collegian, Recreation and Wellness Website, Bulletin Boards and Campus Displays for club recruitment, marketing, competition promotion
- Event Schedules and Results posted campus wide. Clubs must provide information.
- Annual Sport Club Rush Day
- Annual Sport Club Picture
- Semi-Annual Team Picture
- Richmond Sport Club Facebook group
- Fall and Spring Home Competition Event Schedule posted in local Richmond community. Clubs must provide information.
- Game Cards with club schedules and team picture are available upon request.

VIII. **Tier Classifications**

A. **Introduction**

1. 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.

2. The Sport Club Council uses a Tier Classification system to allocate annual funds. The Tiers range from Tier 1 to Tier 3 with Tier 1 receiving the highest funding allocation. The Tiers focus on level of competition, level of involvement and number of players. A club must reapply for their Tier Classification each year. This is done as part of the budgeting process in the spring. To be eligible for a portion of the Annual Funds, clubs must submit an Annual Tier Classifying Form by March 15th. The budget review committee meets to formally assign clubs into tiers. In April, the Committee makes recommendations for tier classifications after reviewing submissions. There is one week following the announcement of tier placement for clubs to appeal. The final decision on club classification is announced within one week of the end of the available appeal time.

<table>
<thead>
<tr>
<th>UNIVERSITY SUPPORT</th>
<th>TIER 1 CHAMPIONSHIP</th>
<th>TIER 2 COMPETITIVE</th>
<th>TIER 3 RECREATIONAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADMINISTRATIVE</td>
<td>Marketing, communications, game day, fundraising</td>
<td>Marketing, communications</td>
<td>Marketing, communications</td>
</tr>
<tr>
<td>COACHING</td>
<td>Part-time not to exceed 20 hours per week</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ATHLETIC TRAINERS</td>
<td>Available at practices, competitions, and for consultation</td>
<td>Available at competitions and for consultation</td>
<td>Available for consultation</td>
</tr>
<tr>
<td>TRANSPORTATION</td>
<td>Safe modes of transportation with paid drivers</td>
<td>Safe modes of transportation with paid drivers</td>
<td></td>
</tr>
<tr>
<td>UNIFORMS</td>
<td>Official team attire to represent University respectful and proud</td>
<td>Official team attire to represent University respectful and proud</td>
<td></td>
</tr>
<tr>
<td>GAME DAY</td>
<td>Staff to setup and clean up, announce, and operate scoreboards and stats</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FALL ALLOCATED FUNDS</td>
<td>Clubs may request up to $10,000 annually</td>
<td>Clubs may request up to $5,000 annually</td>
<td>Clubs may request up to $1,000 annually</td>
</tr>
</tbody>
</table>

B. GUIDELINES

1. All sport clubs must be a recognized student organization on campus. Once recognized, a club may petition the Sport Club Council for approval into the Council. Once approved, the club will be on probation for one academic year. Once the club has completed the probation process, the club may become part of the council.

2. A club must meet 80% of the criteria to belong to the Championship and Competitive Tiers. In order to belong in the Recreational Tier, the club must meet 100% of the criteria.

3. Clubs will not be added to the championship tier 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

All forms can be found on Blackboard under forms except Deposit Forms (See Amelia)
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.

4. 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.

5. 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.

C. The Tiers

- **TIER 1: CHAMPIONSHIP CLUBS** – Flagship programs with the potential for national recognition.
  - **LEVEL OF SUPPORT** – Clubs receive the highest level of university funding and administrative support necessary to compete successfully for conference and league championships and national recognition.
  - **UNIVERSITY SUPPORT INCLUDES**
    - Administration – Marketing, communications, game day, fundraising
    - Volunteer Coaches Funding – Part time (not to exceed 20 hours per week), ensure quality coaching and supervision
    - Laundry Service
    - Athletic Trainers – Available at practices, at competitions, and for consultation
    - Transportation – Safe modes of transportation with paid drivers
    - Uniforms – Official team attire to represent University respectful and proud
    - Game Day Operations – Staff to setup and clean up, announce, and operate scoreboards and stats
    - Sport Club Council Funds
    - Priority Scheduling

- **CRITERIA**
  - Recognized Sport Club for a minimum of 4 years
  - Maintain an Alumni Advisor or Alumni President
  - Updated constitution on file
  - Established Leadership Council
  - Minimum of 15 Members
  - Paid Coach
  - 8 competitions each year
  - Belongs to a league or a Governing Body
  - Participate in the Letter Writing Campaign
  - Collected Dues
  - 100% Attendance at Council Meetings
  - Participate in Annual Events

- **TIER 2: COMPETITIVE CLUBS** – Popular programs with potential for success and recognition.
  - **LEVEL OF SUPPORT** – Clubs receive a level of university funding and administrative support necessary to compete successfully and to make this a positive and successful experience for the students.
  - **UNIVERSITY SUPPORT INCLUDES**
    - Administration – Marketing, communications
    - Athletic Trainers – Available at competitions and for consultation
    - Transportation – Safe modes of transportation with paid drivers
    - Uniforms – Official team attire to represent University respectful and proud
  - **Sport Club Council Funds**

- **CRITERIA**
  - Recognized Sport Club for a minimum of 2 years
  - Updated constitution on file
  - Have at least 10 active members who are full-time students at UR
o Have a national governing body
o Compete in a local or regional league
o Have at least 6 organized or scheduled games or competitions
o Dues collected
o Participate in annual events
o Have 100% attendance at Sport Club Council meetings

• **Tier 3: Recreational Clubs** – Programs that place emphasis on social and instructional aspects.

**Level of Support** – Clubs receive a level of university funding and administrative support necessary to participate successfully and to make this a positive and successful experience for the students.

**University Support Includes**
- Administration – Marketing, communications
- Athletic Trainers – Available for consultation
- Sport Club Council Funds

**Criteria**
- Recognized Sport Club for a minimum of 1 year
- Updated constitution on file
- Leadership Council
- Have at least 5 active members who are full-time students at UR
- Have 100% attendance at Sport Club Council meetings

**IX. Risk Management**

**A. Athletic Trainer**

a. **Athletic Trainer General Policies**

**Eligibility**
- The Sport Club Athletic Training Room will be open for Sport Club Athletes ONLY.
- Sport club athletes must have completed and submitted “Hold Harmless Clause” to Assistant Director of Sports.
- Sport club athletes will have status verified by Head Sport Club Athletic Trainer before being evaluated.
- ALL club members are required to complete a Medical History form to be submitted to the Head Sport Club Athletic Trainer by October 1st. This form includes updated parental contact and insurance information. (See Heading V, Section B)

**Athletic Training Room Policies**
- All injuries will be reported as soon as possible, regardless of how minor.
- Following treatment for an injury that resulted in limited/missed practice, student athletes must be cleared by the ATC prior to increasing their participation level.
- Student athletes are not allowed to treat themselves; an athletic trainer or student assistant must set up the modality equipment and supervise treatments.
- An athletic trainer must be present during all treatments and rehabs.
- No supplies may be removed from the training room without permission from the Head Athletic Trainer.
- An athlete’s failure to comply with the above policies will result in a suspension/loss of athletic training privileges.

All forms can be found on Blackboard under forms except Deposit Forms (See Amelia)
SPORT CLUB INJURY PROCEDURES

- The Athletic Trainer should be notified of an injury as soon as possible.
- When necessary, the Head Athletic Trainer will aid in physician referrals. The University of Richmond is not financially responsible for any charges incurred.
- Injuries not sustained in sport club activities are not the responsibility of the Sport Club Athletic Trainer.
- If the injury occurs without an athletic trainer present, or if it occurs during a road trip, the sport club’s Safety officer must fill out an online injury report in a timely manner.

b. ATHLETIC TRAINER COMPETITION AND PRACTICE POLICIES

ATHLETIC TRAINER PRACTICE COVERAGE

- An athletic trainer MUST be present at the following clubs’ practices and games:
  - Men’s Lacrosse
  - Men’s Rugby
  - Women’s Rugby
  - Ice hockey
- Any alteration to the practice schedule should be communicated to the athletic trainer 48 hours in advance (unless change is caused by weather).

ATHLETIC TRAINER ON-CAMPUS COMPETITION POLICIES

- Athletic Trainers provide pregame wrapping/taping of ankles and injuries, evaluation and treatment of injuries incurred by sport club members during competition.
- Recreation and Wellness will fully subsidize the cost of an Athletic Trainer at Home Competitions, unless a club cancels or changes the date or time of a Home Competition without providing the Assistant Director of Sports at least 48 hours’ notice.
- A club that cancels or changes the date or time of an event without providing the Assistant Director of Sports at least 48 hours’ notice will be charged $30/hour for 75% of the Athletic Trainer’s scheduled time.
- Athletic Trainers may be requested using the Home Competition Request Form. Requests MUST be received two weeks in advance.
- NO GUARANTEED MEDICAL COVERAGE WILL BE PROVIDED. All attempts will be made to secure coverage for teams that give adequate notice.
- Certain clubs may choose not to have an Athletic Trainer.

ATHLETIC TRAINER TRAVEL POLICIES

Certified Athletic Trainers may be available to travel with club teams each season, if requested in advance.

- Teams requesting an ATC to travel must supply safe and reliable transportation (private vehicles will not be allowed).
- Requests for an ATC to travel MUST be submitted 2 weeks prior to competition, or the request will not be approved.
- A club that cancels or changes the date or time of an event without providing the Assistant Director of Sports at least 48 hours’ notice will be charged $30/hour for 75% of the Athletic Trainer’s scheduled time.
- Teams traveling without an athletic trainer MUST bring their team’s first aid kit to the competition.

All forms can be found on Blackboard under forms except Deposit Forms (See Amelia)
B. CONCUSSION POLICY

The following policy and procedures on neurocognitive baseline testing, subsequent testing, management of concussions, and return to play guidelines has been developed in accordance with the University of Richmond Recreation and Wellness Athletic Training Mission Statement to provide quality health care and assure the well-being of each sport club athlete.

Definition of Concussion:

A concussion is a brain injury that is caused by a blow to the head or body. It can result from contact with another player, hitting a hard surface, or being hit by a piece of equipment. A concussion can change the way your brain normally works and can range from mild to severe. Concussions present themselves differently for each athlete. A concussion can occurring during ANY sport at practice or completion and can happen even if you do not lose consciousness.

1. SIGNS AND SYMPTOMS OF A CONCUSSION
A concussion can include one or several of the following:

- Amnesia
- Confusion
- Headache
- Loss of Consciousness
- Balance problems or dizziness
- Sensitivity to noise or light
- Nausea
- Feeling sluggish or groggy
- Concentration problems

2. BASELINE TESTING

Baseline testing is an important tool that is used to determine when an athlete is safe to return to activity. The SAC test (Standardized Assessment of Concussion) and BESS (Balance Error Scoring System) will be used for baseline testing.

Each sport club student athlete participating in the following sports will be required to undergo baseline concussion testing: men’s lacrosse, men’s & women’s rugby and ice hockey. All other contact sports will be encouraged to be tested.

Time of Injury:

Any athlete suspected of sustaining a head injury will be removed from activity immediately and will not return for the rest of the day. If an athletic trainer is present, an initial evaluation will be performed using the SAC and BESS tests.

Call EMS immediately if there is:

All forms can be found on Blackboard under forms except Deposit Forms (See Amelia)
- Deterioration of neurological function
- Decreasing level of consciousness
- Decrease or irregularity in breathing and/or pulse
- Unreactive, dilated, or unequal pupils
- Changes in mental status: lethargy, difficulty staying awake, confusion or agitation.
- Seizure activity

Sport club athletes should NOT return to any activity until cleared by a physician or the Head Sport Club Athletic Trainer. Clearance from a physician MUST be in writing and submitted to the Head Sport Club Athletic Trainer.

3. **Management of a Concussion**

Management of a concussion will involve physical and cognitive rest until the symptoms resolve. Student-athletes will be gradually returned to full activity, under the direct supervision of an athletic trainer, prior to medical clearance and return to play. During the period of recovery it is important for the athlete to rest both physically and cognitively. Activities that require concentration and attention, such as school work and even video games, may exacerbate symptoms and delay recovery. In most cases, apart from limiting the physical and cognitive activities while symptomatic, no other intervention is required.

- The Head Sport Club Athletic Trainer will contact Student Health to determine which students should be seen for an evaluation by a physician.
- The Head Sport Club Athletic Trainer will help students inform their dean of any need for cognitive rest on an as needed basis.

4. **Post-Concussion Testing**

- Sport club student athletes should be symptom free for 24 hours before being retested using SAC and BESS tests.
- Return to play plan guidelines are as follows:

<table>
<thead>
<tr>
<th>Stage</th>
<th>Functional Exercise at Each Stage</th>
</tr>
</thead>
<tbody>
<tr>
<td>No Activity</td>
<td>Complete physical and cognitive rest until symptom free for 24 hours.</td>
</tr>
<tr>
<td>Light aerobic exercise</td>
<td>Walking, swimming, or stationary bike &lt;70%</td>
</tr>
<tr>
<td></td>
<td>No weight training</td>
</tr>
<tr>
<td>Sport-specific exercise</td>
<td>Non-contact or head impact activities such as running drills</td>
</tr>
<tr>
<td>Non-contact training drills</td>
<td>Progression to more sport-specific training drills such as passing drills or non-contact plays. May begin weight training.</td>
</tr>
<tr>
<td>Full contact practice</td>
<td>Following medical clearance, participate in normal training activities</td>
</tr>
</tbody>
</table>

- Student-athletes should only progress to the next stage if they are asymptomatic at the current level. Each stage should typically take 24 hours. If any symptoms occur then the student-athlete should return to the previous stage and be re-evaluated, if necessary.
C. CONFIDENTIALITY

Athletic Training is an allied health profession. Therefore, any medical records that are maintained must be kept confidential. At no time should there be discussion about an injured student-athlete and/or their condition with anyone other than essential personnel. Permission from the student-athlete must be obtained before sharing information with parents, significant others, and/or the community. HIPAA regulations will be maintained to ensure the confidentiality of medical records. An athlete must give permission before any medical-related information can be released. Athletic trainers will verify with the sport club athlete what information may be shared with their family and friends with the athlete’s knowledge and permission.

b. TRAVEL

A. BENEFITS

- Access to university vehicles
- Assistance with travel plans
- Transportation Safety funds available

“With each passing year, more and more learning takes place outside the classroom. American college and university students travel for academic field trips, community service, athletic events, clubs, and many other purposes. I have no doubt that education is enhanced through such activities, but as we benefit from increased mobility, we must focus on safety.” Myles Brand, President National Collegiate Athletic Association.

The safety of our participants is our primary concern. Each club must abide by institutional and departmental policies and procedures for travel. When making arrangements for travel, all details regarding the trip should be taken into consideration, including housing, meals, registration, person in charge, and most importantly safety. The following driver safety guidelines are posted on the University of Richmond Safety and Risk management website. A complete list of University of Richmond driver safety policies and procedures are available at http://oncampus.richmond.edu/administration/safety/driver.htm

B. UNIVERSITY TEAM TRAVEL POLICY (PLEASE REFER TO HEADING II, SECTION C FOR MORE INFORMATION ON TRAVEL)

Because field trips and team travel involve the transportation of large numbers of individuals, the University and the personnel who supervise such trips take on special responsibilities. When a commercial carrier is employed, many of those responsibilities are assumed by the carrier, but they remain with the University if the travel takes place in vehicles owned or rented by the University, or in vehicles owned or rented by the participants themselves.

- If a faculty or staff member is a passenger in a vehicle, he or she is "in charge" and responsible for the safe conduct of the trip. The faculty or staff member is expected to exercise his/her authority as a University official to ensure that the vehicle is operated in a safe and lawful manner.

*If a stipend coach or faculty/staff member is not present in the same vehicle, the Safety Officer assumes this responsibility. Sport Clubs are encouraged to have a coach, faculty/staff member, or a Safety Officer present in each vehicle when traveling.

All forms can be found on Blackboard under forms except Deposit Forms (See Amelia)
The faculty or staff member is also responsible for ensuring that vehicles are not occupied beyond their capacity. Overcrowding may be construed as an unsafe condition and should always be avoided. The driver of the vehicle is responsible for ensuring compliance of the safety belt policy.

For any trip, a roster must be completed and turned into the office issuing the van prior to departure.

1. **University Vehicles**

Student Activities has two vans available for use by student organizations. These vans must be reserved in advance and your organization will be charged a $0.50/per mile fee for use of the vans. Contact the Safety Services office (289-8824) for additional information regarding driver certification. The University is exempt from sales tax and if the rental is handled properly through the Campus Recreation and Wellness Office, sales tax can be avoided.

If you have occasion to drive a University vehicle and you have had a valid license for at least three years, you must complete the [Driver's Safety Program Registration Form](#). Your driver record will be requested at that time. The University requires a minimum three year driver history. A minimum of ten days is required for the request and approval of the driving record; therefore, application to drive must be made 10-14 days prior to the anticipated driving date. Once the record is approved, you will be issued a User ID and Password to complete the online defensive driving course. Once you have an ID and Password, you can access the online course at: [http://uofrdrivesafe.claritynet.com](http://uofrdrivesafe.claritynet.com)

C. **Sport Club Travel Policy**

In addition to these institutional travel policies and procedures all clubs must also follow Recreation and Wellness travel policies and procedures specific to clubs. Sport Club travel shall be defined as when a Sport Club takes a trip to any away competition. Each Sport Club must complete a Travel Request Form and appoint a "person in charge" for each trip; we strongly encourage that the "person in charge" be the Club's Safety Officer, as no club may travel without a Safety Officer. Responsibilities of the person in charge include:

- Supervise the conduct of the members of the trip, and ensure all drivers operate vehicles in a safe manner, and otherwise act in accordance with University of Richmond Requirements and Guidelines for Driving University Vehicles
- Submit a Travel Request Form at least 14 days prior to travel.
- Follow the emergency action plan if an accident occurs.
- Ensure that no travel is done without a Safety Officer.
- Pick-up a travel packet from Assistant Director of Sports prior to departure
- No consumption of alcohol, regardless of age

1. **Travel Packets (Found on the Sport Club Website or Blackboard under Travel)**

Teams that are traveling to compete in an approved away competition must pick up a Travel Packet from the Assistant Director of Sports prior to their departure. The Travel Packets are a resource to students and contain all the necessary information teams may need while traveling. The travel packet contains the following information:

**Summary of Travel Packet Responsibilities**

**Prior to Departure (Friday)**
1. Pick up Travel Safety Packet from Assistant Director of Sports by 5pm on Friday
2. Email Assistant Director of Sports Final Team Roster
3. Email Assistant Director of Sports Detailed Hotel Accommodations (if staying overnight)

**During Competition**
1. Save receipts for items that you would like to be reimbursed for (i.e. hotels) and complete check request
2. Complete electronic Incident Form (If any injuries occur)
3. Complete Official Payment Request Form (if necessary)

**After Competition (Monday)**
1. Complete electronic Results form with as much detail as possible
2. Return completed packet to Assistant Director of Sports by Monday at 5pm

2. **International Travel**

   Clubs planning international travel must have prior approval from the Recreation and Wellness Office as well as the Office of International Education before making any travel plans. This process may take several months. The reason for this is for the security and safety of the participants. We may require additional information regarding your itinerary, travel plans, level of supervision, and we may require additional insurance. Domestic insurance policies may not provide coverage for some international travel, or they may only reimburse their insured’s after the fact rather than paying the provider directly as they do in the continental U.S. Some medical service providers may demand cash at the time of service.

   Sport Club members are not excused from classes and exams to participate in Sport Club activities. The decision to excuse a student or reschedule an exam is at the discretion of the instructor. The Recreation and Wellness Department does not encourage or support the concept of Sport Club activities interfering with academic requirements.

   Clubs will not be reimbursed for travel expenses for competition that are not included on the approved competition schedule, or for those competitions for which they fail to submit a Travel Request Form. Failure to comply with these travel procedures will result in immediate probation for the Club and personal responsibility for the "person in charge." A second offense will automatically bring the Club in violation before the Sport Club Council for sanctions.

**Travel Restrictions**

1. **Use of 15 Passenger Vehicles Prohibited**

   Due to the multiple advisories and warnings issued by the National Highway Traffic Safety Administration (NHTSA) regarding the safety of 15 passenger vans, the University will no longer permit the purchase, lease or rental of 15 passenger vans.