

# 2024-2025

## Sport Club Policies and Procedures



## SPORT CLUB INTRODUCTION AND PHILOSOPHY

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 and/or recreational. Clubs compete with other clubs, organizations, colleges, and universities but should not be confused with a varsity sport administered by the Athletic Department. 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 volunteering, and the organization and administration of the club is determined by the club officers. Sport clubs operate within the Student Development Division in the University Recreation program.

### **Program Philosophy**

We affirm the dignity inherent in all of us, and we strive to maintain a climate of equity and justice demonstrated by respect for one another. We acknowledge that our society carries within it historical and deep-rooted injustices and biases. Therefore, we endeavor to foster mutual understanding and respect among the many parts of our whole.

We affirm the right of freedom of expression within our community. We affirm our commitment to non-violent exchange and the highest standards of conduct and decency toward all. Within this context we reject violence in all forms. We promote open expression of our individuality and our diversity within the bounds of courtesy, sensitivity, and respect. We further recognize the right of every individual to think, speak, express, and debate any idea limited only by university regulations governing time, place and manner.

We confront and reject all manifestations of discrimination, including those based on race, ethnicity, gender and gender expression, age, visible and non-visible disability, nationality, sexual orientation, citizenship status, veteran status, religious/non-religious, spiritual, or political beliefs, socio-economic class, status within or outside the university, or any of the other differences among people which have been excuses for misunderstanding, dissension, or hatred. We recognize and cherish the richness contributed to our lives by our diversity. We take pride in all our achievements, and we celebrate our differences.

We recognize that each of us has an obligation to the Richmond community of which we have chosen to be a part. We will strive to build and maintain a culture and climate based on mutual respect and caring. 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.

### **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. Exceptions can be requested/approved by the Assistant Director of Sports and Risk Management (ADSRM).

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 always adhere to the guidelines included in this document. 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.

## CODE OF CONDUCT

### 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 themselves, but the entire Sport Club Program, University Recreation, Center of Student Involvement, 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, tobacco, and other drug policies.

- [University of Richmond Alcohol, Tobacco, and Other Drug Policy](#)

Consumption, possession, provision, and transportation of alcohol, non-medicinal drugs, and any other illegal substances (including tobacco) 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
- 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 for Sports and Risk Management. The club must meet with the Assistant Director to discuss the event and have it approved.

### Hazing

Hazing is prohibited by both the [University of Richmond](#) and the [Code of Virginia § 18.2-56](#).

Hazing is an act that, as an explicit or implicit condition for initiation to, admission into, affiliation with, or continued membership in a group organization, could be seen by a reasonable person as conduct that: endangers the physical health of an individual or causes mental distress to an individual through, for example, humiliating, intimidating, or demeaning treatment; destroys or removes public or private property; involves the consumption of alcohol, other drugs, or other substances; or violates any of the policies of the University of Richmond.

### Reporting Hazing

Any suspected hazing by an individual, group, or registered student organization should be reported to the University through any of the following methods:

- In-person to the Center for Student Involvement
- Online via the [Hazing Incident Reporting Form](#) (can be submitted anonymously)
- By phone at (804) 287-1238
- By email to [Director of Student Involvement](#)
- Students are also encouraged to report hazing to the [University of Richmond Police Department](#)

No student or any person affiliated with the University of Richmond shall engage in hazing, as defined above. If, in the determination of the University's Code of Conduct and subsequent to a hearing conducted according to University procedure, any student or person affiliated with the University is found to have committed any act prohibited herein, then such student or person affiliated with the University of Richmond shall be subject to penalties in accordance with this policy and the University of Richmond's Student Code of Conduct.

The penalties set for below may be imposed for violations of this policy regardless of whether the violation occurred on or off campus and shall be in addition to any other penalty to which the offending student(s) may be subject for violations of the State of Virginia's criminal law and any other applicable law rule, or regulation.

- Individuals subject to the University of Richmond jurisdiction found guilty of hazing violations may be subject to suspension.
- Organizations subject to the University of Richmond jurisdiction that authorize hazing in disregard of this policy may be penalized by revocation of organization registration, revocation of permission to meet on campus or to use campus facilities, and/or revocation of the right to exist at the University of Richmond.

Examples of forbidden hazing activities include, but are not limited to:

- Intimidation, threats and verbal hostility
- Rough wrestling matches and football games
- Hitting an individual with paddles, even in so-called fun exchanges, and other types of beatings
- Sexually degrading activities, including stripping, simulation of sexual acts, improper touching, or sexually explicit chants and songs
- Pressuring an individual to get a brand or tattoo or to shave his or her head
- Dousing an individual with dangerous substances
- Requiring an individual to eat unpleasant-tasting food
- Requiring an individual to sleep in uncomfortable places or depriving them of sleep
- Requiring an individual to carry an item with them
- Requiring an individual to participate in a scavenger hunt
- Not disclosing to an individual the activity they are required to participate in
- Forcing an individual to do physical exercise
- Forcing an individual to swim, which can result in drowning
- Forcing an individual to wear unusual clothing
- The keeping of pledge books and/or forcing an individual to get member's or alumni's signatures
- Requiring an individual to memorize non-essential information
- Isolating an individual from other group members
- An activity that intentionally or unintentionally subjects an individual to mental or physical harm, embarrassment, harassment, or ridicule
- Forcing an individual to do personal errands of any kind

The examples listed above are not all-inclusive. Any incidents, of hazing will be treated as a major infraction and forwarded onto university officials for further disciplinary action. This could include but are not limited to, Club sanctions, individual liability and/or loss of allocation.

### **Registered Student Organization Conduct Report**

The University of Richmond's Registered Student Organization Conduct Report includes findings of responsibility not only for [hazing reports](#) as required by Va. Code § 23.1-822 (Adam's Law) but also for all other violations by a registered student organization of University policy since July 1, 2022.

This report is designed to be broad in scope to help students interested in joining a registered student organization make informed decisions about their participation and includes findings of responsibility for violations of the Standards of Student Conduct, the Registered Student Organization Handbook, and/or other University policies by all registered student organizations.

The Student Organization Conduct Process is outlined in the Student Organization Handbook. Charges for which a registered student organization were found not responsible are not included in this report. This report is regularly updated each semester. Any questions about this report can be directed to the [Director of Student Involvement](#).

## Travel

Sport Club members (including athletes and coaches) must follow 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](#)

The travel policy applies to any University of Richmond Sport Club driver, whether that person is affiliated with the University, University Recreation, 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.

- 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.
- Rental cars MUST be reserved by ADSRM (no students will be allowed to book vehicles)

## Enforcement & Consequences

It is the responsibility of the club officers and coach to ensure their team follows the code of conduct and to report any violations of the preceding policies to the Assistant Director for Sports and Risk Management (ADSRM). Clubs that violate any policy within the code of conduct may be subject to sanctions based on the severity of their actions.

### *Disciplinary Process/Actions*

Upon learning of violations or misconduct by a club member(s) or club, the Assistant Director for Sports and Risk Management will call a meeting with the member(s) or club involved, officers and advisor(s). After all responses to allegations are reviewed and depending upon the severity of each case, the Assistant Director for Sports and Risk Management and/or the Sport Club Council may administer the following disciplinary actions:

- Disciplinary process/actions given to member(s):
  - Verbal warning (including documentation)
  - Written reprimand and probation
  - Suspension from attendance at club activities
  - Expulsion from all club programs and activities for a designated period of time
  - Involvement of University of Richmond officials (Judicial Council, Office of the Deanery, etc.)
  - Involvement of local and/or state police
- Disciplinary process/actions administered to club(s):
  - Verbal warning (including documentation)
  - Written reprimand and probation
  - Restrictions on club travel
  - Suspension from use of facility space and loss of funding
  - No longer recognized as an UR Sport Club
  - Involvement of University of Richmond officials (Judicial Council, Office of the Deanery, etc.)
  - Involvement of local and/or state police
- Probation  
Probationary Clubs are eligible for limited facility access. All spaces will be distributed to clubs in good standing first, and then what is remaining will be available to any probationary clubs. Probationary clubs are not eligible for funding; Clubs put on probation as a result of disciplinary action are subject to loss of current funding provided by the university.
- Suspension  
Suspended clubs will forfeit the ability to schedule facility space, are not eligible for funding, and will have all club activities suspended. However, suspended clubs are still required to come to all Sport

Club meetings. Following the suspension period, the Sport Club Council will assign a club probationary or inactive status following review.

- **Appeals**

Any appeals regarding disciplinary actions must be submitted in writing to the Assistant Director of Sport and Risk Management within one week of the sanction. The appeal should detail in writing which sanctions you wish to appeal with reasoning for each. These should be submitted in a bulleted format addressing each sanction being appealed. All appeals will be reviewed and voted on by the Sport Club Council.

## SPORT CLUB ADMINISTRATION

The University of Richmond Recreation 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 staff available to provide administrative support includes:

**Assistant Director of Sports and Risk Management:** Provides guidance and support in all areas of the operation of the clubs. Primarily responsible for ensuring compliance with all risk management regulations, policies and procedures and marketing for the clubs, as well as overseeing the athletic trainers. Coordinates the facility scheduling, and travel of a diverse Sport Club program.

**Athletic Trainer:** Oversees and coordinates all aspects of the athletic training, and safety of a diverse Sport Club program.

**Budget Coordinator:** Provide guidance and assistance with all financial transactions and assist ADSRM with all sport club budget allocations.

**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 for Sports and Risk Management with all business affairs, including but not limited to scheduling, program planning, and helping to collect and verify all club forms. Assist ADSRM with the maintenance and development of website, Box, Facebook, and any other additional resources. Creates and publishes event schedules and results for all clubs. Promotes club activities both on and off campus. Tracks point accumulations for sport clubs.

**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 each fall at the first Sport Club Council meeting. 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 election process will elect the individual.

- *President:* The President of the Sport Club Council (SCC) shall be the Chief Executive Officer of the council. They 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. They 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. They 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. They 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.

### **Sport Club Council By-Laws**

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 for Sports and Risk Management. The Council will meet once a month.

Each recognized sport club will be allowed one vote. Likewise, each Executive Officer will be allowed one vote. The Assistant Director for Sports and Risk Management 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.

- New clubs must follow procedures set forth in "Becoming a Sport Club." Voting will take place at the meeting 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.
- If 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.

### **Sport Club Officers**

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 University Recreation staff and become knowledgeable of all Sport Club policies and procedures. In addition, there is a mandatory Sport Club Officer Training Course. 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.

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

- Attend Annual Sport Club Officer Training.
- Follow and inform all members of policies and procedures.
- Communicate between the club and University Recreation.

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.

### **Sport Club President**

- Ensure that at least one member of a club attends all scheduled meetings called by the Sport Club Council, Assistant Director for Sports and Risk Management, or University Recreation.
- Ensure all proper paperwork is completed in a timely manner. This includes, but is not limited to, completing club renewal, practice and competition requests, uniform/equipment requests, and participation forms.
- 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 at the beginning of the spring semester for newly elected officers.
- Assign a member the responsibility of "Money Manager" and have them 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.

### **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 Response Plans outlined in this manual.

A Safety Officer can be any member of the club. They are required to complete the Safety Officer 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 University Recreation Athletic Trainer.
- Must have a signed copy of the Safety Officer Agreement on file with Athletic Trainer.
- MUST be at all practices and competitions. If a Safety Officer cannot be present, they must cancel the event and contact all club members. Under no circumstances may a Safety Officer relinquish their responsibilities.
- 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 Athletic Trainer.
- First Aid Kits are checked out after Safety Officer Training from the Athletic Trainer and must be returned by the end of the spring season during inventory check out, 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 they have completed all their Sport Club Student Participation Forms. This includes coaches and volunteer assistants.
- 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 ensuring injury/incident reports are submitted in a timely manner to University Recreation. These forms can be found on the Sport Club website.
- We have multiple AED's (Automated External Defibrillators) on campus that analyze the victim's condition, and if warranted, deliver an electrical shock to the heart. They are located at both water stations in the Weinstein Center, and in the main shed at the IM Fields.

### **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. **Presidents are REQUIRED to be Money Managers.**

Responsibilities of the Money Manager mainly involve making transactions that include, but are not limited, to the following:

- Deposits
- Credit Card Purchases
- Check Requests: Reimbursements/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** get approval from the Sport Club Administration when purchasing any item using a university logo, trademark, color, or name.
- Completing and submitting the Uniform/Equipment Request. Money Managers should be prepared to meet and discuss their requests with the Assistant Director for Sports and Risk Management and Budget Coordinator following its submission.
- Purchase Orders

### **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 for Sports and Risk Management 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 University Recreation.
- Provide guidance and leadership.
- Helps in developing and overseeing the club budget.
- Periodically attend club meetings and activities.

### **Coach/Instructor**

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 club 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 their 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 University Recreation, 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.
- 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 Director of Sports and Risk Management.
- 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.

- 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 UR and University Recreation.
- Adhere to all risk management and safety guidelines and work closely with the Athletic Trainer to minimize risk and prevent injury.
- Travel with the club to away competitions and supervise student-athletes while at off campus events.
- Assist with inventory, storage, and repair and maintenance of all club equipment and uniforms.
- Attend select University Recreation functions and/or meetings.
- Comply with and enforce the Sport Club Code of Conduct

If your club has a volunteer or paid coach/instructor, they are required to follow University guidelines regarding discipline.

#### **Coaches and Instructors cannot:**

- Suspend club members from participating in more than two (2) games
- Verbally or physically abuse club member(s).
- Use physical condition drills as punishment.
- Discipline club members who cannot participate in scheduled club events that conflict with other academic or personal obligations.
- Apply a penalty without reasonable justification.

\*If a coach or instructor feels that a longer suspension of a club member(s) is warranted, a meeting with the Assistant Director of Sports and Risk Management must be scheduled.

## **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 sport club 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:

- Seek Student Organization status from Center for Student Involvement (CSI) Office:
- Meet with Center of Student Involvement administration.
- Develop constitution.
- Student Activities will send the proposal to the Student Organizations Committee and, if approved, the club will then have student organization status.
- Present proposal for becoming a sport club to the Assistant Director for Sports and Risk Management. Proposal should include:
  - Constitution
  - On Campus Status from CSI
  - Brief explanation of why club should be granted Sport Club status.
- Proposal will be reviewed by Assistant Director for Sports and Risk Management, and then submitted to the Executive Sport Club Council for a vote at the next monthly meeting.
- 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.

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

## ANNUAL RESPONSIBILITIES

The following is a summary of annual meetings, events, and deadlines that are noteworthy for the administration of Sport Clubs.

- Fall Officer Training- August 25: 1pm – 4 pm, Weinstein Center/Robins Center
- Meets once a month - Sport Club Executive Council Meetings.
- First Tuesday of each Month - Sport Club Council Meetings
- First Week of October – Complete Renewal Process Due (all forms submitted and training complete).
- October 16 – Spring Practice Facility Requests Due.
- First Friday in December – All Equipment and Uniform Funds must be spent; coaches stipends processed (can take up to 60 days to process).
- Second Week of Spring Classes - Spring Officer Training (All new officers)
- End of Year Celebration – March/April
- Last week of Classes– End of year officer meeting with ADSRM, Transition Form/Inventory complete and on file with University Recreation, Fall Practice Facility Request Due.
- First Friday in April - All remaining allocated club funds must be spent; coaches stipends processed (can take up to 60 days to process).
- Last Council Meeting of Academic Year – wrap up

### 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 to complete the Renewal Process:

- Inventory Completed (part of Transition Form submitted each spring)
- Submit Practice Request
- Approved Safety Officer
- Approved Club President
- Club President and Safety Officer have 14 days after they are elected to complete the Officer Training and inform Assistant Director for Sports and Risk Management 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 second deadline when additional request for facilities will be considered and approved.

Clubs will have until the last Friday in September 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
- Completed Sport Club Participation forms for every member of the club

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 for Sports and Risk Management. 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.

## CLASSIFICATIONS

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

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

The Sport Club Council uses a classification system to allocate annual funds. Classifications can be viewed below. A club must reapply for their 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 a Classification Form by the last Friday in March. In April, the Council makes recommendations for classifications after reviewing submissions. There is one week following the announcement of classification for clubs to appeal. The final decision on club classification is announced within one week of the end of the available appeal time.

### Guidelines

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. Below is the process to the classifications:

### Classification and Tier System

#### **Championship Clubs = up to \$5000 per year.**

These clubs will need to gain 95 or more total points for an entire academic year. Clubs currently classified as Championship for 2019-2020 will have the opportunity to receive up to \$5000 dollars in allocated funding per year from University Recreation. The club is to submit a uniform/equipment request per year by the specified deadline to be eligible to receive funds. In order for a club to receive its desired amount they will need to provide justification of their expenses and revenue within the required request. (*clubs that have a D1 alternative are not eligible*)

#### **Competitive Clubs = up to \$2500 per year.**

These clubs will have gained 75 to 94 total points for an entire academic year. Clubs currently classified as Competitive for 2019-2020 will have the opportunity to receive up to \$2500 dollars in allocated funding per year from University Recreation. The club is to submit a uniform/equipment request per year by the specified deadline to be eligible to receive funds. For a club to receive its desired amount they will need to provide justification of their expenses and revenue within the required request.

#### **Recreational Clubs = \$500 per year.**

These clubs will have gained up to 74 total points for an entire academic year. Clubs currently classified as Recreational for 2019-2020 will have the opportunity to receive up to \$500 dollars in allocated funding per year from University Recreation. The club is to submit a uniform/equipment request per year by the specified deadline to be eligible to receive funds. For a club to receive its desired amount they will need to provide justification of their expenses and revenue within the required request.

#### **Probationary Clubs = \$0 per year**

While in this tier these clubs will receive zero funding from the University Recreation. These clubs are placed in this tier because they are newly inducted as a Sport Club or in poor standing with the Sport Clubs program.

The University of Richmond uses a points system to determine classification/allocation of funding. Clubs will receive a specific number of points for each criterion. At the end of the sport club season, points will be totaled. point totals will determine what classification a club will fall into each year. The following number of points are required for each classification level:

**Earning Points Total maximum points earned for the year = 125 points)**

***Points are earned through four categories:***

- Leadership
- Form completion
- Competition (*any type of event pre-approved by Assistant Director of Sports and Risk Management*)
- Extra Credit

**\*Note:** 1/2 of the total point value will be awarded to clubs for forms submitted late.

**Leadership (70 Possible Points)**

***Officer Training:*** 10 points for attending one of the two official trainings = 10 points

***SpiderFest:*** 5 points for registering/attending event= 5 points

***Council Meetings:*** 5 points each of the 7 meetings = 35 points

***Dues:*** 5 points each semester (must have at least 50% of dues collected by end of each semester) = 10 points

- \$60 minimum annually Championship Club
- \$35 minimum annually Competitive Club
- \$15 minimum annually Recreational Club
- Please include list of names of members that have paid when submitting payments to BC

***Fundraising:*** All clubs are required to fundraise. Requirements for each classification are as follows:

- *These funds can come from the Annual Sport Club Crowdfunding Campaign.*
- Championship: 5 points for fundraising 20% of allocated funds = 5 points
- Competitive: 5 points for fundraising 10% of allocated funds = 5 points
- Recreational: 5 points for fundraising 5% of allocated funds = 5 points

***End of Year Celebration:*** 5 points for at least 50% of your club attending EOY celebration = 5 points

---

**Form Completion\* (25 Possible Points)**

***Waiver/Form Completion:*** 5 per semester (submit 75% of forms by 2<sup>nd</sup> week of start of season) = 10 points

***Inventory:*** 5 points each for two completions by each deadline= 10 points

***Competition Results:*** ½ point for each Competition Result Form submitted within 48hrs of competition = 5 points max

---

**Competition (Max of 20 Possible Points)**

***Single game/event:*** Participation in a single game = 1/2 point

***Tournament:*** participation in a tournament = 1 points

***Regional tournament:*** participation in a regional tournament = 2 points

***National club championship/national competition:*** Participation in a national club championship tournament or travel to a competition or tournament = 3 points

---

**Extra Credit (Max of 10 Possible Points)**

***Attending fellow Sport Clubs' competitions/events:*** ½ point per event = 5 points max

- Report event attendance by sending a photo to Sport Club Gmail account within 2 days of the event.
  - at least 5 members of your club must be in photo attendees must be in the picture, with the event in the background

**Community Service:** 1 point for participating in a community service event including at least 5 members of your club and pre-approved by ADSRM = 5 points max

---

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

**Benefits according to classification:**

BENEFITS	CHAMPIONSHIP	COMPETITIVE	RECREATIONAL
Athletic Trainers and Sports Medicine Clinic	YES- For practices and competitions.	YES- For competitions	YES- For some competitions
Laundry Services	YES	NO	NO
Marketing and Communication	YES- Available for all marketing and communications	YES- available for some of the benefits	YES- available for some of the benefits
Volunteer Coaches Funding – Part time (not to exceed 20 hours per week),	YES	NO	NO
Transportation	YES- Priority given	YES	YES
Uniforms	YES	YES	NO
Priority Scheduling	YES	NO	NO
Fundraising	YES	YES	YES
Alumni Advisors	YES	NO	NO
Host Parent/Alumni Event	YES	NO	NO

**Descriptions of Benefits**

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

*Marketing-*

- Team posters, schedules, photos shoot
- Promo Items
- Increased web site presence

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

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

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

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

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

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

*Budget Allocations Priority* -Championship Clubs have a larger amount of funds allocated to their classification and priority for Allocations

*Priority Scheduling*- Due to the level/amount of competition required, Championship Clubs will be given priority for all scheduling requests.

## BUDGETS

### **Financial Benefits**

- Annual funding allocation
- Annual Sport Club fundraising
- 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

### **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 recognizes and respects the institution's system and abide by these guidelines. This includes consulting with and involving the Budget Coordinator before making any financial transactions. Clubs must keep all of their funds on account with the University of Richmond. Therefore, clubs are not permitted to have a commercial checking or savings account. The most important reason for this requirement is to ensure that University Recreation has a full understanding of each club's financial activities.

Sports Club Administration will email the current budget sheet to the President and Money Managers of each club on the first Friday of the month (Clubs can always request an update at any time).

### **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 their club's funds. Sport Clubs receive additional funding from the University based on classification.

#### *Allocated Funds*

Awarded based on past spending practices and determined by the ADSRM and Budget Coordinator. These funds are primarily used for travel, uniforms, and equipment. Clubs must have completed the full renewal process to receive funding.

- Allocated funds are any financial support given by the University and awarded annually based on classification.
- Uniform/Equipment allocated funds must be spent by the First Friday in December each year. If allocations are not utilized, the remaining funds will be added to the Sport Club Council Fund.
- All remaining allocated funds (travel, council funds) must be spent by first Friday in April. If a club would like to keep funds past the April deadline, they must be given permission by the Assistant Director for Sports and Risk Management before the deadline.
- Any funds spent from a club's discretionary account must be spent by the first Friday in May.

#### *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 funds:

- Submit a completed Sport Club Funding Request to the Assistant Director for Sports and Risk Management one week before the next Council Meeting.
  - The request will be reviewed at the last scheduled Sport Club Council Executive Council meeting 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 for Sports and Risk Management and reviewed by the Sport Club Executive Council.
  - 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.
- The Sport Club Executive Council will review the proposals with the Assistant Director for Sports and Risk Management and provide a recommendation to the Sport Club Council.
- 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.
- The Assistant Director for Sports and Risk Management must process all funds approved.

#### *Discretionary Funds*

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

#### **Procedures for Spending Club Funds**

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 university policies and procedures. **Two Money Managers are required for each club.** All financial transactions need to be processed by the Budget Coordinator. These transactions include but are not limited to the following:

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

Under no circumstances will a club spend any of their funds without going through the Budget Coordinator. A club that does not adhere to these policies and procedures will have their account(s) “frozen” until the Assistant Director for Sports and Risk Management and Budget Coordinator have determined that the club understands the consequences and will adhere to policies and procedures in the future.

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

- 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.
- 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 order form to the Budget Coordinator. Include the name, address, phone number, and federal ID number of the vendor (company, store, individual, etc.), the price of the materials per item, and the total amount of purchase, including tax, shipping, and discount.
- When purchasing an item(s) containing a University Richmond name, logo, or school colors, contact the AD-Sports and Risk Management.
  - The ADSRM will communicate with Collegiate Licensing to have the logo approved by Collegiate Licensing. This applies to all orders, even identical orders that have been placed previously.
- 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.
    - Some clubs will be given the option of getting a club credit card.
      - See ADSRM or Budget Coordinator if interested in a club credit card.
- 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 2 days of the event.*
- Reimbursements will only be allowed if you get written approval in advance from the Budget Coordinator/ADSRM.
  - Complete a check request form; attach the original receipt to the form.
  - **Receipts may NOT be older than 30 days.**
  - All documents must be turned in to the department within 20 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.
  - University Recreation does not reimburse gas mileage from allocated funds for vicinity driving (Richmond area and surrounding counties). These reimbursements can come from discretionary funds.
- Officials’ Payments are the responsibility of the home club. In order to pay those officials, the Sport Club Money Manager 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 for Sports and Risk Management and the Sport Club Money Manager 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.
- University of Richmond students officiating sport club events must be compensated the same hourly rate as intramural officials.
- There will be no reimbursements for officials' payments.
- On Campus Charges are available for renting vans, printing services or purchasing bookstore merchandise. Always check with the Budget Coordinator before making charges as account numbers may change.
- 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 for Sports and Risk Management 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 for Sports and Risk Management 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

## **Fundraising**

No Sport Club is fully funded; therefore, all clubs are encouraged to find opportunities to fundraise to offset costs for club needs. All Sport Club fundraising projects must adhere to all university Advancement office, Center for Student Involvement, and Sport Club policies and procedures.

- A Fundraising Approval form must be submitted to the Assistant Director of Sports and Risk Management for all fundraising projects. Please allow approximately two weeks for approval.
- Fundraising projects involving direct solicitation of any of the groups listed and/or mention of tax-deductibility in any form must be approved with the University of Richmond, Office of Development.
- Club funds are NOT allowed to be used to purchase items for sale for fundraising purposes.

## **Annual Sport Club Crowdfunding Fundraiser**

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

Fundraising funds can also be received through donations, annual crowdfunding, or any other event approved by the University (contact the ADSRM for approval before holding any profit shares, bake sales, etc.).

## **RESOURCES**

### **Equipment**

All equipment, which is purchased for club use, is and remains the property of the University of Richmond Sport Clubs program. All equipment must be accounted for at the beginning and end of each academic year. All clubs are eligible to check-out and use additional equipment for club related business from the University Recreation Department.

Any items purchased with club funds either held in an allocated account or club accounts must go into the club's inventory. The Budget Specialist will assist in the ordering, receiving and payment of these items.

Club Money Managers are the only students allowed to make club related purchases or have access to University Credit Cards.

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 or use discretionary funds (allocated funds are not allowed to be used)

**As in all purchases which involve the university name, logos or colors, whether they will go into inventory or not must be approved in advance by the Assistant Director of Sports and Risk Management and from Collegiate Licensing.**

### **Inventory System**

Inventoried items include all items purchased with club funds (from either an allocated account or club account) must go into the club's inventory.

- Inventory schedule, deadlines, and consequences.
  - Fall – Two weeks after first day of classes, clubs failing to complete inventory will not be allowed to practice until completed.
  - Spring – Clubs failing to complete inventory prior to the end of the spring semester (will not be allowed to receive uniform or equipment funds the following year).
- Process
  - Three weeks prior to deadlines Assistant Director Sports will send the President the Transition Form.
  - If approximately 25% or more of inventoried items are missing and/or damaged, University funds may not be used to replace the items the following year.
  - After spring inventory is complete, clubs will not have access to any items in inventory.
  - Prior to the spring inventory deadline, all storage areas must be cleaned, and all personal items removed. All items not removed will be discarded.
  - Inventory sheets will be kept on file with the Assistant Director of Sports and Risk Management.
- Process to add purchases
  - When an item is purchased with allocated funds it will be added to that club's inventory sheet before they may pick it up from the Assistant Director for Sports and Risk Management.
  - BC will email the ADSRM when the item arrives at her office and will be added to that club's inventory by the ADSRM before the club may take it out of the office.
  - For items like apparel that are personalized, those do not go into inventory, unless allocated funds were used to make the purchase.

### **Facilities Resources**

- 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

### **Facility Rules**

Clubs must have an approved practice/competition request to use any university fields or buildings.

- Approved Safety Officer must be always present 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 Athletic Trainer.

- Safety Officers must abide by all University Facility Policies.
- Clubs that fail to abide by procedures will risk losing use of university facilities.

Assistant Director for Sports and Risk Management oversees scheduling all practices and approving home events. Please contact Wendy Sheppard ([wsheppard@richmond.edu](mailto:wsheppard@richmond.edu)).

### Facility Scheduling

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
  - Fundraising
  - Club Social Events
- A Sport Club Competition Request Form must be completed for the reservation of all facilities. Requests for reservations and competitions must be received three weeks in advance to ensure enough time to line the fields, secure athletic trainers and reserve the facilities. Any cancellation of a scheduled competition or practice resulting in the non-use of a requested facility must be reported to the ADSRM at least 48 hours in advance. These forms are submitted through the EMS system (<https://ems.richmond.edu/EMSWebApp/>).
- We will make every attempt to provide athletic trainers at all home events but realize that may not be possible. Below are the clubs that **require** an Athletic Trainer for Home Competitions:
  - Men's and Women's Rugby
  - Ice Hockey
  - Men and Women's Soccer
  - Men's Lacrosse
- The Sport Club Administration will notify Sport Club Officers if a University Recreation facility will be closed for any period.
- 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:
  - 1<sup>st</sup> offense-written warning.
  - 2<sup>nd</sup> offense- canceled practice for one week or next scheduled home competition.
  - 3<sup>rd</sup> offense-club is suspended from practice/competition 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.

### Practice Schedules

Clubs should not assume a facility is reserved. All clubs must submit a Practice Request Form for each semester. The request deadline for Fall Practice Facility Requests is in April. The request deadline for Spring Practice Facility Requests is in October. Any requests received on or before these deadlines will have the highest priority for facility scheduling and reservations. Once Assistant Director for Sports and Risk Management has received the practice facility request, the schedules will be communicated the following way:

- The Assistant Director for Sports and Risk Management will send the official schedule to the president of each club.
  - Fall Practices- at Fall Officer Training
  - Spring Practices- December 15th

- At the beginning of each semester, once a club is approved to practice, the Assistant Director for Sports and Risk Management will send written notice along with the practice confirmation.

Any Practice Request Form received after the deadlines will not be considered or approved until the 2<sup>nd</sup> Friday of the semester. Requests received after 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.

### **Practice Audits**

Each on-campus club will be audited during a semester by the sport club staff. The audit checklist includes:

- Sport Club
- Location/Time of Practice
- Number/Names of athletes present.
- Was club present at starting time
- Is the team using the entire space/time for practice?
- Name and signatures of the safety officer(s) present.
- First Aid Kit Present
- Additional Comments

Utilizing the reports, the ADSRM will submit an attendance report to the Director of Recreation during the first weekly one-on-one meeting of each semester.

Clubs failing to show for a scheduled audited practice and/or violating policy:

- 1<sup>st</sup> offense – written warning
- 2<sup>nd</sup> offense – will have next semesters practices scheduled after all other clubs
- 3<sup>rd</sup> offence – practices cancelled for remainder of semester

### **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
- Program advising and assistance

### **Marketing**

- Use of Spiderbytes, University Recreation 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 Picture
- University of Richmond Recreation Facebook, Twitter, and Instagram accounts

## **RECRUITMENT AND RETENTION**

To help with numbers, clubs must continue to recruit new members and work to retain members throughout the leadership's tenure while here at the University. Please work with the Assistant Director for Sports to seek opportunities to recruit current UR students and those that may be interested in attending the University and joining a specific club. Below are a couple of recruiting opportunities.

- The Office of Admissions hosts prospective and accepted students throughout the year.
- The Center for Student Involvement hosts the Annual SpiderFest each September

University Recreation is interested in knowing when club leadership visits with a prospective student and has developed an agenda to help leadership and coaches navigate the visit. Below is some helpful information concerning a tour that should be given. Also, each prospective student should meet with the Assistant Director for Sports and Risk Management, if available.

- Meet/Tour
  - Weinstein Center for Recreation
  - SC Center
  - Meet with ADSRM
  - Meet with Athletic Trainer
  - Outdoor Facilities (on campus)
    - Club officers can work with prospective students to tour practice/event facilities if they occur off-campus (i.e., Climbing-Peak Experiences)
    - Please inform ADSRM if you plan to take a prospective student off-campus for a tour.

## TRAVEL

The safety of our participants is our primary concern. Each club must abide by institutional and departmental policies and procedures for travel. When planning 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 Risk Management website. A complete list of University of Richmond driver safety policies and procedures are available at <https://risk.richmond.edu/fleet/driver-requirements/index.html>.

- All sport clubs must meet with ADSRM prior to the first away event of the year to review and discuss all travel requirements.
- Travel forms must be received at least 2 weeks in advance to ensure that all travel documents/quotes have been reviewed and approved. Any team submitting travel requests less than 2 weeks in advance will not be approved.
- The ADSRM will assist sport clubs with travel quotes, invoices, and payments.

### University Team Travel Policy

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, they are "in charge" and responsible for the safe conduct of the trip. The faculty/staff member is expected to exercise their 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.

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 ADSRM issuing the van prior to departure.

### University Vehicles

If you 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 found on the University of Richmond Risk Management Website in order to become an Approved Driver.

- Your driver record will be requested at that time.
  - Fees to run a driving record will be withdrawn from the club travel or discretionary account.
- 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 which will be emailed to you.

#### *Center for Student Involvement Vans*

The Center for Student Involvement has vans available for use by student organizations. These vans must be reserved in advance and your organization will be charged a per mile fee for use of the vans. (Please refer to the CSI website: [Center for Student Involvement Services](#). Students must have already completed Approved Driver training before being able to reserve a CSI van.

#### *University Recreation 12 passenger van*

- Priority use of the R&W vehicle will go to the OAR program for all OAR trips and pulling the kayaks. Second priority will be for the Crew team to pull their trailer. The Assistant Director of Sports and Risk Management will determine what club will be given priority if neither OAR nor Crew has requested to use the vehicle.
- Reservation Process- Initial scheduling for vehicles will be congruent with priority scheduling for WCRW internal programs. Non-R&W groups can reserve the vehicle two weeks in advance, consistent with the two-week Sport Club travel request deadline. Contact the ADSRM to reserve the University Recreation van.
- Gas: For Rec groups the gas tank should always be at least  $\frac{3}{4}$  full. If a Rec organization uses the vehicle and there is less than  $\frac{3}{4}$  a tank of gas, then that organization will need to fill up the tank. Rec groups may be reimbursed for gas if there are sufficient funds within an organizations budget. If the vehicle is returned with less than  $\frac{3}{4}$  tanks of gas, then the Director of Recreation should be notified and the group that did not fill the gas tank will NOT receive priority vehicle scheduling for the following semester. For non-Rec groups renting the vehicle the van will be filled by Director of Recreation prior to the rental and the vehicle must be returned with a full tank of gas.

#### *Charter Services and Provided Drivers*

- The University has prepared a list of preferred vendors for charter services, which have met the following criteria:
  - Properly insured
  - Safety records reviewed
  - Individual service
  - Set rates for University of Richmond- vendor rates vary
  - No trip deposits required
  - No cancellation fee for a University event
- The University also provides drivers for shuttles for within the Richmond region and can provide drivers for 11 passenger vans for greater distances (i.e., Washington DC, Virginia Beach)

***The University has also provided financial assistance to Sport Club for travel. Take advantage of these great services provided by the University when traveling rather than personal vehicles.***

#### **Sport Club Travel Policy**

In addition to these institutional travel policies and procedures all clubs must also follow 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 an Away Competition Request 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 an Away Competition Request at least two weeks prior to travel.
- Follow the emergency action plan if an accident occurs.

- Ensure that no travel is done without a Safety Officer.
- Send the ADSRM an up-to-date travel roster and if changes occur to hotel accommodations prior to departure.
- No consumption of alcohol, regardless of age

### **International Travel**

Clubs planning international travel must have prior approval from University Recreation 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.

### **Class Excuses**

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. University Recreation does not encourage or support the concept of Sport Club activities interfering with academic requirements.

### **What Happens When the Club Does Not Follow the Rules?**

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 an Away Competition Request. 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.

### **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.

## **CAPITAL CUP**

The Capital Cup is a collaboration between the University of Richmond's Sport Clubs and Virginia Commonwealth's Sport Clubs. This is a weekend competition between the two programs that provides excitement and comradery for the students involved.

- Any sport club that is active at both schools will have the opportunity to participate during the weekend of Capital Cup games. Teams that would like to participate but cannot play on the designated weekend can have their points from another competition between schools included if it occurs prior to Capital Cup weekend. Participants will be determined at the first Sport Club Council meeting of the year for both schools.
- Officials will be provided for all games that would like an official. Teams that prefer to operate under the honor code will have that option. VCU/UR will fund and organize the officials.
- All competitions will have Athletic Trainers provided under the same guidelines as any other SC competition.

Calculation of the points:

- Each sport can earn no more than one point toward the Capital Cup. The exception is when there is a separate designated men's and women's' program the sport can earn one for men and one for women.
- For sports that have numerous competitions, heats, or events a point will be awarded to the club with the best win/loss record.

- One week prior to the Capital Cup a schedule will be finalized. Any clubs that forfeit within that week will lose a point to the other school.

## ATHLETIC TRAINING

### Eligibility for services

- The Sport Club Athletic Training Room will be open for active Sport Club Athletes ONLY.
- Sport club athletes will have status verified by Athletic Trainer before being evaluated.
- ALL club members are required to complete a Sport Club Participation Waiver, and Medical History form, prior to participation in any sport club activity.

### 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.

### 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 Athletic Trainer prior to increasing their participation level.
- All athletes need to make an appointment with the Athletic Trainer to be seen in the Athletic Training Room.
- Injury evaluations will not occur at practices or games unless the injury happened during that practice or game. If an athlete is injured outside of a practice or game or at an away game, they need to make an appointment with the Athletic Trainer to be seen in the Athletic Training Room.
- 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 Sport Club Athletic Trainer.
- An athlete's failure to comply with the above policies will result in a suspension/loss of athletic training privileges.
- When necessary, the 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.

### Athletic Training Room Rules

- All athletes must sign in with the Athletic Trainer for treatment.
- The Athletic Training Room is a co-ed facility, appropriate clothing will be worn at all times.
- No horseplay, profanity, or loitering is allowed in the Athletic Training Room.
- All taping and treatments are to be done BEFORE meetings, practice and games. Being in the Athletic Training Room is not an excuse for being late.

### Competition and Practice

An athletic trainer MUST be present at the following clubs' practices and games:

- Men's Rugby
- Women's Rugby (competitions)

- Ice hockey
- Men's & Women's Soccer (competitions)
- Men's Lacrosse (competitions)

Any alteration to the practice/competition schedule should be communicated to the ADSRM 48 hours in advance (unless change is caused by weather).

### **Home Competition Coverage**

- Athletic Trainers provide pregame wrapping/taping of ankles and injuries, evaluation and treatment of injuries incurred by sport club members during competition.
- University Recreation will fully subsidize the cost of an Athletic Trainer at Home Competitions, unless a club cancels or changes the date/time of a Home Competition without providing the Assistant Director for Sports and Risk Management at least 48 hours' notice.
  - A club that cancels or changes the date or time of an event without providing the Assistant Director for Sports and Risk Management 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 Sport Club Competition Request form on EMS. Requests MUST be received three weeks in advance.
- NO GUARANTEED MEDICAL COVERAGE WILL BE PROVIDED. All attempts will be made to secure coverage for teams that give adequate notice.

### **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 3 weeks prior to competition, or the request will not be approved.
- Teams traveling without an athletic trainer MUST have a Safety Officer and bring their team's first aid kit to the competition.

### **Concussions**

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 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 occur during ANY sport at practice or completion and can happen even if you do not lose consciousness.

Signs and Symptoms of a Concussion (may include one or several of the signs and symptoms)

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

### **Baseline Testing**

Baseline testing is an important tool that is used to determine when an athlete is safe to return to activity. The CVS (Concussion Vital Signs) test will be used for baseline testing. Each sport club student athlete participating in the following sports will be required to undergo baseline concussion testing: rugby, equestrian, men's lacrosse, soccer, ultimate frisbee and ice hockey. All other contact sports will be encouraged to get baseline tested.

### **At 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. If an athletic trainer is not present, Safety Officers should remove the athlete from all activity and submit an Injury Report. The athletic trainer will follow-up within 24 hours. Sport club athletes should NOT return to any activity until cleared by a physician or the Athletic Trainer. Clearance from an outside physician MUST be in writing and submitted to the Athletic Trainer.

Call Campus Police/911 immediately if there is:

- 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
- Worsening headache
- Vomiting

### **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 schoolwork 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 Athletic Trainer will contact Student Health or the Team Physician to determine which students should be evaluated by a physician.
- Students with suspected concussions should avoid alcohol, aspirin, anti-inflammatories, or pain medication until cleared by a healthcare professional.

### **Return to Play Protocol:**

In coordination with Athletic Training Staff, Student Health or the Team Physician, students that have been cleared for "Return to Play" protocol will be re-tested with CVS (when appropriate), and follow the following guidelines:

**Table 12. Return-to-Play or -Sport Strategy<sup>a</sup>**

Step	Exercise Strategy	Activity at Each Step	Goal
1	Symptom-limited activity	Daily activities that do not exacerbate symptoms (eg, walking)	Gradual reintroduction of work or school
2	Aerobic exercise: a. Light ( $\leq \sim 55\%$ of max HR), then b. Moderate ( $\leq \sim 70\%$ max HR)	Stationary cycling or walking at a slow to medium pace. May start light resistance training that does not result in more than mild and brief exacerbation <sup>b</sup> of concussion symptoms.	↑ Heart rate
3	Individual sport-specific exercise Note: If sport-specific training involves any risk of inadvertent head impact, medical clearance should occur before step 3	Sport-specific training away from the team environment (eg, running, change of direction and/or individual training drills away from the team environment). No activities that risk head impact.	Add movement, change of direction
Steps 4–6 should begin after the resolution of any symptoms, abnormalities in cognitive function, and any other clinical findings related to the current concussion, including with and after physical exertion.			
4	Noncontact training drills	Exercise to high intensity, including more challenging training drills (eg, passing drills, multiplayer training) that can integrate into a team environment.	Resume usual intensity of exercise, coordination, and ↑ thinking
5	Full-contact practice	Participate in normal training activities	Restore confidence and assess functional skills by coaching staff
6	Return to sport	Normal game play	

**Return to Learn Protocol:**

Athletic Training staff will work with Disability Services to determine if any considerations for classwork are needed during their recovery period.

## RISK MANAGEMENT

**Lightning Safety Policy**

The purpose of this policy is to provide information to those responsible for making decisions about suspending and restarting practices, competitions, and other outdoor activities based on the presence of lightning. This policy is consistent with guidelines established by the NCAA's Lightning Safety Policy, and has been developed as a practical way to make a judgment in situations where other resources such as technology and instrumentation are not available.

- Suspension of play during a competition will be by the judgment of the game official, or person in charge of the event with prior consultation of the athletic trainer, if present, or safety officer in regards to our Lightning Safety Policy. Suspension of an event prior to the start of the activity will be at the discretion of the recreation administration in consultation with the athletic trainer.
- Suspension of a practice will be determined by the head coach/safety officer and athletic trainer (if present), or the person in charge of the event. If available, electronic detection devices should be used as additional tools to determine the severity of the weather. The Sport Club Administration gets regular weather updates via email/text when lightning is in the area. However, such devices should not be used as the sole source when considering suspending play.
- Suspension of other outdoor activities, such as outdoor adventure and fitness classes, will be determined by the person in charge of those activities.
- All outdoor activities are to be suspended when it is determined that lightning is within six miles (flash-to-bang time of 30 seconds or less) of campus. All individuals are to be instructed to leave the site and reach a safe shelter or structure.

The **flash-to-bang method** is the easiest and most convenient way to estimate how far away lightning is occurring. Thunder always accompanies lightning, even though its audible range can be diminished because of background noise in the immediate environment and its distance to the observer.

*Flash-to-bang method: Count the seconds from the time the lightning is sighted to when the clap of thunder is heard. Divide this number by five to obtain how many miles away the lightning is occurring. **PLAY MUST BE SUSPENDED WHEN LIGHTNING IS JUDGED TO BE WITHIN 6 MILES.***

*\*Challenge Course is required to suspend activity when lightning is judged to be within in **14 miles***  
*Storm distance = seconds between lightning flash and thunder clap*

5

**\*Lighting does not affect indoor activities.**

When considering resumption of any activity, everyone must wait at least 30 minutes after the last flash of lightning or sound of thunder before returning to the field. If the activity had already begun, the return to activity will be determined by the officials or the person in charge of the event if an athletic trainer is not present.

Below are a list of facilities and the safe shelter building that should be used in case of lightning evacuation.

Intramural Fields	Special Programs Building (open 24 hours/day)
President's Field	Modlin Center (open daily from 8-midnight during school year)
Crenshaw Field	Modlin Center (open daily from 8-midnight during school year)
UR Stadium	Robins Center
Richmond Tennis Courts	Robins Center

**All Recreation staff and sport club safety officers will be trained annually on this policy.**

#### **Lightning Safety Guidelines:**

- Postpone outdoor activities if thunderstorms are imminent. This is your best way to avoid being caught in a dangerous situation.
- Move to a sturdy building or car. Do not take shelter in small sheds, under isolated trees, or in convertible automobiles. Stay away from tall objects such as towers, fences, telephone poles, and power lines.
- If lightning is occurring and a sturdy shelter is not available, get inside a hard-top automobile and keep the windows up. Avoid touching any metal.

#### **If Caught Outdoors and No Shelter Is Nearby**

- Find a low spot away from trees, fences, and poles. Make sure the place you pick is not subject to flooding.
- If you are in the woods, take shelter under the shorter trees.
- If you feel your skin tingle or your hair stand on end, squat low to the ground on the balls of your feet. Place your hands over your ears and your head between your toes. Make yourself the smallest target possible and minimize your contact with the ground. Do not lie down.

#### **University of Richmond Tornado Warning System**

The University's Tornado Warning System (TWS) provides faculty, staff, students and nearby residents with advance notice of tornadic activity approaching campus.

The TWS features a siren that will be activated approximately 15 minutes before tornadic activity is predicted to occur within three miles of campus. The siren, which begins with a groaning noise and amplifies to its full volume, will be continuous until the danger has passed. The siren can be heard up to a mile from the campus.

To ensure that the system is working properly, 30-second tests of the system will take place on the first Monday of every month at 1:25 p.m. on an ongoing basis. Please be aware of these regularly scheduled tests, and do not be alarmed when you hear them.

However, if you hear this siren at any time other than 1:25 p.m. on the first Monday of each month, the possibility of tornadic activity in the area is high. In such events, meteorologists advise individuals to take cover within the center of the nearest building and remain there. The tornado warning siren will continue to sound until the threat has passed. The safest place inside a building is the basement or ground floor, in a room as close to the interior of the building as possible, and away from any exterior windows or doors.

If you have questions about the Tornado Warning System, please contact University of Richmond Police Department at (804) 289-8715.

## Cold Weather Recommendations

Cold exposure can be uncomfortable, increase risk of injury, affect performance, and can be life threatening. Cold weather is defined as any temperature that can negatively affect the body's regulatory system (they do not have to be freezing temperatures). The following guidelines have been established for practice and event participation during cold weather. Alternative locations may be available and will be determined by .

Wind Chill Temperature ABOVE 35°	Normal Practice
21°- 25° without Precipitation	No more than 1 hour outside per session
20° or Below without Precipitation	No Outside Practice
31°-34° with Precipitation	No more than 1 hour outside per session
30° or Below with Precipitation	No Outside Practice

The wind chill temperature is how cold people feel when outside. Wind chill is based on the rate of heat loss from exposed skin caused by wind and cold. As the wind increases, it draws heat from the body, driving down skin temperature and eventually the internal body temperature. Therefore, the wind makes it FEEL much colder and poses a more severe threat to our bodies.

Cold Exposure Can Be Dangerous. Know the Signs:

- Shivering- your body's attempt to warm itself (serves as an early warning sign)
- Excessive shivering – can contribute to fatigue and makes motor skills and performance difficult.
- Numbness
- Pain
- Swelling and redness in finger and toes
- Burning sensation of the ears/nose or any exposed area
- Eyes may be watery and red
- Headaches/dizziness

As the cold continues, your core temperature drops. When the cold reaches your brain, you may exhibit poor judgment and appear disoriented. Speech may become impaired/slurred and your movements clumsy. Someone experiencing these symptoms that want to lie down and rest may be in extreme danger and you should be ready to call Campus Police.

## How to Prevent Cold Weather Injury

### Layer your clothing!

- Several layers around the core of your body to insulate
- Long pants to insulate and another shell or wind pant on top to serve as a wind break.
- Gloves
- Ear Protection/Hat
- Socks that do not hold moisture (Wool is a good option)

\*Participants that do not come dressed adequately for the weather should not be allowed to practice. \*



# Wind Chill Chart



		Temperature (°F)																		
		Calm	40	35	30	25	20	15	10	5	0	-5	-10	-15	-20	-25	-30	-35	-40	-45
Wind (mph)	5	36	31	25	19	13	7	1	-5	-11	-16	-22	-28	-34	-40	-46	-52	-57	-63	-68
	10	34	27	21	15	9	3	-4	-10	-16	-22	-28	-35	-41	-47	-53	-59	-66	-72	-77
	15	32	25	19	13	6	0	-7	-13	-19	-26	-32	-39	-45	-51	-58	-64	-71	-77	-83
	20	30	24	17	11	4	-2	-9	-15	-22	-29	-35	-42	-48	-55	-61	-68	-74	-81	-87
	25	29	23	16	9	3	-4	-11	-17	-24	-31	-37	-44	-51	-58	-64	-71	-78	-84	-90
	30	28	22	15	8	1	-5	-12	-19	-26	-33	-39	-46	-53	-60	-67	-73	-80	-87	-93
	35	28	21	14	7	0	-7	-14	-21	-27	-34	-41	-48	-55	-62	-69	-76	-82	-89	-95
	40	27	20	13	6	-1	-8	-15	-22	-29	-36	-43	-50	-57	-64	-71	-78	-84	-91	-97
	45	26	19	12	5	-2	-9	-16	-23	-30	-37	-44	-51	-58	-65	-72	-79	-86	-93	-99
	50	26	19	12	4	-3	-10	-17	-24	-31	-38	-45	-52	-60	-67	-74	-81	-88	-95	-101
	55	25	18	11	4	-3	-11	-18	-25	-32	-39	-46	-54	-61	-68	-75	-82	-89	-96	-102
	60	25	17	10	3	-4	-11	-19	-26	-33	-40	-48	-55	-62	-69	-76	-84	-91	-98	-104
		Frostbite Times																		
		30 minutes						10 minutes						5 minutes						
		Wind Chill (°F) = 35.74 + 0.6215T - 35.75(V <sup>0.16</sup> ) + 0.4275T(V <sup>0.16</sup> )																		
		Where, T= Air Temperature (°F) V= Wind Speed (mph)																		
		Effective 11/01/01																		

**Emergency Plan:**        ***Climbing Club***  
                                 ***Peak Experiences***  
                                 ***11421 Polo Cir, Midlothian, VA 23113***  
                                 ***1375 Overbrook Rd., Richmond, VA 23220***

**Emergency Personnel:** Safety Officers and/or certified athletic trainer on site for practice and competition

**Emergency Communication:** Fixed telephone line at venue and/or cellular phone of Safety Officer/coach/athletic trainer

**Roles of Safety Officers/First Responders**

1. Immediate care of the injured or ill student-athlete
2. Activation of emergency medical system (EMS)
  - Call Police at 911 (from fixed telephone line if possible to give dispatch location); provide name, location of field, telephone number; number of individuals injured; condition of injured; first aid treatment; specific directions; other information as requested.
3. Emergency equipment retrieval AED, if available; Sport Club First Aid Kit
4. Direction of EMS to scene
  - Designate individual to “flag down” EMS and direct to scene
  - Scene control: limit scene to first aid providers and move bystanders away from area.

**Venue Directions:** ***Peak Experiences Chesterfield 11421 Polo Circle, Midlothian, VA 23113***  
                                 ***Peak Experiences Richmond: 1375 Overbrook Rd., Richmond, VA 23220***

**Position where personnel will meet emergency help:**

- One person will be at driveway entrance on Overbrook Road to direct ambulance.

***Contact police in the event of a medical emergency or disruptive incident.***

**Police:911**

**If campus police are called you MUST call the On-Call Director at (804)-335-6791.**

**Please fill out an injury report and return to Sports Club Athletic Trainer.**

**Emergency Plan:****Crenshaw Field  
445 Westhampton Way Richmond, VA 23173**

**Emergency Personnel:** certified athletic trainer and/or Safety Officers on site for practice and competition

**Emergency Communication:** Cellular phone of athletic trainer/coach/Safety Officer and/or blue light emergency phone located next to Keller Hall. A phone is also located inside Modlin Center.

**Emergency Equipment:** Sport Club First Aid kit

- AED located inside Modlin Center
- Additional emergency equipment accessible from Weinstein Center Sport Club Athletic Training Room.

**Roles of Safety Officers/First Responders**

1. Immediate care of the injured or ill student-athlete
2. Activation of emergency medical system (EMS)
  - Call University Police at 289-9111 (8911 from fixed telephone line): provide name, location of field, telephone number; number of individuals injured; condition of injured; first aid treatment; specific directions; other information as requested.
3. Emergency equipment retrieval: AED is located in Modlin Center (1<sup>st</sup> floor inside main entrance; outside Frederick Rehearsal Hall); Sport Club First Aid Kit; additional emergency equipment accessible from Weinstein Center Sport Club Athletic Training Room.
4. Direction of EMS to scene
  - Designate individual to "flag down" EMS and direct to scene
  - Scene control: limit scene to first aid providers and move bystanders away from area.

**Venue Directions: 445 Westhampton Way Richmond, VA 23173:** From College Road. Turn onto Westhampton Way (Westhampton Entrance) and the next right onto Westhampton Way (formally Crenshaw Way). Take 3<sup>rd</sup> left into parking lot and Crenshaw Field will be straight ahead.

**Position where personal will meet emergency help:**

- One person will be on Crenshaw Way by parking lot entrance to direct ambulance.

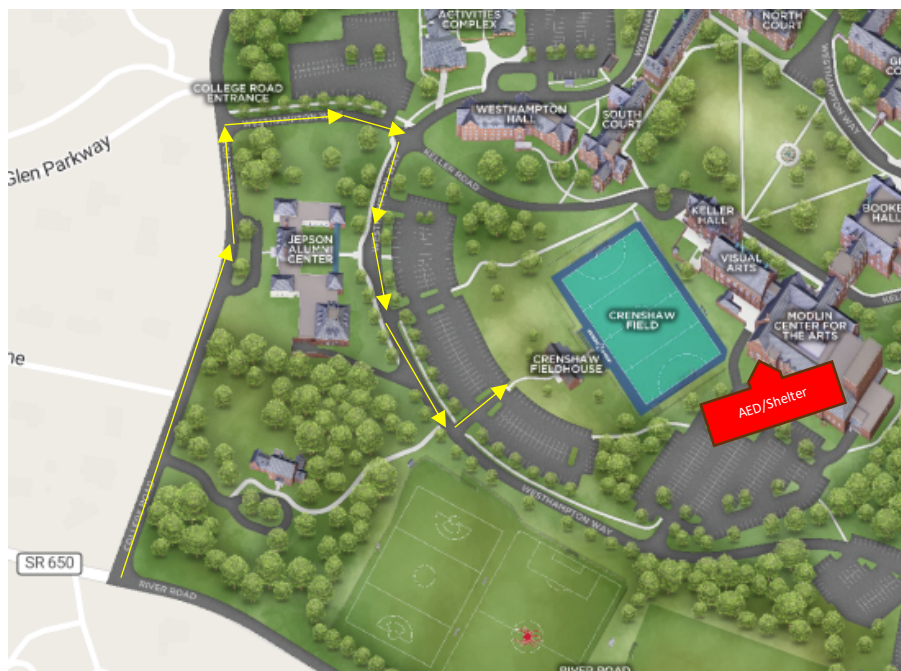
**Contact campus police in the event of a medical emergency or disruptive incident.**

**University of Richmond Police: 804-289-8911**

**If campus police are called you MUST call the On-Call Director at (804)-335-6791.**

**Please fill out an injury report and return to Sports Club Athletic Trainer.**

**AED/Lightning Safe Shelter: Modlin Center (open every day of school year 8am-midnight)**



**Emergency Response:** **Crew Boathouse**  
**4400 East Main Street Richmond, VA**

**Emergency Personnel:** Safety Officers and/or certified athletic trainer on site for practice and competition

**Emergency Communication:** Fixed telephone line at venue and/or cellular phone of Safety Officer/coach/athletic trainer

**Roles of Safety Officers/First Responders**

1. Immediate care of the injured or ill student-athlete
2. Activation of emergency medical system (EMS)
  - Call Police at 911 (from fixed telephone line if possible to give dispatch location): provide name, location of field, telephone number; number of individuals injured; condition of injured; first aid treatment; specific directions; other information as requested.
3. Emergency equipment retrieval if available; Sport Club First Aid Kit
4. Direction of EMS to scene
  - Designate individual to “flag down” EMS and direct to scene
  - Scene control: limit scene to first aid providers and move bystanders away from area.

**Venue Directions: 4400 East Main Street**

**Position where personnel will meet emergency help:**

- One person will be on Main Street to direct ambulance down to boathouse/river.

***Contact police in the event of a medical emergency or disruptive incident.***

**Richmond City Police: 911**

**If police are called you MUST call the On-Call Director at (804)-335-6791.**

**Please fill out an injury report and return to Sports Club Athletic Trainer.**

**Emergency Plan:**        ***Equestrian Club***  
***915 Dorset Road, Powhatan, VA 23139***

**Emergency Personnel:** Safety Officers and/or certified athletic trainer on site for practice and competition

**Emergency Communication:** Fixed telephone line at venue and/or cellular phone of Safety Officer/coach/athletic trainer

**Roles of Safety Officers/First Responders**

1. Immediate care of the injured or ill student-athlete
2. Activation of emergency medical system (EMS)
  - Call Police at 911 (from fixed telephone line if possible to give dispatch location): provide name, location of field, telephone number; number of individuals injured; condition of injured; first aid treatment; specific directions; other information as requested.
3. Emergency equipment retrieval AED, if available; Sport Club First Aid Kit
4. Direction of EMS to scene
  - Designate individual to “flag down” EMS and direct to scene
  - Scene control: limit scene to first aid providers and move bystanders away from area.

**Venue Directions: A&N Training 915 Dorset Road, Powhatan, VA 23139**

**Position where personnel will meet emergency help:**

- One person will be at driveway entrance on Dorset Road to direct ambulance.

***Contact police in the event of a medical emergency or disruptive incident.***

**Police:911**

**If campus police are called you MUST call the On-Call Director at (804)-335-6791.**

**Please fill out an injury report and return to Sports Club Athletic Trainer.**

**Emergency Response:**           **Golf Club**  
***First Tee Richmond: 400 School Street Richmond VA 23222***  
***First Tee Chesterfield: 6736 Hunting Creek Drive Richmond VA 23237***

**Emergency Personnel:** Safety Officers and/or certified athletic trainer on site for practice and competition

**Emergency Communication:** Fixed telephone line at venue and/or cellular phone of Safety Officer/coach/athletic trainer

**Roles of Safety Officers/First Responders**

1. Immediate care of the injured or ill student-athlete
2. Activation of emergency medical system (EMS)
  - Call Police at 911 (from fixed telephone line if possible to give dispatch location): provide name, location of field, telephone number; number of individuals injured; condition of injured; first aid treatment; specific directions; other information as requested.
3. Emergency equipment: Retrieve AED, if available; Sport Club First Aid Kit
4. Direction of EMS to scene
  - Designate individual to “flag down” EMS and direct to scene
  - Scene control: limit scene to first aid providers and move bystanders away from area.

**Venue Directions:**       ***First Tee Richmond: 400 School Street Richmond VA 23222***  
***First Tee Chesterfield: 6736 Hunting Creek Drive Richmond VA 23237***

**Position where personnel will meet emergency help:**

- One person will be at building entrance on to direct ambulance.

***Contact police in the event of a medical emergency or disruptive incident.***

**Police: 911**

**If campus police are called you MUST call the On-Call Director at (804)-335-6791.**

**Please fill out an injury report and return to Sports Club Athletic Trainer.**

**Emergency Response:** Ice Hockey Club  
**Richmond Ice Zone:** 636 Johnston Willis Drive Chesterfield, VA 23236  
**Skate Nation:** 4350 Pouncey Tract Road Glen Allen, VA 23060

**Emergency Personnel:** Safety Officers and/or certified athletic trainer on site for practice and competition

**Emergency Communication:** Fixed telephone line at venue and/or cellular phone of Safety Officer/coach/athletic trainer

### **Roles of Safety Officers/First Responders**

1. Immediate care of the injured or ill student-athlete
2. Activation of emergency medical system (EMS)
  - Call Police at 911 (from fixed telephone line if possible to give dispatch location): provide name, location of field, telephone number; number of individuals injured; condition of injured; first aid treatment; specific directions; other information as requested.
3. Emergency equipment: AED located at both rinks; Sport Club First Aid Kit
4. Direction of EMS to scene
  - Designate individual to "flag down" EMS and direct to scene
  - Scene control: limit scene to first aid providers and move bystanders away from area.

**Venue Directions:** **Richmond Ice Zone:** 636 Johnston Willis Drive Chesterfield, VA 23236  
**Skate Nation:** 4350 Pouncey Tract Road Glen Allen, VA 23060

### **Position where personnel will meet emergency help:**

- One person will be at building entrance to direct ambulance.

***Contact police in the event of a medical emergency or disruptive incident.***

**University of Richmond Police: 804-289-8911**

**If campus police are called you MUST call the On-Call Director at (804)-335-6791.**

**Please fill out an injury report and return to Sports Club Athletic Trainer.**

**Emergency Plan: Intramural Fields (Outdoor Sports Complex)**  
**159 UR Drive Richmond, VA 23173**

**Emergency Personnel:** certified athletic trainer and/or Safety Officers on site for practice and competition

**Emergency Communication:** Call box located on right side of IM shed or by the cellular phone carried by the athletic trainer/Safety Officer.

**Emergency Equipment:** AED located inside IM shed; Sport Club First Aid Kit; additional emergency equipment accessible IM Field Sport Club Athletic Training Room.

**Roles of Safety Officer/First Responder**

1. Immediate care of the injured or ill student-athlete
2. Activation of emergency medical system (EMS)
  - Call University Police at 289-9111 (8911 from fixed telephone line): provide name, location of field, telephone number; number of individuals injured; condition of injured; first aid treatment; specific directions; other information as requested
3. Emergency equipment retrieval
4. Direction of EMS to scene
  - Designate individual to "flag down" EMS and direct to scene
  - Scene control: limit scene to first aid providers and move bystanders away from area.

**Venue Directions: 159 UR Drive Richmond, VA 23173:** Enter University from River Road entrance by apartments onto UR Drive. Take 2nd right into parking lot (facing field).

**Position where personal will meet emergency help:**

- One person will be at the entrance to the brick walkway to direct ambulance.

***Contact campus police in the event of a medical emergency or disruptive incident.***

**University of Richmond Police: 804-289-8911**

**If campus police are called you MUST call the On-Call Director at (804)-335-6791.**

**Please fill out an injury report and return to Sports Club Athletic Trainer.**

**Lightning Safe Shelter: Special Programs Building (open 24 hours a day)**



**Emergency Plan:** **Richmond Pickleball Courts**  
**202 Richmond Way Richmond, VA 23173**

**Emergency Personnel:** certified athletic trainer and/or Safety Officers on site for practice and competition

**Emergency Communication:** Cellular phone carried by the athletic trainer/Safety Officer or Blue Light Emergency Phone at tennis courts

**Emergency Equipment:** AED is located on East Concourse of Robins Stadium (across from concessions). Secondary location: International Weinstein Center (Passport entrance near elevator). Sport Club First Aid Kit. Additional emergency equipment is accessible from Weinstein Center Sport Club Athletic Training Room and/or IM Shed Sport Club Athletic Training Room.

**Roles of Safety Officers/First Responders**

1. Immediate care of the injured or ill student-athlete
2. Activation of emergency medical system (EMS)
  - Call University Police at 289-9111 (8911 from fixed telephone line): provide name, location of field, telephone number; number of individuals injured; condition of injured; first aid treatment; specific directions; other information as requested.
3. Emergency equipment retrieval
4. Alert Facility Supervisor on Duty in Weinstein Center for assistance.
5. Direction of EMS to scene
  - Designate individual to "flag down" EMS and direct to scene
  - Scene control: limit scene to first aid providers and move bystanders away from area.

**Venue Directions: 202 Richmond Way;** From Boatwright/College Road. Take a left onto Campus Drive. Turn Right onto UR Drive. Take first right onto Richmond Way. Proceed through parking lot on right and Pickleball Courts will be on your right at top of hill.

**Position where personal will meet emergency help:**

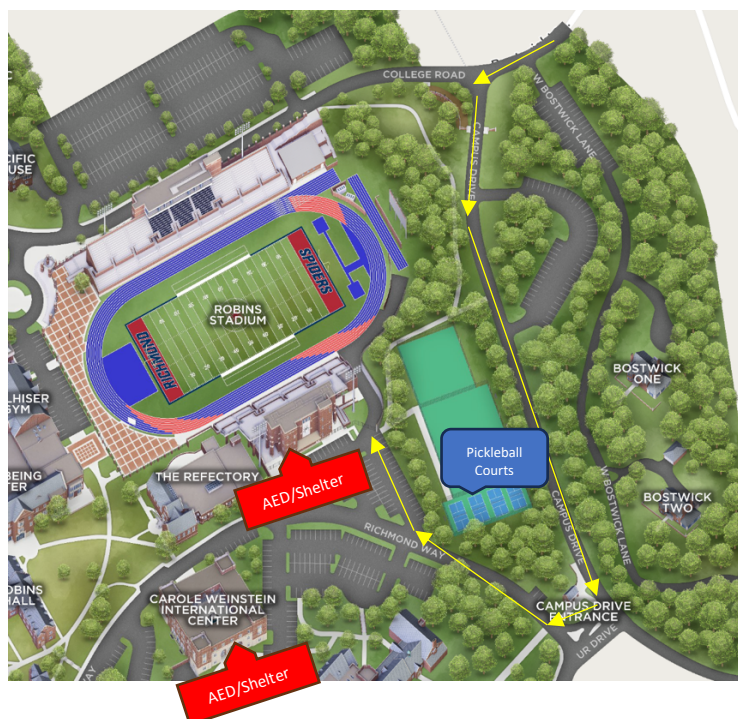
- One person will be at entrance to parking lot in front of Robins Stadium West Concourse

**Contact campus police in the event of a medical emergency or disruptive incident.**  
**University of Richmond Police: 804-289-8911**

**If campus police are called you MUST call the On-Call Director at (804)-335-6791.**

**Please fill out an injury report and return to Sports Club Athletic Trainer.**

**AED/Lightning Safe Shelter: Robins Stadium East Concourse OR Weinstein International Center**



**Emergency Plan: River Road Upper & Lower Fields**  
**448 Westhampton Way Richmond, VA 23173**

**Emergency Personnel:** certified athletic trainer and/or Safety Officers on site for practice and competition

**Emergency Communication:** cellular phone carried by the athletic trainer/Safety Officer and/or blue light emergency phone located adjacent to the 1900 block of University Forest Apartments

**Emergency Equipment:** AED is located in Modlin Center (1<sup>st</sup> floor inside main entrance; outside Frederick Rehearsal Hall); Sport Club First Aid Kit; additional emergency equipment accessible from Weinstein Center Sport Club Athletic Training Room.

**Roles of Safety Officers/First Responders**

1. Immediate care of the injured or ill student-athlete
2. Activation of emergency medical system (EMS)
  - Call University Police at 289-9111 (8911 from fixed telephone line): provide name, location of field, telephone number; number of individuals injured; condition of injured; first aid treatment; specific directions; other information as requested
3. Emergency equipment retrieval
4. Direction of EMS to scene
  - Designate individual to "flag down" EMS and direct to scene
  - Scene control: limit scene to first aid providers and move bystanders away from area.

**Venue Directions: 448 Westhampton Way Richmond;** From College Road. Turn onto Westhampton Way (Westhampton Entrance) and the next right onto Westhampton Way (formally Crenshaw Way). Look for dirt road leading onto the field on the Right at back of parking lot on the right.

**Position where personal will meet emergency help:**

- One person will be at the field entrance on Crenshaw Way.

***Contact campus police in the event of a medical emergency or disruptive incident.***

**University of Richmond Police: 804-289-8911**

**If campus police are called you MUST call the On-Call Director at (804)-335-6791.**

**Please fill out an injury report and return to Sports Club Athletic Trainer.**

**AED/Lightning Safe Shelter: Modlin Center (open every day of school year 8 am-midnight)**



**Emergency Plan:       Weinstein Center for Recreation**  
**361 College Road Richmond, VA 23173**

**Emergency Personnel:** certified athletic trainer and/or Safety Officers on site for practice and competition

**Emergency Communication:** Fixed telephone lines at Member Services desk or by the cellular phone carried by the athletic trainer/Safety Officer.  
Emergency call box located in gymnasium.

**Emergency Equipment:** AED's and First Aid kits located at water stations on both the first and second floor. Sport Club First Aid Kit. Additional emergency equipment is accessible from Weinstein Center Sport Club Athletic Training Room.

**Roles of Safety Officers/First Responders**

1. Immediate care of the injured or ill student-athlete
2. Activation of emergency medical system (EMS)
  - Call University Police at 289-9111 (8911 from fixed telephone line): provide name, location of field, telephone number; number of individuals injured; condition of injured; first aid treatment; specific directions; other information as requested.
3. Emergency equipment retrieval
4. Alert Manager on Duty in Weinstein Center for assistance.
5. Direction of EMS to scene
  - Designate individual to "flag down" EMS and direct to scene
  - Scene control: limit scene to first aid providers and move bystanders away from area.

**Venue Directions: 361 College Road;** From College Road. Turn into C-61 parking lot off College Rd/Boatwright Dr. Weinstein Center for Recreation is the building with the white columns out front.

**Position where personal will meet emergency help:**

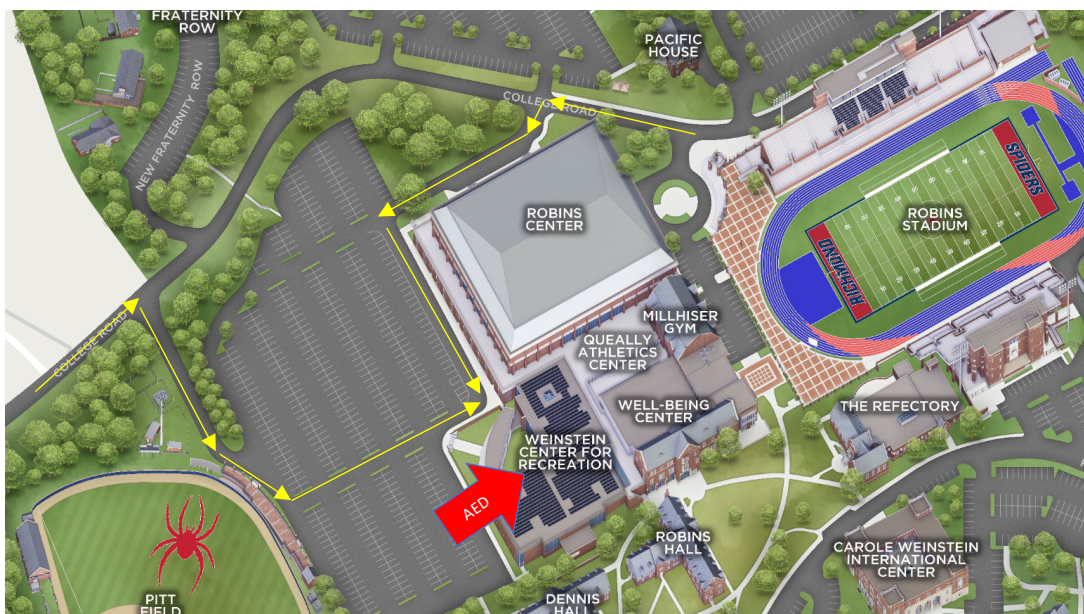
- One person will be out front of Weinstein Center.

***Contact campus police in the event of a medical emergency or disruptive incident.***

**University of Richmond Police: 804-289-8911**

**If campus police are called you MUST call the On-Call Director at (804)-335-6791.**

**Please fill out an injury report and return to Sports Club Athletic Trainer.**



**Emergency Plan:**       **Westhampton Tennis Courts**  
**426 Westhampton Way Richmond, VA 23173**

**Emergency Personnel:** certified athletic trainer and/or Safety Officers on site for practice and competition

**Emergency Communication:** Cellular phone carried by the athletic trainer/Safety Officer or Blue Light Emergency Phone at tennis courts

**Emergency Equipment:** AED is located at Tennis Center. Sport Club First Aid Kit. Additional emergency equipment is accessible from Weinstein Center Sport Club Athletic Training Room and/or IM Shed Sport Club Athletic Training Room.

**Roles of Safety Officers/First Responders**

1. Immediate care of the injured or ill student-athlete
2. Activation of emergency medical system (EMS)
  - Call University Police at 289-9111 (8911 from fixed telephone line): provide name, location of field, telephone number; number of individuals injured; condition of injured; first aid treatment; specific directions; other information as requested.
3. Emergency equipment retrieval
4. Alert Manager on Duty in Weinstein Center for assistance.
5. Direction of EMS to scene
  - Designate individual to "flag down" EMS and direct to scene
  - Scene control: limit scene to first aid providers and move bystanders away from area.

**Venue Directions: 426 Westhampton Road;** From College Road. Turn Left onto Westhampton Way (Westhampton Entrance). Take first left onto Westhampton Way. Proceed through parking lot on left and Tennis Courts will be at the back of the parking lot on the right.

**Position where personal will meet emergency help:**

- One person will be at entrance to parking lot in front of Student Activities Complex

***Contact campus police in the event of a medical emergency or disruptive incident.***  
**University of Richmond Police: 804-289-8911**

**If campus police are called you MUST call the On-Call Director at (804)-335-6791.**

**Please fill out an injury report and return to Sports Club Athletic Trainer.**

**AED/Lightning Safe Shelter: North Court Building**

