2017-2018
University of Richmond
Sport Club Policies and Procedures

All forms can be found on OrgSync except Deposit Forms (See Budget Coordinator)
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1. INTRODUCTION

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

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

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

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

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.

Sport Club Code of Conduct

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

2. 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 his/herself, but the entire Sport Club Program, the Department of Recreation & Wellness, the Office of Student Activities, and the University of Richmond. It is the responsibility of the club to be aware of and abide by all University of Richmond and state of Virginia alcohol policies.

All forms can be found on OrgSync except Deposit Forms (See Budget Coordinator)
University of Richmond Alcohol Policy

Consumption, possession, provision, and transportation of alcohol, non-medicinal drugs, and any other illegal substances is strictly forbidden before, during, or after any event hosted by Sport Clubs, for all members, spectators, and coaches, regardless of age. This includes but is not limited to on- and off-campus activities such as:

- Sport Club practices and competitions
- Sport Club meetings and socials
- Sport Club fundraisers
- The use of club or university funds to purchase alcohol is strictly forbidden.
- Under no circumstances shall drugs or alcohol be promoted on Sport Club apparel, club websites, or any other Sport Club advertising material.
- Clubs are discouraged from accepting or participating in sponsorships, advertising, or fundraiser activities involving alcohol or any illicit drug, on or off campus.

The following is a concession to the above policies:

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

Hazing
Hazing is defined as: any action or situation created intentionally or unintentionally and with or without the consent of the persons subjected to the action or situation that produces mental or physical harm, embarrassment, harassment, or ridicule.

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 Hazing
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;
- 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; or
- 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.

**Travel**

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

- University of Richmond Driver Requirements - [http://risk.richmond.edu/fleet/driver.html](http://risk.richmond.edu/fleet/driver.html)

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

- 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.

**Enforcement & Consequences**

It is the responsibility of the club officers and coach to ensure their team is in compliance with the code of conduct and to report any violations of the preceding policies to the Assistant Director of Sports. Clubs that violate any policy within the code of conduct may be subject to sanctions based on the severity of their actions. Consequences may include:

- Verbal warning
- Written warning with a registered note on the club’s account
- Cease Activity, Probation, or Suspension of specific club members
- Cease Activity, Probation, or Suspension of entire club team
- Loss of classification status
- Loss of funding
- Involvement of University of Richmond officials (Judicial Council, Office of the Deanery, etc.)
- Involvement of local and/or state police

### 3. SPORT CLUB ADMINISTRATION

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

**Assistant Director for Sports:** Provides guidance and support in all areas of the operation of the clubs. Primarily responsible for ensuring compliance with all risk management regulations and policies and procedures, and marketing the teams.

**Budget Coordinator:** Provide guidance and assistance with all financial transactions.

Budget Assistant: Assist Budget Coordinator with all budget concerns, including the processing of check requests and tracking/reconciling club accounts.

**Sport Club Assistant:** Assist Assistant Director of Sports with all business affairs, including but not limited to scheduling, program planning, and helping to collect and verify all club forms. Assist Assistant Director of Sports with the maintenance and development of
website, blackboard, Facebook, and any other additional resources. Creates and publishes event schedules and results for all clubs. Promotes club activities both on and off campus.

**Head Sport Club Athletic Trainer**: Oversees and coordinates all aspects of the athletic training, risk management, scheduling, travel, and safety of a diverse Sport Club program

**Sport Club Executive Council**
The SCC shall elect and remove a President, Vice-President, Secretary and Treasurer by a majority vote. Elections will take place at the annual business meeting, the last meeting of the spring semester. Office shall be held for two (2) semesters or until lawful resignation or removal occurs.
In the event of the vacancy of an office other than that of the President, the SCC will hold nominations and elections for the position at the meeting immediately following the vacancy of the position. The election process aforementioned will elect the individual.

**President**: The President of the Sport Club Council (SCC) shall be the Chief Executive Officer of the council. He or she shall conduct all Sport Club Council meetings and have power of approval and authorization of all business affairs of the Council and Executive Council. All business must be approved by the President. The President shall oversee all the responsibilities of the other officers and may delegate responsibilities to officers as needed.

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

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

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

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

- Each recognized sport club will be allowed one vote. Likewise, each Executive Officer will be allowed one vote. The Assistant Director of Sports and the Sport Club Assistants will not have a vote. Only one representative from each sport may be represented on the Executive Committee. This is to prevent any club from having more than two (2) votes.
- The Sport Club Council shall vote to approve clubs’ status. New clubs must follow procedures set forth in “Becoming a Sport Club.” Voting will take place one meeting after the new club has come to the Council for approval. In order to receive funding, a sport club must be approved and in good standing with the Sport Club Council for 365 days.
- In the event that a club does not hold any practices during the semester and misses two Council meetings in a semester, or the Council feels they have not upheld the By-Laws, such club will be put on probation beginning on the date of the infraction and extending for one full semester. During this probation period, the club will not be eligible to receive funding, will not have a vote in Council matters and will be reviewed at the end of their one semester probation period.

**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.

**All forms can be found on OrgSync except Deposit Forms (See Budget Coordinator)**
A primary responsibility of a Club Officer is to communicate effectively with the Recreation and Wellness staff and become knowledgeable of all Sport Club policies and procedures. It is unfortunate when clubs are penalized, the start of practice is delayed, or facilities are not approved merely because of a club officer’s failure to understand and comply with policies, procedures, and deadlines. Regrettably this happens too often. To avoid this we recommend that all club officers take the time to read and understand the Sport Club policies and procedures.

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

The following is a summary of responsibilities of all sport club officers:
- Attend Annual Sport Club Officer Training.
- Complete and pass required Quizzes on Presence.
- Follow and inform all members of policies and procedures.
- Communicate between the club and the Recreation and Wellness department.

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

**Sport Club President**
- Ensure that at least one member of a club attends all scheduled meetings called by the Sport Club Council, Assistant Director of Sports, or the Recreation and Wellness Department.
- Ensure all proper paperwork is completed in a timely manner. This includes, but is not limited to, completing club renewal, practice and competition requests, and budget proposals.
- Inform the next Club President of all operating procedures of the club. This includes transferring this manual to your successor and making sure he/she becomes familiar with the Policies and Procedures. Officer elections are held before the end of the fall semester. Newly elected officers will be considered “Officer Elects” until the end of the academic year. Newly elected officers will be required to complete Officer Training within 30 days of election. A Spring Officer Training will be offered on the second Tuesday of the spring semester for newly elected officers.
- Assign a member the responsibility of “Money Manager” and have him or her complete the Money Manager Training to ensure the club complies with all policies and procedures outlined in the money management agreement. The Money Manger 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 Action Plans outlined in the Safety Officer Training Manual.
- A Safety Officer can be any member of the club. He or she is required to complete the Safety Management Training and be CPR/First Aid certified. Clubs are encouraged to have more than one Safety Officer. Additional responsibilities include:
- Maintain current CPR/First Aid certification from the American Red Cross or other nationally recognized organizations. A copy of the current CPR certificate must be on file with the Recreation and Wellness Department, Head Sport Club Athletic Trainer.
• Must have a signed copy of the Safety Officer Agreement on file with Head Sport Club Athletic Trainer.
• MUST be at all practices and competitions. If a Safety Officer cannot be present, he or she must cancel the event and contact all club members. Under no circumstances may a Safety Officer relinquish his or her responsibilities.
• Safety Officers are the only individuals given the club storage combination.
• Safety Officers are responsible for all items in club inventory.
• Ensure that a First Aid Kit is available at all practices and competitions, making certain to keep the kit stocked with fresh and necessary supplies. Supplies are provided by the Head Sport Club Athletic Trainer.
• First Aid Kits are checked out during Safety Officer Training (Sept) from the Head Sport Club Athletic Trainer and must be returned by 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 he or she is on the Club Roster AND has signed a Hold Harmless Clause/ Code of Conduct, Medical History Form and Concussion Agreement. This includes coaches and volunteer assistance.
• Check in with Athletic Trainer at all Home Competitions, if an athletic trainer is requested for the event.
• Enforce any rules and regulations imposed by the club’s conference, and act as a safety advocate for the sport.
• Fan Control (i.e responding to any incidents regarding the fans). The Safety Officer must either attempt to appease the situation themselves, or call campus police if the situation is beyond their control.
• If an injury/incident occurs at a practice or competition, the Safety Officer is responsible for filling out an online Report to the Recreation and Wellness department within 24 hours of the injury/incident occurring.

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

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

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

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

All forms can be found on OrgSync except Deposit Forms (See Budget Coordinator)
Periodically attend club meetings and activities.

**Coach**

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

- The coach should restrict his/her contributions to coaching and should minimize active involvement in club management. A sport club is first and foremost a student organization, and as such the student representative must serve as the liaison between the club and the University, not the coach. The philosophy and key to the success of the Sport Clubs Program has been the continued emphasis placed on student leadership and participation.
- The coach shall not solicit money from any source or purchase, rent, or commit anything in the name of the University of Richmond without the approval of the Assistant Vice President of Recreation and Wellness.
- Develop and improve skills of club members.
- Assist club officers in scheduling practices and games.
- Develop and employ safety practices for all participants to include the inspection of sport gear and the reporting of any hazardous facility conditions.
- Promote good sportsmanship on and off the field.
- Coaches may need constant reminders that the philosophy and key to the success of the sport clubs program has been the continued emphasis placed on student leadership and participation.
- The coach will provide a level of support necessary to make this a positive and successful experience for the students. This position is primarily responsible for coaching with secondary responsibilities for assisting with travel, risk management, conduct and safety of the members of the club.
- Promote the development of a successful program including the development of high quality student-athletes as well as demonstrating athletic excellence.
- Establish a leadership/mentor role and display an unyielding commitment to honesty and integrity while promoting sportsmanship and responsible behavior both during and outside of athletic competition.
- Display a firm commitment to compliance with the National Governing Body and regional league associated with the sport, as well as all policies and procedures of the University and the Recreation and Wellness Department.
- Adhere to all risk management and safety guidelines and work closely with the Head Sport Club Athletic Trainer to minimize risk and prevent injury.
- Travel with the club to away competitions and supervise student-athletes while at off campus events.
- Assist with inventory, storage, and repair and maintenance of all club equipment and uniforms.
- Attend select University functions and/or meetings.
- Comply with and enforce the Sport Club Code of Conduct

4. **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 Student Activities Office:
- Meet with the Director of Student Activities.
- Develop constitution.
- Student Activities will send the proposal to the Student Organizations Committee and, if approved, the club will then have student organization status.

All forms can be found on OrgSync except Deposit Forms (See Budget Coordinator)
• Present proposal for becoming a sport club to the Assistant Director of Sports. Proposal should include:
  o Constitution
  o On Campus Status from Student Activities
  o Sport Club Renewal Form
• Proposal will be reviewed by Assistant Director of Sports, and then submitted to the Executive Sport Club Council for a vote at the next monthly meeting.
• 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.

5. ANNUAL RESPONSIBILITIES

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

• Fall Officer Training- August 27: 1pm – 4 pm, Tyler Haynes Commons
• Fall Inventory – Must be completed within the first two weeks of fall classes, clubs failing to complete inventory will not be allowed to practice until completed and subject to losing Fall Allocation
• Mid-year Inventory – Two weeks prior to last day of fall exams, clubs failing to complete inventory will not be allowed to practice until completed
• Spring Inventory– Two weeks prior to the last day of spring exams, clubs failing to complete inventory will not be allowed to receive the Spring Allocation for the following year
• Meets twice a month - Sport Club Executive Council Meetings.
• First Tuesday of each Month - Sport Club Council Meetings
• September 7 – Fall Allocation Budget Proposals Due.
• First Week of October – Complete Renewal Process Due.
• October 13– Spring Practice Facility Requests Due.
• December 5 – All Equipment and Uniform Funds must be spent
• Second Week of Spring Classes - Spring Officer Training (All officers)
• February 16 – Fall Practice Facility Request Due.
• March 16th – Classification Form Due.
• Last week of Classes– Inventory complete and on file with the Recreation and Wellness Department.
• Allocated club funds must be spent
  o Uniforms, Equipment, Allocations – March 16
  o Travel – April 13
• Last Council Meeting of Academic Year - Election of Sport Club Executive Council Officers for following Academic Year.

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:
• Complete Renewal Form
• Completed Spring Inventory Check Out
• Submit Practice Request
• Approved Safety Officer

All forms can be found on OrgSync except Deposit Forms (See Budget Coordinator)
• Approved Club President
• Club President and Safety Officer have 30 days after they are elected to complete the Officer Training and inform Assistant Director of Sports of officer change.

Clubs that failed to submit a practice and/or competition request before the spring deadline will not be eligible to practice until after the second deadline when additional request for facilities will be considered and approved. (See Section 7-Practice and Competition Schedules)

Clubs will have until October 1st to complete the rest of the renewal process. These forms are in addition to the prerequisites listed above that are due before the start of practice.
• Club Roster
• Signed Hold Harmless Clause/Code of Conduct for every member on the Club Roster
• Completed Medical History forms for every member on the Club Roster
• Signed Concussion Agreements for every member on the Club Roster

Prior to official club renewal and approval all above listed items must be completed by the Club President and on file with the Assistant Director of Sports. All clubs are expected to complete the full renewal process by the first week of October. 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.

6. CAPITAL CUP

The Capital Cup is a collaboration between the University of Richmond’s Sport Club Department and Virginia Commonwealth’s Sport Club Department. This is a yearlong competition between the two programs that provides excitement and comradery for the students involved.
• Start Date: September 1
• End Date: April 27
• The Capital Cup is the trophy that will go to the winner each year.
  o The cup will be awarded at the winner’s end of year sport club celebration.
• Sport Club teams that will compete (Others could be added)
  o Men’s Rugby
  o Men’s Soccer
  o Women’s Soccer
  o Men’s Ultimate Frisbee
  o Women’s Ultimate Frisbee
  o Crew
  o Equestrian
  o Quidditch
  o Baseball
  o Men’s Lacrosse
  o Women’s Lacrosse
  o Women’s Volleyball
  o Ice Hockey
• Calculation of the points
  o Each sport can earn no more than one point toward the Capital Cup each year
    ▪ 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.
  o For sports that have numerous competitions, heats, or events in an academic year point will be awarded to the club with the best win/loss record.
  o In the event of a tie, the point will be awarded to the club that won the last competition, heat, or event of the academic year.
Updated points can be viewed on the UR Sport Club Website. The points will be updated every Friday during the academic year.

7. BUDGETS

Financial Benefits
- Annual funding allocation
- Annual Sport Club fundraiser
- Sport Club Council funds available
- National and regional competition funds available
- Transportation Safety funds available
- Management of club budgets
- Assistance with financial transactions
- Access to tax exempt status

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 the Recreation and Wellness Department 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.

Types of Funds
As a general principle, the members of sport clubs make every effort to support programs through their own resources, which may include dues, fundraising projects, and special events. However, members are not responsible for raising all of their club’s funds. Sport Clubs receive additional funding from the University based on classification.

- Allocated funds are any financial support given by the University.
- Allocated funds must be spent by December 5 each year. If allocations are not utilized, the remaining funds will be used for the winter allocation. In order to keep any allocated funds for the Spring semester, clubs must submit the right to keep allocated funds form which can be found on Presence by December 5.

Classification ($24,000 Allocated at end of Spring Semester for the next year)
Funds awarded annually based on classification.

Incentive Funds ($6,500 Allocated at end of Spring Semester for the next year)
Funds are divided and rewarded to clubs who meet the requirements of the specified incentive fund.

- SPORT CLUB COUNCIL ATTENDANCE ($2,000) - Clubs that have at least one representative of the club’s leadership council at every council meeting during the academic year will be eligible for a portion of the $2,000 incentive.
- LETTER WRITING CAMPAIGN ($1,500) - Each year, an Annual Sport Club Fundraising Mailing event will be scheduled and coordinated by the department of Recreation and Wellness. This is the one and only opportunity for Sport Clubs to formally approach family, friends, or alumni for financial support. Clubs that participate will split the $1,500.
- INVENTORY ($1,500) - All clubs that return and inventory all equipment by April 20th, will be eligible for a percentage of the $1,500.
- **EOY CELEBRATION** ($1,500)- All clubs that have a 50% attendance rate at the end of the year celebration will receive a percentage of the $1,500.

**Fall Allocated Funds ($69,000 Allocated during the Fall Semester for the current year)**
- Awarded based on needs expressed by annual Budget Proposal. These funds are primarily used for travel, uniforms, and equipment. Additional Operating Funds are available to all clubs who submit their completed Budget Proposal by the first Friday in September.
- Money Managers are responsible for the completion and submission of Budget Proposals. Money Managers and Presidents should be prepared to meet with the Assistant Director of Sports to discuss their submitted proposal. Clubs must have completed the full renewal process in order to receive funding.
- Equipment and Uniform Funds must be utilized by the third week of November. Travel will carry over to the Spring Semester. Please see the deadline in the Winter Allocation section below.

**Winter Allocations**
- At the first Council Meeting of each Spring Semester, clubs will have the opportunity to requests for funding. These funds come from the surplus of allocations that have not been utilized by clubs during the fall semester and will be added to the Council Allocation Funds. Please follow the same procedures for the “Sport Club Council Funds”.
- Deadlines for spending Winter Allocations.
  - Equipment and Uniforms- March 15
  - Travel and Spring Allocations - April 15

**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 and a Summary Budget Form to the Assistant Director of Sports before the last Monday of the month. The request will be reviewed at the 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 of Sports 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 of Sports 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 of Sports 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.

**Coaches’ Stipends ($20,000)**
These funds are only for Championship Clubs. This is a stipend given to the volunteer coaches as a “thank you”. Please refer to the Championship Club Manual for more information.

**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 Recreation and Wellness and university policies and procedures. All financial transactions need to be processed by the Budget Coordinator. These transactions include but are not limited to the following:
- Deposits

All forms can be found on OrgSync except Deposit Forms (See Budget Coordinator)
• Purchase Orders
• Credit Card Purchases
• Check Requests/Reimbursements
• Check Requests /Payment for Services
• On Campus Charges (i.e. print shop, bookstore, van rentals; catering)

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

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 Sport Club Administration. The Sport Club Administration 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. Original receipts are always required when credit cards are used. When using the travel credit card to pay for hotels, buses, plane tickets, or any other travel related expense, the original receipt must be turned in to the Budget Coordinator within 5 days of the event.

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

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

• 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 of Sports 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.

All forms can be found on OrgSync except Deposit Forms (See Budget Coordinator)
• On Campus Charges are available for renting vans, printing services or purchasing book store merchandise. Always check with the Budget Coordinator before making charges as account numbers may change.

• 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:
  o Approval from the Assistant Director of Sports by September 1st for the Fall Semester and February 1 for the Spring Semester
  o The potential coach and leadership council must schedule a meeting with the Assistant Director of Sports before the deadline to review the responsibilities of the coach under the Sport Club Coach and Leadership Council: Roles and Responsibilities Section located in the Sport Club Policies and Procedures.
  o When all paperwork is deemed acceptable, the paperwork will be submitted. The payment will be split in two payments for each semester
  o Maximum of $500.00 per semester

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

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

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

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

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

8. RESOURCES

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

Equipment may be requested using the Home Competition Request Form. Request must be received approximately three weeks in advance and checked-out by approved Safety Officers. All request and arrangements for equipment are made with the Assistant Director of Sports.

Logo Usage
• Use of approved university trademarks and logos. Clubs must always go through Collegiate Licensing when purchasing any item using a university logo, trademark, color, or name.

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

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.
  o Fall – Two weeks after first day of classes, clubs failing to complete inventory will not be allowed to practice until completed and subject to losing Fall Allocation
  o Mid-year – Two weeks prior to last day of exams, clubs failing to complete inventory will not be allowed to practice until completed
  o Spring – Two weeks prior to the last day of exams, clubs failing to complete inventory will not be allowed to receive the Spring Allocation for the following year
• Process
  o Inventory is the responsibility of the Safety Officer.
  o Three weeks prior to deadlines Assistant Director Sports will send meeting request to the President and Safety Officer to schedule a time for inventory. Safety Officer may choose to schedule an earlier time at the conclusion of the season.
  o ADS and Safety Officer will meet to inspect and count all items and update the club inventory and both sign off that the inventory has been complete. Items purchased during fiscal year will be added to inventory. Budget Coordinator will notify ADS item have arrived, and ADS will inspect and inventory items and add to club’s inventory.
  o 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.
  o After spring inventory is complete clubs will not have access to any items in inventory.

All forms can be found on OrgSync except Deposit Forms (See Budget Coordinator)
Prior to the spring inventory deadline, all storage areas must be cleaned and all personal items removed. All items not removed will be discarded.

ADS will post updated inventory within one week of inspection. Inventory sheets will be kept on file in the Sport Club Office.

Within three weeks of spring inventory deadline, ADS will clean all storage areas and ensure that all inventoried items are properly stored and secured.

- Process to add purchases
  - When an item is purchased with allocated funds and will remain in inventory, it will be added to that club’s inventory sheet before they may pick it up from the BC.
  - BC will email the ADS when the item arrives at her office and will be added to that club’s inventory by the ADS 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 in order to use any university fields or buildings.
- Approved Safety Officer must be present at all times to strictly enforce facility activity rules and regulations. Safety Officers must be currently certified in CPR and First-aid and have a copy on file with the Head Sport Club 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.

Head Sport Club Athletic Trainer is in charge of scheduling all practices and home events. Please contact Wendy Sheppard (wsheppar@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
  - Transaction of Club Business
  - Showering and Dressing
  - Storage and Equipment
  - Fund Raising
  - Club Social Events
- A Home Competition Request Form must be completed for the reservation of all facilities. Requests for reservations and competitions must be received three weeks in advance in order 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 Head Sport Club Athletic Trainer at least 48 hours in advance.
• Not all competitions require an Athletic Trainer to be present. 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:
  o Men’s Rugby
  o Ice Hockey
  o Men and Women’s Soccer
  o Quidditch
  o Men’s Lacrosse

• 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:
  o 1st offense: written warning.
  o 2nd offense: canceled practice for one week
  o 3rd offense: club is suspended from practice/competition for the remainder of the semester.

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

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

Practice and Competition Schedules
Clubs should not assume a facility is reserved. All clubs must submit a Practice Request Form and Home Competition Request Form for each semester. The early request deadline for Fall Practice Facility Requests is February 1st. The early request deadline for Spring Practice Facility Requests is October 1st. Any requests received on or before these dates will have the highest priority for facility scheduling and reservations. These clubs will also receive approval to begin practice as soon as they return to campus. Once Head Sport Club Athletic Trainer has received the practice facility request, the schedules will be communicated the following way:

• The Head Sport Club Athletic Trainer will send the unofficial schedule to the president of each club and the club will be able to confirm or request a change.
  o Fall Practices- Unofficial schedule sent: February 15th. Confirmation or changes: February 22nd
  o Spring Practices- Unofficial schedule sent: October 12th. Confirmation or changes: October 19th

• The Head Sport Club Athletic Trainer will send the official schedule to the president of each club.
  o Fall Practices- April 5th
  o Spring Practices- December 5th

• At the beginning of each semester, once a club is approved to practice, the Head Sport Club Athletic Trainer will send written notice along with the practice confirmation.

Any Practice Request Form and Home Competition Request Form received after the above dates will not be considered or approved until the 2nd Friday of the semester, the second deadline for approving and considering facility requests for practice and competition. Requests received after the second deadline will not receive any priority and will be reviewed and approved on a first come first serve basis. It will take at least a week, possibly longer, to process a request.

Practice Monitoring System
Each on campus club will be audited at least 2 times during a semester with a maximum of 4 audits per semester by the sport club staff. The audit checklist includes:

• Name and signature of person completing the form

All forms can be found on OrgSync except Deposit Forms (See Budget Coordinator)
• Sport Club
• Location of Practice
• Time of Practice
• Number of athletes present
• Was club present at starting time
• Is the team using the entire space for practice
• Is the entire practice time being used
• All participants present on the roster
• Name and signatures of the safety officer(s) present
• 1st Aid Kit Present
• Additional Comments

• The ADS will audit each Championship Club once within the first 2 weeks of practice of each semester.
• Head Sport Club Athletic Trainer will meet with all on campus teams at least once per semester. During this time the club members will be asked to listen to a brief orientation on the Sports Medicine facilities and services available.

• Utilizing the reports, the ADS will submit an attendance report to the AVP during the 1st weekly one-on-one meeting of each month.
  • Fall- October, November, December
  • Spring- February, March, April, May

Clubs failing to show for a scheduled practice and/or violating policy:
• 1st offense – written warning
• 2nd offense – will have next semester practice scheduled after all other clubs
• 3rd offence – practice cancelled, and same as 2nd offense

**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
• IPads

**Marketing**
• Use of Spiderbytes, Recreation and Wellness Website, Bulletin Boards and Campus Displays for club recruitment, marketing, competition promotion
• Event Schedules and Results posted campus wide. Clubs must provide information.
• Annual Sport Club Picture
• Richmond Sport Club Facebook group

9. **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 host prospective and accepted students throughout the year.
- The Center for Student Involvement host the Annual Spider Fest each September

Also, the Sport Club Department 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, if available. Swag bags are available to give to each new recruit. There is a link to a Googledoc in Presence which should be filled out each time a prospective student is met with.

- Tour of Recreation and Wellness
  - SC Center
  - Pool
  - Upstairs Walk Through
  - Downstairs Walk Through
  - Meet with ADS
  - Meet with Head Athletic Trainer

- Tour of Club Facility
  - Ex) Haverhill Farm, Richmond Ice Zone, Skate Nation, Crew Boathouse, IM Fields, Weinstein Center for Recreation and Wellness

- Swag Bag Includes
  - Bag
  - SC T-shirt
  - SC Sticker
  - Rec and Wellness Water Bottle
  - SC Post it notes
  - ADS Business Card
  - HATC Business Card

10. TRAVEL

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

- All sport clubs must meet with ADS 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 in order 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 ADS 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

All forms can be found on OrgSync except Deposit Forms (See Budget Coordinator)
member is a passenger in a vehicle, he or she is "in charge" and responsible for the safe conduct of the trip. The faculty or staff member is expected to exercise his/her authority as a University official to ensure that the vehicle is operated in a safe and lawful manner.

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

The faculty or staff member is also responsible for ensuring that vehicles are not occupied beyond their capacity. Overcrowding may be construed as an unsafe condition and should always be avoided. The driver of the vehicle is responsible for ensuring compliance of the safety belt policy. For any trip, a roster must be completed and turned into the office issuing the van prior to departure.

**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. Your driver record will be requested at that time. The University requires a minimum three-year driver history. A minimum of ten days is required for the request and approval of the driving record; therefore, application to drive must be made 10-14 days prior to the anticipated driving date. Once the record is approved, you will be issued a User ID and Password to complete the online defensive driving course. Once you have an ID and Password, you can access the online course 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)

**Recreation and Wellness 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 AD-Sports 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. Van availability will be listed in EMS, similar to a facility reservation.
- Gas: For R&W groups the gas tank should always be at least ¾ full. If a R&W organization uses the vehicle and there is less than ¾ a tank of gas then that organization will need to fill up the tank. R&W groups may be reimbursed for gas if there are sufficient funds within an organizations budget. If the vehicle is returned will less than ¾ tanks of gas then the AD-F 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 R&W groups renting the vehicle the van will be filled by AD-F 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)

- Take advantage of these great services provided by the University of traveling. The University has also provided financial assistance to Sport Club for travel. Please remember to take caution and use these services for travel rather than personal vehicles.

**Sport Club Travel Policy**

In addition to these institutional travel policies and procedures all clubs must also follow Recreation and Wellness travel policies and procedures specific to clubs. Sport Club travel shall be defined as when a Sport Club takes a trip to any away competition. Each Sport Club must complete 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.
- Head Sport Club Athletic Trainer the 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 the Recreation and Wellness Office as well as the Office of International Education before making any travel plans. This process may take several months. The reason for this is for the security and safety of the participants. We may require additional information regarding your itinerary, travel plans, level of supervision, and we may require additional insurance. Domestic insurance policies may not provide coverage for some international travel, or they may only reimburse their insured's after the fact rather than paying the provider directly as they do in the continental U.S. Some medical service providers may demand cash at the time of service.

**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. The Recreation and Wellness Department 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.

**11. 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 March 16th. In April, the Committee 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:

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

Criteria

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

Competitive Clubs

All forms can be found on OrgSync except Deposit Forms (See Budget Coordinator)
- Recognized Sport Club for a minimum of 2 years
- Updated constitution on file
- Have at least 10 members
- Have a national governing body
- Compete in a local or regional league
- Have at least 6 organized or scheduled games or competitions
- Dues collected
- Participate in annual events
- Have 100% attendance at Sport Club Council meetings

Recreational Clubs
- Recognized Sport Club for a minimum of 1 year
- Have at least 5 members

Benefits

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

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

Marketing-
- Team Posters, Schedules, Photos shoot
- Promo Items and Give Aways
- Increased Web Site Presence

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

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

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

Game Day Operations – Having competition facilities set up properly for all clubs will provide a nice showcase for our clubs and facilities to visitors. In addition, the morale of our participants will be high, as they will be proud to host other teams and showcase UoR at home competitions.
- ** Staff for scorer’s table to keep stats, operate scoreboard, etc
- ** Announcers for Games
- ** Game Day Programs
- Music
- Scoreboard
- Field Set Up
- Water Provided
- Staff to operate Scoreboard

** Denotes benefits for Championship Clubs

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

Priority Scheduling- Championship clubs are expected to perform at a higher level and represent UoR in playoffs and national championships. This requires practice and game times that allow for maximum participation. Priority times will allow for this. Clear Channels of communication coupled with shared facilities and commitment to deadlines will maximize the use of our facilities by both Recreation and Wellness and Athletics

All forms can be found on OrgSync except Deposit Forms (See Budget Coordinator)
12. ATHLETIC TRAINING SERVICES

Eligibility
- The Sport Club Athletic Training Room will be open for Sport Club Athletes ONLY.
- Sport club athletes will have status verified by Head Sport Club Athletic Trainer before being evaluated.
- ALL club members are required to complete a Hold Harmless Clause/Code of Conduct, Medical History form, and Concussion 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 ATC prior to increasing their participation level.
- Student athletes are not allowed to treat themselves; an athletic trainer or student assistant must set up the modality equipment and supervise treatments.
- An athletic trainer must be present during all treatments and rehabs.
- No supplies may be removed from the training room without permission from the Head Athletic Trainer.
- An athlete’s failure to comply with the above policies will result in a suspension/loss of athletic training privileges.
- Sport Club Injury Procedures
  - The Athletic Trainer should be notified of an injury as soon as possible.
  - When necessary, the Head Athletic Trainer will aid in physician referrals. The University of Richmond is not financially responsible for any charges incurred.
  - Injuries not sustained in sport club activities are not the responsibility of the Sport Club Athletic Trainer.
  - If the injury occurs without an athletic trainer present, or if it occurs during a road trip, the sport club’s Safety officer must fill out an online injury report in a timely manner.

Competition and Practice
An athletic trainer MUST be present at the following clubs’ practices and games:
- Men’s Soccer
- Men’s Rugby
- Ice hockey

Practices
Any alteration to the practice schedule should be communicated to the athletic trainer 48 hours in advance (unless change is caused by weather).

Home Competitions
- Athletic Trainers provide pregame wrapping/taping of ankles and injuries, evaluation and treatment of injuries incurred by sport club members during competition.
- Recreation and Wellness will fully subsidize the cost of an Athletic Trainer at Home Competitions, unless a club

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cancels or changes the date or time of a Home Competition without providing the Assistant Director of Sports at least 48 hours’ notice. A club that cancels or changes the date or time of an event without providing the Assistant Director of Sports at least 48 hours’ notice will be charged $30/hour for 75% of the Athletic Trainer’s scheduled time.

- Athletic Trainers may be requested using the Home Competition Request Form. Requests MUST be received 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.
- Certain clubs may choose not to have an Athletic Trainer.

**Travel Policies**

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

13. **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 Recreation and Wellness Athletic Training Mission Statement to provide quality health care and assure the well-being of each sport club athlete.

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

**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 ImPact 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: men’s soccer, men’s & women’s rugby and ice hockey. All other contact sports will be encouraged to get baseline tested.

**Time of Injury**

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

All forms can be found on OrgSync except Deposit Forms (See Budget Coordinator)
Sport club athletes should NOT return to any activity until cleared by a physician or the Head Sport Club Athletic Trainer. Clearance from a physician MUST be in writing and submitted to the Head Sport Club Athletic Trainer.

**Call EMS 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

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

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

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

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

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

**14. 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 Recreation and Wellness.

<table>
<thead>
<tr>
<th>Wind Chill Temperature ABOVE 35°</th>
<th>Normal Practice</th>
</tr>
</thead>
<tbody>
<tr>
<td>21° - 25° without Precipitation</td>
<td>No more than 1 hour outside per session</td>
</tr>
<tr>
<td>Temperature Range</td>
<td>Activity Policy</td>
</tr>
<tr>
<td>---------------------------</td>
<td>--------------------------------------</td>
</tr>
<tr>
<td>20º or Below without Precipitation</td>
<td>No Outside Practice</td>
</tr>
<tr>
<td>31º-34º with Precipitation</td>
<td>No more than 1 hour outside per session</td>
</tr>
<tr>
<td>30º or Below with Precipitation</td>
<td>No Outside Practice</td>
</tr>
</tbody>
</table>

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.*
All forms can be found on OrgSync except Deposit Forms (See Budget Coordinator)