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**Welcome** to The University of Arizona Department of Campus Recreation Sport Club Program. This handbook was created to help you as the representative of your sport club get through the recognition process as well as the school year. Please take the time to read through this handbook and become familiar with the policies and procedures described throughout, it will save you time in the future.

**The University of Arizona  
Department of Campus Recreation  
A Health and Wellness Unit**

**Mission Statement**

The Department of Campus Recreation provides programs, facilities and educational opportunities that seek to meet the diverse recreational, fitness, and wellness needs of our students and community.

**Vision Statement**

We are a progressive department dedicated to excellent fitness, wellness, and recreational services that contribute positively to our diverse university and global community.

***Overview of Sport Club Program***

The Sport Club Program is designed to provide participants with the opportunity to:

- Learn a new sport skill
- Practice and refine existing sport skills
- Engage in structured competition
- Develop and maintain a level of physical fitness
- Develop a feeling of belonging and understanding between individuals and groups through sport activities
- Develop leadership skill and capabilities
- **Develop organizational and administrative skills including program planning, delegation of responsibility and authority, group dynamics, fundraising and financial management, and public relations**

A sport club is defined as a recognized student organization, which exists to promote and develop interest in a particular sport or physical activity. These interests can be competitive, recreational, or instructional in nature. Clubs may represent the university in intercollegiate competition or conduct intra-club activities such as practice, instruction, social and tournament play. Sport clubs are student initiated and student managed. Involvement in a sport club enhances the students' college experience and contributes to the students' overall education.

The Sport Club Program is administered through the Department of Campus Recreation, which serves as an administrative body, resource and information center for those involved in the Sport Club Program. The Sport Club Program has been developed for the purpose of engaging in extramural-intercollegiate sporting activities.

The clubs compete with other clubs and universities and should not be confused with Intercollegiate Athletics that is administered by the University of Arizona Department of Intercollegiate Athletics.

**The organizational and decision-making duties are the responsibility of the members and their officers.** The clubs with the most success and stability are those with active members and dedicated officers. Club members and support personnel are also directly responsible for the administration and supervision their respective clubs. Responsibility, leadership and direction are a few of the benefits that a club has to offer its members. Club members are also responsible for writing and implementing their constitution, recruiting new members, establishing club dues, planning and publicizing the club's upcoming activities etc. Sport clubs are financially responsible for their expenses. Financial commitments are met primarily through student sponsored fundraising events. Sport clubs do not offer scholarships. Coaches and support personnel are not paid with university funds.

***Sport Club Program Organization***

Director of Campus Recreation - Juliette Moore  
Associate Director of Campus Recreation – Richard Romero  
Assistant Director for Sport Clubs and Family Programs - Mary O'Mahoney  
Certified Athletic Training – Rob Knepper  
Graduate Assistant for Sport Clubs – Cody Nicholls  
Program Assistant for Sport Clubs – Kevin Scott  
Sport Club Council Executive Board  
Sport Club Presidents  
[www.campusrec.arizona.edu](http://www.campusrec.arizona.edu)

# What it takes to be a Sport Club!



## *Criteria For Recognition As A Sport Club*

1. Evidence of student interest and commitment (a minimum of 10 active members regularly attending practices). Clubs with fewer than 10 members may be put on probation and/or lose facility assignment.
2. Existence of club leaders with knowledge of the activity, time commitment, and ability to follow and enforce sport club policies and procedures.
3. Compliance with all University and Department of Campus Recreation rules and regulations.
4. Availability of safe, suitable facilities and equipment to meet club's needs.
5. Involvement in a physical activity that is structured to maximize participant safety.
6. Involvement in an activity that is unique and adds variety and diversity to the Sport Club Program at The University of Arizona.
7. Availability of appropriate competition within a reasonable geographic area (if applicable).
8. Potential to meet club's financial needs.
9. Promotion of club activities and benefits in order to attract new members.
10. Proper instruction, training, and skill progression in order to accommodate less experienced individuals.
11. Non-discrimination on the basis of race, color, national origin, religion, gender, sexual orientation, or disability.

## *Process For Becoming A Recognized Sport Club*

**The requirements to becoming a recognized sport club at The University of Arizona are as follows.**

1. All aspiring sport clubs must complete the student organization recognition process through ASUA.
2. Clubs belonging to a league or national governing body must comply with established affiliation guidelines.
3. Clubs must elect ONE representative to act as a liaison between the club and the Department of Campus Recreation. All officers must be students with full time status and a minimum 2.0 G.P.A.
4. Clubs must select a faculty staff advisor with full-time status at The University of Arizona.
5. Complete the recognition packet to become a recognized sport club through the Department of Campus Recreation. Packets will be distributed at the clubs and organizations recognition meetings. After the meeting they will be available in the Sport Club Office located in the Student Recreation Center. A copy and explanation of each of the Appendices is located in the back of this handbook.

**If both ASUA and Campus Recreation do not recognize the club by the first fall ASUA deadline, the club WILL NOT receive funding, practice time or events. Those clubs that are not active until the spring will have until the second week of spring semester to be recognized.**

The following materials need to be turned in to The Department of Campus Recreation by the set date in order to be recognized, receive facility space, and funding.

- Completed Appendices 1 – 8
- Projected Budget for 2009-2010 due the previous April, unless a new club
- Request for funding

# What Every Officer Should Know



These are the critical specifications you need to run your organization. It is your responsibility to know these policies and procedures, and to inform your team.

## ***COMMUNICATION***

The importance of the officer's role to communicate with the club members and the sport club administrative staff cannot be overemphasized. The president's role is the liaison between the club and the Department of Campus Recreation. He or she should not assign the role to another officer, although it is appropriate to include the other officers and/or club members in the communication process.

The Assistant Director for Sport Clubs operates with an open door policy for all aspects of programming. The Graduate Assistant for Sport Clubs also has set office hours. Club officers and club members are encouraged to use this open door policy. Communication at and between all levels is encouraged and expected.

### **The Sport Club Listserv**

- All sport club presidents and interested club members should be on the Sport Club Listserv. This serves as an excellent communication tool for the sport club administrative staff to provide pertinent information to all the clubs.
- It is also a good way for clubs to use each other as resources and share information. All club representatives will be placed on the sport club listserv.
- Please contact the sport club administrative staff if you would like additional members of your club put on the list.
- If you would like to place a message on the listserv the address is [sportclubs@listserv.arizona.edu](mailto:sportclubs@listserv.arizona.edu).
- **Remember if you are replying to the sport club administrative staff or someone on the list to please address the message specifically or else it will be sent to the entire listserv.**

## ***USE OF THE ARIZONA NAME***

Only those clubs, which are in good standing with the Department of Campus Recreation and Associated Students University of Arizona are eligible to use the name "Arizona (*specific name*) Club Team" or "The (*specific name*) Club Team at The University of Arizona".

Good standing is defined as compliance with the following minimum requirements:

- A. Attendance at all sport club meetings
- B. A club roster and Assumptions of Risk Forms for each member are on file with the Department of Campus Recreation Sport Club Program.
- C. Schedule of all practices and competitions have been submitted to the Department of Campus Recreation Sport Club Program.
- D. A completed Event Registration Form and travel itinerary including completed Driver Forms have been submitted for each off-campus trip.
- E. A complete Event Registration Form is on file for all home events.
- F. Conduct in accordance with Federal, State, Local, and University regulations.

## ***SPORT CLUB OFFICE***

The Sport Club Office, located on the second floor of the Student Recreation Center in room 218, serves many purposes for the Sport Club Program. It is a resource center for the sport clubs to access forms, information, mail, etc. Each club has an assigned access code that they can use to access the room. Please only share this code with the other officers in your club. There are many people who have access to and utilize the room every day; with that in mind we have outlined the following rules for the Sport Club Office.

### Rules for the Sport Club Office

1. Be courteous and respectful to all parties utilizing the Sport Club Office.
2. The office is to be used by sport club athletes and sport club monitors.
3. The Sport Club Office is not a place to store your personal belongings. Please use the lockers provided at the Student Recreation Center to store your book bags, etc.
4. There is cabinet space available to store club belongings, equipment, etc. The cabinets lock so security issues should be limited. Contact Sport Club administrative staff if your club would like a locker
5. A club mailbox is provided free of charge in the Sport Club Office. It should be checked regularly. Campus mail privileges are for the purpose of communication with members and for conducting club business. The mailing address is:

*"Name of the Sport Club"*  
Student Recreation Center  
1400 E. 6<sup>th</sup> Street  
Tucson, AZ 85721-0017

### ***Athletic Training Services***

Athletic training services are available for all sport clubs through the Department of Campus Recreation. The athletic training office located on the first floor of the Student Recreation Center. Services provided include initial first aid, taping, injury evaluations, modality treatments, rehabilitations and referrals. If you become injured or need treatment for an existing injury you must make an appointment with the athletic trainer. This will ensure that all the sport club athletes receive all the attention they deserve.

**APPOINTMENTS ARE PREFERRED AND CAN BE MADE BY PHONE AT 621-8749 OR IN PERSON.**

The trainer is available for practice and game coverage as well as some travel. Schedules and plans need to be available in order for a trainer to attend such functions. Usually the athletic trainer is available one hour prior to competition for pre-game stretching, preventative taping, and warm-ups. During competitions the trainer will be on-site providing first aid/safety as well as hydration (water coolers, bottles, ice towels, and ice).

On the occasion when your club travels, there will be athletic training kits, towels, and water bottles available for check out. We ask that you respect and care for these materials. We understand that certain materials will be used and will not return (band-aids, tape) but others (peroxide, Neosporin) need to be returned with the kits.

In an event of an emergency, each athlete is responsible for their own insurance and billing payments. The University of Arizona is not responsible for medical charges that may be incurred in a medical emergency.

### **Rules for the Campus Recreation Athletic Training Room**

- The athletic training room will be open during set hours only. If you're unable to attend appointments during these hours, please speak with the certified athletic trainer for other arrangements.
- No loitering. The athletic training room is not a hangout.
- The athletic training room is not a place to store your personal belongings. Please use the lockers provided at the Student Recreation Center Pro Shop.
- If you become injured or need treatments on an existing injury, please make an appointment with a certified athletic trainer. This will ensure that all athletes receive the attention they deserve.
- Do not treat yourself. Please sit and wait to be treated. Ask for assistance from the certified athletic trainer before using any rehabilitation equipment or supplies in the training room.
- The computer in the athletic training room is not a public computer.
- Please be courteous and respectful to all those utilizing the athletic training room. No horseplay or profanity please.

- When traveling, all athletes/teams must sign out all equipment being taken from the athletic training room. This includes: medical kits, water bottles and racks, ace wraps, etc. All athletes/teams will be responsible for replacing any lost, damaged, or stolen equipment.
- Your treatment is your responsibility. Please make sure to be on time for treatments. If you are unable to attend your assigned appointment, call to make other arrangements.

### Requirements for Athletic Trainer Travel

Athletic Trainers are available to travel with clubs provided their schedule permits and it will not have a negative impact on scheduled home events. Clubs are responsible for all financial aspects of a trainers travel including transportation, lodging, and meals. There should be absolutely no out of pocket cost for the trainer at all. Athletic Trainer Travel Request Forms are available in the Sport Club Office. These forms should be submitted completely filled out with all the appropriate travel information. All aspects of the trainers travel must be accounted for before approval for travel is granted.

If more than one club is traveling to the same event, for example a men and women's club is traveling to nationals; the clubs may consider splitting the cost of the trainer's travel. A completed request form with the appropriate information of which team is covering which costs is still expected.

Your biggest challenge isn't someone else.  
It's the ache in your lungs and the burning in  
your legs and the voice inside you that yells,  
"CAN'T,"  
But you don't listen you just push harder. And  
then you hear the voice whisper "CAN" and you  
discover  
that the person you thought you were is no match  
for the person you are."

~Anonymous~

### ***Non-Student Sport Club Members***

Some clubs may have members that are not enrolled university students. No more than 10% of a club's membership may be non-students. In order to gain access to the Student Recreation Center these members must purchase a non-student sport club membership (NSSCM). The cost of a non-student sport club membership is \$40.00 per semester plus the \$3.56 recreation fee for a total of \$43.56 per semester. **This membership only allows the non-students into the facility during scheduled club practices and events.**

- **In order to acquire a non-student sport club membership card the president of the club must submit a current roster with the non-students clearly identified.**
- The non student then may come and purchase their card any time the Student Recreation Center Rec Services Desk.
- When a non-student comes to the facility for a schedule practice or event they simply need to show their NSSCM card with a photo ID to gain access to the facility.
- **DO NOT HAVE THE NON-STUDENTS CONTACT THE SPORTS ADMINISTRATIVE STAFF. A NON-STUDENT WILL ONLY BE ABLE TO PURCHASE A MEMBERSHIP IF THE ABOVE PROCEDURES ARE FOLLOWED! IT IS THE CLUB PRESIDENT'S RESPONSIBILITY TO NOTIFY THE ADMINISTRATIVE STAFF ABOUT NON-STUDENT MEMBERS.**

### ***National Affiliations***

Those sport clubs that belong to a national association need to be aware of the rules and regulations of their governing body, in addition to those of the University of Arizona. Listed below are just of the national organizations sport clubs at the University of Arizona belong to.

National Intramural & Recreational Sports Association  
(NIRSA) [www.nirsa.org](http://www.nirsa.org)

Collegiate Water Polo Association (CWPA)  
[www.collegiatewaterpolo.org](http://www.collegiatewaterpolo.org)

USA Rugby  
[www.usarugby.org](http://www.usarugby.org)

American Collegiate Hockey Association  
[www.achahockey.org](http://www.achahockey.org)

Synchronized Swimming

[www.usasynchro.org](http://www.usasynchro.org)

National Collegiate Cycling Association  
[www.usacyling.org](http://www.usacyling.org)

National Club Baseball Association  
<http://www.clubbaseball.com/>

## ***FACILITIES***

The Department of Campus Recreation has the following facilities available for use to recognized sport clubs (Expansion space for sport clubs TBD):

### **Student Recreation Center**

2 court gym (basketball, volleyball, badminton)  
3 court gym (basketball, volleyball, badminton)  
8 racquetball courts  
2 squash courts  
2 outdoor sand volleyball courts  
4 activity rooms  
3 conference/classrooms  
Availability: Times vary

### **Bear Down Gym**

3 court gym (basketball, volleyball, badminton)  
1 weight room  
Availability: Times vary (usually only available on Saturdays)

### **Bear Down Field**

1 outdoor playing field with lights  
Availability: Monday-Thursday 5:00-7:00pm  
Friday 5:00-7:00pm  
Saturday 8:00am-8:00pm  
Sunday 10:00am-12:00pm

### **Bear Down Weight Room**

BDWR is available for team rentals for \$20.00 per hour. Hours vary. Please contact sport club administrative staff to make reservation

### **Rincon Vista**

4 outdoor playing fields with lights, Ramada with restrooms and classroom meeting space.  
Availability: Monday-Friday 3:00-6:30pm  
Saturday 8:00am-8:00pm  
Sunday 8:00am-11:00am

### **Gittings Gym**

1 court gym  
Availability: Monday-Friday 6:00pm-10:00pm  
Saturday 8:00am-8:00pm  
Sunday 10:00am-10:00pm

**ALL TIMES SUBJECT TO CHANGE WITHOUT NOTICE**

## **Expectations When Using University Facilities**

Any time a club has reserved a facility, it must be used. If the club cancels practice, game or any reservation, the club representative must contact the Sport Club Administrative Staff at least 24 hours before the reservation is in effect. Failure to use a reserved facility space jeopardizes the club's ability to reserve facilities in the future. **Clubs are responsible for set-up and clean-up of all sites.**

Misuse of equipment and facilities (including not using reserved space, and/or neglect in following facility policies, i.e., leaving trash, jumping fences) as well as inappropriate conduct and actions while participating in any sport club related activity, will be met with disciplinary actions. Any club using a facility is obligated to clean up after the activity.

## ***Facility Policies***

- When a sport club reserves a Campus Recreation facility, a monitor is provided to open the facility for the group. The monitor is also there to ensure a safe environment for the participants and that department policies and procedures are enforced.
- The monitor should arrive about 10 minutes prior to the scheduled start of practice to open the facility.
- **DO NOT JUMP FENCES** in order to gain access to a facility. This will result in disciplinary action and loss of facility reservations.
- **DO NOT CROSS THE INTERCOLLEGIATE ATHLETIC SOCCER FIELD TO ACCESS THE RINCON VISTA REC FIELDS.** If you park in the parking lot you must walk around to the entrance on 15<sup>th</sup> St.
- **DO NOT PARK** in the Shriner's parking lot or along the north side of 15<sup>th</sup> St., you will be ticketed.

The following is a list of policies the monitor will be enforcing. Please assist the monitor in enforcing campus recreation policies when hosting an event.

- A. Inclement weather policy – **Clubs are not to play on or use fields if they are too wet.** It is the decision of the Sport Club Monitor whether your practice, game, match, or tournament will damage the field. The decision of the Sport Club Monitor is final. There are many conditions that may make the field unplayable:

too much rain, problems with irrigation, poor field drainage, etc. Clubs found using facilities closed due to poor field conditions will face disciplinary action and may be charged for field repairs.

- B. Report any field hazards (holes in field, protruding sprinkler head, broken glass, etc.) immediately to the Sport Club Monitor on duty so it can be corrected as soon as possible.
- C. Alcoholic Beverage Policy – NO alcoholic beverages are permitted on or around intramural/club sport facilities (fields, courts, pool).
  - 1. Offenders(s) - players, spectators, and others will be asked to remove alcoholic beverages from the area. Game play and/or practice will stop until rules are complied with. Games/practices may be canceled.
  - 2. Enforcement will follow the guidelines established by the University of Arizona for violation of university policy. Security and safety are of the most importance to our students. Individual violations will be directed to the Dean of Students. Team violations will also be referred to Sport Club Executive Board and/or ASUA Club Organization Standards Board.
  - 3. **Clubs are responsible for their fans during events. Therefore, if a team's fans/spectators are violating the Alcoholic Beverage Policy the team hosting the event will be held responsible and will face disciplinary action.**
- D. Clubs are responsible for facility upkeep and maintenance during practice, game and tournament play. Please clean up after yourselves or you will be charged for clean-up costs.
- E. No bicycles are allowed on the fields.
- F. No motor vehicles are allowed on the grass or playing area.
- G. No pets are allowed on the fields.
- H. The use of tobacco products is not allowed on the fields.
- I. There will be no Sport Club practice on days the university is closed.
- J. Guns, knives, or weapons of any kind are prohibited.

### ***Facility Rules***

Each club is expected to treat all campus recreation facilities with care. All facilities must be kept clean and returned to their proper setting after each practice or game. Any misuse of facility may result in loss of facility privileges or sport club status. Any damage to facilities should be reported immediately to the Department of Campus Recreation.

When a club hosts an event using campus recreation facilities, the club is responsible for all aspects of game management. The club should be aware of and make arrangements for site preparation, equipment set-up and take-down, conduct of participants and spectators, crowd control, facility clean-up, care of visiting team and officials etc.

**Each club hosting an event is responsible that visiting teams are aware of the facility rules. Copies of the facility rules are available in the Sport Club Office for distribution.**

### ***Patron Policies***

- 1. ID Policy - Patrons must have current membership to the recreation facilities, and must present their current ID to the monitor upon entering any recreation facility. All Sport Club athletes and coaches must show proper ID in order to gain access to the SRC. You will not be allowed into the facility if you "forget" your ID simply because you are a member of a sport club. **Don't ask, don't try.**
- 2. Proper Attire - All patrons must be wearing shirt and shoes. Shirts and shoes must be worn at all times except in the locker room area. Exceptions: Shirts are not required in the gymnasium area.
- 3. Food, Drink, Gum - Food and drinks need to be kept in the Juice Bar area. Gum is not allowed in the recreation facilities. Patrons may buy and eat snacks at the Juice Bar only. Enclosed water bottles **with water only** are allowed in activity areas; however, no glass containers are allowed. When Sport Clubs are hosting an event in campus recreation facilities they will be expected to assist the facility staff in enforcing facility rules.
- 4. Rollerblades, Bikes, Skateboards - No rollerblades or skateboards are allowed in recreation facilities. Rollerblading and skateboarding are not allowed in the plaza area at the SRC. Bicycles may not be left inside recreation facilities for any amount of time; they must be locked in the proper area.
- 5. Pets - No pets are allowed in recreation facilities except handy dogs assisting a disabled person.

6. Tobacco Products & Alcohol - No tobacco product or alcohol of any kind are allowed in any recreation facilities. Patrons or spectators under the influence of alcohol will be asked to leave the facilities immediately.
7. Weapons & Firearms - No weapons or firearms of any kind are allowed in any recreation facilities. Patrons possessing any weapon or firearm will be denied access into any recreation facility, or asked to leave the premises immediately. No weapons are allowed on any state premises.
8. Athletic Footwear - Non-marking court shoes must be worn in all activity areas. Close-toed shoes must be worn in the weight room. Any patron wearing shoes that mark the court will be asked to change shoes before he/she may continue the activity. Patrons may not participate in socks or bare foot.
9. Backpacks and Gear Bags - All backpacks or gym bags must be stored in a locker. Only gear bags containing handball/racquetball equipment are allowed in the racquetball area, Backpacks or gym bags found in activity areas may be removed by recreation monitors and stored in the Pro Shop. Patrons will be charged \$2.00 to recover their bag.
10. Locker Rooms & Lockers - Locker rooms are provided for patrons to use. If a sport club wishes to make arrangements to have a visiting team use the locker rooms they need to do so ahead of time. Teams should be made aware that they must provide their own towels or they may get one from the Rec Services Desk for \$1.00.
11. Vandalism - Any patron vandalizing recreation facilities in any manner (kicking, hitting, writing, etc.) will be removed immediately. Patrons may also be held financially responsible for any damage. In addition, any sport club members or guests found vandalizing campus recreation facilities may result in the club facing disciplinary procedures.
12. Abusive Behavior - Patrons exhibiting abusive behavior, either verbally or physically, toward a fellow patron or a recreation employee will be asked to leave the facility immediately. Patrons may also be suspended from using recreation facilities for his/her abusive behavior. If patrons refuse to leave the facilities upon the request of a recreation employee, UAPD will be called to remove the patron.
13. Comment Forms - Patrons wishing to voice a concern or praise program, service, or employee are encouraged to complete a suggestion form. These forms are located at the entrance counter in the Student Recreation Center. These forms are collected regularly, answered, and displayed on the bulletin board in the lobby of the SRC.

### ***Facility Use***

- Use is based on availability for practices, competitions, meetings, social functions, and membership recruitment.
- Each sport club is responsible for scheduling practices, competitions, and various special events for the year. Because of the limited facilities, being a recognized club does not guarantee availability of university facilities.
- Clubs must have at least ten people in regular attendance at their scheduled practices in order to maintain their reserved practice times.
- Due to the high demand of Student Recreation Center facility space sport clubs will be limited to hosting two events per semester in the SRC.
- The Department of Campus Recreation will provide a monitor for a maximum of 6 hours per week at no cost to each club. Individual Sport Clubs requiring additional practice time will be assessed a \$10.00 per hour facility fee. Clubs will be billed at the end of each semester for the total amount owed.
- Clubs staying later than their reservation time may be charged additional money for a monitor fee. Do not assume monitors can stay late just because the club decides to practice later.
- Clubs are not charged for facility use when hosting an event for league games and/or intercollegiate tournaments or competitions. Clubs will be charged if the event is a fundraiser and/or they are charging teams or individuals to participate in the event they are hosting. Sport clubs receive a discounted facility rental rate.

There are **two** different forms used for reserving facilities for your club.

***Appendix 9: Practice Facility Request Form.*** To be used to request facilities that will be used on a regular basis like a practice. Use this form when requesting a meeting place in the SRC too. Please be sure to request a second and third preference in case your first choice is not available.

**Appendix 10: Event Facility Request Form.** To be used if your club is hosting a special event, league match, game, tournament or fundraiser. Please be advised that depending on the event there may be some costs associated with the reservation. Once again be sure to request a second and third preference in case the first one is not available.

### INCOMPLETE OR ILLEGIBLE FORMS WILL NOT BE PROCESSED!

Facility requests should be submitted at least two weeks prior to an event. However, **a club should submit the facility request as soon as they become aware of the need for a facility.** As mentioned above because of the limited facilities available, being a recognized club and submission of a facility request does not guarantee availability of university facilities. Forms are available in the Sport Club Office located on the first floor of the Student Recreation Center.

#### Other tips on reserving facilities:

- Do not call the sport club administrative staff to ask if a facility is available on a particular day for an event. Put the request in writing and turn it in to the Sport Club Office.
- Fill out a separate Facility Request Form for each event, match, or tournament.
- When filling out the facility request form, be sure to indicate exactly how much of the facility you need whether it is one court, two fields, etc.
- Be sure to include an exact start and finish time.
- Be sure to include specific needs when filling out a Facility Reservation Form for an event. Indicate how many chairs, tables, whether scoreboards are needed. Do not include items that we do not provide such as officials, whistles, and sport specific equipment. A complete list of equipment available to sport clubs and the procedure to reserve them is described under the "Hosting an Event" heading in this document.
- As soon as a club knows their schedule they should fill out and submit Facility Request Forms (Appendix 10) for their entire season.

## EVENTS

### Hosting an Event

- A Sport Club may only host two events per semester in the Student Recreation Center.
- As soon you set the date(s) for the event(s) come to the Sport Club Office to fill out and turn in a Sport Club Event Facility Reservation Form (Appendix 10). This must be turned in at least two weeks before the event.
- An Event Registration form must also be completed and turned in at least two weeks before the event.
- It is advised that as soon as clubs have their schedules set for the year that they turn in a form for every date they need a reservation.
- Be sure to list alternate dates and times to speed up the processing time.
- Forms must be filled out completely before they will be processed.

As soon as the event is confirmed scheduled make an appointment with the Assistant Director for Sport Clubs to discuss specific needs and situations regarding the event(s). This is a very necessary step if this is the first event a club is hosting for the year or a unique event. The Department of Campus Recreation wants your club to host a successful event and communication between your club and the department is an important element for a successful event. Please provide us with at least one week notice for special set-up requests.

**Note:** An Event Registration Form (Appendix 15) must be turned in for every event the club participates in whether it is home or away. The Event Registration documents club activity, which is important in determining funding as well as having the University acknowledge the event. A roster of club members must be attached to the Event Registration Form or it will not be accepted.

#### *Outside groups accessing the facility*

If the event is taking place in the Student Recreation Center a roster of teams who will be entering the facility must be provided in a timely manner so that arrangements may be made to allow them into the facility.

When hosting a competition or special event on Department of Campus Recreation facilities, all clubs must have visiting team members or individual participants sign and complete an Assumption of Risk Form (Appendix 9). These forms must be filed with the sport club administrative staff no later than five days after an event. Failure to comply with this policy will result in the loss of facility privileges.

It is the responsibility of the hosting sport club to make sure the Assumption of Risk Forms are provided to, read, and signed by the incoming participants. At the request of the sport club a table will be set-up in the SRC lobby or event location to assist in the above task.

### ***Equipment available for checkout***

The Department of Campus Recreation has a variety of equipment available to Sport Clubs for their various functions.

Please mark the Facility Reservation Form accordingly if your club is interested in reserving any of the following equipment in conjunction with a club's event. Please be advised that equipment is reserved on a first come first serve basis.

Tables	Paint
Chairs	Electronic Scoreboards
Flip Scores	Cones
Water Coolers	Tape Measures
Chalk Field Liners (chalk not provided)	P.A. System
Paint Field Liners	Extension Cords

If your club should require an item not listed above see the Sport Club Administrative Staff for assistance.

### ***Procedure for equipment check-out:***

If your club is hosting an event you will need to make arrangements to pick up the requested items with the Sport Club Administrative Staff at the Sport Club Office. Proper University of Arizona photo ID is required for equipment checked out or rented. Sport Clubs will be held financially responsible (retail cost) for replacing any damaged or missing equipment.

Equipment must be returned immediately after event is finished or the next day.

### **Going to an Event**

- Turn in a complete Event Registration Form at least two weeks prior to the trip. This should be accompanied by a roster of names and Student ID Numbers (to be used for class excuses only) of all club members making the trip.
- All clubs traveling to an event should check out a First Aid/Travel Kit from the Trainer's Room prior to leaving for their trip. This kit includes the following: First Aid Kit, Accident Report Forms, and an Information Card. The First Aid/Travel Kit must be returned the next business day after a club's return. These kits have been assembled to assist the club in the event of an emergency while on a road trip.
- Be sure all club members who are driving at any time during the trip have a completed Driver Form (Appendix 11) on file with the Department of Campus Recreation.
- If you are using vans from either the university or a rental agency all driver must have High Occupancy Vehicle Training (HOV). A Driver Form as well as an HOV Training Certificate for anyone who will be driving vans must be on file with the Department of Campus Recreation. Risk Management also offers HOV classes throughout the semester. There is no charge for HOV Training.
- Submit an itinerary of the trip along with the Event Registration Form.
- Clubs wishing to use allocated funding to be reimbursed for travel will not be reimbursed unless a completed Event Registration Form, roster and itinerary are turned in **PRIOR** to the trip.

If you plan on renting a vehicle from the University Garage/Motor Pool you must turn in a Request for University Vehicle Form to the University Garage. Forms and more specific guidelines are available at ASUA. You may want to check out the Motor Pool website at [www.fm.arizona.edu/motorpool/](http://www.fm.arizona.edu/motorpool/). or (520) 621-7316 for specific questions.

### *Class Excuses*

- Club members are eligible for class excuses if they are going to miss class while participating in a registered club event. Follow the steps below to request excuses for your club:
  1. Pick up an Excused Absence Request Form. They are available in the Sport Club Office and on the Campus Rec sport club website.
  2. Complete the form. Roster should have full names (no nick names) and student ID numbers, **not social security numbers or catcard numbers**. Include only members that need excuses.
  3. Turn form in to the Sport Club Office or have SRC Business Office put in Mary's mailbox. You should have the form turned in **at least two weeks prior** to the team leaving for an event.
  4. Event Registration Forms must be turned in with a roster of everyone attending even as well as a travel itinerary. Class excuses will not be processed until a completed Event Registration Form and roster are turned in with excuses.
  5. Be sure the sport club administrative staff has a current roster of the club on file in order to expedite process.
- **Students may be excused only if they are in good standing academically (2.0 cum GPA and not on academic probation).**

**Excuse forms will be placed in the club's mailbox as soon as they are completed.**

### **INSURANCE**

The University of Arizona and the Department of Campus Recreation does not provide accident, medical, or sickness insurance for club members, and is not responsible for paying medical costs associated with injuries incurred through participation in voluntary club activities.

It is strongly recommended that all club members have an accidental/medical plan in effect prior to participating in club activities. Such as:

- A. A private medical plan
- B. The University of Arizona offers the Campus Health Partners Plan that may be purchased up to fourteen days after the first day of classes. Brochures are available at the Student Health Center.

Individual Sport Clubs may want to secure private coverage for their members. "Some student organizations events/activities, both on and off campus may involve potential for risk. A review of current case law suggest that in addition to the student organization as a group, individual members and officers may incur some liability in the event of the claim. Registered student organizations, particularly those involved in potentially hazardous activities, are encouraged to investigate the purchase of liability insurance for their club's activities." (Student Organizations Handbook, 1990)

**An Assumption of Risk Statement for each member must be on file with the Department of Campus Recreation prior to practicing or participating in any club sponsored event (Appendix 7).**

### **Accident Reports**

Sport Club Presidents are required to submit an accident report for injuries that occur to club members during off campus practices or competitions. This report must be submitted to the Sport Club Administrative Staff within 48 hours of each occurrence or when the club returns from to trip that the incident occurred. First Aid and follow-up treatment (emergency room, hospitalization, etc.) must be documented and submitted with the Accident Report to the Sport club Administrative Staff. Accident Report Forms are available from the Administrative Office at the Student Recreation Center and are also located in the First Aid/Travel Kits.

For any injuries that occur during on campus practices or competitions the Sport Club Monitor on duty will be responsible for filling out the Accident Report Form.

## Medical Examinations

It is strongly recommended that all members of sport clubs have a physical examination prior to participation in club activities.

## RISK MANAGEMENT

To provide a safe positive recreational experience for all participants, it is necessary to try and prevent accidents and injuries before they happen. It is strongly recommended that every Sport Club implement and practice the following safety guidelines.

- A. Sport club officers, club members, volunteer coaches, and instructors must emphasize safety during all sport club related activities.
- B. Have at least two members certified in First Aid/CPR and have a First Aid Kit available at each game and/or practice session. Those clubs that do not have a First Aid Kit should see the Athletic Trainer to get a list of recommended items to develop a First Aid Kit. The Sport Club Program has First Aid/Travel Kits that clubs should check out prior to leaving for a trip.
- C. The Department of Campus Recreation offers a First Aid/CPR class the first Saturday of each month. Sign up at the business office.
- D. Develop and practice safety guidelines relevant to your sport.
- E. Become familiar with accident and liability insurance available through your national association or governing body. Encourage members to participate in these programs.
- F. Inspect fields and facilities prior to every practice session, game/match, and special event. Report unsafe conditions to the Sport Club Monitor on duty. Do not use facilities that are unsafe.
- G. The Student Health Center is open 8:00am – 5:00pm Monday through Friday.

# \$\$ USE IT OR LOSE IT!! \$\$

## Sport Club Funding




### Where does the money come from?

The overall budget for the Sport Club Program comes from a few different sources. The Department of Campus Recreation provides various administration functions, facilities, monitors, and some equipment at no cost to the clubs. However, the actual funds allocated to the clubs are students' fees from two different sources. In the spring of 2002 the students voted to add a \$3.00 + CPI fee that would be used for recreational programming. The money was used to buy things like new weight room equipment, pay raises for student employees, and provide funding for the sport club program. **The Sport Club Program will be receiving about \$30,000.00 from the Campus Recreation Program Fee this year.** The second money source is from bond overage money from the \$25.00 Student Recreation Center fee which is paid for by each student taking more than 3 units at the university. There is a variable amount of money left over after the bond payment for the Student Recreation Center is made for the year and that money is to be used for the recreational needs of the students. The Recreation Advisory Committee (R.A.C.) is a group of students that oversee and allocate that money. The Sport Club Program will receive about \$15,000 from the R.A.C this year. The total amount of money the Sport Club Program will receive is up to \$45,000. Five members of the Sport Club Executive Board, the Sport Club Graduate Assistant and the Assistant Director of Sport Clubs as a non-voting member form the Sport Club Allocation Committee. This committee will allocate the funds to the clubs based on need.

### Sport Club Funding Classification System

In an effort to ensure an equitable allocation of funds and facility use, a sport club classification system has been implemented. This system was initially researched by the sport club administrative staff. A steering committee of 11 elected club representatives discussed and adopted this classification system. The classification system is based on the club's previous year activity level. Information gained from the classification system will be forwarded to the Sport Club Allocations Committee to assist in fund allocation.

Clubs are divided into 3 categories based on 7 criteria. Each criterion is weighted as to its importance. The criteria are listed on the following table:

Classification Categories:  Apples, 14-23 Total Pts.  Bananas, 24-32 Total Pts.  Coconuts, 33+ Total Pts.

#### Criteria

Criteria	Apples, 14-23 Total Pts.	Bananas, 24-32 Total Pts.	Coconuts, 33+ Total Pts.
Club Size <sup>1</sup>	10-14 (3pts.)	15-34 (6pts.)	35+ (9pts.)
Fund Raising <sup>2</sup>	5-10% (3pts.)	11-20% (6pts.)	21%+ (9pts.)
Total Expenditures <sup>3</sup>	1-25% (2pts)	26-74% (4 pts.)	75+% (6pts.)
Travel Expenditures <sup>4</sup>	1-25% (2pts)	26-74% (4 pts.)	75+% (6pts.)
Practice/Meetings per week <sup>5</sup>	1 (2pts.)	2-3 (4pts.)	4+ (6pts.)
Activity-# of events <sup>6</sup>	2-5 (1pt)	6-12 (4pts.)	13+ (6pts.)
Competitiveness <sup>7</sup>	1pt. (1pt)	2pts. (2pts.)	3 pts. (3pts.)

- 1 First year clubs: less than ten members is acceptable (no points awarded)
- 2 Profits based on percent of total budget
- 3 Based on bona-fide documented expenditures. Percentile is ranking with other clubs
- 4 Based on bona-fide documented expenditures. Percentile is ranking with other clubs
- 5 Based on average for the year.
- 6 Those events which require an Event Registration Form (practice excluded).
- 7 Points based on: 1 point for each yes: Paid and/or certified officials? Instruction/coaching? National Affiliation?

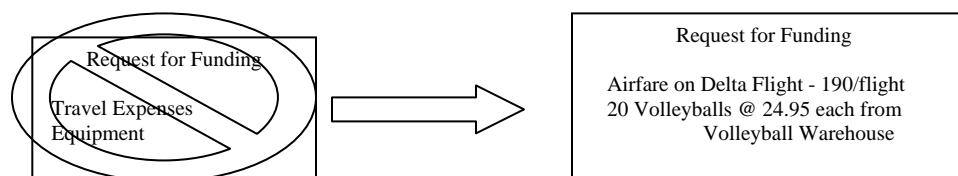
Complete the Sport Club Classification Information Form (Appendix 8) to establish your club's classification. Please be advised that all information must be substantiated with appropriate documentation. As an example: club membership will be based on the number of students listed on the membership roster with completed Assumption of Risk Forms on file.

The Sport Club Administrative Staff will evaluate each sport club classification and with the assistance of the Sport Club Allocation Committee, establish your club's classification. If you wish to appeal the category assigned to your club, you must do so in writing. You must explain in detail your reason for appealing the assigned category and enclose information that verifies statements related to your appeal.

Each club will present their funding requests to the Sport Club Executive Board during a short presentation (no more than 10 minutes). The Sport Club Executive Board will be provided with an evaluation of the club by the Sport Club Director. The Board will make a recommendation for each club's allocation based on the above information and the perceived needs of the club.

### Fund Allocation Procedures

Based on your classification, as well as the budget your club should have submitted in April, you will be eligible for a certain amount of funds. You must turn in a Request for Funding Form when you turn in your paper work. You must also state in your request **exactly** what you are requesting the funds for. When you turn in your recognition paperwork you should also sign up for a time slot at the Sport Club Fund Allocation Night. Time slots are for fifteen minutes where you can present your request to the Sport Club Allocation Committee. **All clubs, regardless of when they are in season, should apply for funds in the fall.**



### Using Allocated Funding

Each recognized Sport Club has an account within the Department of Campus Recreation. When the Sport Club Allocations Committee approves funding for a club it will be deposited into the club's account. University accounts are not like outside accounts. The Department of Campus Recreation supervises the use of all allocated funds and all clubs must follow the proper procedures in order to access their funds. All clubs must go through university purchasing for using their funding. **The only things clubs will be reimbursed for is travel expenses.**

Funds are allocated for the following uses by sport clubs:

- Equipment – nets, goals, balls, pads etc.
- Travel Expenses – gas, hotels, airfare
- League/Association Dues
- Tournament Fees
- Facility Rental Fees
- Tournament or Competition Related Expenses – Officials fee, tape, promo flyers

← YES!!

Funds allocated to clubs are **NOT** to be used for the following:

- Equipment considered for personal use such as shoes, bicycles, or sticks.
- Food and beverages
- Trophies or awards
- Team shirts
- Items that are bought in order to be sold as fundraiser for team.
- Insurance
- Paying coaches

← NO!!!!

Clubs may only use funding for those items that have been approved by the Sport Club Allocation Committee. For example, if your club was approved for funding for league dues you may not use your allocation for new equipment.

While all expenditures from accounts must be appropriate and allowable, certain payments are subject to more scrutiny from outside sources than others due to the sensitive nature of the expenses or certain risks associated with payment of the expense. The Financial Services Office will take extra care to ensure that requirements are complied with and proper documentation is attached on these types of payments.

### **Purchasing equipment with allocated funds**

- If your club has approval to purchase equipment it must be done through Department of Campus Recreation.
- You will need to fill out a Request for Purchase Form, which can be obtained from the Sport Club Office. The vendor, prices, amounts, etc will need to be recorded on the Request for Purchase Form.
- The equipment will then be ordered, delivered to the Department of Campus Recreation, inventoried, and placed on the inventory list of the club before it is handed over to the club.
- At the end of the school year the equipment must be turned back in to the Department of Campus Recreation where it will be inventoried and stored until the following year.
- **DO NOT ORDER EQUIPMENT AND THEN TURN IN A RECEIPT FOR THE MERCHANDISE PURCHASED. YOU WILL NOT BE REIMBURSED FOR EQUIPMENT NOT PURCHASED THROUGH THE UNIVERSITY PURCHASING DEPARTMENT.**

### **Reimbursements**

**Reimbursements will only be made to clubs for travel expenses such as hotel, rental vehicles, airline tickets and gas.**

- When requesting a reimbursement the proper original receipts should be turned in along with a Reimbursement Request Form, available in the Sport Club Office, with information as to who and where the check should be sent.
- Receipts must include the following info: name of vendor, date, amount owed, amount paid, method of payment
- If you are turning in more than one receipt they must be numbered and accompanied with a reconciliation sheet.
- Original receipts should be taped to an 8x10 sheet of paper with all corners taped to the paper.
- All reimbursement checks to clubs will be made out to the club's outside account and not to an individual.
- Reimbursements will only be for Sport Club Allocation Committee approved items.
- All clubs should have a Tax ID number (see page for tax ID information).

The University must take extra care to ensure that the expenditures occurred, was a valid expenditure, and that proper documentation exists to support the payment. We must also make sure that the payment was not made twice, so the **original invoices** are required and canceled when paid. If there is no invoice, other documentation must be provided to support the payment.

### **Original Receipt Requirement**

Federal law requires that all business expenses, regardless of the amount, be supported by **original receipts**, records, or other evidence in the following manner.

- Amount clearly indicated on each receipt
- Detailed explanation of how the expense relates to club business. Be sure to include time and place of expenditure.

### **Paying League Dues or Tournament/Event Fees**

If your club was allocated funds to pay league dues or tournament fees you need to follow the following procedures:

- Provide an invoice/entry form to the Sport Club Administrative staff.

- The invoice should include the itemized amount due, the name of the organization, a mailing address, contact, and due date. For tournaments an e-mail indicating the above info will be fine. It must also include dates and place of tournament.
- The organization's tax-id number must also be provided.
- Checks will not be mailed to individuals, only organizations.
- A university check will then be sent to the organization.
- Please be sure to submit the invoice at least two weeks before the due date.
- **DO NOT PAY THE LEAGUE/TOURNAMENT DUES/FEE'S AND THEN TURN IN A RECEIPT FOR THE AMOUNT PAID. YOU WILL NOT BE REIMBURSED.**

#### **Documentation Detail and Consistency**

Documents submitted for processing must be properly completed. University staff approving the document will call you or send a document back for corrections if the document is incomplete or if something is unclear. This will cause delays in processing thus delaying your reimbursement or equipment order.

You must ensure consistency between forms and supporting documentation. If necessary, explain inconsistencies in a note or on the paperwork itself. Provide enough detail to ensure that an auditor or someone unfamiliar with the situation will understand what has happened and find no gaps in the record.

Your receipts must provide information such as how payment was made (check/cash/credit card) and who actually paid.

**Original receipts and/or original invoices are required when requesting reimbursements.  
All allocated funds must be used by June 1, 2010.**

#### ***Tax-ID Numbers***

- The University of Arizona does not automatically (or ever) give clubs tax id numbers.
- The tax id is like a social security number for an organization and is established only through the IRS.
- **Having a tax id number does NOT mean that your organization is non-profit!** As stated above, the tax id number is like a social security number for your organization to use for banking and other identification purposes
- Clubs are considered "not for profit" which means that although individuals /businesses may donate funds to your organization they cannot then write of their donations when they file their taxes.
- ONLY organizations that have a 501c tax distinction are considered non-profit and donations may be tax deductible. The 501c is something that you would have to apply for through the IRS and has a fee associated with it (\$300-\$500) that you must pay each year in order to maintain the status.
- The tax id number is free. This is why most clubs are "not for profit".
- For all club reimbursements all recognized student organizations must have a tax identification number.
- **Recognized student organizations at The University of Arizona cannot use the University's Tax-ID number.**
- In order to participate in ASUA's Spring Fling clubs must have a tax id number

- If you need to apply for a tax id number you can apply for one online at [www.irs.gov](http://www.irs.gov) by searching for SS-4 Form. You can also pick up copies of the paper application and a completed sample application over at the Center for Student Involvement and Leadership. They are also available in the Sport Club Office
- When filling out the form, use the club mailing address at the Student Recreation Center and mark that the reason for the request is for "Banking Purposes."

For further information you may call 1-800-829-3676 or refer to Publication 557, which can be found at <http://www.irs.ustreas.gov>

## ***Budgets***

Individual Sport Club budgets are due to the Sport Club Administrative Staff each year in the spring semester. The budget should be a zero-based budget worksheet. Each club will list all of their expenditures, and how they plan to pay for them (income sources). The Sport Club Staff will be available to help guide clubs through the budget process. Worksheets are available in the Sport Club Office (Appendix 8a).

### **Tips on Completing a Budget**

1. Annual Income
  - Dues-** Cost of Dues per semester (Fall, Spring, and Summer) times the number of members per semester.
  - Fundraising-** List all the planned activities for the year and the amount expected to receive.
  - Donations-** List all potential private and corporate support and the amount/items expected
2. Annual Expenses
  - Equipment-** List all general club equipment expenses for the year. Include item, quantity, and costs for each. Equipment MUST be team equipment, not personal (uniforms are considered personal). Do not include major capital expenses.
  - Travel-** List location of each trip, the number of members traveling, transportation costs (rental car/bus, gas, airfare) and hotel costs. Also include the entry fee for each trip, if applicable.
  - Facility Rental-** Cost associated with the rental of facilities for practices and/or matches. List the site, cost and hours for both practices and matches.
  - League Dues-** Cost to participate in league/conference activities per semester/year. List the league and costs.
  - Officials/Judges Fees-** Costs associated with hosting an event for officials/judges. List the rate paid and the number required for each events.

### **Tips for Financial Stability**

1. Learn how to prepare an accurate and realistic budget and funding request. Review old budgets, equipment catalogues, etc for information on fees and costs.
2. Once funds have been allocated prepare an adjusted budget to accommodate the differences between the request and actual allocation.
3. Stay within your budget. Spend money carefully as outlined in the budget. BE FRUGAL!!! Receipt all expenses, keep copies of invoices, record all deposits, etc.
4. Pay league dues and bills on time.
5. Utilize a separate budget for any major event (tournament, fundraiser, nationals, etc) which itemizes all projected expenses and income.
6. Record all income on a ledger sheet and deposit it the day it is received.
7. Maintain accurate, current, financial records. Records are subject to review and audit upon request by the Assistant Director of Sport Clubs.

## ***FUNDRAISING***

The Associated Students of the University of Arizona coordinates at least one major fundraiser per year in which all clubs are encouraged to participate. Individual club fundraisers are highly encouraged but must be approved in advance by the Sport Club Administrative Staff. Proposals for Sport Club fundraisers must be approved at least two weeks prior to the scheduled event. The Sport Club Administrative Staff will only approve a recognized Sport Club to conduct fund raising events provided the project is consistent with the purposes of the student organization and with University policies.

### **General Fundraising Policies**

- A. A fund raising event is one by which an on campus organization receives monies (directly or indirectly) in exchange for merchandise, entertainment, services, or possible prize awards.
- B. The raising of funds is permitted if the project is consistent with the purpose of the organization and University policy. Any direct solicitation at open events on campus must be previously approved.
- C. The net proceeds of the fundraising event must be used for the stated purpose of the organization, for purpose related to the goal of the particular Sport Club, or for a donation to a charitable organization.
- D. Organizations using the campus to raise funds must keep adequate records showing how the money was raised, the uses to which the funds have been or will be spent, and the amounts thereof. Records must be kept current and available for inspection. On an establishment of an irregularity, an audit may be requested.
- E. Under no circumstances may any payment or profit accrue to the benefit of any individual member(s) of the organization.

**Be sure to document fundraisers with the Department of Campus Recreation Sport Club Program as fund raising efforts play a factor in fund allocation.**

### **University Fundraisers**

Information on fundraisers is available in the Student Programs Involvement Center, Memorial Student Union 101. Some on campus fundraisers include the following:

#### **Sponsoring Commercial Activity on the Mall**

[www.union.arizona.edu/mall](http://www.union.arizona.edu/mall)

See the Commercial and Mall Activity Coordinator (626-2630) in the Event Scheduling Office in Room 201 of the MSU.

#### ***Spring Fling***

Food and game booths are run by campus organizations. All proceeds from an organization's booth, minus a percentage of which goes to Spring Fling, are directly reimbursed through the U of A process in check form to the organization for their use. If your organization is interested, you must obtain permission with the Spring Fling Booth Chairman early in the spring semester to reserve a booth on the field.

### **Donations**

All donated items need to be approved by the Department of Campus Recreation before acceptance. Please note that if a donor is giving anything to the club for a tax deduction, have them consult with their tax accountant. While clubs are non-profit organizations they must be considered that officially. Meaning they must be registered as a non-profit organization with the IRS and have a 501(C) (4) status. As mentioned items or monies donated to the clubs may be tax deductions but donors should consult with their accountants for specifics.

- A. Most sport clubs have UA Foundation Accounts. If your club does not have a Foundation Account and would like one, please contact the Sport Club Assistant Director. Donations to your sport club through the UA Foundation are tax-deductable to the fullest extent of the law. Monetary donations to the UA Foundation for Sport Clubs must follow these procedures:
  - 1. **BEFORE** sending out letters to friends and family soliciting donations, your letter must be submitted via e-mail to the Sport Club Director. The letter will then be submitted to the UA Foundation for final approval. After any necessary revisions the letters may then be sent out.

2. Checks must be made out to the **UA Foundation/ "your sport club name"**. Checks made out to the U of A or just to your sport club will not be accepted by the UA Foundation.
  3. The check should be sent directly to the Department of Campus Recreation who will then make the deposit to the UA Foundation.
  4. Clubs will be notified when a donation has been made to their club and they may access the name address and amount of the donation(s) by contacting the Sport Club Director.
  5. Clubs must follow policies and procedures set by the UA Foundation in order to access donations to the UA Foundation Sport Club Account.
  6. The UA Foundation will send letter of acknowledgement and tax info to the donor.
  7. [www.uafoundation.org](http://www.uafoundation.org)
- B. Those donors who do not wish to make their donation tax deductible may simply give the item(s) to the club after receiving the approval of the Assistant Director for Sport Clubs.



## The Governing Body of Sport Clubs

### The Sport Club Council

The Sport Club Council is composed of the president or a representative from each of the sport clubs. The sport clubs' representatives will elect five individuals to the Sport Club Executive Council. In representing the different facets of the Sport Club Program, the Sport Club Executive Council will assist the sport club administrative staff in administrative affairs.

With the sport club administrative staff advising, The Sport Club Executive Council will make recommendations concerning such matters as:

1. Disciplinary Actions
2. Funding Allocation
3. Sport Club Policies
4. Related Appeals and Petitions

### Sport Club Council Disciplinary Actions

All club members, coaches, and advisors are required to adhere to all Department of Campus Recreation Sport Club and ASUA policies and procedures stated in their respective handbooks.

Conduct:

- A. Sport club members have an obligation to conduct themselves and their organization in a manner compatible with the philosophy and goals of the Department of Campus Recreation as well as with the university's function as an educational institution.
- B. Club members are expected to act in a mature and responsible manner both on and off campus especially while participating in club activities.
- C. Club members are expected to comply with all club policies and university regulations as well as any requests/directives from the Department of Campus Recreation staff members.
- D. Inappropriate conduct or actions while participating in any club-related activity may result in disciplinary action against the individual member and the sport club by the Department of Campus Recreation and/or university officials.

The Process:

Violation of The University of Arizona Department of Campus Recreation Sport Club policy and standards of conduct may result in revocation of membership or other disciplinary action to the sport club involved. This corrective process has been developed to assist club leaders in correcting mistakes that have or will cause problems.

### Minor Infractions

1. First offense – If the violation is the club's first offense during the academic year and they are not under probation for the previous year, the following steps will be taken.
  - a. The club is placed on probation for a period of time until the club corrects the violation.
  - b. The sport club administrative staff will notify the club president stating:
    - The reason for the probation
    - The length of the probation period
    - The possible consequences of future violations
    - The club's right to appeal
2. Two infractions or more
  - a. Appropriate actions necessary to correct the problem will be taken by the sports club administrative staff.
  - b. Club is reminded of its right to appeal.

Examples of minor infractions include but are not limited to:

- a. Not submitting appropriate paperwork on time as directed by the Sport Club Handbook.
- b. Not following policies and guidelines set by the University and Sport Club Program.

## Major Infraction

1. Major Infractions
  - a. Executive Council Hearing with a sport club member present
  - b. Sport Club Council recommends disciplinary action.
  - c. Sport club administrative staff determines disciplinary action based on Executive Council recommendation.
  - d. Club is notified in writing and reminded of their right to appeal.

Examples of major infractions include but are not limited to:

- a. Misuse of club funds.
- b. Ineligible participants participating in club activities.
- c. Incompatible conduct with University policy.

## Disciplinary Actions

1. Probation
  - a. Extended for a period of one year.
  - b. Any disciplinary action occurring within the probation period will incur a freeze on accounts and/or facility reservation if not constituted in the original decisions.
2. Extended Probation – An extension of the year probation if the offending club does not meet satisfactory standing.
3. Loss of facility reservation.
4. Loss of club recognition.
5. Any other appropriate measures deemed necessary.

## Appeal Process

The appeal process is administered to allow a club to review the sanctions levied against a club and/or club members that they feel may be too harsh. A club or member who wishes to appeal a disciplinary action must submit an appeal in writing within seventy-two hours to the sport club administrative which will also be forwarded to the ASUA Club and Organization Standards Board. The appeal should include the basis by which the penalty should be reviewed. The following steps should be followed.

- A. The appeal to the sport club administrative staff should be completed within seventy-two hours after receiving the penalty in written form. The sport club administrative staff will confer with the ASUA Club and Organization Standards Board. The club involved should receive an answer to the appeal within ten working days.
- B. If an appeal is made a designee from the Dean of Student's Office will also review the appeal.

## CODE OF CONDUCT

The following was taken from the University of Arizona Dean of Students Student Code of Conduct webpage. To see a complete copy of the Code of Conduct go to <http://dos.web.arizona.edu/uapolicies/>

### **Philosophy ::**

- 1 The aim of education is the intellectual, personal, social, and ethical development of the individual. The educational process is ideally conducted in an environment that encourages reasoned discourse, intellectual honesty, openness to constructive change and respect for the rights of all individuals. Self discipline and a respect for the rights of others in the university community are necessary for the fulfillment of such goals. The Student Code of Conduct is designed to promote this environment at each of the state universities.
- 2 The Student Code of Conduct sets forth the standards of conduct expected of students who choose to join the university community.
- 3 Students who violate these standards will be subject to disciplinary sanctions in order to promote their own personal development, to protect the university community, and to maintain order and stability on campus

Individuals must always  
conduct themselves in a  
manner that does not detract  
from the reputation of the  
University of Arizona. This  
includes behavior in game  
situations as well as contact  
with other teams and event  
staff. When involved in off-  
campus events or when  
traveling, be aware that you  
are still representing The  
University of Arizona.

## PUBLICITY & PROMOTIONS



- Sport clubs should have all publicity and promotional efforts approved by the sport club administrative staff.
- Promotional brochures must include the **University of Arizona Department of Campus Recreation Sport Clubs logo** to identify the club's association to the university.
- In an effort to maintain the University of Arizona campus, there is no posting of any type of advertisement, bulletins, circular, commercial, or promotional material on any campus light pole, power pole, telephone pole, traffic and parking sign pole or guy wires, and especially not on any campus building exterior.
- The above referenced material must be placed on existing kiosks located in various areas around the campus, or on designated exterior bulletin boards.
- Posting in unauthorized posting areas will require the university to pursue a claim through the university attorney's office.
- Once promotional materials have been approved please provide the sport club administrative staff with ten copies and they will be posted on bulletins throughout the Student Recreation Center.
- The alcoholic beverage policy of The University of Arizona in relation to joint advertising, sponsorships and promotions where contractual relationships exist between the University and vendor is as follows:

**"...Advertising or sponsorships from alcoholic beverage distributors are acceptable provided such advertising of sponsorship excludes any reference to an alcoholic beverage, product logo, or product mascot. The corporation's/distributor's logo is acceptable."**

Promotions that relate to non-alcoholic beverages or messages that promote the responsible use of alcohol are acceptable. No advertisement, promotion, or message shall include any reference to an alcoholic product in conjunction with the distributor's name.

### Trademarks and Logo Use Approval

The University of Arizona monitors and controls all uses of its names, nicknames, and logos. Before making any use of the "TRADEMARKS", you must secure authorization from the Office of Trademarks and Licensing, McKale Center, Suite 246. Items produced for resale or with commercial endorsements may require a royalty or promotional fee.

For permission and more specific information regarding marks and logos please contact:

The Office of Trademarks & Licensing  
Department of Intercollegiate Athletics  
[www.licensing.arizona.edu](http://www.licensing.arizona.edu)  
McKale Center, Suite 246  
Tucson, AZ 85721-0096  
Phone: (520) 626-3077  
Fax: (520) 621-2656 (LOGO)  
[licensing@arizona.edu](mailto:licensing@arizona.edu)

Requests which include any unauthorized use of other copyrights or trademarks cannot be approved. Lists of Officially Licensed Vendors and Art Approval Forms are available at the website listed above.

### Web Pages

It is strongly recommended that each club maintain a club website. The following is a minimum expectation for information on the website:

1. Should be updated by the first week of the semester.
2. Should provide representative's name and e-mail for prospective members.
3. Should give an overview of club and it's activities.
4. Should provide current practice schedule with location and times.
5. If there are pictures on the website, they must be relevant to the sport or activity of the club. DO NOT post pictures of parties or social occasions.

One of the services available to recognized student organizations is the creation of web pages for you sport club. If your club is interested in obtaining a web site/e-mail account from ASUA, please contact ASUA at 621-2782.

To help you learn how to create an interesting creative home page, UITS offers free workshops to members of the university community.

Advertising on University web sites is not allowed. Advertising is defined as offering space on a web page to another party for the purpose of promoting goods or services offered by that party in exchange for money, goods, or services.

Individuals (student, faculty, and staff) cannot sell advertising or advertise goods or services on University web pages.

### Advertising in the Wildcat

There are a number of ways to promote Sport Clubs and/or their activities in the Arizona Daily Wildcat. The Sports Desk phone number is 626-2956 or e-mail them at [sports@wildcat.arizona.edu](mailto:sports@wildcat.arizona.edu)

1. THE "ON CAMPUS" SECTION is available to advertise student organization meetings and/or events.
  - There is no charge.
  - Deadline is 5:00pm the day before the event or by 5:00pm the Thursday preceding the weekend event.
  - Complete the forms in the Wildcat Classified Office, including the name of your club, time, location and date of the meeting/event.
  - The Wildcat will print all entries (except weekend announcements), on the date of the event only.
2. Display Advertising
  - Ads must be submitted and paid for by noon 2 working days prior to publication.
  - All recognized student organizations receive a discount rate
  - Method of payment: The Wildcat accepts Visa and MasterCard, checks (with student ID).
3. Classified Ad
  - Deadline is 11AM.
  - Ads must be submitted and paid for one working day prior to publication.
  - 20% discount on five or more consecutive insertions of the same ad.
4. Wildcat Articles
  - Begin by contacting the Sports Editor.
  - Avoid approaching the editor or staffer between 4:00-6:00pm on weekdays because 4:00pm is the Wildcat deadline.
  - Give the Wildcat three or more advance warnings of upcoming events.
  - Provide the Wildcat with your club's schedule prior to the season starting
  - Be persistent.

### Flyer and Poster Guidelines

#### **Flyers and the Student Recreation**

If you would like promotional material to be posted in the Student Recreation Center simply provide the Sport Club Administrative Staff with ten copies of "pre-approved" materials. They will then be posted in the Student Recreation Center for a period of two weeks.

**Do not make a bunch of copies of a flyer if they have not yet been approved. This could be a waste of your money if you have to change things.**

**Do not under any circumstances post flyers in the Student Recreation Center on your own.**

#### **Standards for Flyer to be posted:**

- No handwritten flyers

- No flyers with items scratched out or penciled in
- *The University of Arizona Department of Campus Recreation Sport Club logo must appear on the flyer.*
- Flyers must be the standard 8.5 by 11.
- Color and pictures are great, and are almost essential

#### Memorial Student Union/Park Student Union

- All poster/flyers must be sponsored by a UA recognized student organization or university department.
- The name of the student organization and/or the university department must be printed on the poster/flyer.
- Posters/flyers can only be posted on the eight "approved" boards. These boards are located on each floor of the Memorial Student Union. Only eight posters/flyers will be approved.
- Posters/flyers must be brought to the Memorial Student Union Information Desk to obtain an "approved stamp".
- A poster/flyer may remain on the board for up to ten days.
- Poster/flyer size may not exceed 11" by 17".
- SUMC Information Desk Phone at 621-7755

Residence Life will post up to 38 flyers throughout the residence hall system. This provides two flyers per building to be posted on the main floor of each hall as a specifically designated campus events bulletin board. The remaining flyers will be posted at the Residence Life Office in the Highland Commons Court Yard. For additional information, contact Residence Education at 621-4638. Material for posting must be brought the Highland Commons Court Yard.

#### Campus

- To hang poster/flyers in campus building, permission must be obtained from the designated building monitor. For building monitors, contact the Facilities Management Office on the Physical Resources Building.
- After obtaining permission from the building monitor, poster/flyers may be hung only on bulletin boards; poster/flyers may not be hung on walls, windows, or doors.
- Posters/flyers must be in good taste.
- Housekeeping removes posters/flyers once each week.

Kamp Student Radio will advertise for upcoming event for student organizations at no cost. For more information about advertising events contact Kamp at 621-8173. Fax# 626-5989.

The Campus Recreation Website <http://campusrec@arizona.edu> has an "Announcement and Fact of the Day" area that sport clubs may provide info about home events or event results. Simply e-mail Mary at [mco@u.arizona.edu](mailto:mco@u.arizona.edu) with the information you would like posted.

# Responsibilities

## *Responsibilities of Sport Club Officers*

Since sport clubs are self-administered, the daily operation of the clubs is mainly the responsibility of its officers and members. The contribution of each member is vital to the club's success. However, it is the president who is ultimately responsible for ensuring the club functions smoothly and properly. Each club president should delegate responsibilities among officers and club members.

It is recommended that clubs elect a minimum of three officers to ensure that one person does not face the impossible task of fulfilling all duties and obligations. Typical club officers include president, vice-president, treasurer, equipment manager, publicity manager, etc. clubs must have at least two officers. All club officers must be full-time students at the University of Arizona and have a minimum of a 2.0 G.P.A.

The following guidelines have been developed to help the sport club officers in fulfilling their responsibilities. These are not all inclusive. Anything pertaining to the relationship between the club and the Department of Campus Recreation is the responsibility of the student representative. Each club must elect, appoint or designate TWO responsible student representatives to perform the following duties:

1. Provide leaderships and direction to the club.
2. Attend and participate in the leadership training and budget sessions each year and attend all the schedule sport club representatives' meetings.
3. Schedule and attend a semester meeting with the sport club administrative staff to discuss club business, issues and any upcoming special events.
4. Inform club members and coaches/instructors of policies, procedures, expectations, emergency procedures and other regulations that must be followed.
5. Monitor all club events, assuring that all policies and procedures are followed.
6. Submit required forms complete and on time.
7. Follow regulations as stipulated by the ASUA Organization Handbook, the Department of Campus Recreation and the Sport Club Handbook. Where there are contradictions among handbooks the Department of Campus Recreation Sport Club Handbook will prevail.
8. Serve as the liaison between the club and the administrative staff concerning club activities.  
**Communication is expected on every aspect of the club and is critical to the success of each club.**
9. Meet with sport club administrative staff to plan and attain approval for travel, publications, equipment, t-shirt designs and other club business.
10. Maintain an accurate membership roster and obtain a signed Assumption of Risk Form from all members. A complete roster and an Assumption of Risk Form must be on file with the sport club administrative staff before members can practice and/or participate in any club-sponsored event. Must provide updates as needed through the semester.
11. Check club's mailbox regularly in the Sport Club Office at the Student Recreation Center. You may use the Student Recreation Center mailing address for club business.
12. All hard copy communications originating from the Department of Campus Recreation will be distributed to the club's mailboxes.
13. Check the Sport Club Listserv regularly. Important information will be conveyed via e-mail in regards to club activities, deadlines, etc. A prompt response is appreciated when appropriate.
14. Hold meetings to conduct club business.
15. Satisfy financial obligations that club has incurred that are not covered by funds allocated through the Department of Campus Recreation. Ensure that the budget is kept up to date. Submit to an audit in the fall.
16. Request funding support in accordance to the club's needs and wishes.

17. Manage the club's fundraising efforts and ensure the funds are properly deposited and used in accordance with university and club guidelines.
18. Keep accurate records of club income and expenditures. Submit all receipts, statements, and financial records for review as requested.
19. Fulfill all association or league obligations.
20. Become familiar with accident report form and procedures. This form should be completed and returned to the sport club administrative Staff within 48 hours of any injury. Forms are available at the Student Recreation Center Sport Club Office.
21. Encourage officers or members to complete CPR & First Aid Certification.
22. Inform the incoming officers of your club of all operating procedures. This includes transferring this handbook to your successor and making sure they become familiar with it.
23. Submit a completed Inventory Account Form (Appendix 12) summarizing the equipment the club is responsible for or any equipment that will be stored by the Department of Campus Recreation for the club by the last day of classes in the spring.
24. Inform sport club administrative staff of any address and/or phone number changes of any officers during the school year.
25. Obtain approval for competition and practice schedules for each semester and coordinate facility requests and usage with the Department of Campus Recreation. Complete a Practice Facility Request Form (Appendix 9) to request practice/meeting time/space for campus recreation facilities. Complete a Facility Reservation Form for Event (Appendix 10) for all games, tournaments, competitions, or instruction related to club activity. Facility requests must be submitted in a timely manner (as soon as you are aware you are hosting an event). Forms will only be processed if complete and turned in by a student club member in a timely manner.
26. Submit Volunteer Driver Forms (Appendix 11) for volunteer drivers who will be responsible for driving club members to and from events.
27. Ensure that all club members that will be driving high occupancy vehicles go through HOV Training and that copies of their certificates are on file with the Department of Campus Recreation administrative staff.
28. Have all promotional brochures, flyers, etc. approved by the sport club administrative staff prior to mass reproduction, posting, or distribution.
29. At the end of each semester submit an End of Semester Report summarizing the club's activities.
30. Furnish a copy of the club's practice and competition schedule to the sport club administrative staff prior to the beginning of each season.
31. Submit budget for the following school year in April of current school year.
32. Additional duties are discussed under the other headings of this handbook. The listed information should not be considered a complete list of the president's responsibilities.

### ***Responsibilities of the Coach/Instructor***

The philosophy and key to the Sport Club Program has been the continued emphasis placed on the student leadership and participation. It is the responsibility of each club to secure the services of a volunteer coach/instructor. The coach/instructor should limit their contributions to those involving their coaching skills and knowledge.

Sport club coaches and instructors must be advised that any contract for their services is between the coach/instructor and the club. Employment or any contract between the club and the coach/instructor must clearly state The University of Arizona and the Department of Campus Recreation is not a party to the contract or employment. Therefore, they are not regarded as an agent or employee of the Department of Campus Recreation or the University of Arizona. Sport Clubs should be aware of the guidelines and procedures pertaining to the employment of coaches and instructors with regards to the Internal Revenue Service. We recommend for their own protection that they carry their own liability and medical insurance.

The following guidelines have been developed to assist coaches/instructors.

1. Read and sign Coach/Instructor Form (Appendix 5), attach copies of any certifications and licenses to form.
2. Sign University of Arizona Volunteer Agreement and Letter of Appointment.

3. The coach must be aware of and follow all University and Department of Campus Recreation policies and procedures relative to the Sport Club Program.
4. The coach should restrict his/her contribution to coaching and should refrain from activities involved in the club's management. A sport club is first and foremost a student organization and, as such, the student representative (not the coach) must serve as the liaison between the club and the sport club administrative staff.
5. Club business matter (hosting tournaments, submitting forms, facility requests) must be handled by the student members with the coach serving in an advisory capacity. Club activities should be a team effort and not left solely to the coach or student representative.
6. Advise the club with regards to budgets, fundraising, scheduling, etc.
7. Participation in the Sport Club Program is completely voluntary; therefore monetary rewards or scholarships shall not be promised or given to any member or prospective member by the coach.
8. Coaches must help ensure good sportsmanship at all times. Individuals must always conduct themselves in a manner that does not detract from the reputation of The University of Arizona. This includes behavior in game situations, contact with other teams and interaction with event staff. When involved in off-campus events or when traveling, be aware that you are still representing The University of Arizona.
9. The Sport Club Administrative staff has the right and obligation to protect the clubs, and if, in the administrative staff's opinion, the coach is not working in the best interest of the club, the coach will be relieved of his/her coaching duties.
10. Coaches must be recommended by club members and must submit a new information form each academic year in order to coach. Continuation of coaching status is not automatic.
11. Coaches/instructors should exercise reasonable care and caution in the execution of all coaching/teaching duties in order to reduce the risk of injury.

**CLUBS ARE RESTRICTED TO TWO COACHES THAT WILL BE PROVIDED COACHES CARDS IN ORDER TO GAIN ACCESS TO THE STUDENT RECREATION CENTER DURING CLUB PRACTICES AND EVENTS.**

**Coaches/Instructors gaining access to the Student Recreation Center**

- Coaches will NOT be admitted into the Student Recreation Center without a current coach's card.
- The Coach/Instructor Form (Appendix 5) must be filled out completely with accompanying copies of certifications. The coaches card will allow the coaches access into the SRC during scheduled practice times and events.
- The coach/instructor must provide a photo ID along with the coaches card in order to gain access to the facility.
- If a club changes coaches during the year the former coaches card must be turned in before a new card will be issued.
- Coaches/Instructors caught misusing their card will lose future access privileges to the facility and the Sport Club they represent may face disciplinary action.

**Coach/Instructor Selection Criteria**

A knowledgeable and experienced coach/instructor should be chosen by the club. Clubs may wish to consider the following:

1. Prior coaching experience and technical knowledge of the sport.
2. Certification by the sport's governing body, if applicable.
3. Safety awareness
4. Risk management experience.
5. CPR/First Aid training.

**Responsibility of the Advisor**

Each club must have an advisor who is a full-time faculty staff member at the University of Arizona. No graduate assistant/graduate teaching assistant/graduate research assistant will be accepted as a club advisor. A good advisor

can be a valuable asset to a club in terms of providing mature judgment, advice based on experience and insight into university operations and policies. The following are criteria advisors should embrace while carrying out their duties:

1. Ideally a good advisor can bridge the gap from year to year without undermining the authority of student leaders. Turnover of officers and members can be frequent. At times an advisor can be the only link to the past. An advisor can help orient new officers and members to the history and purpose of the club.
2. Club Advisors should meet regularly with the club members concerning club activities, as well as being aware of what activities are being planned.

### ***Responsibility of the Sport Club Administrative Staff***

1. Grant recognition of sport club status to all eligible clubs.
2. Assist in the coordination of all business affairs of the Sport Club Council and individual clubs.
3. Communicate regularly with the designated representative of all clubs. Advise on matters of liability, promotions, promotional brochures, travel, budgets, equipment purchases, scheduling and fundraising.
4. Final approval of club's coaches/instructors.
5. Assist the clubs with the marketing and fundraising efforts and coordinate joint activities.
6. Maintain inventory control and business records when necessary.
7. Assist with the continuing development of policies and procedures of the Sport Club Council.
8. Assign facilities for practices and events.
9. Assist clubs in hosting events.
10. Assist Allocation Committee with funding.
11. Assist club in utilizing allocated funding for authorized expenditures.
12. Enforce all policies and regulations as defined by the Department of Campus Recreation and The University of Arizona.

# Odds & Ends

## USEFUL CAMPUS PHONE NUMBERS & WEBSITES

Assistant Director of Sport Clubs – Mary O’Mahoney	621-8711	<a href="mailto:mco@u.arizona.edu">mco@u.arizona.edu</a>
Graduate Assistant for Sport Clubs – Cody Nicholls	621-8706	<a href="mailto:rcn1@email.arizona.edu">rcn1@email.arizona.edu</a>
Program Assistant – Kevin Scott	621-8706	<a href="mailto:kscott1@email.arizona.edu">kscott1@email.arizona.edu</a>
The Department of Campus Recreation – Main Office	626-3396	<a href="http://campusrec.arizona.edu">http://campusrec.arizona.edu</a>
Department of Campus Recreation Athletic Training Office	621-8749	
<a href="mailto:knepper@email.arizona.edu">knepper@email.arizona.edu</a>		
The Arizona Wildcat Newsroom	621-3551	
Associated Students of University of Arizona (ASUA)	621-2782	<a href="http://www.asua.arizona.edu">www.asua.arizona.edu</a>
Center for Student Involvement and Leadership	621-8046	
Mall Scheduling	626-2630	
Garage/Motor Pool	621-7316	<a href="http://www.fm.arizona.edu/motorpool">http://www.fm.arizona.edu/motorpool</a>
Event Scheduling Office (Student Union Room Reservations)	621-1414	
Arizona Collegiate Institute for Leadership	621-7597	
Risk Management and Safety	621-1790	<a href="http://fp.arizona.edu/riskmgmt/">http://fp.arizona.edu/riskmgmt/</a>
University Police	621-8273	<a href="http://www.uapd.arizona.edu/">http://www.uapd.arizona.edu/</a>
University Operator	621-2211	
Trademarks and Licensing	621-3547	<a href="http://www.licensing.arizona.edu/">http://www.licensing.arizona.edu/</a>

## Checklists



### Becoming recognized by the University of Arizona

- Complete ASUA Club Recognition paperwork and turn in

### Becoming recognized by Campus Recreation

- Attend the Sport Club Orientation Meeting
- Complete Appendices 1 – 8, 12  
(Appendix 7 needs to be signed by every participating member and on file w/ Campus Rec)
- Projected 2009-2010 Budget due the previous April, unless a new club
- Request for Funding - the more detailed the requests are the better chance of getting funded☺
- Schedule of Events – a tentative one is fine
- CPR/First Aid Certification – At least one member needs to be certified. Signup at the SRC Business Office w/ student employee rate



## **Hosting an Event**

### *Three weeks before*

- Facility Request Form (Appendix 10) filled out with alternate dates and times, special setup requests, etc.
- Event Registration Form with a completed roster of participants, Risk management signature, and schedule of the event.
- Excused Absence Request form if applicable.
- Meet with Sport Club Personnel to discuss specific needs for the event
- Request For Purchase if needed.

### **One Week Before**

- Contact Opponents to finalize time, place, directions, payments, etc.
- Contact officials to finalize dates/times (if applicable)
- Contact sport clubs personnel to finalize facility needs.
- Rosters (or at least a list) of teams participating in event if being held in the SRC.

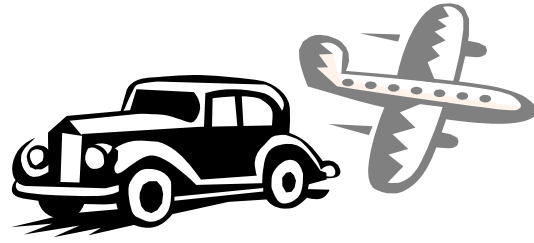
### **During Event**

- Coaches meeting – collect entry fees, give receipts, discuss rules of game and facilities, format of competition.
- Collect signed Assumption of Risk forms from every visiting participant
- Pay officials and collect receipts if applicable
- Clean facilities during and after (ie. Pick up trash)

### **After an Event**

- Contact Sport Club personnel with results
- Update budget
- Write sponsors, contact Daily Wildcat, update website.

## Going to an Event



### Three weeks Before

- Hotel, Car/Air, etc. reservations.
- Event Registration Form with a completed roster of participants, Risk management signature, and schedule of the event.
- Excused Absence Request form if applicable.
- Meet with Sport Club Personnel to discuss specific needs for the event
- Request For Purchase if needed
- Vehicle request to University Garage if necessary ([www.fm.arizona.edu/motorpool](http://www.fm.arizona.edu/motorpool))
- Driver's form on file with Sport Club personnel and HOV certification cards if necessary
- First Aid Kit request with trainers
- Contact Tournament to confirm time, place, directions, etc.
- Arrange meeting times/place with team. . TRAVEL ITINERARY

### Traveling

- Cell numbers and directions for all drivers, including the contact number for the tournament, hotels, etc.

### At Event

- Pay entry fee, collect receipt
- Collect other receipts (Hotel, travel for reimbursement if needed)

### After an Event

- Contact Sport Club personnel with results
- Update budget
- Writes sponsors, contact Daily Wildcat, update website.
- Return all checked out item
- Fill out Reimbursement Form if needed

# NOTES