2011-2012

Club Sports Manual
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I. Introduction

About Club Sports

There are 55 Club Sports at the University of Vermont (UVM) ranging from nationally ranked teams to very recreational and instructional programs. While some sports have coaches, our organizations are student run and funded by the Student Government Association (SGA).

Club Sports provide students an opportunity to enrich their academic experience. All of our clubs, regardless of competitive level, embody the spirit of our student body. Our organizations not only give students an opportunity to learn a new sport or improve their skills but also to develop leadership skills, make friends, and serve as ambassadors for our institution.

The Student Government Association (SGA)

The SGA recognizes and sponsors a majority of the clubs and organizations on campus. The SGA plays the key role in providing funding and resources to over 150 student organizations including Club Sports. Elected student senators make decisions regarding allocation of funds and set guidelines for the clubs to follow. UVM has one of the best funded Student Organizations in the nation, and Club Sports are often a beneficiary.
**Club Sports Coordinator**

The Club Sports Coordinator oversees the 55 Club Sports. The role of the Club Sports Coordinator is to ensure that clubs operate in a safe manner and adhere to the policies of the school. In addition the Club Sports Coordinator assists and advises clubs on matters such as scheduling, hiring coaches, fundraising efforts, monitoring budgets, and other areas.

**Participation and Eligibility**

Any full time undergraduate student may participate in Club Sports. However, some teams play at a level of competition where they must make cuts due to league requirements or available resources. In many cases these organizations also have a novice team or a “B” team in order to allow as many people as possible to participate. If not, students may still be a part of the club however only on an organizational level.

Additionally, some governing bodies require a certain GPA from students. In order to participate in these clubs the criteria must be met and verified with the Registrar’s office.

Graduate and part-time students are welcome to participate in Club Sports but under two conditions:
1. Some governing bodies do not allow graduate or part-time students to participate in competitions. It is up to the club’s discretion whether or not this person may practice but they may not be allowed to participate in competition.
2. Graduate and part-time students must pay the student fee each semester. Undergraduates have this built into their tuition where as graduate and part-time students do not. Therefore each semester they must pay the fee at the cashier’s office and bring proof of payment to the SGA office in order to participate.

Faculty, staff, and community members may not participate in Club Sports as unfortunately they are not covered under our insurance policies.

**Why start a Club Sport?**

Club Sports supply students with opportunities to play at a non-varsity level. Additionally, a Club Sports team can be created if a varsity designation is not available. Club Sports can also be created when Campus Recreation or Intramural Sports fail to provide opportunities that many people in the community would like to take advantage of.

A few key things to consider when applying to be a Club Sport are:

1. Will you be a recreational or competitive sport?
2. What facilities exist to meet your playing needs?
3. What safety issues might exist?
4. What governing body will you be a part of?
5. Does a collegiate league or other league exist?
6. Is there a critical mass of students interested in participating?

**Becoming a Recognized Club Sport**

In order to become a recognized Club Sport, an organization must meet all the criteria to become a club as outlined by the SGA.

Clubs must be able to produce:
1. A calendar of events documenting how, where, and when they will be practicing and competing. Additionally, what travel plans may be needed.
2. A list of people who are interested in the club
3. A list of officers
4. Correspondence with Risk Management and resolution on insurance quotes and other possible requirements
5. Completion of a checklist presented to them by the Student Activity Committee and Club Sports Coordinator

Further information on becoming a recognized club can be found on the SGA website. http://www.uvm.edu/sga/resources/documents/prerecognition.pdf
II. The Lynx

The Lynx is a software program that all of the SGA’s, and other, Student Organizations are registered with. The Lynx is a powerful tool for individuals, student leaders and administrators. The Lynx is used to perform a multitude of functions electronically and also provides a web space for clubs to manage and advertise their clubs.

The Lynx can be found at:  [www.uvm.edu/clubs](http://www.uvm.edu/clubs)

Instructional videos for The Lynx can be found at:

http://support.collegiatelink.net/home

For Individuals:
1. Can Browse Organization pages for information
2. Can sign up to be part of an organization
3. Can complete forms electronically such as “Club Sport Agreement to Participate”
4. Vote in SGA or club elections

For Student Leaders
1. Can track Club members as well as their paperwork such as “Club Sports Agreement to Participate”
2. Easy to submit forms such as travel itineraries, accident reports, and supplemental request
3. Provides easily customizable email lists
4. Provides a web page for you to promote your club
5. Can create discussions, news articles, post documents, and store items
6. Can hold online elections

For Administrators
1. Automatically databases all forms such as update sheets, “Club Sports Agreement to Participate” and travel rosters
2. Helps with assessment such as knowing number of events and general participation stats
3. Allows another avenue for communication
4. Can assign and delegate tasks
5. Helps advertise our programs and those of our Clubs
6. Enables us to slowly go paperless
III. Yearly Requirements

Clubs are responsible for providing documents, information, and services to the SGA, Club Sports Coordinator and to students in general. These requirements are essential for the club to remain in good standing and to preserve their privileges. All of the requirements are important to ensure the safety of all the club’s members.

**Important dates** (A calendar will be published at the start of each semester)

<table>
<thead>
<tr>
<th>Forms</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SGA Club Update Sheet</strong>- Due in late September, late January, and late April</td>
</tr>
<tr>
<td><strong>Roster</strong>- Leaders should make great efforts to have the rosters up to date on their Lynx pages</td>
</tr>
<tr>
<td><strong>Schedules</strong>- As soon as possible, a minimum of a week prior to the first event of the season</td>
</tr>
<tr>
<td><strong>Budgets</strong>- Request paperwork is due in late January or early February per SGA treasurer’s deadline</td>
</tr>
<tr>
<td><strong>Contracts</strong>- must be completed prior to services being provided</td>
</tr>
<tr>
<td><strong>PE Credit</strong>- Due approximately one month into each semester, all students should register via TheLynx (see Lynx and PE Credit sections for more info)</td>
</tr>
<tr>
<td><strong>Travel Rosters/Itineraries</strong>- must be completed each time a club travels for an event</td>
</tr>
<tr>
<td><strong>Accident Reports</strong>- within 48 hours of injury</td>
</tr>
</tbody>
</table>
Semester end reports - at the conclusion of the season or the semester

Required workshops/meetings

<table>
<thead>
<tr>
<th>Workshop/Meeting</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>SGA Student Organization Workshop</td>
<td>within two weeks of beginning of Fall semester</td>
</tr>
<tr>
<td>Treasurer’s Workshop</td>
<td>offered on 2 or 3 evenings in the first month of Fall Semester</td>
</tr>
<tr>
<td>Club Sports Workshop</td>
<td>start of semester workshops to be attended by all Club Sports</td>
</tr>
<tr>
<td>One on One with CSC</td>
<td>As mandated based on Tier and the point system</td>
</tr>
<tr>
<td>CPR Certification</td>
<td>at least 2 club members must be certified. Classes offered in first months of each semester, club must have two safety officers or their coach certified within the first months of scheduled events</td>
</tr>
<tr>
<td>Club Sports Council</td>
<td>Clubs are responsible for having a representative at each Council meeting. Meetings take place monthly</td>
</tr>
<tr>
<td>Think, Care, Act</td>
<td>required for Tier 1, addresses a number of key issues for safety and wellness</td>
</tr>
</tbody>
</table>

Optional Training

<table>
<thead>
<tr>
<th>Training</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Driver Training</td>
<td>Clubs should get as many certified drivers as possible. This is not mandatory, but having drivers certified with Risk Management can help alleviate travel issues</td>
</tr>
<tr>
<td>Workshops</td>
<td>Our campus offers numerous opportunities to improve professionally or gain greater knowledge on a variety of topics. In addition to offerings of the SGA students are definitely encouraged to seek out a multitude of these opportunities</td>
</tr>
</tbody>
</table>

IV. Points System

Tiers

The SGA funds and recognizes a wide variety of club sports. Some sports are more driven through competition and others more by instructional and social opportunities. In addition some clubs are well established on the UVM landscape and others are just starting out.

For this reason it is easier to manage clubs from a risk standpoint by categorizing them. Clubs are divided by considering several factors. Among those factors are:

1. Frequency of meetings
2. Frequency of events and competitions
3. Amount and types of travel
4. Medical coverage and Insurance needs (key component)

***It is very important to note that the category of a club in no way impacts the ability of a club to acquire space, money, or resources (with the exception of medical). It is merely a management tool and way to make expectations as clear as possible***

The Tiers are reviewed each year for accuracy. For 2011-2012 they are:
Tier 1:
1. All team are strongly encouraged to have a coach (Coach must be CPR certified and have all the necessary requirements of the governing body and must attend any additional trainings the University deems necessary) or an active adviser
2. ATCs at all competitions (Exceptions: Snow Sports and Crew)
3. ATCs at football, Rugby, and select Men’s Ice Hockey practices
4. EMT services conveniently located for practices
5. Must be registered in a league and governing body

Tier 1 Clubs are: Men’s and Women’s Hockey, Men’s and Women’s Rugby, Freestyle Ski, Snowboard, Football, Crew, Cycling, Sailing, Men’s and Women’s Soccer, Men’s Lacrosse

Tier 2:
1. ATC for competitions (Clubs with exceptions: All Martial Arts clubs, Horse teams, Water Polo, Swimming, Nordic Ski)
2. Safety officers for practice
3. Coach is strongly recommended
4. League and governing body is strongly recommended

Tier 2 Clubs are: Women’s Lacrosse, Men’s and Women’s Ultimate, Men’s and Women’s Volleyball, Men’s and Women’s Basketball, Tennis, Water Polo, Swim, Roller Hockey, Field Hockey, Baseball, Triathlon, Brazilian Jiu Jitsu, Kayak, Figure Skating, Fencing, TaeKwon Do, Squash, Swing and Salsa Society, Racquetball, Gymnastics, Equestrian, Dressage, Wrestling, Shooting Sports, Alpine Skiing, Quidditch, Softball, Nordic Ski

Tier 3:
1. Competitions and events do not require medical coverage but an emergency plan should be in place and well-known by all instructors, officers, and members
2. A coach is not necessary, but is encouraged
3. Governing body is not necessary but encouraged if possible
4. Safety Officers are required

Tier 3 Clubs are: Orchesis Dance Company, Urban Flava Step Team, UVM Dance Team, Hoop Dancing, Running, Catamount Dance Crew, Cheer, Golf, Aikido, Celtic Cats, Badminton

The Points System

The “Points System” is a method of tracking the requirements that need to be completed for Club Sports to be operating within best standards and to be in good standing with the SGA. The Points System itemizes each of the general requirements and allocates a point value for each of the tasks a Club Sport must complete in the course of a calendar year. In addition bonus points are gained when clubs go above and beyond what they need to complete.
The SGA Treasurer and finance committee use each club's total points as an aid for allocating budgets. Teams who meet the standard will be looked at with favor, and those surpassing the standard will be looked at even more generously. Clubs not meeting the standard will be looked at with greater scrutiny. Clubs who do not meet the standards will also be reviewed by the Student Activities Committee.

The Points System may also be used in helping a club plan for the future, in allocating rewards, and other functions.

Each Tier has different tasks and point values. This is because a group from Tier 1 looks very different from one in Tier 3. At the start of year meetings a detailed description will be given of each Tier's expectations, tasks, and points.

**Fundraising**

All SGA funded clubs are required to raise $100 in their revenue account by the end of January each year. If this is not accomplished, the club is penalized with a 10% budget cut for the following fiscal year in their budget account.

**V. Governing Bodies**

Clubs with Governing bodies (GB) must be registered each school year. GBs are available for the vast majority of sports. Governing bodies serve many purposes and therefore are required for high risk sports and strongly recommended for everyone else. Some reasons and perks of being part of a recognized governing body are:

1. Rules, regulations, and safety procedures specific to your sport
2. Liability issues are often covered by the GB
3. Opportunities for additional insurance (it is recommended that teams purchase additional insurance if it is available)
4. In some cases teams will not play you if you do not belong to the same GB
5. Networking opportunities
6. Opportunities for tournaments and games through GB
7. Regional tournaments and National Championships

For a complete list of governing bodies please contact the Club Sports Coordinator.
VI. Risk Management/SGA Forms and Requirements

| Club Sports Agreement to Participate- These must be filled out by anyone participating in any club sport. They must be filled out prior to participation. Those who have not completed this will not be permitted to participate in any Club sport affiliated practice or event. |
| Medical History- some clubs may be asked to submit pre-participation questionnaires |
| Med kits and Safety Cards – Each club should be sure to pick up a med kit and safety card from the CSC at the start of each season. The club and CSC should review the safety cards and review the emergency plans and expectations of the club. |
| Emergency contact sheets- Clubs should use The Lynx to print off a spreadsheet with all pertinent insurance and contact information for its participants. These spreadsheets should be with clubs at all times including games, practices, and during travel. Please see your Lynx step by step guide to learn how to do this. |
| Off-site contracts – Teams participating off campus must acquire the necessary documentation. If a contract is required for the use of a facility the director of student life must review the contract and sign off on it. |
| Certificate of insurance – In some instances, proof of insurance from other teams or from facilities will be required. This is on a case by case basis. A Certificate of insurance can be obtained by contacting the CSC or emailing: riskmgmt@uvm.edu |
| Equipment – It is important that protective equipment is worn at all times. If a team has a coach it is their responsibility to make sure that both protective equipment as well as other equipment is up to date and safe. The coach and safety officers are also responsible for all players wearing equipment properly. If an organization has no coach, it is the responsibility of the President and safety officers to monitor the quality of equipment and its use. |
**CPR Certifications**- Clubs must have two people certified in Adult CPR and First Aid and provide a copy of the individual’s card

**Driver Certifications**- In order to drive an SGA vehicle or any rental vehicles paid for from club funds, there must be two people per car who have completed Risk Management’s driver training course. To register for driver training classes go here: www.uvm.edu/drivers

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**Safety and Accident Reports**

**Overview of Safety**

The safety of all participants is of the utmost importance and all clubs should be well aware of all safety procedures required or recommended by UVM, Campus Recreation, and their GB.

**Emergency Plan and Safety Officers**

At the beginning of each season clubs are given a medical kit and a safety card with their unique emergency plan.

In case of Emergency:

1. Be knowledgeable and execute the club’s emergency plan
2. Clubs must have at least two safety officers who are responsible for teaching the emergency plan to others as well as implementing the strategy if need be.
3. The club’s safety card contains a list of emergency numbers. When in doubt, be sure to contact emergency services immediately.
4. Be sure to provide emergency services with the injured party’s health and insurance information.
5. Contact the injured party’s emergency contact.
6. Be sure to notify the CSC by telephone for any serious injuries
7. For all injuries minor or serious that require any additional treatment you must submit an accident report. Accident reports must be submitted within 48 hours. They are available on TheLynx on the club sports page.
8. Students injured in club sports events should follow up with the Club Sports Athletic trainer (Kathryn.vreeland@uvm.edu)

**Accident Reports**

This form must be turned in any time an incident occurs at a club sponsored activity. This includes practice, competition, or during travel. It must be turned in within 48 hours. Serious injuries should be reported immediately. Accident Reports are to be completed on TheLynx
VII. Medical Coverage

Depending on the type of event, the tier of the club, and resources available, the University determines and provides medical coverage.

An experienced and certified Athletic Trainer (AT) services most of the games and ensures that activities they cannot attend are adequately staffed.

In addition, the AT is available for pre-service and post-service consultation with every single one of our athletes. All participants are strongly recommended to utilize these services and follow the recommendations made.

Any recommendation made by Athletic Training Staff should be adhered to by all participants and staff.

Access to Athletic Medicine

The University of Vermont’s Club Sports are very fortunate to have Kit Vreeland as our Head Club Sports Athletic Trainer. Kit provides or arranges services for our all contests that require medical coverage.

Any student hurt during a Club Sport competition is urged to contact Kit and set up a consultation. Kit can be contact at Kathryn.Vreeland@uvm.edu.

Starting in Fall 2011 Kit and additional AT will be available for drop-in clinic hours Monday through Thursday from 3-4:30 in Rowell 026.

Students with severe injuries should go immediately to the Emergency Room or the Center of Health and Well Being to receive care.

Club Sports is also pleased to maintain a partnership with Campus Recreation’s fitness program for Strength and conditioning needs. To arranged for your club to work with a licensed Personal trainer for discounted rates you can contact Justina (Justina.Wentworth@uvm.edu)

VIII. Transportation & Travel

Driver Training

All students, faculty or staff driving UVM owned or leased transportation must be certified by the Risk Management department. This is contingent upon a suitable Motor Vehicle Record and passing the mandated course. To sign up for Driver Training follow these steps:

1. Go to www.uvm.edu/drivers
2. Click on the “UVM Motor Vehicles Records Check Authorization Form”
3. Be sure to completely fill out all fields and submit
4. Be sure to keep up to date on your email to see when the next classes are available
***It is recommended that you start this process at least a month in advance of when you need to drive ****

For Special driver training classes including setting up group classes or trailer towing classes do the following:

1. Go to www.uvm.edu/drivers
2. Click on the appropriate link entitled “use this link to e-mail for more information”
3. Be sure to stay in touch with the Risk Management Department often to confirm all details

**Booking Travel and UVM Travel Policies**

Before booking travel it is important to know the policies of the University. Please check out the links below especially the SGA policy:

- [http://www.uvm.edu/~uvmppg/ppg/riskmgm/driversafety.pdf](http://www.uvm.edu/~uvmppg/ppg/riskmgm/driversafety.pdf) - Driver Safety
- [http://www.uvm.edu/~uvmppg/ppg/procure/autorent.pdf](http://www.uvm.edu/~uvmppg/ppg/procure/autorent.pdf) - Auto Rental

Transportation options include SGAs fleet of eight 12-passengar vans and one pick-up truck. These can be booked up to four weeks in advance of the date with the office coordinator of the SGA.

UVM students can also rent from local Thrifty locations pending driver certifications. If these options fail please contact the CSC to learn of other possibilities.

***There must two certified drivers for any rental vehicle regardless of where you rent from. Drivers are checked by the company, SGA, and the UVM Procurement office ***

**Additional notes on payment procedures for rentals are outlined in the treasurer’s manual.**

Clubs requiring more than two twelve passenger vans, of the highest risk, or traveling excessive distances may be mandated to take independently contracted buses to events. If you require greater than two 12 passenger vans or are traveling outside of New England or New York, please be sure to carefully read the SGA Travel Policy and consult with the CSC.

**Travel Itineraries – must be turned in prior to any club traveling**
Travel Itineraries should be completed on The Lynx. These can be accessed on the Club Sports page under the forms tab.

***Please do not omit any of the requested information. Teams not completing travel itineraries or who omit information will lose points and face the possible consequence of losing privileges to travel. ***

These must be turned in a minimum of 24 hours prior to leaving; however teams are strongly encouraged to get these in as soon as possible. This way, if there are any issues, the Club Sports Coordinator can assist in fixing the issue.

**Spring Break and Extended Trips**

Clubs traveling for spring break, extended trips, or internationally must complete the “Extended trip form” and schedule a meeting with the CSC prior to traveling.

**IX. Hazing**

Below is the Hazing Statement for all Student Organization leaders. The “Club Sports Agreement to Participate” includes supplemental information for individuals.

Any instances of hazing should be immediately reported to the CSC, Division of Campus and Student Life or UVM Police Services. UVM treats any instances of hazing, big or small, seriously, as we are committed to the health and welfare of our student body.

**Statement for Organization leaders:**

*I hereby affirm that I will do the best in my power to ensure that my organization practices positive team building and the leaders and members of the organization avoid any activities that would be detrimental to the safety or well being of the members.*

*I will make clear to the members of my organization that they must follow the policies of the University of Vermont and the laws of the State of Vermont in regards to Hazing. I understand that a violation of these can lead to consequences from the University and the judicial system for me, as a leader, the individuals involved, and the organization as a whole.*

**UVM Policy**

**Vermont Anti-Hazing Law**

Examples of Hazing include but are not limited to:

- Requiring acts of servitude
- Associating with specific people, but not others
- Causing excessive fatigue
- Damaging property
- Conducting interrogations
- The requirement of any act contrary to genuine morals is perverse, or that violates University policy, whether on or off campus or that is illegal.

In addition:

- Hazing also includes soliciting, directing, aiding, or otherwise participating actively or passively in such acts.
- Hazing occurs regardless of the consent or willingness of a person to participate in the activity
- Anything that that is intended, or should reasonably be expected, to have the effect of humiliating, intimidating, or demeaning the student or endangering the mental or physical health of a student.

I will do my best to instill a culture of inclusion within the organization and partake in positive team building activities that support the mission of the organization and University (see examples from the link).

http://hazing.cornell.edu/organizations/ideas.html

I will share these policies and expectations with the members of my organization and report any incidents that may occur.

Hazing whether physical or mental, big or small, is unacceptable and a clear violation of school policies and even more so, the trust that teams should have. Any club violating the University’s policy on hazing will face disciplinary action possibly including de-recognition of the club.

In the vast majority of Hazing allegations UVM Police Services will conduct the investigation. UVM Police Services may conclude that Vermont State Law was violated and recommend that the State’s judicial system also prosecute the individuals involved in the incident.

On the University level, The Student Activities Committee and the Center for Student Ethics and Standards will oversee all judicial processes associated with Hazing.

Please consult the following for more information and the school’s official policy: http://www.uvm.edu/~uvmppg/ppg/student/hazing.pdf
X. **Coaches and Coaching Contracts**

All Clubs are encouraged to have a coach who supervises practices and games. The role of the coach is merely to facilitate training and events and not to plan or run the club. Part of the SGAs constitution stipulates that clubs must be student-run and coaches should not interfere in the leadership of the organization.

All Clubs categorized as high risk are encouraged to have a coach. Select high risk teams will not be allowed to practice in full capacity, or compete, without the presence of their coach.

Medium Risk clubs are strongly recommended to have a coach, however it is not required. Some sports categorized as medium might be required to have a coach due to Governing Body or Risk Management regulations.

Low Risk clubs do not need to have a coach however they are more than welcome to employ one if it is to the benefit of the club and their individual participants.
**Requirements for Coaches**

The coach must meet any requirements of the league or governing body in which the club participates.

Coaches must be, or become, CPR certified within a year of hire.

The Coach must have a fully executed coaching contract prior to participation with the club. The Coach must update their credentials each year.

UVM reserves the right to mandate any additional requirements for each club or coach.

**The Role of the Coach**

The coach is present to facilitate the clubs competitive needs. The coach should in no way impede the organizations ability to be student run and should merely serve to aid the club in reaching its competitive goals and ensure the proper safety and supervision is provided for all participants. This may include the following, but is at the discretion of the officers:

1. Athlete evaluation
2. Staffing for events
3. Help with equipment
4. Implementing practices and game strategies alongside the officers
5. Advising club officers if they seek it
6. Other duties as mandated by the club
7. The coach should also aspire to, and model, the common ground of the University, most of all in helping to foster a team that is respectful and inclusive to all

While the coach may assume less or more responsibilities depending on the clubs needs, the coach should not at any point:

1. Make the schedule for their team
2. Plan events (may advise but should not plan)
3. Control the teams finances (this also includes creating the team’s budget)
4. Act in any manner that prevents the student leadership from guiding the club
5. Act in any manner that is detrimental to the UVM’s image and ideals
6. Support the use of alcohol, illegal substances, or other activities that violate the “Student Code of Conduct”

**Finding a coach**

Due to the unique nature of club sports it is not always easy to find someone who will fit your needs. There are a few places to look though if your club decides a coach is the way to go:

1. A Faculty or Staff member- may have a knowledge of the sport and be willing to help out
2. Graduate students
3. Contact local youth associations and see if they might have any recommendations
4. Contact Varsity Athletics teams and see if they know of anyone interested in coaching
5. Advertise in the local media
6. Members of the club from the area may know people from the community who might be interested in helping out
7. Recent graduates of the club may be interested in helping out
8. Undergraduate students (pending appropriate qualifications and resume)

**Procedures for Hiring a Coach**

Clubs are responsible for seeking out coaching candidates on their own. When seeking out a coach it is important to consider a few things:

1. Does your league or governing body require any certifications?
2. Will your coach be flexible and committed enough to meet your needs?
3. From an experience standpoint, what are you seeking in a coach?
4. From an organizational standpoint, does this person suit your unique needs?
5. Will the coach be comfortable with the role you see them in?

Upon selecting a qualified candidate the club must:

1. Submit a resume and references to the CSC.
2. Upon checking the resume and references the prospective coach may be asked to speak and/or meet with the Club Sports Coordinator and possibly the Director of Student Life before receiving final approval.

This process is to ensure that the prospective coach meets the requirements of the club, the governing body, and the University. It is also to ensure that the coaches are equipped to uphold the ideals of the University and the philosophies of Club Sports and the Department of Student Life.

**Coaching Contracts**


The contract is essential to shaping the role of the coach within the club. Please do due diligence when considering and completing the contract.

Some things to consider when completing the contract:

1. Be as specific as possible in designating the organizational role, if any, of the coach
2. Determine who will be evaluating athletes - the officers, coach, or both
3. Determine who was what responsibilities in preparation and execution of practices and games
4. Determine who makes decisions around discipline
5. Be as specific as possible in how the coach will be compensated, distinguishing between which account the compensation comes from, and show the breakdown if it comes from both accounts. Also be sure to articulate the desired payment schedule
6. Make sure the coach is aware of the legal ramifications of signing the contract as well as what the University policies on liability and indemnification entitle them too

**Paying Coaches**

The club officers will also specify the compensation the coach will receive. The compensation for the coach can come from both the club’s budgeted fund and revenue funds. UVM will not compensate coach’s over 10,000 dollars from the budgeted fund. Money coming out of the revenue fund is contingent on the club actually raising that amount of money. UVM will not make up the compensation promised to a coach if a club fails to raise the necessary funds.

If a club is having a hard time deciding what to pay the coach, a good benchmark is local school districts. Another good source would be comparable clubs at other schools.

To ensure a coach’s payment:

1. Properly fill out the coaching contract and get the approval of the CSC (the template for the coaching contract is available on the Club Sports and SGA website)
2. Get the necessary signatures from the coach, club President, CSC, Director of Student Life, and the club’s faculty/staff adviser
3. Make sure the contract is submitted to the SGA financial office
4. Have the coach fill out the appropriate tax forms to be entered into the University’s payroll system (volunteers do not need to do this part)
5. Contact the CSC for information on how a coach creates a Peoplesoft account and how to submit hours on the system.

Each year, the following must be submitted upon request, otherwise the coach is not eligible to participate or be paid:

1. Certifications
   A. Governing body certification
   B. CPR/First Aid certification
2. Resume (one time only or if there is a change in information)
3. Contract

Each year it is the responsibility of the coach to:

1. Update their certifications with their governing body
2. Maintain CPR/First Aid and other safety certifications
3. Complete any UVM required trainings
4. Be up to date with Governing Body and University policies, specifically around risk Management
Termination, Insurance and Conduct

1. As previously mentioned, coaches should reflect the ideals of the University and act as a role model
2. Coaches should adhere to the policies of the school regarding amorous relationships and sexual harassment
3. It is strongly recommended coaches maintain their own medical insurance as the University is not liable for any injuries incurred during a club sports activity
4. Some coaches may choose to take out liability insurance
5. Coaches can be terminated by the club or University in accordance with the contract’s guidelines

Additional Info

1. Coaches may qualify for a limited number of parking passes from Parking and Transportation Services. The coach will need to make arrangements with the CSC and the Department of Transportation Services.
2. Coaches will need to make special arrangements to use some of the University’s facilities. The club’s officers and the CSC will aid in making these arrangements.

XI. Advisors

Who can be an advisor?

Advisors must be members of the UVM community, employed as either faculty or staff. It is preferred that advisors are in a location that is readily accessible to students.

Role of the advisor

Advisors play various roles in clubs. Some advisors are also the coaches of the team, while some are spectators, and others are silent partners. Regardless of the role of the advisor what is essential is clear and consistent communication between the club officers and the advisor.

Advisors are responsible for knowing their club’s activities and reporting to the Club Sports Coordinator if issues arise.

Advisors must meet all requirements mandated by the SGA including being faculty and/or staff at the University of Vermont.

Some suggestions for the role of the advisor are:

1. The advisor should be present for occasional club practices, meetings, and competitive events
2. Advisors are also encouraged to contact the CSC with any other issues or questions whenever they deem it necessary.
3. The advisor should try his/her best to be knowledgeable about the SGA policies surrounding club sports. Most policies are available in this handbook.
4. Advisors will be notified of undesirable club behavior with hope that he/she may assist in conflict resolution
5. Club advisors are strongly encouraged to help promote the sport on campus
6. Club advisors should allow the club officers and members to lead and operate their club
7. Advisors serve in an advisory position only
8. Advisors should model important values and skills
10. It is completely understood that advisors have very important responsibilities outside of the club sports that may limit their involvement with the club, however maintaining lines of communication with officers is the most important aspect for student success

XII. Officers and Roles

There are many ways to organize a club and it is totally up to each club how to do so. The SGA mandates that each club have a President and a Treasurer for their records, or two designated authorized club signers (usually the president and treasurer unless otherwise specified).

*** The following is a list of potential ways to organize your club and delegate responsibilities. It is by no means what is mandated by the SGA as each club is unique and therefore entitled to organize in any way they see fit***

*** Much of what is listed below is compiled from examples at other institutions as well as models and suggestions from current clubs at our school ***

Responsibilities of Sport Clubs Officers and Representatives:

Club Sports Officers play a vital role in the club’s success. They serve as the primary governing body of each sports club. Successful officers will have the ability to maintain an open line of communication with the CSC and with other club members. Club members are encouraged to elect responsible and dedicated individuals to these positions. The most popular or best players do not always make the best leaders. It is important to keep in mind the time demands and leadership skills that are necessary when electing officers.

Officers

President’s Responsibilities:
- Lead the club through member involvement.
- Coordinate the elections of officers.
- Support other officers and members, lead by example.
- Make sure that each club member has completed and signed a “Clubs Sports Agreement to Participate” form
- If the club has a coach, the president is responsible for ensuring the coach’s paperwork is completed and given to the SGA in a timely manner
- Be a focal point in encouraging inclusion and creating a positive and accepting environment for your club and each and every member
- Be sure to be knowledgeable on the topic of Hazing and strive to create a culture that is Hazing free
- Responsible for approving and supervising all fundraising activities
- Responsible for ensuring that all Risk Management, governing body, and additional procedures are followed. This includes completing accident reports and travel itineraries in a timely manner
- Work towards fostering amicable and good working relationships with other clubs, schools, and the community

Vice President’s Responsibilities
- The Vice President assists the club president in carrying out his or her responsibilities to the club and Club Sports Coordinator.
- Act in place of the President when required.
- The Vice President is responsible for coordinating PE credit and ensuring that the club's status is renewed from year to year with the PE department
- The VP should also be active in fostering fundraising within the club
- The VP registers the club for the First Year Barbeque and Student Activities Fair

Secretary’s Responsibilities:
- The secretary is responsible for scheduling games and events, and for recording the results of these activities. These must all be reported to the CSC
- He/She is also responsible for recording the minutes of all meetings concerning the club.
- The secretary should play a key role in writing coaching contracts and collaborate with the President in this process

Treasurer’s Responsibilities:
- The Treasurer prepares the club budget proposal for the upcoming season.
- The Treasurer is the primary liaison to the SGA and is subsequently responsible for responding to requests in a timely manner. Some of the types of requests include: supplemental, gas, nationals, uniforms, boarding and transportation (special attention should be paid to boarding and transportation orders)
- He/she must also keep club financial records up to date.
- Maintain balanced ledger of all monies.
- Be sure Risk Management policies are being followed when arranging transportation, reserving facility space, etc.

Safety Officer
- Must be or become CPR/First Aid Certified
- Responsible for checking the playing surface for potential safety hazards
- Should play key role, along with other officers and coaches, in deciding whether or not practice or games should be cancelled due to safety or weather concerns
- Be knowledgeable of Risk Management policies particularly regarding transportation.
• Be knowledgeable of Campus Recreation policies surrounding facility use and safety, and know where resources are located on the Athletic Campus.
• Know the club’s emergency plan and member expectations
• Take responsibility for inventorying medical supplies and requesting more when necessary.
• Have a copy of the safety card and make sure other members are aware of where it is and what it is used for.
• Be the official liaison for the club to Risk Management.

Captain (optional) (may also be another officer)
• Responsible for organizing practice or conferring with coach/instructor on the matter
• Assisting in the design and implementation of game strategy
• Assisting in athlete evaluation including picking competitive rosters and in game evaluations
• Communicating with referees judges or event staff
• Other duties as mandated by the club’s officers or constitution
• ***The captain should exemplify sportsmanship and always remain positive both in games and practices***

Some other models of governing that clubs like to use are:

1. Additional Officers – clubs will create additional roles to delegate responsibilities. Some examples of positions with this model are fundraising chair, tournament coordinator, social director, and many others
2. Subcommittees – Some clubs, to make everybody responsible in some way for the clubs direction, create heterogeneous subcommittees. Each subcommittee is responsible for a different aspect of the clubs activities. This is a great way to give everyone some ownership of the club and encourage a democratic process.
How To: Finance, Fundraise, Plan and More

XIII. Finances

Source number

Upon a club’s inception a unique source number will be created. This is how your accounts and budgets are identified within the University. It is essential that each club ensure they have a source number and they know what it is.

Budgets

Towards the beginning of Spring semester every club must fill out a budget request. This budget applies for the following fiscal year (July – June). The budgeted fund often constitutes the majority of a club’s expenditures throughout the year so be as detailed as possible on these. The SGA provides a template for budgets that every club must follow. The template can be downloaded from the SGA website (www.uvm.edu/sga).

It is encouraged that Clubs consult with the CSC during the budget making process. The more details the club can provide the easier it will be for the finance committee to deliberate in regards to the budgets.

Once the budgeted fund is granted it can only be spent on the goods and services it has been allocated for. At the end of the fiscal year any left over money goes back to the SGA.
Occasionally a reallocation can be made by the SGA Treasurer so that funds can be used for a different purpose than they were originally allocated. This process requires that one of the club signers meet with the SGA Treasurer.

**Fundraised/ Revenue Fund**

Supplying this fund with money is the sole responsibility of the club. In addition, a benchmark for raising revenues is set each year by the SGA, typically $100. Each club must meet this amount or face monetary penalties.

This fund can be used at the clubs discretion (within SGA and University spending policies) but does still require signing off from the SGA finance office. In addition unused money from this fund rolls over from year to year. Clubs use this money for a variety of purposes.

It is important that this fund remain healthy particularly in the likelihood that the budgeted fund becomes depleted. If the budgeted fund becomes depleted, the SGA will use your fundraised funds to cover your expenditures.

**Treasurer’s Manual**

The treasurer’s Manual is a valuable tool for every club. Both the president and the treasurer from each club should have a copy and become knowledgeable on the procedures laid out in it. The treasurer’s manual covers virtually every type of procedure clubs will have to carry out. Additional treasurer’s manuals are available in the SGA office or online.

**Additional opportunities for Club Sports**

The SGA offers several additional funds that can be accessed in addition to budgets. They include:

1. National Fund – Available for regional or national tournaments the club must qualify to participate in
2. Capital Fund – for projects and equipment that will last for five years or more
3. Uniform fund – available once every three years
4. Supplemental Gas Requests

More detailed information is available in the treasurer’s manual. The treasurer should strive to have an intimate knowledge of this but all officers should be aware of the policies outlined.

Clubs are expected to spend their funds appropriately and in accordance with the mission of the SGA and their clubs. Individuals or clubs who spend on inappropriate expenditures can be considered fraudulent in the eyes of the University and law.
XIV. Fundraising

Fundraising is a key component for every club and strongly encouraged by the SGA. Clubs are expected to pursue and supplement many of their endeavors by raising funds on their own.

Fundraising can be done in many different ways but should receive the approval of the CSC particularly if your idea is not on the list of approved fundraisers.

**SUGGESTED FUNDRAISING ACTIVITIES**

1. **Raffle:** have sponsors or other campus departments donate items such as sports gear, free meals, or gift cards

2. Letters to alumni and families asking for donations or create an online donation page though the Department of Alumni and Parent Relations

3. Letters to family, friends, and alums asking to participate in a pledge type fundraiser- (i.e. - Basketball club has a shoot out and people pledge 1.00 for lay-ups, 1.50 for free throws, and 5.00 for three pointers. Teams have a limited to time to make as many as possible and results are recorded and pledges are collected)

4. Have an event on the University Mall that allows clubs exposure and requires participants to make donations for demonstrations, instruction, or trials

5. Hold a workshop/clinic for grade school students in a sport on the weekend for a reasonable price or hold a parents’ night/day out and allow clubs to care for and instruct kids (like a mini-sport camp)

6. Orchestrata a talent show on campus and charge people entry fees

7. Have a fun run benefiting a club team
8. Work with local restaurants like Buffalo Wild Wings, Texas Roadhouse, Pizzeria Unos and others to have a “club night” and collect a portion of proceeds.

9. Pancake breakfast with a local restaurant who donates the profits to the club if the club works
10. Sell meals for local restaurants at a good price and club delivers them to the people (take out only) and club receives profit

10. Partner with magazine distributors and have clubs sell magazines and receive a large percentage of the profits

11. Clubs acquire sponsorships and disperse materials to advocate for sponsorship and in return sponsors donate money and/or equipment to the clubs
1. Hold a program-wide tournament or fun day which is open to the community and charge admission fees. Members volunteer to work and earn 10.00/hour for their club. Clubs sending the most members to work the most hours will get the most money.
2. Contract an outside agency to help clubs develop fundraising goals and facilitate large scale fundraisers that bring in thousands of dollars for the club

15. Work for Vermont Teddy Bear Company
16. Selling Merchandise

17. Candy Drives

***Clubs are strongly encouraged to get original ideas approved by Student Life and the Club Sports Coordinator***

**Food Guidelines**

UVM contracts the services of Sodexho for all its catering needs. Part of the contract prohibits entities on campus, in many situations, from using any other services besides Sodexho. For the comprehensive policy and a list of services provided, please consult the following webpage:

http://uds.uvm.edu/

If you are hosting an event on-campus Sodexho can likely cater your event.

If you do use other sources for your food and catering needs, use due diligence in ensuring the food will be properly prepared and maintained and the appropriate waiver form is completed.

Concerns regarding proper preparation and handling have been particularly magnified in the past year. Please recognize the increase in liability when you use an outside source. Also keep in mind possible issues in transporting or storing food.

Alcohol is rarely, if ever allowed, for club sponsored events. A waiver is available for select events but must be signed by the Director of Student Life. More info is available on Dining Services website.

**Sponsorship and Solicitations**

Clubs are encouraged to pursue these avenues but are encouraged to check with the CSC, the Licensing Coordinator, or Alumni relations prior doing so to ensure they are following all school policies and not duplicating other campus efforts. Additionally, these sources have resources and suggestions to make the process more productive.
XV. Apparel, Logo, and Licensing

Ordering Uniforms and Apparel

Many clubs will require uniforms. The SGA has a uniform fund that can be accessed every three years to help supplement the cost of these uniforms. All clubs are strongly encouraged to use the Club Sports logo on all their uniforms and other apparel. See below for policies on licensing and some suggested vendors.

Logo and Licensing

Club Sports has recently developed a logo that all of its members are entitled to use on uniforms and other apparel. The Club Sports logo is easily customizable to relate the text of each of its clubs. By adapting a logo, we hope to create a greater sense of community and make it cheaper and more efficient for our clubs to meet their apparel needs.

Any order, big or small, must first have a licensing waiver signed by UVM’s licensing coordinator Chris McCabe. Licensing waivers can be submitted to the CSC who will assist in completing the process. The Licensing Waiver and policy can be found here: http://www.uvm.edu/~license/?Page=waiver_proc.html&SM=waivermenu.html

Vendors

A few vendors that are reliable and in good standing with the University’s Licensing requirements are listed below. Each company has also designated a representative to work directly with our clubs to meet all their apparel needs.

Sports Central – contact Bruce, bruceg@sportscentralonline.net
New Horizons – contact Nathan, info@newhorizonsembroidery.com
Select Design – contact Andy, Acorran@selectdesign.com
Kevin Smith’s Sports Connection – contact Matt, ksscsb@comcast.net
Boathouse – contact Brian, Brobinson@boathouse.com

Equipment

All clubs and individual participants are eligible for discounts on equipment at Sports Central
XVI. PE Credit

Most Club Sports are eligible for PE credit. The guidelines for what clubs might qualify for PE credit is explained on the Physical Education Department website. The CSC, in consultation with the PE Department, determines which clubs meet the requirements for PE Credit.

Some important things to know for PE Credit are:

1. Clubs must apply to the CSC in order to be considered for PE credit. Upon approval the club will receive a computer number.
2. Each semester a new computer number should be posted on the registrar’s website. If no computer number comes up. Follow up with the registrar and the CSC. Both the club and the CSC will remind the registrar to post the computer number so the club may receive credit.
3. The Club Sports credit should be awarded for the traditional season the sport is played. It is understood that some Club Sports cross over from semester to semester. Certain sports traditionally played in the fall have very competitive spring schedules that should merit credit as well.
4. Each individual is only eligible for credit one semester a year for each club they are a part of. For example, Bobby may only receive credit in the fall for his participation in Rugby. However he is also part of the Figure Skating club for which he may also receive a credit, but only in the spring.
5. Retroactive credit will be granted on a case by case basis.
   - Some form of documentation to verify participation is necessary. The individual must see the CSC and provide the necessary documentation to the CSC.
   - The student and CSC will complete an add/drop form and a grade correction form.
   - The student will then bring the paperwork to the Registrar.
   - Please avoid the need for retroactive credit as best as possible.

The procedure for receiving PE credit is as follows:

1. At the beginning of each semester a PE Credit Add form will be put on each club’s page on The Lynx with a deadline date attached to it.
2. Students will be responsible for completing the form on The Lynx before the deadline.
3. The CSC will submit all the electronic add forms to the Registrar.
4. Students who neglected to complete the Add form prior to the deadline must make an appointment to come and see the CSC to have it added to their transcript.
5. Throughout the semester each club will monitor and document attendance.
6. At the end of the semester, the CSC will be in touch with each club. The club will inform the CSC who has met the requirements for PE credit and who has not.
7. After being informed by the club, the CSC will complete the grade sheets and return them to the Registrar.

In order for Club Sports to retain the privilege of obtaining PEAC credit, it is important for clubs to be as diligent as possible in handing in forms on time AND monitoring attendance. Students who do not meet the requirement should NOT receive credit.
XVII. Publicity and Promotion

Getting your name out there is an important yet difficult part of being involved with Club Sports. It is important to use common sense and ensure that publicity and promotion is in good taste. It is recommended that things like posters, advertisements, and other avenues of promotion be approved first by the CSC, SGA, or Department of Student Life to avoid any possible issues.

Some outlets for promotion and publicity are:

1. The Lynx – one of the first things new students or people interested in the school will check is TheLynx. Having an updated profile page with relevant information will be key to connecting people to your club. As well, you can post flyers of events on TheLynx as well as News articles letting people know what you have been up to
2. First Year Barbeque – Register through the Department of Student Life
3. Student Activities Fair – Takes place the first week of fall classes and registration is through Student Life
4. Winter Activities fair – Organized by the Student Activities Committee and co-sponsored by the Club Sports Council. Takes place in late January or early February
5. Ask professors if you can make an announcement in class. Large First-Year classes with hundreds of students would be a great place to start
6. Posters – clubs can create flyers and posters to put around campus. Be sure they are put up only in places designated for flyers and posters and acquire permission if necessary
7. Tables and info booths – reserve tables in high traffic areas like the Davis Center or in front of the library to solicit sign ups and get your name out there.
8. Banners – Contact high traffic areas like the Davis Center and acquire permission to hang banners advertising your club and upcoming events
9. Flat Screen TVs – Contact the CSC to have your event, tryout, or result flash across one of the Davis Center flat screens
10. SGA bulletin boards and display cases – give your flyer or information to the CSC and it can be put up in these locations
11. SGA website – make sure your information is updated with the SGA and on their site
12. The SGA President’s weekly emails
13. UVM bored page – clubs can email and post information regarding tryouts and games on the UVM bored page
14. The Cynic – contact the Cynic with game reports and try and have an article published on your team
15. UVM TV – interested in showing your clips or highlights on TV? Contact UVM TV to make arrangements
16. Local Media – Newspapers like the Burlington Free Press should be contacted with any great accomplishments. On occasion local News TV will run a story on a Club Sports team
17. Campus-wide events – Plan and host campus or community wide events such as performances, clinics or tournaments
18. Word of Mouth – Communicate and Collaborate with each other to get the word out about your sport.
XVIII. Websites

- The Lynx website contains information on all clubs. This is one of the biggest ways new students find out about clubs.

The Lynx also allows you to create your own website and link all your information to a Facebook group page. Keeping these pages updated are keys to success.

- Clubs may create their own pages. UVM web team can help in building pages and Enterprise Technology Services (ETS) can help in acquiring a space on the server to post your page. When creating web pages please use your best judgment in regards to content. Websites are often the face of a club and a way in which prospective members will judge you. Remember to try and appeal to as wide an audience as possible.

- Clubs can also create web pages external to the UVM network. Remember, even though you are not on the University server many of the same rules and regulations apply. Also keep in mind that when someone graduates maintenance of these sites may become challenging.

- Be sure to follow all UVM policies regarding internet use. Be particularly careful if posting information about sponsors or posting advertisements. UVM policies may prohibit some of this content.

Social media – Facebook, Twitter and others can be a valuable tool but also a very dangerous one. Anything that can even remotely be associated with your club needs to be appropriate otherwise you may jeopardize the good standing of your organization. However the significant use of social media can be a great way to promote events or communicate with club members. The Lynx can also interface in some ways with your social media sites.

XIX. Listservs

Listservs can be a valuable organizational tool and great way to communicate. Any club can start a listserv. To start a listserv you must provide the necessary information to Enterprise Technology Services or go here: http://www.uvm.edu/ets/mailinglists/?Page=newlist.php

Some important things for consideration in managing a listserv are:

1. Who is the actually owner of the listserv and who is permitted to post on it?
2. What guidelines and expectations has your club made for posting on the listserv?
3. Keep in mind that not everyone on the listserv may be privy to inner workings of the club so be sure to write posts that are relevant to the vast majority of the people on it, not a select group.
4. Listservs are publicly archived. Don’t post anything on there you do not want the whole world to see.
While Listservs can be very useful, they can also be complicated. E-mail lists and discussion functions on TheLynx may be a better solution for your club.

XX. Discipline

Process of Discipline

On occasion it will be necessary for Clubs to be disciplined. Disciplinary actions are the responsibility of the SGA and UVM. Offenses can range from not meeting responsibilities mandated by the SGA to violations of the Student Code of Conduct.

SGA related violations

The CSC will report violations to the Student Activities Committee. Possible sanctions include:

1. Deduction of points
2. Warning and rebuke – If the responsibilities neglected are minor or just occasional a formal warning will be given to the club and their activities will be continually monitored
3. Freezing of account – When the Club repeatedly neglects duties and shows themselves to be irresponsible overall then their account will be frozen. For particularly bad offenses such as abusing funds, credit cards, or showing the clubs activities to be unsafe for whatever reason, the account will be immediately frozen
4. Suspension of travel privileges – In addition to having accounts frozen, the club will be prohibited from all travel until a point in time when the CSC and SAC feel the club has made amends for its errant ways

Serious Offenses

In the event a club violates school policies related to drugs and alcohol, hazing, harassment, and other offences UVM deems as serious, the following procedure will be followed:

1. The club may be indefinitely suspended
2. The club will remain suspended until the time when the Center for Student Ethics and Standards (CSES) and the Director of Student Life deem it okay to lift the suspension. In the case of some offenses, investigations fall be under the jurisdiction of UVM Police Services
3. At the conclusion of this investigation the appropriate measures will be taken against the club in accordance with UVM and SGA policies governing student activities.

Violations of the Student Code of Conduct

Participating in a Club Sport is a privilege rather than a right. Because of this it is expected that students compose themselves in a manner that represents themselves, the club, and the school in a dignified manner.
1. Violations by an individual can lead to a recommendation to CSES
2. If found in violation of the Student Code of Conduct, the individual may have to meet with the CSC and Student Activities Committee to discuss their future involvement with Club Sports
3. If the violation occurs while involved in a club event the whole club may face disciplinary action and depending on the severity of the offense could be:
   - Formal warning
   - Freezing of the account
   - Intervention and formal meeting with the CSC and/or SGA to discuss the incident and the future of the club
   - Suspension of the club and all related activities for a period of time
   - Termination of the club indefinitely

**It is important to note that guests misbehaving at a club sponsored activity or environments associated with the club may also lead to a club facing consequences. It is the clubs responsibility to properly manage all sponsored activities***

Individuals

When it is deemed an individual has acted in a way that is detrimental to the Club and the Club Sports program he/she will not be allowed to return to the club until he/she has had a one on one meeting with the CSC and subsequently completed whatever tasks given. Infractions requiring follow up may include being ejected from a game, improper conduct while traveling, and so on.

“Club Time”

“Club time” (sometimes referred to as “team time”) is the term used to describe the instances, situations, and manners in which an individual or group of individuals will be considered representatives of an organization. When the individual or individuals are on “club time” they will be responsible for following all policies of the University, SGA, and Club Sports including the “Student Code of Conduct, and additionally for club sports, the “club sports code of conduct”. If an individual or a group of an individual’s commits violations during “club time”, the individual and the team will face consequences in accordance with University, SGA, and Club Sports discipline policies where applicable.

“Club time” is defined as:

- Practices
- Organizational meetings
- Games, competitions, performances, conferences, and events
- Team meetings or dinners
- Travel to and from off-campus events
- Any event which is supported by the club’s budgeted or fundraised accounts
- Any trips supported by the club’s budget or fundraised accounts (ex. Overnight stays for tournaments or conferences)
- Any event arranged with club resources including listservs and Lynx emails
- Any event where there is an expectation club members will be present
  - **When a critical mass (loosely defined as 50% or more) of the active club membership is present**

In the event that one or more of the above criteria has been met, then the individual or individuals will be considered on “club time.”

XXI. **Policies on General Club Atmosphere, Inclusion, and Behavior**

1. It is expected that clubs are inclusive.
2. While some teams must make cuts for organizational purposes, clubs will be accepting regardless of gender, race, sexual orientation, culture, or other identity and will not judge participants on their identities
3. In the instances where teams are divided up by gender, participation will be determined in accordance with the individual’s consistently asserted gender. Participation in competitions will be determined through consultation with the sport’s governing body.
4. It is expected that any prospective members will be greeted and treated with respect and given the opportunity to participate. It is strongly recommended that any new person be personally greeted and introduced to the rest of the club. It is the responsibility of the club to make the individual feel welcome.
5. All club members should be invited and encouraged to attend all events. This applies to all instructional, competitive, and social events. The only exception to this exists when there are limits on the number of people who can travel or participate.
6. A failure to create and inclusive and inviting atmosphere is in serious conflict with UVM’s common ground and will result in an immediate meeting with the CSC and SAC regardless of how minor the offense. This policy applies to all aspects of the club - including listservs, websites, flyers, meetings and events.
7. In creating an inclusive atmosphere, clubs must be careful to not pressure students in any way. Please be considerate of different viewpoints, lifestyles and opinions and be sure to avoid activities that could be considering hazing.
8. Please adhere to guidelines surrounding drugs and alcohol, even when off-campus, and especially when dealing with club members who are underage.
9. Always be conscious that your participants will often be associated with your club and its reputation, regardless of where and what they are doing. Be conscious of this status as a representative of your club and as a role model. Burlington is a fairly small community, therefore be particularly careful when considering how your actions will affect you personally and academically, as well the general reputation and image of UVM, your club, and Club Sports.
10. Club Sports participants should adhere to the “Code of Conduct” outlined in the “Club Sports Agreement to Participate”

**Reporting an incident**

Any incidents that occur during an organization sponsored activity, function, or can be associated with an organization should be reported immediately. Incidents fall into the categories of hazing, bias, violations of a “code of conduct”, or jeopardizing the physical or mental safety of participants are of great importance.

Incidents can be reported directly to the CSC, or can be done so anonymously, by going here:

http://www.uvm.edu/~dos/?Page=health_safety/careform.html&SM=health_safety/health_safety_menu.html

The above site can also be used to report concerns for individuals who have exhibited concerning behavior.

**XXII. Event Planning**

Hosting events can play an essential role in a club’s success and can be a very rewarding experience. However, event planning can be one of the most difficult tasks for a club. Therefore, it is important to try and plan well in advance and in a conscientious manner. Some very important issues to think about as well questions to ask while planning an event are listed below:

1. Set some realistic expectations for the event including the number of people attending, budget of the event, and the duration of time necessary to both plan the event and for the event itself.
2. If this is your first time planning an event you are encouraged to talk with the CSC or a member of Campus Programming in the Student Life department.
3. Select a location. Once you have selected the location determine how you can reserve this space. Space on campus often needs to be booked well in advance. Space off campus often requires financial processing and the potential to have to fill out contracts and insurance information.
   - On Campus space can be booked using the R25 Webviewer or the WV3. More information on this is available in the section entitled “Reserving Space on Campus”
   - Off-campus locations often require contracts. Before signing a contract you should always speak with someone in the Student Life Department or the CSC. Contracts NEED to be signed by an employee of the University, not a club officer so bring these in for review and approval
4. Have a back-up location or back-up date. Space is often limited and this gives you a better chance to host your event.
5. Determine if there are any issues from a Risk Management standpoint. Will you need proof of insurance, driver certifications? Will you need to provide medical services or
will they be provided for you? Do you need to sign any contracts? For all these things, particularly medical coverage and contracts be sure to consult with the CSC.

6. How will the club be getting to the event? If significant travel is involved be sure to adhere to Risk Managements transportation policy.

7. Does the event require set up time or any other resources? If so, it is very important to add these concerns and needs to your space request. Do not assume that even the most simplest of things, like chairs, will be provided unless you ask for them.

8. What preparations will need to be made in advance to ensure the event runs safely and smoothly? Will you need any event staff, score keepers, ushers, referees, or anything else along those lines? It is best if these people can be hired from within the club. If not, check with the SGA Finance Office and the Treasurer’s Manual to ensure the proper paperwork is filled out for outside vendors and services.

9. How will you communicate the details of the event to your club and/or the community? (A full member informational session is strongly recommended for clubs prior to large events or extended trips).

10. From an economic and institutional standpoint, determine what forms and clearances you need to have filed to make it all happen. This also applies to payment, as many times the financial process can take a while.

11. Be sure to have a Safety Plan! Accidents happen, whether that means someone slips and falls or something worse. Be sure to discuss with everyone helping to run the event what to do in case of an accident or emergency.

12. Make sure to arrange for cleanup after the event, whether this means arranging for custodial services or doing it yourselves.

13. Remember, you are the HOST! Get there early and leave late.

14. Have FUN!

A great additional Resource for event planning is available on the Davis Center Website at:

http://www.uvm.edu/%7Edavis/?Page=studentgroup.html&SM=planningmenu.html

Additional checklists will be given out at the start of year workshop.

XXIII. Reserving Space

On Campus

One of the privileges of a club is the ability to reserve space on campus:

1. To reserve athletic facilities be sure to attend the scheduling meeting at the beginning of each semester. To add or amend dates throughout the semester contact the CSC who will submit the request on your club’s behalf.

2. For all other meeting spaces on campus use the WV3 form available online at www.uvm.edu/wv3
• When submitting an online request you will need to know your chart string. You will need to know your personal source number to complete the chart string. These are available by contacting the CSC or SGA offices.

**On occasion, there may be a charge associated with reserving space**

3. Remember to submit your space requests at least 5 business days in advance. Some spots on campus do take longer, so try and plan as far in advance as possible.

**Off-campus**

Reserving space off-campus is a necessity for many clubs as resources are limited on campus or the appropriate space may be booked during the time it is needed. There are a number of things to keep in mind while procuring off-campus venues. Several are listed below:

• **Where** – How convenient is the location
• **How** – What process is required to reserve the space. Do you need to fundraise money or apply for additional funding?
• **Risk Management** – Is the facility safe for use? Do you need to provide a certificate of insurance or get one from the facility?
• **Payment** – What type of payment does the facility accept? What types of documentation are needed? How far in advance do they require payment?
• **Contracts** – Any contracts, either long term or short, require the signature of UVM personnel to be legally binding. These may also be required to ensure payments are made.
Club Sports Mission

Club Sports are designed to give our students the utmost opportunity to pursue their passion for sport within the educational setting. We strive to provide a safe environment for participation with an emphasis on sportsmanship, inclusion, and collegiality. Leadership and teamwork are paramount to our success.

*Club Sports will enhance the academic experience and most of all, be FUN.*