



Club Sports
Operations Manual
2026-2027

Table of Contents

Directory	4
Leadership	5
Scheduling	7
ON-CAMPUS	7
OFF-CAMPUS.....	7
Cancellations.....	8
Events	8
Excused Absences.....	9
How To's For Treasurers.....	9
Overview	9
Deadlines.....	9
How to pay for off-campus Facility rentals	10
How to Pay Coaches/instructors/guest*	10
How to Pay Referees/Officials/Judges.....	11
How to Pay for Transportation (cars, vans, SUVs, Busses)	11
How to pay for Lodging (Hotels, Airbnb's etc.)	12
How to Receive Payments (from visiting teams/universities/members)	12
How to make or submit a Donation	13
How to Pay for non-branded Items (equipment, supplies, apparel).....	14
How to Pay for Branded Items (equipment, uniforms, supplies, etc.).....	14
How to Request Supplemental Funding	15
Logos & Licensing	16
What requires a license and/or approval?	16
Travel.....	16
University owned or rented vehicles	16

Bus Options.....	16
Personal Vehicles.....	17
Hotels	17
<i>Risk Management</i>	18
Agreement to Participate Forms.....	18
Safety Officers.....	18
Athletic Medicine.....	18
Emergency Protocol	19
Inclement Weather	19
Accident Report Form	20
Concussion Management.....	20
<i>PE Credit.....</i>	21
<i>Marketing Opportunities</i>	21
Graphic Design Help	21
Photo & Video	21
UVMCLUBS	Error! Bookmark not defined.
UVM BORED	22
Social media	22
<i>Helpful Links.....</i>	22

This operations manual is meant to be a resource for Club Sport leaders to effectively fulfill their role within their club team. If you cannot find something within this operations manual or need clarification, please contact the [AD for Club Sports & Student Organizations](#).

Directory

Important Contacts:

Assistant Director (AD) for Club Sports and Student Organizations – Grace Peterson (she/her)

grace.peterson@uvm.edu

Club Sports Leader questions, Coach/Advisor questions, can direct anywhere else

Club Sports Athletic Trainer – David Grove MS, LAT, ATC (he/him)

david.grove@uvm.edu

All Athletic Training related items

SGA Finance Committee / SGA Treasurer

sga.finance@uvm.edu

All financial items related to budget and supplemental funding

SGA Business Office

sgapayments@uvm.edu – Spending Requests/Invoices

sgareceipts@uvm.edu – Credit Card Receipts

Student Government Association (SGA)

uvmsga@uvm.edu

All general student organization related items

Address:

Dudley H. Davis Center:

SGA Office

590 Main Street #311

Burlington, VT 05405

Leadership

As recognized student organizations, Club Sports must have 2 club signers.

- Club Signers are responsible for the overall operation of the club which includes, but is not limited to-
 - Understanding all Club Sports, SGA, and University policies
 - Completing and Attending SGA trainings and quizzes
 - Planning club events and submitting events on UVM Clubs
 - Ensuring all members complete their Agreement to Participate form
 - Managing all finances of the club
 - Communicating with the Club Sports and SGA office when needed
- Club Signers will have to complete the following-
 - SGA Trainings
 - SGA Club Signer Finance Test

Safety Officers

- All Clubs are required to have at least 1 safety officer on their team to assist and aid in emergency situations.
 - Specific clubs are required to have 2 safety officers
 - Cycling, Football, Hockey, Lacrosse, Sailing, Soccer, Rowing, Rugby, & Ultimate Frisbee
- Safety Officers must be First Aid, CPR, and AED Certified
 - Classes will be offered to Safety Officers at the beginning of the Academic year
 - Please check your email for each year's Safety Officer training date (usually mid-September)
 - 2026: SEPTEMBER 9 @ 4:30PM | Davis Center Room 413
 - Safety officers must submit a copy of their certification
 - Safety Officers will upload certificate copies to the [Safety Officer Agreement Form](#)
 - Failure to have safety officer(s) could result in the cancellation of practices and events.
 - All safety officer(s) must attend concussion specific training with Athletic Trainer prior to first competition.

All Club members, including Club Signers, must meet the minimum eligibility requirement for all RSOs. Undergraduate students must be enrolled in a minimum of four (4) credit hours per semester and pay the SGA fee. Non-undergraduate (graduate, medical, doctoral) students are eligible to participate should they opt to pay the undergraduate SGA fee and meet any relevant and applicable league requirements. Additionally, all club sports club members will have to complete the following:

- Club Sports Agreement to Participate Form

- Club Sports Prevention Trainings (1 per year)
 - Alcohol and Other Drugs
 - Mental Health/Bystander Intervention
 - Sexual Health
- **Hazing Prevention

**Hazing Prevention Training will be required of all Club Leaders. More information on training to come.

Scheduling

Club Sports leaders are responsible for initiating scheduling for their club. Depending on what type of facility you need, the process on how to go about making the actual reservation varies. Please review the chart below to learn more. Contact AD for Club Sports and Student Organizations, Grace Peterson (grace.peterson@uvm.edu), if you have any questions.

ON-CAMPUS

Type of Event	Location	How to book	Notes
Practice or Tryout	Any location on campus	Contact AD for Club Sports	A Practice Request form will be sent months before the start of each semester asking for club's requests. Any changes should be communicated directly to AD for Club Sports
Non-Practice or Tryout events (Competitions, Showcases, Fundraisers, Meetings, etc.)	Athletic Facility	Contact AD for Club Sports	Athletic Facility reservations will be coordinated by AD for Club Sports . Any changes should be communicated directly to AD for Club Sports .
Non-Practice or Tryout events (Competitions, Showcases, Fundraisers, Meetings, etc.)	Non-Athletic Facility (Davis Center, Mann Hall, Ira Allen Chapel)	Create the Reservation on EMS *You will need to make sure you create an account first if you don't already.	For Davis Center locations connect with dcevents@uvm.edu . For all other locations contact campusevents@uvm.edu

Once the on-campus event has been reserved, clubs will **create it as an event on Rally Point**

- On-campus practices are not required to be added as events
 - Competitions/tryouts/fundraisers and all other events open to the student body or public need to be added to Rally Point as events.

OFF-CAMPUS

Club leaders are responsible for coordinating off-campus facility reservations with the vendor. Clubs are not able to use an off-campus facility until ALL of the steps below have been completed. Club leaders are not able to sign agreements or contracts on behalf of the club, these must be signed by an authorized individual at the University. This process **can take up to 6 weeks**, so clubs should start the process well in advance of when they would like to start using an off-campus facility.

While clubs are going through the reservation and financial process (as noted below), **Club Leaders need to submit the event on Rally Point**. All off-campus events, including practices, are required to be added on Rally Point.

Below are the appropriate steps for securing off-campus facility space-

1. Connect with the facility on dates/times and costs
 - Submit the Spending Request form on Rally Point
2. Email the [SGA Finance](#) to start working on a [Service Agreement](#)
3. Receive the following documents from the vendor-
 - a. Quote
 - b. W9
 - c. Certificate of Insurance
4. Once the Spending Request is approved and you have all the above information, the SGA Finance office will provide next steps in the process.

CANCELLATIONS

All events that are cancelled should be noted on Rally Point with a “Cancelled” image and an updated description stating the event has been cancelled.

On-campus

Clubs that need to cancel an on-campus event must do so by emailing the [AD for Club Sports](#) by noon (12pm) the day of the event Monday-Friday and by noon (12pm) on Friday for weekend events. Failure to meet these deadlines will result in a “No Show” with the following consequences:

- 2 no shows= 1 week loss of facility space
- 1 additional no show= 2 additional weeks loss of facility space
- Any additional no shows= loss of facility space for remainder of semester

*Clubs utilizing the pool will also be charged for the lifeguard fees for any and all no shows.

Off-campus

Clubs that need to cancel an off-campus event should do so as agreed upon in their service agreement with the facility.

Events

All events need to be submitted on Rally Point as an event. The specifics as to which events should be on UVM Clubs include:

- Off-campus practices
- Competitions/showcases

- Fundraisers, team events, etc.

To submit an event on Rally Point,

- Log into Rally Point
- Go to your Organization's Page
- Click on Events (part of your Organization's Dashboard)
- Click "Create Event"
- Complete all components of the form and make sure to hit submit at the end

Before creating the event, at the very least, you will need the event date, time, and location.

Events should be submitted AT LEAST 2 WEEKS in advance. For out-of-state events that have financial expenses (i.e. vans, hotels, busses, etc.) we will not be able to pay for those until the event has been submitted, so you may need to submit events 6 weeks early in some instances in order to start the financial process!

EXCUSED ABSENCES

If your club is travelling to an event that requires members to miss class, it is the responsibility of the club to reach out to the [AD for Club Sports & Student Orgs](#) to request an excused absence form. The individual members should reach out to their professors well in advance of the event to inform them of the absence and if they require additional proof, that is when club leaders will request an excused absence letter.

Please note that **the letter does not excuse individuals from any course work or requirements** and is ultimately the decision of the professor to excuse the individual from class or not.

How To's For Treasurers

OVERVIEW

All financial information was discussed in the summer SGA Trainings. A recording of each training was sent to each Club Signers via email from SGA. A direct link to the completed trainings can be found here-

- [Club Signer Training Presentation](#)

All payments need to come out of club accounts- 130, 131, or 311 (gift fund). Clubs CANNOT be reimbursed for purchases or payments made by personal means.

DEADLINES

These processes often take a good deal of time. Therefore, it is important that club leaders and treasurers start early!

- The SGA Spending Request form is open for the 2026 Fall Semester
 - Credit Card orders must be submitted 2-4 Weeks in advance.

- Purchase Orders (checks) must be submitted 4-6 Weeks in advance.

HOW TO PAY FOR OFF-CAMPUS FACILITY RENTALS

1. Connect with the facility on dates/times and costs
2. Submit the Spending Request form on Rally Point
 - a. Need estimated cost and facility name
3. Connect with SGA Finance on what additional information you will need. Items include-
 - a. A [Service Agreement](#)
 - b. Quote
 - c. W9
 - d. Certificate of Insurance (COI)
 - i. Naming UVM as certificate holder and additional insured
 - ii. Needs to show Worker's compensation insurance
 - iii. If a vendor needs our Certificate of Insurance, please request one by completing the [COI Request form](#).
4. Once the Spending Request is approved and you have all the above information, SGA Finance office will provide next steps in the process.

Spending Requests should be submitted 4-6 weeks in advance of the first rental day.

HOW TO PAY COACHES/INSTRUCTORS/GUEST*

Any individual that is teaching or training club members, needs to be hired as a temporary coach or a volunteer coach. Email the [AD for Club Sports](#) with the following information-

- Start & End date
- Coach/instructor responsibilities
- # of hours the coach/instructor will work
- Intended pay
 - What account the money is coming from (130, 131 or both)

Coach Hiring Timeline for Academic Year 2026-2027

- [Coach Request Forms](#) are **due before July 6, 2026** and will be reviewed on a rolling basis
- Contracts will be sent directly to coaches **beginning May 18, 2026**
- Coaches must come to SGA in-person to complete their paperwork
- SGA Staff has set aside time **July 20-24, 2026** to help Coaches complete ALL paperwork (I9, Employee Information Form, Offer Letter)
- All coaches will have an August 25th start date*.
- This timeline allows all coaches to be hired by HR and ready to go for after Activities Fest.
 - *Winter sports coaches will have until December 1, 2026, to submit paperwork for their spring semester start.

ALL Coach Paperwork must be completed by August 2, 2026.

No late paperwork will be accepted. Failure to meet the August 2nd deadline will result in no coach for your team for the upcoming academic year.

HOW TO PAY REFEREES/OFFICIALS/JUDGES

If your club books referees through your league and pays the league directly for officiating cost, follow the steps below:

1. Submit SGA Spending Request form
 - a. Collect the W9 for the organization and a quote
2. SGA Finance office will direct you to next steps.

If your club books referees/officials/judges on your own and pay the individual(s) directly, follow the steps below-

1. Submit SGA Spending Request form
 - a. Need individual's name and cost
 - b. If you don't have the ref names, submit a general submission for refs and the total cost
2. Before or at the event collect the individual's W9 and the Ref Pay Sheet
3. SGA will direct you to step 2 when the Spending Request is approved.
4. Complete Step 2 by uploading each ref's w9 and the Ref Pay Sheet

HOW TO PAY FOR TRANSPORTATION (CARS, VANS, SUVs, BUSES)

1. Determine which company you need
 - a. Van/Car/SUV- Hertz, Enterprise
 - i. Note: All Enterprise drivers must be over 21 years old.
 - b. Bus- First Student, Lamoille Valley Transportation, Mountain Transit
2. See their vehicle availability for the dates needed and request an estimate from the company
 - Submit Spending Request
 - Groups should also submit a Spending Request for gas expenses.
3. When step 1 is approved follow SGA instructions.

Once the reservation has been made, submit your reservation info (reservation name and number, location and dates of pickup and drop-off, and names of all certified drivers) in the event submission. All rental information is needed at least 5 business days prior to upcoming trips. The information must be sent in advance of pickup so that our Disbursement Center has time to process updates.

Please also be sure to **bring a UVM tax exempt form** with you when picking up your rental. You **MUST** present this to the Enterprise or Hertz counter during rental pickup to ensure that your rental is tax exempt. If you need this printed, please feel free to stop by our SGA office.

*Please see the section titles "Travel" for more information

HOW TO PAY FOR LODGING (HOTELS, AIRBNB'S ETC.)

1. Research hotels for the location and date needed
 - a. Recommend using hotels.com
2. Submit Spending Request
 - a. Include estimated cost and hotel name
3. While waiting for approval gather
 - a. Names of everyone staying over
 - b. Reason for travel/lodging
4. Once step 1 is approved, submit step 2b: Credit Card
 - a. You will be instructed on how to create the reservation upon approval.

*Please see the section titles "Travel" for more information

*For Airbnb or VBO, you must also-

- SGA must confirm it is comfortable with the specific cancellation policy, and the risk of loss of funds;
- The Club must confirm it is comfortable with the specific damage fees per the Agreement, and that any such fees assessed will be covered by the team's budget;
- The Club must confirm Amenities for this property include carbon monoxide and smoke detectors; safe egress; means to secure/lock the premises; no basement accommodations, and other important safety considerations.
 - This needs to be done via direct message to the host on the site. Cannot communicate off the site with the host.
- The club must perform a walk through when they arrive so that any prior damage is pointed out and not attributed to UVM.

HOW TO RECEIVE PAYMENTS (FROM VISITING TEAMS/UNIVERSITIES/MEMBERS)

Clubs can collect payments from other teams, universities, and or club members. Payments and donations are two different processes so please make sure you understand the difference.

- A Payment is a required transaction in which one person/group received funding and the other person receives goods, services, etc. in exchange.
 - Payment examples include member dues, tickets to an event, apparel sales, etc.
- A donation is a gift and the doner receives nothing in exchange (with the exception of a tax deduction).
 - Examples include LuvMyClub campaign

To collect a payment, clubs can do one of two things-

1. Create a Purchase Portal payment option (NEW PURCHASE PORTAL COMING SOON!)

- When you need to set up payment on the SGA Purchase Portal page, you need to submit a form with all the information about the payment. This form can be found on Rally Point (on the RSO Resource Page).
2. Receive a check
 - a. Checks must be made out to “The University of Vermont”
 - b. Mailed to:
 - i. Club Name
 - ii. The University of Vermont Davis Center
 - iii. 590 Main Street, Suite 311
 - iv. Burlington, VT 05405
 - c. The check should be accompanied by a note or some sort of indication on the memo line of which club the check is intended for.

HOW TO MAKE OR SUBMIT A DONATION

Payments and donations are two different processes so please make sure you understand the difference.

- A Payment is a required transaction in which one person/group received funding and the other person receives goods, services, etc. in exchange.
 - Payment examples include member dues, tickets to an event, apparel sales, etc.
- A donation is a gift and the doner receives nothing in exchange (with the exception of a tax deduction).
 - Examples include LuvMyClub campaign

Donations via Check-

- Checks must be made out to “The University of Vermont”
- Mailed to:
 - Club Name
 - The University of Vermont Davis Center
 - 590 Main Street, Suite 311
 - Burlington, VT 05405
- The check should be accompanied by a note or some sort of indication on the memo line of which club the check is intended for.

Online donations-

- Please visit [Give to UVM](#)
 - For “Designations” Select Student Clubs and find the name of the specific club sport you would like to donate to.

Additional Information regarding Donations

- Donations can be made in the form of cash, checks, stocks and other forms. They can be processed online, by mail, or by phone. Any donations received by an SGA club are counted towards that organization's fundraising requirement.
- The process of recording donations is done by the UVM Foundation and this revenue will be posted in your club's "Gift Fund (311)". The UVM Foundation sends an official letter to the donor after receiving the donation. Each donation is subject to a **5% administration fee** paid by the recipient of donation. All donations/gifts are tax deductible. The UVM Foundation offers a variety of services through their professional staff to engage donors in fundraising effort. All clubs are required to consult the UVM Foundation when organizing a philanthropic event. The club will receive specific directions as how to handle their fundraising event.
- The clubs can receive information on Gift Fund activity from the UVM Foundation or the SGA Finance Office.
- Additional information on fundraising guidelines and procedures is available on the UVM Foundation website at: www.uvmfoundation.com

HOW TO PAY FOR NON-BRANDED ITEMS (EQUIPMENT, SUPPLIES, APPAREL)

For most vendor purchases, we have two options, credit card or check. Please see the steps below on what the appropriate step for you is-

If paying by credit card (less than \$2,500):

1. Submit Spending Request
 - a. Just need vendor info and approximate cost
2. SGA Finance Office will provide next steps when step 1 is approved.

If paying with a check (more than \$2,500):

1. Submit Spending Request
 - a. Just need vendor info and approximate cost
2. Collect the following from the vendor:
 - a. Quote
 - b. W9
3. SGA Finance Office will provide next steps when Step 1 is approved.

HOW TO PAY FOR BRANDED ITEMS (EQUIPMENT, UNIFORMS, SUPPLIES, ETC.)

When working with vendors it's important to know who and what vendors we can use. Make sure you are purchasing from an [APPROVED VENDOR](#).

- If you are purchasing UVM branded items, clubs must use receive approval from the university and use an Approved Vendor. [Information on the approval process and vendors](#). See the section titled "Logos and Licensing" for more information.

For most vendor purchases, we have two options, credit card or check. Please see the steps below on what the appropriate step for you is-

If paying by credit card (less than \$2,500):

1. Submit Spending Request
 - a. Need vendor info and approximate cost
 - b. [Licensing Waiver](#) approval email to use branded information (UVM, Catamounts, logos)
2. SGA Finance Office will provide next steps when step 1 is approved.

If paying with a check (more than \$2,500):

1. Submit Spending Request
 - a. Need vendor info and approximate cost
 - b. [Licensing Waiver](#) approval email to use branded information (UVM, Catamounts, Logos)
2. Collect the following from the vendor:
 - a. Quote
 - b. W9
3. SGA Finance Office will provide next steps when Step 1 is approved.

*Please see the section titled “Logos & Licensing” for more information

HOW TO REQUEST SUPPLEMENTAL FUNDING

1. Submit the Supplemental Request Form on Rally Point
 - a. Wait for information to set up a hearing.
 - b. Prepare for hearing by gathering appropriate documentation, such as quotes, as needed.
 - i. Funding will not be approved without proper quotes or documentation.

Logos & Licensing

Each Club Sport can have their own personal logos created by the Student Life Marketing Assistants that is consistent with the Club Sports logo or uniquely created for the club. Contact [AD for Club Sports](#) to see if you have a logo on file. For all Licensing policies, please visit the [UVM Licensing Program website](#).

WHAT REQUIRES A LICENSE AND/OR APPROVAL?

The University registered four of its marks: the official University seal, “The University of Vermont,” “UVM,” and the “CATAMOUNTS” word mark. Additional designs, including the “V-Cat Logo” have been registered. The University claims as its trademarks any design, symbol, logo, art, word or words associated with or directly referring to the University. Please see the [trademark licensing guide](#) to learn more about the licensing process. The latest [style guide](#) is where you can see what images require approval for use and must be purchased from an approved vendor.

Licensing Policies: Where can we buy Club uniforms, apparel, and UVM branded items?

- This [Approved Vendor List](#) provides all the vendors that are approved to use the University’s name and logos.
 - [This is an additional list](#) of the commonly used vendors for specific items.

Once you select an approved vendor and have an image of the branded item, you need to receive approval from the Associate Athletic Director and University Licensing Director, Krista Balogh.

- Complete the Internal Licensing Waiver
- Email it to [Krista Balogh](#)

While awaiting approval, clubs should start the financial process as outlined in the section titled “How to pay vendors”

Travel

Club Teams requiring transportation for events must use one of the following options:

UNIVERSITY OWNED OR RENTED VEHICLES

Any individual planning on driving a University owned or rented vehicle, must become a University Approved Driver. Information on [how to become UVM Driver certified can be found at their website](#).

- SGA Vehicles- If your RSO would like to request to reserve an SGA Vehicle, please complete a **SGA Vehicle Rental Request** during the event submission process.
- Hertz (recommended)
- Enterprise (driver must be 21+)

Please note: no more than two vans can be rented per destination

- If more are needed, a bus can be rented

BUS OPTIONS

If clubs prefer to (or need to) travel in a bus, they must use one of the following vendors-

- First Student
- Lamoille Valley Transportation
- Mountain Transit (DBA)

PERSONAL VEHICLES

We discourage the use of personal vehicles for club events and encourage the use of rented vehicles or buses whenever possible. When taking a personal vehicle, the driver and their own vehicle insurance takes the responsibility of any claims that arise. However, we understand that situations arise in which personal vehicles are our only option. When that is the case, the drivers of those vehicles must become [UVM Driver Certified](#) and complete the [SGA RSO Personal Driver Agreement form](#) prior to their departure for the event.

HOTELS

Clubs may select the hotel of their choice. We encourage groups to compare prices and choose the best options that fit their club's needs. [Hotels.com](#) is our suggested site to use.

Once a club has selected a hotel and has an estimated cost, they should complete the financial process as indicated in the section above titled "How to pay vendors".

***Please see the section titled "Risk Management" for more information about expectations for travel during inclement weather**

Risk Management

Quick links:

[Club Sports Accident Report Form](#)
[Student Health Services](#)

AGREEMENT TO PARTICIPATE FORMS

All members of club sports are REQUIRED to complete the [Club Sports Agreement to Participate \(2026-2027\) Form](#) found on Rally Point. This should be completed prior to each individual's first practice with the club.

Individuals who refuse or do not sign the agreement will not be eligible to participate in Club Sports activities.

SAFETY OFFICERS

All Club Sports are responsible for having at least 1 member that is certified in CPR, AED, and First Aid to assist in emergency situations. Safety Officer Training is offered at the beginning of each Academic Year. Additionally, CPR/AED/First-Aid courses are offered at the beginning of the Fall semester for Club Safety Officers. Conclusion-specific training is required for all Club Safety Officers. This will be provided by the Athletic Trainer prior to the season.

ATHLETIC MEDICINE

UVM Club Sports employs a full-time Certified Athletic Trainer for all club sport participants. David Grove, MS, LAT, ATC is our athletic trainer and the primary healthcare professional in charge of all Club Sport related injuries. David can be reached at david.grove@uvm.edu or by phone at 802-448-0127 to schedule an evaluation.

Athletic Medicine Services include:

- Medical coverage for events and select practices*
- Injury Assessment and Diagnosis
- Injury Treatment and Rehabilitation Plans
- Injury Prevention Protocols
- Concussion Diagnosis and Management
- Coordinated Care with the Center for Health and Wellbeing

*Medical coverage is prioritized by injury risk level and is in accordance with the [UVM Club Sports AT Coverage Policy](#)

How do we request athletic training coverage at our club event?

- You must email [AD for Club Sports & Student Orgs](#) and create an Event Submission through UVM Clubs for coverage at games and events.

- If any changes occur to the event (time change, location change, cancellation) you MUST inform [AD for Club Sports & Student Orgs](#) and your assigned AT of these changes prior to the event (as soon as you know).
- Competing or overlapping events may require coverage from a community AT.

*Failure to inform the athletic trainer and club sports staff about event changes may result in the club being charged for the AT expenses.

EMERGENCY PROTOCOL

KEY CONTACTS:

- If emergency services are needed, have someone call 911.
- Call Grace Peterson, AD for Club Sports & Student Orgs: (508) 360-2045 (cell)
- If she cannot be reached after two attempts, call Bethany Wolfe, SGA Business Manager: (802) 233-9842 (cell)

If someone is injured follow the steps below-

1. Clear the area and assess the individual
 - If emergency services are needed, have someone call 911 or local emergency contact. Apply the necessary First-aid or CPR, if someone with certification is present or stay with the injured party until additional help arrives. If the individual is transported to the hospital, call David Grove at 802-448-0127. If he cannot be reached after two attempts, call Grace Peterson at 508-360-2045
 - If the individual is cared for without a hospital visit, encourage them to make an appointment with [David Grove, Club Sports AT](#), to further assess the injury and provide the appropriate follow-up care.
 - Complete an [Accident Report](#) within 48 hours

Inclement Weather

Under severe/harsh weather, Clubs may be asked to stop practices or competitions. Club travel may also be impacted by inclement weather. **YOU** will need to monitor this.

Severe Heat:

1. Weather.com reads heat index of 100F
 - Inform participants of condition
 - Build in extra water breaks and rests
2. Weather.com reads heat index of 110F or higher
 - All activities must cease, and can resume once index is below 110F

Thunder/Lightening:

- Club Safety Officer should move participants and spectators off the field to a safe space. Teams participating on the water must also return to land and seek shelter. Take the first aid kit to the shelter location.
- Detection: “If you see it, flee it; if you hear it, clear it” (NCAA 1E1a). This slogan reflects the fact that if you can count 30 seconds or less between seeing a lightning flash and hearing thunder, the thunderstorm is close enough to be dangerous and you should seek shelter.
- Evacuation: Direct participants and spectators to nearest shelter (a grounded building or car).
- Resumption: Activities may be resumed upon waiting 30 minutes after both the last sound of thunder and last flash of lightning (NCAA 1E3d).

Winter Weather Advisory or Warning:

- The moment a Winter Weather Advisory or Warning is issued for the times that you will be driving, in any location you will be traveling through, your trip approval status will change to **Denied**.
 - This means that if you disregard the Weather Advisory or Warning and head out anyway, you will be engaging in unapproved travel (not to mention incredibly dangerous travel). If you have questions about what that means, you can ask the AD for Club Sports and Student Orgs.
- You are to monitor the forecast and cancel your trip if the [National Weather Service](#) issues an Advisory or Warning.

ACCIDENT REPORT FORM

An [Accident Report](#) must be filled out for every injury that occurs at a club event.

- Reports should be completed within 48 hours of injury
- This report should be completed by the club’s safety officer
- All sections of the report should be completed.
 - When describing what happened and the injury, all wording should be according to what the patron says and limited to facts only (not opinions or diagnosis).
- If a safety officer attempts to provide care and a participant refuses your care, make sure you document their name and information on the accident report form and have them acknowledge that they are refusing care.

CONCUSSION MANAGEMENT

If you suffer a head injury during a club event, please make an appointment with the Club Sports Athletic Trainer as soon as possible. If the AT is unable to meet with you the same day of suspected head injury, go to [student health services](#) as soon as you can. If you are diagnosed with a concussion, you will be required to work with the AT during your recovery. The AT will coordinate the Return-to-Learn (RTL) and Return-to-Play (RTP) protocols. ***YOU ARE INELIGIBLE TO RETURN TO PLAY WITHOUT WRITTEN MEDICAL CLEARANCE FROM DAVID OR A QUALIFIED***

HEALTH PROFESSIONAL. More information on concussions and the RTL and RTP protocols can be found at the end of this manual.

Additionally, UVM Club Sports requires that all participants of collision sports—Rugby, Football, Men’s Lacrosse, & Hockey, as well as Safety Officers from Soccer, Basketball, and Taekwondo, complete an annual training on concussion awareness. We care about the mental and physical safety of our students, and understanding the risks involved in your sport is essential to reducing its negative impacts. Annual training will be provided in person to your specific team at the start of the season from our Club Sports Athletic Trainer, David Grove MS, LAT, ATC – david.grove@uvm.edu - 802-448-0127.

All club athletes are encouraged to review the [NCAA Student Athlete Concussion Fact Sheet](#).

PE Credit

Club Sports members are eligible to receive 1 credit per academic year per club sport. Clubs can request credit by completing the [PE Credit Override Request](#) during the semester they wish to receive credit. In order to receive credit, club participants must submit their Agreement to Participate form and be active members of their club.

For questions, please email [AD for Club Sports & Student Orgs](#).

Marketing Opportunities

There are a number of different services UVM provides that clubs have access to in order to promote their clubs as well as a number of resources clubs can utilize on their own!

GRAPHIC DESIGN HELP

- The Student Life Graphic Design Team is made up of students from several different colleges and majors with a talent for graphic design and a passion for creating a more inspired and visually appealing world - one poster, cover photo, and Instagram story at a time.
- Housed within the [Department of Student Life](#) this team works one-on-one with individuals who have submitted a marketing request to help realize effective marketing materials for events like FallFest, SpringFest, and everything in-between.
- This service is FREE for any SGA-recognized student organization or Student Life program.
- Submit a Request or learn more by visiting the [Student Life Marketing Website](#).

PHOTO & VIDEO

- The Department of Student Life has limited capacity to provide [photo and/or video coverage](#) for major events and initiatives. To inquire about availability of these services, please email slmedia@uvm.edu

RALLY POINT

- Individual clubs are responsible for the upkeep and maintenance of their Rally Point page.
- All information must portray a positive image of the University and the Club Sports Program.
 - Inappropriate information, images, or news articles will be deactivated from the site.
- All off-campus events and on-campus showcases/competitions must be registered through Rally Point by clicking the create an event button on your club's event tab.

UVM BORED

- [UVM Bored](#) is an online forum that highlights things that are happening on and off campus that most students utilize.
- It is expected that Club Sports post their meetings and event (open to individuals other than club members) on [UVM BORED](#) in addition to [UVMClubs](#).
 - This will spread the word about your organization's events and meetings that people can attend!
- Learn more about [UVM BORED](#) by checking out their various social media platforms ([Facebook](#), [Instagram](#), [Twitter](#), & [Website](#)).

SOCIAL MEDIA

Many clubs have and are encouraged to have their own social media accounts. If clubs do choose to have one, it is important that clubs keep this up to date and reflect the club and the university in a positive way.

Clubs are also encouraged to follow [@uvmclubsports](#) and [@uvmclubs](#) on Instagram and tag them in any posts. Both accounts are here to promote clubs at UVM and reshare your club's information and events.

Helpful Links

[Rally Point](#)

[Club Sports Concussion Management](#)

[Rally Point – RSO Resource Hub](#)