

2019-2020



Club Sports Manual



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Introduction



I. Introduction

About Club Sports

There are 61 Club Sports at the University of Vermont (UVM) ranging from nationally ranked teams to those 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 160 student organizations including Club Sports (see figure Ia). 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.

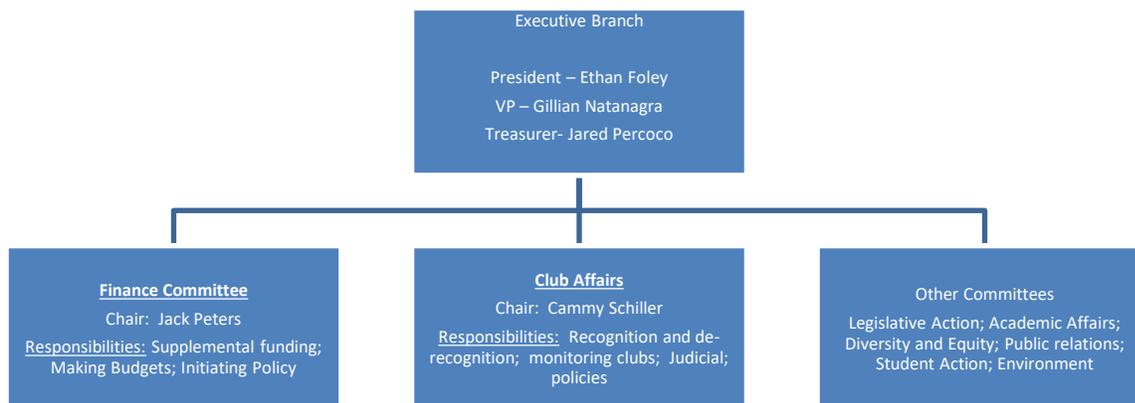


Figure Ia - Table of the SGA governance structure

Club Sports Coordinator

The Club Sports Coordinator oversees the 61 Club Sports. The role of the Club Sports Coordinator is to ensure that clubs operate in a safe manner, adhere to the policies of the school, and support leadership development. In addition, the Club Sports Coordinator assists and advises clubs on matters such as scheduling, hiring coaches, fundraising efforts, monitoring budgets, and other areas. The Club Sports Coordinator is Leon Lifschutz (llifschu@uvm.edu) who is currently entering his twelfth year at UVM.

Participation and Eligibility

Any full time undergraduate student may participate in Club Sports. However, some teams play at a level of competition where must make cuts due to league requirements or available resources. In some 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 specific status, credits, or 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 may not be allowed to participate in competition.
2. Part time students taking a minimum of 4 or more credits are eligible to participate. Part time students taking less than 4 credits must pay the student government fee each semester.

3. Graduate students must pay the student government fee each semester. Undergraduates have this built into their tuition whereas graduate students do not. Therefore, each semester 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 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? What equipment might you need?
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 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 Club Affairs Committee and Club Sports Coordinator

Further information on becoming a recognized club can be found on the SGA website:

<http://www.uvm.edu/sga/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

Instructional videos for The Lynx can be found at:

<https://engagesupport.campuslabs.com/hc/en-us>

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 news articles, post photos, 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. Helps advertise our programs and those of our Clubs
5. Enables us to be paperless

Yearly Requirements and The Points System



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, including funding. All of the requirements are important to ensure the safety of all the club's members.

Important dates – a calendar for each semester is posted here:

http://www.uvm.edu/~clubsprt/?Page=Calendar.html&SM=jac_menu.html

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 2012-2013 are:

Tier 1	Tier 2	Tier 3
<ol style="list-style-type: none"> 1. All team are strongly encouraged to have a coach or an active adviser 2. ATs at all competitions (Exceptions: Snow Sports and Crew) 3. ATs 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 	<ol style="list-style-type: none"> 1. ATs for competitions (Clubs with exceptions: Martial Arts, Equine sports, Water Polo, Baseball, Softball, Swimming, Nordic Ski) 2. Safety officers for practice 3. Coach is strongly recommended 4. League and governing body is strongly recommended 	<ol style="list-style-type: none"> 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
<p style="text-align: center;"><u>Clubs:</u></p> <p>Men's Hockey, Women's Hockey, Men's Rugby, Women's Rugby, Freestyle Ski, Snowboard, Football, Crew, Cycling, Sailing, Men's Soccer, Women's Soccer, Men's Lacrosse</p>	<p style="text-align: center;"><u>Clubs:</u></p> <p>Women's Lacrosse, Men's Ultimate, Women's Ultimate, Men's Volleyball, Women's Volleyball, Men's Basketball, Women's Basketball, Tennis, Water Polo, Swim, Roller Hockey, Field Hockey, Baseball, Triathlon, Brazilian Jiu Jitsu, Kayak, Figure Skating, Fencing, TaeKwon Do, Squash, Ballroom and Swing Society, Salsa Society, Gymnastics, Equestrian, Dressage, Wrestling, Shooting Sports, Alpine Skiing, Diving, Quidditch, Softball, Nordic Ski, Olympic Lifting, Judo, Climbing, Woodsmen</p>	<p style="text-align: center;"><u>Clubs:</u></p> <p>Orchesis Dance Company, Jazbaa, Ballet Viridis, UVM Dance Team, Hoop Dancing, Running, Catamount Dance Crew, Cheer, Golf, Aikido, Celtic Cats, Badminton, Disc Golf, AcroYoga</p>

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 need to complete.

Sample Points System for Tier 1

Task	Due date	# of points
Start of Semester training session	Must attend assigned session first or second week of each semester	5 points each X 2 = 10 total
Club update sheet	Start of each semester and at the conclusion of the school year, 3 total	1 point each x 2 = 2 total
Monthly Check-ins	Every Month	3 points each x 6 = 18 total
End of Semester report	At the conclusion of each semester	3 point each x 2 = 6 total
Have a representative at all Club Sports Council Meetings	3 meetings a semester, 6 total	2 points each x 6 = 12 total
Attendance at National Hazing Prevention week speaker	October 18th	5 points
CPR certifications	Make sure two cards are to the CSC by October 15 th	3 points per card = 6 total
Turn in travel rosters	Each and every occasion of travel	Percentage based on those turned in vs. overall trips = 10 points total (5 each semester)
Schedules	ASAP, Posted on The Lynx	5 points (2.5 each semester)
Treasurer’s Workshop	At the start of Fall Semester	5 points
Be properly registered with your governing body prior to the season	Prior to season	2 points

Completion of Agreement to participate forms	These will be checked off of travel rosters and PE Credit	Start with 10 points, lose .5 every time a name comes up who has not completed the form
Complete all contracts prior to the use or services (includes coach contracts, facility contracts, services	Prior to any services being provided	5 points
Deductions	A subtraction of points for any issues related to discipline, financial issues, and other	Up to 10, evaluated on a case by case basis

Bonus Points:

Attend or put on any professional development session	Any time	3 points for a session, max of 6 points total
Perform any type of Service project as a group	Any time	3 points for each, 6 total
Attend another groups event or volunteer at their event	Any time	2.5 point each time, 5 points max

Levels of Achievement:

Level of Achievement scores work like grades where your percentage equals a letter grade. ‘A’s (Green) are excellent and ‘B’s (Gold) are acceptable. ‘C’s or lower (Red) will subject organizations to further scrutiny.

How do we use the scores?

Scores are used in two ways:

1. Your Spring Semester and Fall Semester totals (**Calendar year score**) are added together and submitted to the SGA Treasurer and Finance Committee who use it as a valuable resource during the budget hearing process.
2. Your Fall and Spring scores (**Academic year score**) are added together and used in two ways. The first is by the SGA Student Activities Committee to recognize outstanding organizations and to identify organizations that have not met requirements and may require additional support or disciplinary measures. Academic year score is also utilized for the purpose of year end awards and recognition.

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 coverage 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 find the spreadsheet title “National Governing Bodies List at: <http://www.uvm.edu/~clubsprt/imgs/>

Risk Management and Wellness



VI. Risk Management/Club Sports Forms and Requirements

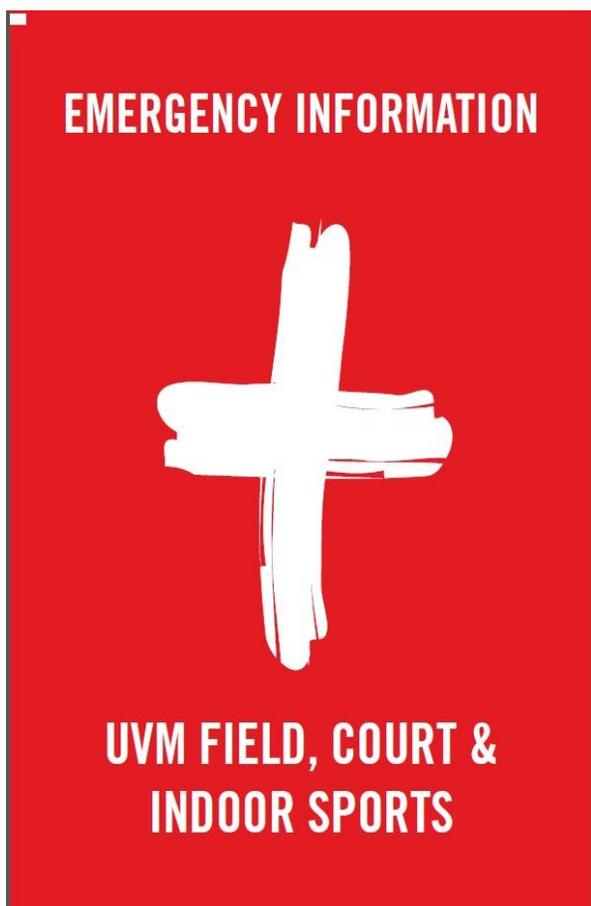
Title of Requirement	Description	Due Date/timeline
Club Sports Agreement to Participate	includes waiver; emergency contact information; and anti-hazing statement	Must be completed upon beginning participation
Med Kits	Provided by CSC	Clubs should pick these up or replenish the existing one at the start of the school year
Safety Cards	Details emergency action plan and member expectations; included emergency phone numbers	Distributed at start of semester workshops
Off-site Contracts	Contracts completed with any off-site facility	Prior to using the facility
Certificate of Insurance	Proof of being insured through the University; often required for off-site events or rentals	Can be acquired from the CSC; Requests should be placed at least two weeks prior to event
CPR Certifications	At least two members from each team must be certified in CPR and First Aid or equivalent course	Courses are offered in October and late March/early April
Driver Certifications	Required to operate any UVM owned or rented vehicle	Classes are offered monthly; Process should be started at least a month before a trip

Overview of Safety and Wellness

The safety of all participants is of the utmost importance. All clubs should be well aware of all safety procedures required or recommended by UVM, Campus Recreation, and their GB. As a program we seek to foster safety and wellness through our emergency plans, athletic training program, Driver Safety Program, and think/care/act program.

Emergency Plans (Cards)

At the beginning of each school year, clubs are given a medical kit and a safety card with their unique emergency plan. Below is a sample:



EMERGENCY INFORMATION

UVM FIELD, COURT & INDOOR SPORTS

EMERGENCY PLAN

1. Coach and/or CPR officer should clear the area and assess the situation
2. Apply the necessary first-aid or CPR
3. If injury requires further attention contact Campus Recreation immediately
4. If injury is serious, contact emergency services (UVM Rescue on campus, local EMS off)
5. Provide emergency services with the students insurance information (these should be printed off of The Lynx and with the club at all times)
6. Follow up with the student's emergency contact immediately
7. Follow up with the Club Sports Coordinator immediately for Catastrophic injuries, otherwise please be sure to complete an accident report on The Lynx within 48 hours
8. The injured party should contact the Club Sports Athletic Trainer to set up a consultation (This is essential to receive the best follow up care) by emailing Kathryn.Vreeland@uvm.edu

MEMBER EXPECTATIONS

1. At no time during any Club sports or UVM sanctioned activity should members use alcohol, tobacco, or other illegal substances.
2. Students should adhere to the school's policies regarding proper behavior at all times. For further info please consult UVMs Student conduct code.
3. In addition to UVM policies students and Clubs should adhere to all regulations of their governing body and/or competitions they attend
4. UVM sports clubs should practice inclusion and should in no way partake in any behavior or practices which are discriminatory towards current and prospective members, as well the community as a whole

IMPORTANT PHONE NUMBERS

Club Sports coordinator – 656 8723
Athletic Trainer – 207-730-0144
UVM Rescue – 656-4287
Burlington F.D. – 864 – 5311
Shelburne F.D. – 985-2366
South Burlington F.D. – 864-4110

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 with a phone call to the Club Sports Coordinator. Accident Reports are to be completed on TheLynx at the following link:

<https://thelynx.campuslabs.com/engage/submitter/form/start/223>

VII. Athletic Training Program

Game Coverage

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

An experienced and certified Athletic Trainer (AT) services most of the games and ensures that activities 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.

Athletic Training Services

The University of Vermont's Club Sports are very fortunate to have Kit Vreeland as our Head Club Sports Athletic Trainer since 2011. Kit provides or arranges services for our all contests that require medical coverage.

Any student hurt during a Club Sport sponsored activity is urged to contact our staff and set up a consultation. All appointments should be made by contacting ClubAT@uvm.edu

Beginning in the fall of 2016 we have partnered with PT360 to provide additional on-site coverage as well as free injury screenings at PT360s Pearl St. location.

For more on our Athletic Training Program check out our site:

<http://www.uvm.edu/~clubsprt/?Page=AT.html>

Students with severe injuries should go immediately to the Emergency Room or the Center of Health and Well Being (<http://www.uvm.edu/~chwb/>).

Strength and Conditioning

Club Sports is also pleased to announce a pilot partnership with Volt Athletics. Volt provides an online platform that creates custom programs for athletes from a wide variety of sports. UVM club sports participants and teams have access at substantially discounted rates.

Club Sports Concussion Policy

UVM Club Sports takes any injury, especially those to the head and brain very seriously. To this effect we have established a policy related to evaluation and return to play of athletes suspected

to have a concussion. For the pull policy and guidelines:

<http://www.uvm.edu/~clubsprt/imgs/UVM%20CLUB%20SPORTS%20concussion%20protocol%20-%20DRAFT%202-23-12.pdf>

Club Sports Lightning Policy

Weather in Vermont can be a hazard to our athlete's health. We regularly monitor weather and playing conditions. However, one of the more unpredictable yet dangerous hazards come from lightning. Here is our policy for handling this weather concern:

<http://www.uvm.edu/~clubsprt/imgs/UVM%20Lightning%20Protocol.pdf>

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 (MVR) Check Authorization Form"
3. Be sure to completely fill out all fields and submit
4. For sponsor you may list: Leon Lifschutz; netid: llifschu
5. Once your MVR is cleared you will be sent a link to complete the online training

It is recommended that you start this process at least a month in advance of when you need to drive *

If you require trailer towing classes you should contact risk.management@uvm.edu for more information.

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/~clubsprt/imgs/SGA%20Transportaiton%20policy.pdf> – SGA
Transportation policy

<http://www.uvm.edu/~uvmppg/ppg/riskmgm/driversafety.pdf> - Driver Safety

<http://www.uvm.edu/~uvmppg/ppg/procure/autorent.pdf> - Auto Rental

<http://www.uvm.edu/~uvmppg/ppg/travel/travel.pdf> - complete Travel Policy

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

UVM Student Organizations can also rent 12-passenger vans and other vehicles from Avis by contacting their managers at 802-863-3030 or via email at Zachary.Weiland@avisbudget.com. If these options fail groups can also utilize Hertz but carry fewer 12-passenger vans.

***There must two certified drivers for any rental vehicle (unless you are traveling under 50 miles) 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 further than 250 miles, please be sure to carefully read the SGA Travel Policy and consult with the CSC.

Luxury Coach Bus Transportation may be provided by Premier Coach (802-655-4456) and if are not available Lamoille Valley Transit (802-888-2103) as a secondary option. First Student (802-849-2800) and Mountain Transit (802-893-1334) provides school bus charters.

Travel Itineraries – must be turned in prior to any club traveling

Travel Itineraries should be completed on The Lynx:

<https://thelynx.campuslabs.com/engage/submitter/form/start/92342>

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 CSC 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. Step Up

“Step Up” is a campaign at UVM to create a welcoming and safe environment and reduce bias and harm on campus through bystander intervention. Club Sports is committed to this mission as evidenced in the following policy and hopefully in our continued commitment to safety and inclusiveness.

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 an inclusive and inviting atmosphere is in serious conflict with UVM's common ground and will result in an immediate meeting with the CSC and Club Affairs 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 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"

Sexual Harassment

UVM Club Sports does not tolerate sexual harassment of any kind. Any violations of the policy listed below will lead to discipline for the individual and possibly team as well as immediate referral: <https://www.uvm.edu/policies/student/sexharasstudent.pdf>

Clery Act and Title IX

In accordance with school policies UVM Club Sports aim to be compliant with the Clery Act and Title IX including reporting of all incidents, appropriately tracking travel, and being cooperative in any investigations.

Hazing Prevention

Hazing can be one of the biggest threats on a college campus to a student's physical, mental, or emotional safety. Therefore, hazing is not tolerated in any manifestation at UVM.

Below is the Hazing Statement for all Club Sports Leaders and Participants.

UVM Hazing Prevention Pledge

GETTING INVOLVED IS POSITIVE

Membership in organizations, teams, and other University-affiliated groups can increase leadership and service potential, provide athletic, recreational, intellectual, and spiritual opportunities, and otherwise contribute positively to personal and social development.

At the University of Vermont, we believe that students should not be demeaned or exposed to harm when pursuing involvement in campus life.

KNOW THE CODE

The University assumes that you've read important University policies, including the *Code of Student Rights and Responsibilities* and the full *Hazing Policy*.

The truth is you'll be held accountable to the Code and other policies even if you have not read them. The full University hazing policy—including additional definitions, elaboration, and procedures—can be found here: <http://www.uvm.edu/policies/student/hazing.pdf>

POLICY SUMMARY

The University unequivocally opposes activities that constitute hazing. You will be held accountable for any hazing behavior you do by yourself and/or with others against a student or prospective student in connection to joining or maintaining membership in any organization affiliated with UVM. Unacceptable behaviors cover a wide range of activities that isolate, humiliate, intimidate or demean an individual, as well as other behaviors that can also cause mental or physical harm. Hazing occurs regardless of the consent or willingness of a person to participate in the activity.

Further information about hazing prevention can be found at the Hazing Prevention website (uvm.edu/hazingprevention)

HAZING PREVENTION PLEDGE

I have read the UVM Hazing Prevention Pledge, and I understand the following:

- My organization values positive team building efforts, inclusive environments, and doing no harm to individuals.
- I agree and pledge not to participate in activities that would meet the definition of hazing above and as elaborated in the University's Hazing Policy.

- I will strive to prevent hazing from happening within my organization and to intervene if I become aware of hazing.
- I understand that if I am in violation of this policy I will be subject to discipline that may include, but is not limited to probation, suspension, and expulsion.

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.

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, Student Life, or Dean of Students Office, Police Services. Incidents can also be reported anonymously, by going here:

https://cm.maxient.com/reportingform.php?UnivofVermontAAEO&layout_id=5

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

X. 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 Club Affairs 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. Educational requirements – the club may be required to hold educational sessions
4. Freezing of account – When the Club repeatedly neglects duties and shows themselves to be irresponsible or negligent 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
5. Suspension of travel privileges or loss of practice times – In addition to having accounts frozen, the club can be prohibited from all travel until a point in time when the CSC and Club Affairs 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
1. The club will remain suspended until the time when the Center for Student Conduct (CSES) and the Director of Student Life deem it okay to lift the suspension. In the case of some offenses, such as hazing allegations, investigations fall be under the jurisdiction of UVM Police Services
2. At the conclusion of this investigation the appropriate sanctions will be given to the club in accordance with UVM and SGA policies governing student activities and conduct
3. The “Death Penalty” may be used in very serious cases, more than one serious offense, or continued unhealthy patterns of operation

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 Club Affairs 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:

**** *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 club’s 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 they will not be allowed to return to the club until they 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” 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

Organizational Management



XI. Coaching

The role of the coach

All Clubs are encouraged to have a coach who supervises practices and games. The role of the coach is to facilitate the club's 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.

All Clubs categorized as high risk are strongly 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 are more than welcome to employ one if it is to the benefit of the club and their individual participants.

The following diagram illustrates the division of responsibilities between the coach and officers:



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.

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 might have any recommendations

4. Contact Varsity Athletics teams and see if 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

UVM Club Sports coaches, whether paid or voluntary, must sign a Club Sports Coaching Contract. A sample of the form is available here and you should draft it with the CSC:
<http://www.uvm.edu/~clubsprt/images/Images/official%20coaching%20contract.pdf>

In addition to the contract it is recommended that the student leaders and coaches sit down at the start of each season to discuss expectations, roles, and communication.

Some things to consider when completing contracts and conducting this meeting:

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 has 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. SGAs budget allocation may vary but will not exceed 13,000 dollars from the budgeted fund. Money coming out of the revenue fund is contingent on the club actually raising that amount of money.

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. Meet with the CSC to fill out the contract template
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). This must be completed before the season starts.
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
4. New coaches must complete "Club Sports Coaches Training"
5. New coaches must complete UVMs "Preventing Sexual Harassment and Bias" seminar

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 additional liability insurance
5. Coaches can be terminated by the club or University in accordance with the contract's guidelines

Additional Information

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.
3. Coach's working with club's may be required to get an access card through Campus Rec
4. Coaches are considered Campus Security Authorities and are required to report any Clery qualifying crimes: <http://www.uvm.edu/policies/riskmgm/campussecurity.pdf>

XII. 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 are also considered Campus Security Authorities and are required to report and Clery qualifying crimes:

<http://www.uvm.edu/policies/riskmgm/campussecurity.pdf>

Some suggestions for the role of the advisor are:

Required tasks of the advisor	Suggested tasks of the advisor
<ul style="list-style-type: none"> • Have information updated on Club's Update Sheet • Sign off on yearly budget proposal • Sign off on all supplemental requests over \$2,000 • Meet periodically with the club's leadership • Serve as a resource for leadership • Will be made aware of any club issues • Allow student leaders to lead and operate the club 	<ul style="list-style-type: none"> • Meet or talk with club leaders monthly • Occasionally attend practice or events • Review SGA and Club Sports Policies yearly • Create opportunities to educate leadership on important skills

XIII. 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 see fit***

Roles and Responsibilities of Club Sports Officers:

Club Sports Officers play a vital role in the club's success. serve as both the leaders and managers of the organization. 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



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, community service coordinator, 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



XIV. Finances

Chartstrings and Source number

Upon a club's inception a unique will be given a chartstring. This is how your accounts and reservations are identified within the University. The chartstring is 42 numbers and can be looked up here: <http://www.uvm.edu/sga/documents/chartstring.pdf>

It is essential that each club ensure have a source number and know what it is. To look up your club's source number click here: <http://www.uvm.edu/sga/documents/clubsourcenumbers.pdf>

Budgets

To access budget balances you can check in the SGA Finance Office or check in at the front desk with office manager Sara. You can also email them at sara.gabaree@uvm.edu with balance requests.

130 Fund

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 packet and template for budgets that every club must follow. The budgeting packet and template can be downloaded from the SGA website: (http://www.uvm.edu/sga/?Page=res_clubs.html&SM=menu_clubs.html).

Summary of Requests			
Do not fill this page out			
	Requested	Approved	Final Budget
4 Wages and Stipends	0	0	0
5 Supplies	2667.5	0	0
6 Publicity	300	0	0
7 Security, Custodial, Set Up, etc.	0	0	0
8 Telephone	0	0	0
9 Transportation & Hotels	1560	0	0
10 Events, Programs, Speakers' Honoraria	421	0	0
11 Food	0	0	0
12 Dues & Registration	185	0	0
13 Equipment & Utilities	2050	0	0
14 Other	150	0	0
15			
16 Sub-Total	7717.5	0	0
17 Total Request	7717.5	0	0
18 Percent Deduction			
19 Dollar Amount Deducted			
20 Final Available Budget Balance		\$	-
21			
22			
23			
24	LEAVE ALL FORMULAS AS THEY ARE!!!		

To the left is an example of a typical budget request. Note the variety of categories – each one has to be explained in detail on additional tabs.

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 were originally allocated. This process requires that one of the club signers email and/or meet with the SGA Treasurer.

131 Fund

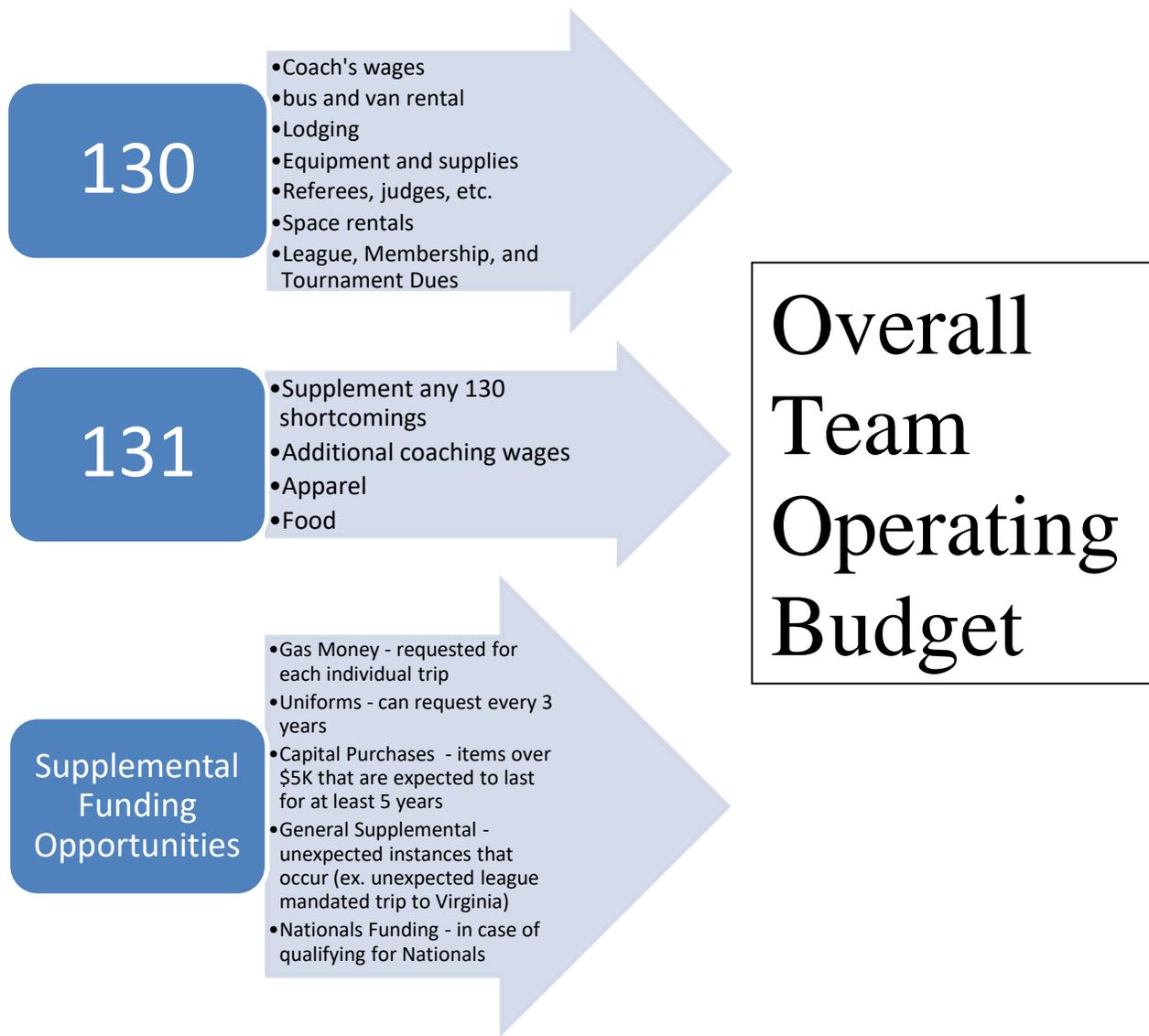
Supplying this fund with money is the sole responsibility of the club. In addition, a benchmark for raising revenues is set each year by the SGA, a percentage of the club’s budget request. Each club must meet this amount or face monetary penalties.

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.

Budgeted (130) vs. Fundraised/ Revenue Fund (131)

The money you receive in your budget and any supplemental funds go into your 130 fund. Any money that you raise through fundraising, dues, donations, or sponsorships goes into your 131 fund. Below illustrates typical ways in which those different funding sources are used:



Clubsigner'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.

http://www.uvm.edu/sga/documents/TreasurerManual_FY16.pdf

XV. 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: Participate in our Club Sports Fall Semester Raffle
2. Letters to alumni and families asking for donations via check or on our online donation page through the UVM Foundation: <https://alumni.uvm.edu/foundation/giving/sga/>
3. Perform seasonal work, for example at Vermont Teddy Bear Company
4. Late night cookie or grilled cheese deliveries
5. 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)
6. Have an event on the University Mall that allows clubs exposure and requires participants to make donations for demonstrations, instruction, or trials
7. 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)
8. Orchestrate a talent show on campus and charge people entry fees
9. Have a fun run benefiting a club team
10. Work with local restaurants like Folinos, Chipotle, Buffalo Wild Wings, Texas Roadhouse, Pizzeria Unos and others to have a “club night” and collect a portion of proceeds.
11. Sell meals for local restaurants at a good price and club delivers them to the people (take out only) and club receives profit
12. Partner with magazine distributors and have clubs sell magazines and receive a large percentage of the profits
13. Clubs acquire sponsorships and disperse materials to advocate for sponsorship and in return sponsors donate money and/or equipment to the clubs
14. Hold a tournament or event (either intercollegiate, intramural, or in the community) and charge entry fees.
15. Selling Apparel and other Merchandise
16. Candy Drives
17. Penny wars or change collection drives
18. Bottle drives

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

Sponsorship and Solicitations

Clubs are encouraged to pursue these avenues but are encouraged to check with the CSC, the Licensing Coordinator, or UVM Foundation prior doing so to ensure are following all school

policies and not duplicating other campus efforts. Additionally, these sources have resources and suggestions to make the process more productive.

XVI. Apparel, Logo, and Licensing

Ordering Uniforms and Apparel

Many clubs will require uniforms and desire apparel. 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 has been customized for each club. By adapting a logo, we hope to create a greater sense of community, meet licensing guidelines, 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 Krista Balogh. The Licensing policy can be found here:

http://www.uvm.edu/~license/?Page=waiver_proc.html&SM=waivermenu.html

The licensing waiver can be found here:

<https://vermontcatamounts.wufoo.com/forms/the-university-of-vermont-licensing-approval-form/>

Vendors

There are many vendors to choose from. A few vendors that are local, reputable, 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

Select Design – <http://www.selectdesign.com/>

Kevin Smith's Sports Connection – contact Matt, ksscsb@comcast.net

Custom Ink – www.CustomInk.com

Graphic Edge (Adidas and Under Armor) – Tyler G, Tyler.Gilbert@thegraphicedge.com

Equipment

All clubs and individual participants are eligible for discounts on equipment at Sports Central, just reference UVM Club Sports.

XVII. PE Credit

Club Sports are eligible for PE credit. The CSC, in consultation with the Registrar, 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 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 - to do so contact the CSC

The procedure for receiving PE credit is as follows:

1. Prior to each semester a PE Credit Override form will be posted on the Club Sports Lynx Page
2. Students will be responsible for completing the form on The Lynx before the deadline
3. The student will receive email confirmation of the override
4. The Student will then register for the course on Banner
5. Students who neglected to complete the override form or missed the registrar's override deadline must make an appointment to come and see the CSC to have it added to their transcript
6. Throughout the semester each club will monitor and document attendance
7. 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
8. After being informed by the club, the CSC will assign credit to the appropriate students

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 monitoring attendance. Students who do not meet the requirement should NOT receive credit.

XVIII. 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:

*****For personalized assistance in creating a marketing plan and materials contact a Club Sports Marketing Assistant at: Clubsprt@uvm.edu**

*****Clubs are strongly encouraged to appoint a Press Secretary who can attend to PR and Marketing**

Electronic Tools

- **The Lynx** – This is one of the biggest ways new students find out about clubs. The Lynx also allows you to create your own website and share your information on Facebook or twitter. Keeping these pages updated are keys to success
- **UVM bored page** – clubs can email and post information regarding tryouts and games on the UVM bored page – www.uvm.edu/bored
- **Websites** - Clubs may create their own pages. Check out UVMs self help web guide (<http://www.uvm.edu/webguide/>)
 - 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
- **Social Media** - Facebook, Twitter, snapchat 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
- **Live streaming** – livecast events using facebook live on our club sports platforms

School Sponsored Activities

- **First Year Barbeque** – information at link below
- **Activities Fest** - http://www.uvm.edu/studentlife/?Page=actfest.html&SM=programs_menu.html
- **Winter Activities fair** –Takes place in late January or early February

- **Tabling** - 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. (Read reserve space section (pg. 41) later on to learn how to reserve tables)
- **Plan a Campus-wide events** – Plan and host campus or community wide events such as performances, demonstrations, clinics, or tournaments

Advertisements

- **Class Announcements** - 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
- **Flyers** – clubs can create flyers and posters to put around campus. Be sure are put up only in places designated for flyers and posters and acquire permission if necessary
- **Banners** – Hang banners in high traffic areas. Contact Davis Center Operations to make arrangements in the Davis Center
- **Flat Screen TVs** – Contact dcscreens@uvm.edu to have your ads run on Davis Center screens

Other Media

- **President's Weekly Email** - Ask the SGA President to include a blurb in weekly emails
- **The Cynic** – contact the Cynic with game reports and try and have an article published on your team www.vermontcynic.com/
- **UVM TV** – interested in showing your clips or highlights on TV? Contact UVM TV to make arrangements <http://www.uvmtv.net/>
- **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
- **University Communications** – send Press Releases of exceptional stories to the University's communication and publishing arm <http://www.uvm.edu/~uvmpr/>
- **Word of Mouth** – Communicate and Collaborate with each other to get the word out about your sport

XIX. Listservs and Email Clients

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/maillinglists/?Page=newlist.php>

Some important things for consideration in managing a listserv are:

1. Who is the actual 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, can also be complicated. Other options for mass communications include:

- The Lynx
- MailChimp
- Facebook Group
- and other platforms.

XX. 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:

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.

Checklist for Home Events:

Before:

- Reserve the Space – Reserving space takes between one to two weeks so this should be done at least a month in advance if not sooner - On campus spaces: <http://emsweb.uvm.edu/> or contact the CSC; Off-campus spaces often require contracts and other documentation – start this process at least a month in advance
- Prepare any marketing materials
- Confirm time and date with visiting team/parties
- Book referees, officials, event staff, etc.
- Medical coverage – If your event requires an Athletic Trainer, an EMT or any other type of medical service make sure to contact the Club Sports Coordinator at least two weeks in advance
- Be sure to have an emergency plan and be aware of any Risk Management needs

- Within 48 hours of game re-confirm:
 - a. Field reservation
 - b. Other team
 - c. Staffing
 - d. Medical coverage
 - e. Check-in with your team
- Make sure you show up early to set up and greet all parties
 - a. Have Tax forms if necessary to be filled out by officials or game staff
 - b. Score sheets or other documentation required for game or event

After:

- Process payment for officials, staff, field rental, etc. (turn in tax forms if applicable)
- Confirm # of hours of medical coverage
- Report score/outcome/highlights of event to clubsprt@uvm.edu
- Report any injuries or incidents to Club Sports Coordinator within 48 hours:
<https://thelynx.collegiatelink.net/form/start/223>
- Reflect on the event and assess how it went

Checklist for Away Events:

Before:

- Register for Event – at least a month in event due to the sometimes lengthy processing time of finances
- Transportation – Should be done a month in advance due to demand and financial processing time; Don't forget to follow all UVM Transportation and Risk Management policies
- If you need to miss class contact the CSC for “Excused Absence” procedure and letters – should be done at least a month in advance
- Accommodations – should be made at least two weeks in advance
- Submit all Supplemental (especially gas) funding requests – no later than Monday at noon the week of travel, if not sooner
- Confirm the week leading up to event:
 - a. With other team
 - b. Transportation
 - c. Accommodations
- d. Check-in with your club
- Submit Travel Roster/Itinerary – to Club Sports Coordinator at least 48 hours prior to travel: <https://thelynx.collegiatelink.net/form/start/196>
- Be sure to prepare an emergency contact list and have necessary insurance information

After:

- Settle up Petty Cash or Gas card receipts
- Provide receipts/invoices for accommodations or other expenses incurred on trip
- Make sure transportation and keys have been returned in an appropriate time frame
- Report score/outcome/highlights of event to the Clubsprt@uvm.edu
- Report any injuries, incidents, or accidents to the Club Sports Coordinator as soon as possible and no later than 48 hours (any transportation related incidents should also be reported directly to risk management): <https://thelyn.collegiatelink.net/form/start/223>

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>

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 want to use other sources for your food and catering needs you must utilize one UVMs approved vendors (<http://www.uvm.edu/conferences/?Page=approved-caterer-list.html>) or receive a catering waiver which can be completed while submitting your space request on Virtual EMS, For additional important details: http://www.uvm.edu/~conf/?Page=student_event.html

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

XXI. Reserving Space

One of the privileges of a club is the ability to reserve space on campus for little to no cost:

On-campus Athletic Facilities

At the start of each semester we hold scheduling meetings to divide up available space. These are typically held the first week of classes for the fall semester, the end of the semester for the first half of spring semester and in February for the second half of Spring Semester.

On Campus non-athletic facilities

1. For all other meeting spaces on campus use the virtual EMS system available online at <http://emsweb.uvm.edu/>
 - Prior to submitting your request, you will need to complete the Virtual EMS online quiz and be verified in the system. This can take several days to go through. Please also be mindful only clubsigners can access EMS

****On occasion, there may be a charge associated with reserving space****
2. Remember to submit your space requests at least 7 business days in advance. Some spots on campus do take longer, so try and plan as far in advance as possible.

For chartstring information look here: <http://www.uvm.edu/sga/documents/chartstring.pdf>

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 you 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.

Leadership Development



XII. Leadership Development

Leadership Development Opportunities

One of the goals of UVM Club Sports is to contribute to the education of our participants. We are very proud of the fact we contribute to the leadership development of many of our participants. Some of the ways we work to develop leaders are:

- Start of year workshop
- Winter semester workshop
- Emerging leaders program
- Club Sports Council
- Individual meetings
- Providing electronic resources

Learning Outcomes

We focus our efforts of education around five key learning outcomes:

- Enhancing Learning
- Managing Resources
- Creating Community
- Promoting Health and Safety
- Advancing Diversity

XXVI. Club Sports Council

About

The council is an organization to promote and better Club Sports here at UVM. It is comprised of one representative from every club with an elected executive board presiding over their

activities. The council engages in many endeavors, most notably strategic planning, public relations, and philanthropy.

Mission Statement

UVM Club Sports Council is a representative body that aims to coordinate and promote Club Sports on campus. The CSC seeks to foster an environment that is inclusive, organized, and rich with the activities and organization of sport.

- Provide representation for every Club Sport
- Help with the overall promotion of Club Sports at UVM
- Help with the coordination of Club Sports activities including those that benefit specific clubs and that of the greater body
- Will embody the ideals of the University and Club Sports department through the promotion of teamwork, sportsmanship, and inclusion
- Will provide opportunities for growth as leaders
- Will serve as a tool of communication between Club Sports, administrators, and the Student Government Association

Initiatives

Some of the past and current initiatives of the Club Sports Council are:

- Awards Ceremony
- Club Sports Cup competitions
- Carbon Off-setting Initiative (<http://www.uvm.edu/~clubsprt/?Page=carbon.html>)
- Improve Budgeting Processing
- Campus Relations
- Improve marketing and awareness of Club Sports

XXVII. Additional Leadership Resources

Some great resources are available to students looking to improve their leadership. Here are just a few to start off with:

- UVMs Leadership Programs: http://www.uvm.edu/~lce/?Page=leadership.php&SM=MENU_leadership.html
- Leadership Practice Inventory: <http://www.lpionline.com/>
- John Wooden's Pyramid of Success: <http://www.coachwooden.com/index2.html>
- Janssen Sports Leadership Center: <http://www.janssensportsleadership.com/>
- Inspirational Leaders Montage: <http://www.youtube.com/watch?v=d6wRkzCW5qI>
- CSU Northridge Student Leadership Training Booklet: http://www.csun.edu/eop/htdocs/leadership_booklet.pdf



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.



www.uvm.edu/clubsports