



Club Sports
Operations Manual
2023-2024

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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](#)

Directory

Important Contacts:

Assistant Director (AD) for Club Sports – Ana Sola (she/her)

ana.sola@uvm.edu

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

Club Sports Athletic Training Staff

clubat@uvm.edu

All Athletic Training related items

SGA Finance Office Staff

sga.finance@uvm.edu

All financial related items

Student Government Association (SGA)

uvmsga@uvm.edu

All general student organization related items

Club Sports Staff

clubsports@uvm.edu

All Club Sports related items for incoming students and folks who are not Club Leaders

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
 - SGA check-ins (1 per semester)
 - Club Sports Semester End Reports
 - Found on [UVM Clubs](#)

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)
 - 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 Club members, including Club Signers, will have to complete the following

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

*The Club Sports Prevention Trainings will be scheduled with the club leaders and the specific presenter for that topic. Each club will be assigned a topic and will rotate every three years. At least 70% of the club must attend and complete the pre & post survey assessment in order for the training to count.

**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, Ana Sola (ana.sola@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 UVM Clubs-**

- 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 [UVM Clubs](#) 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 UVM Clubs**. All off-campus events, including practices, are required to be added on UVM Clubs.

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

1. Connect with the facility on dates/times and costs
2. Submit the [Spending Request form](#) on UVM Clubs
3. Email the [SGA Finance](#) to start working on a [Service Agreement](#)
4. Receive the following documents from the vendor-
 - a. Quote
 - b. W9
 - c. Certificate of Insurance
5. 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 UVM Clubs events 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 UVM Clubs 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 UVM Clubs,

1. Log into UVM Clubs
2. Go to your clubs page
3. Click Manage Club
4. Click the three lines by the club name on the top left
5. Click events
6. Click create event on the top right
7. Complete 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 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 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-

- [The Finance Basics](#) and [PowerPoint Presentation](#)
- [How to Make a Purchase – Part 1](#) and [PowerPoint Presentation](#)
- [How to Make a Purchase – Part 2](#) and [PowerPoint Presentation](#)
- [Supplemental Funding](#) and [PowerPoint 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 2023 Fall Semester
 - Credit Card orders must be submitted 2-4 Weeks in advance.
 - Purchase Orders (checks) must be submitted 4-6 Weeks in advance.
- FY24 Budget Request- *February 21st
 - Late budgets will not be accepted without prior communication with SGA Treasure

*this date is subject to change

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 UVM Clubs
 - 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)
 - NOTE: Clubs that requested coaching in their budget received 100% of their requested amount in their 130 for FY24

Please start this process 6 weeks prior to the coach's, instructor's, or guest's start date.

* Outside of the regular coach hiring season—early August

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
 - 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
3. Submit [Spending Request](#)
4. While waiting approval complete the [Rental Car Info Form](#)
5. When step 1 is approved follow SGA instructions.

Groups should also submit a [Spending Request](#) for gas expenses. When approved you will move on to Step 2c. It's also encouraged that groups complete a [Supplemental Request Form](#) to request money from SGA for gas fees.

*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 LoveMyClub campaign

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

1. Create a [Purchase Portal](#) payment option.
 - a. 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 the [UVM Clubs homepage](#).
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 donor receives nothing in exchange (with the exception of a tax deduction).
 - Examples include LoveMyClub 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 Other and write in 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 [FY24 Supplemental Request Form](#)
 - 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 “Tower Logo” and 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 this brochure](#) to see what images require approval for use and to 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- Information will be shared by SGA soon on this process. Vehicles will be available for the Fall 2023 semester. Please visit the [SGA Vehicle Rental](#) webpage for more information.
- 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. 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 Event 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".

Risk Management

Quick links:

[Club Sports Accident Report](#) Form

[Athletic Trainer Email](#)

[Student Health Services](#)

AGREEMENT TO PARTICIPATE FORMS

All members of club sports are REQUIRED to complete the Club Sports Agreement to Participate (2023-2024) Form found on each Club's individual [UVM Club's page](#). 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.

EMERGENCY PROTOCOL

If someone is injured follow the steps below-

1. Clear the area and assess the individual
2. If emergency services are needed, have someone call 911 or local emergency contact
3. Apply the necessary First-aid or CPR, if someone with certification is present or stay with the injured party until additional help arrives
 - a. If the individual is transported to the hospital, call Ana Sola at 612-481-7996. If she cannot be reached after 2 attempts, call Jerome Budomo at 619-861-4312.
 - b. If the individual is cared for without a hospital visit, encourage them to make an appointment with the [Club Sports AT](#) to further assess the injury and provide the appropriate follow-up care.
4. Complete an [Accident Report](#) within 48 hours

Inclement Weather

Under severe/harsh weather, Clubs may be asked to stop practices or competitions.

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. 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 upon the first sound of thunder, lightning is likely within eight to 10 miles and capable of striking your location. All activity must then cease, and shelter must be sought.
- 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).

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 attempt 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.

ATHLETIC TRAINING

Quick Links- [UVM Club Sports Athletic Training](#)

The University of Vermont Club Sports program is very fortunate to have Kit Vreeland as our Head Club Sports Athletic Trainer. Kit provides and arranges services for our competitions and practices that require medical coverage. In addition to Kit, we have Natalie Guyette, AT, assisting with coverage.

Services include:

- Coverage for high risk and medium risk sporting events

- Coverage for select practices

Any student hurt during a Club Sports sponsored activity is urged to contact our staff and set up a consultation. All appointments should be made by contacting ClubAT@uvm.edu. To learn more about all of our Athletic Training services, please visit our [UVM Club Sports Athletic Training Website](#).

How do we have an athletic trainer present at our club event?

- You must 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](#) and [Club Sports AT](#) of these changes prior to the event (as soon as you know).

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

CONCUSSION MANAGEMENT

If you suffer a head injury during a club event, please make an appointment with [student health services](#) as soon as you can. If you are diagnosed with a concussion, you will be required to work with our [athletic trainers](#) on your return to play protocol once you have been cleared by a medical professional to return to activity.

Additionally, UVM Club Sports requires that all participants of collision sports—Rugby, Football, Men's Lacrosse, & Hockey—complete an annual training on concussion awareness. We care about the mental health and physical safety of our students, and understanding the risks involved in your sport is essential to reducing its negative impacts. Annual training information can be found here: [UVM Concussion Awareness](#)

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](#).

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

UVMCLUBS

- Individual clubs are responsible for the upkeep and maintenance of their [UVMClubs 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 [UVMClubs](#) 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

[UVM Clubs](#)

[UVM Clubs- Club Sports](#)

[UVM Clubs- SGA Finance Office](#)

[UVM Clubs- SGA Senate Club Affairs](#)

[UVM Clubs- SGA Senate Finance Committee](#)

[Club Sports Website](#)