

University of Idaho Sport Club Federation Recognized Clubs 2013-2014

Baseball

Climbing

Cycling

Fastpitch

Horse Polo

Ice Hockey (Men's)

Ice Hockey (Women's)

Lacrosse (Men's)

Lacrosse (Women's)

Rodeo

Rugby (Men's)

Rugby (Women's)

Ski Team

Snowboard

Soccer (Men's)

Soccer (Women's)

Trapshooting

Ultimate Frisbee (Men's)

Ultimate Frisbee (Women's)

Volleyball (Men's)

Volleyball (Women's)

Water Polo

Introduction

This Sport Club Handbook has been developed to assist Campus Recreation sport club members in organizing and operating intercollegiate competitive sport club programs under the auspices of the Department of Campus Recreation and the structure of the University of Idaho.

The intent of this handbook is to present ideas, viewpoints, options, and strategies that are pertinent to the effective administration of sport club programs and activities. Furthermore, the handbook outlines policies and procedures governing sport club programs set forth by the University of Idaho, Campus Recreation, and the Associated Students of the University of Idaho. Adherence to these policies and procedures is a prerequisite for recognition and eligibility to use the University of Idaho name, funding, and facilities.

A sport club is a group of students (also faculty and staff) voluntarily organized for the purpose of furthering their common interest in a sport through participation and competition. Participation in sport clubs is strictly voluntary.

The sport club program is designed to offer opportunities to meet individual interests in different sports. These interests are generally competitive, recreational, and or social in nature. Clubs represent the university in intercollegiate competition and conduct intraclub activities such as practice, instruction, social, and tournament play. Additional Sport Club Federation guidelines further define the requirements for eligibility (see Club Eligibility).

Participation in a sport club is meant to be a learning experience for members through their involvement in fundraising, public relations, organization, administration, budgeting, and scheduling, as well as the enjoyment of participation in their particular sport / activity. Involvement in group and team situations enhances the students' overall education while in the university setting.

Clubs may vary in focus and programming since club leaders are the active participants in the leadership, responsibility, and decision-making process.

The plural of sport club is sport clubs. While some institutions refer to them as club sports and some as sports clubs, for the purpose of this handbook the programs will be referred to as sport clubs.

Sport Club Federation

By definition, the Sport Club Federation (SCF) is the total of all recognized sport clubs. The SCF is an organization recognized by the Associated Students of the University of Idaho (ASUI) and is directed by the Department of Campus Recreation.

The SCF is a branch of the Department of Campus Recreation and is advised and supervised by the Director of Sport Clubs, who serves as the official representative of Campus Recreation. Funding for the SCF comes from a portion of Student Activity Fees collected as part of enrollment paid by each student. A ballot measure passed by the students calls for the allocation of \$4.50 from every full-time student and \$1.00 per credit hour from every part-time student. The SCF receives a lump sum based on the enrollment of full-time students and part-time credit hours each school year.

Funds are used to finance the Sport Club program and to assist the individual sport clubs. Allocation of financial requests is determined by the Sport Club Federation Council (see “Sport Club Federation Council” section of this handbook). The Council consists of one voting member (usually the elected president) from each recognized club in the SCF. The Council represents the overall interests of the SCF. The Director of Sport Clubs advises the Council. The Director is a non-voting member.

In addition to its responsibilities of representing the SCF, the Council develops policies and procedures for operating the SCF, determines budget allocations for each member club, assists clubs in their operations, and when necessary, assists the Executive Council in dealing with rule violations by member clubs or their individual members. Clubs choose their own representative of the SCFC and must have a representative present at all designated SCFC meetings or activities.

The governing philosophy of the SCF and its Council is to promote participation in club activities, and to promote the development of the clubs’ internal structure and operations leading to greater social, recreational, and competitive interaction with others. The SCF allows students to develop their own programs within the larger structure of the ASUI and the University.

All aspects of the SCF are governed by the policies and procedures as defined in the SCF Handbook as well as the University of Idaho policies and regulations, which apply to all students.

The Sport Club Federation Council

The Sport Club Federation Council (SCFC) is the student governing body of the Sport Club Federation (SCF). The SCFC interacts directly with the Sport Club Director. The council serves as an action committee representing all sport clubs and keeps other club members, students, faculty, and staff informed of club programs and their needs. IT IS THE RESPONSIBILITY OF EACH COUNCIL MEMBER TO INFORM THEIR INDIVIDUAL CLUB MEMBERS OF THE PROCEEDINGS OF EACH COUNCIL MEETING.

The SCFC is composed of one elected officer from all of the member clubs. Council officers serve one-year terms beginning with the start of each school year. The Council also consists of a chair and a vice-chair. The Council elects the chair and the vice-chair. These are also one-year terms.

The Council chair is responsible for:

- ◆ Setting the agenda and governing Council meetings (with assistance from the Sport Club Director).
- ◆ Attending ASUI Committee functions as mandated, to include ASUI Senate meetings when SCF business is on the agenda, and ASUI functions and training sessions.
- ◆ Other responsibilities set forth by the Sport Club Director and agreed upon at the beginning of the term.

The vice-chair is responsible for:

- ◆ The same roles as the chair in her/his absence or inability to perform the said duties.
- ◆ Taking and distributing the minutes of each meeting.
- ◆ Attending ASUI meetings with the chair whenever possible.

Appointments to the Council are the responsibility of each SCF-member club. Council members for the next school year must be elected before the end of the current school year. The Director should have an information sheet on new Council members before the end of the academic year. Council members officially take their positions at the beginning of the next fall semester. Election of the chair and vice-chair to the Council take place at the first Council meeting at the beginning of the fall semester.

Executive Board

The Sport Club Federation Executive Board (SCFEB) consists of five elected student members from the Federation Council. The election for Executive Board (EB) positions takes place at the final regular Council meeting in the spring. The five members participate in all regular Council meetings and have the same voice and voting privileges as any other club. Eligible members must be current Council members and served as a Council member the previous year. Elected members serve for one school year beginning with the ensuing fall semester.

The primary role of the EB is to provide a fair and equitable judicial system for the Sport Club Federation. The judicial system of the Sport Club Federation is based on a point system developed and approved by the Federation Council. The EB will govern and enforce all policies and procedures listed in the Sport Club Federation Policy Handbook. Additionally, the EB determines sanctions and or penalties for clubs in violation of policy or failing to represent the Federation in a positive manner. The EB may be asked to make changes to this system to meet the changing needs of the Federation and or the University. A Council vote is needed to amend the Policy Handbook and it's contents.

Judicial System

Point System for Club Status

<u>0-5 points</u>	No penalty
<u>6 points</u>	Loss of 50 % of allocated funds for the current academic year or loss of 50% of reserved facility time. Clubs may owe money to the Federation from next year's budget if funds are not available at the time of infraction.
<u>9 points</u>	25 % additional deduction for current academic year or loss of facility reservations.
<u>12 points</u>	Probation for one year from the time of infraction.

Note: Any point accumulation by a club will be used against the club during the budget process. The clubs will determine the penalties for the various point amounts at the time of the budget hearing hearings. Points are for one academic year.

Infractions and Point Accumulation

The following are a few *examples* of different infractions and the point denominations assigned to them:

<u>6 points</u>	Failure to represent the University in a positive manner, i.e.; breaking state or federal laws, breaking University drug or alcohol policies. Destruction of personal or private property resulting in charges to the club/UI.
<u>5 points</u>	Failure to complete proper travel forms - Travel Authorization, Registration of Personal Vehicle. Participation before completion of Assumption of Risk form
<u>4 points</u>	Participation by non-UI student, faculty or staff.
<u>3 points</u>	No-show at Council meetings (meetings are usually 1 hour) Competition at a UI facility without safety personnel present.
<u>1-2 points</u>	Competitions not listed on the events calendar. News and info sheet not completed. Failure to follow policy as written in the most current Federation Policy Handbook (depending on severity).

Due Process

Listed below are the general steps used by the EB for reviewing club infraction, determining sanctions (if any), and implementation of the decision.

1. The Executive Board Chairperson is notified that a club has allegedly committed a policy violation. (The notice can come from the Sport Club Director, other clubs, etc.) The Chair notifies the four other EB members.
2. The EB sets date and time for meeting to review and discuss alleged violation (preferably within 5 days of the notification of violation).
3. The EB meets to determine action to be taken. All five Council members must be present.
4. The EB Chair e-mails the officers from the club involved in the hearing with the decision of the EB
5. The outcome of the process is reviewed during the EB report at the next regular Council meeting.

Appeal Process

Any club involved in a Sport Club Federation policy violation resulting in sanctions (penalty points), has the right to appeal the decision of the Executive Board. Note: Appeals will only be heard for penalties involving four points or more. Three point penalties or less, may *not* be appealed.

1. After notification from the EB Chairperson, the involved club has five days to respond with a written explanation of events and reason for disagreement with the Executive Board. The written report must be detailed and thorough. The appeal should be delivered to the sport club office.
2. The Sport Club Director will notify the EB that there is an appeal. The EB will meet to review the appeal.
3. At the next regular Council meeting, the EB presents the appeal to the Federation Council. The offending club is given the opportunity to expand on the appeal. After discussion from the offending club, the Federation Council expresses their thoughts to the EB members.
4. At the conclusion of the regular Federation Council meeting, the EB meets and reviews arguments from the offending club and the input from the Federation Council.
5. The EB votes to keep the sanctions as originally handed down, modify the penalty, or overturn the original decision. The final decision will be e-mailed to the offending club within two days.

Individual Membership

Membership and application within a sport club must be free from discrimination on the basis of race, color, national origin, religion, sex, age, disability, status as a veteran, or sexual orientation. Each club constitution must carry a statement to this effect.

Membership is limited to University of Idaho full or part-time students, staff, and faculty only. Only students may be elected to club office and/or the Sport Club Federation Council/Executive Board.

Clubs may add their own specific supplemental requirements for membership as long as specific requirements do not violate applicable law, rules, regulations or policies and are fairly applied to all prospective members.

Campus Recreation requires all sport clubs under its sponsorship to add the following specific requirement for membership and participation:

- ◆ **IDs** - Students, faculty, and staff desiring membership in a sport club must have a valid University of Idaho identification card.
- ◆ **Release Forms** - No sport club member is eligible to participate in a sport club related activity unless she/he has a signed release on file with Campus Recreation. Releases are good for one academic year and subsequent summer session.

Club Eligibility

Sport Club Federation

Not all student organizations are eligible for membership in the Sport Club Federation. Although some universities include a wide range of activities under the title of sport clubs, many universities, including the University of Idaho, develop and support sport clubs to encourage student participation in formal sports competition with other clubs and universities.

Individual clubs should represent a particular *sport*. Some student organizations, which conduct leisure activities rather than competitive sports, may be denied membership. The SCFC determines the eligibility of a new club by a majority vote. Those clubs not meeting the necessary SCF requirements will still remain under the membership of ASUI organizations and have the privileges associated with that membership.

Annual Registration

All member clubs that ended the previous school year in good standing will automatically be considered recognized clubs for the next fall semester and have facility scheduling priority during the first two weeks of each semester. However, ALL sport clubs are responsible for renewing their registration each year with Campus Recreation. All required paperwork and forms are issued at an “orientation” meeting conducted within the first two weeks of the fall semester each year. The forms must be completed and returned to the Director at the first official SCFC meeting and or before any organized play is conducted. In order to maintain active status, the following requirements must be fulfilled.

Each club must:

- ◆ Complete the SCF Officer Form. (Purple).
- ◆ Complete a SCF Club Roster (Blue).
- ◆ Complete the SCF Faculty Advisor Form (Yellow).
- ◆ Review the SCF Policy Handbook and complete the acknowledgment form.

Each member must:

- ◆ Complete and sign the Assumption of Risk and Release from Liability Form.
- ◆ Review the SCF Policy Handbook.

All required forms are available at the Sport Club Federation office in the Student Recreation Center. The completed forms should be returned to the Sport Club Director for review, or they may be left at the Campus Recreation front desk. If there are any questions concerning the forms, see the Sport Club Director for assistance. This may help avoid delays in processing due to incomplete or incorrect information on a form.

Important: Any club intending to practice or compete prior to the first regularly scheduled SCFC meeting must:

- ◆ Conduct a team meeting and discuss policies and procedures listed in the Handbook.
- ◆ Have each club member read and sign an Assumption of Risk and Release from Liability Form.

Loss of Active Status

Causes of immediate loss of a sport club's active status may include:

- ◆ If a sport club fails to renew registration during any academic year, the club shall forfeit all privileges until the violation is corrected.
- ◆ Falsification of registration.
- ◆ Failure to re-submit changes and/or modifications of information/forms required in the annual registration section.
- ◆ Violation of University and or SCF regulations.
- ◆ Failure to obtain a completed and signed Assumption of Risk and Release From Liability Form from each club member.

If a club loses its active status for any of the above reasons, the club will be informed by the Sport Club Director and given a deadline to take the necessary action required to restore active status. If the club does not meet the deadline, the issue will be turned over to the Executive Board. The EB will then hold a hearing and may issue further penalties such as partial to complete loss of allocated funds, loss of facility use, or in extreme or repeated cases, removal from the SCF for a minimum of one semester.

If a member club fails to maintain active status (see “General Policies and Procedures for all Clubs”) for any reason for one year, the club loses all privileges, including allocated funds, and loses membership in the SCF. Any club attempting to regain membership after this time will be treated as a new sport club.

NEW SEASON CHECK LIST

- SCF Club Roster (Blue) completed
- SCF Officer form (Purple) completed.
- SCF Faculty Advisor form (Yellow) completed.
- SCF Facility Request form (Gray) completed (if needed).
- Each member has read and signed the Assumption of Risk and Release from Liability form and returned it to the Sport Club Director.
- Each member has completed an Emergency Contact Form and returned it to the Sport Club Director
- Review Policy Handbook with all club members.
- Review Policy Handbook and sign Acknowledgement form.
- Update Club web page.

Starting a New Sport Club

The first step necessary in becoming a sport club is to apply for membership with the SCF. This is accomplished by following the “Annual Registration” procedures for returning clubs. The required forms used for annual registration, in turn, will become the actual application for SCF membership as well as a record to register as an ASUI recognized student organization. The Sport Club Director will then check the completed set of forms (application). If all the required information is complete and thorough, it is then sent to the SCF Council where membership is granted or denied by Council vote (see “Club Eligibility” section).

If granted membership to the SCF, the new member club and its officers will be registered with the Campus Recreation sport club program. Each organization will be under probationary status during its first year, enabling it to demonstrate its stability in adhering to the policies and procedures required by all SCF clubs outlined in this handbook. During this time, such clubs will be eligible for limited financial assistance from the SCF based on availability of funds and Council vote. New clubs under probation will be allowed to have a voting member on the SCFC. During the probation period, clubs will be expected to participate in all other SCF matters and follow all the policies and procedures required of those recognized clubs.

Upon completion of the first-year probationary period and approval of the SCF Council, the club will assume full club association status. A budget request may be submitted and funds dispersed according to normal procedures outlined by the SCF policy handbook.

A club that fails to maintain active status for one consecutive year (see “Loss of Active Status” section) may be voted out of the SCF by the SCFC. If the club wishes to regain active status it must reapply as a new club.

General Policies and Procedures for all Clubs

All clubs must submit required paperwork (see “New Season Check List” section) to the Campus Recreation office by required dates during the school year or as requested by the Sport Club Director. All required forms must be resubmitted each year. With some forms, it may be possible to complete the needed information in the spring or summer prior to the next school year. Clubs will also submit their selection to the SCFC each spring for the following school year.

All clubs must have one appointed representative present at all SCF meetings, training sessions, or other required events. Attendance is based on the full duration of the meeting or event. Leaving early or arriving late will be viewed as a miss. SCFC meetings officially begin once the attendance sheet has been circulated. Council meetings are 1 hour in duration. Attendance requirements have point values attached to them and may vary. See “Judicial System” section of this handbook for more information.

Assumption of Risk and Release of Liability forms must be signed by everyone participating in a club activity *prior* to participation. The completed forms must be submitted as soon as possible to the Sport Club Director. No club or club member will be allowed to participate as a recognized SCF club or member, under any circumstances, until all required paperwork is completed. In addition, all club members must fill out the required information on the club roster form and submit it promptly. Other forms may be required with established submission dates.

An approved “safety person” (Campus Recreation employee or an athletic trainer or assistant) must be present at all home games, matches, or events. The Sport Club Director will schedule the safety personnel upon receipt of a schedule of all home contests from each member club. No play shall take place without safety personnel present.

Clubs are expected to submit a schedule of club activities as they become finalized. Clubs are also required to list scheduled events on the Sport Club program’s main web site. This will help with publicizing SCF events, scheduling safety personnel, and the organizing of a SCF calendar. If a schedule or portions of a schedule is not finalized, submit updates as available. All home games, meets, etc., should be listed with and approved by the Sport Club Director to ensure that safety personnel are scheduled for the event and that facility conflicts or competition with other University events is monitored.

For special events, fund raisers, or other public events, consult with the Sport Club Director regarding University policies and procedures for these events.

Clubs with SCF allocations must check with the Sport Club Director prior to any fund expenditures. Use appropriate forms for SCF fund transactions. Members must plan ahead and follow the proper procedure for the various types of transactions. Always check with the Sport Club Director prior to spending SCF allocated funds (see the "Guidelines for Using Sport Club Federation Funds" section).

Each club must complete a news and information form after each event. These forms are used for data collection and are used in the Campus Recreation Annual Report. Clubs failing to provide information sheets will be subject penalties imposed by the SCF Executive Board.

Clubs are responsible for knowing and implementing all policies, procedures, and regulations as specified or referenced to in the Sport Club Handbook and the ASUI Student Handbook, as well as the ASUI Committee Manual and other applicable law, rules, regulations and policies. Questions about specific policies or procedures may be referred to the Sport Club Director, at 208-885-4447.

Club Members

Students have many opportunities to become directly involved in the administration and supervision of their clubs. They collectively have responsibility for:

- ◆ Leadership development.
- ◆ Determining the membership requirements.
- ◆ Establishing the dues' schedules.
- ◆ Selecting the club's advisor.
- ◆ Establishing the duties of the officers.
- ◆ Developing and administering the club budget.
- ◆ Fund raising.
- ◆ Following all policies and procedures set forth by the SCF Handbook and the University of Idaho.

Note: Participation in the sport club program is voluntary. Participation in any of the sports / activities offered through the sport program can be dangerous and involves risk of injury. Participation in a sport club is meant to be a learning experience for members through their involvement in fundraising, public relations, organization, administration, budgeting, and scheduling, as well as the enjoyment of participation in their particular sport / activity. The program does not offer instruction specific to each sport or activity.

Mailboxes

Each club is assigned a mailbox in the sport club office (Student Recreation Center office). All incoming mail for each club may be sent to this mailbox at the following address:

(CLUB NAME)
c/o Sport Club Federation
Campus Recreation
P.O. Box 441230
Moscow, ID 83844-1230

The club mailboxes should be checked at least once a week. Important notices and correspondences from the Campus Recreation Office will be put in the mailboxes.

Election of Officers and Officers' Duties

Officers provide the core of the organization. Basic tips for electing officers and helping them coordinate the activities of the organization include:

- ◆ Elect officers in the spring.
- ◆ After the election, complete the SCF Officer Form and return to the Sport Club office.

It is required that each club elects a president. It is recommended, although not required, to also elect a vice-president, secretary, and treasurer. Each club may choose to add others. A student is eligible for candidacy in a student leadership position if he/she meets the requirements for membership of a sport club as well as any requirements listed by the individual club. Only students may be elected to club office and/or the Sport Club Federation Council/Executive Board.

Basic responsibilities of organizational officers may include:

President: The club president is elected by members of the club. Either the club president or his/her representative should perform the following duties:

- ◆ Attend or appoint another club member to attend all meetings of the club and the SCF.
- ◆ Serve as official representative and spokesperson (voting member) for his/her club to the SCFC.
- ◆ Serve as liaison between the club and Campus Recreation.
- ◆ Inform the club officers and members of all pertinent information pertaining to the club.
- ◆ Ensure that the club is complying with the rules and regulations of the University and Campus Recreation.
- ◆ Ensure that the club is complying with federal law, state law, city codes, and University of Idaho policy.
- ◆ Complete and submit all necessary forms to the Sport Club Office and/or ASUI.
- ◆ Report the results of all club-sponsored activities either on- or off-campus to the Sport Club office.
- ◆ Check the club's mailbox at least once per week.
- ◆ Be responsible for sponsoring and supervising the club's events.
- ◆ Be responsible for the safe operation of club events.
- ◆ Be responsible for ensuring that the facilities are used for the purpose for which they were intended.

Vice President: The club vice president is elected by the members within the club. He/she should perform the following functions:

- ◆ Assist the president with his/her assigned duties.
- ◆ Encourage participation of all club members in club-related decisions.
- ◆ Assume the role of the president in his/her absence.

Secretary: The club secretary is elected by the members within the club. He/she should perform the following duties:

- ◆ Keeps organizational records.
- ◆ Maintain minutes of official meetings.
- ◆ Publicize club activities.
- ◆ Be primarily responsible for scheduling extramural competition (if desired).
- ◆ Perform administrative duties as assigned by the club president.

Treasurer: The club treasurer is elected by the members within the club. The office of club treasurer is crucial to all clubs. The treasurer must keep complete documented and updated financial records according to the policies and procedures of the University of Idaho. The treasurer should:

- ◆ Collect dues from the members and ensure prompt transfer of membership forms and dues to the appropriate place.
- ◆ Make sure club monies are used properly. Be responsible for sound fiscal management and for payment of any debts which are incurred by the club.
- ◆ Be responsible for expending all organization moneys to further the purpose(s) of the club and not for the private benefit of officers, members, coaches, and/or instructors.
- ◆ Maintain records of receipts and expenditures.
- ◆ Verify and document each expenditure by providing receipts.
- ◆ Prepare a budget for the annual budget hearings held each May.
- ◆ Know the rules and regulations governing the financing of student organizations.

In addition to these specialized duties, officers should identify a regular meeting place. It is very important that the regular meeting dates and times be set and communicated to members.

Student Conduct

Sport Club members are expected to function in a mature and responsible manner both on and off campus in all sport club-related activities in accordance with the *Sport Club Handbook*, *Student Code of Conduct*, the club's constitution, and other applicable law, rules, regulations and policies. Sport clubs or individual members of the sport clubs may face disciplinary action for inappropriate on or off-campus actions while engaging in any sport club related activity. Alcohol and drugs are **not** tolerated in the Sport Club Program. Substance abuse by any individual while participating in a sport club-related activity, including travel to and from any sport club activity, may result in disciplinary action through the University of Idaho judicial system.

Disciplinary action may result in revocation of recognition as a sport club by Campus Recreation and a letter to the Dean of Students and ASUI recommending additional appropriate action involving the club and/or individual members.

Drug and Alcohol Policy

It is the policy of the University of Idaho and the Campus Recreation Department to prohibit alcoholic beverages and all non-legal drugs at any on or off campus event sponsored or organized by any sport club or recognized student organization. Violations of this policy may have serious repercussions. Visiting clubs should be informed of this policy in advance.

Under no circumstances are non-legal drugs or alcohol permitted in any vehicle used during sport club activities. The University as well as Campus Recreation will not tolerate the consumption of non-legal drugs and/or alcohol while participating in club sport activities or while representing the University through the SCF. Violations may result in disciplinary action through the University of Idaho judicial system and/or criminal prosecution. This policy covers travel to and from sport club activities, scheduled practices, during sport club competitions and during SCF sponsored events.

The Coach

The coach/instructor can be the key to providing formalized instruction for clubs. Depending on the organization and type of club, coaches may or may not be desired. Individual clubs determine the scope of the coach.

The coach represents the University of Idaho and he/she must follow all of the SCF policies and the University of Idaho's policies and procedures and must ensure that club members do the same. Potential coaches may be found in the student body, faculty or staff members, or individuals in the community who have a background in the sport.

To keep coaches up to date on the current techniques, drills, and methods of coaching, it is strongly suggested that coaches also attend local coaching and refereeing clinics/courses.

A coach may also serve as the club advisor if he or she is a member of the UI faculty or staff. Coaches may also compete with/for their club if they are a registered club members and meet requirements of the SCF (See "Individual Membership").

Coaches/Instructors must:

- ◆ Sign a "Coaching Agreement". Returning coaches may use the previous contract provided necessary information is updated as needed.
- ◆ Complete proper tax / employment forms (if applicable).
- ◆ Be familiar with the policies, responsibilities, and regulations listed in this handbook.

To ensure that club membership is in complete agreement about their coach/instructors, all members of a particular sport club will be allowed to vote on these individuals on a yearly basis.

Coaches must never be appointed by another coach but must be voted on and approved by the membership. The coaches or club officers may recommend individuals but the club members decide who their coach will be for the next year.

In the event that a club would like to terminate a coach during the season and/or school year, it is the responsibility of the individual club and its officers to conduct a formal hearing and put the issue up for vote.

The Faculty Advisor

The members of the club choose the faculty advisor. The faculty advisor must be registered with the Sports Club Director in Campus Recreation. The role of the advisor is to:

- ◆ Recognize and support participation in the club for its contribution to the educational and personal development of students within the higher education setting.
- ◆ Be available during the development of plans and programs, if requested.
- ◆ Help ensure the activities and undertakings of the club are sound and reflect favorably on the university by offering suggestions or ideas for the group's discussion.
- ◆ Be available for mediation if club conflicts arise.
- ◆ The advisor needs to be aware of the policies and procedures in this handbook and the Student Code of Conduct.
- ◆ Be prepared to deal with major problems or emergencies within the club.
- ◆ Consult with the Sport Club Director about organizational problems, plans, or changes in organizational status when appropriate.

There are numerous resources on campus to assist advisors in effectively working with student organizations. These include persons knowledgeable about University rules and policies, student leadership, financial management, project planning, conflict resolution, and personnel counseling. Call Campus Recreation at 885-6381 or Associated Students University of Idaho at 885-6331 for more information.

Sport Club Federation Risk Management

OVERVIEW

Most policies and procedures, which are specified in this manual, exist to establish a risk management system for club activities. In all activity, whether competitive or recreational, there is a measure of risk. It is not possible to remove all risk from daily life or while participating in reasonable activities. It is desirable to remove all unnecessary risk to provide an environment whereby activities can be participated in and enjoyed without the likelihood of injury. Determining what is reasonable risk for an activity can be difficult and requires that all participants, club members, coaches and managers, supervisors, and university administrators work together to determine what risk is acceptable and how it can be managed. Risks that are not managed properly could cause the university to determine the Sport Club Federation, in general, or a specific sport club, is not worth the risk of having on campus.

It is the responsibility of all participants in a sport club to behave in a reasonable and responsible manner. If all extraneous risk factors such as field/facility conditions, weather, etc. are removed from consideration, there is still the problem of participant behavior and actions. It is vital that all participants, coaches, and advisors participate in a reasonable, prudent, and responsible manner at all times while participating in sport club activities. Team officers and leaders bear a special responsibility to ensure that all club members follow these rules, as well. The team leaders and coaches must make sure that practices, games, meets, etc. are carried out in a way that will enhance competition but still ensure the safe and enjoyable participation of all involved.

Due to the nature of sport clubs, there can be little or no direct supervision of club activities by university personnel. Clubs are responsible for organizing their own activities within the construct set by the Sport Club Federation and the University policies as set out in this and other regulatory documents. This means that clubs and the individuals that comprise them are directly responsible for the risk management factors for their sport.

It is vital that club officers and coaches as well as all participants share in the task of participating in the activity in a reasonable and prudent manner and within the specific rules and guidelines considered current and "state-of-the-art" for the specific activity they are engaged in. Individuals or the club and its membership as a whole can be held responsible for actions that do not meet these standards. Indirect supervision takes place by the personnel of the Sport Club Federation Office in requiring Assumption of Risk and Release of Liability forms to be signed and on file for all participants. The SCF also recommends educating club officers and participants in their responsibilities to and for the club; field and facility inspections looking for hazards that could cause injury; maintaining standards for safe participation in club activities; provision of a disciplinary process to assist in regulating club activities and club or individual member actions; and recommends training in first aid and CPR to enhance the safety of participants. First aid and CPR courses are offered through the University and local organizations.

Risk Management Policies and Procedures for All Clubs

All individual members of Sport Clubs must sign and have on file with the Sports Club Federation Office an Assumption of Risk and Release of Liability Form for participation in a club. These forms must be completed each school year.

Each club is required to submit all paperwork before club competition may occur. All required SCF forms are due by the first official SCFC meeting (usually by the end of Sept.) and or before any organized play is conducted. This includes Assumption of Risk and Release from Liability forms, Club Roster forms, Coach and Advisor Registration, as well as other required documents. Sanctions may be levied against clubs not meeting deadlines.

Each club is required to have a designated representative present at all meetings, training session or events of the Sport Club Federation. The designated representative is responsible for receiving and submitting all required documentation and coordinating risk management for their club with the Sport Club Federation personnel, submitting accident forms, regular field/facility safety inspections, and to keep the Sport Club Federation Office informed of all club activities, practices, meets, and events.

Each club should conduct a field/facility safety inspection at the beginning of each semester and on a regular basis during the course of each semester. Each club should appoint a club representative who will be responsible for conducting the inspections and report to the Campus Recreation Field Manager.

An approved “safety person” (Campus Recreation employee or an athletic trainer or assistant) must be present at all home games, matches, or events. The Sport Club Director will schedule the safety personnel upon receipt of a schedule of all home contests from each member club. No play shall take place without safety personnel present.

It is recommended that each club have at least one person present at all club activities, games, meets, or practices, who is currently certified in first aid and CPR. Courses in first aid and CPR are offered through the University. There are also courses taught through local hospitals and or community service groups.

It is the responsibility of club coaches and officers, as well as all members, to know what to do in the event of an emergency. The following procedures are applicable to all emergency situations:

- ◆ After determining the nature of the injury, except for superficial or minor injuries, have a designated person telephone 911.
- ◆ Take first aid steps necessary to maintain (or restore) essential life sustaining processes until emergency personnel arrive.

In the event of any injury that requires transportation to the hospital or emergency medical assistance, after dealing with the emergency immediately contact the Sport Club Director. If unable to reach the Sport Club Director, contact either the Campus Recreation Director or the Dean of Students.

Sport Club Director	(W) 885-4447	(H) 883-4251
Campus Recreation Director	(W) 885-2233	(H) 892-8967
Dean of Students	(W) 885-6757	(H) 882-8847

- ◆ Always file an accident report for any injury, even if the injury does not require medical assistance. These forms are available at the Sport Club Federation Office in the Student Recreation Center. File the report within 24 hours after the accident, if possible.

Note: Safety personnel are scheduled for all home games and events. In the event of an emergency during a scheduled home game, the safety person will be the first responder. However, safety personnel are *not* available for club practices or interclub events. **It is the responsibility of every club officer to have a facility emergency plan and review the emergency action plan with all club members.**

Health and Safety

It is the responsibility of students who wish to participate in sport clubs to evaluate the conditions of their health in relation to the demands of the sport. If uncertain, consult your personal physician or medical personnel at the student health center.

Idaho State Board of Education Requirement for Health Insurance

The Idaho State Board of Education adopted a policy requiring proof of valid health insurance as a condition of enrollment. This policy is mandatory for all Idaho public universities and colleges and applies to all degree-seeking undergraduate and graduate students physically enrolled for classes or completing other required degree work within the State of Idaho. The health insurance requirement applies to all international students enrolled at the Moscow campus or UI centers regardless of degree-seeking status or credit hours.

It is recommended that each club have at least one person present at all club activities, games, meets, or practices, who is currently certified in first aid and CPR and who is trained in emergency procedures. Courses in first aid and CPR are offered through the University. There are also courses offered through local hospitals and or community service groups.

Supplies and Equipment:

- ◆ First aid kits are available for check out to use at away games and events. A safety person with necessary first aid equipment and training will be scheduled for all home contests.
- ◆ A cellular phone is required at all home events to ensure communication with emergency personnel in the event of an emergency. Phones will be provided with the scheduled safety person. The phones are property of the SCF. Any damage or misuse of the phones will result in loss of funds from the club responsible for the phones at the time of damage or misuse. Calls for any business other than emergency situations (personal calls) will be charged to the club responsible for the phone at the time of the call.

Injury Report Forms and Records:

- ◆ Records of all injuries will be kept and filed with the Sport Club Director and the Campus Recreation Director.
- ◆ Club officers are responsible to report and submit an accident report for all accidents or injuries occurring to any club member during on or off-campus activities or competitions. These incidents must be reported to the Sport Club Director, using the Accident Report form, within 24 hours of the accident. The University Safety Office may investigate accidents.
- ◆ Accident Report forms are available in the Sport Club Federation Office and with first aid kits.

Insurance

Health Insurance

The Idaho State Board of Education adopted a policy requiring proof of valid health insurance as a condition of enrollment. This policy is mandatory for all Idaho public universities and colleges and applies to all degree-seeking undergraduate and graduate students physically enrolled for classes or completing other required degree work within the State of Idaho. The health insurance requirement applies to all international students enrolled at the Moscow campus or UI centers regardless of degree-seeking status or credit hours.

Student insurance is available through the Student Health Insurance Program (SHIP). Students who choose to waive participation in the SHIP must have health insurance that meets UI insurance requirements:

- 1). A lifetime maximum benefit of \$500,000 and covers either illness or injury.
- 2). Covers injury while participating in intramural, club, or NCAA intercollegiate sports programs. (If the student will be participating in such programs).

Students accept full financial responsibility for any medical expenses that are not covered by personal health insurance.

Details regarding student health insurance are available via the web site: www.uidaho.edu/ship, or visit the Student Health Services Building, Room 126, Phone: 208-885-2210, Fax: 208-885-1002, Email: health@uidaho.edu

Insurance for UI Vehicles and Rental Vehicles

All UI fleet vehicles are covered by UI liability and those vehicles five years or newer (or upon request) are covered by comprehensive-collision insurance with various deductibles and limitations. The information below describes the coverage for UI vehicles as well as the coverage for vehicles rented or privately owned and used by UI employees for University business. The coverage varies depending on the situation and type of vehicle. The following information describes the types of insurance coverage and what is available for UI vehicles as well as those rented or privately owned and used for UI business.

Vehicle Liability Insurance

This type insurance covers damage to the person or property of another through the fault of the operator of a vehicle. Idaho law requires all vehicles to be covered by vehicle liability insurance with minimum limits of \$25,000 per person, \$50,000 per occurrence for bodily injury and \$15,000 for property damage claims. UI maintains vehicle liability insurance on all its owned vehicles. There is no deductible, but there are statutory limitations to the coverage

Medical-Payments Insurance

This provides a limited amount (usually \$5,000) of first-dollar insurance for medical expenses when passengers or the driver of a vehicle are injured. Payments are available regardless of fault.

Medical-Payments Insurance for UI-Owned Vehicles.

Medical payments insurance **is not** carried on UI vehicles. Passengers in UI vehicles must be either UI employees, persons cooperating in UI projects, or UI students participating in authorized trips.

Privately Owned Vehicles Used for Official University Business.

The university's comprehensive-collision coverage **will not extend** to a private vehicle driven on university business by its owner or by another driver with the consent of the owner. The private vehicle's comprehensive-collision insurance (if available) will provide the only coverage.

Liability Insurance for Privately Owned Vehicles Used for Official University Business

When a UI employee uses a privately owned vehicle for official university business, *the privately owned vehicle's liability insurance is primary* and the UI's liability insurance is secondary, up to the limits of the *Idaho Tort Claims Act*. Individuals should check with their own insurance agent to determine coverage on their privately owned vehicle when used for business purposes.

Equipment

Equipment is categorized into two types: expendable and non-expendable. Expendable items are those items with a life expectancy of one year or less; i.e. ski wax, field paint, baseballs, etc. Non-expendable items have an expected lifetime of more than one year, such as nets, goals, bats, etc. Non-expendable and expendable equipment purchased from sport club funds becomes the property of the sport club program within the Campus Recreation unit. Each club should maintain and repair, as needed, any equipment they use or own to ensure a safe playing environment. It is the responsibility of each club to find suitable short-term storage for their equipment between practices, games, etc. Long term storage, summer recess or between seasons, of equipment which was purchased with SCF funds should be stored with Campus Recreation. Any lost or damaged equipment is the responsibility of the club currently using the equipment.

Sport clubs with permission of the Intramural Sports Director may use equipment available for Intramural Sports. Use of the equipment is the responsibility of the club and, if damaged or lost, must be replaced by the club. This equipment must be requested at least one week in advance of its intended use and returned by the specified return date.

Competition

Sport clubs are organized for competition. As members of the SCF, teams are not restricted to competition with other colleges and universities, but may also compete with other viably organized clubs. To meet the goals and objectives of the SCF, competition is required. The officers, coaches, and faculty advisors are responsible for preparing the clubs' schedules. The president of each club is to furnish copies of the club's schedule to the Sport Club Director. A sport club may establish additional eligibility requirements for intercollegiate participation. Sport clubs may enter individuals or teams in competition both on or off campus in which specific eligibility rules may be required. For example: age requirements or limitations, required league affiliation, level of team ranking etc. It is the club's responsibility to be aware of, and to abide by, such regulations.

A sport club desiring to affiliate with a conference or league must secure prior approval from the Sport Club Director, as well as meet any requirements of the league or conference.

Eligibility requirements may vary from sport to sport. Some sport clubs are affiliated with national or regional organizations that set eligibility standards for their sport. These requirements may restrict clubs to specific competitions. For example, many intercollegiate sports organizations will not allow staff, faculty or graduate students to compete on a team even though University of Idaho Sport Club Federation regulations would allow them to hold membership in the club.

Each club is responsible for knowing and following these regulations, and any sanctions for violating these regulations will apply to the offending club only. The Sport Club Director must approve affiliations with any association, league, or conference.

Post Season Play:

Clubs must meet one of the following to be eligible for post season funding:

1. Advance - Move on past normal season dates by meeting a predetermined standard.
2. Invited - Club gets invited based on merit, record, etc.
3. Qualify - Season record, tournament record, achieve a certain number of points, etc.

Post season allocation agreement: If a club is awarded funds for a post season tournament but does not advance through the entire tournament, any expenses occurring after the club is eliminated or finished playing will be the responsibility of the club. Any excess awarded money that is the result of early elimination, must be returned to the post season account.

Facilities

For most sport clubs, the availability of facilities is a constant concern. With the continued growth in recreational users of the University's facilities, the concern is amplified. In order to help eliminate scheduling conflicts and to endorse the Sport Club program, a reservation system is in place. Campus Recreation uses a priority based reservation system. The following list the various facility users and their place on the priority list: Academic classes, Athletics, Intramural Sports, Sport Clubs, Student Groups and Organizations, other groups (rental fees apply). **Clubs should turn in their facility requests as early as possible within the first 2 weeks of each semester (a separate reservation is required for each semester). The scheduler will wait until the second week of the semester to inform the clubs of the outcome of their requests.** The reservation form should be submitted to the Campus Recreation facilities scheduler for processing. Reservations are granted on a space-available basis within the priority system. How much time each club gets in a particular facility is also compared to other clubs and is a determining factor during scheduling. Indoor facility reservations are limited to a maximum of six hours per week and outdoor facilities (fields) are limited to ten hours per week. Every effort will be made to expand facility use for those clubs that require more time. However, there are many other student organizations as well as academic classes requesting facilities.

Field Regulations:

- ◆ Clubs are not to play on the fields if they are too wet. It is the decision of each individual club whether their practice/game/tournament may affect the condition of the field. Clubs should use good judgment. Their decisions could determine future use of the field for the team and other clubs. There are many conditions that may cause a delay in the use of a field: too much rain, problems with irrigation, poor field drainage, top dressing, lightning, etc. Misuse of facilities will be treated as a rules violation and handled by the SCFEB.

- ◆ Report any field hazard: (i.e., holes in fields, irrigation head protruding, sharp wire on fence, etc.) immediately to Campus Recreation so it can be corrected.
- ◆ No alcoholic beverages nor any kind of glass containers are permitted on or around University owned and managed intramural, club, athletic, and recreational facilities (fields, courts, pool, etc.). Also see supplemental alcohol policy. Offending players, spectators, and others must be instructed to remove alcoholic beverages from the area. If offenders do not comply, play of the game will stop until rules are followed. University of Idaho students may be subject to University judicial sanctions and all participants are subject to state laws and local ordinances concerning alcohol and illegal drugs.
- ◆ Clubs are responsible for picking up trash on the field.
- ◆ Weekend (Saturday & Sunday) games/tournaments have priority over practices.
- ◆ Clubs must remove all equipment from the field after each practice/game/match.

Campus Recreation staff have the right to close field usage or cancel club activities for violation of University policies and/or policies listed in this manual.

Officiating

For all club contests, it is important that qualified and impartial officials be selected. If possible, all officials should be hired through a Certified Officials Association. Any club hosting a home contest is responsible for contacting the proper officials association and completing proper paperwork. Individuals not employed through an officials association must check with the Campus Recreation Financial Technician and complete necessary paperwork required for contract employees. Club officers should see that all officials/referees working for their club follow proper procedures for employment; failure to do so may result in delay of payment for services.

Travel Policies

All travel by sport clubs is regulated by University and departmental policies and procedures. These are very strict and rigid for several reasons--most importantly, safety--and exceptions will not be considered. All off-campus travel must first be approved by the Sport Club Director. The following policies and procedures are currently in effect:

A club officer must meet with the Sport Club Director prior to departing on any off campus trip. It is the responsibility of the club officer to arrange a meeting time and to allow sufficient time to obtain any additional information deemed necessary or make corrections to the travel documents. No travel will be authorized without review and approval of required travel documentation.

Travel in Private Vehicles:

The following are the procedures required for the use of private vehicles for club travel:

- ◆ Travel forms must be submitted and approved by the Sport Club Director prior to the date of travel.
- ◆ A Sport Club Travel Authorization Form must be completed and approved.
- ◆ A Registration of Personal Vehicle and Rider List must be completed and approved.
- ◆ All travelers must have a current Emergency Contact Information form on file in the Sport Club office.
- ◆ Drivers of private vehicles for club travel must have proof of minimum insurance as required by the State of Idaho and must hold a current and valid driver's license.
- ◆ Travel in personal vehicles, or private rentals outside of University owned vehicles, is restricted to 9 passenger vehicles or less. CLUBS CHOOSING TO TRAVEL IN 12 OR 15 PASSENGER VANS, MOTOR POOL OR PRIVATE RENTAL, MUST COMPLETE THE VAN TRAINING COURSE. ONLY CLUB MEMBERS COMPLETING THE VAN TRAINING COURSE ARE PERMITTED TO DRIVE 12 AND OR 15 PASSENGER VANS.
- ◆ Private vehicles designed to carry 16 or more people (including the driver) may only be operated by persons with a Class C commercial driver's license. License ID must be listed on the travel form if applicable.
- ◆ All policies and procedures for use of University vehicles must be followed including the use of seat belts at all times by all passengers.
- ◆ Responsibility for adequate insurance and enforcement of required said policies for safe and efficient operation of privately owned vehicles is the responsibility of the owner/driver of the vehicle.

Travel in University Owned Vehicles

UI vehicles may be used only for official UI business. The use of university vehicles for personal or other non-official business is strictly prohibited.

University Vehicles

A "university vehicle" is any licensed vehicle owned, rented or leased for official university business or officially sanctioned student activity. A UI vehicle may be taken to an employee's home when it is to be used for official travel that begins or ends outside regular working hours and is approved by the Director.

Driver Responsibilities

Drivers are responsible for making sure that a certificate of liability insurance and copies of the forms are in the vehicle prior to driving it.

Authorized Drivers

UI vehicles may be driven only by UI employees or by authorized volunteers who have a valid driver's license and who meet the UI driver qualifications listed below. Students may be authorized to drive ASUI vehicles by procedures duly approved by the ASUI; names of students authorized to drive ASUI vehicles must be filed in writing, in advance, in the Risk Management Office. Student drivers must meet the UI driver qualifications listed below.

Passenger Restrictions

Only the following persons may ride in UI vehicles: UI employees, persons cooperating in UI projects or programs, and students participating in authorized travel. In the event persons other than UI employees, persons cooperating in UI projects or programs, and UI students participating in authorized trips are to be carried in a vehicle rented or leased for official UI business, approval by the driver's supervisor is required *before* the trip. If passengers in this category will be transported, please see the insurance section of this handbook for guidance on insurance.

University-Owned and Rental Vehicles

A Driver's Record Check is completed when the employee is first hired or before the employee's initial use of a university vehicle. Recommend that this process be completed at least once every three years thereafter. Driver's Record Checks for the state of Idaho may be made by designated and approved unit personnel. Out-of-State license holders and/or International license holders are responsible for providing a current copy of their driving record.

Based on the Driver's License Record, disqualify any designated driver who may have:

Accumulated on their Idaho driver's license record, six (6) or more points within the past twelve (12) months; nine (9) or more points within the past twenty-four (24) months; or twelve (12) or more points within the past thirty-six (36) months *or* accumulated on their out-of-state driver's license record, one-half the point total that would trigger suspension or revocation of their out-of-state driver's license; *or* a suspended or revoked driver's license within the past three (3) years for driving-related conduct (no driving for one (1) year from the most recent suspension/revocation date; *or* a conviction for an alcohol or drug-related offense while driving; (First offense, no driving for two (2) years from date of conviction; second offense/conviction, driving university vehicles is prohibited).

Driver's Responsibility for Accidents Involving UI Vehicles

The driver is responsible for reporting *all* accidents to his/her supervisor, obtaining a police report, as necessary, and filing an accident report to the Risk Management Office. It is also the driver's responsibility to make reports to law enforcement agencies as required by law.

Driver Responsibility for Reporting Damage

The driver is responsible for reporting *any* damage that occurs while a university owned/leased vehicle is being used to an appropriate representative of the department/agency to which the vehicle is permanently assigned.

Driver Qualifications:

- ◆ A driver must meet the following qualifications before he/she is permitted to drive a vehicle on official university business or officially sanctioned student activity:
- ◆ Driver must have a driver's license that is valid in the United States.
- ◆ Driver must be at least 18 years old.
- ◆ Driver of a 12- or 15-passenger van must be at least 18 years old, 20 years old if driving on roads with designated speed limits that exceed 35 mph.
- ◆ Driver must complete and sign a *Vehicle Use Agreement*
- ◆ Driver must pass a Driver's Record Check performed by the driver's unit or department.
- ◆ Driver must report to departmental supervisor any violations that disqualify him/her as a designated driver.
- ◆ Driver must successfully complete the appropriate training, see below or have a valid Commercial Driver's License (CDL).

Requirements for Driving Rented/Loaned/Leased Vehicles:

- ◆ Driver must meet all requirements for university-owned vehicles noted above.
- ◆ Driver must meet any specific requirements of the rental agency or loaning organization.

Van Driver Safety Training Course

This course *is required* for any employee or registered volunteer who plans to drive a 12- or 15-passenger van for official university business or officially sanctioned student activity. Employees who drive vans must retake this training course every five years.

Responsibilities and/or Driver Restrictions

Driving time per driver is limited to a maximum total of 8 hours per day. It is recommended that uninterrupted driving times do not exceed 2 hours, separated by a minimum 15 minute break.

Drivers may *not* use a cell phone while driving.

Smoking is *not* permitted in a university vehicle.

Open containers of alcohol are *not* permitted in a university vehicle nor will the driver drive under the influence of drugs or alcohol, except any medications as long as they *do not* impair the driver's ability or cause drowsiness.

Drivers and passengers *must* wear seat belts and/or shoulder belts at all times while driving or riding in all vehicles.

Drivers *must* adhere to all conditions listed in the *Vehicle Use Agreement*

State and local traffic laws, and university regulations must be obeyed at all times. A UI employee or authorized volunteer who violates such laws or regulations may, under certain circumstances, be *personally responsible* for any consequent damages or fines and may be subject to disciplinary action.

Information:

Questions regarding this policy or the use of UI vehicles for University official business may be referred to the Risk Management Office at (208) 885-7177. For information about Defensive Driving and Van Safety courses as well as additional information on this policy, visit Environmental Health & Safety's website at www.uidaho.edu/safety select "Register for Training" to view a list of classes currently available or "Driving Policies and Information."

In the event of an accident or the occurrence of an injury while traveling for an approved activity, after following necessary procedures for first aid, contact the Sport Club Director immediately. If unable to reach the Sport Club Director, contact either the Campus Recreation Director or the Dean of Students.

Sport Club Director	(W) 885-4447	(H) 883-4251
Campus Recreation Director	(W) 885-2233	(H) 892-8967
Dean of Students	(W) 885-6757	(H) 882-8847

- ◆ Details of an accident are reported on a standard "ACORD" form (Agency Company Operations Research and Development). Copies of this form, with instructions for its use, and of a notice entitled "Citizens Claim Procedure" are placed in each UI vehicle. Additional supplies are in offices of departments to which vehicles are assigned and in the Office of Administrative Affairs (ADO 201, 885-7177). The completed report is delivered to Facilities Management, in cases involving UI Motor Pool vehicles, and directly to the Office of Financial Affairs in other cases.
- ◆ It is the driver's responsibility also to make reports to law enforcement agencies as required by law.

Additional Policies for all Travel:

- ◆ If a club is using more than one vehicle, the club members should consider traveling together (caravan). Late or early departures by one vehicle should be avoided if possible.
- ◆ One cellular phone *must* accompany every group when traveling (travel to WSU and Lewiston excluded). Multiple vehicle groups only need one phone per group. Phones may be checked out through the Sport Club Director up to three days prior to departure. Personal cell phones may be used in place of the Federation owned phones provided the phone number of the personal phone is listed on the Travel Authorization form
- ◆ Alcohol and non-legal drugs are not allowed in vehicles (private or University owned) that are used for SCF sponsored events. University policies as well as state and federal laws regarding alcohol and non-legal drugs pertain to *any* SCF travel. (See Drugs and Alcohol Section).

Finances

The SCF operates from a budget, which is based on the enrollment of full and part-time students each year (\$4.50 from each full-time student and \$1.00 for each part-time credit hour). Each April, all member clubs are required to complete a detailed budget for the next school year. The budgets are then reviewed by the SCFC at a special budget hearing. Each club is allocated funds based on their requests and recommendations of the SCFC. The SCF has a 100% matching funds policy of any funds allocated over \$800. This means that clubs will be required to raise funds on their own in order to match 80% of the amount over \$800 given to them by the SCF. The money that the clubs raise must be placed in the on-campus “Y” accounts for record keeping purposes. Clubs failing to match 100% of the allocated amount will have the shortfall subtracted from next year’s budget. All clubs have the option to request a flat allocation of \$800. Any club choosing this option is not required to complete a budget request form, attend the budget hearing, or match any portion of the \$800. The procedures for requesting/receiving sport club funding are:

- ◆ Secure Budget Request Forms from the Sport Club office (clubs may use their own forms if desired).
- ◆ Develop a budget projection for the upcoming year in accordance with the criteria governing club expenditures.
- ◆ Complete the budget request form and return it to the Sport Club Director before the deadline set by the SCFC.
- ◆ Sport Club Director checks requests to ensure that the club is in good standing.
- ◆ Budget requests are then taken to the SCFC for review and vote for allocation of funds. Some factors in determining a club’s allocations may be:
 - 1) Number of club members.
 - 2) Dues paid by members.
 - 3) Required fees for use of facilities outside the University.
 - 4) One semester or two-semester club.
 - 5) Fund-raising efforts and meeting fund-raising requirements.
 - 6) Attendance record at SCFC meetings.
 - 7) How well a club is serving the students of the University.
 - 8) Meeting the requirements and deadlines imposed by the SCF, i.e. complete and thorough paperwork.
 - 9) The financial need of the club and the funds available for distribution.

In addition to the criteria listed above, the SCF has standard formulas used for developing club budgets. This format is used to ensure each club uses the same equations when calculating hotel expenses, mileage, etc. The guidelines may change from year to year. Therefore, clubs should obtain a current copy of the guidelines from the Director prior to developing the next year’s budget.

Post Season Play and Additional Funding Requests:

Each year the SCFC establishes a post-season play account. A portion of the SCF budget is set-aside for clubs who may advance to additional events beyond what was anticipated on their beginning budgets. Clubs requesting post season (see definition under “Competition” section) funding are required to submit an additional budget request to the SCFC. The SCFC will vote to determine post-season allocations as requests are received.

The SCF attempts to maintain a reserve account. The main purpose of this account is to supply additional limited funding for individual clubs that encounter unforeseen expenses. Additional funding may also be used to help a “new club” get started. Any club applying for additional funds must complete a written request and submit it to the SCFC. The Council will determine if additional funding is warranted, including amount and any terms attached.

Note: All financial obligations incurred by the club remain those of the club, not of the University of Idaho.

The Sport Club Director will assist the sport club treasurer in answering all financial questions and establishing appropriate club accounts. All income and disbursements of SCF funds shall be made through the organization's accounts. The organization's treasurer should retain copies of all receipts, deposit slips, and bills. Approval for all purchases must be given by the Sport Club Director prior to the use of SCF funds.

Guidelines for Using Sport Club Federation Funds

Every sport club has been assigned a “Y” account. Simply put, this account is part of the University accounting system. The account is maintained and monitored by the Budget Office and the Sport Club Director. At the beginning of the school year, each club that was allocated funds as a result of the budget hearings will have the allocated amount deposited into their “Y” account. Funds from the club accounts may be used as follows:

Reimbursement For Travel

- ◆ Clubs may spend their own money or use a personal credit card on Sport Club related travel and get reimbursed.
- ◆ Complete a Travel Expense Claim.
- ◆ Attach all receipts to the Claim form and turn in to the Sport Club Director within three days upon returning to the University.
- ◆ The reimbursement check will only be made out to one club member. It is the responsibility of the club treasurer to distribute the money accordingly. All receipts from other club members must be signed over to the club treasurer (sign and date the back of the receipt).
- ◆ It takes two to three weeks to receive the reimbursement. Reimbursement checks will be placed in the clubs mailbox and the reimbursement recipient will be notified via email.

Reimbursement (Other Than Travel)

- ◆ Clubs may spend their own money or use a personal credit card on Sport Club related business and get reimbursed.
- ◆ Complete a Sport Club Federation Reimbursement Form.
- ◆ Attach all receipts to the form. Return all paperwork to the Sport Club Director within three days from the date of purchases.
- ◆ The reimbursement check will only be made out to one club member. It is the responsibility of the club treasurer to distribute the money accordingly.
- ◆ It takes two to three weeks to receive the reimbursement.

Note: Personal reimbursements for expenses other than travel should be avoided.. Whenever possible, payments using the University system or credit card are preferable.

Prepaid Expenses

- ◆ There may be an occasion when a club anticipates an expense too large for a club member to pay and get reimbursed at a later date. Such as, an event entry fee and lodging that may exceed several hundred dollars combined as one bill. Prepaying expenses of this nature is allowed, however, it is not always possible. Additionally, Accounts Payable often requires extra time to complete such transactions. Clubs anticipating prepayment requests should plan to meet with the Director at least 3 weeks in advance of the request.

Credit Card

- ◆ May be used for purchasing merchandise or paying registration fees.
- ◆ Authorized club reps may reserve the credit card. A sign out sheet is available in the sport club office.
- ◆ Orders may be placed online from the Sport Club office, by mail, by phone, or traditional purchases from vendors in town.
- ◆ Any items purchased that require shipping must be shipped to University of Idaho, Student Rec Center, 1000 Paradise Creek St. Moscow, ID 83844-1230.
- ◆ After using the credit card, return the card to the sport club office. An invoice, copy of an invoice or a faxed invoice must accompany the credit card if a purchase was made. Place receipts in the sign-out book.
- ◆ Log the required information in the credit card sign-out book.

Claim Voucher

- ◆ Usually used for dues or association fees; fees to outside contractors and consultants; commercial airfare purchased directly from airlines; reimbursement for food items outside of travel, i.e. special events such as bar-b-ques.
- ◆ Submit bill or application to Sport Club Director.
- ◆ Allow two weeks minimum for the voucher to be processed. Be sure to allow additional time if payment must meet a deadline and the voucher needs to be mailed.
- ◆ Checks will be made out to the company or association only. Any requests for vouchers to be made out to individuals must accompany an explanation as to the reason why and will also need to be approved by the Sport Club Director and Accounts Payable.

Note: The Accounts Payable and Travel Departments have strict requirements pertaining to record keeping and receipts. Students **MUST** follow the policies listed and meet the timelines listed. Poor record keeping and or insufficient receipts may result in failure to be reimbursed. State and Federal governments require most policies in this handbook that pertain to financial affairs. The University accounting system enforces these policies – *they are NOT negotiable*.

Fund Raising

All-fund raising activities must be in keeping with State, University, and Departmental policies. Fund raising information is available in the ASUI Activities Center located in room 302 of the Commons or contact the Student Activities Coordinator @ 885-2237 or visit www.uidaho.edu/clubs

For special events, fund raisers, or other public events, consult with the Sport Club Director regarding university policies and procedures for these events. Clubs may be required to meet certain prerequisites before holding an event.

Food and other sales are restricted by University regulation. Check out whether these are possible well ahead of the event.

Raffles or other gambling-type events are subject to state laws and regulations. Similar events may also have specific regulations. See the Sport Club Director prior to planning any event of this type.

Web Pages

The SCF strongly recommends that all member clubs maintain a web page. Web page accounts are available through the Student Activities and Leadership Office.

All clubs are required to furnish the name and email address of two contact persons. This information will be posted on the SCF web page. Contact persons are expected to return e-mail inquiries from new and or prospective students, other clubs or universities, and similar inquiries pertaining to their specific club.

Relationship to the University

Guidelines for use of the University of Idaho name and identifying marks apply to all University departments. Clubs should check with the Director prior to using The University's name and or associated artwork and logos.

When using the University's name, the sport club speaks only for their club and not officially for the University, the office of Campus Recreation, or the Athletic Department.

Scholarships

Paul W. Jorgensen Memorial Scholarship

Sport Club Federation members may be eligible for scholarships. The Paul W. Jorgensen Memorial Scholarship was set up by the family of Paul Jorgensen, a former UI basketball player who attended UI from 1972-76. He was a member of Sigma Alpha Epsilon Fraternity and graduated with a degree in marketing in 1976. Jorgensen died of cancer in May of 1991 at the age of 36 and his family set up a memorial fund in his name.

The scholarship is designated for non-scholarship athletes in the Business Department. Club members eligible to apply for the scholarships must demonstrate financial need, be in good standing academically, and be pursuing a degree in the College of Business and Economics. Preference is given to students participating in club athletics, or varsity athletics without a scholarship.

SCFC members should inform all club members of the availability of the scholarship. The club members meeting the requirements should complete an application. Applications are available through the SCF office and the College of Business and Economics.

Peter S. Soderlund Memorial Endowment

This endowment was created to honor the memory of Peter Sparling Soderlund. Peter was born May 1, 1961 at Boise, Idaho. He attended Boise schools and graduated from Capital High in 1979 Peter was an avid outdoorsman, greatly enjoyed participating in sports of all kinds and had an infectious zest for life. Peter died on April 26, 1986. At the time of his death, Peter was a psychology major at the University of Idaho.

The annual income generated by investing the principal shall be made available to the Sport Club Program. Current needs for which these funds may be expended shall include, but not limited to: (a) support of post-season play/competition; (b) purchase of club/team uniforms; (c) purchase of athletic equipment; (d) travel expenses to games, competitions, and tournaments; and (e) registration or competition entrance fees. Current needs that benefit the greatest number of students should be given the highest funding priority.