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## Introduction

### University of Idaho:

We will be a leader among land-grant and flagship institutions in the 21st century by promoting an entrepreneurial spirit; embracing the contributions of multiple cultures, identities, and perspectives; and bringing together the talents and enthusiasm of faculty, staff, and students. We will be widely recognized as a creative university that is both environmentally and fiscally sustainable and is an engaged partner in addressing the changing needs of our stakeholders in Idaho, the nation, and the world.

### Division of Student Affairs:

The Division of Student Affairs supports a wide array of programs that foster transformational experiences for University of Idaho students. These programs help to create an environment for Vandals that is not just about obtaining a degree but about developing skills that will enrich an entire lifetime.

### Campus Recreation:

Campus Recreation provides the finest programs, services, facilities and equipment to enrich the University of Idaho learning experience. The department fosters a lifetime appreciation and involvement in recreation and wellness activities for our students, faculty, staff and the community. Campus

Recreation contributes to the physical, social, intellectual and cultural development of those we serve.

### Sports Club Program:

The purpose of the University of Idaho Sport Club Program is to provide students the opportunity to participate in a competitive environment against intercollegiate teams, with an emphasis on student leadership, development and involvement. The Sport Clubs represent the University of Idaho while competing regionally and nationally. The teams are administered by students under the supervision of the Associate Director of Campus Recreation: Competitive and Recreational Sports.

### Contact Information:

Campus Recreation  
875 Perimeter Drive MS1230 Moscow,  
ID 83844-1230  
Phone: 208-885-6381

#### Sport Club Staff:

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The Sport Club Federation is comprised of student-run sport clubs that work together under the authority of the Campus Recreation department to provide competitive and recreational programs for the students at the University of Idaho. Each club elects their own officers, provides a representative to the Sport Club Federation Council, raises funds, arranges their competitions and activity schedules, as well as promotes their organizational activities.

This handbook serves as the primary tool for clubs to organize and operate under the auspices of the Campus Recreation and 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. This handbook can help provide the structure to develop leadership skills and abilities within clubs to maintain and promote excellence in club management.

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.

## 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 subdivision of Campus Recreation and is advised and supervised by the Associate Director of Campus Recreation: Competitive and Recreational Sports and assisted by the Coordinator of Competitive and Recreational Sports. Funding for the SCF comes from a portion of Student Activity Fees collected as part of enrollment paid by each student: \$5.75 from every full-time student and \$1.00 per credit hour from every part-time student each semester. 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 outgoing Sport Club Federation Executive Board after the end of the year audit; and is passed by the incoming Sport Club Federation Executive Board. The Associate Director of Campus Recreation: Competitive and Recreational Sports is a non-voting member but assists with the process. The Sport Club Executive Board nominations are taken prior to the end of the year audit meeting. See more in the Sport Club Executive Board below.

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 Campus Recreation and the University of Idaho.

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.

In addition to its responsibilities of representing the SCF, the Council develops policies and procedures for operating the SCF, assists clubs in their operations. Clubs choose their own representative of the SCFC and must have a representative present at all designated SCFC meetings or activities.

## Meetings

The Sport Club Federation will meet monthly. During the fall semester the meetings will be the last Wednesday of the month, and during the Spring Semester the SCF meeting will be the first Wednesday of the month. The meeting will be in the Student Recreation Center classroom at 6pm.

2016-2017 Meetings – Fall: August 31<sup>th</sup>, September 21<sup>st</sup>, October 26<sup>th</sup>, November 16<sup>th</sup>, December 2<sup>nd</sup>

Spring: January 25<sup>th</sup>, February 22<sup>nd</sup>, March 29<sup>th</sup>, April 19<sup>th</sup>, May 3<sup>th</sup>

Key meetings: December 2<sup>nd</sup> and May 4<sup>th</sup> will be audit meetings. Postseason funding requests will be accepted on February 2<sup>nd</sup> and allocated by the March 2<sup>nd</sup> meeting.

## Governance

### 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 Associate Director of Campus Recreation: Competitive and Recreational Sports. 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.

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 Associate 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 or more 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 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 and setting budget allocations 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. Finally at the end of the academic year, the current Executive Board will submit the proposed allocations and the incoming Executive Board will vote to pass the proposed allocations. 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 its contents.

### Current Active Clubs

Baseball

Bass Fishing

Climbing

Cycling

Fastpitch Softball

Golf

Horse Polo

Men's Ice Hockey

Women's Ice Hockey

Men's Lacrosse

Women's Lacrosse

Logger Sports

Rodeo

Men's Rugby

Women's Rugby

Ski & Snowboard Club

Men's Soccer

Women's Soccer

Trap Shooting

Men's Ultimate

Women's Ultimate

Men's Volleyball

Women's Volleyball

Water Polo

Wrestling

## 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. The Sport Club Staff 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.

## Club Eligibility

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 Handbook and complete the acknowledgment form.
- Have an updated Club Constitution on File.

Each member must:

- Complete and sign the Assumption of Risk and Release from Liability Form.
- Complete the Sport Club Code of Conduct Form.
- Review this Handbook.

All required forms are available at the Campus Recreation 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 Staff 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.

### HOW TO JOIN A CLUB

Each club sport will determine its own membership guidelines, but they must be free of any restriction based on race, color, national or ethnic origin, religion, gender, disability, age, or sexual orientation. Some clubs may limit membership based on eligibility rules of the club’s league or governing body.

- All current enrolled full-time or part-time University of Idaho students are eligible to participate.

- Contact Campus Recreation 208-885-6381 or view website for club representative contact information.
- Complete required participation paperwork.
- Attend club meetings and practices.

## ADMINISTRATIVE ASSISTANCE FOR CLUBS

To assist the clubs in achieving success in whatever capacity they define success, and to ensure they remain compliant with Campus Recreation and University policies the Club Sport Staff offers administrative assistance that includes, but is not limited to, the following:

- Facility Scheduling for teams that use Campus Recreation facilities, other University or city spaces, the Campus Recreation Staff will act as the liaison in scheduling these facilities for practice, games, and special events.
- Scheduling Officials (Sports Club Office will assist in finding qualified officials for home events, if necessary)
- Booking Travel Accommodations
- Reimbursements
- Financial Assistance
- Ordering Equipment
- Apparel Orders: To stay compliant with the University's brand standards, the Campus Recreation staff will approve all artwork and help find licensed vendors.

## Unacceptable behaviors

The following section, although not an exhaustive list, categorizes specific acts of misconduct related to both behavior as well as administration of the club. When appropriate, the club and its leadership should confront *individual* club members who are in violation or might be in violation of the behaviors and responsibilities outlined below. Realize that all it takes is one individual who cannot conduct him/herself appropriately to cause the whole group to be perceived in a negative light.

### General Unacceptable Conduct

1. Loud, unruly, disruptive or inappropriate behavior at events, practice, fundraisers, socials, or while traveling.
2. Engaging in activities in poor taste or that generally portrays the Club, Federation, Campus Recreation or University in a negative light, which includes but is not limited to: lewd acts, alcohol consumption, hazing, sexually explicit images, or general disregard for a standard of decency.
3. Gross unsportsmanlike conduct during competition.
4. Physical or verbal abuse of opponents, teammates, officials, event staff, or spectators.
5. Fights, trash talking, general disrespect toward opponents, officials, event coordinators, staff and spectators.
6. Making a mockery of the game.

NOTE - The above listed behaviors could be found on websites, social media, message boards, chat rooms, fliers or other medium that could be directly or indirectly attributable to the club or its members.

### Unacceptable Conduct during Practice or Competition

1. Ignoring general facility policies regarding food/drinks, pets, alcohol, parking, etc.
2. Failure to leave facility on time.
3. Entering facility too soon which interrupts another group.
4. Leaving club equipment or personal items out.
5. Lack of cleanliness of practice space; disarray of storage facility.
6. Not reporting an injury or bodily fluid spill to staff.
7. No-showing for practice without proper notification.
8. Showing up late or no-showing to a special event.
9. Cancelling an event without proper notification.

### Unacceptable Administrative and Financial Practices

1. Not documenting and itemizing money collection.
2. Allowing a person to practice, travel or participate without being registered (waiver) with the club.
3. Purchasing or establishing contracts with vendors without prior approval.
4. Allowing a coach to work with the club without submitting paperwork and office approval.
5. Club traveling without an approved Travel Request on file.
6. Conducting an event (competition, game, seminar, meet, show) without approval.
7. Conducting a fundraiser without approval.
8. Not fulfilling general responsibilities, which includes, but is not limited to, the following: 
  - Re-registering with by said deadline.
  - Attendance at Meetings and trainings
  - General lack of participation or follow-through in responsibilities and expectations as a Sport Club.

### Alcohol and Other Drugs

University, city and state laws concerning alcohol specifically prohibit the purchase, consumption, or furnishing for consumption of alcohol, except where explicitly authorized. The use of drugs, except for established medical purposes determined by prescription of a physician, or the distribution of drugs is prohibited.

Alcohol consumption or drug use during a club-sponsored event is not allowed. This includes but is not limited to the following:

1. Traveling to or from an event as a player, spectator or coach.
2. University policies prohibit alcohol and drugs in state owned vehicles.
3. While at event site or within the vicinity of the event site as a player, spectator or coach.
4. In hotel, motel, campsite, etc.
5. On site before, during or after practice or home event.
6. Guests or fans in attendance at a club event must follow the same guidelines and it is the responsibility of the club officers and members to enforce such policies.

## Hazing

Hazing, which includes, but is not limited to, any action or participation in any activity that (i) causes or intends to cause physical or mental discomfort or distress, (ii) may demean any person, regardless of location, intent or consent of participants, or (iii) destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in, a group or organization. The express or implied consent of the victim will not be a defense. Apathy or acquiescence in the presence of hazing are not neutral acts; they are also violations of this rule.

## Sexual Harassment

Sexual harassment will not be tolerated. If you have been harassed, there are resources on campus to help. The university policy and resources for sexual harassment are found at <http://www.uidaho.edu/Diversity-Human-Rights/Human-Rights-Access-and-Inclusion/Title-IX-andSexual-Harassment> you must report it to the Sport Club office and we will help start the process as well as find support systems for your needs.

## Disciplinary Action and Appeals Process

The Associate Director of Competitive and Recreational Sports will handle all disciplinary action of the individual club or its' members if deemed outside the scope of the Sport Clubs Executive Board. The University may also take additional disciplinary action if necessary. Once the scope of the infraction is determined the Associate Director will inform the Executive Board and it will be heard by the board unless the club chooses to forgo the process.

Individuals or clubs wishing to appeal a decision regarding disciplinary action can appeal that decision in writing to the Associate Director of Competitive Sports, clearly stating the reasons for appeal and the circumstances related to the situation causing the disciplinary action.

This must be done within 72 hours of the notice of disciplinary action. The Associate Director of Competitive and Recreational Sports will review the information presented and, if necessary, meet with the individual(s) or club representatives. The Assistant Director of Competitive Sports will set a meeting with the Executive Board.

Any Club that is suspended will forfeit their allocation and any opportunity to apply for additional funds from the Council.

## State and Local Laws

Clubs must abide by all Federal, State and local health and safety regulations and laws. Clubs are expected to conduct regular, safe training for members. They are to follow regulations and laws which govern their sport.

## Violations

Violations of the following and other University regulations and/or unwillingness to abide by the policies of the Sport Clubs Program such as: falsification of documents, failure to submit changes of information,

failure to submit appropriate paperwork by deadlines, utilization of University facilities without prior authorization, and failure of club officers to fulfill their designated responsibilities may result in loss of Sport Clubs status for a designated amount of time. **AT ANY TIME FOR ANY REASON, THE SPORT CLUBS ADMINISTRATIVE STAFF CAN TAKE ACTION AGAINST ANY CLUBS FOR THESE VIOLATIONS AND MORE.**

## Points System

Based on facts found the Associate Director will provide a recommendation to the Executive Board for points. Once informed the Executive Board will make a final determination. The club in question can appeal to the federation for review.

### 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. Points are for one academic year, unless determined differently by the Executive Board.

Examples of penalties:

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. Spending without prior approval of University of Idaho allocation.
<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>	Minor infractions

## 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.

#### 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.

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.

#### **Coaches/Instructors must:**

- \* Sign a "Coaching Agreement". Returning coaches may use the previous contract provided necessary information is updated as needed.
- \* 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.

Most clubs operate with some level of coaching. Some teams operate with student coaches, while others elect to seek the assistance of an external volunteer coach. This position is encouraged but not required by the Sport Club program. It is necessary for all coaches to maintain the same philosophy of student development incorporated into the Sports Club program. The coach must allow the students to take on the administrative requirements of the Club Sports program and concentrate his/her efforts toward the "on-field" coaching decisions. The Sports Club staff reserves the right to refuse or revoke a coaching application if Sports Club program philosophy and policies are not followed. The selection of coaches is the responsibility of the individual club, but is subject to approval by the Sports Club Staff. The following conditions must be recognized in order to become a non-student club sports volunteer coach.

- Approved "Coaching Information and Application" form on file.
- Interview with the Sports Club staff before assuming coaching role.
- Read the Sports Club Handbook and become familiar with procedures and policies.
- Ineligible to participate in club competition (unless he/she qualifies as a club member).
- Background checks may be conducted on prospective coaches if the Assistant Director of Campus Recreation Programs and Club Sports Coordinator deem it necessary.

Any coach found in violation of the club sport coach eligibility and/or does not maintain the same philosophy of student development as the Club Sports Office may be expelled from the Sports Club Program. Volunteer coaches serve at the pleasure of the Club Sports Office and may be dismissed at any time. A meeting may be called at any time during the season by the members of the club to cast their votes in support or disapproval of a volunteer coach. At any time when a meeting such as this occurs, if 51% of the players disapprove of the coach, he/she will be dismissed from his/her duties.

**The roles and responsibilities of a Coach within the Sports Club Program include, but are not limited to the following: Coaching**

- The coach restricts his/her contributions to instruction and coaching and will not have active involvement in club management. A sport club is first and foremost a student organization and as such, the student representative must serve as the liaison between the club and the Sports Club/Campus Recreation Office. The key to the Sport Club program is the emphasis placed on student leadership and participation.
- The coach makes player attendance at practice a priority.
- The coach seeks to actively develop and improve the skills of new and returning club members.
- The coach attends all practices and games on time unless discussed previously with the captains and team leadership.
- The coach is prepared for all games and practices, sets goals, and shares them with the team.

#### **Conduct**

- The coach is familiar with the current Club Sports Handbook and is required to conform to and abide by any applicable rules and regulations of University of Idaho Sports Club
- The coach keeps his/her interactions with the team at a professional level.
- The coaches work together actively and collaboratively.

- The coach is approachable and willing to listen to suggestions from the team.
- The coach promotes good sportsmanship both in practice and in competition.
- The coach will act as a role model to the team members and ensure that all team members positively represent the University of Idaho.

## 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 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” 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.

Butch Fealy – 1st Contact	(W) 885-8979	(C) 208-310-1087
Greg Tatham – AVP Student 2 <sup>nd</sup> Contact	(W) 885-2233	(C) 208 641-8614
Dean of Students	(W) 885-6757	

- \* 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.**

**Supplies and Equipment:**

- First aid kits with AEDs 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.
- Since most people carry phones, please designate one for emergency personnel in the event of an emergency.

### **Injury Report Forms and Records:**

- Records of all injuries will be kept and filed with the Campus Recreation staff, please document and turn in to the office.
- 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 Campus Recreation Office and with first aid kits.

### **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 Staff. The following policies and procedures are currently in effect:

A club officer must meet with the Sport Club Staff 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. All paperwork must be turned in no later than 3pm Thursday for weekend travel.

#### *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 Staff 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.
- Drivers must be 21 years old in order to drive vehicles that carry more than 8 passengers.
- 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.

#### *Driver Safety Training Course*

This course **is required** for any employee or registered volunteer who plans to drive University of Idaho vehicles 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.

#### *More 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](http://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 Associate Director of Campus Recreation immediately. If unavailable contact either the AVP for Student Affairs or the Dean of Students.

- 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.
- Since most students carry a phone, please have one designated as the emergency contact phone

(travel to WSU and Lewiston excluded). Phone numbers of travelers should all be 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.

## Finances

The SCF operates from a budget, which is based on the enrollment of full and part-time students each year through student fees. Each April, all member clubs are required to complete a detailed budget for the next school year. The budgets are then reviewed by the SCEB at a special budget hearing. Each club is allocated funds based on their requests and recommendations of the SCEB. Clubs must meet at minimum a match of fundraised dollars for the amount given by the SCEB – Example Fight club was awarded \$1000, the team must fundraise \$1000.

- 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 Staff before the budget meeting.
- Sport Club Staff checks requests to ensure that the club is in good standing.
- Budget requests are then taken to the SCEB 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) Fund-raising efforts and meeting fund-raising requirements.
  - 5) Attendance record and points accumulated.
  - 6) How well a club is serving the University of Idaho.
  - 7) Meeting the requirements and deadlines imposed by the SCF, i.e. complete and thorough paperwork.
  - 8) The financial need of the club and the funds available for distribution.

## 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 staff. A sport club may establish additional eligibility requirements for intercollegiate participation. Sport clubs may enter individuals or teams in competition both on and 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 Staff, 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.

## **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.

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.

## **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. **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 Staff 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 Staff prior to the use of SCF funds.

## 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 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. Sport Clubs using outdoor spaces will be scheduled at the first meeting of the fall semester and will revisit the schedule the first meeting of spring semester.

## Field Regulations:

### Guy Wicks Fields

- 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.). 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.

## 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, Campus Recreation and the Sport Club Staff. 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. (Gas, hotel, tolls)
- Complete a Travel Expense Claim.
- Attach all receipts to the Claim form and turn in to the Sport Club Staff 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). Clubs should handle reimbursements internally and have a plan on how funds are used prior to reimbursements.
- 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.
- Any fraudulent claims or withholding of reimbursements by club treasurers will be dealt with depending on the type of infraction, including University Conduct (Student Code of Conduct A-2, section b.).

## Reimbursement (Other Than Travel)

- Get authorization to prior purchase items from Sport Club staff.
- 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 Staff 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.

**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 or by phone from the Campus Recreation Office, or traditional purchases from vendors in town.
- Any items purchased that require shipping must be shipped to University of Idaho, Student Rec Center, 875 Perimeter Dr. 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/Purchase Order

- Usually used for dues or association fees; fees to outside contractors, consultants and occasional entry fees.
- Submit bill or application to Sport Club Staff.
- 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 Staff 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 compliance with State, University, and Departmental policies.

For special events, fund raisers, or other public events, consult with the Sport Club Staff 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 Staff prior to planning any event of this type.

## Web and Marketing

The SCF strongly recommends that all member clubs maintain a strong web presence. Kristin Strong the Marketing Coordinator will assist with clubs pages on the Campus Recreation website. Contact for an appointment. 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. Clubs may also use social media to enhance outreach, please post only appropriate pictures and information that relates to the club and club activities.

Also there is availability to post events and marketing on the flat screens at the Student Recreation Center. It is also good to have a presence at University Events like Palousafest, Vandal recruitment events and Campus Recreation sponsored events.

## 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.