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Our Mission

University Recreation engages the Washington State University community in healthy, active living.

Core Values

Discovery

Excellence

Play

Sustainability

Wellbeing

SPORTS CLUB FEDERATION HANDBOOK

Introduction

Welcome to the 2018-2019 Sport Club Federation season! The Sport Club Federation is a unique program of University Recreation that allows students to organize their own clubs to further their activity and competition in sports about which they may feel passionate. This handbook will help club officers, coaches/instructors, and members to direct the activities of club and also includes all forms the club will need. If you need additional help please call the University Recreation offices at 335-8732, email sportclubs@wsu.edu or make an appointment with the Sport Club Coordinators.

What is the Sport Club Federation?

The Sport Club Federation is comprised of student-run sport clubs that work together under the umbrella of the University Recreation department to provide competitive, recreational, and instructional programs for the students of Washington State University. 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 University Recreation Department and within the structure of Washington State University. Club officers, coaches, and members are required to familiarize themselves with the contents of this book and to utilize it in the operation of their clubs. The policies, procedures and information presented in this book will be used in managing the clubs and are vital to club's operations as they fit within this structure. It is important that club officers, coaches, and members understand the information provided in this manual. If you need an extra electronic or paper copy please visit the Sport Clubs website at urec.wsu.edu/sportclubs.

This handbook can help provide the structure to develop leadership skills and abilities. Clubs that do not encourage the development of leadership qualities in its membership will likely fail. Clubs come and go regularly, and only those who can establish a tradition of leadership and organization will survive. Clubs are only as good as the students in them. Make a strong effort and your club will be one of the success stories.

Sport Club Federation Administrative Staff

Matt Shaw Assistant Director SRC 250 335-9660 mattshaw@wsu.edu	DJ Mackie Coordinator SRC 250 335-2218 dmackie@wsu.edu	Melanie Rossetti Coordinator SRC 250 335-3791 melanie.rossetti@wsu.edu
Melissa Allbee Travel Coordinator SRC 142 335-6639 m.allbee@wsu.edu	Joanne Greene Director SRC 250 335-9669 joanne_greene@wsu.edu	
Sport Club Office: SRC 250 509-335-8732	Sport Club Emergency Phone: 509-730-5803	

STARTING A NEW SPORT CLUB

Students may petition the Sport Club Federation Council to add a new club to the Sport Club Federation at any time. The following policies and procedures are required of new clubs who wish to become a Sport Club Federation member or pre-existing clubs that have been inactive for more than 12 months:

1. Student organizers meet with a Sport Club Coordinator and review the current Sport Club Handbook and fill out a New Sport Club Application. University Recreation's Risk Management Committee will evaluate all new club applications.
2. A club constitution is required to be submitted. Club operational by-laws should also be established. This constitution must be reviewed and approved every year.
3. The club must prove it has at least ten (10) members willing to pay dues and follow the club's by-laws and constitution.
4. The club must prove there is interested, involved, and committed student leadership capable of organizing and leading the club. The club must have full-time students in the club president and treasurer positions. Additionally, there must be an individual identified as a coach/instructor to work with the club. The coach/instructor must have acceptable skills and knowledge to assist the club in developing their competitive abilities.
5. The club must be in a sport or activity that is not currently offered by the Sport Club Federation.
6. Provide information on the sport or activity to be presented to university risk management to determine whether the club and the sport meet the criteria for acceptable risk levels.
7. The club must provide suggestions for the facility and equipment that is needed to conduct practices, meetings, or competitions.
8. The club must prove that there are opportunities for competition and/or participation in the sport within this region. Potential clubs must demonstrate they are different than already established clubs and there is interest and a need for the club on the WSU campus.
9. The club must submit an operational budget for the first year of their existence, showing how they are going to raise needed funds and how those funds will be managed. Depending on the time of year a club is established, they may not be eligible for UREC funding for more than one year from the time of recognition of the club. A club may petition for startup funds for a temporary period.
10. The Sport Club Federation Council will place any newly recognized club in the Conditional Tier for one academic year to be reviewed at the end of that time. Please see page 14 for more information on the SCF Tier system.
11. Clubs must provide a national or international organization that provides overall governance, guidance, or guidelines for club activities.

Please note that full membership in sport clubs will be restricted to currently enrolled students or faculty/staff at WSU. WSU will not recognize any sport club that does not adhere to the guidelines set forth by Washington State University.

2018-2019 SPORT CLUB FEDERATION MEETINGS/TRAININGS

<u>Meeting/Training</u>	<u>Location</u>	<u>Time</u>
*Officer Training Sunday, August 26	CUE	3:00pm-6:00pm
**Coaches Training Tuesday, September 26 Wednesday, September 27	SRC Classroom	6:00pm

* (Mandatory) All clubs must send their President, Treasurer, Marketing Officer, and Safety Officer. Other officers are encouraged to attend.

** (Mandatory) All clubs must send their coach/instructor to one of these trainings.

Monthly Coordinator Meetings

All clubs will hold a monthly meeting with their assigned club coordinator. These meetings will be scheduled at the start of the academic year for a day/time each month that is convenient for the club officers and the club coordinator. Meetings must take place each month by the date specified. Multiple club members are encouraged to attend.

- **Meeting #1:**
 - September 30
- **Meeting #3:**
 - October 31
- **Meeting #4:**
 - November 30
- **Meeting #5:**
 - December 15
- **Meeting #6:**
 - January 31
- **Meeting #7:**
 - February 28
- **Meeting #8:**
 - March 31
- **Meeting #9:**
 - April 30

Budget Allocation Meetings

April 9 & 10

Year-End Banquet

Thursday, April 25

ANNUAL REQUIREMENTS TO MAINTAIN CLUB STATUS

1. Clubs must submit an Annual Start-Up Form online at <http://sportclubmanager.wsu.edu> by Friday, September 28. Clubs must also have a current and approved constitution on file with the SCF Office.

In order to commence operations including practice, fundraising, travel, purchases, as well as competition, Sport Clubs must complete these Start-Up Procedures. No club activity can be approved until Start-Up Procedures are completed and approved by a Sport Club Coordinator.

Sport Clubs that do not complete the previous year in good standing according to University Recreation and SCF policies may be required to complete additional requirements to be accepted back into the Sport Club Federation for the following year.

- Club must be able to demonstrate compliance with University Recreation, Washington State University and applicable League, Conference, Division, and National Governing Body policies at all times. Failure to comply with laws and/or policy will result in a review of club status and may result in suspension or termination of club activities and the club for a length of time that will be determined by University Recreation or the WSU Office of Student Standards and Accountability based on infractions committed.
2. Assumption of Risk and Release of Liability Form and individual registration must be signed by everyone participating in a club activity prior to participation whether or not they intend to join the club or will participate in club activities in the future.
 - Club members can sign the risk and release form on-line at <http://sportclubmanager.wsu.edu>.
 - Clubs practicing off-campus must ensure all participants have joined their club on the Sport Club Manager. Officers need to have those individuals who are not on the official club roster fill out a one-time risk and release form. The completed forms should be submitted to the Sport Club Federation Office in SRC 250 as promptly as possible, no later than the next regularly scheduled meeting or practice of the club. Supervisors at on-campus club practices ensure that all new members complete the one-time risk and release paper forms and return the Sport Club Federation office.
 - Clubs must maintain a minimum number of members who meet the club's eligibility requirements (Assumption of Risk and Release of Liability, Dues, Practice Attendance, etc.). The minimum number of members will vary by the individual club's tier status.
 3. Clubs must complete the following required trainings:
 - Developing a Positive Team Culture – President, Vice President, Coach and 80% of club members on travel roster must attend this 2-hour session. Club must complete this session by December 1st. Please contact your Club Coordinator to schedule.
 - Officer Training - President, Treasurer, Marketing Officer, and Safety Officer must attend. Please see schedule on page 8 for dates and location.
 - Coaches Training – club coach(es) must attend. Please see schedule on page 8 for dates and location.
 4. Clubs are required to have at least one person with current certification in First Aid and Adult CPR present at all club activities, practices, meets or events.
 - The Sport Club Federation will make available opportunities for training in First Aid and CPR for two members per club free of charge. Additional members may get certified through UREC for \$25/member, which is charged to the club's account. Please check the Sport Club Manager (<http://sportclubmanager.wsu.edu>) for available classes.

- Clubs must have a record of all certified members on file on Sport Club Manager.
 - Clubs that practice off campus must have one person certified before they can begin practice.
 - Traveling clubs must have a certified team member traveling with the team. Teams may not travel without a member who is certified.
 - **All teams must have a Safety Officer who is certified in First Aid, CPR and AED.** This person does not need to be present at all club activities, provided there is a certified member present.
5. All clubs that will be traveling to competitions, practices, or meetings off campus must have club members that have completed a Driver's Authorization process. Those clubs that use trailers must have drivers complete the UREC Trailer Training. Each trip must have one additional currently authorized driver over the number of vehicles traveling unless the trip destination is less than 180 miles from Pullman. *Please see the Sport Club Travel section for more information about travel policies.*
6. All clubs must attend their Monthly Coordinator Meetings.
- These meetings will serve as a monthly check-in for clubs to review and update budget, upcoming travel/competition plans, and ensure that both club leadership and SCF pro staff are up to date on club activity.
 - Clubs will coordinate meeting days/times with coordinator at the start of the academic year.
 - The second meeting missed will cost the club 10% of its University Recreation Allocation. These funds will be placed in the Contingency Fund. Additionally, the club will be required to meet with the SCF Council to review their clubs status within the Sport Club Federation.
 - Missing more than two meetings may be grounds for additional sanctions including, but not limited to, loss of recognized status, loss of additional funds, restriction of use of university facilities, or restrictions on use of equipment or travel.
7. Clubs are required to compete in a minimum of three (3) events involving non-WSU opponents during the academic year. In addition, clubs must practice a minimum of two (2) hours per week during the academic year (on or off campus). Clubs must submit a schedule of club activities as soon as known, and submit updates on a regular basis to their Club Coordinator.
- To schedule all on campus events and practices, submit a Special Event/Fundraising Request online at <http://sportclubmanager.wsu.edu>.
 - All facility requests must be originated through their Club Coordinator.
 - Facility requests must be submitted a **minimum of two weeks in advance** of the needed facility. In the case of schedules being unknown based on outcomes of previous events please request possibly needed facilities and inform your Club Coordinator the schedule is tentative. Please turn in facility requests as soon as possible since facility space is limited.
 - Recreation and IM/SCF Supervisors will be assigned to home practices and events to assist with game management. Availability of staff can be limited if requests are not submitted early enough.

SPORT CLUB FEDERATION MEMBERSHIP REQUIREMENTS

Club Membership

Washington State University subscribes to the principles and laws of the state of Washington and the federal government, including applicable Executive Orders, pertaining to civil rights, equal opportunity, and Affirmative Action. Washington State University policy prohibits discrimination on the basis of race, religion, sex and/or gender, color, creed, national or ethnic origin, age, marital status, sexual orientation, gender identity/expression, genetic information, status as a veteran or member of the military, or disability.

Each club's constitution must have a statement to this effect and support the principles of this, Washington State University, and University Recreation. **Club membership is limited to Washington State University full or part-time students, staff, and faculty.** Further, WSU full or part-time students must make up at least 80% of the club membership. Because the Sport Club Federation is supported by S&A Fees, club members that are non-WSU students must pay dues at a higher rate than student club members. This amount is to be set by individual clubs at the start of fall semester and approved by their club coordinator. Only full-time students may be elected to club officer positions. Violations of these eligibility requirements may lead to sanctions including, but not limited to, loss of recognized status, loss of additional funds, restriction of use of university facilities, or restrictions on use of equipment or travel.

Clubs must require that members pay dues through the University Recreation website (www.urec.wsu.edu/sportclubs). Deposits of dues will not be accepted at the Student Recreation Center. This is to better track those members that have paid dues as well as to limit the risk of club officers mishandling cash or checks.

Club membership must consist of at least 10 members who consistently attend practice throughout the majority of their practice and competition seasons.

Each academic year, all club members must complete the Sport Club Federation Registration and Assumption of Risk and Release of Liability Form on the Sport Club Manager site (<http://sportclubmanager.wsu.edu>). If a player has failed to complete this form, that participant may fill out a one-time risk and release form on-site. Participants will not be eligible to travel or participate in home matches or events without signing up on the Sport Club Manager site. This one-time form will be collected at all club practices by University Recreation staff at all on-campus practices. For off-campus practices or other club events/meetings, club officers must be responsible for approving and checking the club's roster or collecting the one-time risk and release forms from new members. Please submit these paper forms weekly at minimum. A valid Cougar Card must be presented to University Recreation staff at each and every on-campus practice or competition. **NO ID, NO PLAY, NO EXCEPTIONS.** Club officers of clubs practicing or competing off-campus are responsible for checking the Cougar Cards of their teammates.

Clubs may set their own specific requirements for membership as long as they are fairly applied to all prospective members. The Sport Club Federation is a large recipient of WSU student fees and therefore opportunities for participation should be the focus of club functions. Clubs that wish to have limitations on membership or cuts must have these approved by SCF Administration. Although clubs may not prefer to limit the number of members to join their ranks, it is recognized that only a certain number can realistically participate in competition. Each club must work out a fair and equitable method of accommodating all of its members' needs for coaching and for participation in competition.

Gender Identity/Expression: WSU students and faculty/staff shall be permitted to participate in Sport Club programs in accordance with the person's gender identity that is exclusively and consistently asserted at school. Participation in competitive Sport Club or Extramural athletic activities will be reviewed on a case by case basis based on the applicable National Governing Body's policies and procedures.

League Eligibility

Eligibility requirements may vary from sport to sport. Some club sports are affiliated with national or regional organizations that set eligibility standards in their sport. These requirements may limit against whom your club may competes. For example, many intercollegiate sport organizations do not allow staff, faculty, or graduate students to compete on a team even though the Sport Club Federation regulations 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. All club members should be eligible for training and practices and other activities not specifically regulated by the club's association or league rules.

For those clubs that compete or travel, eligibility checks may be made with the WSU Registrar's Office. These checks can provide information on club members that include current semester enrollment status, previous semester enrollment status, and class standing. This information will be kept confidential.

Registrar's Office Verification of Eligibility Forms

For those clubs that have league requirements for an eligibility check on members, please follow these steps that have been passed down by the Athletic Eligibility Coordinator from the Registrar's Office. This check will be done with accuracy and confidentiality if these procedures are followed:

- Allow a minimum of 2 full business days for processing
- Supply information on form provided by event/tournament committee
- Each request must contain the following information when submitted
 - Clearly printed name
 - Student signature
 - Student ID number
 - Necessary information (current semester data, previous semester data, class standing, etc.)

In some cases, SCF Administration may perform eligibility checks. If they cannot verify information they will assist you in getting any eligibility forms completed through the Registrar's Office located in the French Administration building. Please check with the event/tournament committee to verify which information is required.

Intramural Sports Eligibility Requirements

Any WSU student who is currently a member of a sport club or coach of a sport club may participate in the intramural program (in their sport or related sport), under the following conditions:

- a. They are properly listed as a member of the intramural team following regular eligibility guidelines.
- b. No more than two club members and/or coaches per team may be on an intramural team's roster in ultimate disc, 6-person spring volleyball, spring 9v9 soccer or softball (sports with 5 or more on the playing field/court per team). There is a limit of one club member or coach per intramural team in 5 on 5 soccer, 4-on-4 volleyball, tennis, Spartan Games and wiffleball (sports with 4 or less on the playing field/court per team). Any player checked off on the scoresheet is considered to have participated (See sport rules).

- c. Any person who competes in scheduled contests, practices with the team, coaches or assists in coaching and/or has been on the club roster kept with the Sports Club Federation as a dues paying member for that academic year is considered a member of the club.

Club Officer Responsibilities

All clubs are required to have at least four officers who are selected by the club as specified in your club constitution. The only requirement placed on these officer positions by the University is the officers must be currently enrolled full-time students. One officer must serve in the role of “president”, one must serve in the role of “treasurer” for the club. The other two must serve as the “safety” and “marketing/public relations” officers.

President

Club President has certain responsibilities as required by the Sport Club Federation. Besides those specified in the Club’s Constitution, they are as follows:

1. Serve as liaison between the club and University Recreation professional staff (Programming Director, Assistant Director, Coordinators and Graduate Assistants).
2. Ensure policies and procedures required by the Sport Club Federation are implemented and adhered to.
3. Operate the club in compliance with all State, University, and Departmental regulations.
4. Attend or assign a representative to attend all scheduled meetings and officer trainings required by the Sport Club Federation.
5. Inform and educate the next club president of the continued procedures of club operations prior to the new president taking office. This includes the transfer of all pertinent materials and files, changing the name on the records and accounts of the club as well as meeting with their Club Coordinator.
6. Work with the Club Treasurer to oversee club funds in various accounts.
7. Ensure all club members and participants have filled out a current Assumption of Risk and Release of Liability form with **all** information included.
8. Submit and update all completed risk forms, rosters, and other required paper work to the Sport Club Federation office by the required date. Make sure all club information is up-to-date and on file at the Sport Club Federation office.
9. Furnish copies of the club’s practice and competition schedules to the Sport Club Federation office.
10. Report results of all events to their Club Coordinator within 24 hours of the event.
11. Submit required travel forms and rosters for each off-campus trip to Sport Club Office.
12. Submit semester reports at the start and end of each semester.
13. Work closely with the Safety Officer and Club Coordinator to mitigate safety and risk concerns for the club and meet risk management policies.
14. Ensure that the club represents themselves, the department, and the university in a professional and sportsmanlike manner in all functions and competitions.
15. Other duties as required.

Treasurer

Club Treasurers have specific responsibilities as follows:

1. Work with club President and a Sport Club Coordinator to establish and monitor accounts.
2. Report to their Club Coordinator for regular monitoring of the club’s financial accounts.
3. Obtain approval of President and their Club Coordinator for all club expenditures.
4. Attend or assign a representative to attend all scheduled meetings and officer trainings required by the Sport Club Federation.
5. Monitor all club financial actions and confirm accuracy of club budget reports.
6. Deposit income into appropriate funds as necessary and as regulations require.

7. Develop club budgets and see that they are adhered to.
8. Prepare club budget request for upcoming year and participate in the budget hearing.
9. Other duties as required by the Sport Club Federation and the club.

Safety Officer

Club Safety Officers have specific responsibilities as follows:

1. Maintain CPR/AED/First Aid Certification
2. Confirm that at least one individual is CPR/AED/First Aid certified at all practices and matches
3. Submit all travel requests at least two weeks prior to departure via sport club manager
4. Manage all van drivers for the club, making sure the team has enough for each trip
5. Submit any accident reports or incident reports from club activities
6. Maintain the club first aid kit (clubs that practice off campus only)
7. Complete NFHS "Concussion in Sports" training at the start of each fall semester:
<http://nfhslearn.com/electiveDetail.aspx?courseID=38000>

Marketing/Public Relations Officer

Club "marketing/public relations officers" have specific responsibilities as follows:

1. Submit all marketing request via the Sport Club Manager
2. Work with a Sport Club Coordinator to produce all marketing needed for the club
3. Marketing request are required to be submitted two weeks prior
4. Manage club website, keeping it update throughout the season
5. Keep club calendar updated on club's website

SPORT CLUB FEDERATION TIER SYSTEM

Overview

Washington State University Sport Clubs are broken into five different tiers. The five tiers are Conditional, Tier 3, Tier 2, Tier 1, and Varsity Sport Club. The development of a tier system was created to better serve all Sport Club Federation members. Regardless of what tier a club resides in, they must meet all Sport Club Federation requirements or their status as a club will be under review. A club with different leadership of the same sport may not exist in same or multiple tiers.

Conditional Sport Club

1. All clubs wishing to enter the Sport Club Federation are designated as conditional clubs for a period of one academic year.
2. Conditional clubs must make considerable progress towards meeting Tier 3 requirements throughout the course of the academic year (see below).
3. At the end of the academic year, the club will receive full recognition if the conditional club has followed all policies and procedures, submitted all required paperwork as scheduled and has not been involved in any disciplinary action. Once a club is fully recognized, it may request financial support from the Sport Club Federation Council.
4. At the end of the conditional period, the club must present to the Council requesting their move to Tier 3. This will be a part of that club's budget allocation presentation.
5. If at the end of two years as a conditional club the club is not approved as a SCF member, the club's status will be under review.

Tier 3 Sport Club

Tier 3 clubs must meet requirements of Conditional Clubs (see above). In addition, Tier 3 clubs must meet the following requirements:

1. Minimum of 10 dues paying members on Sport Club Manager
2. Current member of National Governing Body
3. Compete at least 3 times per academic year versus non-WSU entities
4. Practice at least once a week in-season
5. Fill the officer positions of President, Treasurer, Safety, Marketing
6. Submit the following documents for a coach to SCF:
 - a. Resume
 - b. Background Check
 - c. Agreement Form
7. Have a current constitution on file on Sport Club Manager
8. Have a minimum of one First Aid/CPR/AED-certified club member
 - a. Submit certification documents to SCF
9. Travel at least once during the academic year to compete as a WSU - sponsored club
10. Minimum of two club members listed as certified van drivers on Sport Club Manager
11. Raise at least 60% of UREC allocation
12. Attend following meetings/trainings:
 - a. Monthly meeting with SCF Coordinator
 - b. DAPTC Workshop
 - c. Officer Training
 - d. Coaches Training
 - e. Budget Allocation presentation to SCF Council
13. Submit the following items by the due date(s) set by the SCF staff:
 - a. Budget Allocation Request and End-of-Year Report
 - b. Competition schedule
 - c. Practice Schedule

Benefits of Tier 3 Club Status:

1. UREC allocation up to \$1,000.00
2. Practice request priority over Conditional Sport Clubs
3. Event request priority over Conditional Sport Clubs

Tier 2 Sport Club

Tier 2 clubs must meet requirements of Tier 3 Clubs (see above). In addition, Tier 2 clubs must meet the following requirements:

1. Minimum of 15 dues paying members on Sport Club Manager
2. Compete at least 5 times per academic year versus non-WSU entities
3. Minimum of 4 scheduled hours of practice per week in-season
4. Have a minimum of one First Aid/CPR/AED-certified club member
 - a. Submit certification documents to SCF
5. Travel at least twice during the academic year to compete as a WSU - sponsored club
6. Club has been a member in good standing of the Sport Club Federation for at least 2 academic years
7. Complete DAPTC workshop prior to October 31st

8. Benefits of Tier 2 Club Status:
9. UREC allocation up to \$6,000.00
10. Practice request priority over Tier 3 and conditional clubs
11. Event request priority over Tier 3 and conditional clubs
12. DAPTC scheduling request priority over Tier 3 and conditional clubs

Tier 1 Sport Club

Tier 1 clubs must meet requirements of Tier 2 Clubs (see above). In addition, Tier 1 clubs must meet the following requirements:

1. Minimum of 20 dues paying members on Sport Club Manager
2. Compete at least 6 times per academic year versus non-WSU entities
3. Travel at least three times during the academic year to compete as a WSU - sponsored club
4. Minimum of 5 scheduled hours of practice per week in-season
5. Club has been a member in good standing of the Sport Club Federation for at least 3 academic years
6. In addition to the required officers, must also fill the position of Events Officer
7. Fundraise at least 75% of allocation through dues, fundraising, and donations
8. Teams must turn in a Post Event Synopsis within 48 hours following each competition

Benefits of Tier 1 Club Status:

1. UREC allocation up to \$10,000
2. Practice request priority over Tier 2, 3, and Conditional clubs
3. Event request priority over Tier 2, 3, and Conditional clubs
4. DAPTC request priority over Tier 2, 3, and Conditional clubs
5. Additional administrative support for club operations

Varsity Sport Club

The Varsity Sport Club tier was created to provide a better structure, recognize sustained excellence and increase support of all sport clubs. The varsity sport club tier is for those clubs who have reached a level of budget, organization and competition that is similar to a varsity athletic team. Varsity Sport Clubs are still primarily self-funded and entirely administered through University Recreation. Clubs wishing to petition to become a Varsity Sport Club will submit an annual application to the Sport Club Federation Professional Staff for review.

Varsity clubs must meet requirements of Tier 1 Clubs (see above). In addition, Varsity clubs must meet the following requirements:

1. Must be a member of the Sport Club Federation for a minimum of 3 years.
2. Must be in good standing with the Sport Club Federation, League, Conference, Division, and National Governing Body.
3. Must have a UREC approved salaried coach with appropriate certifications and training at all practices and competitions to supervise and lead. Coaches are hired and supervised by University Recreation. Club members will be provided the opportunity to have equal membership on the search committees for coaches.
4. Additional officer requirement- clubs must have at least 5 officers that actively lead the team (President, Vice President, Treasurer, Events Coordinator, and Web/Marketing Coordinator or as approved by the SCF Professional Staff). At least 1 officer must have more than 1 year left to complete degree at WSU. There must be a minimum 2 month transition period during which

incoming and current officers share the position in order to facilitate appropriate training by the club.

The following eligibility requirements must be fulfilled during each year as a Varsity Sport Club:

1. Teams will be required to collect donations, dues and/or raise a minimum of 100% of their UREC allocation.
2. Club must submit a balanced budget at beginning of year that includes all salaries, equipment and travel. Club must submit fundraising plan for all projected revenues. Club must be fiscally responsible and maintain positive budget status throughout year.
3. Practice Component - must complete a minimum of 10 hours per week and a maximum of 20 hours per week of supervised practice (does not include travel time) during the academic year (start of fall semester – end of spring semester). Coaches must submit practice logs on a monthly basis.
4. Competition Component – Team must have UREC approved regional or national competition schedule. Teams must turn in results from all competitions within one week.
5. Must complete additional officer training.

Benefits of Varsity Club Status

1. Access to priority scheduling for facilities and equipment during sport club designated times
2. Enhanced marketing opportunities and resources towards fundraising and team promotion
3. Additional access to funding for operations
4. Additional administrative support for club operations
5. Ability to request loans from UREC

Changing Tiers

Clubs may petition the SCF Council to change Tiers at any time. In order for this petition to go into effect for the Spring semester of the current academic year, it must be submitted by October 31st. For petitions to go into effect the following academic year, they must be submitted by March 1st.

Petitions for Tier changes will be reviewed by the SCF Council, and may require a presentation of up to 15 minutes.

*Budget allocations for the current year cannot be changed by moving to a different Tier. Effects on budget allocation process will be for the following academic year.

Probationary Clubs

Clubs may be put on Probationary status for the following:

1. Conduct violations (as determined by the Office of Student Conduct or University Recreation)
2. Failure to meet their current Tier requirements
 - a. These clubs will have 1 year to meet the minimum requirements of their current Tier before the club is removed from the SCF.
 - b. Application to change to a lower Tier within the year is also an option.

Probationary Clubs may be subject to a decrease, or total loss, of their UREC allocation.

COACHES AND VOLUNTEERS

Sport Club Coaches

It is required that each club has a coach or instructor. Coaches can be a student, staff, faculty or community member. Teams may have more than one coach/instructor but should seek approval if more than two are desired. Coaches/instructors may be player-coaches or volunteer employees or paid employees of University Recreation. Coaches/instructors are responsible for ensuring the practices and competitions are run in accordance to standards set forth by the National Governing Body for that particular sport.

Coach/Instructor Requirements:

1. Coaches shall submit a resume demonstrating knowledge and experience within the sport that they are coaching.
2. Coaches must complete and sign a Coach/Instructor Agreement form, or other contract as specified by University Recreation, indicating understanding of responsibilities and role of a Sport Club Coach.
3. If the club's coach/instructor desires to be a player-coach, he/she must meet the Sport Club Federation, National Governing Body and league eligibility requirements.
4. University Recreation is the coach's employer and works jointly with the club in hiring and termination of coaches regardless of whether paid or volunteer. No club may offer monetary compensation or employment to a coach as a salary, stipend, performance bonus or otherwise. All hiring offers for paid and volunteer coaches are managed by University Recreation.
5. Coaches are strongly encouraged to be certified in Adult CPR and First Aid.
6. Paid coaches/instructors shall report their hours for the pay period no later than noon on the 16th (for 1-15th) and the 1st (for 16th – end of month) for payroll purposes.
7. Volunteer coaches shall report their hours for the previous month no later than the 5th day of the following month (e.g., report September hours no later than October 5).
8. Club operations and management shall remain the duties of the club officers and not the coach. Coaches/instructors are responsible for instructing and directing the team, assisting in supervision, and emergency response. The management of the administration of the club is done by the club and its officers.
9. Coaches/instructors shall attend practices, competitions and specified coach/instructor training or meetings. If unable to attend a practice or competition, the club is responsible for providing an acting coach/instructor.
10. Coach agreements are valid for one academic year and must be renewed annually by University Recreation, with approval and concurrence by the club, based on coach/instructor performance and needs of the club.
11. In the absence of a specific written agreement to the contrary, Coaches/instructors are volunteers or temporary hourly employees. As such, their employment is at will, and University Recreation may dismiss them without cause and without notice.
12. University Recreation complies with the WSU drug-free workplace policy. The unlawful manufacture, distribution, dispensing, possession, and/or use of a controlled substance is prohibited in or on property owned or controlled by WSU. No employee/volunteer shall report to work while under the influence of an unlawful controlled substance or alcohol. Violation of this policy may result in police intervention and/or a referral for mandatory evaluation or treatment for substance abuse disorder. Disciplinary action may include dismissal from employment. A copy of the complete policy can be downloaded at www.hrs.wsu.edu.
13. Because coaches may have unsupervised contact with students under the age of 18, they must undergo criminal background checks as required by Washington state law.

14. Coaches must attend one mandatory training session. Training sessions are:

- a. September 26, 6pm, SRC Classroom
- b. September 27, 6pm, SRC Classroom

CLUB FINANCES

As with any other part of the University, all funds must be handled using specific procedures and policies that are established by the State of Washington. Finances will receive close scrutiny by Sport Club Administration, University Recreation, and the University Auditor. It is imperative that all clubs follow established policies and procedures. Sport Club budgets are updated monthly and reports are posted to Sportclub Manager. Budgets will also be reviewed prior to booking travel or committing to purchases of equipment or supplies. Please make an appointment with your Sport Club Coordinator for assistance with and updates for your budget whenever you need them.

All Accounts

1. All expenditures of funds **MUST** be approved by your Club Coordinator and the Assistant Director.
2. University Recreation has many industry contacts that can be valuable for equipment, t-shirt, and uniform purchases. Club Coordinators can assist clubs in ensuring they make the best use of their funds.

Club Accounts

Each club has access to three accounts:

1. The **University Recreation Allocation** (or UREC account, the primary source from S&A Fees) is granted to the Sport Club Federation and distributed to the clubs via the Sport Club Federation Council.
 - Each spring, clubs will complete a UREC Budget Request for these funds.
 - Each club will be required to attend a budget hearing in April to defend their request.
 - Criteria that are taken into consideration during budget hearings include but are not limited to: compliance with University Recreation, WSU and league policies, meeting and training attendance, fundraising efforts of the club, costs of the club, competition levels, number of members and amount of practices, and level of positive representation of the Sport Club Federation, University Recreation, and Washington State University.
 - Late budget requests will automatically receive a reduced consideration.
 - After an overall allocation is granted to University Recreation from the S & A Fees Committee, the Council will determine any changes to its initial allocation, and then submit the budget to University Recreation for final approval. Clubs typically can expect to be notified of their allocation in late-April. While changes are rare, allocations do not become final until August.
 - Preliminary allocations to each club will be based on above stated criteria and available funds.
 - These funds are State of Washington funds derived from Service and Activity (S&A) fees, a part of the tuition and fees each student pays.
 - Due to the funding source, there are restrictions and procedures on how S&A fees can be spent. In general, clubs are restricted from purchasing food items, items that will benefit an individual, uniforms, give-away items, etc. from this account.
 - To purchase items from this account, see *How to purchase equipment and items* section in the handbook.
2. The second funding source available to a club is the **Registered Student Organization Account (RSO)**.

- RSO accounts are required to be established by clubs for banking those funds not acquired through State sources; this includes all raised funds except for tax deductible donations.
 - **Clubs are never allowed to have separate bank accounts outside of the University system.**
 - RSO accounts have different restrictions on spending than UREC and other State accounts.
 - RSO accounts must be approved by both the club officers and their Club Coordinator. Additionally all expenses must be approved by the Assistant Director or designee. One approved club officer and their Club Coordinator must sign off on the RSO Check Request Form, before the expense can be authorized.
 - At the beginning of each academic year, a signature card must be signed by the new club president and treasurer before any funds can be spent and check requests can be submitted.
 - To make a deposit to your RSO account, complete a deposit form and submit it with your money to the SRC Membership Access Desk.
3. A third source of funds available to a club is through the establishment of a **Development Fund/Foundation Account (17A)** through Advancement Services (located on the 2nd floor of the Foundation Building downtown – next to Sam Dial Jewelers).
- These funds are special State funds (with all the appropriate spending procedures and restrictions applying to your UREC account) that are generally derived from donations.
 - This is the only way donations can be tax deductible to the donor. Advancement Services will send a tax deduction letter to the donor and it will also be placed on the University Donor list.
 - Donations can be made directly to the Advancement Services office via a credit card, or checks can be sent to the club for deposit.
 - Expenses on this account can only be made via a purchase order, purchase card or a received invoice. It must also have the signature of the Programming Director of University Recreation. **Please allow ample time for any purchases from this account.**
 - If you do not have a development fund set up, see your Club Coordinator to get the paperwork started.

Additional Account Policies

1. All club account balances at the end of the fiscal year (June 30) carry over to the next year.
2. Clubs are responsible for staying within their budgets and anticipating future purchases. Any over-expenditure must be resolved by the end of each fiscal year. This may necessitate transfers and deposits toward the end of a fiscal year. In most cases, club financial activities should conclude by June 1 in order to allow all outstanding transfers, expenditures, etc., to close by June 30. Only financial transactions absolutely essential should occur between June 1 and June 30.
3. Clubs may not use allocations for future years to clear debts for the current year. All accounts and other club activity (including allocations) may be frozen until a debt is cleared.
4. Clubs that do not balance their budget by the end of the fiscal year could lose funding for the following year, be placed on probation, or lose club privileges including practice and competition until the negative balance is cleared

The Matching Funds Process

Due to the large demand of S&A Fees to provide increasing amounts of funding to various campus groups and organizations, a matching funds policy was created for the allocation of UREC account funds to member clubs. Clubs are required to match 60% of their allocated UREC funds. The policy for allocation is as follows:

- a. Based on a club's budget request and past performance, the Sport Club Federation Council will award an overall allocation to each club.

- b. From that amount, the Council will award a base allocation (40%) to cover basic operational costs.
- c. From that amount, the Council will also award an amount of matching funds that will be earned through fundraising.
- d. All raised funds can be deposited into your RSO Account
- e. All money from the matching fund portion of the UREC allocation will be deposited into the UREC account.

Example: The Underwater Basket Weaving Club submitted a budget request for \$3200.

- The Council awards the club \$3000 (UREC allocation).
- The Council then gives the club \$1200 (40% of allocation) for base operations (this money is immediately made available to the club in their UREC account).
- \$1800 (pre-set limit) is awarded in matching funds. As funds are raised and deposited into the club's accounts, the equivalent amount will become available to the club.

The following rules will apply to the matching funds process:

1. UREC allocations are generally distributed on a 40% (operating funds) and 60% (matching funds) system by the Sport Club Council.
2. All funds raised will count towards the matching funds process. Every dollar raised will be matched up to the pre-set limit.
3. Any money that is donated by an individual, group, or organization counts towards matching funds.
4. Any receipts obtained from club deposits must be submitted to their Club Coordinator before funds can be matched. Information about the deposit must be included with the receipt to receive credit (i.e. – dues, fundraising, donation, etc.).
5. Dues and try-out fees will count toward the matching funds process with a maximum of \$2000 that can be matched. For example, a club collects \$3600 in dues from its members; only \$2000 can be matched. Please indicate how much of a receipt was club dues before submitting it to your Club Coordinator.
6. Any funds not matched by the clubs by March 31 will be available to other eligible clubs for reasons listed below. The Sport Club Federation Council will award these funds based on the listed criteria. Fundraisers completed after March 31 can be counted toward matching funds, provided the Club receives approval for the fundraiser from their Club Coordinator.

Sport Club Federation Contingency Funds

The Sport Club Federation currently has a contingency fund for unique club circumstances. Per request and approval by the Sport Club Federation Council and Sport Club Administration, a club can use these funds for:

1. Safety equipment (i.e. first aid kits, helmets)
2. Supplement regional and national travel – Travel Contingency Only
3. Capital equipment requests (i.e. major purchase, such as new goals)
4. Unforeseen expenses not budgeted for (i.e. stolen equipment)

Contingency funds will not be used for:

1. Personal equipment
2. Non-capitalized equipment

The contingency fund will be comprised of funds which remain after individual clubs have received their UREC allocations, financial fines imposed on individual clubs, funds unmatched after March 31, and funds recovered from disbanded or disciplined clubs.

Travel Contingency

A travel contingency fund exists for clubs who are participating in regional qualifiers and national competition. This fund may cover expenses related to entry fees, transportation and lodging.

How to Request Contingency Funds

A request for funding will be submitted on-line at <http://sportclubmanager.wsu.edu>. Pending approval, a hearing will be submitted to the Sport Club Council. The hearing will take place at the next regularly scheduled council meeting. Representatives from the club will be expected to attend the hearing for their defense of the application for additional funding. Some considerations of the Council for allocation of the contingency funds will include, but are not limited to, the current standing of the club with the Sport Club Federation, current funds available in the contingency fund, fundraising efforts put forth by the team and compliance to the policies and procedures outlined by the Sport Club Federation. After deliberations have been completed, the Council will put the request to a vote. If the requesting club has members on the Council, these persons will not be allowed to vote or be present for the vote or discussion. In the event that this should occur, a deciding vote will be given to the Sport Club Administration present at the meeting. If actual costs are less than those expressed in the request the club may be required to return the excess award or an equal percentage of the reduction in costs.

Capital funding requests will typically take place at the same time or just after annual budget requests. Capital requests are those that are over \$10,000 in costs AND have an expected lifetime of over five years. Capital funding requests allow clubs to be able to make large equipment purchases without having a tremendous impact on a single year's budget.

Fundraising

All fundraising activities must be kept within State, University, and Departmental policies. All fundraising projects must be approved by your Club Coordinator, and depending on the nature of the activity, other University Departments. If a club desires to hold a fundraiser they must submit a Fundraising/Facility/Special Event Request form on-line at <http://sportclubmanager.wsu.edu>. When requesting, time is needed to obtain approval from University Recreation or other departments, and you may be required to meet certain prerequisites before holding the event.

Some fundraisers have special requirements or are not allowed on campus, so please plan well in advance of the event to gain approval from your Club Coordinator. Some examples include:

1. Raffles have specific guidelines from the State of Washington. Raffle guidelines can be obtained from your Club Coordinator.
2. Sales of goods are not allowed on campus unless the club outright owns the products. Selling magazines or discount cards, etc. and only getting a share of the sales, is not allowed.
3. If you are planning on serving food, hosting a BBQ, or selling food items at an event, permission and a permit must first be obtained from the Environmental Health and Safety Department.

Unauthorized fundraisers will result in disallowance of the club to use funds and possible discipline measures for representing a club, University Recreation, and Washington State University in unapproved activities. Disciplinary actions may include probation, suspension of club activities, monetary penalties, or loss of other club privileges.

Sponsorships

Sport clubs often will seek the aid of off-campus organizations or companies in sponsoring an event or club activities. There are University policies and regulations that govern a private firm or organization

from co-sponsoring events on WSU property or with WSU affiliate groups. Additionally, regulations also exist governing the types of printed materials that can be posted and what can appear on them in the case of sponsored or co-sponsored events. It is the policy of the University that all sponsorships or co-sponsorships of events by off-campus entities must be approved. University Recreation has established a Sponsorship Committee to assist in the approval process of any sponsorship. Plan to meet with your Club Coordinator well in advance of your event to determine whether the sponsorship or co-sponsorship the club plans to receive is allowable under State and University policies.

Currently, there are prohibitions in place regarding alcohol and tobacco sponsors of on-campus events or events affiliated with campus organizations such as sport clubs. Due to the legal obligation inherent in sponsorships, even seemingly innocuous sounding products or organizations could pose problems. Be sure to find out what your club can and cannot do before making any commitments.

PURCHASING EQUIPMENT

Club officers and coaches are responsible for prioritizing what equipment a club requires and arranging the purchase with your Club Coordinator. Only club officers can request purchases of equipment.

Use the Purchase Request Form on the <http://sportclubmanager.wsu.edu> to make a purchase for any items or equipment. A student officer with signature authority must submit the Purchase Request Form. Purchases can be made in several ways:

1. All club purchases must occur through one of these three processes.
 1. Attempts will be made to purchase club equipment with a University Purchasing Card (credit card).
 2. If the vendor does not take a credit card, purchase with the University Purchase Order will be the next option. All charges on Purchase Orders or the Purchasing Card will come from club accounts, so there must be money available.
 3. A check request can be completed directly to the vendor to pay for equipment from the club's RSO account.
2. Individual reimbursements are not an acceptable process for purchase of items unless extraordinary circumstances and previous approval by your Club Coordinator dictate.
3. Any items totaling over \$10,000 (including shipping and taxes) must go through a competitive bid process with WSU Purchasing. While this can take several weeks, it often produces a lower price than normally quoted. A competitive bid may be solicited for items totaling under \$10,000 but is not a requirement. Please see your Club Coordinator well in advance of your purchase if you would like to solicit a competitive bid or your total may be over \$10,000.
4. No uniforms or personal equipment may be purchased with UREC funds. Only raised funds that have been deposited into the clubs' RSO/17A accounts may be used for these items.
5. UREC funds may be approved to purchase items for resale or other large expenditures to supports a club's fund-raising activities. These state funds must be replaced in the UREC account after the fund-raiser is completed.
6. State funds (UREC or 17A) may never be spent on food, alcohol, or giveaways of any kind. With restrictions, trophies, and awards may be purchased from these accounts.
7. All club equipment items must be inventoried at the end of each school year by completing an Equipment Inventory form to be kept on file in the Sport Club Federation office.

PARTICIPANT HEALTH AND SAFETY REQUIRMENTS

Each individual participating in a club sport must take responsibility for his/her own health and safety. All individuals who intend to participate in activities in the club sport program should, for their own

protection, have a physical examination by a qualified medical professional before participating in any sport club activities.

As part of the responsibilities of club officers and coaches/instructors, all steps possible to ensure the safety and health of club members must be taken. This includes checking certifications of coaches, obtaining club First Aid and CPR certification, completing accident reports, ensuring proper emergency response, and the overall club risk management for the safety of its participants.

All club members desiring to train, work out, compete, meet, or travel with a club must have a current Assumption of Risk and Release of Liability Form signed, witnessed, dated, and turned into the Sport Club Federation office or IM/SCF Supervisor prior to their participation in Sport Club Activities. These can be completed via Sport Club Manager.

All visiting teams will have to fill out a Visiting Team or Individual Competition Assumption of Risk and Release of Liability form before practicing or playing on any WSU fields or facilities or in a WSU hosted event. Each member of the team must fill out a form, but it only needs to be filled out once each year. Supervisors present at each on-campus event will be responsible for obtaining signatures from the visiting team.

Medical Insurance

Washington State University, University Recreation, or the Sport Club Federation do not provide health or medical insurance to participants. A low-cost medical insurance program is offered by WSU to students enrolled in seven or more credit hours. This policy can be purchased during fall or spring registration only. This policy covers accidents, which occur during sport club programs as well as many other cases. All sport club members should be covered by a medical insurance policy of some sort. Club members may be covered by policies through their parents or guardians, have their own outside policy, or may purchase the University policy. It is important that clubs also keep accurate records of medical insurance coverage and policy members in case such information is needed in emergency situations. We ask that each club member complete this section on the Individual Club Roster Information on the Risk and Release forms.

Sport Club Federation First Aid and CPR Requirement

Each club's Safety Officer is required to have a current Adult First Aid/CPR certification. In addition, at least one person with a valid and current Adult First Aid/CPR certification must be present at any practice or activity that is not supervised by University Recreation staff. The certified person can be a coach/instructor or a club member, in the event that the Safety Officer is not present. A copy of the individual's certification must be kept on file in the Sport Club Federation office.

Any clubs that practice or participate off campus must have a person certified before the club begins practice. Clubs must have one certified person present on any travel – travel will not be approved for clubs that do not have a certified member on the roster for that trip. All coaches/instructors are highly recommended to obtain their First Aid/CPR certifications.

University Recreation will offer training classes at the beginning of the school year at a cost of \$25/club member to be charged to your club. Clubs are responsible for paying the \$25 per individual registered for a class regardless of if they show for the class or not. Cancellations must be done at least three days prior to the class to avoid payment.

Incident Reports

Club officers are to report and submit an Incident Report Form for all accidents or injuries occurring to any club member during off-campus practices or competitions. UREC Staff will be responsible for completing the forms for all club members and visiting teams during a supervised practice or competition on-campus. These incidents must be reported within 24 hours of their occurrence to the Sport Club Federation office.

In Case of an Emergency

Call 911 if a serious injury occurs. Protect the injured parties. Take what first aid steps are necessary to maintain or restore life until emergency personnel arrive. Comfort and reassure the injured party.

In the event of injury that requires transportation to the hospital or emergency medical assistance, contact a Coordinator, Assistant Director or Associate Director after dealing with the emergency and the injured person is being helped by emergency personnel.

- Matt Shaw – Office Phone: 335-9660
- DJ Mackie – Office Phone: 335-2218
- Melanie Rossetti – Office Phone: 335-3791
- Jordan Hunter/Dominique McDonald/Melissa Farrell – Office Phone: 335-2786
- Joanne Greene – Office Phone: 335-9669
- Sport Club Emergency Phone: 509-730-5803 (goes to all SCF Professional Staff)

If you cannot reach anyone, please leave a message with contact information. If University Recreation staff is present at your event, they will contact one of the above regarding the emergency.

Bloodborne Pathogens and Biohazardous Waste Disposal

The Department of EHS has developed a University policy regarding the disposal of biohazardous materials. The University's concern is conveyance of the HIV and hepatitis viruses through blood-contaminated materials. **FOR YOUR OWN PROTECTION:** please treat all body fluids and wastes as hazardous. **ALWAYS WEAR GLOVES** when coming in contact with these substances. Sputum containing chewing tobacco, vomit, saliva, etc. is not considered a vector for these particular viruses. **HOWEVER, it DOES contain OTHER THINGS.** Better be safe than sorry. The currently accepted method of disposal of HUMAN BLOOD-CONTAMINATED WASTE MATERIALS within the Sport Club Federation Program is as follows:

1. Any individual that has exposed cuts, blood, or bodily fluids must cease participation in club activities until any fluid flow has stopped, the affected area has been covered and any uniforms or apparel has been cleaned.
2. Materials for disposal will be located in first aid kits. IM/SCF Supervisors will check/re-supply their kits with biohazard bags and surgical gloves. Facility Managers in PEB and the Fieldhouse will have biohazards bags, gloves, and disinfectant spray solutions to assist with any potential biohazard in Smith, PEB, Bohler, and the Fieldhouse. Please contact them with any biohazard concerns. Disinfectant spray can solutions and sharp disposal containers are kept in the Sport Club Federation storage and shacks in all field locations.
3. **WEAR GLOVES WHEN DEALING WITH BLOOD, ANY BODILY WASTE, UNKNOWN FLUID AND/OR BLOOD CONTAMINATED WASTE MATERIALS.**
 - Be careful not to contaminate anything while wearing gloves and dealing with the waste materials.
 - Supervisors or club members should dispose of Biohazardous waste in boxes located in the South Fairway Shack, PEB Building Manager's Office, IM/SCF Smith Gym Office, Outdoor Recreation Center or the Student Recreation Center.

- All laundry that has any blood-contaminated waste on it is to be treated as biohazardous waste and must be removed, bagged separately in a marked biohazard bag, and laundered.
- Wash hands with soap and water, or use antiseptic wipes when on location. (Follow-up with soap and water when feasible.)
- After dealing with biohazardous waste be sure to wash hands with soap and water before eating, drinking or handling contact lenses.

The Sport Club Federation Office will provide biohazard bags for all clubs. Please ask your Club Coordinator if you need any.

4. For staff supervisors (or if areas are open for clubs), in each office/shack, there is a bottle of disinfectant spray to use once an area surface (field, gym floor, etc.) has been contaminated.
 - Remove blood spill as much as you can.
 - “Dab” up blood as much as possible with towel, gauze, etc.
 - Apply disinfectant spray to surface.
 - Leave for 5-10 minutes to kill bacteria, etc.
 - Place all materials used to clean the area in a biohazard bag, seal, and dispose of in the Biohazardous Waste Box.

Note: if an area cannot be cleaned with the materials in the office/first aid kits (too much blood contaminated material or too large an area) mark the area off, and call facilities/operations 335-9000 immediately.

5. All contaminated sharps (i.e. broken glass) need to be placed in sharp disposal container directly. Use good housekeeping practices when picking up glass. I.e. use a broom & dustpan or tweezers. Any item used to pick up contaminated wastes needs to be decontaminated with Clorox/water solution immediately after use.
6. Pick up of the biohazardous waste boxes will be done by Facilities/Operations and will be arranged by a Club Coordinator. Please notify the Sport Club Federation Office if a box becomes full. Waste materials will then be incinerated.

IF YOU SHOULD HAVE AN EXPOSURE INCIDENT DURING YOUR DUTIES, YOU ARE TO FILL OUT AN ACCIDENT REPORT FORM & TALK TO A CLUB COORDINATOR, ASSISTANT DIRECTOR OR PROGRAMMING DIRECTOR IMMEDIATELY. IF POSSIBLE, GET THE NAME OF THE INDIVIDUAL FROM WHO THE BLOOD CAME FROM.

TRAVEL POLICIES AND PROCEDURES

Club Travel

State, University, and Departmental policies and procedures regulate all travel by a Sport Club. These regulations are very strict and must be followed closely. All off-campus travel takes time and paperwork to arrange so allow at least two weeks prior to your travel to accomplish this. The following policies and procedures are required by any sport club in order to travel by state or private vehicle:

1. All off-campus travel must be first approved by your Club Coordinator. A Travel Request Form must be completed and submitted at least fourteen days in advance of travel for each separate trip. A travel request must be filled out online at <http://sportclubmanager.wsu.edu> by an officer.
2. Clubs who travel regularly to a specific location for practices off-campus will be required to submit a blanket travel request for each semester.
3. Only those members of a club who have a current Assumption of Risk and Release of Liability Form on-line at <http://sportclubmanager.wsu.edu> and whose names appear on the team roster will be permitted to travel with a club. All club members traveling must be listed on the travel

request. All members of a club traveling must be currently enrolled WSU students, faculty/staff, or registered coach or volunteer. No guests, non-WSU students, friends, or others will be allowed to travel with the club.

4. Club travel approved by Sport Club Administration and the University may allow excused absences from classes. A Coordinator can sign-off on the Class Absence Request Form to submit to your class instructor. Your class instructors must agree to the absence and may assign extra make-up work as necessary. The class instructor is under no obligation to release you from class assignments. Club members can find and print the form from here: http://www.schedules.wsu.edu/Schedules/Content/CLASS_ABSENCE_REQUEST.PDF

Payment of Entry Fees and Lodging:

1. With prior approval, a club's budgeted funds may be used for payment of private or state vehicle use, public lodging, entry fees, and other legitimate travel costs. **UREC funds may not be used for food purchases.** State regulations set the allowable amounts spent for lodging. Check with your Club Coordinator for these amounts well in advance of all travel.
2. If entry fees are to be paid by UREC club funds, registration forms must accompany the travel request form and must be submitted a minimum of three weeks in advance of travel. The entry form must state the amount of the entry fee, the dates of the competition, and an address where the fee must be sent.
3. If lodging is required and will be funded by club funds, travel forms are due **two weeks** in advance of the required date whether or not entry fees are required. Your Club Coordinator must confirm all lodging reservations that will be paid from club funds. Please get information on number of rooms, hotel information, etc. in as far in advance as possible to guarantee the club a reservation. A club may give advice as to what lodging they desire, but it is the job of the Club Coordinator to arrange it.

Washington State and WSU Travel Policy

State, University and Departmental policies and procedures regulate all travel by University Recreation professional and student employees and participants. All off-campus travel requires appropriate travel approval and paperwork to be submitted in advance of a trip.

Travel Policy

Sport Club Travel, using either State of Washington vehicles or private vehicles, will be required to limit travel between the hours of 6:00 AM and 12:00 AM (midnight) unless weather or other conditions would make it more prudent to restrict that time period even further. Additionally, groups will be restricted to driving no more than 10 hours total in any one day. If a group cannot arrange to leave at such a time so that these restrictions can be met, they will need to make arrangements to stop and rest during the 12:00 AM (midnight) to 6:00 AM period. Groups that need to travel outside a 500-mile radius are encouraged to take public transportation.

A minimum of one additional currently authorized driver per number of vehicles traveling will be required. Exceptions to this policy are one currently authorized driver per vehicle is permitted when the trip destination is 150 miles or less from Pullman.

When multiple vehicles are traveling to the same destination, they will travel together unless unique circumstances allow for other arrangements to be approved. No late or early departures by one vehicle or another. Travel plans with route and planned stops shall be listed.

In case of an accident or the occurrence of an injury while traveling for an approved activity, first take any steps necessary for emergency care, then contact University Recreation professional staff on the Sport Club emergency phone at 509-730-5803.

University Standards for Drivers

All university employees and students wishing to drive a state van must complete the van driver-training course.

Anyone driving a state, rental, or personal van that seats eight or more passengers on University business shall be at least 21 years of age, have at least five (5) years previous driving experience, possess valid insurance, and meet the minimum driving standard as subscribed to by University Recreation.

Anyone driving a state, rental, or personal vehicle that carries less than seven (7) passengers or an SUV on university business shall be at least 18 years of age, have at least two (2) years previous driving experience, possess valid insurance, and meet the University Recreation minimum driving standards will be eligible to drive within 180 mile radius from Pullman.

To pick up a State van through WSU Motor Pool:

1. A Vehicle Authorization Release Form must be completed and signed by the Assistant Director.
2. A copy of the Driver Authorization Form must be on file for the driver.
3. A copy of a current Driver's License and current auto insurance card must be on file.
4. The person picking up the van must be designated as a certified driver on Sport Club Manager.

All clubs will be required to take a Travel Binder on each trip. Each binder will include:

1. Travel Authorization
2. Travel Roster and Itinerary
3. Hotel/Lodging Information
4. Maps and Weather
5. Emergency Contact Information
6. Accident Report Forms and Travel Emergency Instructions
7. Sport Club Federation Travel Policies and Gas Card Information
8. Policies and Procedures for Driving Washington State University Vehicles

Van Driver Training Requirement

Any Sport Club Federation member driving a private vehicle or State vehicle on behalf of their club must first complete the "Coaching the Van Driver Training III" course.

University Recreation offers the 2-hour course periodically to UREC personnel. Sport Club members who complete the course, pass the exam, and submit the required paperwork will be authorized to drive for two years from the date of the completed course. This course is offered for free through University Recreation or Human Resource Services. Club Members can register for the class through Sport Club Manager or the UREC website.

A club member may take the Coaching the Van Driver 3 online course for a fee of \$25/person at <http://coachingsystems.com/product.php?productid=16154&cat=249&page=1>. Individual must print out and submit the certificate along with the other information below.

To be authorized, Sport Club members must submit a copy of their valid and current driver's license, current auto insurance card, driving abstract (available from the DMV) and Driver Authorization Form to their supervisor. They must also sign a Safe Driving Practices Acknowledgement Statement and a Valid License to Drive and Driving Experience Statement. Upon approval from the program or staff supervisor all paperwork will be submitted to the Associate Director for final review and approval.

Van Driver Certifications are valid for two years from the date the individual took the course. As a condition of the driver certification, individuals authorized to drive are obligated to inform the Sport Club Officer by the next business day if their status to drive changes at any time (ex – ticket, change in insurance, etc.).

Note: All applicants requesting authorization to drive state-owned, rental, or private vehicles for University Recreation approved activities will be required to submit an abstract of their driving record. These abstracts are available (for Washington drivers) at the Department of Motor Vehicles office at South 980 Grand Ave. in Pullman or online at <http://www.dol.wa.gov/driverslicense/requestyourrecord.html>. Please make sure that you are able to print out your abstract. The abstract costs \$13.00.

The last three years of an applicant’s driving abstract will be reviewed. An applicant will not be authorized if they have any suspension/revocation of license, negligent or reckless driving, hit and run conviction, leaving an accident scene, failure to appear, DUI, other vehicle-related felony, or criminal determination as “at fault” in an accident. In addition an individual will not be authorized if they have more than three moving violation tickets within the past three years. Drivers are required to notify their supervisor the following business day after any existing or new conviction, revocation, suspension, or moving violation.

This authorization process does not certify the ability or suitability of the person receiving the authorization to be a good and safe driver. It is always the responsibility of the driver and all passengers of a vehicle to be aware of potentially hazardous situation while traveling.

Vehicles

Vehicles from WSU Motor Pool, personal vehicles, rental vehicles, or public transportation may be approved for travel. Use of motor pool vehicles requires completion of a Vehicle Authorization Form by the individual picking up the vehicle. This must also be approved by the Assistant Director. Upon checkout of vehicles from Motor Pool, the driver must complete the Vehicle Checklist Form and return it before leaving campus. It is imperative to check all vehicles for safety factors including but not limited to proper tire air pressure and condition, and seat belt condition.

Clubs traveling with Trailers

All authorized drivers that wish to pull a trailer during club travel will need to complete the van trailer training class through University Recreation. Classes are offered at the start of each semester and online registration for classes is available through Sport Club Manager. Trailer certifications are only valid in conjunction with valid van driver certification.

University Vehicles (Motor Pool)

University vehicles are available for use by clubs. View the rates for vehicle rentals at <http://facops.wsu.edu/motorpoolrates.htm>. Please submit a Travel Request through Sport Club Manager early to ensure the availability of a vehicle.

All clubs using University vehicles will be checked out a Comdata gas card. This card can be used at most major chain gas stations in the United States. Please check if the station accepts the card before filling the tank. The card requires entry of a pin code when being used. Receipts **must** be saved from all gas purchases and returned with the travel binder. The Comdata card cannot be used for any purchases other than gas, towing, vehicle repair, or flat tires.

Upon return to Pullman, return the vehicles to Motor Pool. Return the keys and the Vehicle Checkout Form to the Motor Pool office. Turn in all receipts and van binders to your Club Coordinator in SRC 250 by the next business day after travel.

To pick up a State van through WSU's Motor Pool:

1. A Vehicle Authorization Release Form must be completed and signed by the Assistant Director of University Recreation or designee.
2. A copy of the Driver Authorization Form must be submitted to Motor Pool.
3. Arrangements will be made through your Club Coordinator to reserve and pick up vehicles from Motor Pool. If the arrangements, including pick time, are not followed the vehicle may not be available.
4. Upon checkout please confirm return policies and fueling policies.

Rules, Policies, and Procedures for Using State-Owned Vehicles

1. State-owned vehicles may be used for approved, official activities only. Use of state-owned vehicles requires prior authorization including all necessary travel paperwork. State-owned vehicles will only be checked out to authorized individuals for specific use.
2. Only approved individuals may travel in the vehicle.
3. Drivers and passengers are required to wear seat belts at all times when the vehicle is in motion. The authorized drivers are responsible for making sure all persons traveling in the vehicle have their seat belt on and properly adjusted before moving.
4. Drivers must not exceed posted speed limits or speed that is appropriate for driving conditions. Drivers must reduce speed in the case of inclement weather, heavy traffic, night driving, or other conditions that could increase the likelihood of accident.
5. No alcoholic beverages or illegal drugs may be transported or consumed while on any sport club trip.
6. No smoking, chewing tobacco, spitting, or sunflower seeds are allowed in any State vehicle.
7. Pets or other animals may not be transported in State-owned vehicles. Permission may be granted for special needs service animals.
8. Only hands free cell phone use is allowed by the driver.
9. Citations issued by law enforcement agencies to drivers of state-owned vehicles are always the responsibility of the driver at the time of infraction. Clubs may not use club funds to pay for fines. Moving violations are grounds for revocation of driver's authorization.
10. Vehicles should remain locked and parked in a safe place at all times when not in use.
11. Cancellation of vehicle reservations done less than 48 hours in advance will result in a fine of \$25. Late returns are subject to a fine of \$25 per day.
12. Vehicles should be returned in clean condition and filled with gas. Clubs are responsible for any cleaning charges or repairs that are necessary. Minimum cleaning charges are \$50. Minimum charge for not filling the vehicle with gas is \$25 plus \$5 per gallon to full.

Travel by Private Vehicle

1. When state or departmental vehicles are unavailable or their use is inappropriate, a private vehicle may be used. Sport Club members driving private vehicles on club events or off-campus practices must also complete the *Van Driver Training Requirement*. Drivers of private vehicles must have proof of minimum insurance as required by the State of Washington. In most cases, private vehicles used for club travel are not covered by WSU insurance policies. All policies and procedures for use of State vehicles must be followed including the use of seat belts at all times by all occupants. All rules that apply to state-owned vehicles apply to privately-owned or rental vehicles.
2. Only approved individuals may travel in the vehicle.

3. Drivers and passengers are required to wear seat belts at all times when the vehicle is in motion. The authorized drivers are responsible for making sure all persons traveling in the vehicle have seat belt on and properly adjusted before moving.
4. Drivers must not exceed posted speed limits or speed that is appropriate for driving conditions. Drivers must reduce speed in the case of inclement weather, heavy traffic, night driving, or other conditions that could increase the likelihood of accident.
5. No alcoholic beverages or illegal drugs may be transported or consumed while on any sport club trip.
6. Citations issued by law enforcement agencies to driver are always the responsibility of the driver at the time of infraction. Clubs may not use club funds to pay for fines.

Use of Public Transportation

For long distance travel, public transportation is recommended and may be required. Arrangements for air, bus, or train travel may take several weeks. Please contact your Club Coordinator well in advance of your need to make arrangements. Policies and procedures for use of public transportation are set by State policy and require specific procedures to be followed.

WSU/UREC POLICIES AND PROCEDURES

Alcohol, Tobacco, and Marijuana Policy

Consumption or possession of alcoholic beverages, marijuana, illegal substances, or related paraphernalia is not permitted at any club functions or events (including traveling to and from). Noncompliance with this policy may result in individual disciplinary action by the Office of Student Conduct, University Police, and/or University Recreation. Any consumption, possession, or suspicion of consumption or possession may result in removal from the facility and disciplinary actions to the individual and club. **Clubs are collectively responsible for individual members of their team.**

The department of University Recreation does not permit use of tobacco products (cigarettes, chewing tobacco, etc.) at any university-sponsored events, including sport club events. Additionally all University Recreation facilities are tobacco free. Spectators or club members must move outside of the fenced field areas for this use.

Standards of Conduct for Students

When students enroll at Washington State University, they assume an obligation to conduct themselves in a manner that is compatible with the University's function as an educational institution. In a community of learning, willful disruption of the educational process, dishonesty, violation of the laws of the state, and interference with the rights of others cannot be tolerated. Washington State University retains the right and the power to maintain order within the University community and to exclude those who are disruptive to the educational process. To that end, the University community has established the following rules, regulations, and policies which apply to all student and student organizations, including fraternities, sororities, and living groups. WAC 504-25-010 Please see the website for Student Standards and Accountability for the Student Code of Conduct. Sport Clubs and Sport Club members are required to adhere to policies in this Code when representing WSU both on and off campus. (<http://apps.leg.wa.gov/wac/default.aspx?cite=504-26>)

Hazing

WAC 504-26-206

WSU and University Recreation will not tolerate any hazing by its student clubs. If any sport club is found in violation of the WSU hazing policy, it will be grounds for suspension, loss of recognition, and possible individual disciplinary action.

(1) No student or student organization at Washington State University may conspire to engage in hazing or participate in hazing of another.

(a) Hazing includes any activity expected of someone joining a group (or maintaining full status in a group) that causes or is likely to cause a risk of mental, emotional and/or physical harm, regardless of the person's willingness to participate.

(b) Hazing activities may include but are not limited to the following: Abuse of alcohol during new member activities; striking another person whether by use of any object or one's body; creation of excessive fatigue; physical and/or psychological shock; morally degrading or humiliating games or activities that create a risk of bodily, emotional, or mental harm.

(c) Hazing does not include practice, training, conditioning and eligibility requirements for customary athletic events such as intramural or club sports and NCAA athletics, or other similar contests or competitions, but gratuitous hazing activities occurring as part of such customary athletic event or contest are prohibited.

(2) Washington state law also prohibits hazing which may subject violators to criminal prosecution. As used in RCW [28B.10.901](#) and [28B.10.902](#), "hazing" includes any method of initiation into a student organization or living group, or any pastime or amusement engaged in with respect to such an organization or living group that causes, or is likely to cause, bodily danger or physical harm, or serious mental or emotional harm, to any student or other person attending a public or private institution of higher education or other postsecondary education institution in this state.

(3) Washington state law (RCW [28B.10.901](#)) also provides sanctions for hazing:

(a) Any person who violates this rule, in addition to other sanctions that may be imposed, shall forfeit any entitlement to state-funded grants, scholarships, or awards for a period of time determined by the university.

(b) Any organization, association, or student living group that knowingly permits hazing by its members or others subject to its direction or control shall be deprived of any official recognition or approval granted by the university.

[Statutory Authority: RCW [28B.30.150](#). WSR 06-23-159, § 504-26-206, filed 11/22/06, effective 12/23/06.]

Sportsmanship

The development of team and individual sportsmanship is of fundamental importance in all University Recreation activities. Behavior before, during and after any contest reflects on the individual players, club team, the Sport Club Federation, University Recreation, and Washington State University. A team is collectively responsible for the actions of the individual team members and spectators related to their team. All team members are responsible to calm difficult situations and to restrain troubled teammates. All teams and individuals are expected to maintain the highest level of sportsmanship during all contests and club activities. At the end of each year a club team will be presented a Sportsmanship award based on its activities and behavior for the year.

Policy Prohibiting Discrimination and Sexual Harassment

Executive Policy #15

Revision Approved February 17, 2010

This policy prohibits discrimination on the basis of race, sex, sexual orientation, gender identity/expression, religion, age, color, creed, national or ethnic origin, physical, mental or sensory disability, marital status, genetic information, and/or status as a veteran. Discriminatory harassment is one form of discrimination. Under this policy, discriminatory harassment is identified

as conduct toward a particular individual, individuals, or groups on the basis of a protected status that is sufficiently severe or pervasive that it has the purpose or effect of:

- Creating an intimidating, hostile, or offensive work or educational environment for individuals or groups; or
- Unreasonably interfering with the work, academic performance, living environment, personal security, or participation in any University-sponsored activity of individuals or groups.

Sexual harassment is a form of discrimination. Sexual harassment encompasses unwelcome sexual advances, unwelcome requests for sexual favors or requests for sexual favors in exchange for some benefit, and/or unwelcome verbal or physical conduct of a sexual nature by a male or a female.

Sexual harassment occurs when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of any individual's employment or education; or
- Submission to or rejection of such behavior by an individual is used as the basis for employment or educational decisions affecting the individual; or
- A behavior is sufficiently severe and pervasive to interfere with any individual's work or educational performance, or create an intimidating, hostile, or offensive work or educational environment.

WSU UREC Policy

January 4, 2008

Locker Room & Restroom Accessibility

In locker rooms that involve undressing in front of others, transgender individuals who want to use the locker room in accordance with the individual's consistently asserted gender identity will be provided with the available accommodation that best meets the needs and privacy concerns of all involved. Based on availability and appropriateness to address privacy concerns, such accommodations could include, but are not limited to use of a private area in the locker room (i.e., a bathroom stall with a door, an area separated by a curtain) or use of a family change room.

Intramural Sports and Sport Clubs Participation

WSU students, faculty/staff and spouse/partners of students, faculty/staff shall be permitted to participate in Intramural Sports and Sport Club programs in accordance with the individual's consistently asserted gender identity. Participation in competitive Sport Club or Extramural athletic activities will be resolved on a case by case basis based on applicable National Governing Body.

Participation in UREC Programs and Facilities

Individuals shall be permitted to participate in UREC Programs and at UREC Facilities in accordance with that person's consistently asserted gender identity.

LIGHTNING/ADVERSE WEATHER PROCEDURES

Lightning is always a possibility when working an outdoor activity or in an aquatics setting (indoor or outdoor). Lightning causes more direct deaths annually than any other weather hazard. Currently IM/SCF Supervisors, Sport Club Teams, Lifeguards, and Facility Managers are asked to use their discretion in the case of severe weather and/or lightning. If lightning threatens, have all participants seek shelter in an enclosed building or car with windows closed if possible. Avoid the highest object in

the area and avoid being the highest object yourself. Once you have cleared your activity area it is important to contact all other areas to let them know you have suspended activity due to lightning.

In certain cases severe weather may lead to unsafe playing conditions. Visibility and field conditions can often be negatively affected by rain, snow or fog. It is important to maintain a safe environment for participants to play while keeping in the mind the difficulty of rescheduling or making up games. An IM/SCF supervisor, club coach, or Individual club members have the discretion to suspend or postpone activities due to hazardous conditions.

The SRC has a lightning detection system. Supervisors will be notified if there is lightning in the area and to clear the field. If you do not have a supervisor present, or are off campus, please follow these procedures for the safety of your club members:

1. Use the flash to bang theory with a ratio of 30 seconds. That means, if lightning is seen, and thunder is heard within 30 seconds, clear the field.
2. You should make sure your site has suspended play, and inform participants to take cover.
3. Note the time of the lightning. University Recreation will not resume outdoor activities or open pools until there has been 30 minutes of no lightning in a 10-mile radius.
4. Once we have had 30 minutes without lightning, the SRC Facility Manager will notify pools and sport clubs that activities can resume, or you may return to play on your own.

SCHEDULING OF FACILITIES AND EVENTS

Scheduling a Facility

Many recreational/sport facilities are shared between the Athletic Department, the College of Education, and University Recreation. This puts heavy pressure on relatively limited facilities. It is vital that field/facility needs are planned well in advance the Fundraising/Facility/Special Event Request is submitted to reserve space. This must be done each semester. Do not expect that a facility is reserved just because it has been in the past.

Complete a Fundraising/Facility/Special Event Request Form online at <http://sportclubmanager.wsu.edu>. Requests will be sent to the UREC facilities scheduler or arrangements will be made with whoever else controls the facility. The facility is not scheduled for use until confirmation is received. Due to high demand and various needs, facilities may not always be available when desired. All requests must be made at least two weeks in advance of the event. While scheduling facilities early in advance doesn't guarantee use of the facility it does increase the likelihood. If changes need to occur to scheduled practice or competition times, notice needs to be given two (2) weeks prior to the date of the practice or competition.

For all on-campus practices supervised by a University Recreation Staff member, clubs have 30 minutes from the scheduled start time of the practice to have a minimum of eight (8) members arrive. If there are less than eight (8) members 30 minutes after the scheduled start time, the practice will be canceled and the club will be charged for the supervisor's wages for the entire practice.

If at any point during the scheduled practice time there is less than eight (8) members present, the practice will be canceled from that point forward and the club will be charged for the supervisor's wages for the remainder of the practice.

A club season schedule of home and away events is required to be submitted to their Club Coordinator two weeks after the beginning of each semester. If a season starts later in the semester and you are unable to submit a schedule at that time, make alternate arrangements with your Club Coordinator. Submitting a schedule is to your benefit as your event will be promoted through University Recreation.

Any club practices, competitions or events scheduled on turf fields (Martin Stadium, Rogers Practice Field, Grimes Playfield, or Valley Road Playfield) will require all participants to wear non-metal cleats. All participants will be subject to a shoe check prior to each practice and will not be allowed to participate if not wearing proper footwear.

Scheduling Meeting Rooms

Meeting rooms are available in the CUE, Compton Union Building, Chinook Student Center, Student Recreation Center, and in other University buildings. Most rooms are free for student group use unless there's an entry fee or A/V equipment or catering needs. Any requests for meeting rooms may be submitted by approved officers by using the Facility Request Form and submitting it to your Club Coordinator.

Cancellation of Practice or an Event

Inform a Sport Club Coordinator immediately if a practice or event needs to be canceled. All cancellations must be made at least 24 hours in advance, and by Friday noon for any weekend event, of the practice or event in order to cancel the supervisor. If cancellation is made in less than 24 hours, the club becomes responsible for paying the supervisor wages for the scheduled time. This payment will come from the club's UREC account. Cancellations due to adverse weather conditions only require notice prior to 4:00PM for weekday events and Noon for weekend activities to avoid cancellation penalties. Any cancellation made by opposing teams or University Recreation staff is not subject to cancellation penalties.

Registering Fundraisers or Events

Any fundraisers or events must be approved by the Club Coordinator and depending on the nature, possibly the Director of Student Involvement, the Safety Office, the Police Department, the Environmental Health Department and/or other agencies. This process is simpler than it sounds, and starts with completing a Sport Club Fundraising Request Form. The Club Coordinator will check the form, the event or fundraiser, and sign off on it. Depending on the nature of the activity, you may need to complete a Registered Student Activity form with Student Involvement Office in CUB 320. They will notify you if you need more signatures from other departments. Once you have obtained all required signatures, submit the form to the Student Involvement Office.

Events not registered will be shut down and may subject the club to disciplinary action. **THESE FORMS MUST BE COMPLETED AND SIGNED OFF AT LEAST 10 DAYS PRIOR TO THE EVENT!** Do not wait until the last minute to do this or the event may not happen. Safety requirements for the event may require special arrangements, equipment or both.

MARKETING YOUR CLUB

University Recreation offers a variety of opportunities to advertise your club. As a part of the University Recreation Department, your club will have the opportunity to come in contact with all of the students that utilize UREC facilities, programs and services to encourage involvement or support in your particular sport. Each unit within University Recreation must work hard to ensure that their contributions strengthen the department as whole.

University Recreation Image & Identity Building - using Integrated Marketing efforts to build a strong brand:

- Consistent messages in all we do
- Advertising template (flyers, Daily Evergreen ads, posters...)
- Website that is coordinated in design and message
- Following WSU Graphic Identity Standards (www.wsu.edu/identity)

UREC Flyer Policy

University Recreation Marketing will create all flyers for sport clubs. Clubs may not make or distribute any flyers on their own. Submit all information for a flyer via Sportclub Manager. Your Club Coordinator must first approve all text for flyers before sending the request to marketing. UREC will distribute copies around campus for your club. All clubs will receive their first 250 flyers for free. Any flyers after that will be charged \$.04/copy.

Making Copies at the SRC

Club copies can be made on the copier for club use located in the SRC. You must know your UREC project number to use as your pin number. The copies will then be charged to your UREC account. You may copy on color paper on basic colors such as blue, green, yellow and pink. Any other colors you must provide.

Copies from Cougar Copies

If you wish to make copies on additional colors you can order them from Cougar Copies. To order copies from Cougar Copies, send the document file to your Club Coordinator via email. In your email indicate the following:

- Number of copies needed
- Color of paper
- Budget number
- Date needed (please allow 1-2 days for copies to be received)

You will be able to pick up your copies at the SRC in 1-2 days. You can pick up a paper options booklet from Cougar Copies free of charge.

Our marketing team can assist with flyer distribution to the following locations:

- Student Recreation Center
- Chinook Student Center
- Compton Union Building
- Greek System

Press Releases

University Recreation would like to help promote the results of club events through press releases. If you would like the possibility of your club event being reported in the Evergreen or other means, complete a Press Release and submit it to your Club Coordinator immediately following your event for timely release.

T-Shirt Sales

University Recreation will assist in creating your t-shirt logo for you. Submit the information you would like included to your Club Coordinator. If you choose not to use a t-shirt designed by University Recreation, you must get approval of artwork from your Club Coordinator before you print the shirts. Unapproved shirts produced by the club for use or sale will not be permitted.

University Recreation has established relationship with several vendors that may be able to provide a low price and a quality product. Please see your Club Coordinator before you purchase any shirts for

this possible price break. University Recreation may provide the opportunity to sell your apparel at the SRC. If you are interested, please inform your Club Coordinator. All proceeds from sales after tax will go to the clubs. Let your Club Coordinator know if your club would be interested in participating in this marketing sales idea.

Websites & Cougsync

The Sport Club Federation has a website within the University Recreation website. Club contact information is located here as well as a link to all club personal websites, which are maintained via Cougsync. All these websites must be approved before they will be linked to the UREC site. This means they must represent the club professionally through content and images. All clubs are encouraged to create websites and will be provided server space on free of charge. See your Club Coordinator to get your site set up.

Other Opportunities to Promote your Club – Posters, Evergreen Ads & More

University Recreation can also create posters, table displays, Evergreen Ads, banners, website ads, digital signage and Press Releases for clubs. Use the Marketing Request on Sportclub Manager to submit a request for any of the above marketing options.

The largest distribution of Sport Club information is through the Play Magazine, University Recreation Programs and Services Guide. Published each semester, this guide advertises all our programs. Included is each club's contact information. It is very important that your club keep this information updated so it is accurate in each guide. The guides are sent to all students and staff as well as available all over campus and the community.

Opportunities for Informational & Promotional displays within the Student Recreation Center, Compton Union Building and other locations on campus exist. The Sport Club Federation is represented within University Recreation displays on an ongoing basis. There are many events throughout the year that provide clubs with the opportunity to interact with and recruit students:

- ALIVE! new student orientation (summer)
- Back to School All Campus Picnic (August)
- Week of Welcome (August)
- Get Involved Fair (August & January)
- Demo Days (May)

Media Guidelines

University policy states that all departments talking to the media (newspaper, television, radio, etc.) must be cleared through the WSU Media Relations office by a department representative. When your club is contacted by the media, please contact your Sport Club Coordinator. This is not a means to slow down publicity, but will allow University Recreation a chance to work with your club on key messages that you want to convey during this media opportunity, and who is the best representative from your club to talk with the media. By taking these extra steps, your club will receive excellent media coverage.

If you have any questions about marketing or need assistance, please contact your Sport Club Coordinator.

UREC/SCF SERVICES AND EQUIPMENT FOR CLUBS

The Sport Club Federation Office is located in the Student Recreation Center room 250. The office is open 8am to 5pm Monday-Friday during the academic year.

A Sport Club Coordinator can provide assistance and services in the following:

1. Program advising;
2. Formation and development of fiscal management;
3. Budget preparation and fiscal management;
4. Clerical assistance--typing, letters, fliers, copying, etc., for club business only;
5. Program publicity and promotion;
6. Equipment purchase and storage;
7. Arrangements for use of fields and facilities;
8. Transportation and travel arrangements including use of department vans;
9. On-campus event registration and planning;
10. Space for small meetings during SRC hours;
11. Phone for club use only;
13. Limited computer use--club purposes only; and
14. Sport Club Federation equipment checkout

The shipping address is:

(CLUB NAME)

University Recreation

100 Dairy Rd.

Pullman, WA 99164-1830

Telephone and Fax Use

The phone located in the club office is for official club use only. Each club will be assigned a phone code for the school year. Get your code from your Club Coordinator when you need to make a call or fax. All long distance or fax charges will be billed to your UREC account.

A fax machine is located in the UREC office in the SRC room 142. Faxes may be sent for official club use only, using the long distance phone code.

To make a call or fax using your long distance code dial 7 then 1 then the area code plus the phone number. Wait for the beep and enter your 9-digit code. Keep the code secret and limited to club officers and coaches. Unauthorized use will cost the club's budget result in loss of the club's phone privileges, and possibly sanctions against the individual making the call.

Equipment

The Sport Club Federation has over time been able to purchase several items that clubs can use for free. These include:

1. 10' x 10' Canopy
2. Scoreboards
3. Cones
4. Corner Flags
5. Linesman Flags
6. Paint for lining fields and field liners
7. Barrier posts, rope, tape for sidelines, etc.
8. Field markers that sink into the ground for placing flags, posts, etc.
9. Tape measures

10. Volleyball Official's Standards
11. Other field marking equipment

To reserve one of the above items, please include these needs in any Special Event/Fundraising Request.

Storage is also available for minor field and club equipment. No personal equipment please. During the summer, club items such as uniforms, helmets, safety equipment, etc. can be stored.

THE SPORT CLUB FEDERATION COUNCIL

The Sport Club Federation Council (SCFC) is the student governing body of the Sport Club Federation under the auspices of the Department of University Recreation.

1. The Sport Club Federation Council represents the member clubs of the Sport Club Federation to the department and in all matters before the UREC Board regarding the Sport Club Federation.
2. The Sport Club Federation Council assists the Sport Club Coordinators in representing the Sport Club Federation to the WSU administration.
3. The Sport Club Federation Council also works with the Sport Club Coordinators in developing policies and procedures, for managing the Sport Club Federation.
4. For matters not within the purview of the Office of Student Standards and Accountability, the Sport Club Federation Council serves as the recommendation disciplinary board for the Sport Club Federation. The Sports Club Federation Council may hear complaints brought by club members against other club members or rule violations by clubs or individuals within the club. The Council makes recommendations for resolution of interclub conflicts and gives recommendations for team sanctions for policy violations.
5. The Sport Club Federation Council is responsible for recommending S&A allocations to the clubs of the Sport Club Federation.
6. The Sport Club Federation Council also directs the allocation of the contingency funds available for club support during the school year.
7. The Sport Club Federation Council works to support the clubs through media relations, special projects and other forms of assistance that they can develop.

Sport Club Federation Council Positions

The Sport Club Federation Council is comprised of seven members and two alternates elected by the Sport Club Federation to serve one-year terms beginning with the start of each school year. The Council selects a President and Vice-President out of their membership to serve during the one-year term of the Council.

President:

The Council President is responsible for setting the agenda and governing meetings of the Council as well as the regular meetings of the Sport Club Federation as a whole. Additionally, the President is required to attend any meetings or functions when Sport Club Federation business is on the agenda.

Vice President:

The Vice-President serves in the same roles as the President in her or his absence or inability to perform the duties. Additionally, the Vice President is responsible for the taking and distribution of the minutes of each meeting.

Elections

Elections to the Council take place during the regularly scheduled Sport Club Federation end-of-year banquet at the end of April during each school year with the Council members taking their positions officially at the beginning of the fall semester.

Nominations to the Council positions are to be established in April. The nominees will be expected to speak to the Sport Club Federation end-of-year banquet in April, explaining why they feel they should be elected to serve on the Council. Elections will take place immediately thereafter with each member club in attendance allocated one vote per position. In the case of ties, a runoff vote will be taken. Vacancies due to graduation, leaving school, resignation or removal will be filled at the following Sport Club Federation monthly meeting with nominations and election to take place during that meeting.

The Disciplinary Process

Violations of the WSU Standards of Conduct for Students will be referred to the Office of Student Standards and Accountability. If the violation involves criminal behavior, it also will be referred to law enforcement. Other policy violations will be referred to the Sport Club Council.

When deemed necessary to protect health or safety, the Programming Director, Executive Director or designee may make an interim ruling in regards to violations of policy until hearings with the Sport Club Federation Council and/or Student Conduct Board have been completed.

If a hearing will take place with the Sport Club Council, a date will be set for a hearing, generally at the next regular Council meeting, and written notice of the hearing via email will be given to all club members involved. All individuals may bring supporting evidence to the hearing. The Council will hear both sides of the case with the Sport Club Council President presiding over the hearing and a Sport Club Coordinator providing the relevant information as necessary. The Council will then provide a recommendation on a decision to the Sport Club Administration.

Sanctions may include, but not limited to, restriction of access to University facilities and vehicles, fines or reductions in allocated funds, probation or elimination of clubs, removal of individual members from club participation, or suspension or termination of club.

In the event that sanctions are imposed by the Office of Student Conduct, University Recreation may refer the matter to the Sport Club Council and may impose additional sanctions, such as probationary status or educational requirements, prior to readmitting a club into the Sport Club Federation or resuming club activity.