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SECTION 1 – IMPORTANT CONTACT INFORMATION

SPORT CLUB OFFICE

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EXECUTIVE COUNCIL

Vicki Vinokur – Graduate Assistant .......................................................................................... C: (763) 458-6172

Executive Adviser: All Teams .................................................................................................... vinokur.victori@uwlax.edu

Breanna Nedden - Women’s Volleyball ..................................................................................... nedden.brea@uwlax.edu

Executive Adviser: Bowling, M Hockey, W Hockey, M Rugby, Ski & Snowboard ........ neyden.brea@uwlax.edu

Riley O’Connor – Men’s Soccer .................................................................................................. oconnor.rile@uwlax.edu

Executive Adviser: Boxing, Equestrian, M Volleyball, W Volleyball, Weightlifting .......... oconnor.rile@uwlax.edu

Tessa Erickson – Equestrian........................................................................................................ erickson.tessa@uwlax.edu

Executive Adviser: Archery, W Basketball, W Rugby, Triathlon, Waterski/Wakeboard... erickson.tessa@uwlax.edu

Matt Hlina – Table Tennis......................................................................................................... hlina.matt@uwlax.edu

Executive Adviser: Alpine Race Team, M Soccer, W Soccer, M Ultimate, W Ultimate... hlina.matt@uwlax.edu

Britney Kocken – Ski & Snowboard.......................................................................................... kocken.brit@uwlax.edu

Executive Adviser: Baseball, Fishing, M Lacrosse, W Lacrosse, Table Tennis................. kocken.brit@uwlax.edu

CAMPUS CONTACTS

Christina Rickert, SFO Accounts, 125 Graff Main Hall – Budget and Finance Office ................ (608)785-8555
.................................................................................................................................................. crickert@uwlax.edu

Jason Gelder, Foundation Accounts, 101C Cleary Alumni & Friends Center ......................... (608)785-8766
.................................................................................................................................................. igelder@uwlax.edu

Karen Daniel, Student Activities Office (Student Orgs), 212 Cartwright.................................. (608)785-8888
.................................................................................................................................................. kdaniel@uwlax.edu

Mitchell Hall Rec Sports Office (between 11am-1pm or 7pm-11:30pm on weekdays) ........ (608)785-8696

Mitchell Hall Reservations ........................................................................................................ contact Sport Club Coordinator

North Campus Field Reservations ............................................................................................ contact Sport Club Coordinator

Recreational Eagle Center (REC) ............................................................................................. (608)785-5225
.................................................................................................................................................. www.uwlax.edu/recsports

Recreational Eagle Center (REC) Reservations ................................................................. contact Sport Club Coordinator

University Reservations & Support Services, 223 Cartwright (for meeting rooms on campus) .... (608)785-8892

Student Health Center ............................................................................................................ (608)785-8558
.................................................................................................................................................. www.uwlax.edu/studenthealth

University Police ....................................................................................................................... non-emergency (608)789-9000
.................................................................................................................................................. emergency (608)789-9999

Veteran’s Memorial Field Sports Complex Reservations ....................................................... contact Sport Club Coordinator

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SECTION 2 –INTRODUCTION TO SPORT CLUBS
The Sport Club Organization is committed towards developing, promoting, and providing leadership to activity and competitive oriented clubs on the University of Wisconsin-La Crosse (UW-L) campus. Membership within a club provides students with an opportunity to develop and improve both athletically and educationally. Students will have hands-on experience with leadership, travel, budgets, marketing, promotions, and fundraising while participating in an activity they love. These experiences provide practical skills and establish a base for a successful post-college life.

The Sport Club Office in room 142 inside the Recreational Eagle Center. Along with the Sport Club Office, information about the Sport Club Program can be found in the following areas:

- Recreational Sports Page
- Facebook: UW-L Sport Clubs (Official)
- MyOrgs: Can be accessed through the Recreational Sports page

SECTION 3-SPORT CLUB OFFICE OVERVIEW
The Sport Club Office serves as official representative of the Recreational Sports Department in supervising the Sport Club program on the UW-L campus. As the official representation, the Sport Club Office including the Executive Club members will:

- Be in regular communication with club officers in the matters of: scheduling practice/home events, eligibility, club finances, equipment purchases, travel, risk management, and leadership/volunteer opportunities.
- Assist in the allocation of funds and facility reservations.
- Provide participants with volunteer and leadership opportunities throughout the academic year.
- Enforce all policies and procedures regulated by the program, department of Recreational Sports and the University of Wisconsin- La Crosse.

SECTION 4 – MEMBERSHIP
Membership requirements are based on a philosophy of “what is best for the students at UW-L“. While many clubs may become more competitive with a combined effort from Viterbo, WTC, UW-L alumni, or non-students, the distinction of “student organization” at UW-L must always be at the forefront. Student organizations and Sport Clubs are run for the students of UW-L and by the students at UW-L. All listed rules are subject to change due to a league or national affiliation policies of an individual Sport Club.

A. STUDENT ORGANIZATION AFFILIATION POLICY
1. Any recognized athletic or sport related student organization at UW-L is eligible for membership in the Sport Club Organization following one entire year of University recognition as an organization.
   i. The Sport Club Organization reserves the right to refuse recognition to any club requiring extensive funding, facilities, resources involving high liability or risk factors, or do not properly represent the UW-L student body.
2. All clubs must remain in “good-standing” with the Sport Club Organization, Student Activities Office, and the University.
3. Prospective clubs should complete a Sport Club application by March 31st for recognition during the following academic year.

B. INDIVIDUAL MEMBERSHIP
1. Individual membership is open to all currently enrolled UW-L students.
   i. Depending on the individual club’s conference or league affiliation, currently enrolled Viterbo
or WTC students may participate on the club.

   ii. No more than 10% of the club roster may consist of WTC or Viterbo students.

   iii. Viterbo and WTC students will need to purchase a pass to access the REC or Mitchell Hall.

Adopted 2013

2. UW-L alumni and community members are not eligible to participate on a club. Alumni and community members may assist with the general operations (i.e. coaching) of the club.

3. Every member must maintain a liability waiver, medical history form, complete ImPACT concussion testing (club specific), and be listed on the official club roster prior to participation. All officers of a club will need to take Sport Club Officer Quiz before season starts.

4. Sport clubs do not discriminate on the basis of age, race, creed, color, handicap, sex, sexual orientation, developmental disability, national origin, ancestry, marital status, arrest record, or conviction record.

SECTION 5 - SPORT CLUB MEMBERS PARTICIPATING IN INTRAMURALS

The following guidelines have been established by the Intramural Sports Program regarding intramural participation by Sport Club athletes. Sport Club members are expected to abide by these guidelines. The Sport Club participation guidelines can also be found in the Intramural Sports Handbook in section 1 on page 5.

1. Intramural Sports teams may have one (1) male or female sport club member on an intramural roster in a corresponding sport (based on the sport club roster at the time of the registration period). Teams may have one (1) male and one (1) female on the roster for Co-Rec leagues (except for 4’s Volleyball and Wallyball).
   a. **NEW:** Ultimate Frisbee and Floor Hockey may have only one (1) male and one (1) female on the same Co-Rec team.

2. ALL current sport club members are eligible for “A” league play only (when league differences apply).

3. If a sport club has not started its season at the time of the first scheduled league contest, the club’s roster from the previous academic year will be used.

4. Teams may **NOT** have both an intercollegiate athlete from the previous academic year and a current club member on the same team in a corresponding sport.

SECTION 6 – SPORT CLUB CLASSIFICATION

The Sport Club Organization divides the clubs into three categories. The categories help compare clubs of similar budget requests, facility needs, and general operational practices.

A. **ACTIVITY CLUBS** promote individualized recreational activities and develop skills in lifetime activities for members. Additionally, activity clubs encourage participation in their activities to all UW-L students regardless of membership in the club. Due to the nature of the activities, requirement for facility space, minimal league fees, and limited travel, activity clubs receive a smaller average budget allocation.

   1. Activity Clubs: Archery, Boxing, Fishing, Olympic Weightlifting, Ski & Snowboard, and Triathlon.

B. **COMPETITION CLUBS** conduct regular team practices and meetings to prepare for competition against teams or clubs from other institutions. Competition clubs are affiliated to a league, conference, or national governing body and compete toward state, conference, regional, and/or national tournaments in their respective sport. Within the Competition clubs, there are two different classifications.

   1. **ON-CAMPUS** clubs practice and compete (mainly) on the UW-L campus. These clubs have minimal to no rental fees associated with practice and competitions. Due to the nature of the activities, amount of travel, and free rental of facilities, on campus clubs receive a median average budget allocation.

      i. On-Campus Clubs: Women’s Basketball, Men’s Lacrosse, Women’s Lacrosse, Men’s Rugby, Women’s Rugby, Men’s Soccer, Women’s Soccer, Men’s Ultimate, Women’s Ultimate, Men’s
Volleyball, and Women’s Volleyball.

2. **OFF-CAMPUS** clubs practice and compete in the surrounding community. These clubs have to pay for rental, usage, and other facility charges for practices and events. Due to the nature of the activities, amount of travel, and fees associated with practices and competitions, off-campus clubs receive a larger average budget allocation.

   i. Off-Campus Clubs: Alpine Race, Equestrian, Men’s Hockey, Women’s Hockey, and Waterski & Wakeboard.

**SECTION 7 – SPORT CLUBS OFFICE**

The Sport Clubs Office consists of the Sport Club and Events Coordinator, a Recreational Sports Graduate Assistant, a Graduate Assistant Athletic Trainer, and the members of the Executive Council. Below are the responsibilities of each member of the office.

A. **SPORT CLUB AND EVENTS COORDINATOR** is a full-time professional working within the Rec Sports Department.

   1. Manage the day-to-day operations and administration for the Sport Club Organization.
   2. Ensure all established University, Rec Sports, Sport Club Organization, and individual club policies, procedures, and bylaws are followed.
   3. Oversee the Segregated Fee (REC) budget, Sport Club Organization Student Faculty Organization (SFO) account, and individual club SFO accounts.
   4. Assist with club fundraisers, marketing strategies, promotions, community service projects, etc.
   5. Keep an up-to-date account of current and new inventory (reported annually by individual clubs).
   6. Offer support and assistance to all club members and officers.
   7. Maintain a complete list of practices, contests, and events of all clubs.
   8. Schedule supervision for events and tournaments.
   9. Coordinate and prepare agenda for Executive Council meetings.
   10. Foster an environment of hands-on student development.

B. **RECREATIONAL SPORTS GRADUATE ASSISTANT (GA)** is a full-time graduate student at UW-L with a graduate assistantship within the Rec Sports Department. The GA typically has other duties associated with the Rec Department including intramural sports, special events, and student development.

   1. Work directly with the Sport Club and Events Coordinator on day-to-day operations and administration of the Sport Club Organization.
   2. Assist with supervision of events and tournaments.
   3. Attend Executive Council meetings to assist with the agenda and minutes.

C. **GRADUATE ASSISTANT ATHLETIC TRAINER (ATC)** is full-time graduate student at UW-L assigned to the Rec Sports Department. The ATC must maintain up-to-date certifications appropriate to treat students.

   1. Supervise all home events and tournaments; practices when applicable.
   2. Coordinate ImPACT Concussion Testing with high risk sports.
   3. Assist in tracking of medical release paperwork and emergency contact cards.
   4. Manage “Travel First-Aid Kits” for teams competing or traveling to competitions.

D. **EVENT STAFF** are undergraduate student staff members of the Rec Sports Department.

   1. Supervise all home events and tournaments; practices when applicable.
   2. Assist with the coordination of tournaments and events.
   3. Work with club officers prior to home events with setup of equipment.

E. **EXECUTIVE COUNCIL MEMBERS** – see Section 8 for requirements.

   1. Serve as “representative” for a select group of clubs.
   2. Assist with the addition or modification of policies and procedures associated with the Sport Club
Organization including the point system, budget allocations, and paperwork.
3. Assist with paperwork and requirements of the club he/she represents.
4. Answer questions or help deal with issues of any Sport Club Officer related to his/her club.
5. Help to facilitate the development of new clubs.
6. Serve as a positive role model and demonstrate leadership on campus.
7. Actively attend and contribute to weekly Executive Council meetings.

SECTION 8–EXECUTIVE COUNCIL
The Executive Council consists of four to six student representatives. Those representatives will meet with the Sport Club and Events Coordinator and Graduate Assistant on a weekly basis (or as needed). In addition to meeting weekly, the executive council will be a mentor to 4-5 different sport clubs and also have an area of specialty (project) for the academic year.

A. REQUIREMENTS TO JOIN EXECUTIVE COUNCIL
1. Applicants must be UW-L students and serve for the entire academic year.
2. Applicants must be a member of at least one Sport Club.
   i. It is suggested, though not required, for applicants to be an officer on their club.
3. Applications are due during spring of the previous academic year.
4. Current members of the council will review applications and select members to fill the council.

B. VOTING PROCESS
1. Any voting done by the Executive Council will rely on a majority decision.
2. Only members in attendance at the time of the vote will be able to cast a vote.
   i. 75% or more of the council must be present to conduct a vote.
   ii. Members may approve, deny, or abstain during the voting process.
3. In the event of a tie, the graduate assistant will cast the deciding vote.

C. RECOMMENDATIONS TO THE CLUB COUNCIL
1. Many decisions related to the Sport Club Organization affect all clubs. The Executive Council may elect to have the entire Club Council vote on a decision. In such an event, the Executive Council will review the topic and make a recommendation to the Club Council to be voted on.
2. All applications for new Sport Clubs will be reviewed by the Executive Council to ensure all Sport Club requirements are completed.
3. Executive Council members will recommend clubs to the Club Council for approval based on available facilities, funding, and resources.
4. Prospective clubs recommended for approval will present information about their club to the Club Council who will vote to approve clubs into the Sport Club Organization.

D. APPEAL PROCESS
Clubs have the right to appeal the action taken by the Sport Clubs Executive Council. Clubs will need to follow the appropriate steps:
1. A club representative needs to type an appeal which includes an explanation for the appeal, a contact for the club, and the schedule of those involved in the appeal for the next two days. This must be delivered to the Sport Club and Events Coordinator within 48 hours of the Executive Council decision.
2. A time will be arranged for the club involved to meet with the Executive Council within 48 hours of receiving the appeal.
3. After the appeal meeting, a representative from the Executive Council will contact the club with the final outcome.
4. Once an appeal has been heard and the appeal meeting has occurred, the decision is final and cannot be appealed again.
SECTION 9 – CLUB COUNCIL
The Club Council consists of all officers and/or representatives from each club. The council meets on an as needed basis to discuss policies, procedures, and all aspects related to the entire Club Council.

A. REQUIREMENTS FOR CLUB COUNCIL MEETINGS
   1. Each club must have a minimum of two members from their club in attendance.
      i. Executive Council members CANNOT represent their club or cast a vote on behalf of their club.
   2. Each club is required to attend each meeting.
   3. Missed meetings will affect their future budget (see Section 12).

B. VOTING PROCESS
   1. Each club will cast one (1) vote in Club Council decisions.
   2. A majority vote is needed to approve any decisions made.
   3. Only clubs in attendance at the time of the vote will be able to cast a vote.
      i. 75% or more of the council must be present to conduct a vote.
      ii. Clubs may approve, deny, or abstain during the voting process.
   4. In the event of a tie, the Executive Council will cast the deciding vote.
      i. The Executive Council will not make their decision until the following Executive Council meeting.

SECTION 10 – FACULTY ADVISER
Each recognized student organizations is required to have an adviser. This person must be a UW-L faculty or academic staff member. Organizations may utilize the Sport Club and Events Coordinator as their adviser or have an adviser from campus.

A. GENERAL RESPONSIBILITIES
   The faculty adviser serves in a voluntary capacity to the recognized student organization and provides guidance, direction, advice, and continuity to both the members and officers of the organization. A description of responsibilities should be forwarded to the faculty or staff member when he/she agrees to become the adviser.

B. SPECIFIC RESPONSIBILITIES OF THE ADVISER
   1. Maintain an awareness of the activities and programs sponsored by the club.
   2. Meet on a regular basis with the officers of the club to discuss upcoming events, fundraising ideas, community service projects, and the long range plans and goals of the club.
   3. Oversee the club budgets including the REC account, SFO account, and Foundation account (if applicable).
      i. All SFO check requests require the signature of the adviser.
   4. Attend meetings, practices, and/or events as schedule allows.
   5. Assist in the orientation of new officers each year with background information and history about the club, league or conference affiliations, and other specifics lost during the officer transition.
   6. Explain and clarify campus policies and procedures that apply to the club.

C. SPECIFIC RESPONSIBILITIES OF THE CLUB OFFICERS RELATED TO THE ADVISER
   1. Confirm interest of faculty member to serve as adviser (annually at beginning of academic year).
   2. Meet with adviser once per semester to update him/her on club activities.
   3. Notifying adviser of upcoming meetings, events, fundraising plans, and community service projects.
   4. Contact adviser to discuss budgets, fundraising ideas, community service projects, and long term goals.

D. FAILURE TO MAINTAIN ADVISER
   Clubs are required to maintain an adviser to remain recognized by the University. The REC account budget will not be dispersed to clubs without a recognized adviser. Failure to re-gain an adviser for one semester will result in the club losing Sport Club Organization status.
SECTION 11 – COACH/INSTRUCTOR
Sport Clubs are recognized student organizations; therefore, Sport Clubs are run by the students of UW-L. Clubs may, however, elect to have a coach or instructor to assist the club.

A. COACH AND INSTRUCTOR POLICIES
1. All coaches and instructors are volunteers. They are not hired employees of UW-L.
2. The “hiring” and “firing” of coaches is determined by the officers of the club.
3. Coaches and instructors cannot be paid by the Sport Club.
4. Coaches and instructors are not eligible to be reimbursed by the club for expenses related to the club.
5. The coach or instructor does not have any standing within the Sport Club Organization or the University.
   i. Coaches cannot make reservations on campus.
   ii. Coaches cannot complete club paperwork related to the league, conference, and University.
6. In general, the coach or instructor manages the flow of practice and contests, strategies of the club as it relates to competition or training, and possibly playing-time of the members. The students of the club are responsible for operation of the club including all paperwork, equipment, and policy adherence of the Sport Club Organization and University.
7. The coach or instructor is not eligible to become the club adviser (unless he/she an employee of UW-)

B. COACH/INSTRUCTOR CONTRACT
At the beginning of each academic year, the Sport Club and Events Coordinator will send out an e-mail to all clubs with a coach/instructor and ask that the club president and the coach sign off on the contract before the season.

The coach’s contract is a document to let the coach know what items they have access to and the requirements that they must meet in order to be in a volunteer position within the Sport Club program.

SECTION 12 – BUDGET AND FINANCES
Each club has two accounts on campus: the Student Faculty Organization account and the Rec Sports account. Some highly financed clubs and clubs interested in collecting donations will also maintain a Foundation account. Clubs are restricted from keeping money in off-campus banking systems. Club officers may not keep finances in the form of cash.

A. STUDENT FACULTY ORGANIZATION ACCOUNT (SFO ACCOUNT) – Each club has an SFO account at the Business Office at 125 Graff Main Hall. This account is utilized like a checking account for the club where all of the fundraised money, team dues collected, and reimbursement checks are deposited. Money in this account can be utilized for anything related to the club and typical business of the club. Each club may grant two different officers the ability to access the funds of this account. Those officers will need to have approval from their adviser prior to accessing the funds. Check requests from the SFO account must be accompanied by a receipt or invoice. All checks will be available by 10am on the next business day. Money in the SFO account carries over from year to year. For current balance, please contact:

Christina Rickert
125 Graff Main Hall - Budget and Finance Office
crickert@uwlax.edu
(608)785-8555

B. REC SPORTS ACCOUNT (REC ACCOUNT) – The REC account, previously known as the Segregated Fee or SEG account, is generated through student segregated fees and allocated to the Sport Club Organization. Access to the money in the REC account is controlled through the Sport Club Office. This account is different from the SFO account because money DOES NOT get deposited into the account and all allocated money must be spend by the end of the fiscal year. This account also has more restrictions and guidelines for usage. Current balances
1. Usage of this money is typically for registration fees, league fees, facility rental, equipment purchases, or travel reimbursement including transportation costs such as gas receipts, vehicle rentals, or plane tickets as well as hotels.

2. Paperwork needed to access the money includes the Registration Fee Request, Non-Travel Reimbursement Form, or Travel Expense Report. Payment may also be made through a Visa card controlled by the Sport Club and Events Coordinator.
   i. Please allow a minimum of two (2) weeks for paperwork to be processed and the funds to be dispersed. All funds will be deposited into the club’s SFO account unless it requires being sent to an outside company, individual, or University.

3. The points system (see Section 10) was created to help allocate the money from the REC account to the clubs each year.

4. New Sport Club Probationary Status
   i. New Sport Clubs will remain on probationary status for one academic year.
   ii. After one year, clubs are eligible for 33.3\% of what would be a full share of the REC account.
   iii. Each additional year will increase the Sport Club budget share 33.3\% (1st year - 0\%, 2nd year - 33.3\%, 3rd year - 66.7\%, 4th year - 100\%).

C. FOUNDATION ACCOUNT – The Foundation account is set up by each individual club based on their desire to collect donations from individuals outside of team members. Those who donate will receive the appropriate tax deduction paperwork. The UW-L Foundation will keep a small percentage of the donated amount. Current clubs with a Foundation account are Alpine Race, Equestrian, Women’s Hockey, Men’s Rugby, Women’s Rugby, Men’s Soccer, Men’s Ultimate, Women’s Volleyball, and Waterski and Wakeboard. Access to the Foundation account is available by visiting the Cleary Alumni & Friends Center. A check request form must be signed by a club officer and the club adviser. The form must also have an invoice or receipt attached for the check to be cut. For current balance, please contact the Sport Club Office or:

   Jason Gelder, Finance Assistant
   UW-L Foundation – 101C Cleary Alumni & Friends Center
   jgelder@uwlax.edu
   (608)785-8766

SECTION 13 – POINT SYSTEM
The point system was designed to allocate the REC budget fairly between all clubs. The system gives a value to each form, trip, event, meeting, and requirement the club has. Points are also earned for different categories more specific to each club such as total membership, league fees paid per year, qualification for playoffs, and facility or equipment rental costs. Therefore, each club will determine their own allocation based on how many points they earn. As explained in Section 6, the different classification of clubs helps compare clubs of similar activity for the point system to compare like activities. Each classification has different requirements, paperwork, and categories to earn points.

Within each classification (Activity, Competitive On-Campus, Competitive Off-Campus) clubs will receive points throughout the year. At the end of the year (May 1\textsuperscript{st}), the Executive Council will allocate a dollar amount to each classification. The total number of points earned within that classification divided by the dollar amount will give each point a value. That value times the number of points your team has earned will give each club’s allocation.

Example: Team A, Team B, and Team C are all within one classification. Team A earned 100 points, Team B earned 90 points, and Team C earned 60 points. The Executive Council allocated $1000 to this classification. Therefore, each point
earned is worth $4 ($1000/250=$4). In this example, Team A would be allocated $400, Team B would be allocated $360, and Team C would be allocated $240 for the following academic year.

A. CLUB REQUIREMENTS – each club has five requirements which must be maintained to remain in good standing as a Sport Club. Each club will forfeit 20% of the annual points earned for each requirement not completed. Sport Clubs unable to maintain good standing may go on probation or be removed from the Sport Club Organization.

1. Fundraise 100% of Allocation
   i. Clubs are required to match their allocation through fundraising. Fundraised money is tracked through a “Fundraiser Notification” form found MyOrgs. Each form must correspond with a deposit(s) made to the club’s SFO or Foundation account.
      1. All fundraising and corporate sponsorship must be coordinated and approved through the Student Activities Office at least two weeks prior to the fundraiser. Fundraising and sponsorship forms can be picked up in 212 Cartwright Center.
      a. Team Dues are considered fundraising. The same process of notification online and deposit into the SFO account are required.

2. Attend All Club Meetings
   i. Annual meetings include RECFest on Labor Day weekend, individual and group Club Council meetings, Fall MyOrgs meeting with Student Activities, Risk Management meeting with ATC GA’s and the Risk Management Officers on the club, the Leadership Training Series, and an possible alcohol, hazing, or other student development meeting
      1. Clubs are not required to attend a different club’s event; however, attendance at another club (not including same sport, opposite gender club) event will earn multiple points for the club. In order to receive credit, the club must have 10 members or half of the active roster (whichever is less) at the event. For proof, please email the Sport Club and Events Coordinator a picture of your team at the event.

3. Maintain 7+ Active Members
   i. Clubs must maintain seven (7) active UW-L student members.  
      
   ii. Active membership is defined as having all team dues paid, all necessary forms complete and turn in to the Sport Clubs Office, participate in 25% of team practices (if applicable for club) –or– attend 50% of non-qualifying (non-playoff) events.
      1. A club may have a more strict definition of “active” in specific club bylaws, but not less.

   iii. If an issue is presented with low membership, the Sport Club Office will meet with the Executive Council to decide if a club is placed on membership probation.

   iv. Membership probation gives the club one (1) semester to make positive progress towards increasing membership. At the conclusion of the semester, the Executive Council will re-evaluate the club’s progress.
      1. If the club membership returns to seven (7) or more active UW-L student members, the club will return to full status.
      2. If the club membership grows but does not yet meet or exceed seven (7) active UW-L student members, it is at the discretion of the Executive Council whether to keep the club on probation for one (1) more semester or not.
      3. If the club does not make positive progress towards seven (7) active UW-L student
members or fails to obtain seven (7) active UW-L student members at the conclusion of the second semester of probation (granted by the Executive Council), the club will lose UW-L Sport Club status.

**NOTE:** UW-L Sport Club status does not relate to UW-L Student Organization status. The group may remain a student organization but will report to Karen Daniel in 212 Cartwright Center.

4. An organization losing status as a Sport Club will immediately forfeit their REC budget to be absorbed by the Sport Club Office.

Adopted 2011

4. **Maintain Risk Management Officers (RMO)**
   i. Each club must maintain Risk Management Officers with current CPR, AED, and First Aid certifications. If the active club roster is less than 10, only one RMO is required. One of the Risk Management Officers may hold another position as a club officer, but not both. Please see Section 13 for more information regarding the RMO.

Adopted 2013

5. **Spend Entire REC Allocation**
   i. Each club is required to spend their entire allocation from the REC budget. The budget from the University is a “use it or lose it” account. Each club has until May 1st to completely spend their budget.
   1. Please connect with the Sport Club and Events Coordinator to spend money from the account. The Sport Club and Events Coordinator may be able to utilize a contingency fund to assist with minor overages when trying to spend the account down.
      a. Any account with $20 or less will be considered completely spent.
      b. Any money left if the account after May 1st will be absorbed by the Sport Club Office and used at the Sport Club and Events Coordinator’s discretion.

B. **COMMUNITY SERVICE** - Clubs may complete community service hours to accumulate more points. In order to earn points, your club must do 40 hour or 2 hour per active member, whichever is less. Additional points can be earned for 60 hours (3 hours per person) or 80 hours (4 hours per person). Community service projects must be completed by 25% of the team or 10 people, whichever is less, with at least 25% being done outside the Sport Clubs organization (working other club events as scorekeeper/event staff).
   1. In order to receive credit for community service projects, the club must complete the “Community Service” form found on MyOrgs.
      i. It is also suggested, though not required, for the club to take a photo of their club completing community service and email to the Sport Club Office (for Social Media).

C. **PAPERWORK** – Each club must complete all paperwork required by the Sport Club Office. Most forms will be found on MyOrgs. Each year will require different paperwork requirements with different due dates. Below are typical forms completed each year with general due dates listed:
   1. Officer Contact Form – generally due within the first 2 weeks of the academic year or after tryouts; also due after any club officer elections; due at the end of the year prior to finals
   2. RECFest – due on the Friday prior to RECFest
   3. Fall Roster – continually updated throughout the year; due 2 weeks after practice starts; due after tryouts have completed
   4. Fall Schedule – due as soon as possible to ensure facility reservations and travel accommodations are coordinated in a timely manner; must be completed prior to the first event of the semester
   5. Updated Bylaws – due on November 1st; each club is required to update their club bylaws to ensure
current club practices are reflected in the club bylaws

6. Spring Schedule – due as soon as possible to ensure facility reservations and travel accommodations are coordinated in a timely manner; must be completed prior to the first event of the semester

7. UW-L Email Check – completed randomly throughout the year to ensure club email account is checked

8. End of the Year Report – Due by May 1st or after the last competition is completed by the club

9. Inventory Report – Due prior to the end of finals; all club inventory must be returned to the proper storage on campus (REC pod, North Campus, etc.)

D. MEMBERSHIP – Clubs earn one point for each member on their roster. A participant must be listed on the club roster, have both liability waiver and medical release forms on file, and be considered “active” within the club to earn a point for the club.

E. COMPETITIVE FINISH (Competitive Clubs Only) – Clubs are also rewarded for their success and competitive finish. While each club has different playoff qualifications and tournaments, the Sport Club Office will use its best judgment on how to score clubs in the following two categories. There are two categories for clubs to earn points: Qualification and Finish.

1. Qualification – Points can be earned for a team qualification to a regional or national tournament or contest. For a club to earn these points, they must have qualified for the event based on success during a regular season. Clubs may not earn points in this category if they are allowed to register for the event.

2. Finish – Points can also be earned for a team who finishes in the top of the State, Regional, or National level. Teams can earn points in this category whether they qualified or registered for the event.

F. LEAGUE, OFFICIAL, AND REGISTRATION FEES (Competitive Clubs Only) – In order to better assist clubs with higher expenses related to competition fees, each club will earn one point for every $50 spent on league fees, officials fees, or registration fees for tournaments and events. Clubs must submit proof (email, invoice, receipt) of payment to the Sport Club Office to receive credit for each fee.

G. LEAGUE, OFFICIAL, AND REGISTRATION FEES (Competitive-Off Campus Clubs Only) – In order to better assist clubs with higher expenses, each club will earn one point for every $50 spent on equipment or facility rental fees. Clubs must submit proof (email, invoice, receipt) of payment to the Sport Club Office to receive credit for each fee.

H. TRAVEL – Any club travel which represents UW-L must be reported to and coordinated with the Sport Club Office. Each club will receive points based on the distance of the trip: a LOCAL trip is considered anything under 225 miles, REGIONAL is 226-550 miles, and NATIONAL is more than 550 miles. All clubs must also complete three mandatory travel forms: Pre-Travel Approval, Pre-Travel Itinerary, and Post-Travel Report. If the Pre-Travel Approval form is not completed on time, the team will not receive travel points for distance traveled and is only eligible for half of the points for each additional form completed on time. All forms can be found on MyOrgs.

1. Pre-Travel Approval – The pre-travel approval form must be completed NO LESS than 10 days prior to the departure date. This form may be completed by a club as soon as their league or semester schedule is completed. Each approval form is forwarded to and approved by the Sport Club and Events Coordinator, the Director of Recreational Sports, and the Assistant Dean of Students.
   i. Each pre-travel form must indicate travel dates, location of trip, anticipated expenses for the trip, and anticipated sources of funding for the trip. You will also be asked about your current balances in the REC, SFO, and Foundation account.
   ii. In order for clubs to request reimbursement for travel expenses including gas receipts, hotel accommodations, and any vehicle rental/plane ticket fees, the club must have prior approval for travel through the pre-travel approval form.
2. **Pre-Travel Itinerary** – The pre-travel itinerary form must be completed **PRIOR TO DEPARTURE** from La Crosse. This form includes specific travel information including drivers, vehicle information, traveling members, and any overnight lodging information.

3. **Post-Travel Report** – The post-travel report form must be completed **NO LESS** than 24 hours after the club has returned to La Crosse. The form indicates the club has returned safely to La Crosse, the results of the weekend, and any issues or injuries needing follow-up by the Sport Club Office.

**SECTION 14 – TRAVEL OPTIONS**

Travel can become very expensive for clubs based on the current gas prices, average miles per gallon of automobiles, and number of automobiles needed to transport your club to the event. It will benefit your club to research different types of transportation to each event. If your team is traveling with personal or rental vehicles, all members driving need to have filled out the drivers authorization form before team travel. These forms are required by all drivers of Sport Clubs and all employees of Recreational Sports that drive.

A. **PERSONAL VEHICLES**

Personal vehicles are the most frequently used transportation for clubs. Though your club is travelling on “University business,” vehicle owners should be aware the owner’s liability insurance, not the University, will be the primary insurance in the event of an accident. The University does not provide physical damage insurance (comprehensive or collision) on vehicles it does not own. All passengers must be on the approved travel roster.

1. Reimbursement for personal vehicles is determined by the amount of gas used during the trip. Car owners are required to fill their car prior to departure for the trip with their own money. As soon as the car owner returns to La Crosse, he/she must re-fill the car up. All expenses related to gas purchases are eligible for reimbursement.

B. **RENTAL VEHICLES**

The University does not provide vehicles for club rental purposes. Clubs may rent automobiles from Enterprise for a reduced fee. Clubs may also decide it is cost effective to rent a bus for a trip. In either event, when a club rents a vehicle, the Sport Club and Events Coordinator must be informed of the rental plan prior to setting up the arrangements. Prices and charges change frequently depending on type of automobile, distance traveled, days of use, etc.

1. Reimbursement for rental vehicles can be covered by the REC account given there is enough money in the account to cover all expenses. Expenses are tracked similar to personal vehicles. Drivers must turn in receipts from the trip.

C. **PLANES, TRAINS, AND BUSES**

Reservations should be made as far in advance as possible. As you get closer to your departure date, rates will increase. When making a reservation, consider fares that have no penalties for changes or cancellations to the trip. Costs incurred due to non-emergency cancellation or rescheduling of transportation are non-reimbursable.

1. Reimbursement for tickets can be covered by the REC account given there is enough money in the account to cover all expenses.

**SECTION 15 – MEDICAL COVERAGE**

The Sports Club Office consists of a Graduate Assistant Certified Athletic Trainer. He/she, along with the Sport Club and Events Coordinator, will manage all aspects of liability and medical coverage.

A. **MEDICAL INSURANCE**

All club members are encouraged to have current medical coverage, either through the University or another provider. UW-L and the Recreational Sports Department do not provide any type of medical insurance for club participants.
B. LIABILITY WAIVERS, MEDICAL RELEASE, AND CONCUSSION FORMS

1. Liability Waivers are required by all members attending practice. These forms must be on file with the office no less than 1 week after the first practice by the individual.

2. Medical Release forms are required by all active members competing for the club. These forms must be on file with the office no less than 2 weeks after the first team practice (tryout period does not count).
   a. Club members must have both forms on file prior to the first competition even if within the previously mentioned deadlines.
   b. Failure to complete the Risk Management forms will result in a loss of points for the entire season. Club budgets will be frozen and practice space may be forfeit until forms are completed.

3. Concussion Protocol: All Sport Club athletes will sign the Concussion Protocol at the beginning of their season each year regardless if they are a high impact sport or not. This protocol goes over the responsibilities they have if they sustain a concussion and ensuring they follow through with the Return to Play protocol. A new Return to Learn Protocol will also be a part of this, saying that if you have a severe concussion, Student Life will work with you and your instructors.

C. FIRST AID KITS

First aid kits will be ready for check-out prior to departure for traveling clubs. First aid kits can be checked out at the REC front desk only using your student ID. First Aid kits can be picked up 1-3 days before competition and must be returned after you return to campus. Kits typically consist of athletic tape, pre-wrap, band aids, and other minor first aid supplies. Contact the Graduate Assistant Certified Athletic Trainer for special needs within the kit.

D. STUDENT HEALTH CENTER

The Student Health Center is provided to all UW-L students at minimal to no cost above tuition fees. The Sport Club ATC works directly with the medical professionals in the Student Health Center to treat students with injuries, including rehabilitation of injuries.

1. For more information including open times, please visit the Student Health Center website at (www.uwlax.edu/studenthealth/) or call (608) 785-8558.

E. ImPACT CONCUSSION TESTING

ImPACT Concussion Testing is completed by Sport Club participants prior to the first practice (or after try-outs). The ImPACT test creates a baseline for each individual being tested. In the event a participant has a head injury during the year, the ATC will have the participant re-take the test. He/she will use the results of the baseline compared to the results of the post-injury test to evaluate and treat the participant.

1. Alpine Racing, Women’s Basketball, Boxing, Men’s Hockey, Women’s Hockey, Men’s Lacrosse, Women’s Lacrosse, Men’s Rugby, Women’s Rugby, Men’s Soccer, Women’s Soccer, Men’s Ultimate, Women’s Ultimate, and Waterski & Wakeboard are required to do the ImPACT testing.

2. All testing is at no cost to the participants.

F. RISK MANAGEMENT OFFICERS (RMO)

Each club must have two (2) RMO. Clubs with less than 10 active members only need one (1) RMO. Only one of the RMO’s can be an officer in another capacity on the club. Additional resources for RMO’s can be found on the RecSports website under Sport Clubs-Forms.

1. The RMO must be an active member of the club who travels with the team.

2. He/she must maintain up-to-date certifications in CPR, AED, and First Aid and provide the Sport Club Office with a copy of all certifications.

3. The RMO will go through training with the Sport Club Office and ATC GA’s related to managing risk on the club including medical, travel, etc.

4. The RMO will work with the ATC GA’s to ensure all members of the club have liability waivers and
medical release forms completed and on file with the Sport Club Office.
5. RMO’s will also help coordinate Concussion ImPACT Testing with the ATC GA’s for all members of the club’s active roster.
6. RMO’s are responsible for checking out a Travel First Aid Kit for their club for all away events.
7. The RMO should remain in contact with the ATC at practices, events, and during trips in the event of a medical emergency.
8. All RMO’s will have to complete the Heads Up Concussion based testing before season starts, so they have a basic knowledge of concussion symptoms.

SECTION 16 - EQUIPMENT POLICY
All equipment purchased by the club is property of the University. Clubs may use allocated money in the REC account, money from fundraisers or team dues in the SFO account, money donated to the club through the Foundation account, or apply for a Capital-Fund Request to purchase equipment.

A. All equipment must be stored on campus. Equipment storage is available in the REC, at Mitchell Hall, at North Campus, and possibly under the Stadium. For most clubs, the club equipment will be stored in the “pod” at the REC. The pod is located to the North of the first basketball court at the REC.

B. Individuals checking equipment out of the pod must provide a valid student ID and be on the list of students who can check in and out equipment (officer groups). The REC front desk staff will unlock the door(s) for you to access your equipment and return to the front desk with you to complete the check-out.
   1. Individuals who sign out such equipment are fully responsible for its care, return or replacement if destroyed lost or stolen.

C. All equipment must be returned by May 1st for the summer unless previous accommodations have been made with the Sport Club Office.

D. All clubs must complete an equipment inventory after all items have been returned.
   1. If equipment is lost, stolen or destroyed, the individual must pay for replacement costs on or before this deadline.
   2. If equipment is not returned or paid for by the deadline, individuals will be billed for the equipment. Students with outstanding bills may be refused requests for transcripts and may be refused when registering for a new term.

E. Coaches/instructors/advisers are not allowed to access the pod or keep/store equipment. Only UW-L students may check-out equipment.

F. All jerseys or additional equipment that is checked out to individual students, must be inventoried and checked out through the Fusion InnoSoft software as a way for clubs to be able to get some type of payment for the equipment if it is lost or stolen during the season.

NORTH CAMPUS STORAGE KEYS
Teams that practice on the North Campus fields (Soccer, Rugby, and Archery) can check out the North Campus keys right before practice and return them right after their practice finishes. The North Campus Keys must be checked out at the front desk, in addition to bringing your student ID, the person checking out the key must also sign the North Campus Storage Key Agreement stating if the key is lost or stolen, the person who checked it out is responsible for replacement fees.
SECTION 17 – EVENT/PRACTICE SCHEDULING
Scheduling of all rooms for club meetings in education buildings or Cartwright is coordinated through the University Reservations & Support Services at (608) 785-8892 or in 223 Cartwright Center. Meeting rooms should be at no-cost to clubs. Please make sure to plan ahead for meetings as there are many night classes and other student groups reserving rooms.
Scheduling of any other campus facility for practice, contests, or events is initiated through the Sport Club and Events Coordinator in the Recreational Sports Department. This includes all facilities at the REC, Mitchell Hall, Veteran’s Memorial Field Sports Complex, and North Campus.

SECTION 18 – PROMOTIONS
Promoting your club or club events is a great way to get the word out to gain membership, fan base, and publicity around campus and throughout the La Crosse community. All physical promotions (non-electronic) must have prior approval from both the Sport Club and Events Coordinator and University Centers before being distributed on campus.

A. POSTERS AND PRINTING: Material costs including paper, ink, and design fees are at the expense of the club. The Rec Sports Department may assist with certain posters, but may also charge for the work depending on the event. All printed material must have approval from the Student Activities Office in 212 Cartwright, including a registered stamp, before being hung on “Registered Publicity Only” boards around campus. All publicity for residence halls need to be authorized by the Office of Residence Life or by the individual hall director prior to being placed in the hall.

B. SOCIAL MEDIA (FACEBOOK, TWITTER, ETC.): All clubs are welcome to create and maintain social media sites. All social media outlets may be monitored by the Sport Club and Events Coordinator for content. As the outlet is a representation of the University, any inappropriate posts, photos, or events are subject to removal and further action through Section 18 regarding Alcohol or Section 19 regarding Hazing. Please use these sites for positive club promotion, recruiting, event planning, contest results, and any other positive means of promotion for the club.

C. MYORGs WEBSITE: All clubs are required to maintain their MyOrgs website. This site is designed as the official website for the club. Clubs are able to post events, results, maintain team roster, submit paperwork, post photos, and utilize the site as a main communication link for the club.

D. T-SHIRTS: T-shirt designs and sales are a popular fundraiser completed by clubs each year. T-shirt designs must be approved prior to ordering or distributing order forms. In general, t-shirts should maintain the identity of the University of Wisconsin-La Crosse as each shirt is a representation of UW-L.

E. SPORT CLUB LOGOS The following logos have been approved for use by clubs on promotional material. www.uwlax.edu/universityrelations/UW-LBranding/UW-LBrandingHome.htm)
F. UNIVERSITY COMMUNICATIONS

Below is a list of approved and un-approved methods of representing our University, city, and department. For more information, visit the University Communications website related to the branding of UW-La Crosse.

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<th>Approved</th>
<th>Not Approved</th>
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<tr>
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<td>University of Wisconsin - La Crosse (spaces)</td>
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<tr>
<td></td>
<td>Univ. of Wisc.-La Crosse (abbreviations)</td>
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<td>U. of W.-La Crosse (periods and “of”)</td>
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<td>La Crosse (representing the city)</td>
<td>Lacrosse (represents the sport)</td>
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<td>LaCrosse (represents nothing)</td>
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<td>Recreational Eagle Center</td>
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SECTION 19 – ALCOHOL AND DRUG POLICY

Alcohol and illegal drug use will not be tolerated at any Sport Club event, including but not limited to home matches, away matches, practices, meetings, fundraisers, and socials advertised as Sport Club events including through social media. If an offense is found to have occurred, the representative from the club will be required to meet with the Executive Council to discuss the violation in question. The following guidelines will be followed in determining the appropriate action for each violation. The Executive Council reserves the right to change/advance the process due to severity of infractions. Club could lose all funding and/or be dismissed from the Sport Club Organization on first offense if nature of incident is deemed severe enough.

A. ALCOHOL PROBATION

Alcohol probation indicates a club will retain the level of “offense” for a designated time frame. The probation status indicates a time frame when the club is still eligible to move to the next “offense” level. If the club is able to remain “offense” free for the duration of the probation, the club will return to full status. If the club has
another issue related to alcohol during the probationary status, the club will be assessed the next “offense” level and retain the probation for an additional period.

1st Offense
- Forfeit 25% of original budget to be absorbed by the Sport Club general account (if not enough funds to cover or if budget is exhausted there will be additional community service with a ratio of dollars to hours)
- Additional community service to be completed before any points for community service will be recorded. Community service hours will not count towards the point system.
- A letter to the appropriate parties informing of incident and subsequent action.
- Alcohol Probation

2nd Offense
- Forfeit 50% of original budget to be absorbed by the Sport Club general account (if not enough funds to cover or if budget is exhausted there will be additional community service with a ratio of dollars to hours)
- Additional community service to be completed before any points for community service will be recorded. Community service hours will not count towards the point system.
- A letter to the appropriate parties informing of incident and subsequent action.
- Alcohol Probation

3rd Offense
- A letter to the appropriate parties informing of incident and subsequent action.
- Loss of Sport Club standing and forfeit of remaining budget.

*Each offense will be documented and sent to Student Activities Office in accordance with Student Activities and University Policy

SECTION 20 – HAZING POLICY
We, the Student Organizations Committee of UW-L, hereby assert unequivocally our opposition to hazing and pre-initiation activities which do not contribute to the positive development and welfare of organization members. We define hazing as any action taken or situation created intentionally, whether on or off university premises, with or without consent, to produce excessive physical fatigue, embarrassment, or public ridicule or possibly cause mental or physical harm or injury. Such activities and situations include paddling in any form; physical and psychological shocks; publicly wearing apparel which is not normally in good taste; engaging in public stunts or other activities which may be harmful to the image of the university and the club; morally degrading or humiliating activities, including eating and swallowing of any food or beverage or any activity that might violate any local, state, or federal law; late work sessions which interfere with scholastic activities; and any other activities which are not consistent with the organization's by-laws, ritual or policy or the regulations and policies of the university. Violations of this policy will be dealt with judiciously by the respective governing bodies or the Student Organizations Committee when no other governing body exists. (Adopted 9-17-68, revised 4-14-82).

The following are the steps that will be taken by the Student Organizations Committee:

A. Filing Complaints and Disciplinary Procedures
   1. A complaint that a recognized student organization has violated any provision(s) of student organization policies must be submitted in writing to the Director of Student Activities and Centers, and must include
a statement of the facts upon which the allegation is based. The written report shall be signed by the complainant(s) specifying the following:

i. a detailed description of the violation(s) including the date, time, place, circumstances, and the names of witnesses to the alleged incident;

ii. name(s) of the organization(s) involved in the alleged violation(s);

iii. name(s) of the individual(s) involved in the alleged violation(s); and

iv. name(s), address(es), and phone number(s) of the complainant(s).

2. The Director of Student Activities and Centers will promptly forward a copy of the complaint to the chair of the Student Organizations Committee.

3. The chair of the Student Organizations Committee, in consultation with the Director of Student Activities and Centers, shall file a formal complaint seeking discipline of the recognized student organization. The complaint shall be filed with the Student Organizations Committee.

   Note: The Student Organizations Committee shall serve as a hearing body to recommend to the chancellor findings of fact, conclusions and disciplinary sanctions. The Student Organizations Committee shall adopt hearing procedures that provide the complainant(s), organization(s) subject to complaint, and the Student Court with opportunities to be heard.

4. The chair of the Student Organizations Committee, in consultation with the Director of Student Activities and Centers, may at any time resolve a complaint by mutual agreement with the recognized student organization for the imposition of discipline; the agreement must be confirmed by the chancellor before it becomes effective.

UW-L Sport Clubs has a zero tolerance policy on issues of hazing. If an incident of hazing is brought to the attention of any member of UW-L Sport Clubs and is reported to the Sport Club Office there will be a thorough investigation into the matter. Once notified of a possible hazing violation a member of the Sport Clubs Executive Council will contact the appropriate parties within 48 hours to arrange a meeting to discuss the situation. Attendees of the meeting will be the Executive Council, Sport Club and Events Coordinator, Director and those involved in the alleged hazing.

If the incident is found to be a violation of the hazing policy, it will be submitted to the UW-L Student Activities Office for further review. If the facts are not conclusive on whether or not there was a violation of the hazing policy, and the incident was reported by a third party, the UW-L Sport Clubs Executive Council reserves the right to withhold funding from the club and require additional community service hours. The club will also be placed on probation and if another violation of bylaws occurs during probation period further action will be taken by the UW-L Sport Clubs Executive Council.

If a club is found in violation of the UW-La Crosse Anti-Hazing Policy by the Student Organizations Committee the club will be immediately suspended from the UW-L Sport Clubs Council for the remainder of the academic year. Suspension will include forfeiture of all remaining funding, revocation of facility reservations and use of university fields for club activity. The club will also be placed on probation for the following year and if another violation occurs the club may be permanently dismissed from the UW-L Sport Clubs Council.