



**UWL Rec Sports**

**Sport Club Officer  
Handbook**

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## Program Overview & Contact Information

The sport club program is based out of the Recreational Eagle Center (REC).

The UW-La Crosse (UWL) Recreational Sports Department (Rec Sports) seeks to promote wellness, develop friendships and to encourage wise use of leisure time. Sport clubs are student-led organizations for college students to continue sports they played before their time at UWL. Club officers develop leadership and organizational skills that will help them after their time at UWL. Students will have hands-on experience with leadership, planning, budgets, marketing, promotions, and fundraising while creating lifelong relationships and participating in an activity they love. All sport clubs are recognized student organizations (RSOs) that must also follow the guidelines from University Centers and [the Center for Organizations, Vision, and Engagement \(COVE\)](#), both housed in the Student Union.

The sport club program is supervised by competitive sports coordinator, Ali Tackett. Ali is the on-campus advisor for all clubs who helps with SFO reimbursements, purchases, travel, on-campus facility reservations, equipment management, and overall sport club operations. Kylie Doberstein serves as the certified athletic trainer for all sport club athletes. Kylie supervises home contests, coordinates concussion testing, tracks medical paperwork, and helps with overall risk management of the sport club program. All sport club members can schedule meetings with Kylie to follow up on injuries, concussions, and/or other medical concerns.

Important Contact Info	
<b>Contact Ali</b>	<a href="mailto:atackett@uwlax.edu">atackett@uwlax.edu</a> , <a href="#">schedule a meeting</a>
<b>Contact Kylie</b>	<a href="mailto:kdoberstein@uwlax.edu">kdoberstein@uwlax.edu</a> , <a href="#">schedule a meeting</a>
<b>Rec Sports website</b>	<a href="http://uwlax.edu/recsports">uwlax.edu/recsports</a>
<b>Facebook</b>	UWL Rec Sports
<b>Instagram</b>	@uwlrec

## Student Employment

The sport club program employs student supervisors to supervise home contests and assist with trainings. These student employees are vital to a successful sport club program. For more information, please see our [website](#). These supervisors can also apply to be student coordinators for competitive sports. Student coordinators assist Ali and Kylie with sport club program operations, paperwork management, and executive council oversight.

## Executive Council

Executive council members are sport club participants who serve on the council on a volunteer basis. This group of 6-8 individual meets on a weekly or bi-weekly basis, depending on program needs. These representatives will help develop, enforce, and vote on sport club policy and procedures. They will recommend sanctions for club infractions to the competitive sports office. Duties of the council include:

- Represent the needs and interests of all sport club athletes
- Assist with the addition or modification of policies and procedures
- Assist with paperwork and requirements of the club they represent
- Answer questions or help with issues of any sport club officer
- Help to facilitate the development of new clubs when applicable
- Serve as a positive role model and demonstrate leadership on campus
- Mentor 3-5 sport clubs

- Develop and lead training for new sport club officers
- Attend and actively contribute to meetings

To join executive council, sport club members can apply in the spring for the following academic year. Current council members review applications and select new members. If appointed to the council, the member is on the council until they graduate.

For items requiring votes, 75% or more of the council must be in attendance. Members can approve, deny, or abstain during the voting process. In the event of a tie, a deciding vote will be cast at the next meeting.

## **Sport Club Advisors**

It is a requirement for recognized student organizations to have a UWL faculty or academic staff advisor. ALL Sport Clubs must utilize the competitive sports coordinator as their official advisor.

Sport clubs are permitted to have another advisor from campus if they choose. This advisor serves in a voluntary capacity to the RSO and can provide guidance, direction, advice, and continuity to both the members and officers of the organization. Suggested responsibilities of this advisor are:

- Maintain an awareness of the activities and programs sponsored by the club.
- 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.
- Assist in the oversight of the tracking of club budgets including the Rec account, SFO account, and Foundation account (if applicable).
- Attend meetings, practices, and/or events as schedule allows.
- 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.
- Explain and clarify campus policies and procedures that apply to the club.

## **Coaches and Instructors**

Sport clubs are recognized student organizations; therefore, sport clubs are run by UWL students. Clubs may, however, elect to have a coach or instructor to assist the club. Policies on coaches and instructors are:

- The coach/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 through Rec Sports and UWL. The “hiring” and “firing” of coaches/instructors is determined by the officers/members of the club.
- All coaches/instructors are volunteers. They are not considered to be UWL employees. They do not receive paychecks, healthcare, benefits, vacation time, sick leave, etc. from UW System. They are unable to make reservations on campus and cannot complete club paperwork related to the league, conference, and University.
- Coaches/instructors cannot be paid by a sport club or UWL.
- Coaches/instructors are not eligible to be reimbursed by the club for expenses related to the club unless approved by the coordinator prior to purchase.
- All coaches/instructors are required to complete any paperwork or training requested from UWL Rec Sports. At the beginning of each academic year, the coordinator will send out an e-mail to all clubs with a coach/instructor agreement and ask that the club president and the coach sign off on the contract before practices begin.

## **Memberships & New Sport Clubs**

Student organizations and sport clubs are run for the students of UWL and by the students at UWL. All listed rules are subject to change due to a league or national affiliation policies of an individual sport club.

### **Student Organization Affiliation Policy**

- Any recognized athletic or sport related student organization at UWL is eligible for membership in the sport club program following one entire year of University recognition as an organization.
  - The sport club program 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 UWL student body.
  - Since the 2016-17 academic year, the sport club program has placed a freeze on any additions to the program due to financial and space availability.
- All clubs must remain in “good-standing” with Rec Sports, University Centers, and the University. Failure to remain in “good-standing” could result in probation or dismissal from those programs. To achieve “good-standing” the club must complete all requirements, not receive an infraction, and not be placed on probation.

### **Individual Membership**

- Individual membership is only open to currently enrolled UWL students who are paying segregated fees and up to date with club paperwork and dues.
- UWL alumni and community members are not eligible to participate on a club. Alumni and community members may assist with coaching of the club.
- Every member must maintain all paperwork requested from the competitive sports program in order to participate with the team. Please refer to the paperwork section for additional information.
- Sport clubs do not discriminate on the basis of age, race, creed, color, sex, sexual orientation, ability, national origin, ancestry, marital status, arrest record, or conviction record.

### **New Sport Club**

- Since the 2016-17 academic year, the Sport Club program has placed a freeze on any additions to the program due to financial and space availability.
- Student organizations are required to have been active for one year prior to applying to be in the sport club program.
- All applications for new sport clubs will be reviewed by the Executive Council to ensure all sport club requirements are completed.
- The Executive Council will recommend prospective clubs to the Club Council for their approval based on available facilities, funding, and resources.
- 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 program.

## **Participation in Intramural Sports**

The following guidelines have been established by intramural sports 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 participant handbook. The following guidelines apply only to sport club athletes and corresponding intramural sports.

- Intramural sports teams may have two sport club members on its roster in a corresponding active sport (based on the club’s roster at the time of registration)
- ALL current sport club members are eligible for competitive (A) league play only (if offered)

- If a specific sport club team 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.
- If an intramural roster has participants who were added to a club roster in that corresponding activity during the intramural season, the participant(s) in question will remain eligible if they were added to the intramural team roster prior to the being added to the club team roster.
- 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.

Sport Club	Corresponding Intramural Sport
Baseball	softball, wiffleball
Basketball	3v3 and 5v5 basketball, HORSE, 3-point contests
Soccer	indoor/outdoor soccer, futsal
Ultimate frisbee	indoor/outdoor ultimate
Volleyball	4's/6's/sand volleyball, wallyball

## Sport Club Requirements

Each club has requirements which must be maintained to remain in good standing as a sport club. Failure to fulfill these requirements could result in loss of funding or sport club status.

- Fundraise 100% of Rec Allocation
  - Fundraised money is tracked through deposits on monthly SFO Account statements.
  - Dues collected count as fundraised money
  - All fundraising and corporate sponsorships must be coordinated and approved through the competitive sports program and University Centers Office at least two weeks prior to the fundraiser. Events must be submitted in MyOrgs for COVE approval.
- Attend All Club Meetings
  - This includes, but is not limited to: all officer meeting and REC Fest on Labor Day, individual and group Club Council meetings, MyOrgs meetings with University Centers, risk management meetings/trainings with the ATC, officer training, monthly meetings with the coordinator, and any possible alcohol, hazing, or other student development meeting
- Maintain 7+ Active Members
  - Clubs must maintain 7 active UWL student members. Active membership is defined as having all team dues paid, all necessary forms submitted, participate in 25% of team practices (if applicable for club) –or– attend 50% of non-qualifying (non-playoff) events
  - A club may have a stricter definition of “active” in specific club bylaws, but not less.
  - If a club is presented with low membership by the start of their season, the coordinator will meet with the Executive Council to decide if a club is placed on membership probation. Membership probation gives the club 1 semester to make positive progress towards increasing membership. At the conclusion of the semester, the Executive Council will reevaluate the club's progress. If the club membership returns to 7 or more active UWL student members, the club will return to full status.
    - If the club membership grows but does not yet meet or exceed 7 active UWL student members, it is at the discretion of the Executive Council whether to keep the club on probation for 1 more semester or not.
    - If the club does not make positive progress towards 7 active UWL student members or fails to obtain 7 active UWL student members at the conclusion of the second semester of probation (granted by the Executive Council), the club will lose UWL Sport Club status. An organization losing status as a Sport Club will immediately forfeit their Rec budget to be absorbed by the sport club program.

- UWL Sport Club status does not relate to UWL Student Organization status. The group may remain a student organization by working with University Centers.
- Maintain Risk Management Officers (RMOs)
  - Each club must maintain risk management officers with current adult CPR, AED, and First Aid certifications on file with the sport club program
  - If the active club roster has 10 or fewer members, 1 RMO is required
  - If the active club roster is 11 or greater, 2 RMOs are required
    - Clubs with an A and B team must have 1 RMO per team
- Spend Entire Rec Allocation
  - Each club has until the last day of classes spring semester to spend their Rec allocation
  - Work with the coordinator to spend money from the account
  - Any account with \$100 or less will be considered completely spent
  - Any money left in the account after the deadline will be absorbed by the sport club budget
- Complete All Paperwork
  - Officer contact form
  - REC Fest reports
  - Semester reports
  - Inventory reports
  - Pre and post-travel paperwork
  - Risk management reports
  - Any other form sent out from Rec Sports
  - Ensure all club members complete individual paperwork (concussion form, risk and liability waiver, medical history form)

## **Sport Club Officers**

Sport clubs at UWL are successful because of the students dedicated to their club. The leadership provided by student officers to club members is crucial to a healthy club culture, on and off the playing surface. Each club is required to have a president, vice president, treasurer, secretary, and RMO/s. These individuals are also known as the club's leadership team. All club officers should have a comprehensive knowledge of the COVE Leadership Guide and the Sport Club Handbook.

- President
  - Represent the club at all COVE, Rec Sports, and sport association meetings/trainings
  - Serve as the direct line of communication to the club from the COVE, sport club program, and sport association
  - Inform other officers and members of the COVE and sport club policies, procedures, and resources
  - Serve as an authorized student signer on the club's SFO account
  - Work with all members of the club's leadership team on their responsibilities as necessary
  - Maintain active team roster and all roster verifications from their sport association
- Vice President
  - Assist the president with meeting the COVE and sport club requirements and deadlines.
  - Serve as the direct line of communication to the club from the COVE, sport club program, and sport association in the absence of the president
  - Work with leadership team to create a team schedule
  - Inform other officers and members of the COVE and sport club policies, procedures, and resources

- Treasurer
  - Serve as an authorized student signer on the club's SFO account
  - Oversee the club finances
  - Maintain inventory of club equipment
  - Track dues collection and any fundraised money
  - Keep records of all club expenses throughout the year
  - Work with the leadership team to create an annual budget proposal
  - Propose annual budget to the sport program and Executive Council upon request
- Secretary
  - Submit all travel paperwork for the club (pre and post-travel)
  - Keep the club social media, IMLeagues, and MyOrgs pages up to date
  - Record meeting minutes from leadership board, team meetings, and voting
- Risk Management Officer (RMO)
  - Two RMOs are required per club for clubs with more than 10 active members
  - If the club has an A team and a B team, they must have 1 RMO on each team
  - One RMO must be present with each club/team at ALL team practices, competition, and travel
  - Maintain up-to-date certifications in adult CPR, AED, and First Aid
    - A discounted class will be offered to RMOs at the beginning of each semester through Rec Sports
    - SFO funds can be used to help pay for the certification or re-certification for an RMO
  - Provide the ATC with a copy of all certification
  - Complete RMO training each semester or as assigned by Rec Sports
  - Work with the sport club office to ensure all club members have completed their necessary paperwork and concussion testing
  - Bring first aid kits to all team events. First aid kits consist of medical cards, athletic tape, pre-wrap, bandages, and other minor first aid supplies. Contact the ATC for special needs within the kit.
  - Report all injuries (at practices, away competitions, and home competitions where ATC is not present) to the ATC through the injury report form.

Clubs can assign additional expectations and responsibilities for each position as necessary. Each club is required to have an up-to-date officer contact sheet on file with Rec Sports. Clubs will have one week to submit a new officer contact sheet to the coordinator if there is to be an officer change.

## **IMLeagues**

All sport club rosters, practice schedules, and paperwork are organized online via IMLeagues. Membership in IMLeagues is FREE and tied directly into the Registrar's system on-campus. To activate an account as a first-time user, simply sign in using your UWL-issued NetID and password (do not include @uwlax.edu with your NetID). Two-factor authentication (Duo) is required to sign in to IMLeagues.

IMLeagues is an online service used by both intramural sports and sport clubs for general program oversight and organization. If you or someone on your team experiences any difficulty with IMLeagues, do not contact the IMLeagues support team. For any issues related to troubleshooting in IMLeagues, email intramurals@uwlax.edu.

All participants must activate their IMLeagues account each year. Participants will be prompted to toggle automated notifications and emails that may be generated by IMLeagues (practice reminders, roster invitations, contest results, etc.). Individuals have the right to refuse this automated service. Rec Sports reserves the right to overwrite participant settings in order to communicate and promote program operations.



IMLeagues also has an official smartphone app which allows all IMLeagues users and UWL participants to conveniently register for/create teams, view schedules, receive news updates, track personal intramural and club involvement, interact with teammates, and much more! The app, titled "IMLeagues," is FREE and is available for download via the Apple iPhone and Google Play stores. IMLeagues and its app employ a single sign-on feature which requires a one-time sign-in by users using their UWL-issued NetID and password.

## Paperwork and Concussion Testing

All sport club participants must abide by the following paperwork and concussion testing policies:

- IMLeagues paperwork
  - Liability Waiver
    - ALL sport club athletes must sign this waiver prior to any activity with the club
  - Concussion Form
    - ALL sport club athletes must sign this form prior to any activity with the club
    - All sport club athletes will sign the concussion protocol at the beginning of their season each year regardless of if they are a high impact sport or not. This protocol goes over the responsibilities they have if they sustain a concussion and ensure they follow through with the "return to play" protocol.
  - Medical History Form
    - All sport club athletes will have one week to complete this form following their first day of participation with the club
    - Information provided on this form is kept in team medical kits and should be with the team at all practices and competitions
  - Concussion Baseline Test Form
    - For all clubs required to complete baseline concussion tests
- Vehicle Use Agreement
  - Sport club members who will be driving during sport club events need to login to the [VUA portal](#) and complete the necessary steps
    - It is recommended that all sport club participants complete this form
    - This form can take up to two weeks to process
  - Follow the link above then follow these steps:
    - From the drop-down menu on the top left corner, select "UW"
    - From the same drop-down menu, select UW-La Crosse
    - Log in with your UWL NetID and password
    - Under the new fleet driver box, select "Vehicle Use Agreement"
    - UW UDDS Code: UE042000
    - Select that you are a student
    - Supervisor: Ali Tackett
    - Supervisor email: [atackett@uwlax.edu](mailto:atackett@uwlax.edu)
    - Sign and date
    - If you do NOT have a Wisconsin driver's license, you must upload a [notarized statement of your driving record](#)
- Concussion Testing
  - Concussion testing is to be completed by sport club participants prior to the first practice (or after try-outs) for assigned clubs (see list below). Participants will have one week to set this up with the ATC.
  - The concussion test creates a baseline for each person being tested. In the event a participant has a head injury during the year, the ATC will have the participant re-take the test. They will use the results of the baseline compared to the results of the post-injury test to evaluate and treat the participant.

- Members of the following sport clubs will need to complete concussion testing bi-annually

Baseball	Rugby
Basketball	Soccer
Boxing	Ultimate frisbee
Equestrian	Volleyball
Hockey	Waterski & wakeboard
Lacrosse	

- All testing is at no cost to the participants.

*Failure to complete the above forms will result in penalties for clubs. Budgets will be frozen and practice space and/or travel approval may be forfeited until forms are completed.*

## Medical Coverage

All clubs are assessed for risk levels and if deemed high risk, required to have medical coverage at any home competition, scrimmage, or alum game. Moderate to low-risk clubs may have medical coverage if the schedule allows. RMOs of moderate to low-risk clubs without medical coverage will receive additional training. The coordinator and ATC will manage all aspects of liability and medical coverage.

Low Risk: AT coverage not required	Moderate Risk: AT coverage not required but may be provided, in priority order	High Risk: AT coverage required for all home games
Archery	Soccer	Hockey
Bowling	Lacrosse (women's)	Rugby
Fishing	Ultimate frisbee	Lacrosse (men's)
Olympic weightlifting	Baseball	
Table tennis	Basketball	
Triathlon	Volleyball	

Teams are classified as high risk based on:

- Collision of a player's body against another player's, on the playing surface, and/or playing equipment
- Strategic skills or moves that involve taking another person to the ground/playing surface
- Lifting of a participant by another participant in the air greater than 3 feet above the ground

Boxing, equestrian, and waterski and wakeboard do not currently host home contests. Further discussion needs to be had if these teams look to host home contests.

If the Rec Sports ATC is unable to attend a high-risk home contest due to unforeseen circumstances and Rec Sports cannot find a replacement, said contest will be cancelled.

- Medical Insurance
  - All club members are encouraged to have current medical coverage, either through the University or another provider. UWL and Rec Sports do not provide any type of medical insurance for club participants.
- Student Health Center (SHC)
  - Located at the Health Science Center at 1300 Badger Street
  - Sport club athletes may be referred to the SHC by the ATC
  - The SHC is available to all UWL students at minimal to no cost above tuition fees. The Rec Sports ATC works directly with the medical professionals in the SHC to treat students with injuries, including rehabilitation of injuries.
    - Visit the [SHC website](#) or call (608) 785-8558 for more info

## Travel

It is imperative that all sport club travel is reported to the sport club office prior to departure. Teams will need to complete the following steps in order to be eligible for travel:

- Verify that all paperwork is completed for those traveling
  - All drivers will need to have an APPROVED driver's authorization form on file in order to be eligible to drive. This process can take up to two weeks.
  - All concussion forms, liability waivers, medical history forms, and concussion testing
- If using the Rec account, make the appropriate reservations through Concur/Travelwise
  - Clubs can complete the reservation accommodation request form on the sport club website to make reservations or they can call the reservation center at (920) 230-6467.
  - Clubs calling the Reservation Center directly will need to forward the confirmations to the coordinator.
  - Clubs using the SFO account for travel expenses should book their own travel and should not use Concur/Travelwise
- Complete the pre-travel form in IMLeagues 14 days prior to departing from La Crosse
  - If travel plans are not set 14 days before departure, submit the form anyway, and communicate travel plans with coordinator as soon as they are set
- Complete the post-travel form within 48 hours of returning to La Crosse

*Failure to follow these steps will result in the trip expenses being non-reimbursable from any account. The club will also be called to meet with the Executive Council to discuss an infraction and potential sanctions.*

Clubs are to use their best judgement when traveling. If conditions are unsafe or if an emergency arises, clubs will need to do the following:

- Contact emergency services if necessary.
- Contact the coordinator immediately by phone to notify them of the situation.
- Use the emergency number for Concur/Travelwise to make any necessary reservations. The emergency number is (920) 738-5808.

Travel can become very expensive for clubs based on the current gas prices, average miles per gallon, 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 driver authorization form before team travel. All sport club members driving vehicles must complete this form.

- Personal Vehicles
  - Personal vehicles are the most frequently used transportation for clubs. Though your club is traveling 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.
  - Reimbursement for personal vehicles is determined by the amount of gas used during the trip. Car owners are required to fill their tank prior to departure for the trip with their own money. As soon as the car owner returns to La Crosse, they must refuel the tank. All expenses related to gas purchases are eligible for reimbursement through the SFO account only.

- 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.
  - Prices and charges change frequently depending on type of automobile, distance traveled, days of use, etc. Reimbursement for rental vehicles can be covered by the Rec account given there is enough money in the account to cover all expenses and if Concur/TravelWise is used.
  - Gas for rental vehicles is only reimbursable through the SFO account
- 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.

Reimbursement for tickets can be covered by the Rec account given there is enough money in the account to cover all expenses **and** Concur/TravelWise was used to purchase the tickets.

### **Expectations While Traveling**

All members and coaches driving for any club event need to complete the vehicle use agreement (VUA). Steps on how to complete this are listed in the paperwork section of this handbook. This process could take up to four weeks to complete, so it is best to complete as soon as possible.

It is recommended that more than enough people in each club complete the VUA. There are times when clubs drive long distances to their competitions. In order to promote safety for all members, please follow these driving hours guidelines:

- The person riding in the front passenger seat must stay awake and help navigate for the driver
- Regardless of distance, at least 2 authorized drivers must be in each vehicle
- For trips over 4 hours or 250 miles, drivers should switch every two hours
- For trips over 8 hours or 500 miles, at least 4 authorized drivers must be in each vehicle, drivers should switch every two hours
- Driving between the hours of 12:00 am and 5:00 am needs pre-approval from the coordinator

If travel plans change before a team has departed, an officer should notify the coordinator via email. If travel plans change while traveling, please contact the coordinator via text message. The following travel changes should be communicated with the sport club office:

- Additional or removal of people traveling
- Change in lodging
- Driving plans (including authorized drivers, time of driving, driving schedule for trips over 4 hours/250 miles)

When traveling with sport clubs, members should exercise caution and travel safely. Whether members are driving or flying, they should always be aware of their surroundings. It is recommended that teammates flying should fly with at least one other club member.

### **Injuries While Traveling**

For a club to be eligible for travel, RMOs MUST travel with the club. RMOs are responsible for bringing the team first aid kit and medical cards to all team events. If an injury occurs while a team is traveling, the RMOs must assist their injured teammate/s and follow the guidance of the facility staff and the emergency action plan of the facility.

RMOs must submit an injury report for all injuries while traveling.

For the following scenarios:

- The injury is severe and/or life-threatening
- 911 is called
- A UWL sport club member is transported to a medical facility (via EMS or vehicle)
- A UWL sport club member is admitted to a medical facility

Follow these steps:

- Call the emergency contact listed on injured member's medical card
- A club member or coach must go to medical facility with the injured person until a parent or legal guardian is able to meet them or they are authorized to leave the medical facility
  - Bring medical card for injured person to medical facility
- Call the Rec Sports competitive sports coordinator and/or ATC to inform them of situation
  - Leave a voicemail or send a text message with detailed info if no answer

## Budget and Finances

Each club has two accounts on campus: the Student Faculty Organization account and the Rec 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.

- **Student Faculty Organization Account (SFO Account)**
  - Each club has an SFO account at the Business Services Office in 125 Graff Main Hall.
  - The treasurer and president will be listed as authorized signers. The SFO authorization form needs to be signed every year, even if officers do not change.
  - Money can be deposited into this account via Venmo to @uwlsfo or via cash or check to the Cashier's Office, Graff Main Hall
    - The team president must sign the [electronic deposit form](#) prior to depositing via Venmo
    - SFO Venmo deposits must include:
      - The student's UWL email address
      - The SFO account number
      - The sport club name
      - What the deposit is for
      - Example deposit:
        - Cute Dog Club 1234 atackett@uwlax.edu Membership dues
    - SFO cash or check deposits should be deposited by the club treasurer
    - The club treasurer is responsible for tracking dues payments from all sport club members
  - This account is utilized like a checking account for the club where all 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. No alcohol or individual memberships can be purchased with this money.
  - If purchasing food for an on-campus event, clubs will need to complete a self-cater form or order through campus catering.
  - Those officers will need to bring all check request forms to the coordinator. Check requests from the SFO account must be accompanied by a receipt or invoice. All checks will be available by 10:00 am on the next business day.
  - All SFO check requests must be received within 30 days of the expense.

- Gas receipts may be reimbursed through the SFO account.
- Money in the SFO account carries over from year to year.
- **Rec Sports Account (Rec Account)**
  - The Rec account is generated through student segregated fees and allocated to sport club teams. All allocated money must be spent by the end of the fiscal year. This account also has more restrictions and guidelines for usage.
  - Teams are encouraged to use this money for registration fees, league fees, facility rental, or travel reimbursement including transportation costs such as vehicle rentals, plane tickets, and hotels.
    - All hotel expenses, vehicle rentals, and transportation expenses (plane, train, etc.) can ONLY be reimbursed with the Rec account if arranged through Concur/Travelwise.
  - Contact the coordinator to spend money from this account
  - In order to receive funding from the Rec account, the club must compete twice a year.
  - Sport club treasurers submit budget proposals in May for the following school year
    - New sport clubs will remain on probationary status for one academic year. After one year, clubs are eligible for 33.3% of what would be a full share of the Rec account. 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%).
- **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 UWL Foundation will keep a small percentage of the donated amount.
  - Money in Foundation accounts have the same expectations as expenses spent from the Rec account.
  - Foundation account money will carry over from year to year.
  - 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 coordinator. The form must also have an invoice or receipt attached for the check to be cut. For current balances, please contact the coordinator.
  - Current clubs with a Foundation account are: Boxing, Equestrian, Men's Hockey, Women's Hockey, Men's Rugby, Women's Rugby, Men's Soccer, Women's Volleyball, and Waterski and Wakeboard.

## Fundraising

Clubs are required to match 100% of their Rec account allocation through fundraising. Clubs are also able to fundraise more to further assist their club. Each fundraiser requires approval from Rec Sports and the COVE. To receive approval from the coordinator, the club should communicate details of the fundraiser. Once approved by the coordinator, a club officer will create an event in MyOrgs and complete the fundraiser approval form within the event.

## Facility Expectations, Scheduling, and Reservations

### Facility Expectations

All clubs are required to uphold all expectations, policies, and procedures of each facility. This includes abiding by policies and procedures, cleaning up trash, and respecting any request by staff on-duty. No club is permitted to enter a locked facility or jump the fence to a facility despite having a reservation. If you arrive to your facility and it is locked please contact the Mitchell Hall Office or the REC Info Counter to notify them of the issue. **If your club violates this expectation you will forfeit one week of practice time.**

If any damage is to occur to a facility through failing to uphold expectations, policies, and procedures, the club and individuals involved could be held accountable for the fee to fix or replace the damage. The club is to report ALL damage and potential risks in the following manner:

- If the facility is the VMSC Football Turf, Soccer/Lacrosse Turf, or in Mitchell Hall:
  - Report first to the Mitchell Hall Office. If they do not answer, contact the REC Info Counter.
  - Report second to coordinator
- If the facility is North Campus or in the REC:
  - Report first to the Info Counter
  - Report second to the coordinator

## **Scheduling/Reservations**

Scheduling of the REC, Mitchell Hall, North Campus, VMSC Football Turf, or the Soccer Turf is to be arranged for the club by the coordinator. Clubs are not permitted to contact facilities directly to inquire reservations. Competitive scheduling will be done on a semester basis. Practice scheduling will be done three times in an academic year (fall, winter, spring). When the club is beginning the scheduling process and needs to know the availability of playing surfaces, contact the coordinator directly for information.

If a club is to change their schedule and is unable to attend a scheduled meeting, practice, or competition, they must communicate this to the coordinator 24 hours in advance. If they fail to report that they are unable to attend a meeting or practice, the club will forfeit their next meeting or practice time slot. If they fail to report that they are unable to attend a competition (no call/no show) the club will be assessed an infraction, asked to meet with the executive council, and will be charged the staffing fees for the competition from their Rec account.

For scheduling a facility in the local community, club officers should work with the coordinator throughout this process.

Scheduling of all rooms for club meetings in education buildings or the Student Union is coordinated by the club through the University Reservations. Meeting rooms should be at no cost to clubs. Please plan ahead for meetings as there are many night classes and other student groups reserving rooms.

## **Equipment and University Keys**

### **Equipment**

All equipment purchased by the club is property of Rec Sports. Clubs may 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.

- All equipment must be stored on campus. Equipment storage is available in the REC or at North Campus. For most clubs, the club equipment will be stored in their pod at the REC.
- 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 (leadership team). The REC info counter staff will unlock the door(s) for you to access your equipment to complete the check-out.
  - Individuals who sign out such equipment are fully responsible for its care, return or replacement if destroyed, lost or stolen.
  - All equipment must be returned by the last day of classes spring semester
  - If equipment is lost, stolen or destroyed, the individual must pay for replacement costs
    - This will be assessed to a student's campus bill. Graduating students cannot get their diplomas until the fee is paid. Returning students with outstanding bills may be refused requests for transcripts and may be refused when registering for a new term.

- Coaches/instructors/advisers are not allowed to access the pod or keep/store equipment. Only UWL students may check out equipment.
- All jerseys, helmets, or additional equipment that is checked out to individual students, must be inventoried and checked out through Fusion. This inventory management system helps clubs to be able to get some type of payment for the equipment if it is lost or stolen during the season. Picking up this equipment must be arranged with the sport club office.

### **Outdoor Facility Keys**

Teams that practice at the VMSC and North Campus fields can check out the keys right before practice and return them right after their practice finishes. The keys must be checked out at the KeyWatcher box in the REC. Presidents and VPs will have access to KeyWatcher and can access keys with the last 6 digits of their student IDs and a 4-digit passcode. If the key is lost or stolen, the person who checked it out is responsible for replacement fees. If a key is damaged with normal wear and tear, please inform the coordinator.

### **Artwork Approval & 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 promotions must have prior approval from both Rec Sports and University Centers before being distributed on campus. Clubs can utilize the graphic designers at the REC or at the COVE. To utilize the graphic designers at the REC, contact the coordinator. To utilize the graphic designer at the COVE, contact the COVE directly.

### **Posters & Printing**

Material costs including paper, ink, and design fees are at the expense of the club. Rec Sports may assist with certain posters but may also charge for the resources depending on the project. All printed material must have approval from the COVE, including a registered stamp, before being hung on “Registered Publicity Only” boards around campus.

### **Campus Digital Display Boards**

To utilize the digital display boards at the REC, contact the coordinator. To utilize the digital display board at the Student Union, contact the COVE. To utilize the digital display board in other places on campus, contact the Eagle Help Desk.

### **Outdoor Chalking**

Outdoor chalking is permissible on sidewalks only. It is prohibited near entrances, under overhands of entrances, and on all university structures. Spray chalk is prohibited.

### **Social Media**

All clubs are welcome to create and maintain social media sites. All social media outlets may be monitored by Rec Sports. As the outlet is a representation of the University, any inappropriate posts, photos, or events are subject to removal and disciplinary actions. Please use these sites for positive club promotion, recruiting, event planning, contest results, and any other positive means of promotion for the club.

### **MyOrgs Website**

All clubs are required to maintain their MyOrgs website, which is overseen by the COVE. This site is designed as the official University website for the club. Clubs can post events, results, maintain team roster, submit paperwork, post photos. The MyOrgs roster should match the IMLeagues roster.

### **Apparel/Promotional Items/Team Equipment**

Many clubs have apparel needs through the year. This can range from t-shirt fundraiser sales to uniforms for their club members. Designs for ALL apparel, promotional items, and team equipment MUST be



approved prior to ordering or distributing order forms. Approval is also needed for any “re-orders” of these items. These items should maintain the identity of the University of Wisconsin-La Crosse as each item is a representation of UWL. Designs cannot alter or change any logos/trademarks, this also includes the colors associated with those items. Please see below for approved and not approved logos. The process for approval is:

- Contact the coordinator to approve artwork and verify your vendor is on the approved list prior to beginning your project.
- Complete the t-shirt/swag form in MyOrgs. Attach the final artwork, vendor information, and price information to this form.
- Once approved from the COVE, you may begin the process of ordering your items.
- If the club is selling the item as a fundraiser they must indicate this in the MyOrgs form.
- Uniforms and jerseys can use “UWL”, “UW-La Crosse”, or “Eagles” in print. This apparel is used by club members during competition only. The word “club” does NOT need to be on jerseys.
- For club apparel and merchandise, the word “club” must be included before or after the corresponding sport/activity.
- Failure to uphold this policy may result in probation, dismissal from the sport club program, or dismissal from the Student Organization program.
- Clubs will not be approved to utilize their Rec account, SFO account, or Foundation account if they do not follow the above process.

## Logos

Rec Sports **can use** these logos in multiple colorways:



Rec Sports **cannot use** these logos for any apparel, promotions, or jerseys:



**Logos cannot be altered or distorted for any reason. This includes changing the shape of the cutout in the Active L.**

## Hazing

This policy is taken from the student organizations leadership guide. Sport clubs are expected to abide by this policy.

*We, the Student Organizations Committee of UWL, 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:*

- *Filing Complaints and Disciplinary Procedures*
  - *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 University 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:*
    - *A detailed description of the violation(s) including the date, time, place, circumstances, and the names of witnesses to the alleged incident;*
    - *Name(s) of the organization(s) involved in the alleged violation(s);*
    - *Name(s) of the individual(s) involved in the alleged violation(s); and*
    - *Name(s), address (es), and phone number(s) of the complainant(s).*
  - *The Director of University Centers will promptly forward a copy of the complaint to the chair of the Student Organizations Committee.*
- *The chair of the Student Organizations Committee, in consultation with the Director of University 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.*
- *The chair of the Student Organizations Committee, in consultation with the Director of University Centers, may at any time resolve a complaint by mutual agreement with the recognized student organization for the*

UWL Rec Sports has a zero tolerance policy on issues of hazing. If an incident of hazing involving a sport club member is brought to the attention any member of the team and is reported to the competitive sports program, there will be a thorough investigation into the matter. Once notified of a possible hazing violation, a member of the Executive Council will contact the appropriate parties to arrange a meeting to discuss the situation. Attendees of the meeting will be the Executive Council, Coordinator of Competitive Sports, Associate Director of Rec Sports, Director of Rec Sports, 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 UWL 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, 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 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 UWL Rec Sports 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 sport club program.

### **UWL Discrimination, Harassment, and Retaliation Policy**

The following excerpt is from the [UWL Discrimination, Harassment, and Retaliation policy](#):

*"It is the policy of the University of Wisconsin-La Crosse to maintain an academic and work environment free of discrimination, discriminatory harassment, or retaliation for all students and employees. Discrimination is inconsistent with the efforts of the University of Wisconsin-La Crosse to foster an environment of respect for the dignity and worth of all members of the University community and to eliminate all manifestations of discrimination within the University. The University is also committed to the protection of individual rights under the First Amendment (and related principles of academic freedom) and in preserving the widest possible dialogue within its educational environment.*

*Discrimination is conduct that adversely affects any aspects of an individual's...participation in an institution's activities or programs or has the effect of denying equal privileges or treatment to an individual, on the basis of one or more characteristics of that individual's protected status or category as defined herein. Discriminatory harassment is a form of discrimination consisting of unwelcome verbal, written, graphic, or physical conduct that is directed at an individual or group of individuals' actual or perceived protected status and is sufficiently severe or pervasive so as to interfere with the individual's...participation in institution activities and programs and creates an...environment that a reasonable person would find intimidating, offensive, or hostile."*

To ensure the sport club program fosters this environment, sport club members found violating this policy will be referred to the Dean of Students' Office.

### **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 program on first offense if nature of incident is deemed severe enough.

#### **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 less than 25% of budget remains, community service will be assigned with a ratio of dollars to hours)
  - 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 less than 50% of budget remains, community service will be assigned with a ratio of dollars to hours)
  - 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 remaining budget.

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

## **Infractions**

Failure to comply with University of Wisconsin – La Crosse, University Centers, and Recreational Sports policies/procedures may earn your Sport Club an infraction. A Sport Club could have its privileges suspended due to actions/behaviors of members including, but not limited to:

- Fiscal delinquency
- Abuse of University privileges and/or services
- Any actions of concern brought to the attention of the Competitive sports program
- Violation of University of Wisconsin – La Crosse, University Centers, and Recreational Sports Policies and Procedures

If infractions are put into place, the club will be asked to meet with the Executive Council. The club’s president or individual will receive an email from the Coordinator of Competitive Sports with the following information:

- The reason for the disciplinary action
- Potential sanctions the team and individual could be given
- Information on the meeting time/ location

Following the Executive Council meeting the club will be notified of the final decision. The Coordinator of Competitive Sports will email the club president or individual within 24 hours of the meeting with the following information:

- The reason for the disciplinary action
- What was discussed during the meeting
- Information on any sanctions assessed
- Future consequences the team could face
- Information on appealing the decision

## **Minor Infractions**

- Minor infractions are any actions or violations of the policies and procedures of Rec Sports and the Sport Club program.

- Infraction 1: If the violation is the club's first during the current academic year, and the club is not under probation from the previous year, the club will be asked to meet with the Executive Council and will receive a documented verbal warning. The Competitive sports program will make an additional recommendation if deemed necessary. The Sport Club Executive Board will vote on the recommendation. If the recommendation is not approved, the Council must approve an alternative discipline
- Infraction 2: If the violation is the club's second during the current academic year, and the club is not under probation from the previous year, the club will be asked to meet with the Executive Council and forfeit two weeks of practice. The Competitive sports program will make an additional recommendation if deemed necessary. The Sport Club Executive Board will vote on the recommendation. If the recommendation is not approved, the Council must approve an alternative discipline
- Infraction 3: If the violation is the club's third during the current academic year, and the club is not under probation from the previous year, the club will receive a suggested leadership turnover and be awarded 66.7% of their allocation for the next year. The Competitive sports program will make an additional recommendation if deemed necessary. The Sport Club Executive Board will vote on the recommendation. If the recommendation is not approved, the Council must approve an alternative discipline. The club will also be required to meet with the Competitive sports program (during their next practice).
- Infraction 4: If the violation is the club's fourth during the current academic semester, or if the violation is the club's first while under probation from violations committed the previous year, the club will be automatically suspended from all Sport Club program activities for current year. The club will be required to complete a re-application process to remain club for the next academic year. The Executive Council will review the application and vote to reinstate the club on a probationary status.
- Minor infractions will NOT rollover into the following year. Teams will start with a clean slate the following academic year unless placed on a probationary status.
- Clubs who are placed on a probation status are only eligible for 50% of their allocated REC account funding.

### **Major Infractions**

- Major infractions are any actions or violations of policies and procedures, and standards of conduct established by Recreational Sports Department and the University of Wisconsin - La Crosse.
- The club will be instructed to cease all activity until such time as an incident review can be conducted.
- Written notifications will be sent to the club president informing them of the major offense. Officers will have two business days after notification to schedule an appointment with the Competitive sports program to discuss the alleged conduct violations and the process moving forward.
- The infraction may be forwarded to the Student Life Office if deemed necessary.