



 **Sport Clubs**

**2019-20 HANDBOOK**

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**Sport Club Office**

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**Executive Council**

Amanda Crist- W. Basketball

Amanda (Mandy) Kind- W. Volleyball

Erich Mueller- Archery

Heidi Koehnke- W. Volleyball

Matthew Murphy- M. Volleyball

Peyton Lightfoot- Men’s Lacrosse

Samantha Fake- Archery

**Fall 2019 Sport Club Presidents**

| <b>Club</b>   | <b>President</b> | <b>Club</b>          | <b>President</b>            |
|---------------|------------------|----------------------|-----------------------------|
| Archery       | Samantha Fake    | W. Rugby             | Emma Malloy                 |
| Baseball      | Jay Beckman      | Ski & Snowboard      | Clark Thiele                |
| W. Basketball | Kelly Shorba     | M. Soccer            | Neil Lenneman               |
| Bowling       | Tyler Frahm      | W. Soccer            | Chantal Zimmermann          |
| Boxing        | Seth Craker      | Table Tennis         | Jarett Briol                |
| Equestrian    | TBD              | Triathlon            | TBD                         |
| Fishing       | Austin Phillips  | M. Ultimate          | Max (Wheeler) Ryder         |
| M. Hockey     | Jadon Motquin    | W. Ultimate          | Sophie Pitney               |
| W. Hockey     | Madison Roy      | M. Volleyball        | Nick Wiegand<br>Matt Murphy |
| M. Lacrosse   | Grant Sandberg   | W. Volleyball        | Amanda (Mandy) Kind         |
| W. Lacrosse   | TBD              | Waterski & Wakeboard | Evan Marcus                 |
| M. Rugby      | TBD              | Weightlifting        | Alex Helget                 |

## **Mission**

The Rec Sports Department enhances the UW-La Crosse experience by offering diverse programs, innovative services, growth opportunities and welcoming facilities.

## **Vision**

A thriving community enjoying active and healthy lives

## **Values**

Fun, Wellness, Inclusion, Integrity, Collaboration, Customer Service and Leadership Development

## **Inclusivity**

Inclusion is one of the fundamental values of UWL's Recreational Sports Department. We are committed to equal access to our facility and programs regardless of ability, age, citizenship, economic status, ethnicity, gender identity or expression, race, religion, or sexual orientation.

## **Important Dates (subject to change)**

- August 1<sup>st</sup>, 2019- Fall on campus practice preference survey, Fall off campus practice form, Fall Competitive/ Trip schedule, Fall dues survey, and Rec Fest RSVP due
- September 2<sup>nd</sup>, 2019- All Officers Meeting- Student Union Theatre- 4:00 pm- 5:00 pm
- September 2<sup>nd</sup>, 2019- REC Fest- check in at 5:30 pm- event 6:00pm- 8:00 pm
- Week of September 23<sup>rd</sup>- September 27<sup>th</sup>, 2019- Town Hall with Executive Council
- October 1<sup>st</sup>, 2019- Coaches agreement form due
- Week of October 7<sup>th</sup>- October 11, 2019- October Monthly Meetings
- November 4<sup>th</sup>, 2019- Spring Officer Elections (if applicable) need to have been completed/ Spring Officer Contact sheet due
- Week of November 11<sup>th</sup>- November 15<sup>th</sup>, 2019- November Monthly Meetings
- November 11<sup>th</sup>, 2019- Winter practice preference survey due
- December 4<sup>th</sup>, 2019- Sport Club 101 (required for all new officers)- 7:00 pm- 8:30 pm
- December 4<sup>th</sup>, 2019- ALL officers training (required for all officers)- 9:00 pm- 10:30 pm
- December 5<sup>th</sup>, 2019- Risk Management Officer Training- 7:00 pm- 9:00 pm
- December 11<sup>th</sup>, 2019- Fall report due
- January 6<sup>th</sup>, 2020- Spring Competitive/ Trip schedule and Spring dues report due
- Week of February 3<sup>rd</sup>- February 7<sup>th</sup>, 2020- February Monthly Meetings
- February 24<sup>th</sup>, 2020- Spring practice preference survey due
- Week of March 9<sup>th</sup> to March 12<sup>th</sup>, 2020- March Monthly Meetings
- Week of March 23<sup>rd</sup> to March 27<sup>th</sup>, 2020- Town Hall with Executive Council
- April 6<sup>th</sup>, 2020- Fall Officer Elections (if applicable) need to have been completed/ Fall Officer Contact sheet due
- April 20<sup>th</sup> – April 23<sup>rd</sup>, 2019- Sport Club Spring Conference Week
- May 1<sup>st</sup>, 2020- SC Banquet RSVP, 2020-2021 Team Budgets, Spring reports, Treasurer books for point system, REC allocations must be spent, SFO check reimbursements must be submitted, Volunteer hours form, and all fundraised money is due
- May 6<sup>th</sup>, 2020- Sport Club Banquet- 6:00pm- 7:30 pm

## Section 1- 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 (UWL) 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, planning, budgets, marketing, promotions, and fundraising while creating lifelong relationships and 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 is located inside the Recreational Eagle Center. Along with the Sport Club Office, information about the Sport Club Program can be found in the following areas:

- [www.uwlax.edu/recsports](http://www.uwlax.edu/recsports)
- Facebook: UWL Sport Clubs (Official)
- MyOrgs

## Section 2- 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 UWL 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.

The Sport Club Office consists of the Coordinator of Competitive Sports, the Interim Coordinator of Competitive Sports, a Graduate Assistant Athletic Trainer, a Sport Club Student Coordinator, Event Supervisors, and the members of the Executive Council. Below are the responsibilities of each member of the office.

- The Competitive Sports Coordinators are full-time professionals working within the Rec Sports Department.
  - Manage the day-to-day operations and administration for the Sport Club Organization.
  - Ensure all established University, Rec Sports, Sport Club Organization, and individual club policies, procedures, and bylaws are followed.
  - Oversee the Segregated Fee (REC) budget, Sport Club Organization Student Faculty Organization (SFO) account, and individual club SFO accounts.
  - Assist with club fundraisers, marketing strategies, promotions, community service projects, etc.
  - Keep an up-to-date account of current and new inventory (reported annually by individual clubs).
  - Offer support and assistance to all club members and officers.
  - Maintain a complete list of practices, contests, and events of all clubs.
  - Schedule supervision for events and tournaments.
  - Oversee the Executive Council meetings.
  - Foster an environment of hands-on student development.
- The Graduate Assistant Athletic Trainer (ATC) is a full-time graduate student at UWL assigned to the Rec Sports Department. The ATC must maintain up-to-date certifications appropriate to treat students.
  - Supervise all home events and tournaments; practices when applicable.

- Coordinate ImPACT concussion testing with high risk sports.
- Assist in tracking of medical release paperwork and emergency contact cards.
- Manage “Travel First-Aid Kits” for teams competing or traveling to competitions.
- The Sport Club Student Coordinator is an undergraduate student staff member of the Rec Sports Department
  - Supervise home events and tournaments; practice when applicable.
  - Assist with the coordination of tournaments and events.
  - Coordinate and prepare agenda for Executive Council meetings.
  - Assist clubs with travel needs as reported.
  - Other duties as assigned.
- Event Supervisors are undergraduate student staff members of the Rec Sports Department.
  - Supervise all home events and tournaments; practices when applicable.
  - Assist with the coordination of tournaments and events.
  - Work with club officers prior to home events with setup of equipment.
- Executive Council members are Sport Club participants who serve the council on a volunteer basis. Please see section 8 for requirements.
  - Serve as “representative” for a select group of clubs.
  - Assist with the addition or modification of policies and procedures associated with the Sport Club Organization including the point system, budget allocations, and paperwork.
  - Assist with paperwork and requirements of the club they represent.
  - Answer questions or help deal with issues of any Sport Club Officer related to their club.
  - Help to facilitate the development of new clubs when applicable.
  - Serve as a positive role model and demonstrate leadership on campus.
  - Actively attend and contribute to weekly Executive Council meetings.

### **Section 3– Executive Council**

The Executive Council consists of four to six student representatives. These representatives will help develop, enforce, and vote on Sport Club policy and procedures. They will recommend sanctions for club infractions to the Sport Club office. The representatives will also meet with the Coordinator of Competitive Sports 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.

- Requirements to Join Executive Council
  - Applicants must be UWL students and serve for the entire academic year.
  - Applicants must be a member of at least one Sport Club.
    - It is suggested, though not required, for applicants to be an officer on their club.
  - Applications are due during spring of the previous academic year.
  - Current members of the council will review applications and select members to fill the council.
- Voting Process
  - Any voting done by the Executive Council will rely on a majority decision.
  - Only members in attendance at the time of the vote will be able to cast a vote.
  - 75% or more of the council must be present to conduct a vote.
  - Members may approve, deny, or abstain during the voting process.
  - An Executive Council vote is considered to be an official recommendation to the Sport Club Office. The Sport Club Office is encouraged to consider the recommendation made by Executive

Council but reserves the right to overturn or alter Executive Council decisions as deemed appropriate.

- Executive Council Recommendations to the Club Council
  - 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.
  - All applications for new Sport Clubs will be reviewed by the Executive Council to ensure all Sport Club requirements are completed. Executive Council members will then recommend clubs to the Club Council for 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 Organization.
- Appeal Process
  - Clubs have the right to appeal the action taken by the Sport Clubs Executive Council. Clubs will need to abide by the following steps:
    - A club representative will need 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 following week. This must be delivered to the Coordinator of Competitive Sports within 24 hours of the Executive Council decision.
    - A time will be arranged for the club involved to meet with the Executive Council within 24 hours of receiving the appeal. The meeting must take place within one week (seven days) following the submission of the appeal.
    - After the appeal meeting, the Coordinator of Competitive Sports will contact the club with the final outcome.
    - Once an appeal has been heard and the appeal meeting has occurred, the decision is final and cannot be appealed again.

#### **Section 4– 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 and vote on various items brought to them by the Executive Council.

- Requirements for Club Council Meetings
  - Each club must have a minimum of two members from their club in attendance.
  - Executive Council members CANNOT represent their club or cast a vote on behalf of their club.
  - Each club is required to attend each meeting.
  - Missed meetings could affect their future budget (see Section 12).
- Voting Process
  - Each club will be eligible to cast one (1) vote. If determined by the Executive Council, a club could forfeit their vote due to club sanctions or probation.
  - A majority vote is needed to approve any decisions made.
  - Only clubs in attendance at the time of the vote will be able to cast a vote.
  - 75% or more of the council must be present to conduct a vote.
  - Clubs may approve, deny, or abstain during the voting process.
  - In the event of a tie, the Executive Council will cast the deciding vote at their next meeting.

## **Section 5– Sport Club Advisors**

It is a requirement for recognized student organizations to have a UWL faculty or academic staff adviser. ALL Sport Clubs must utilize their assigned Coordinator of Competitive Sports as their official advisor. The clubs are assigned as followed:

### **Whitney Burress- Coordinator of Competitive Sports & Events**

Alpine Race (Inactive), Baseball, W. Basketball, M. Hockey, W. Hockey, M. Lacrosse, W. Lacrosse, M. Rugby, W. Rugby, M. Soccer, W. Soccer, M. Ultimate, W. Ultimate, M. Volleyball, and W. Volleyball

### **Ali Tackett- Coordinator of Competitive Sports**

Archery, Bowling, Boxing, Equestrian, Fishing, Ski & Snowboard, Table Tennis, Triathlon, Waterski & Wakeboard, Weightlifting.

Sports Clubs are permitted to still have another adviser from campus if they choose. This adviser serves in a voluntary capacity to the recognized student organization 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.

## **Section 6– Coaches & 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 as followed:

- 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 of the Sport Club Organization and University. The “hiring” and “firing” of coaches/ instructors is determined by the officers of the club
- All coaches/ instructors are volunteers. They are not considered to be UWL employees. 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 the Sport Club.
- Coaches/ instructors are not eligible to be reimbursed by the club for expenses related to the club unless approved by the Coordinator of Competitive Sports prior to purchase.
- All coaches/ instructors are required to complete any paperwork or training requested from the Sport Club Office. At the beginning of each academic year, the Coordinator of Competitive Sports 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. The coach/ instructor agreement is a document to let the coach/ instructor 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 7– Membership & 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 Organization following one entire year of University recognition as an organization.
    - 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 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. This freeze will be placed on the program until the 2019-20 academic year. If you have any additional questions, please contact the Coordinator of Competitive Sports.
  - All clubs must remain in “good-standing” with the Sport Club Organization, 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 SEG 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 the general operations (i.e. coaching) of the club.
  - Every member must maintain all paperwork requested from the Sport Club Office 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. This freeze will be placed on the program until the 2019-20 academic year. If you have any additional questions, please contact the Coordinator of Competitive Sports.
  - 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.

## **Section 8- 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 8.

- Intramural Sports teams may have one (1) male or female sport club member on its roster in a corresponding active sport (based on the club's roster at the time of registration). Teams may have one (1) male and one (1) female on the roster for co-rec leagues (including 4's Volleyball and Wallyball).
- ALL current sport club members are eligible for "A" league play only (when "A" league is 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 as long as 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.

## **Section 9– Sport Club Requirements**

Each club has seven 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. The requirements are as followed:

- Fundraise 100% of Rec Allocation.
  - Fundraised money is tracked through deposits on monthly SFO (Student faculty organization) Account statements.
  - Dues collected will count as fundraised money.
  - All fundraising and corporate sponsorships must be coordinated and approved through the Sport Club Office and University Centers Office at least two weeks prior to the fundraiser. See section 14 for more detail on this process.
- Attend All Club Meetings.
  - This includes, but is not limited to, RECFest on Labor Day weekend, individual and group Club Council meetings, Fall MyOrgs meeting with University Centers, risk management meetings/ trainings with the Athletic Trainer GA, officer training, monthly meetings with the Coordinator of Competitive Sports, and any possible alcohol, hazing, or other student development meeting.
- Maintain 7+ Active Members
  - Clubs must maintain seven (7) active UWL student members. Active membership is defined as having all team dues paid, all necessary forms complete and turned 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.
  - A club may have a more strict 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 of Competitive Sports will meet with the Executive Council to decide if a club is placed on membership probation. 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 reevaluate the club's progress. If the club membership returns to seven (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 seven (7) active UWL 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.
- If the club does not make positive progress towards seven (7) active UWL student members or fails to obtain seven (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 Office.
- NOTE: 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 (RMO)
  - Each club must maintain risk management officers with current CPR, AED, and First Aid certifications on file with the Sport Club office.
  - 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.
- Spend Entire REC Allocation
  - 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.
  - Please connect with the Coordinator of Competitive Sports to spend money from the account. The coordinator may be able to utilize a contingency fund to assist with minor overages when trying to spend the account down.
  - Any account with \$20 or less will be considered completely spent.
  - 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.
- Complete 20 hours of community service
  - Clubs must complete the "volunteer hours" form on the Sport Club website by May 1<sup>st</sup> to report their community service.
  - 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 Club's organization (working other club events as scorekeeper/event staff) in order to fulfill this requirement.
  - It is also suggested, though not required, for the club to take a photo of their club completing community service and email to the Coordinator of Competitive Sports (for Social Media).
- Complete All Paperwork. This includes, but is not limited to, the officer contact form, RECFest reports, semester reports, schedule reports, inventory reports, and risk management reports for ALL club participants.

## Section 10- Sport Club Officers

Each club is required to have a President, Vice President, Treasurer, Secretary, Risk Management Officer (RMO), Risk Management Officer Two (RMO) - unless the club has less than 10 active members. These individuals are also known as the club's leadership team. The expectations and responsibilities for the club officers are as followed:

- President
  - Represent the club at all COVE, Sport Club, and sport association meetings/trainings.
  - Serve as the direct line of communication to the club from the COVE, Sport Club Office, and sport association.
  - Have a comprehensive knowledge of the COVE Leadership Guide and Sport Club Handbook.
  - 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 administrative requirements and deadlines.
  - Serve as the direct line of communication to the club from the Cove, Sport Club Office, and sport association in the absence of the President.
  - Work with leadership team to create a team schedule
  - Oversee any committees within the club
  - Organize and record club volunteer hours
  - Have a comprehensive knowledge of the COVE Leadership Guide and Sport Club Handbook.
  - Inform other officers and members of the COVE and Sport Club policies, procedures, and resources.
  -
- Treasurer
  - Serve as an authorized student signer on the clubs SFO account
  - Oversee the club finances
  - Maintain inventory of Sport Club equipment
  - Track club members who have paid dues and any fundraised money
  - Keep records of all club expenses throughout the year
  - Work with the leadership team to create an annual budget proposal (due on May 1<sup>st</sup>)
  - Propose annual budget to the Sport Club Office and Executive Council upon request
  - Have a comprehensive knowledge of the COVE Leadership Guide and Sport Club Handbook.
  - Inform other officers and members of the COVE and Sport Club policies, procedures, and resources
- Secretary
  - Submit all travel paperwork for the club (pre- travel and post- travel)
  - Keep the club social media pages up to date
  - Keep the club MyOrgs page up to date
  - Record meeting minutes from leadership board, team meetings, and voting
- Risk Management Officer (RMO)
  - Two RMO's are required per club unless there is less than 10 active members

- Only one RMO can be an officer in another capacity.
- If the club has an A team and a B team, they must have one 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 CPR, AED, and First Aid.
  - If approved by the club, SFO funds can be used to help pay for the certification or re-certification on a RMO.
- Provide the Sport Club Office with a copy of all certifications.
- Complete RMO training each semester or as assigned by the Sport Club Office.
- Work with the Sport Club officer to ensure all club members have completed their necessary paperwork and ImPact testing.
- Check out a first aid kit and red cards prior to team travel and return the supplies within 24 hours of return.
- Report all injuries to the Sport Club Office by email.

Clubs are able to assign additional expectations and responsibilities for each position as necessary. If a club is to change responsibilities from the above outline or if they are to add another officer (historian, social, etc.) to their leadership team, they must report the change to the Coordinator of Competitive Sports. Each club is required to have an up-to-date officer contact sheet on file with the Sport Club Office. Clubs will have one week to submit a new officer contact sheet to the Coordinator of Competitive Sports if there is to be an officer change.

### **Section 11- Paperwork and ImPact Testing**

All Sport Club participants are expected to abide by the following paperwork and impact testing policies:

- Liability Waivers (Blue)
  - ALL Sport Club participants must sign this waiver prior to any activity with the club.
  - This form can be found in the boxes outside the GA office in the REC.
- Concussion Protocol Forms (Yellow)
  - ALL Sport Club participants 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 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.
  - This form can be found in the boxes outside the GA office in the REC.
- Medical History Form
  - ALL Sport Club participants will have one week to complete this form following their first day of participation with the club
  - The link to this form can be found online on the sport club website under program resources.
- Driver Authorization Form
  - Sport Club members who will be driving during Sport Club events will need to complete this form. It is recommended that ALL Sport Club participants complete this form
  - This form can take up to two weeks to process and to be approved.
  - The link to this form can be found on the Sport Club website under program resources. Members completing this form will need to email the Coordinator of Competitive Sports for the necessary code/ information. Instructions to complete this form can also be found in the bins outside of the GA office in the REC.
- ImPact Concussion Testing

- ImPACT 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 Athletic Trainer GA.
- 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.
- Members of the following Sport Clubs will need to complete ImPact testing.
  - Alpine Racing, Women’s Basketball, Men’s Soccer, Women’s Soccer, Men’s Ultimate, Women’s Ultimate, and Waterski & Wakeboard are required to do ImPact testing once during their participation with the club.
  - Boxing, M. Hockey, W. Hockey, M. Lacrosse, W. Lacrosse, W. Rugby, and M. Rugby are required to do ImPact testing on a bi-annual basis during their participation with the club.
- All testing is at no cost to the participants.

Failure to complete the above forms will result in a loss of points for the entire season. Club budgets will be frozen and practice space and/ or travel approval may be forfeited until forms are completed.

## Section 12- Medical Coverage

Clubs are required to have medical coverage at any home competition, scrimmage, or alum game. The Sports Club Office consists of a Graduate Assistant Certified Athletic Trainer. He/she, along with the Coordinator of Competitive Sports, will manage all aspects of liability and medical coverage.

- Medical Insurance
  - All club members are encouraged to have current medical coverage, either through the University or another provider. UWL and the Recreational Sports Department do not provide any type of medical insurance for club participants.
- Student Health Center
  - The Student Health Center is available to all UWL 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.
    - For more information including open times, please visit the Student Health Center website at ([www.uwlax.edu/studenthealth/](http://www.uwlax.edu/studenthealth/)) or call (608) 785-8558

## Section 13- 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 Impact Concussion testing (for applicable sports).
- Make the appropriate reservations through Fox World Travel

- 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 of Competitive Sports.
- **Failure to make the appropriate reservations through Fox World Travel and/ or not completing the Pre Travel Form prior to the club departure 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.**
- Complete the Pre Travel Form 10 Days Prior to Departing from La Crosse
  - This form can be found on the Sport Club website under program resources.
- Pick Up first aid kit and medical cards from the REC
  - Medical cards and first aid kits can be checked out at the info counter at the REC during business hours. 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.
- Complete the Post Travel Form within 48 hours of Returning to La Crosse
  - This form can be found on the Sport Club website under program resources.

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 of Competitive Sports immediately by phone to notify them of the situation.
- **Use the emergency number for Fox World Travel 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 drivers authorization form before team travel. These forms are required by all drivers of Sport Clubs and all employees of Recreational Sports that drive.

- 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.
  - 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 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.
  - All arrangements for rental vehicles should be made through Fox World Travel.

- 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.
- 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 and must go through Fox World Travel. 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.

### **Section 14- Fundraising**

Clubs are required to fundraise 100% of their REC account allocation. Clubs are also able to fundraise past that point to further assist their club. Each fundraiser requires approval from the Coordinator of Competitive Sports and the COVE. To receive approval from the Coordinator of Competitive Sports, the club should arrange a meeting to discuss the details of the fundraiser. Once approved by the coordinator the club then must get approval from the COVE. To do this, the club must complete a fundraiser approval form (located on the COVE website) and submit it to [thecove@uwlax.edu](mailto:thecove@uwlax.edu) .

### **Section 15 – 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.
  - 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.
  - ALL team dues are required to be collected by Rec Sports. Team members will have the option to pay their dues through the website portal or in person at the REC. Rec Sports will deposit dues into the team’s SFO account and could take up to a week to be reflected in the SFO statement. Teams can access a list of who has paid their dues by looking at the team paperwork document online or by contacting the Coordinator of Competitive Sports directly. Failure to follow this policy will result in an infraction and the team will be asked to meet with the Executive Council.
  - Money in this account can be utilized for anything related to the club and typical business of the club. No alcohol or individual memberships are allowed to 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. To do this please meet with the Coordinator of Competitive Sports.
  - Each club may grant two different officers the ability to access the funds of this account. It is recommended that those officers are the organizations President and Treasurer.
  - Those officers will need to bring all check request forms to the Coordinator of Competitive Sports. 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.
  - All SFO check requests must be received within 30 days of the expense.



- Gas receipts may be reimbursed through the SFO account
- All hotel expenses, vehicle rentals, and transportation expenses (plane, train, etc.) can ONLY be reimbursed if arranged through Fox World Travel. There is no exception.
- 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 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 spent by the end of the fiscal year. Current balances can be found on the Sport Clubs website. This account also has more restrictions and guidelines for usage:
  - Usage of this money is typically for registration fees, league fees, facility rental, equipment purchases, or travel reimbursement including transportation costs such vehicle rentals, plane tickets, and hotels.
    - All hotel expenses, vehicle rentals, and transportation expenses (plane, train, etc.) can ONLY be reimbursed if arranged through Fox World Travel. There is no exception.
  - Sport Clubs are expected to utilize their REC account money prior to using their SFO Account money on qualifying expenses and reimbursements first unless approved by Coordinator of Competitive Sports.
  - Certain expenses and reimbursements may require additional paperwork. The Coordinator of Competitive Sports will work with the club treasurer to complete this paperwork.
  - Please allow a minimum of two (2) weeks for paperwork to be processed and the funds to be dispersed.
  - In order to receive funding from the REC account the club must compete twice a year.
  - The points system (see Section 16) was created to help allocate the money from the REC account to the clubs each year. Rec Account money is allocated through the point system and by reviewing the club's budget proposal turned in each spring. The Executive Council will vote on the allocated amounts for all clubs prior to the start of the academic 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 of Competitive Sports. The form must also have an invoice or receipt attached for the check to be cut. For current balances, please contact the Sport Club Office.
  - Current clubs with a Foundation account are Alpine Race, Boxing, Equestrian, Men's Hockey, Women's Hockey, Men's Rugby, Women's Rugby, Men's Soccer, Women's Volleyball, and Waterski and Wakeboard.

## Section 16- 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.

At the end of the year (May 1st), the Executive Council will allocate a dollar amount to each club for the following year based on the points they have earned and the budget proposal the team has submitted.

### Teams can earn or lose points in the following ways:

- Club Requirements
  - Each club has seven 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. The Seven requirements are found under section nine.
- Attending Sport Club Events
  - 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 two points for the club per event.
  - Clubs cannot earn points for attending a Sport Club event they are volunteering at.
  - In order to receive points, the club must have 10 members or half of the active roster (whichever is less) at the event. Clubs will need to email the Coordinator of Competitive Sports a picture of your team at the event in order to be awarded these points.
- Community Service
  - Clubs may complete community service hours to accumulate more points.
  - Community service projects must be completed by 25% of the team or 10 people, whichever is less.
  - Clubs can earn an additional five points for every additional 20 community service hours completed.
- Membership
  - Clubs earn one point for each active member on their roster.
- Competitive Finish
  - Points for competitive finish only apply to regional and national competitions.
  - There are two categories for clubs to earn points: Qualification and Finish.
    - Qualification – Clubs will receive five points for qualifying for a regional and/or national competition. 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.
    - Finish – Clubs will receive six points for finishing in first place, four points for finishing in second place, and two points for finishing in third place at regional and/or national competitions. Teams can earn points in this category whether they qualified or registered for the event.
- League, Official, and Registration Fees
  - 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, official's fees, or registration fees for tournaments and events.

- The Coordinator of Competitive Sports will email all clubs at the end of each semester to ask for clubs to submit proof (email, invoice, receipt) of payment to receive credit for each fee.
- Fees paid for through the REC account are not eligible to receive additional points.
- Team Travel
  - Clubs will receive one point for every 200 miles traveled on qualifying trips
  - Any club travel which represents UWL must be reported to and coordinated with the Sport Club Office. All clubs must also complete two mandatory travel forms (pre-travel form and post-travel form) in order for the travel to count toward points.
- As determined by the Sport Club Office

## **Section 17- Facility Expectations, Scheduling, and Reservations**

### **Facility Expectations**

ALL clubs are required to uphold all expectations, policies, and procedures of each facility at all times. This includes abiding by policy and procedure, cleaning up trash, and respecting any request by staff on duty. No club is permitted to enter into 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, REC Info Counter, or the Coordinator of Competitive Sports 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 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 the Coordinator of Competitive Sports
- If the facility is North Campus or in the REC:
  - Report first to the Info Counter
  - Report second to the Coordinator of Competitive Sports

### **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 of Competitive Sports. 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 club is beginning the scheduling process and needs to know the availability of playing surfaces, contact the Coordinator of Competitive Sports 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 of Competitive Sports 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, the Sport Club is recommended that they work with the Coordinator of Competitive Sports during 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 make sure to plan ahead for meetings as there are many night classes and other student groups reserving rooms.

### **Section 18- Equipment and Key Policies**

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 “One Shot” 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 front desk 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 May 1st for the summer unless previous accommodations have been made with the Sport Club Office.
  - If equipment is lost, stolen or destroyed, the individual must pay for replacement costs on or before this deadline.
  - 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.
  - 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 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. Arrangements for this must be made with the Coordinator of Competitive Sports.
- If the club would like to add additional people to the pod check out list they will need to contact the Coordinator of Competitive Sports to get them added.

### **North Campus Storage Keys**



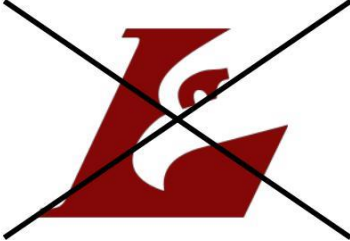




Teams that practice on the North Campus fields (Archery, Baseball, Soccer, and Rugby) can check out the North Campus keys right before practice and return them right after their practice finishes. The North Campus Keys must be checked out at the REC front desk. In addition to bringing your student ID, 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 19- Artwork Approval & Promotions/ Advertising**

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 the Coordinator of Competitive Sports and University Centers before being distributed on campus. Clubs have the opportunity to utilize the graphic designers at the REC or at the COVE. To utilize the graphic designers at the REC, the club will need to contact the Coordinator of Competitive Sports. To utilize the graphic designer at the COVE, the club will need to contact the COVE directly.

- **Posters & 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 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, the club will need to contact the Coordinator of Competitive Sports
  - To utilize the digital display board at the Student Union, the club will need to contact the COVE
  - To utilize the digital display board in other places on campus, the club will need to contact the Eagle Help Desk
- **Outdoor Chalking**
  - Permissible on sidewalks only
  - 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 the Sport Club Office 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 21 regarding Alcohol and Drug, section 20 regarding Hazing, or section 22 regarding infractions. 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. 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.
- **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 of Competitive Sports to verify your vendor is on the approved list prior to beginning your project.
    - Complete an Artwork Approval form. This form can be found on the Sport Club website (under program resources) or the COVE website. You will need to have the final artwork, vendor information, and price information for this form.
    - Email a copy of the final artwork and the artwork approval form to the Coordinator of Competitive Sports.
    - Once the club receives written approval from the Coordinator of Competitive Sports, the club will need to email the final artwork and artwork approval form to Karen Daniels in University Centers.
    - Once the club receives written approval from Karen Daniels you may begin the process of ordering your items.

- If the club is “up-charging” any item or selling the item as a fundraiser they must also complete a fundraiser approval form. This form will need to be submitted to the COVE and Karen Daniels. This form can be found on the Sport Club website (under program resources) or on the COVE website.
- 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**
  - The following logos have been approved or not approved for use by clubs on promotional material:

|   |   |  |
|---|---|--|
|  <p><b>Rec Sports “Active L”</b><br/>(with or without writing,<br/>color variations available)</p> |  <p><b>Rec Sports “Active L”</b><br/>(with or without writing,<br/>color variations available)</p> |  <p><b>Athletic Dept “Eagle L”</b><br/>(not approved for Sport<br/>Club use)</p>   |
|  <p><b>Sport Club “Eagle Head”</b><br/>(Color variations available)</p>                           |  <p><b>Sport Club “Eagle Head”</b><br/>(Color variations available)</p>                           |  <p><b>Athletic Dept “Stryker”</b><br/>(not approved for Sport<br/>Club use)</p> |
|   |   |  <p><b>Spirit Mark</b><br/>(not approved for Sport<br/>Club use)</p>             |

- If a club is wanting to use another logo not listed above, please contact the Coordinator of Competitive Sports for approval.

## Section 20- Hazing Policy

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 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 UWL 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 24 business hours to arrange a meeting to discuss the situation. Attendees of the meeting will be the Executive Council, Coordinators of Competitive Sports, Assistant 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, the UWL 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 UWL 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 UWL 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 UWL Sport Clubs program.

## **Section 21- 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.

### **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 22- 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 Sport Club Office
- 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 the Recreational Sports Department 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 Sport Club Office 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 Sport Club Office 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 Sport Club Office 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 Sport Club office (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 Sport Club Office to discuss the alleged conduct violations and the process moving forward.
- The infraction may be forwarded to the Student Life Office if deemed necessary.