

SPORT CLUB HANDBOOK

2023-2024

Policies and Procedures outlines by the Department of Campus Recreation for Sport Clubs. Additionally, Sport Clubs are required to follow policies and procedures within the Student Organization Handbook, University and System requirements.



**UT ARLINGTON
SPORT CLUBS**



UNIVERSITY OF
TEXAS
ARLINGTON

CAMPUS RECREATION
DIVISION OF STUDENT AFFAIRS

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Disclaimer: In order to serve the best interests of the clubs, the Department of Campus Recreation reserves the right to modify this document as it sees fit through the course of the school year. The department will attempt to seek assistance from the Club Officers on policy revision and maintains that it will be diligent in informing Clubs of any changes that are made to this document.

DEFINITION OF SPORT CLUBS

The Sport Clubs program is designed to serve individual interests in different sports and recreational activities. These interests can be competitive, recreational, or instructional in nature, as Clubs may represent the University in intercollegiate competition or conduct intra-Club activities such as practice, instruction, socialization, and tournament play. A sport club may be categorized as Conditional, Recreational or Competitive (explanation in Appendix D).

A Sport Club is a group of students voluntarily organized for the purpose of furthering their common interests in an activity through participation and competition. Participation in Sport Clubs is strictly voluntary.

PHILOSOPHY OF SPORT CLUBS

The Sport Clubs program has been established to promote and develop common sports related interests. They provide opportunities for extramural competition, instruction, skill development, learning and social fellowship. Sport Clubs are founded, organized, administered, and maintained by student leaders on a voluntary basis.

The Department of Campus Recreation will provide encouragement to, guidance for, and general supervision of the various affiliated Sport Clubs. The emphasis in the Sport Clubs program as a whole is on student interest and leadership to initiate, organize, and conduct their respective involvement and participation.

Membership into a Sport Club is determined by each Club's Constitution but may not deny any fee-paying student from joining. Each Sport Club can determine whether it wishes to have faculty, staff or membership cardholders participate, but may not limit student participation.

Clubs may be recreational or competitive. Recreational Clubs are organized for the purpose of instruction in a particular sport/activity or for the leisure involvement of a particular sport/activity. Competitive Clubs are organized for the primary purpose of engaging in competition. Their competitive experiences are with representative teams from other Clubs, schools, city recreation departments, colleges, or universities. Some Clubs may be limited in membership participation by rules and policies of given leagues for sports.

ORGANIZATIONAL RELATIONSHIP

The Sport Clubs program is an integral component area within The Department of Campus Recreation. Sport Clubs are also registered Student Organizations with the Office of Student Governance and Organizations, and must also comply with the Student Organization Handbook. All recognized Sport Clubs will abide by all rules, policies, and procedures of the University of Texas System, the University, and The Department of Campus Recreation.

CLUB PROCEDURES AND POLICIES

Accountability

Each Sport Club will be held accountable for actions of all Club members and coaches both on and off the field/court at home or away contests. The membership should institute a strict Club policy concerning negative behavior and conduct. Negative conduct will not be tolerated.

As part of Campus Recreation, Sport Club members are held to the highest standard of participation with all programs across the campus and community. Sport Club member's participation is limited within Intramural Sports; please refer to Intramural Sports Handbook for specific restrictions.

Registration Process

Any student organization currently registered with the Office of Student Governance and Organizations or any student wishing to start a new Sport Club may apply for Sport Club status by meeting with Campus Recreation. There may not be any duplication of a current recognized Sport Club. The Department of Campus Recreation will determine if status shall be granted based on the completion of the following steps:

1. Meet with Campus Recreation and discuss the possibility of establishing a Sport Club.
2. If the Club is deemed acceptable (determined by the risk level assessment found in Appendix A), they must attend one of the Office of Student Activities and Organizations session on establishing a student organization.
3. Conduct a campus-wide organizational meeting to see if there is any interest in the Club. If there is an interest of 10 or more individuals, the Club may then be formed.
4. Develop and write a Club Constitution. Submit the Constitution to Campus Recreation and then upon approval submit the Constitution to the Office of Student Activities and Organizations.
5. After approved by Student Organizations, the club will begin its probationary year and can present budget, structure, and membership request to the Sport Club Council.

Constitution

In order to be successful, any organization must have a set of operational guidelines by which the members govern themselves. All Sport Clubs are required to have a Constitution on file with Student Organizations, please refer to Student Organization Handbook for details on updating the club constitutions. It must be suited to the practical operation of a particular sport club. General provisions should include: Club name, purpose, dues, meetings, Officer elections and duties, advisor duties, and qualifying regulations should provide for the internal needs of the Club. Specific provisions should include membership, eligibility and qualifications, officer qualifications, voting quorum, and amendments. All provisions should insure fulfillment of University requirements. The Constitution must be easily interpreted, so that the Club can operate consistently from year to year. The document must also carry a membership statement to the effect of: **qualifications of membership will be free of any restriction based on race, color, religion, sex, age, national origin, veteran status, or disability.**

Club Officers

Within the Sport Club component, members have an unlimited number of opportunities to become directly involved in the administration and supervision of their activity. They collectively have responsibility for: the writing of their Club Constitution and by-laws, determination of their membership requirements, establishment of their dues schedule, establishment and selection of

their coach, scheduling their practice and game times, and development and administration of their Club budget.

Since Sport Clubs are self-administered, the daily operation of any Club is the responsibility of its Officers. The contribution of each Officer is vital to the overall success of the Sport Club, but it is the president who is ultimately responsible for seeing that the Sport Club functions properly

All Officers must be students of the University. It is recommended that a variety of classes of students represent the Club as Officers, so that continuity in the Club administration continues year in and year out. Officers are expected to be mature, energetic, and honest. Each position is responsible to the entire membership. A current "Officers List" must be on file at all times with The Department of Campus Recreation.

Membership

Membership in any Sport Club is restricted to currently enrolled students and Department of Campus Recreation Membership Cardholders. **Clubs may determine their own membership rules in addition to the above, but they must be free of any restriction based on race, color, religion, sex, age, national origin, veteran status, or disability. Each Club Constitution must carry a statement to this effect.** Clubs may not deny membership to anyone who is willing to pay Club dues to participate; however, they may designate "A" teams, "B" teams, for purposes of competition.

Alumni, community, and significant partner Membership Cardholders are allowed to join any Club if the club chooses to allow their membership. However, they may not represent the university in competition.

All members must sign a Sport Club "Release, Waiver, and Indemnity Agreement" and "Information Sheet". Both must be submitted to Campus Recreation along with a student ID shown in order to become an official member of that Sport Club. If all of the above is not on file for a particular individual, that individual should not be participating in any activity associated with a Sport Club.

Coaches/Instructors

All instructional clubs are required to have a qualified instructor. Competitive clubs are strongly encouraged to have a coach. The selection of a coach/instructor must be approved by Campus Recreation after reviewing the "Coaching Application Packet," (includes an application form, Agreement, Criminal Background Check and Notice of Voluntary Service), which reports information of prior playing/coaching experience and other pertinent information. All Clubs that utilize a coach must turn in a coaching application prior to the start of coaching. Coaching applications must be submitted every school year.

It is imperative that the coach/instructor restrict his/her contributions to those involving his/her skills and knowledge in the area of coaching. He/she should refrain from trying to assist in areas of Club management.

Coaches should be volunteers; however the Club may choose to give their coach a stipend if they wish. Coaches may not be paid with department/university funds, and coaches do not sign an employment contract and will not receive worker's compensation if they are injured while working with Clubs. Coaching positions may be terminated at any time for any reason by the Club, the coach or the Department of Campus Recreation. Clubs may not relieve their coach of his/her duties without prior approval of Campus Recreation.

Facilities

Both indoor and outdoor recreational facilities are available to Sport Clubs for regularly scheduled practices, competitions, instruction/coaching, business meetings, display of promotional materials, and special events. In addition, Campus Recreation will always work with each individual Sport Club to meet their facilities needs and secure the facilities, when possible.

To request regularly scheduled facility space for the upcoming academic semester/year each Club must submit requests and schedule will be created based on Standards of Excellence ranking for space and time priority. If the deadline is missed, the Sport Club will be given appropriate space when/where available, on a first come-first served basis. **Facility schedules may be reallocated at the discretion of The Department of Campus Recreation.** Any facility preparation requests (i.e. field paint or court set up) must be made with the Assistant Director at least two weeks prior to the event.

All Clubs will follow the guidelines set forth below:

The user shall be responsible for cleanup, damage, supervision, and any liability incurred during the use of the facilities requested in all applications received by Campus Recreation.

- A. Liability: The user agrees that the University of Texas at Arlington, The Department of Campus Recreation and its employees are not responsible for any damage or liability resulting from the use of the facility.

- B. Supervision: The user agrees to provide responsible forms of the activities in/on the facility. User shall see to it that the policies and procedures in the Sport Club Handbook are followed.

- C. Cleanup/Damage: The user agrees that the facility will be left in the same condition in which it was found. Any damage to the facility, its furnishings, or equipment must be reported to Campus Recreation in writing. The user will also be responsible for the cost of repair or replacement of equipment if Campus Recreation deems it necessary.

- D. Guests: The user agrees to be responsible for the actions of its guests and will treat all people using the facility with respect and dignity.

- E. Fees: The user agrees to pay any predesignated fees, if applicable, within thirty days of the respective facility use.

Facilities are also available for home contests/tournaments. As soon as Sport Clubs receive their game schedules, a schedule should be filed with Campus Recreation so the schedule can be approved and facilities can be reserved for home contests.

Sport Clubs that would like to use on campus space outside of the Campus Recreation facilities must be coordinated through the Office of Student Governance and Organizations and all of their policies and procedures must be followed in order for the space to be properly reserved. (See Student Organization Handbook).

The following policies shall be in place regarding the cancellation of Sport Club Practices and/or Events.

1. Practices or events cancelled by the Club must be done no less than 24 hours in advance. The Assistant Director must be notified of this either by e-mail at sportsclub@uta.edu.
2. Practices or events may be cancelled by The Department of Campus Recreation at any time due to poor or deteriorating field conditions. An initial judgment on the field conditions will be made at 3 p.m. weekdays for weekday events. Weekend event decisions will be made on site.
3. Missed practices or events, without proper notification will be dealt with in the following manner:
 - A. One missed practice or event: a warning will be issued.
 - B. Two missed practices and/or events during a semester: the Club will lose its facility privileges for a period of two weeks.
 - C. Three missed practices and/or events during a semester: the Club will lose its facility privileges for the remainder of the semester.
 - D. Additionally, Clubs will be charged for all Sport Club Supervisor wages accumulated during the missed practice times.
4. Sport Clubs will be required to have a minimum average of five participants attend practice each week. If the attendance slips below the minimum for two consecutive practices, the club will be required to discontinue practice and recruit until membership has increased.

At times, Sport Clubs may be preempted from their facility space by an event sponsored by The Department of Campus Recreation or University Administration. All attempts will be made to keep these incidents to a minimum. When these incidents do occur, Campus Recreation will attempt to provide alternate facility space and notify a Club representative in regard to these changes.

Visiting teams or competitors may be permitted one-time use of showering and dressing rooms. The request for this space must be made at least two weeks before the event.

Spectators are welcome at Sport Club related activities but do not have facility use privileges. Spectators are restricted to the area serving the competition that they entered the facility to view. The collection of donations or establishment of admissions fees must have the prior written approval of Campus Recreation and Student Governance and Organizations. Each Sport Club is responsible for the behavior of its spectators and guests. No pets are allowed at the Maverick Activity Center. Pets are allowed at the Campus Recreation Fields Complex as long as the pet is leashed up, in possession of a person, behaving appropriately, and is cleaned up after.

SAFETY

The safety of participants is of the utmost importance. There are inherent risks involved in all recreational/competitive sport programs. The participants in the Sport Club Program should be aware that their involvement in Sport Clubs is totally voluntary at UT-Arlington. It will be the responsibility of each Club to minimize risk of injury in all Club functions.

It is recommended that all Club members have personal medical insurance. All participants must have an “Emergency Contact Form”, and a “Release, Waiver, and Indemnity Agreement”, on file before any practice or game. Violation of this policy will result in de-recognition of the Sport Club. Forms can be obtained from a Sport Club Supervisor or the Assistant Director.

Because of the inherent risk, participants, instructors and coaches, and spectators will not be allowed to consume illegal drugs or alcoholic beverages while participating in a Sport Club activity. Alcoholic beverages or illegal drugs should not be consumed traveling to or from a contest. They are not allowed in or on University facilities or at away contests. Infractions of this nature will not be tolerated and it is the responsibility of the Club to enforce these guidelines.

Each Sport Club must file an Incident Report (available online), for any incident, injury or accident that may occur during practice or competition in or out of town when a Sport Club Supervisor is not present. These forms must be turned in to Campus Recreation no later than 24 hours after the accident/injury. If an accident or emergency situation should occur, first seek the medical attention that is necessary. If the paramedics are called, the Assistant Director should be notified. Remember that the first priority in any emergency is to ensure that all persons are safe and to call for assistance as needed.

SPORT CLUB ALCOHOL POLICY

Alcohol consumption or drug use during a Club-sponsored event is prohibited

- This includes, but is not limited to the following:
 - Traveling to or from an event as a player, spectator or coach
 - While at an event site or within the vicinity of the event site as a player, spectator or coach
 - In a hotel, motel, campsite, etc
 - On site before, during, or after a practice or home event

Violation of these policies will result in report to Student Conduct and sanctions.

INTERCOLLEGIATE COMPETITION

Conference/League Affiliation

All Sport Clubs are required to affiliate with a regional or national governing body. Affiliation means that member dues are paid to the governing body. Dues may be paid by the club as a whole, or by individuals (at least 50% of club members must pay individual dues to meet requirement). Before joining a league or conference, affiliation must be approved by Campus Recreation.

Scheduling

All scheduling should be done in conjunction with the Assistant Director and Campus Recreation. This will prevent any possible scheduling conflicts. All practice times, competitions and special events must be approved through the Assistant Director, and a confirmation will be received by the Club Officer(s) once a facility space has been reserved. All non-Campus Recreation and Athletic facilities on campus must be scheduled through the Office of Student Governance and Organizations. For use of off-campus facilities, approval by the Assistant Director must first be given, and then the Club Officer(s) must work with that facilities scheduling agent to reserve space when available.

Game Agreements

The Director of Campus Recreation is the only person who can sign game or contest contracts. A coach, advisor, or Club president does not have the authority to sign contracts. These individuals can set a tentative game schedule. Once a tentative schedule has been authorized by Campus Recreation, a "Game Agreement" can be used to finalize an agreement to play a competition. Final commitments must come from Campus Recreation.

Officiating

For all Sport Club contests, it is important that qualified and impartial officials be selected. It is the responsibility of the Sport Club to find and schedule officials for all home competitions, unless league affiliation provides that service. All requests for the payment of officials using University money must have the approval of Campus Recreation at least three days before competition. No Club member will be paid for officiating services to his/her Sport Club.

FINANCING, PURCHASING, AND PAYMENTS

Sources of Revenue

Dues, fundraising, sponsorship, and Campus Recreation allocations are the sources of revenue for the Sport Clubs at UTA.

Each Sport Club must establish a University account (known as a "club" account) for the deposit of fundraising, membership dues, and other income, by filling out a signature card obtained from Campus Recreation. Each Club must have at least 2 members and no more than 4 members sign the signature card. Funds secured through the budget appropriation process with the Sport Club

Committee will come from The Department of Campus Recreation account (known as a "state" account). **Sport Clubs may NOT have "off-campus" accounts.**

Fundraising and Development

Fundraising: Examples of fundraising efforts include candy sales, car washes, movies, raffles, and camps. All fundraising events must be approved by the Department of Campus Recreation at least two weeks prior to the event with a pre-event form and may also require approval by Student Governance and Organizations. Camps should be planned and approved at least three months in advance.

Donations: Donations are defined as monetary or equipment gifts that are given to a Club with no obligation of public recognition of the donor by the Club. Clubs may solicit donations from family and friends of Club members. Donations can be recorded as tax-deductible for donors, but additional paperwork is required.

Sponsorships: Sponsorships are defined as the giving of money or goods by an individual or organization in exchange for public recognition by the Club. All potential sponsors must be approved by the Department of Campus Recreation and the Office of Development before a Club can make any formal agreement for sponsorship with an organization. Sponsorship Agreements must be approved. Clubs can get information about the pre-determined sponsorship levels that must be met (as set forth by the Division of Student Affairs) from the Assistant Director for Sport Clubs.

Budget Allocation Process

Sport Club Funding will be distributed to the clubs according to each individual club's fulfillment of the Standards of Excellence program requirements in addition to optional funding requests. Points will be awarded to teams as outlined in the Standards of Excellence program. Eighty percent (80%) of the annual Sport Clubs allocation funds will be distributed in accordance to the standards (outlined in Standards of Excellence, Appendix C). The total dollars available each year for allocation will be divided by the cumulative number of points earned by all clubs throughout the academic year. This method will determine a dollar value to be assigned to each point. Each team's earned points will then be multiplied by this value to determine the funding to be allocated to each team. The standards are outlined below, and will annually be awarded to teams on ***September 1st as long as the respective club has raised an amount equivalent or higher than the allocation and three officers attend fall training.*** Beginning for the 2020-2021 school year, all clubs will be required to have four officers present at all trainings. The remaining twenty percent (20%) of the annual Sport Clubs allocation funds will be distributed to teams based on "need" as reflected in the optional presentations requesting funding for club success or growth.

Each Club president/treasurer should work closely with Campus Recreation in developing their annual budget. A Budget Worksheet should be used by each Sport Club to create a financial plan for the upcoming semester.

Restrictions on Requests

Examples of expenditures that can be purchased by the Department of Campus Recreation:

1. Tournament Entry Fees
2. Association Dues
3. Officials Fees (payments are made in the form of check only; paperwork required)
4. Hotels and/or Airbnb
5. Rental Vehicles and Charter Buses
6. Facility Rentals
7. Uniforms and Equipment (see restrictions below)

The Department of Campus Recreation cannot purchase the following out of an allocation account:

1. Airplane Tickets
2. Gas
3. Coaching Fees
4. Personal Equipment
 - a. Personal equipment includes things like shoes, socks, or other personal equipment that is sport specific (tennis racket, lacrosse stick, etc.).
 - b. All equipment purchased through the department should be inventoried and maintained proper records for audit purposes.
 - c. Equipment that is not returned must be paid for either by the individual the equipment was checked out to, or out of the Club's account. Proper records must be provided by officers to charge an individual.

Purchasing

Purchases must be approved and made by the Assistant Director. In some cases, Club members may be eligible for reimbursements for purchases. All paperwork for reimbursements must be done through the Assistant Director via an online payment request form. Club Officers responsible for purchasing equipment should submit a quote and detailed description of the products/services to the Assistant Director for approval and purchase. In some cases, Clubs may be asked to do more research to find a less expensive option or to further justify why the exact product presented should be purchased.

Purchases of \$2,000 or more (including all shipping) and those under \$2,000 that cannot be paid on a credit card will require a purchase order. Purchase orders are done by the Assistant Director in conjunction with the Office of Procurement and this process requires additional processing time.

Any equipment purchased will be shipped to the Maverick Activities Center, inventoried and checked out to a Club Officer.

Campus Recreation must control how University funds associated with each Club are being spent. This information is vital in order to conform to financial disbursement policies as outline by the UT System and UT Arlington. See Appendix D for Financial Procedures)

Equipment

All equipment which is purchased with funds from the Departmental or Club accounts becomes available for use only by the Sport Club for which it was purchased. Upon receipt of the equipment, the Sport Club becomes responsible for its maintenance and care. The University

remains the owner of the equipment and the Sport Club and/or individual members may be billed by the Department of Campus Recreation for lost or damaged equipment. Sport Club equipment must be kept safe and secure to ensure future use of the equipment by future members of the Sport Club Program. Club officers must request storage space from Campus Recreation if they would like Campus Recreation to store equipment.

All Sport Club items checked out from the Department of Campus Recreation (a check out form will be signed by the Assistant Director and Club Member OR Club President and Club Member) must be returned. If equipment is not returned, either the Club's account or a member's student account will be charged for the cost of the equipment. The Club's president will be held responsible unless it can be proven that the equipment was checked out to another individual in the Club.

Participants must be aware that the agreement is binding. Regardless of who has possession of the equipment checked out to an individual, that person is responsible for the proper return of equipment.

Payment of Officials

Payment to game officials may occur in two ways:

1. The Clubs can pay officials from their Club account and **each individual official** will need to fill out a "Request for the Payment of Officials" form.
2. The Club can pay an official from allocated money. If that is the Club's preference, the Assistant Director must be notified at least two weeks in advance so the necessary paperwork can be created.

Paperwork must be submitted to Campus Recreation no later than one week after the contest. Individual Club members cannot pay officials in the form of check or cash and get reimbursed.

TRAVEL

If planning a trip outside the state of Texas, it is strongly recommended that Clubs use chartered bus and/or chartered/commercial air carriers for official Club travel.

Airline Travel

The University maintains an exclusive agreement with Concor Travel to purchase airline tickets. Any Club wishing to charge airline tickets through Concor using their allocation may do so with prior approval of the Assistant Director. All booking for airline tickets will be done by the Assistant Director with dates and times chosen by the Club. Tickets can only be charged if the Club has a sufficient balance in their allocation to cover the entire amount of the charge. **Only tickets used by Club members may be charged using the Club's allocation. Coaches, parents, family members, and friends may not charge tickets using the Club's allocation.**

Club members wanting to be reimbursed for airline travel will need to complete a Payment Request Form and attach any receipts and boarding passes from the flight to the request. Reimbursements will only be made from the Club account after the travel has taken place.

Charter Bus Travel

The university has a primary contract with Coach American and a secondary contract with Eagle Tours Inc. for instances when Coach America cannot accommodate. All charter buses must be booked by the Assistant Director and Clubs may use university money for charter buses booked with these companies. If a Club chooses to use a different charter bus company, they must get the approval of the Assistant Director and use money from their club account to pay for the expenses.

Inquiries for pricing can be made at any time through the Assistant Director, and booking of charter buses should be done at least a month in advance to ensure availability of buses.

The University has contracted with four (4) companies for charter bus service for the current fiscal year (19-20). The services are inclusive of transportation for day trips within the Dallas/Fort Worth area and overnight trips to destinations outside the DFW area and outside Texas for all university related functions.

The contractors are Cowtown Charters, Dan Dipert Coaches, Echo Transportation and Lone Star Coaches. Use of any of these vendors is allowable. There are no primary, secondary, etc. contractors.

Drivers

Anyone driving for a Sport Club trip with at least one other person in the car must be an approved driver. Each person wishing to become an approved driver must have a valid Driver's License. In addition, each individual must submit the following to the Assistant Director:

1. A certified driving record (only for rental vehicles)
2. A certificate of completion of the UT Arlington online defensive driving class (instructions for the class are below)
3. A current copy of their proof of auto insurance

Rental Vehicles

For trips inside the state of Texas, it is strongly recommended that Clubs use rental vehicles.

University policy prohibits the use of 15 passenger vans for any Sport Club travel. Clubs must use Enterprise for any car rentals. The university has a contract through Enterprise that will provide adequate liability coverage for all rentals. To make a reservation for Enterprise, please contact the Assistant Director or Coordinator.

The rental of 12 passenger vans is allowed, but additional requirements must be met for drivers to be approved to operate 12 passenger vans. The Assistant Director can provide more information.

Personal Vehicles

Use of personal vehicles is NOT recommended for official Sport Club travel. The driver's personal liability insurance will be responsible for covering any liability that may result from the use of their personal vehicle for travel.

If a Club member drives alone (in a personal vehicle with no other Club members), they are not required to be an approved driver. If at least one other member of the Club is in the vehicle, the driver must be approved.

Trip Preparation

If a Club is traveling off campus, they must turn in a complete travel form (available online www.uta.edu/sportclubs) no less than five business days before travel. If airfare is required and being purchased through the university, travel forms must be completed and submitted no less than ten business days before the trip. The form includes trip information and a travel roster with completed emergency contact information. In addition, each person traveling must sign a waiver. Waivers must be requested and obtained from the Assistant Director.

Should a Club travel without turning in a travel form, the following will be the penalty:

- First Offense: There will be no more travel allowed for that semester and the Club will not be eligible for allocated funds for the next semester.
- Second Offense: De-recognition of Sport Club/Student Organization Status.

The statute of limitations on accrual of offenses is one calendar year, meaning that if a Club fails to turn in a travel form in the fall semester, and they fail to turn in a travel form in the spring semester, then they have two offenses.

In addition, the following policies must be followed:

- Everyone traveling must have a copy of their signed waiver and insurance statement on file with the department prior to leaving for a trip.
 - Any participant who fails to complete their waiver before traveling will incur a \$1 per day fine to the club dating back to the waiver deadline for the semester.
- Sport Clubs must make sure they have sufficient funds to cover travel expenses prior to the trip.

Travel Policies

Clubs should contact Campus Recreation or the Assistant Director of Sport Clubs in the event of an emergency.

The Department of Campus Recreation recommends that Clubs do not use personal vehicles for Club travel. Clubs are encouraged to charter a bus or van or use commercial airline for travel. When a Sport Club plans to use personal vehicles to drive to a contest or an event, state law requires that vehicle owners have liability automobile insurance.

Traveling is not allowed between the hours of 11 P.M. and 6 A.M.

The following policies concerning the balance of driving, sleeping, and breaks should be followed:

- For every 4 hours of driving, drivers must take a 30-minute break.
- For each 10 hours of driving, drivers must take at least a four-hour rest.
- Alternate drivers must be provided for trips expected to take more than eight hours.

The following policies concerning the passengers should be followed:

- *No person should get into a vehicle with a driver who is suspected to be under the influence of drugs or alcohol.*
- *Passengers should not allow anyone to drive who is suspected to be under the influence of drugs or alcohol.*
- Passengers should help keep the drivers alert and watch for signs of drowsiness.
- A designated person should serve as the navigator and sit in the front passenger seat and will remain awake throughout his/her duty as navigator.
- All passengers must wear safety belts.

Travel Conduct

While traveling for Sport Club events, the Club or team is expected to uphold the image of UTA and to act in a sportsmanlike manner when competing off campus.

The department reserves the right to discipline a Club and individuals for misconduct during competition and at game sites. Clubs may also discipline individual members within the Club whose actions do not represent the Club, the department, and the University in an appropriate manner during the duration of a Club trip. Campus Recreation will oversee any disciplinary measures taken by Club Officers on an individual.

Accidents

- Check for injuries to anyone in the vehicle.
- Move vehicle out of traffic and contact law enforcement (911).
- If anyone is injured, communicate the nature of any and all injuries to emergency personnel.
- If any other persons or vehicles are involved, exchange vital information such as Driver's License and phone numbers.
- WAIT FOR LAW ENFORCEMENT TO ARRIVE.
- DO NOT discuss details of the accident with any other party involved.
- Regardless of the seriousness, have law enforcement complete a report on the accident.
- If a rental vehicle, contact the rental company at the phone number they have provided.
- If a personal vehicle, driver should contact his/her insurance company.

If the accident is serious (injuries or vehicle is not drivable), contact the Assistant Director as soon as possible.

DISCIPLINARY PROCEDURES

Failure to comply with any of the Sport Club Policies and Procedures (other than those which are travel and alcohol related) may result in disciplinary action. The action taken may include, but are not limited to the following:

1. Written or verbal reprimand
2. Loss of Standards of Excellence Points

3. Actions from Sport Club Council
4. Suspension of facility privileges
5. Suspension of funding
6. Suspension of Sport Club status

These actions may be carried out either simultaneously or independently, and one action is not dependent on another. Campus Recreation will take this recommendation under advisement and render a decision. If a Club wishes to appeal the decision of Campus Recreation, it should be done to the Assistant Director for Programs within 5 business days of the sanction. (See Student Organization Handbook for further appeals process).

ADMINISTRATIVE ASSISTANCE

Guidance/Advice

Campus Recreation staff members have many resources available to them which can be of great assistance to Sport Clubs. Contacts at other schools, written materials and some equipment are just a few of the various resources for which Clubs may find a need at one time or another.

In addition, Campus Recreation keeps an “Open-Door Policy” to the Sport Clubs for accommodating their needs or dealing with concerns. Sport Clubs should utilize Campus Recreation to the extent to which they feel the need, as he/she can help in a great number of ways.

University Logo Usage

Sport Clubs are allowed to use various university logos for use on apparel/materials that are not for resale. The Club will be required to submit a proof of all designs to the Assistant Director for approval before production of the item(s). Clubs must adhere to the university guidelines on logo usage specified at <http://www.uta.edu/identity>.

Publicity

The Department of Campus Recreation provides some forms of publicity for the Sport Club Program. Lists of Sport Club contact persons and Sport Club schedules are kept in the Campus Recreation office to distribute to any interested persons. In addition, many phone calls are received to inquire about Clubs. Therefore, Campus Recreation acts as an information referral center for these inquiries.

Post Event Forms (available online) should be submitted to the Assistant Director within two business days of an event or contest.

Campus Recreation also maintains bulletin boards throughout the MAC. Clubs are welcome to display promotional material on these boards provided they are submitted to Campus Recreation for approval.

Any type of media or publicity (posters, flyers, T-shirts, programs, newspaper advertisements, etc.) must be brought to Campus Recreation for approval. This procedure is used to ensure that Clubs

are properly adhering to publicity and media guidelines established by the UT System and UT Arlington administration. The Department of Campus Recreation logo should appear on all Sport Club publicity.

When constructing media or publicity material, please do so at least two weeks in advance. Media material must follow particular guidelines. It takes time for administrative approval if materials must be sent up to UT Arlington administration. Please plan in advance and get your media materials to Campus Recreation well in advance of the date they are to be distributed.

Appendix A

Risk Assessment

Each Club (current and active) is categorized on level of risk inherent in the activity. The Club will be required to adhere to certain policies based on the risk level in which it has been placed. The following standards will be used to determine the risk level of a particular activity:

Not Eligible for Sport Club Status

Due to the nature of the sport and level of risk involved, the Department of Campus Recreation has determined that they will not allow the following sports to become sport clubs:

- Boxing
- Boat or Car Racing
- War games (including Paintball)
- Mixed Martial Arts
- Sky Diving
- Tackle Football

Risk level 1 (Highest)

- High frequency of intentional contact
- High collision impact
- High risk of possible severe head, neck, or spinal trauma
- Complex protective equipment required
- High physical exertion
- Possible exposure to weather
- Use of off-campus practice venue not supervised by Campus Rec staff
- Travel involved
- Heavy sparring
- Use of weapons
- Use of firearms
- Water submersion of 10' or more
- Climbing to heights 20' or more
- Falling from heights 20' or more
- Use of power tools
- Use of animals

Any activity placed into this category could take a minimum of one full semester to be approved, and may ultimately be denied status due to high levels of risk. Should a Club of this type be granted approval, it must agree to adhere to risk management policies determined by Campus Recreation (not specified in this manual) prior to recognition as a Sport Club and to maintain active status.

Types of Clubs that fall into this category:

- Ice Hockey
- Rock Climbing
- Repelling
- Diving
- Scuba Diving
- Gymnastics
- Extreme Sports (determined by participation in ESPN X-Games)
- Equestrian
- Rodeo
- Lumber Sports
- Archery
- Rifle
- Water Ski/Wakeboard
- Men's Lacrosse
- Rowing/Sailing

Risk Level 2

- Some intentional contact
- Low to moderate collision impact
- Some risk of possible head, neck, or spinal trauma
- High physical exertion
- Possible exposure to weather
- Use of off-campus practice venue not supervised by Campus Rec staff
- Any level of water submersion
- Light sparring
- Some protective equipment required
- Climbing at any height
- Use of weaponry
- Travel involved
- Exposure to the wilderness

Any activity that falls into this category can be approved by Campus Recreation. Members must fill out all forms required in order to participate. Supervision will be required for practices and on-campus contests.

Types of Clubs that fall into this category:

- Swimming
- Power Lifting
- Any of the Martial Arts (not including mixed martial arts)

- Water Polo
- Basketball
- Women's Lacrosse
- Roller Hockey
- Triathlon
- Wrestling
- Fencing
- Soccer
- Outdoor Adventures (wilderness camping, climbing, hiking, rafting, etc)
- Baseball
- Fast Pitch Softball
- Cycling

Risk Level 3

- No intentional contact
- Minimal collision impact
- Minimal risk of possible head, neck, or spinal trauma
- Low to moderate physical exertion
- Possible exposure to weather
- Use of off-campus practice
- No sparring or use of weaponry
- Possible water submersion (but not required)
- Travel involved
- No protective equipment required
- No climbing involved
- Use of recreational camping facility

Any activity that falls into this category can be approved by Campus Recreation. Members must fill out all forms required in order to participate. Supervision may be required for practices and on-campus contests.

Types of Clubs that fall into this category:

- Camping (recognized recreational facility)
- Golf
- Cross Country
- Racquetball
- Squash
- Crew
- Sailing
- Field Hockey
- Cricket
- Team Handball
- Aikido
- Ultimate Frisbee

- Tennis
- Volleyball
- Bass Fishing

Risk Level 4 (Lowest)

- Minimal Physical Exertion
- No Contact
- No Exposure to Weather
- Travel Involved
- Use of Off-Campus Practice Venue

Any activity that falls into this category can be approved by Campus Recreation. Members must fill out all forms required in order to participate. Supervision is not required.

Types of Clubs that fall into this category:

- Video Gaming
- Badminton
- Table Tennis
- Billiards
- Bowling
- Darts
- Poker
- Chess

Appendix B

Clubs must have at least three Officers per semester to remain active. For the 2020-2021 school year, all clubs must have four officers in order to remain active.

The task of conducting the business of a Sport Club is too large for any one individual. A good president will learn to delegate some of his/her general responsibilities to others. Delegation of responsibilities helps eliminate the impossibility of having one person do all the work and gives other members a sense of value.

Since each Club is different, the duties of Officers will vary from one Club to the next. The following is a list of suggested duties:

President:

- Preside over meetings
- Ensure all administrative paperwork is complete
- Know the handbook and follow its policies
- Maintain consistent communication with the Department of Campus Recreation
- Serve on or appoint someone to serve on the Sport Club Council

Vice-President:

- Assist the President
- Preside in the absence of the President

Secretary:

- Maintain all Club records
- Handle Club correspondence
- Circulate publicity
- Coordinate club travel.

Treasurer:

- Handle all financial actions
- Organize Club fundraisers
- Collect Club dues
- Maintain all financial records
- Work closely with Assistant Director on budget

Appendix C**Sport Club Budget Allocation Process: Standards of Excellence**

Sport Club Funding will be distributed to the clubs according to each individual club's fulfillment of the Standards of Excellence program requirements in addition to optional funding requests. Points will be awarded to teams as outlined in the Standards of Excellence program. Eighty percent (85%) of the annual Sport Clubs allocation funds will be distributed in accordance to the standards (outlined below). The total dollars available each year for allocation will be divided by the cumulative number of points earned by all clubs throughout the academic year. This method will determine a dollar value to be assigned to each point. Each team's earned points will then be multiplied by this value to determine the funding to be allocated to each team. The standards are outlined below, and will annually be awarded to teams on ***September 1st as long as the respective club has raised an amount equivalent or higher than the allocation and three officers attend fall training.*** Beginning with the 2020-2021 school year, all clubs must have four officers in attendance at all trainings. The remaining twenty percent (15%) of the annual Sport Clubs allocation funds will be distributed to teams based on "need" as reflected in the optional presentations requesting funding for club success or growth.

Training and Education Attendance

- 5 points per event/per person (max 20 points per event)
- In addition to Sport Club Trainings and Forums, additional examples of events include Wellness, Leadership, and Student Governance and Organization Office workshops.
- 15 points for an updated club constitution.

Recruitment and Awareness

- 10 points for each event the club is represented (Must post on social media and tag UTA Campus Recreation and/or UTA Sport Clubs for credit)

- Examples of these events include orientation, Maverick Stampede events, homecoming events, activity fairs, and tabling on campus.
- 10 points for active online presence (updated MavOrgs, website, twitter, or Facebook, etc...)
- 5 points for attending another club's events (Must post on social media and tag UTA Campus Recreation and/or UTA Sport Clubs for credit)

Community Service and Special Events

- 15 points per special event hosted and planned by the club, maximum of 30 points
- Examples of a special event would be a large scale tournament or community demonstration
- 20% membership required to attend event
- 10 points each for participating in intramural sports scrimmage games

Travel and Competitions

No maximum

- 2 points for each home event or travel within DFW Metroplex, with completed pre/post paperwork
- 10 points for each competition outside the DFW Metroplex, with complete pre/post paperwork

Fundraising

- 5 points for each fundraiser with profits ranging from \$0 - \$200
- 10 points for each fundraiser with profits ranging from \$201-\$750
- 15 points for each fundraiser with profits ranging from \$750 and above
- Pre/post event paperwork required
- Allocation requirements:
 - Raise 50% of allocation = 10 points
 - Raise 75% of allocation = 20 points
 - Raise 100% of allocation = 40 points

Membership and Safety

- 5 points for each member certified in First Aid and CPR, maximum 10 points
 - 15 points for an updated Club Code of Conduct
 - 15 points for bi-annual MavOrgs registration
 - 20 points for 10 or more active* members
 - 40 points for 20 or more active* members
 - 60 points for 40 or more active* members
- *active members are defined as members who have paperwork on file including waiver, information sheets, MavOrgs, travel and practice attendance

Academic Success

- 10 points for cumulative 2.5 or higher GPA
- 25 points for cumulative 3.0 or higher GPA

Discipline

Maximum of 25 points annually

- Points will be taken away in conjunction with other disciplinary measures if discipline action is taken regarding club behavior and accordance to UT Arlington, Student Governance and Organizations, and Sport Clubs policies. If no discipline action is taken the club is awarded all 25 points.

Appendix D**Sport Clubs - Fiscal Policy and Procedures****Account Descriptions**

Dues, fundraising, sponsorship, and Campus Recreation allocations are the sources of revenue for the Sport Clubs at UTA.

Each Sport Club must establish a University account (known as a "club" account) for the deposit of fundraising, membership dues and other income, by filling out a signature card obtained from Campus Recreation. Each Club must have at least 2 members and no more than 4 members sign the signature card. Funds secured through the budget appropriation process with the Sport Club Committee will come from The Department of Campus Recreation account (known as a "state" account). **Sport Clubs may NOT have "off-campus" accounts.**

Sport Club Agency Funds**Deposit of Funds**

Funds received by the sport club treasurer or a designated officer are brought to the office of Student Accounts in the University Administration Hall. Officers must fill out a deposit slip before taking the funds over to Davis Hall. You will need to include your on campus bank account number on the deposit slip.

Withdrawals/Purchases

A Payment Approval Voucher is used for withdrawals, reimbursements and payments, which requires the signature of the Sport Club Professional Staff and a sport club officer. For reimbursements, the recipient cannot be one of the signatures. Vouchers are hand delivered by the sport club officer or Campus Recreation staff to the UTA Bursar's where the signatures are verified with the signature card on file and processed accordingly.

Maintenance and Reconciliation

Account balances are sent out monthly to all sport club officers via e-mail using Define or UT Direct balances for both 29 and 41 accounts. Each semester Statements of Account for the 41 account are reconciled by the Assistant Director of Sport Programs and signed off on by the president and treasurer of each sport club.

State Department Funds

Withdrawals/Purchases

Purchases must be approved and made by the Assistant Director. In some cases, Club members may be eligible for reimbursements for purchases. All paperwork for reimbursements must be done through the Assistant Director. Club Officers responsible for purchasing equipment should submit a quote and detailed description of the products/services to the Assistant Director for approval and purchase. In some cases, Clubs may be asked to do more research to find a less expensive option or to further justify why the exact product presented should be purchased.

Purchases of \$2,000 or more (including all shipping) and those under \$2,000 that cannot be paid on a credit card will require a purchase order. Purchase orders are done by the Assistant Director in conjunction with the Office of Procurement and this process requires additional processing time.

Campus Recreation must control how University funds associated with each Club are being spent. This information is vital in order to conform to financial disbursement policies as outline by the UT System and UT Arlington.

Appendix E

Conditional

A club in this category can either be a new club or a club who does not currently meet the standards for either a recreational or competitive club, but have been approved by both Student Organizations and Campus Recreation as a Sport Club. Clubs in this category must maintain the requirements to be a Student Organization, and will receive the lowest priority for financial, facility, and staffing resources. Conditional clubs must complete 75 hours of community service as a club during the school year.

Recreational:

Recreational or instructional in nature, these clubs exist more for the participation in and social aspect of the activity. A stronger focus may be on skill development, leadership, sportsmanship, healthy lifestyles and community engagement rather than travel and competition. Clubs in this category must maintain a minimum of 100 points annually within the Standards of Excellence, and the maximum level of allocation funding is 50% of self-generated income. Recreational clubs must complete 100 hours of community service as a club during the school year.

Competitive:

Competitive clubs compete within a national, state, or regional association governed by a Governing Body. In addition, the club must maintain a minimum of 15 active members. Clubs in this category must maintain a minimum of 200 points annually within the Standards of Excellence, and the maximum level of allocation funding is 100% of the clubs self-generated income. Competitive clubs must complete 150 hours of community service as a club during the school year.

*Active members are defined as members in good standing with the club and Campus Recreation, listed on the clubs roster, submitted membership/liability/assumption of risk form, current on dues, attends practices & competitions, and are active in the clubs governance.