



CAMPUS
RECREATION
SERVICES

University of Maryland Sport Clubs Handbook 2014-2015



Maryland Sport Clubs Annual Award Recipients

Spirit of Sport Clubs

2013-2014	Linda Quach, University of Maryland Club Tennis
2012-2013	Kevin Levi-Goerlich, University of Maryland Triathlon Club
2011-2012	Sonia Rada, University of Maryland Women's Club Soccer
2010-2011	James Logan, University of Maryland Men's Basketball Club
2009-2010	Christina Bohr, University of Maryland Badminton Club

Fundraising Award

2013-2014	University of Maryland Gymnastics Club
2012-2013	University of Maryland Club Swim
2011-2012	University of Maryland Club Swim
2010-2011	University of Field Hockey Club
2009-2010	University of Maryland Triathlon Club

Sport Club of the Year

2013-2014	University of Maryland Men's Volleyball Club
2012-2013	University of Maryland MSOA
2011-2012	University of Maryland Club Swim
2010-2011	University of Maryland Club Water Polo
2009-2010	University of Maryland Triathlon Club

Coach of the Year

2013-2014	Coach Joseph Mangino, Men's Crew
2012-2013	Coach Emily Paquin, Women's Ice Hockey
2011-2012	Coach Mike LoPresti, Women's Ultimate Frisbee Club
2010-2011	Coach Jill Jou Waih Lau, Maryland Club Water Polo
2009-2010	Coach Andrew Barber & Coach James Evans, Terps Lacrosse Club

Competitive Achievement Award

2013-2014	University of Maryland Men's Crew Club
2012-2013	University of Maryland Women's Lacrosse Club
2011-2012	University of Maryland Men's Rugby Football Club
2010-2011	University of Maryland Men's Rugby Football Club
2009-2010	University of Maryland Terps Lacrosse Club

Terrapin Community Award

2013-2014	University of Maryland Club Swim
2012-2013	University of Maryland Women's Ice Hockey
2011-2012	University of Maryland Women's Ice Hockey
2010-2011	University of Maryland Club Swim
2009-2010	University of Maryland Women's Ice Hockey

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SPORT CLUBS OVERVIEW

PROGRAM PHILOSOPHY

The Maryland Sport Club Program has existed at the University of Maryland, within the Campus Recreation Services (CRS) department since 1985. The program operates within the Division of Student Affairs and consists of student groups recognized by the University through the Student Organization Resource Center (SORC).

A comprehensive Sport Club Program is an integral part of Campus Recreation. It fills the void between Intramural Sports and Intercollegiate Athletics, though it is not intended to be a “varsity sports” program. Varsity sports are part of the Department of Intercollegiate Athletics. Sport Clubs give the University community an opportunity to compete in sport activities, learn and improve various skills, participate in leadership development, and enjoy the recreational and social fellowship derived from sports involvement. The purpose of the Sport Club Program is not to be the sole support of a competing team, but to foster growth and development of clubs and their participants.

The success of the Sport Club Program depends upon the student leaders of the individual clubs. Student leaders possess the initiative and drive to handle club administrative matters and motivate club members to take part in various club activities. The Sport Club Program’s success is based on a foundation of student interest, club commitment, officer leadership, and a culture of accountability, community, growth, and fun.

SPORT CLUB ADMINISTRATION

The Maryland Sport Club Program is administered and supervised by the Assistant Director-Sport Clubs and the Coordinator-Sport Clubs. All Sport Club matters are channeled through the Sport Club professional staff, who control the dispersal of appropriated funds, scheduling of facility space, development of leadership opportunities, and act as advisors in all club matters.

They operate with an open door policy, and are available any time during office hours or by appointment. In this role, the Sport Club professional staff provides advice on matters of: scheduling, participant eligibility, coaches/instructors, finances, equipment purchases, safety and risk management, and travel. The Sport Club professional staff develops, improves and enforces the policies and regulations of the Sport Club Program, CRS and the University. They provide officers with training, discipline clubs and individual club members, as appropriate, and act to protect the safety of students participating in club activities.

Any questions concerning Sport Club rules and regulations, or items not outlined in this handbook, should be directed to:

Tiffanie Morgan
Assistant Director-Sport Clubs
(301) 226-4402
tiffanie@umd.edu

Jeffrey Keenan
Coordinator-Sport Clubs
(301) 226-5715
jkeenan5@umd.edu

The Sport Club Office, including the professional staff offices, individual work stations, and a lounge area, is located on Level 0 of the Epley Recreation Center.

DEFINITION OF A SPORT CLUB

A Sport Club is a student organization registered with the University of Maryland and Campus Recreation Services (CRS) that has been formed by individuals motivated by a common interest and desire to participate in a sport activity. A club exists to promote and develop interest in that sport or activity at the University. A Sport Club could include competition, teaching, and recreation, singularly or in a combination. The intent of some clubs may be to sponsor teams, who are within a sport association and may compete against other area colleges and universities.

Within all student organizations, the members have varied opportunities to become directly involved in the administration and supervision of their club. They collectively have the responsibility for: writing their club constitution and bylaws, determining their membership requirements, creating their dues schedule, establishing the duties of their officers, determining level/amount of activities and selecting a volunteer coach/instructor, all within the CRS guidelines outlined in this handbook.

BECOMING A CRS RECOGNIZED SPORT CLUB

REQUESTING RECOGNITION

Prior to applying for recognition into the CRS Sport Club Program, a club must become recognized as a student organization through the Student Organization Resource Center (SORC), and have an updated OrgSync account. The Sport Club professional staff will confirm with SORC that the requesting club is a registered student organization. The decision whether or not to recognize a club as part of the Sport Club Program is at the discretion of CRS.

Clubs can request recognition through an online form, available upon request from the Assistant Director-Sport Clubs. The online request for recognition requires a large amount of information and should be completed as thoroughly as possible. The form includes:

- Membership roster (at least 15 members)
- Questions regarding club activity (travel, practices, competitions)
- A copy of the club's current constitution and bylaws
- Equipment inventory (if applicable)
- Financial needs
- Information on national & local governing bodies related to the organization's activities (including a web address)
- Questions regarding the intent for recognition, past activity, and safety/training requirements

CRITERIA FOR CONSIDERATION

- Evidence that there is sufficient student interest in participating in the activity.
- Evidence of responsible student leadership (e.g., ability to meet deadlines, strong communication skills, etc.).
- A need for recognition, specifically through Campus Recreation Services, to participate/compete in regional events and leagues.
- Length of time the organization has been active on campus and the degree of student participation.
- Availability of appropriate facilities (on or near campus) for practices and, if applicable, competitions. If off-campus or non-CRS facilities are to be used, cost will also be a consideration.
- The potential impact (e.g. facility use, equipment, personnel, etc.) of the club on CRS programs and facilities.
- The ability of the club to financially support its activities (e.g., availability of adequate revenue sources).
- For competitive clubs, the availability of adequate competition within the Mid-Atlantic region (within 300-mile radius of the UMD).
- Where deemed appropriate by CRS, the existence of a recognized governing body for the sport that sets and publishes widely accepted and used sport rules (i.e., everyone knows the rules and the same rules are used in all competitions) designed, in part, to minimize risk to participants.
- Where deemed appropriate by CRS, the availability of qualified (including, where applicable, certified/licensed) coaches or instructors.
- The degree of potential risk associated with club activities and the ability of club members to manage that risk in an acceptable manner.
- The degree to which the CRS staff/office can adequately support the needs of the club.
- The degree to which the club's activities reflect the mission and goals of CRS and the University of Maryland.

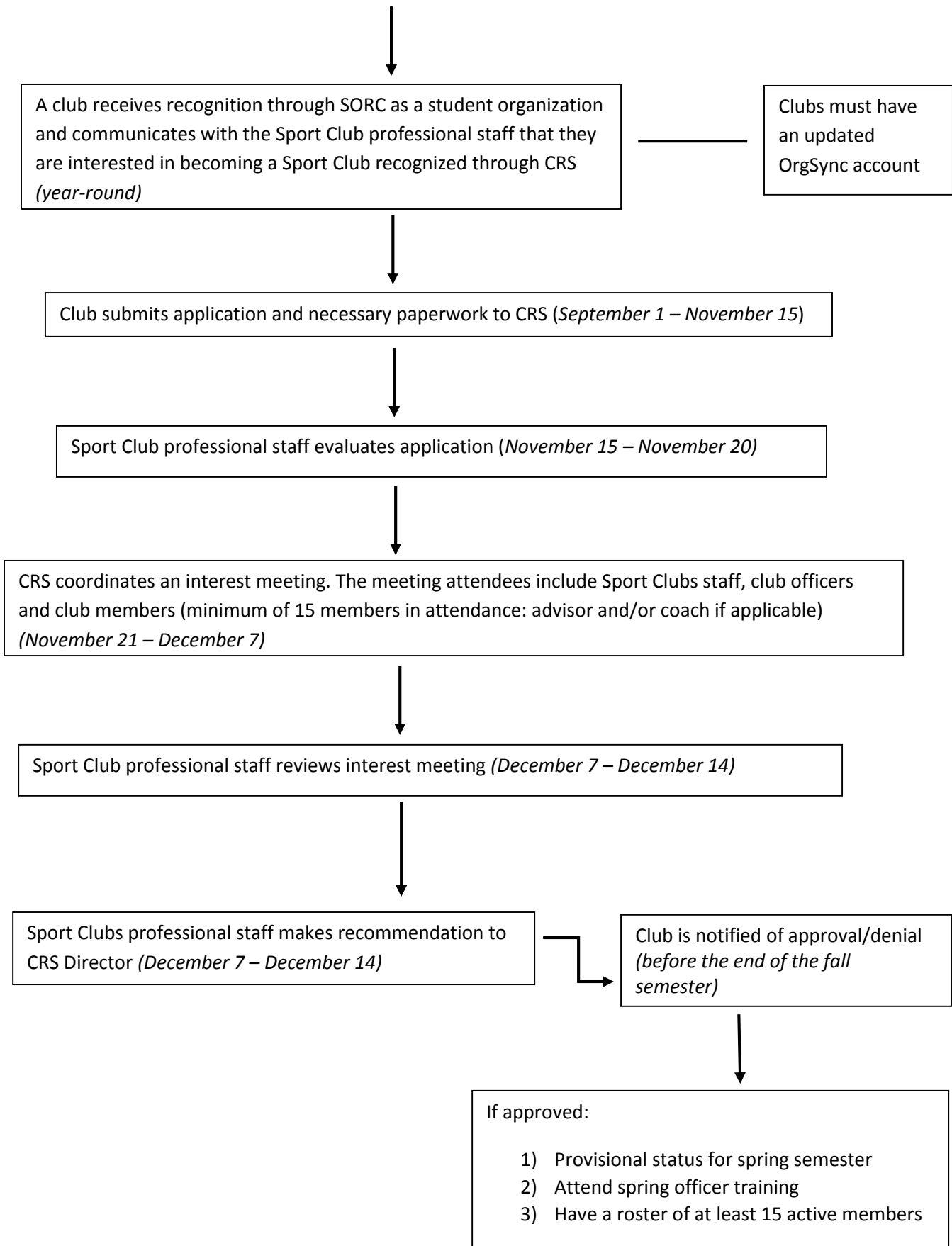
The above criteria provides a general guide for decision making regarding the recognition of new Sport Clubs. However, the list is not exhaustive, and CRS reserves the right to consider other relevant factors and to deny recognition to any club if, in the judgment of CRS, the club's activities present an unacceptable risk to students or recognition is not otherwise in the best interest of CRS and/or the University. Additionally, CRS reserves the right to not accept clubs into the Sport Club Program depending on available resources (facility space, funding, and personnel).

Throughout the application process, the Assistant Director-Sports Clubs will communicate with the club officers and other CRS staff, as appropriate. The Assistant Director-Sports Clubs will make a recommendation to the Director of Campus Recreation Services as to whether a club should be added to the Sport Club Program. The final decision regarding recognition of new Sport Clubs rests with the Director of Campus Recreation Services. If an organization is accepted into the Sport Club Program, it will be granted provisional status and notified in writing. Provisional clubs may enjoy benefits of the Sport Club Program, however must wait until the next academic year to receive funding. After a semester of successful provisional status, the club will be granted active status.

RECOGNITION TIMELINE

- CRS receives applications from September 1 – November 15
- CRS reviews applications from November 15 – November 20
 - All applications collected are reviewed; CRS provides approval/denials by the end of the fall semester. If the prospective club does not meet CRS criteria for recognition, the Director will deny the club's request for acceptance into the Sport Clubs Program. If the evaluation of a new club aligns with Sport Clubs standards, the club officers will be contacted to set up an Interest Assessment Meeting.
- CRS holds an Interest Assessment Meeting from November 21 – December 7 (meetings will not be scheduled during Thanksgiving or finals)
 - The Interest Assessment Meeting attendees must include: members listed on the application's membership roster (minimum of 15 members in attendance), coach/advisor if applicable, club officers, the Assistant Director-Sport Clubs, and the Coordinator-Sport Clubs. The Interest Assessment Meeting is an opportunity for the CRS Sport Club staff to gauge the level of interest in the new club, ensure that all members understand CRS' expectations, and relay program policies, procedures, and requirements.
- Following the Interest Assessment Meeting, the Assistant Director-Sport Clubs will make a recommendation to the Director of Campus Recreation. The approval/denial of the club's acceptance into the Sport Club program will be communicated to the club at the end of the fall semester.

Workflow for Sport Club Recognition



ELIGIBILITY & JOINING

MEMBERSHIP GUIDELINES

All officially enrolled students (undergraduate and graduate), faculty and staff of the University of Maryland, College Park and in some cases, members of the University of Maryland, College Park Alumni Association are eligible to join a Sport Club as a regular member, though competitive eligibility is based on each sport's governing body regulations.

Membership and participation within a club must be free from discrimination based on race, religion, gender, ethnic group, national origin, political affiliation, ability, sexual orientation, or on the basis of the exercise of rights secured by the First Amendment of the United States Constitution. Each club's constitution must carry a statement to this effect.

A Sport Club may not restrict the number of members allowed to join its ranks. However, it is recognized that only a certain number can realistically participate in competition. It is the responsibility of each Sport Club to work out a fair and equitable method by which to accommodate all of its members' needs for instruction, practice, coaching, and competition.

CRS requires that all club members carry the proper identification at all scheduled activities. Students, faculty, and staff must have a University of Maryland ID. Coaches, instructors, and members of the Alumni Association must have a picture ID with them during all scheduled activities. Faculty, staff, and Alumni Association members must have a CRS membership to enter Ritchie Coliseum, Reckord Armory, and the Eppley Recreation Center.

Alumni Participation

CRS recognizes the importance of the interaction between alumni and student members of certain Sport Clubs. Therefore, alumni are allowed to participate in approved club activities under the following conditions:

- Alumni participation must be voted upon by the club membership. If approved, alumni participation guidelines must be added to the club's constitution. Clubs must then submit a request to the Assistant Director-Sport Clubs, to include alumni membership.
- The percentage of alumni members cannot exceed 10 (ten) percent of the total membership as indicated on the membership roster. All alumni members must be members of the University of Maryland, College Park Alumni Association, and must have graduated from the University of Maryland, College Park. Alumni must add themselves as members online, complete the *Sport Club Release and Informed Consent Form*, sign the *Sport Clubs Code of Conduct* and provide a copy of their Alumni Association membership card or receipt to be added to the roster and participate in club activity.
- For clubs that use any CRS facility that requires membership access, Alumni Association members must purchase a membership to be able to enter and use that facility.
- Alumni Association members are prohibited from holding office or any leadership position within the club or involving themselves in any administrative or managerial duties of the club.

Clubs considering extending membership to Alumni Association members should discuss the request with the Assistant Director-Sport Clubs before taking action. Failure to inform the Assistant Director-Sport Clubs of any alumni participation in your club will result in immediate disciplinary action.

Intercollegiate Athletics

Intercollegiate athletes may compete for a Sport Club in the same academic year that they are listed as varsity players. However, the Sport Club in which they choose to participate should not be involved in an activity similar to their varsity participation. The intercollegiate athlete must sit out one academic year before he/she is eligible to compete with a club which is considered a sport similar to their varsity team.

Intramural Participation

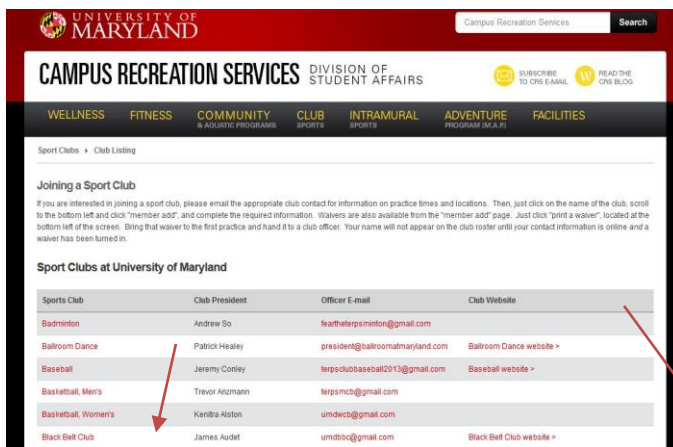
Sport Clubs members are eligible to participate in Intramural Sports; however, teams are limited to the following:

- Individual and Dual Sports: Participants must play at the “A” Level.
 - Doubles Teams may only have one club player and must also play at the “A” Level.
- For all major team sports:
 - Teams with ONE (1) club member may participate at either the “A” or “B” Level.
 - Teams with TWO (2) club members must participate at the “A” Level.
 - Exception: For 9v9 Soccer, an "A" team may have up to THREE (3) club players.
- Club members are those persons who have within the current academic year:
 - Participated in ANY practices and/or games with the team; or
 - Have signed a *Sport Club Release and Informed Consent Form*; or
 - Listed as a member of the club on the Sport Club roster

This is for same or like sports. Ex. if you are a club basketball player participating in soccer, these rules do NOT apply.

JOINING A CLUB: MEMBERSHIP ROSTER

To participate in club activities, it is the responsibility of each individual club member to enter their information on the CRS Sport Clubs website. Club officers are responsible for checking the rosters for online member additions. To join, click on the name of the club on the directory page, scroll to the bottom left and click "member add." Then complete the required information.



NAME	First Name	Last Name
DATE OF BIRTH	MM/DD/YYYY	
STATUS	-- Select Status --	
UID (University ID)		
EMAIL	email@address.com	<input checked="" type="checkbox"/> Available to Club
CELLULAR PHONE		<input checked="" type="checkbox"/> Available to Club
LOCAL PHONE		<input checked="" type="checkbox"/> Available to Club
LOCAL ADDRESS	Street City, State Zip	
PERMANENT ADDRESS	Street City, State Zip	
EMERGENCY CONTACT NAME	First Name	Last Name
EMERGENCY CONTACT PHONE		
<p>** Note: I understand that in order to be officially listed as a member of this Sport Club, I must read, sign, and submit a Waiver/Informed Consent Form to the Assistant Director-Sport Clubs.</p> <p><input type="radio"/> Yes <input type="radio"/> No</p>		
<input type="button" value="SAVE"/> <input type="button" value="RESET"/>		

[Print Waiver](#)

[MEMBER ADD](#)

[MEMBER LOG-IN](#)

[PRINT A WAIVER](#)

[MEMBER LOG-IN](#)

[BACK TO CLUB SELECTION](#)

Club members are encouraged to add themselves as members online prior to submitting a *Sport Club Release and Informed Consent Form* and *Sport Club Code of Conduct* to the Sport Club Office. Only individuals who have added themselves online as members and completed, signed, and submitted a *Sport Club Release and Informed Consent Form* and *Sport Club Code of Conduct* will be added to the membership roster. At this time, the program cannot accept electronic signatures. In addition, Sport Clubs should pay attention to the rules of their sanctioning organizations as to the eligibility of graduate students, alumni, and faculty/staff members on competing teams. Clubs may be subject to program sanctions for allowing ineligible individuals and those not listed on the roster to participate in club practices, activities or events. Sanctions may include probation or suspension of individual club members, or the entire club.

Club officers can contact the Sport Club professional staff to edit the membership roster if there are individuals listed on the roster who are no longer active with the club.

CRS has an obligation to protect the club and its members. If, in the opinion of the Assistant Director-Sport Clubs, any member, is not working in the best interests of the club and its' members, he/she can be relieved of all club member functions. Club members are afforded due process.

LEADERSHIP

LEADERSHIP POSITIONS

Each Sport Club must elect, at a minimum, a president, a vice president, and a treasurer. Other specific offices may be indicated in the club's constitution. All officers must be, and remain, full-time (12 credits or more) University of Maryland, College Park students. Since clubs are self-administered, the management of club business is the responsibility of the officers. Each club should identify the responsibilities of its officers. The following list of suggested duties should serve as a guideline. Sport Club officers' responsibilities include, but are not limited to:

President

- Serve as the liaison between the club and the Sport Club professional staff. This includes checking/responding to all emails and voicemails on a daily basis.
- Conduct elections of officers once a year (BEFORE the end of fall semester).
- Attend all trainings/meetings called by the Sport Club professional staff, or send a representative.
- Ensure that all required forms and reports are submitted on time.
- Complete registration procedures as a student organization with the Student Organization Resource Center (SORC)
- Inform club members of the contents of the *Sport Club Handbook*, *The Student Organization Handbook*, and University Regulations.
- Familiarize the incoming president with all club procedures prior to his/her assumption of duties.
- Delegate responsibilities to involve other club members.

Vice President

- Preside over club meetings and business during the president's absence.
- Assist the president in completing reports and required forms.
- Notify the Sport Club professional staff of any changes in the club's schedule.
- Check the club mailbox in the Epley Recreation Center (ERC) at least once a week.
- Arrange club travel and promotion.
- Organize club's presentation for the First Look Fair, StampFest & other promotional events.

Secretary

- Attend all club meetings and record minutes.
- Conduct correspondence for the club and update the membership roster.
- Submit *Activity Reports* for the preceding week, no later than midnight on the following Sunday.

Treasurer

- Collect dues and keep an accurate record of all accounts. Keep all receipts to document all income and expenses.
- Work with the president to prepare club's budget request; maintain club financial records.
- Monitor the club checking account, check signers, and overdrafts.
- Reviews the club accounts online and keeps copies of the club account statements, picked up from the club mailbox.
- Familiarize the incoming treasurer with the club's financial status prior to his/her assumption of duties.
- Submit all necessary documentation for purchases using CRS or SGA funds to the Assistant Director-Sport Clubs.

Equipment Officer

- Keep accurate records of all club equipment- purchase date, storage location, and condition.
- Inform the Assistant Director-Sport Clubs if any equipment becomes damaged or unsafe.
- Distribute equipment to club members and collect equipment at the end of the club's season.
- Submit a list of club inventory once per semester using the designated program form.

Safety Officer(s)

- Ensure that all *Release and Informed Consent Forms* are collected and submitted.
- Routinely inspect club equipment and facilities.
- Complete and submit *Accident Report Forms* when appropriate.
- Keep the club's first aid kit stocked and ensure it is on-site.
- Ensure club compliance with CRS and University safety policies and emergency actions procedures.
- Ensure the club follows the Sport Club program's safety and risk management requirements.
- Ensure proper biohazard handling and disposal.

Sport Club Assembly Representative

- Club officer responsible for attending the Sport Club Assembly meetings (1st Monday of every month).
- Disseminates information from the SCA meetings back to the club officers and members.
- Participate in individual and group leadership development discussions.

Clubs are welcome to add additional officers (travel secretary, recruitment chair, social chair, etc.) as needed.

OFFICER TRANSITIONS

The successful transition from outgoing to new leadership is vital to the continued success of the club. The officer term is January to January. This time frame helps to ensure that the club's leadership remains strong through the transition period. Some clubs have very active spring seasons which requires extensive planning in the fall. These clubs are still required to transition in December but may have dual officers in some leadership positions.

Many clubs have chosen to create a club handbook that outlines the nuances of their particular club. From governing body policies to important contact information for rival teams, a handbook passes along important information from officer to officer, year to year. While a handbook can save officers the trouble of "reinventing the wheel" it should be updated frequently. To ensure a successful transition, outgoing and incoming officers should follow the steps below and reference *the Officer Transition Checklist* available on the Sport Clubs website at <http://crs.umd.edu/Sport-Clubs/Officer-Resources>.

- Turn over all club records, club email account information and inventory of club equipment to new club officers.
- Review all financial records.
- Update signing authority at the bank.
- Review all forms including last year's budget allocations and end of year report.
- Review the *Sport Club Handbook* and highlight important deadlines, training dates, and administrative requirements.
- Update OrgSync and designate new administrative privileges.

OFFICER RESOURCES

Sport Club officers have access to CRS resources for club business and to help market and promote their clubs.

Mail

All incoming mail will be distributed through the Sport Clubs professional staff. University of Maryland letterhead and envelopes may be used with CRS' approval. All clubs have a mailbox at the ERC Member Services Desk. These need to be checked at least once a week. Checks, packages and other important documents can be picked up from the Sport Club professional staff. It is required that all clubs use the following as their correspondence address:

Club Name
1115 Eppley Recreation Center
University of Maryland
College Park, MD 20742-5311

Copies

The Sport Club professional staff can make copies of waivers or flyers at no charge if the requested quantity is less than 20. For quantities over 20, the order will be sent to Copy Services and the club will be billed accordingly.

Phone Calls

Designated telephones are available for long-distance calling for approved club business, such as making travel arrangements or obtaining price quotes, on approved club purchases. All calls must be made in the Sport Club Office and approved by the Sport Club professional staff in advance.

Marketing and Promotions

The responsibility to market individual clubs and recruit on campus falls on the club officers. Effective marketing helps clubs remain connected to alumni, attract new members and excite fans. Sport Clubs are required to follow the STAMP Event Management Handbook when advertising their events and recruiting on campus.

Clubs should reference the *Marketing and Promotions Guide* at <http://crs.umd.edu/Sport-Clubs/Officer-Resources> for additional information. The guide is a resource for website policies, social media best practices and advertising on campus. All websites and social media sites managed by clubs must include this disclaimer language: "This content is not endorsed, approved, sponsored, or provided by or on behalf of the University of Maryland or its affiliates".

Logo Use

University of Maryland Sport Clubs have permission to use many of the University's logos and trademarks, however, there are certain policies that must be followed in order to remain within the guidelines set for this use. Guidelines are available at: http://www.trademarks.umd.edu/guidelines/use_of_marks.html. Proper use of the University logos includes the word "Club" before or after the sport. Appropriate examples include: Club Shuffleboard or Diving Club. An inappropriate example is: UMD Diving Team. For all questions regarding logo use or questions regarding alterations to the University's logo, please visit www.Trademarks.umd.edu. Sport Clubs are allowed to utilize Maryland's trademarks and logos, available at <http://www.trademarks.umd.edu/marks/>. If a club has questions, concerns, or is requesting logo approval they should contact the Director of Trademark Licensing, Joe Ebaugh, at 301.314.1203 jebaugh@umd.edu.

If selling the apparel for profit, the clubs are required to go through a licensed vendor. Licensed vendors are located on the trademark website at: <http://www.trademarks.umd.edu/vendors/>. Sport Clubs are not allowed to sell Under Armour apparel, purchased with University funds. Sport Clubs can work with Kollege Town Sports, a partner of Under Armour who supplies the Sport Clubs with Under Armour merchandise at a discounted price. All designs/logo proofs must receive the appropriate approval prior to production. See the *Fundraising Guide* at <http://crs.umd.edu/Sport-Clubs/Officer-Resources> for more information.

OrgSync

It is required that clubs keep OrgSync, the Stamp software that registers and manages student organizations, updated with a current list of officers. In addition, clubs have access to free web hosting and content management through OrgSync. If clubs require assistance utilizing the features of their Maryland OrgSync account, they should contact the Student Organization Resource Center (SORC) at SORC@umd.edu. Additional features of OrgSync are available to the Sport Clubs through <https://help.orgsync.com/home>.

Sport Club Constitution

Each Sport Club is required to have an up-to-date club constitution on file with the Sport Club Office and on the club's OrgSync account. Constitutions are important in laying the foundation of the club, and should be reviewed and updated by the club's membership on a yearly basis. Sample constitutions are available at <http://crs.umd.edu/Sport-Clubs/Officer-Resources>.

The Student Organization Resource Center (SORC) states: “The constitution and/or by-laws of an organization contain(s) the rules that govern the action and activities of the group. The document(s) should:

- State the purpose of the organization.
- Define the characteristics of the organization and criteria for membership.
- Prescribe how the group functions and identify the parliamentary procedure by which business will be conducted.
- Include all rules that the group considered so important that they (1) cannot be changed without previous notice to the members and the vote of a specified large majority (such as two-thirds vote), and (2) cannot be suspended.
- State the rights of members of the organization whether present or absent from a meeting and the limitations placed on the powers of the members attending a meeting.”

COACHES AND INSTRUCTORS

It is the club's responsibility to secure the services of a coach/instructor for its team, if a coach/instructor is desired. Club members must find a VOLUNTEER, who meets the specified requirements and who will abide by the rules for coaches and instructors outlined below. The selection of a coach or an instructor MUST be approved by the Assistant Director-Sport Clubs. All coaches/instructors must complete a *Coaches/Instructors Agreement and Application Form* at the beginning of EACH YEAR. This form is available on the Sport Club website at <http://crs.umd.edu/Sport-Clubs/Officer-Resources>. Returning coaches/instructors are also required to attend a mandatory meeting in the fall semester and add themselves online as a coach, prior to submitting a *Sport Club Release and Informed Consent Form* and *Sport Club Code of Conduct* to the Sport Clubs Office. Coaches/instructors must submit copies of all relevant certifications and qualifications.

The coach/instructor must strictly be a volunteer and is not considered an employee of the University. If it is determined by CRS that a club is paying for the services of a coach/instructor, the club will be immediately suspended.

If a club wishes to seek the services of a coach, members should look for an experienced individual, who possesses technical knowledge of the sport, and knows how to aid players in avoiding injuries. Those agreeing to serve as coaches/instructors must meet with the Assistant Director-Sport Clubs to discuss his/her qualifications, responsibilities to the club, and pertinent rules of CRS prior to any coaching or teaching. A qualified coach:

- Holds a certification with a national governing body (if applicable).
- Has knowledge of the sport including- game rules, sport specific activity/form, and/or experience as a player.
- Has experience instructing, coaching and/or educating a population or skill level appropriate to college students.
- Has strategies for safe activity and knowledge of the risk associated with the sport.

Coaches must acknowledge and respect the leadership positions held by the officers and abide by all decisions made by this group. Recommendations made by the coaches will be considered, but final decisions will be made by the officers and/or club because they are ultimately held accountable. A Sport Club coach/instructor:

- Follows all University and CRS policies and guidelines relative to Sport Club coaches/instructors as outlined in this handbook.
- Maintains a safe environment for participants; including themselves. Takes the necessary safety precautions as required by University policy, State or Federal law, and/or club policy, such as wearing flotation devices, protective eyewear, etc.
- Is involved strictly with coaching/teaching the club members in practice and competition while refraining from participating in other areas of club management. The coach/instructor should allow the student officers to discuss club matters with the Sport Club professional staff. The student officers serve as the liaison between the club and the CRS Department – not the coach/instructor.
- Is a positive role model for all club participants
- Selects goals which are attainable and realistic given the nature of the Sport Club Program. Coaches should remember that club teams are not varsity teams.
- Should create a safe and welcoming space that does not discriminate based on race, color, creed, sex, sexual orientation, gender identity, gender expression, marital status, personal appearance, age, national origin, political affiliation and physical or mental disability.

Volunteer coaches/instructors may be sanctioned or dismissed for the following:

- Acting in an unsafe manner which puts club members or themselves at risk.
- Managing club business (scheduling, travel arrangements/payments, forms, and purchasing equipment)
- Entering into agreements on behalf of the club or University.
- Offering scholarships.
- Recruiting players outside of the UMD student body.
- “Cutting” students from the club.
- Instructing or encouraging club members to violate CRS or University rules and regulations.
- Failing to favorably represent the University of Maryland.
- Violating CRS and UMD policy on Hazing and Sexual Misconduct

CRS has an obligation to protect the club and its members. If, in the opinion of the Assistant Director-Sport Clubs, the club, or any member, is being neglected or misled by the coach/instructor, or if the coach/instructor is not working in the best interests of the club, he/she can be relieved of all coaching and/or teaching functions. Coaches/instructors will be afforded the same due process as the club and its members.

CLUB ADVISOR

All Sport Clubs are required by CRS to have a faculty/staff advisor. In many instances the Sport Club professional staff can act as the club advisor; however clubs are encouraged to find a UMD faculty/staff member to fill the role. Sport Clubs can rely on advisors for *assistance* with activity planning, fundraising, budget preparation, and conflict management amongst club members. He/she can serve as a resource person regarding University matters, offer advice to club members regarding club business and help members balance club/academic activities. He/she should in no way be directly involved in the daily operations of managing the club, or be relied on to make club decisions.

The club advisor should offer guidance as it is his/her role is to provide advice to the club. The advisor is most helpful when he/she uses mature judgment and experience to help club members refine their programs, plans, and discussions to a point where they are effective, realistic, and reflect favorably on the University. The advisor for a Sport Club is selected by the members of the club. The advisor should be an individual who is accepted and respected by the members of the club.

SPORT CLUB ASSEMBLY

The purpose of the Sport Club Assembly (SCA) is to promote, develop, and assist the Sport Clubs. The SCA is a training ground for leadership and organizational development. The mission is to facilitate collaboration amongst the clubs and to positively represent the Sport Club Program to the University and the community. The SCA provides a medium for the exchange of information regarding program initiatives, policies, and regulations. It aids in the leadership development of clubs and their officers, and promotes participation in the Sport Club Program.

SCA meetings are comprised of one representative from each club. It convenes once a month during the regular academic year to discuss topics that are pertinent to the various clubs. The meetings will be informational and developmental. Meetings will occur on the 1st Monday of every month during the academic year (no meeting in September or January). The meetings are 90 minutes: broken down into 30 minutes of program discussion and 60 minutes of leadership development.

Attendance Policy

Each club must appoint an officer to attend and act as a liaison between the Assembly and their club. It is required to have the same officer attend each monthly meeting. To encourage commitment, it is suggested that clubs create a Sport Club Assembly Representative position amongst their officers. Clubs are permitted to send an alternate officer once per year. Additional alternates may be approved by the Sport Club professional staff on a case-by-case basis.

- Roll call will take place at each meeting, and attendance will be recorded and reported.
 - Failure to attend a SCA meeting (1st absence) will result in \$100 fine to the club’s CRS budget
 - Failure to attend a 2nd SCA meeting will result in a 15% allocation cut or loss of facility space.

- Failure to attend a 3rd SCA meeting will result in an evaluation of the club’s active status within the Sport Club Program. If a club is placed on probation the following sanctions could be applied: loss of remaining allocations for the current academic year and loss of priority for practice space requests.
- Being more than fifteen minutes late to a SCA meeting must be approved at least 24 hours in advance by the Assistant Director-Sport Clubs. If the representative is more than fifteen minutes late without prior notification/approval, it will be considered a missed meeting.

SCA Representative Responsibilities

- Communicate information presented at Assembly meetings to club officers and members.
- Understand Sport Clubs Program policies and guidelines.
- Attendees should be respectful and attentive during Assembly meetings (not speaking out of turn and not using cell phones for personal matters). Not following these standards will equate to a missed meeting.

SCA Benefits

The benefits received from being part of the SCA include interacting with other club officers, developing a better understanding of the Sport Club Program, opportunity for individual and group leadership development, and participation is a resume builder that illustrates commitment and growth.

COMMUNICATION

The importance of the officers' role to communicate with club members and the Sport Club professional staff cannot be overemphasized. It's better to over-communicate than under-communicate. Successful leaders are effective communicators. Officers should communicate to club members club-specific member expectations, goals, schedules, and travel/competitions commitments. Club officers can disseminate information to club members via email, voicemail, OrgSync and face to face discussion at practices or events. Communication with the Sport Club professional staff can be via email, phone, in person, or by the various forms and systems in place.

ACTIVITY REPORTS

Sport Club officers are required to complete and submit an *Activity Report* every Sunday night during both the fall and spring semesters. When the club is actively practicing, *Activity Reports* are also required during the summer and winter months. This allows CRS to maintain a record of the club’s activity throughout the year. *Activity Reports* are helpful for both CRS and the club in the following ways: keeping regular contact with CRS, reporting any problems/issues with facilities/activities, reporting competition results, reporting fundraisers, socials and community service, and to notify CRS of accidents and incidents.

Activity Reports are a valuable source of information that collects data on the Sport Club Program activity. Falsification of information within an *Activity Report* is a violation of the Code of Student Conduct. Violators will be referred to the *University Office of Student Conduct* and receive sanctions deemed appropriate by the University.

Failure to complete and submit an *Activity Report* will result the following sanctions:

1 st missed report	Warning
2 nd missed report	\$75 fine from the club’s CRS budget or the club’s checking account.
3 rd missed report	\$150 fine from the club’s CRS budget or the club’s checking account.
4 th missed report	Cancellation of week’s practices and that weekend’s travel/home events.
5 th missed report	Club is placed on probation. All club activities & access to funding are suspended pending a meeting with the Sport Club professional staff.

CLUB SCHEDULES

Clubs are responsible for creating their club's season schedules based on the facility availability provided by the Sport Club professional staff. Activities and competitions scheduled outside the immediate region (see Travel section) **MUST** be approved by the Director of CRS prior to the club's commitment for the event. Failure to receive approval will result in disciplinary action and trip cancellation.

Clubs must submit a schedule using a program-wide template at the start of each semester. The schedule is located at <http://crs.umd.edu/Sport-Clubs/Officer-Resources>. Each week clubs will have the opportunity to upload an updated schedule with additions or cancellations to their activity report. The template has 5 tabs:

1. Instructions
2. On & Off Campus Home Events
3. Competitive Travel
4. Other Travel (Fundraisers, Community Service, Etc.)
5. Off Campus Practice

All facility changes and requests must be requested and communicated with the Sport Club professional staff. Scheduling of activities during final exam week is prohibited. Club are not allowed to schedule additional home activities without the approval of the Sport Club professional staff. Any club that wants to practice/compete during the summer or winter term must submit separate facility requests at the end of the fall and spring term.

CONDUCT & UNIVERSITY POLICIES

SPORT CLUB CONDUCT

Sport Club members have an obligation to conduct themselves and their organization in a manner compatible with the University's philosophy and function as an institution of higher education. Members of Sport Clubs are expected to act in a mature and responsible manner both on and off campus, especially while participating in club activities. CRS has expectations for a high standard of behavior during sanctioned activities. Club members and officers should further be aware that public perception of individual acts may reflect poorly on the club and the University. Members will be held responsible for complying with Sport Club policies and procedures, the *Sport Club Code of Conduct*, the *University of Maryland Code of Student Conduct*, federal, state, and local laws. The *Sport Club Code of Conduct* is available on the back of every club member's *Release and Informed Consent form*. The *University of Maryland Code of Student Conduct* is located at <http://www.president.umd.edu/policies/docs/V-100B.pdf>. Failure to comply will result in sanctions to the club or individual discipline through the University system.

Prohibited Sport Club conduct, includes but is not limited to:

- Club members participating in an inappropriate activity (fighting, alcohol/drug use, etc.), which violates University policies, campus regulations and/or state/federal laws, while participating in any Sport Club related activity.
- The use and/or presence of alcohol/drugs at club activities including home/away tournaments, events, practices, travel, fundraisers, and community service events.
- Use of club checking account funds for the purchase of alcoholic beverages, personal items, individual phone, or other bills.
- Failure to comply with requests of any University employee, including CRS staff or student employees, acting in the performance of their job.
- Hazing – see policy below
- Failure to comply with regulations in this handbook.

UMD Code of Student Conduct, <http://www.president.umd.edu/policies/docs/V-100B.pdf>, includes but is not limited to:

- Intentionally or recklessly causing physical harm to any person, or intentionally or recklessly causing reasonable apprehension of such harm.
- Unauthorized on campus or illegal off campus use, possession, or storage of any weapon.
- Intentionally initiating or causing to be initiated any false report, warning or threat of fire, explosion or other emergency.
- Off-campus conduct which constitutes a criminal offense as defined by state or federal law, resulting in conviction. No student convicted of a misdemeanor offense under this section shall be subject to expulsion or full suspension unless the offense constitutes an “aggravated violation” as defined in Part 2(a) of this Code. The University shall not normally pursue disciplinary action when a non-aggravated misdemeanor does not pose a threat to the safety or well-being of the campus or campus community.
- Rioting, assault, theft, vandalism, fire setting, or other serious misconduct related to a University-sponsored event, occurring on- or off-campus, that results in harm to persons or property or otherwise poses a threat to the stability of the campus or campus community. Such conduct may result in disciplinary action regardless of the existence, status, or outcome of any criminal charges in a court of law.
- Knowingly violating the terms of any disciplinary sanction imposed in accordance with this Code.
- Intentionally or recklessly misusing or damaging fire safety equipment.
- Unauthorized distribution or possession for purposes of distribution of any controlled substance or illegal drug.
- Use or possession of any controlled substance or illegal drug. ***
- Intentionally furnishing false information to the University.
- Making, possessing, or using any forged, altered, or falsified instrument of identification; making, possessing, or using any forged, altered, or falsified University document.
- Intentionally and substantially interfering with the freedom of expression of others.
- Theft of property or of services; knowing possession of stolen property.
- Intentionally or recklessly destroying or damaging the property of others.
- Engaging in disorderly or disruptive conduct which interferes with the activities of others, including studying, teaching, research, and University administration.*
- Failure to comply with the directions of University officials, including campus police officers, acting in performance of their duties.
- Violation of published University regulations or policies, as approved and compiled by the Vice President for Student Affairs. Such regulations or policies may include the residence hall contract, as well as those regulations relating to entry and use of University facilities, sale of alcoholic beverages, use of vehicles** and amplifying equipment, campus demonstrations, and misuse of identification cards.
- Use or possession of any alcoholic beverage under the age of 21; knowingly providing alcoholic beverages to a person known to be under the age of 21. ***
- Unauthorized use or possession of fireworks.

* The response of fire, police, or emergency personnel to a non-frivolous call or action taken by them on their own initiative pursuant or non-pursuant to policy is not considered a disruption or reckless action within the meaning of this section.

** Parking and traffic violations may be processed in accordance with procedures established by the Vice President for Student Affairs.

*** This charge may be deferred under Part 30 of this Code consistent with procedures outlined in the Promoting Responsible Action in Medical Emergencies Policy.

UNIVERSITY OF MARYLAND HAZING POLICY

Sport Clubs members can review the University of Maryland Hazing policy through the Office of Student Conduct and the Hazing Prevention website: <http://www.hazingprevention.umd.edu>.

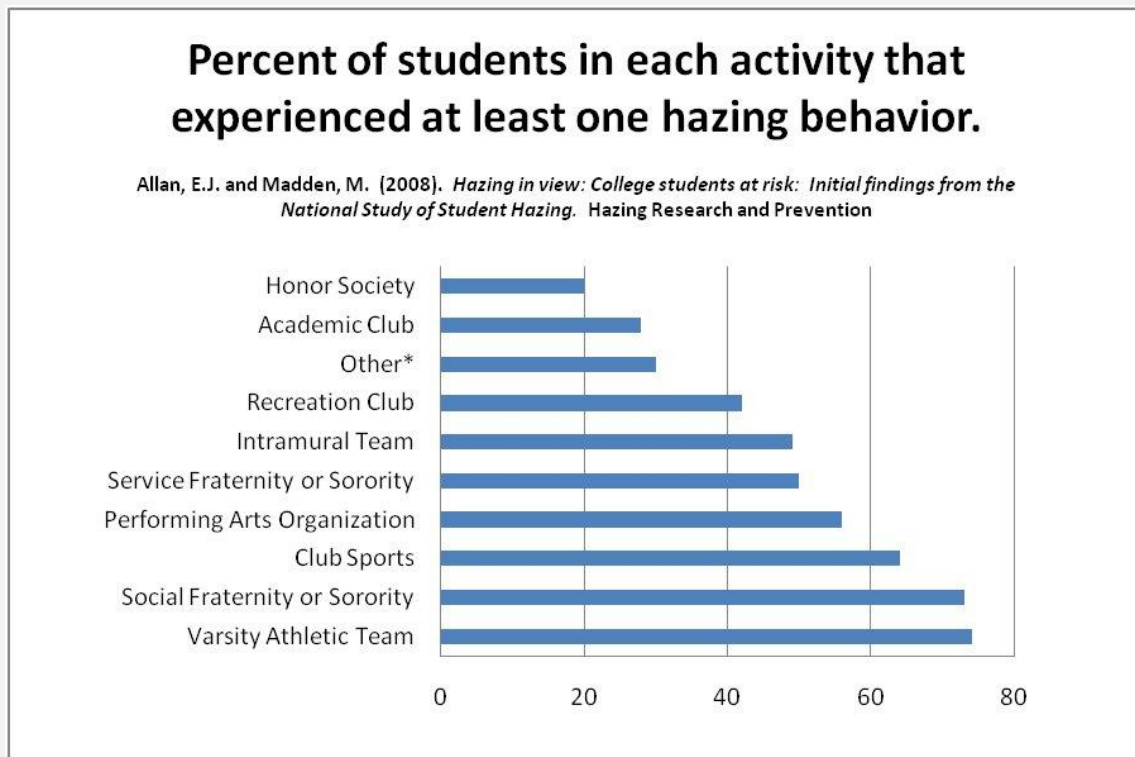
Hazing is Strictly Prohibited

Hazing is a fundamental violation of human dignity. It is strictly prohibited at the University of Maryland - College Park. The University defines hazing as "intentionally or recklessly subjecting any person to the risk of bodily harm, or severe emotional distress, or causing or encouraging any person to commit an act that would be a violation of law or university regulations, for the purpose of initiating, promoting, fostering, or confirming any form of affiliation with a student group or organization, as defined by the *Code of Student Conduct*. The express or implied consent of the victim will not be a defense."

Examples of Hazing

Examples of hazing include, but are not limited to: forced consumption of alcohol or other substances; sleep deprivation; use of alcohol in drinking games or contests; paddling; forced tattooing or branding; creation of excessive fatigue; severe psychological shocks or humiliation (as defined by a reasonable person under all the circumstances); compulsory servitude; theft or misuse of property belonging to others.

Hazing Prevention.org shares that hazing and bullying are similar in that they are both methods of intimidation and both cause harm. Bullying though can happen at any time and is generally used to exclude individuals from a group. Hazing occurs at specific period of time for potential group members as a tool for inclusion into a group.



Penalties for Hazing

Aggravated violations of this policy, as defined in Part 2 (a) of the University of Maryland Code of Student Conduct (<http://www.president.umd.edu/policies/docs/V-100B.pdf>) normally result in suspension or expulsion from the University, or revocation suspension or expulsion or registration for a student group or denial of recognition or registration for a student group or organization, even for a first offense. Individuals who participate in acts of hazing are personally accountable under this policy, and the Code of Student Conduct, regardless of the outcome of any related case brought against a student group or organization.

Hazing Reporting Procedure

Any acts or suspicion of acts of hazing must be reported **immediately** to the Assistant Director-Sport Clubs. Additionally, if you believe hazing has occurred or is ongoing, you are strongly encouraged to seek assistance from one or more of the following resources 24 hours a day, seven days a week:

1. University Police (Department of Public Safety) - Emergency: (301) 405-3333 / Mobile Phone: #3333 / Non-Emergency: (301) 405-3555
2. Local Police in ANY location – Emergency: 911
3. Report the incident (Monday - Friday between the hours of 8:00am and 5:00pm) to the Office of Student Conduct at (301) 314-8204 or via this online form:
<http://www.osc.umd.edu/OSC/NonAcademicIncidentReferralForm.aspx>
4. Counseling Center (Shoemaker Building) / Telephone: (301) 314-7651
5. Mental Health Service (Health Center) / Telephone: (301) 314-8106

The Responsibilities to Challenge and Report Hazing

All members of the University community share the responsibility to challenge and make known to the Office of Student Conduct acts of apparent hazing. Apathy in the presence of hazing, or acquiescence to hazing, are not neutral acts. Individuals who participate in acts of hazing as perpetrators or victims are personally accountable under this policy, and the *Code of Student Conduct*.

UNIVERSITY OF MARYLAND SEXUAL MISCONDUCT POLICY

Sport Club members are required to abide by the University of Maryland Sexual Misconduct Policy. Excerpts are available below or through the Office of Sexual Misconduct and Relationship Violence. The full policy is located at: http://www.umd.edu/Sexual_Misconduct/.

The University of Maryland is committed to a working and learning environment free from sexual misconduct, including sexual harassment, sexual assault, intimate partner violence/abuse, sexual exploitation and sexual intimidation (including, but not limited to stalking and cyber-stalking). Sexual misconduct will not be tolerated. It corrupts the integrity of the educational process and work environment, and violates the core mission and values of the University.

Creating an environment free of sexual misconduct is the responsibility of all members of the University community. The University is committed to fostering a campus climate that is free from sexual misconduct through education and prevention programs, and procedures that promote prompt reporting and the timely, fair and impartial investigation and resolution of sexual misconduct cases. If reported and confirmed, the University will take all appropriate steps to eliminate sexual misconduct, prevent its recurrence and address its effects.

Sexual misconduct is prohibited. Sexual misconduct is a broad term that encompasses sexual harassment, sexual assault, sexual exploitation, sexual intimidation and relationship violence. The UMD policy also prohibits retaliation against anyone who files a complaint under the policy or participates in any investigation of a complaint. Sexual misconduct can occur between strangers or acquaintances, including people involved in an intimate or sexual relationship. Sexual misconduct can be committed by men or women, and can occur between people of the same or different sex.

Sexual misconduct may be a form of sex discrimination prohibited by federal and state discrimination laws, including Title IX of the Education Amendments of 1972 and Title VII of the Civil Rights Act. Some forms of sexual misconduct violate the criminal laws of the State of Maryland. "Sexual Assault" is described as:

Sexual Assault I: By stranger or acquaintance, rape, forcible sodomy, or forcible sexual penetration, however slight, of another person's anal or genital opening with any object. These acts must be committed either by force, threat, intimidation or through the use of the victim's mental or physical helplessness of which the accused was aware or should have been aware.

Sexual Assault II: By stranger or acquaintance, the touch of an unwilling person's intimate parts (defined as genitalia, groin, breast or buttocks, or clothing covering them) or forcing an unwilling person to touch another's intimate parts. These acts must be committed either by force, threat, intimidation or through the use of the victim's mental or physical helplessness of which the accused was aware or should have been aware.

Sexual harassment may also constitute violations of the criminal and civil laws of the State of Maryland and the United States. For the purpose of this campus policy, sexual harassment is defined as: (1) unwelcome sexual advances; or (2) unwelcome requests for sexual favors; and (3) other behavior of a sexual nature where:

- submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or participation in a university sponsored educational program or activity;
- submission to or rejection of such conduct by an individual is used as the basis for an academic or employment decision affecting that individual or
- such conduct has the purpose or effect of unreasonably interfering with an individual's academic or work performance, or of creating an intimidating, hostile, or offensive educational or working environment.

The campus is committed to taking appropriate action against those who violate the provisions of the policy. The campus is committed to protecting targets of harassment from retaliation. Acts of retaliation against faculty, staff and students who report or file a complaint of sexual misconduct or who assist or participate in the investigation of a harassment complaint are strictly prohibited. Any individual or group that violates the policy will be subject to disciplinary or remedial action, which can include termination of employment or expulsion.

Confidentiality

The University recognizes that sexual misconduct allegations are a sensitive subject for all parties involved. The University is committed to maintaining the privacy of the parties involved to the fullest extent possible under applicable law. There may be instances when the University determines it needs to investigate and take reasonable action even when the complainant requests anonymity or requests that no action be taken. Thus, absolute confidentiality cannot be guaranteed. In such cases, the University will take all reasonable steps to investigate and respond to the complaint consistent with the complainant's requests, and when it cannot do so, will keep the complainant informed, as deemed appropriate. In all cases, the University will take care to protect the identities of the parties by discussing the allegations only with those who have a legitimate administrative or legal reason to know.

If a person desires to keep the details of an incident of sexual misconduct confidential, he/she should speak with individuals who have professional or legal obligations to keep communications confidential. When seeking advice and support, persons who are concerned about confidentiality should discuss their concerns about confidentiality with the person with whom they are speaking. Unless there is an imminent threat to health or safety, confidentiality applies when persons seek services from the following persons:

- A psychological counselor or other mental health professional, including counselors at the University Counseling Center (301-314-7651) and mental health professionals at the University Health Center (301-314-8106)
- A health care provider, including medical professionals at the University Health Center (301-314-8184 for appointments)
- A victim's advocate at CARE to Stop Violence in the University Health Center (formerly the Sexual Assault Response and Prevention Program (SARPP) (301-314-2222) 24 hours Crisis Cell (301-741-3442)
- A personal attorney, including an attorney in the University's Undergraduate Student Legal Aid Office (301-314-7756) or Graduate Student Legal Aid Office (301-405-5807)

Complaint Procedures

Complainants may report alleged sexual misconduct to a "Responsible University Employee," which includes any university administrator, supervisor, faculty member, coach or trainer. Complainants may also report alleged sexual misconduct to the Title IX Coordinator or a Deputy Title IX Coordinator.

Obligations of "Responsible University Employee." A Responsible University Employee who receives a complaint of sexual misconduct shall promptly report such complaint to the Office of the Title IX Coordinator or a Deputy Title IX Coordinator. No employee (other than law enforcement) is authorized to investigate or resolve complaints without the involvement of the Title IX Coordinator:

Title IX Coordinator
301.405.1142
TitleIXCoordinator@umd.edu
1103 Reckord Armory
University of Maryland College Park, MD 20742

UNIVERSITY OF MARYLAND DRUG AND ALCOHOL ABUSE POLICY

Club members are required to adhere to the UMD Drug and Alcohol Policy and the Student Organization Alcohol Policy. Sport Clubs are not allowed to use, possess or distribute alcohol at Sport Club activities including home events, travel, community service and fundraising. Club members are responsible for reviewing the University's drug and alcohol abuse policy at: <http://www.testudo.umd.edu/soc/drugalcohol.html>. Illegal or abusive use of drugs or alcohol by members of the campus community jeopardizes the safety of the individual and the campus community, and is inadmissible to the academic learning process. The University of Maryland is therefore committed to having a campus that is free of the illegal or abusive use of drugs and alcohol. In keeping with this commitment, it is the policy of the University that the illegal or abusive use of drugs or alcohol is prohibited on University property or as part of University activities. This POLICY is to notify students of prohibited conduct and disciplinary actions which may result from violation of University policy. The Code of Student Conduct prohibits, on University premises or at University sponsored activities, the

1. Unauthorized distribution
2. Possession for purposes of distribution
3. Use --- OR --- 4. Possession of any controlled substance or illegal drugs.

"Controlled substance" and "illegal drugs" prohibited under the Code are set forth in Schedules I through V in Article 27, part 279 of the Annotated Code of Maryland

Student Organization Alcohol Policy controls the use, possession, or distribution of alcohol by students on University premises or at University sponsored activities. This policy prohibits the possession or use of alcohol by any student under the age of 21 or furnishing of alcohol to a person known to be under the age of 21. Alcoholic beverages otherwise may not be possessed, consumed or distributed at University sponsored events occurring on University premises unless advance written approval has been obtained from Event Services. In addition, the University Policy on Possession or Use of Common Containers of Alcohol prohibits the possession or use of kegs, beer balls, punch bowls, and other common containers of alcoholic beverages or a similar nature on University property, except for possession and use resulting from licensed purchase by the University's Department of Dining Services.

Prohibited Conduct: Alcohol

The Code of Student Conduct prohibits the violation of published University regulations or policies regarding the possession, use or distribution of alcoholic beverages, as approved and compiled by the Vice-President for Student Affairs. These policies, subject to amendment from time to time, are available for public inspection during normal business hours in the Office of Student Conduct.

Disciplinary Sanctions

Sanctions for violations for University drug and alcohol policies include expulsion, suspension, disciplinary probation, disciplinary reprimand, restitution, dismissal from University housing, housing probation, work or research projects, drug testing, and restrictions on further use of University facilities. Students may be accountable to both civil authorities and the University for acts which constitute violations of law and University policy. Disciplinary action at the University will normally proceed during the pendency of criminal proceedings and will not be subject to challenge on the grounds that criminal charges involving the same incident have been dismissed or reduced.

CLUB STATUS

CLUB STATUS

Active

- These clubs are in good standing with the Maryland Sport Club program. They work to build our culture of accountability, community, commitment, growth and fun.

Provisional

- These clubs are newly recognized within the Maryland Sport Club program, having achieved recognition at the end of December.
- These clubs are required to join the active clubs for mandatory training, officer transitions, and facility requests. They do not have access to funding through CRS but can apply to SGA Group Help, if they are SGA recognized. Provisional clubs have access to CRS facility spaces for practices and meetings (if applicable). These clubs must successfully meet mandatory requirements, which include, but are not limited to: attending training, Sport Club Assembly meetings, administrative deadlines, and safety and risk management requirements.
- If the club does not meet the above requirements and advance out of provisional status by the end of the spring semester, the club will no longer be recognized through CRS. Reapplication can occur in November of the upcoming year.

Probation

- This status is placed on a Sport Club whose organization, officers, or members violate University policies, procedures, and guidelines. Clubs can be placed on probation if they fail to meet Sport Club requirements and program expectations. Specific reasons for probationary status include, but are not limited to: missing required training sessions, repeatedly missed program deadlines, non-compliance with safety and risk management practices, failure to adhere to policies and procedures outlined in the *Sport Clubs Handbook* and violations to the *Sport Club Code of Conduct* by individual club members or teams.
- The Sport Club professional staff decides the length of probation, depending on the violation: between 1 semester and 2 years.
- The Sport Club professional staff will decide on a sanction. Sanctions can withhold or restrict (partial or whole) benefit and privileges. These include, but are not limited to: cancelled practices/events, monetary fine, representation at SCA meetings, and program work projects.
- While under probation, clubs are under heightened scrutiny and may be suspended if improvements are not made. Clubs that show improvement will return to active status after the probationary period.

Suspension

- Suspension can be a result of a major violation to the policies and procedures in the *Sport Club Handbook*, the *Sport Club Code of Conduct*, and *University Code of Conduct*. Suspension can also be a result of inadequate improvements made during a club's probationary period
- All club activity (including, practices, events, socials, community service, meetings, travel, budget use and use of Sport Club Office) are suspended.
- Suspensions can last up to 3 years at the discretion of the Sport Club professional staff
- The club is no longer recognized through CRS
- If the club desire to return to CRS, they must re-apply to the Sport Club Program.

DISCIPLINARY PROCESS

When the Sport Club professional staff has reason to believe that a club member, several club members, coaches, or instructors have violated rules and regulations outlined in the *Sport Club Handbook*, the *Sport Clubs Code of Conduct*, the *University Code of Student Conduct*, or any federal, state or local laws, she/he will take action to ensure that cases of rule violations are handled fairly, expediently, and that the individuals accused of rule violations are afforded due process. The following steps will be taken:

Depending on the situation (incident, behavior, violation) individual club members, the club president, or the entire club will receive notice that an investigation is being conducted. When possible, in accordance to federal, state or local laws, the Sport Club professional staff will communicate with individuals(s) involved. A meeting may be held, or in simple cases communication may be over email. Some violations may require further investigation. In these cases, all club activities are suspended until a meeting has been held between the parties involved and the Sport Club professional staff. The individual(s) will have an opportunity to present his/her/their version of the incident(s) and an opportunity to rebut statements of witnesses.

The Sport Club professional staff, will review the evidence, listen carefully to the persons involved, and consider the following before taking action:

- The attitude(s) of the club member(s).
- Any past disciplinary record of the member(s) or the club.
- The severity of the damage, injury, or harm that resulted.
- Whether the violation involved an action directed at another because of his/her/their race, religion, ethnicity, gender, mental or physical impairment, etc.
- Whether the member(s) at fault take responsibility for his/her/their actions.
- The club member(s) honesty, or lack thereof, and cooperation with CRS during the course of the investigation.

The Assistant Director-Sport Clubs will apply an appropriate sanction. Possible sanctions include:

- Warning that further incidents will result in more serious sanctions.
- Probation: Committing any violations while on probation will result in suspension from the Sport Club Program
- Restitution/Charitable Contribution
- Fines
- Work Project
- Expulsion of the member(s) from all CRS sponsored club activities and/or suspension of all club activities (facilities, travel, and or funding)
- Suspension of the club

The Assistant Director-Sport Clubs, will notify the individual(s) or club in writing of the sanctions to be imposed and any further action (i.e. referral to the Office of Student Conduct or Campus Police) that may be taken. A summary of the incident, investigation, and sanctions will be established and maintained in the Sport Clubs Office.

In addition to status changes and sanctions, violations may require student organization officers/members to be referred to the Office of Student Conduct based on charges of violation of the *Code of Student Conduct*. Depending on the violation, the University can administer sanctions including: disciplinary reprimand, disciplinary probation, or suspension/expulsion from the University. CRS disciplinary actions and University disciplinary actions must be appealed separately. The decision of the Assistant Director-Sport Clubs may be appealed to the Director of Campus Recreation Services. The appeal must be addressed to the Director of CRS (1115 Eppley Recreation Center), and submitted, in writing, within 5 business days of the date when CRS notified the individual(s) or club of the sanction imposed. The decision of the Director of Campus Recreation Services is final. Appeals of Student Conduct sanctions must be addressed to the Director of Student Conduct. These appeals must be submitted, in writing, to the Office of Student Conduct (2108A Mitchell Building) within 7 business days of the date on the letter notifying the student of the sanctions imposed.

SUMMARY OF SANCTIONS

Sport Clubs Sanctions Chart		
Category	Violation	Sanctions
Activity Report	Failure to complete and submit an activity report on time	1st missed report: Warning
		2nd missed report: \$75 fine administered to the club's CRS budget
		3rd missed report: \$150 fine administered to the club's CRS budget (clubs are responsible for paying negative balances with their club checking account)
		4th missed report: Cancellation of week's practices and that weekend's travel/home events.
		5th missed report: Club is placed on probation. All club activities & access to funding are suspended pending a meeting is scheduled with the Sport Club staff.
Club Status	Violation of University policies, procedures and guidelines. Failure to meet Sport Clubs requirements and program expectations	Probation. The length of probation depends on the specifics of the violation. It can vary between 1 semester and 2 years. Sanctions include but are not limited to: withhold or restrict (partial or whole) benefit and privileges such as cancelled practices/events, monetary fine, and program work projects.
Club Status	Major violation to the policies and procedures in the <i>Sport Club Handbook</i> , the <i>Sport Club Code of Conduct</i> , and <i>University Code of Conduct</i>	Suspension. The length of suspension depends on the specifics of the violation. Suspension can last up to 3 years, at the discretion of the Sport Club professional staff. All club activity (including, practices, events, socials, community service, meetings, travel, budget use and use of sport club suite) are suspended. The club is no longer recognized through CRS.
Spot Check	Failure to produce a first aid kit or safety officers at club practice	1st offense: Immediate cancellation of practice & probation status
		2nd offense: suspension from Sport Club Program
	Failure to have practice attendees on official club roster	\$50/fine per member present but not list on the roster
Sport Clubs Assembly	Failure to attend the SCA meeting	1st absence: a \$100 fine administered to the club's CRS budget
		2nd absence: 15% allocation cut or loss of facility space
		3rd absence: evaluation of the club's active status within the Sport Club Program
Travel	Failure to return travel materials (travel binder or hotel receipts)	\$50 fine administered to the club's CRS budget
Travel	Failure to attend the Trip Leader Meeting, fulfill the trip leader responsibilities or adhere to the Sport Clubs travel policies	First offense: The club is placed on probation and will not be permitted to travel until after a scheduled meeting with the Sport Club professional staff.
		Second offense: The club will be suspended from all travel including any regional or national tournament they may have qualified to attend.

SAFETY & RISK MANAGEMENT

PARTICIPANT DISCLAIMER

Participation in CRS activities, including use of facilities and equipment, is voluntary. There are risks and hazards, minor and serious, associated with participation in athletic and fitness related activities. Participants voluntarily assume all responsibility and risk of loss, damage, illness, and/or injury to person or property associated with participation in CRS activities. The University of Maryland, its officers, agents, and employees are not responsible for any loss, damage, illness, or injury to person or property arising out of or relating to participation in CRS activities, including the use of CRS facilities and equipment. The University of Maryland does not provide medical, health, or other insurance for participants. Purchasing adequate health/medical insurance prior to participation is strongly recommended, and in some cases may be required.

PARTICIPANT HEALTH

Mandatory Health Insurance

The University of Maryland requires comprehensive health insurance coverage for all undergraduate students admitted in or after fall 2009 and are registered for 6 or more credits. These students are required to show proof of health insurance coverage by completing an online waiver card. Waivers are online at the Health Center website: <http://www.health.umd.edu/about/insuranceandfees>.

Physicals

The University strongly recommends that all Sport Club participants have annual physical examinations. The University of Maryland and CRS assume no responsibility for any participant with an existing health condition that makes it inadvisable for him/her to participate in any given activity.

RELEASE AND INFORMED CONSENT

Each participant in the Sport Club Program is required to complete a *Sport Club Release and Informed Consent Form* prior to any club activity. This document informs the participants of the potential dangers associated with participation. Individuals who have not completed a *Sport Club Release and Informed Consent Form* are not permitted to participate in any Sport Club activity. Those clubs found not to be in compliance will be subject to program sanctions.

Each Sport Club has its own *Sport Club Release and Informed Consent Form*. All participants must complete a new *Sport Club Release and Informed Consent Form* for each academic year (August 23– August 22 of the following year). See an example below.

UNIVERSITY OF MARYLAND
SPORT CLUB RELEASE AND INFORMED CONSENT FORM
Baseball

I, _____, am a member of the Baseball Sport Club, a student organization recognized by the Office of Campus Recreation Services. I desire to participate in various sport club activities from August 23, 2014-August 22, 2015 including, but not limited to, on and off campus competitions. In consideration of being permitted to participate in such sport club activities, I, for myself, my heirs, personal representative(s) and assigns hereby represent and agree as follows:

1. I fully recognize and understand that there are risks and hazards, minor and serious, associated with participation in Baseball which include, but are not limited to: **muscular strains, bruises, scratches scrapes, broken bones, sprains, head injuries, concussions, exposure, dislocations, spinal cord injuries, paralysis;** and which may also include other serious bodily injuries and, even, **death**.

The *Release and Informed Consent Form* show on the previous page is for baseball and shows that some of the risks may include muscular strains, bruises, concussions, and broken bones. The *Release and Informed Consent Form* below is for equestrian, and shows that some of the risks may include horse bites, concussions and falling from a horse. The arrows point out the differences between the waivers.

UNIVERSITY OF MARYLAND
SPORT CLUB RELEASE AND INFORMED CONSENT FORM
Equestrian

I, _____, am a member of the Equestrian Sport Club, a student organization recognized by the Office of Campus Recreation Services. I desire to participate in various sport club activities from August 23, 2014 – August 22, 2015 including, but not limited to, on and off campus competitions. In consideration of being permitted to participate in such sport club activities, I, for myself, my heirs, personal representative(s) and assigns hereby represent and agree as follows:

1. I fully recognize and understand that there are risks and hazards, minor and serious, associated with participation in Equestrian which include, but are not limited to: **horses biting riders, horses galloping, horses kicking, falling from horse, concussions, paralysis;** and which may also include other serious bodily injuries and, even, death.

SPORT CLUB SPECIFIC REQUIREMENTS

Due to the breadth of activity within the Maryland Sport Clubs program, some clubs have specific requirements to help manage risk. For safety precautions, specific to a sport, club officers are required to follow the safety recommendations set forth by the club's national governing body.

Clubs that practice off campus must have an emergency response plan in place. The plan should include Maryland Sport Clubs emergency procedures and contacts, name, location, phone number and route to nearest medical facility and facility contacts. Clubs practicing in on-campus aquatic facilities must have a lifeguard present.

Men's Crew, Women's Crew and Sailing must complete swim tests for new members before the new members can participate in open water activities. Officers are responsible for making sure each new member completes the test. At the beginning of each semester, club officers shall schedule a group test with the Sport Club professional staff at least one week in advance. Swim tests will be administered by CRS lifeguards. A coach (if applicable) or officer MUST be present at the test to confer with the lifeguard about the abilities of each athlete and to witness for themselves who may need more assistance. Members must be able to swim 50 yards (any stroke) without a personal flotation device (PFD), then put on PFD in the water, and swim 50 yards with a PFD. After the swimming is completed, each member must tread water for 10 minutes. The club is responsible for bringing the PDFs. After the completion of the test, the lifeguard will mark pass or fail on the swim test roster. The original roster will be kept on file with CRS, a copy of the roster will be made available for club records.

Other specific requirements include:

- Clubs pulling trailers must complete trailer training through Campus Police.
- Boxing must have a ring side doctor for all home events.
- Clubs utilizing weight room facilities must be supervised by a Certified Personal Trainer.
- The Weightlifting and Gymnastics clubs must have a certified coach at all practices and events.
- Men's and Women's Rugby must have a coach present for all contact drills such as scrumming.
- Cycling, Terp Runners and Triathlon (non-aquatic) are considered individual sports and thus are exempt from the safety officer requirement for practices. However, all members are advised to cycle or run with another member and carry a cell phone.

SAFETY OFFICERS

The Sport Club president is responsible for having at least two individuals who are trained as safety officers at every club activity. Safety officers must be certified in CPR/AED and first aid. Accepted CPR certifications include: American Red Cross CPR/AED for the Professional Rescuer, American Heart Association HealthCare Provider CPR/AED, and any Lifeguard or EMT certification. Copies of certifications, outside of CRS courses, must be provided to the Sport Clubs professional staff.

All Sport Club safety officers are required to complete online *Safety Officer Training* available at <http://crs.umd.edu/Sport-Clubs/Officer-Resources>. This training includes a review of their specific responsibilities, CRS accident reports, emergency action plans, emergency contacts, and blood borne pathogen training. The Sport Club safety officers are responsible for filling out necessary accident reports, contacting the Sport Club professional staff regarding transports and having a first aid kit at all practices and events.

SPOT CHECKS & RISK AUDITS

The Sport Club professional staff and CRS risk auditors will periodically drop by club practices and events throughout the year. Risk audits are performed by CRS risk auditors. They show up at club practices unannounced to conduct a brief evaluation of American Red Cross safety skills on the club safety officers. Written feedback and a score will be provided at the close of the skills check, with an additional copy going to the Sport Club professional staff. If a safety officer fails the skill check, they must meet with an American Red Cross certified instructor to review skills and then be retested before they can once again fulfill safety officer responsibilities.

Spot checks are completed by the Sport Club professional staff. At each spot check, officers must show that their first aid kit and safety officers are on-site. In addition, practice attendees will be checked against the official club roster.

Failure to produce a first aid kit or safety officers will result in immediate cancellation of practice. In addition, due to the seriousness of the policy violation the club will be put on probation. Clubs will be charged a \$50 fine, administered to the club CRS budget, per member who is not on the official club roster. These members are restricted from club participation until they have been officially added to the roster. Sport Club professional staff reserve the right to cancel practice immediately and institute additional sanctions.

EMERGENCY PROCEDURES

Personal Injury

The club member(s) certified in CPR/AED and first aid shall respond. Determine the seriousness of the injury. If life threatening, call 911 or send someone for help. Assign other club members or bystanders (when available) to specific tasks (i.e. calling campus police, etc.). Administer first aid to the level of your training. The University Health Center is open from 8:00am-7:00pm Monday-Friday (limited services after 5:00pm), from 11:00am-3:00pm on Saturdays, and CLOSED on Sundays. The University Health Center phone number is (301) 314-8180.

All serious injuries that require transportation (to The University Health Center, doctor's office, hospital, etc.) should include a 911 call for ambulance assistance. Have someone meet the emergency vehicle. At any CRS facility (on campus) or off-campus practice/event where UMD is the 'home club', if an accident occurs that requires a participant to be transported to a hospital either by ambulance or in a personal vehicle, the club MUST call the Manager on Duty (MOD) at 301-226-4500. This applies to visiting team member injuries as well as University of Maryland Sport Club members and spectators.

While traveling, if an accident occurs requiring a University of Maryland Sport Club participant to be transported to the hospital either by ambulance or in a personal vehicle, the club MUST call the Assistant Director-Sport Clubs, Coordinator-Sport Clubs, Associate Director-Risk Management & Assessment, or the MOD as soon as possible. Cell phone numbers will be provided for these situations. CRS personnel will either call the member's emergency contact or instruct the trip leader to make contact with the member's emergency contact.

When in doubt, always believe the injury is more serious than originally thought. Call for help and do not move the injured participant, even if it means delaying an activity in progress. Remain with the injured participant until help arrives.

An *Accident Report Form* must be completed whenever CPR/AED or first aid is administered or after an injury, which may warrant medical advice or observation. This report **MUST** be completed in full and submitted to the Assistant Director-Sport Clubs, within 24 hours of the injury. If the club is traveling, the *Accident Report Form* should be turned in as soon as the club returns from their game/tournament/event.

Fire

- Whenever you hear a fire alarm in a facility, stop all activities in progress and evacuate the building.
- When evacuating the building, make sure all Sport Club members and spectators vacate the area and move outside. Do not allow club members to enter another part of the building to retrieve personal belongings.
- Close all doors leading into the building.
- You may not re-enter the building until the alarm is turned off and/or a uniformed officer gives you permission to enter the building.
- If you discover the fire, activate the closest alarm and then call the emergency number (911) to confirm the report. After evacuating the building, a facility supervisor will direct the firefighters to the correct location.
- Do not attempt to extinguish a fire.
- In CRS facilities, club members **MUST** follow the facility supervisor's instructions.

Bomb Threat

- If you receive a bomb threat, try to learn its specific location. The same person should then immediately report the threat to the campus police and CRS staff on duty.
- Follow directions given by police (might include evacuation of the building).
- Do not open/pick up any suspicious parcels.

Power Failure

- Suspend all activity in progress. If all areas are dark and it's too difficult to move activities to a lighted area, ask all club members to sit down and be patient. Make a general announcement informing the participants/spectators that there is no need to evacuate. Remain calm.
- Report the power failure to the CRS Facility Supervisor on duty. The power failure might only be at the facility where you are.
- Encourage participants/spectators to stay out of dark areas (i.e. locker rooms, bathrooms, etc.).

Thunder and Lightning

- If thunder and/or lightning can be heard and/or seen, stop all activity and seek protective shelter immediately.
- In situations where thunder and/or lightning may or may not be present yet you feel your hair stand on end and skin tingle, immediately assume the following crouched position: drop to your knees, place your hands/arms on your legs, and lower your head. Do not lie flat.
- In the event that either situation should occur, allow thirty minutes to pass after the last sound/sight of thunder and/or lightning strike prior to resuming play.

Tornado (on UMD campus)

- The University of Maryland Early Warning System will sound for at least 3 minutes when a tornado has been sighted or is indicated on radar. It can be heard through the University community. When the siren has sounded: take shelter in the lowest level of a brick building, stay away from windows, and do not use elevators. If a tornado is approaching and you cannot seek shelter, lie in ditch or low-lying area. Follow the facility managers' instructions.

Unsafe Facilities

- Once a facility has been deemed unsafe and closed, it may not be reopened without approval from an appropriate CRS professional staff member and/or Campus Police.

Other

- CRS professional staff, Campus Police, the Fire Department and emergency personnel have the power to shut down or curtail activities. Anyone else directing you to shut down operations should be confirmed with the appropriate CRS professional staff member. If a club is using an ICA facility, the ICA personnel have authority to stop club activity. If you are ordered to shut down operations by the Campus Police, the Fire Department, CRS staff or ICA personnel, you must do so. Contact the Assistant Director-Sport Clubs, to report the incident.

Campus Closure

- Sport Club activities will not be held whenever the campus is closed. Call the campus information line (301) 405-1000 for current campus closure information.

CONCUSSIONS

A concussion is a serious injury that is caused by a bump, blow, or jolt to the head or body. Concussions can change the way an individual's brain normally works, can occur during practices or games in any sport or recreational activity, and can happen even if the individual has not been knocked out. Injured and/or suspected injured members should seek medical assistance: do not hide it, get checked out and take time to recover. For additional education on concussions, club members can reference the concussions handout at <http://crs.umd.edu/Sport-Clubs/Officer-Resources>.

RISK MANAGEMENT

To provide a safe and positive recreational experience for all participants, it is necessary to try to prevent accidents and injuries before they happen. It is strongly recommended that every Sport Club develop, implement, and practice the following safety precautions:

- Emphasize safety during all club activities.
- Encourage all members of your organization to have a physical examination and to purchase personal health insurance prior to participation. The national associations governing some sports offer accident and liability insurance coverage.
- Review CRS emergency procedures with all club members. Document this review, including the date and list of members present.
- Inspect fields and facilities, as well as club equipment, prior to every practice session, game or special event. Report unsafe conditions to the Sport Club professional staff immediately. If at an off-campus site, report the condition to the proper managing authority. Do not use facilities or equipment if they appear unsafe. The club president or safety officer will make the final decision.
- Submit an *Accident Report Form* for injuries that occur to club members and others during any club event on or off campus. These reports must be submitted to the Assistant Director-Sport Clubs within 24 hours of the occurrence.

Tips for filling out *Accident Report Form*:

- Fill out the form completely with ALL information.
- Be specific about how the injury occurred.
- Part of body injured, do NOT draw pictures. Please use descriptive terms.
- Give complete information on what aid was given. Who applied the ice? Was biohazardous waste created?
- Witnesses: If possible, get a witness that is not a Sport Club member. Indicate on the form what connection the witness has with the activity.
- Do not editorialize or indicate what you suspect the diagnosis to be.
- Please write neatly! *Accident Report Forms* are legal documents which may be required in a court of law.

FIRST AID KITS

- At the beginning of the academic year, each club will receive a first aid kit at fall training. In some cases, clubs with multiple competing teams will receive more than one kit.
- The kit will stay with the club for the duration of the academic year, or until they return it at the end of their season. All first aid kits must be returned at the end of each academic year.
- During the year, clubs are responsible for bringing their kit to the Sport Club Office to be restocked. It is the clubs' responsibility to keep a stocked first aid kit.
- Sport Club staff will review submitted accident reports. If an inadequate amount of accident reports have been submitted in comparison to the missing items, a replenishment fee of \$25 will be charged to the club.
- If the kit is lost, damaged, or not returned, the club will be charged \$150 for the kit. The kit will be considered lost if it is not returned following the proper timeline outlined by the Sport Club professional staff.

PREVENTING DISEASE TRANSMISSION

While the risk of becoming infected when administering aid is remote, there is a small chance that some blood borne infectious diseases can be transmitted. In order to reduce risk, use the following procedures if confronted with blood or other potentially harmful bodily fluids.

- A participant that is bleeding shall be removed from a Sport Club activity until the bleeding has stopped and the wound has been completely covered.
- A participant that has blood on a uniform shall be removed from the contest until the soiled clothing has been changed.
- Before treating any injury involving blood or other body fluids, gloves (rubber, latex) must be worn by the person administering aid.
- Immediately wash hands after administering first aid, even if gloves were worn and no contact with blood occurred.
- Inside a CRS supervised facility, get a Facility Supervisor to clean all blood contaminated surfaces/equipment.
- Any materials (including gauze, band-aids, paper towels, etc.) that come into contact with blood or other body fluids shall be handled while wearing gloves. Bloody materials should be placed in a biohazard bag and then deposited in the biohazard waste container located in the ERC, Cole Record Armory and/or Ritchie. Do not throw biohazard waste into any trash receptacle.
- Club members with bleeding or oozing skin conditions should not treat injuries.
- Any time biohazard waste is created, it must be reflected in the *Accident Report Form*.

See Appendix A for additional information regarding Universal Precautions and community associated MRSA.

BUDGET & FINANCES

SPORT CLUB FINANCES

Clubs are responsible for budget preparation, account management, fundraising, requesting SGA funds, and managing their CRS budget, SGA budget, foundation account (if applicable) and club checking accounts. CRS and SGA funds are allocated on an annual basis (July 1 - May 31) after review of the club's budget requests. In addition to the University-held accounts, clubs may also utilize a checking account to hold money from dues or fundraising events. Each account description and use policies are outlined below.

CRS Allocation

Sport Club CRS budget requests for the subsequent year must be submitted to the Assistant Director-Sport Clubs by the spring deadline (specific date TBA at spring training). CRS budgets allocations for the following academic year will be released in July/August.

Allocations are determined by:

- Number of active participants
- Number of events/competitions hosted
- The club's organizational health
- The club's activity: community service, fundraising, and socials
- The club's support for other club's activities/events
- History of positive budget management

SGA Allocation

SGA allocations are determined by the SGA Vice President of Finance and the Sport Club professional staff through the SGA budget allocation process. SGA allocations will be transferred to CRS at the beginning of the academic year and will be available for club use immediately. Sport Club officers do not need to transfer the initial SGA allocation to CRS for use.

VIEWING CRS/SGA BUDGETS ONLINE

CRS/SGA allocated funds will be administered by the Sport Club professional staff. Club account ledgers will be maintained by the Sport Club professional staff and can be examined at any time by club officers online.

- Club officers are able to view the club budget by logging in to the CRS website
 - Each budget has two tabs – CRS and SGA (some clubs have a 3rd tab for an unofficial ledger of their foundation account)
 - SGA and CRS funds are kept separate
- It is each officer's responsibility to ensure that neither budget has a negative balance.
 - Negative accounts can be balanced with a club check made out to the University of Maryland
- Both CRS and SGA funds are frozen in the middle of May. CRS and SGA funding does not roll over to the next academic year. However, self-generated funds deposited into your on campus accounts will roll over. Clubs can reference the *Fundraising Guide* at <http://crs.umd.edu/Sport-Clubs/Officer-Resources> for more information regarding self-generated funds.

PURCHASING

Clubs wishing to use any allocated funds held by CRS (including SGA funds) must submit an online *Purchase Request Form* located at <http://crs.umd.edu/Sport-Clubs/Officer-Resources>.

Depending on the request and payment method (check or credit card) the form will ask for specific information including:

- Vendor's name
- Product (be as specific as possible - i.e. color, size, R/L)
- Quantity and price per unit
- Total price of items or service (including labor or shipping and handling)
- Address (physical or web address)
- Contact person
- Telephone AND fax numbers
- A vendor's nine digit Federal Tax Identification Number (FEI#), invoice, and W-9 are required if the club is requesting a check for payment

Whenever possible, clubs should use a vendor which is located in the State of Maryland. All requests for purchases, using University funds, must be accompanied by price quotations from a minimum of three vendors if the purchase is over \$500.00, including shipping costs. University policy requires that any purchase over \$5,000.00 must be put out for bid (this can be a long process). Arrangements for such expenditures must be discussed in advance with the Assistant Director-Sport Clubs. When using the services of other departments on campus, such as the Campus Police or Dining Services, see the Assistant Director-Sport Clubs, for instructions on purchasing.

Timeline

All orders placed through the Assistant Director-Sport Clubs will take up to one week to be placed. If the order is needed immediately, it may be to the advantage of the club to place the order and use club checking account funds. However, if an individual member uses club checking account funds for a purchase of club items or services, he/she WILL NOT receive reimbursement through CRS or SGA funds. The individuals making the purchase will be held fiscally responsible.

Check Requests

Clubs are required to provide an invoice and a W-9. Because the check request process can take up to 6 weeks, it is recommended that clubs use their club checking account to pay for event registrations and contractual fees (referees, judges, umpires etc.).

Credit Card Orders

Payments or purchases, which use the CRS credit card as the method of payment, have a 2-3 week time-period between request and delivery.

Spending Guidelines

All expenditures must be coordinated and processed through the Sport Clubs Office to ensure compliance with CRS/SGA and University purchasing policies and procedures. Any additional questions about how allocated funds can be used should be directed to the Sport Club professional staff.

CRS Funds

CRS allocated funds may NOT be used for:

- Banquets, parties, flowers or decorations
- Salaries, wages, or compensation of coaches, managers, instructors
- Any item that will become the permanent possession of a participant (e.g. warm-up jackets)
- Meals and mileage for officials, coaches, advisors, or spouses
- Gifts or awards (except tournament awards)
- Reimbursement of expenses incurred by advisors and coaches due to their attendance at out-of-town meetings
- Telephone calls that are listed on officers' and/or coaches' personal accounts
- Gas or tolls
- Out-of-Region travel (does not include qualifying nationals. See the travel section for more information)

CRS allocated funds may be used for the following purposes: travel, lodging, equipment and its maintenance, uniforms which remain club property, registration and entry fees, officiating/league fees, and game/practice related expenses

SGA Funds

Even though SGA funds are housed within CRS, SGA funds must still be used within the guidelines outlined by the SGA including:

- SGA funds **cannot** be used for lodging; CRS funds can be used for lodging
- SGA funds **cannot** be used on awards & recognition; CRS funds can be used on awards & recognition (trophies, plaques, certificates)
- SGA Funds **can** be used for approved out of region trips and Nationals; CRS funds cannot be used on approved out of region trips (not including Nationals);
- SGA **cannot** be used on salaries, wages, or compensation of coaches, managers, instructors

Additional guidelines are available on the SGA Financial Affairs website at <http://umdsfinance.weebly.com/>.

OFF CAMPUS ACCOUNTS

Money received, outside of CRS or SGA allocations, such as dues, fundraisers, etc. should be deposited into the Sport Clubs' checking account.

Photocopies of all bank correspondence, including statements and overdraft notices, will be placed in the club file to be kept on record with the Sport Club Office. All original paperwork will be placed in the club mailbox at the ERC Member Services Desk for the clubs' records.

All clubs should have two authorized signers on their accounts, usually the President and Treasurer. To change, add or remove a signer please contact the Sport Club Office.

Routinely club accounts are audited to ensure that clubs are following Maryland Sport Clubs policies. Maryland Sport Clubs professional staff reserve the right to audit a club's accounts at any time. At the time of the audit, the club's treasurer must be able to explain every transaction (income and expenses) within the last six months. Clubs found in violation of set policies or fail to show accurate and organized financial records will face disciplinary action.

Other Pertinent Policies:

- Prohibited expenses include alcohol, drugs and payment to coaches.
- It is recommended that donations do not go into your club checking account. Donations should be made out to the club's foundation account.
- Clubs are not allowed to have club checking account cards due to the potential for fraud.

FEI/EIN NUMBERS

An FEI or EIN number is like a social security number for your club. Each club has an FEI number. It is on file with CRS and can be viewed by any officer logged in to their club page on the CRS website.

FUNDING TO ATTEND NATIONAL EVENTS

Very limited CRS funding has been set aside to fund clubs who qualify for Nationals. All requests for additional funding for a national tournament must be submitted to the Assistant Director-Sports Clubs as soon as the club is notified of qualification. In some instances, this notification may come well in advance and in other instances there may be just a weeks' notice. For more information, please see "Traveling Out of Region" and "Traveling to a National Competition" under TRAVEL.

SELF GENERATED FUNDS

It is not the policy of the Sport Club Program, nor is it financially possible, to fund 100% of all club expenses incurred. Sport Clubs are expected to supplement their allocated funds with self-generated revenue such as member dues and other fundraising activities. All club fundraising activity can be reported on the club's weekly activity report. For a list of past club fundraisers clubs can reference the *Fundraising Guide* at <http://crs.umd.edu/Sport-Clubs/Officer-Resources>.

Donations

Even though the University is considered a non-profit, UMD Sport Clubs do not have non-profit status. Donors of capital items (valued at over \$5,000) should be in contact with the Assistant Director-Sport Clubs. Sport Clubs are responsible for ensuring that gifts donated to the club (material or monetary) are used according to the donor's specifications. Donations made directly to a Sport Clubs checking account or to CRS are NOT tax-deductible. In order for checks to be properly processed through the University of Maryland College Park Foundation (UMCPF) and gifts to be considered as eligible for tax deductibility, checks must be made out to the University of Maryland College Park Foundation. Please ask the donor to list the club name in the memo line. Gifts that do not adhere to these guidelines will not be processed through the UMCPF. Gifts are tax deductible as allowed by law; donors must consult their tax advisor to determine eligibility. Clubs may not solicit sponsorships and donations without advanced approval of the Assistant Director – Sport Clubs. These policies and procedures are in place to protect the University. Donation checks should be sent to:

James Rychner, Division of Student Affairs
8400 Baltimore Avenue, Suite 200
College Park, MD 20740

Online Donations

Clubs with University of Maryland College Park Foundation (UMCPF) accounts may accept donations online through <http://crs.umd.edu/Sport-Clubs>.

Sponsors

Acquiring successful club sponsors requires hard work and a large amount of time on behalf of the club members to develop and foster a relationship with corporations and businesses. Before the club can approach potential sponsors, the businesses must be vetted through the Sport Club Office. Clubs that anticipate high donations, must work with the Sport Club professional staff and the Development Office to create a menu of club and sponsor benefits. A menu is specific to each Sport Club and corresponds donation values with corporate benefits.

Foundation Accounts

University of Maryland College Park Foundation Accounts are Campus Recreation Services UMCPF accounts established in the long-term interest of a UMD affiliated Sport Clubs. Unlike CRS or SGA funds, these accounts do not operate on a fiscal cycle and the club can use them to accept potential tax-deductible donations*. The University of Maryland College Park Foundation exists to accept and manage gifts in support of the University of Maryland. All accounts opened in support of Sport Clubs must be directly controlled and administered by Campus Recreation Services and adhere to UMCPF guidelines and policies.

Benefits

- Tax deductible gifts* may be accepted into the College Park Foundation established on behalf of the Club.
- Account funds are continuous from year to year.

Intended Use of Accounts

- Supplement large-scale travel such as national events; safeguard the club from University budget cuts
- Large purchases such as boats, uniforms, and equipment. Please note that all items and equipment purchased via a UMCPF account become the property of Campus Recreation Services for the use of specific club.

Establishing & Maintaining an Account

- Contact the Assistant Director – Sport Clubs to discuss the club’s need for a College Park Foundation Account.
- Contribute (from club checking account) or solicit a gift of \$1,000 or greater to establish an account.
- \$1,000.000 minimum balance must be maintained to spend from the account.

Deposits to an Account

- Donations/Gift Forms can be delivered to the Sport Club Office or the UMD Development Office.
- Some foundation accounts can accept online donations. Donors are encouraged to visit the Sport Clubs website for additional information.

Account Statements

- Statements will be received by the Assistant Director – Sport Clubs and/or Director of CRS on a monthly basis
- The Assistant Director – Sport Clubs will make those statements available to club officers upon request.
- CRS and the club will be immediately notified of gifts

Disbursements from an Account

- All gifts will be held in the Foundation Account until a club requests the funding for use. The club officers will then provide the Assistant Director-Sport Clubs with a detailed purchase request form. The Assistant Director-Sport Clubs will then make the purchase and request reimbursement from the Foundation Account.

Stewardship and Recognition

- All gifts will require a follow up thank you note from the Sport Club President or Fundraiser/Finance Chair/Treasurer. CRS will provide letter head, cards, and postage upon request.
 - Gifts at \$1,000 or higher will receive thank you notes from the club and the CRS Director.
 - Gifts at \$5,000+ will receive thank you notes from the club, CRS Director, and Vice President of Student Affairs.
- Any gift over \$5,000 will be added to the Sport Club giving banners in the lobby of the Eppley Recreation Center.

**Gifts in support of the University of Maryland are accepted and managed by the University of Maryland College Park Foundation Inc., an affiliated 501 c(30 organization authorized by the Board of Regents. Gifts are tax deductible as allowed by law.*

TRAVEL

GENERAL REGULATIONS

Sport Club travel regulations are designed to promote the safety of all club members while traveling to and from Sport Club competitions. Sport Clubs may travel to participate in events and tournaments held in the Mid-Atlantic region (a radius of 300 miles from the University of Maryland). Exceptions to this policy may be requested ONE time per semester (in addition to qualifying national competition being held outside the Mid-Atlantic region). If that request is denied, travel will be limited to the Mid-Atlantic region.

All Sport Club travel must be approved in advance by the Sport Club professional staff, whether or not the club intends to use CRS/SGA funds to travel. If the Sport Club staff does not approve the travel, the club may NOT travel on its own. The event/tournament host will be notified that the University of Maryland club is not approved to participate.

Only those club members, coaches, and advisors who have current *Sport Club Release and Informed Consent/Sport Club Code of Conduct Form* on file and are listed on the Sport Club roster will be approved to travel. No guests, friends, family members, or others will be allowed to travel with the club. All travelers must be listed on the *Travel Report*. In the event that a club is found to have traveled without CRS approval, or has taken a coach, club member or non-member not listed on the travel roster, the club may be suspended from the Sport Club Program and the club officers may be referred to the Office of Student Conduct.

The use of alcohol and/or illegal drug use is NOT permitted while participating in Sport Club activities. Sport Club activities include, but are not limited to, club practices, games, travel to and from games/practices, overnight stays during travel, and training sessions. Abuse of this policy will lead to disciplinary action including suspension of the club and/or members, after appropriate due process by CRS and/or the University Of Maryland Office Of Student Conduct.

TRAVEL REPORT

A *Travel Report* is required for all club away competitions. Club members can access the *Travel Report* by logging into their respective club on the club directory page: <http://crs.umd.edu/Sport-Clubs/Club-Directory>. A *Travel Report* must be submitted online by 11:59pm the Tuesday prior to the date of departure, regardless of the mode of transportation or source of funds. Step-by-step instructions on how to complete the report is available at <http://crs.umd.edu/Sport-Clubs/Officer-Resources>. The following information is required on the *Travel Report*:

- Purpose and destination of trip
- Name and phone number of contact at tournament/event site
- Hotel information (if needed)
- Names of club members traveling and emergency contact name/phone number for each
- Name of each driver (at least 2 per vehicle when traveling more than 4 hours)
- Passengers traveling in each vehicle
- Name of trip leader (person responsible for the trip) and a cell phone number
- Time of departure from College Park
- Estimated time of arrival at tournament/event site
- Time of departure from tournament/event site
- Estimated time of arrival in College Park
- Approximate mileage
- Name and phone number for hospital nearest the tournament/event site

Clubs are required to travel as a club. In the event that a member of the club is unable to travel with the club, they should be placed in their own vehicle on the *Travel Report*. If the club member is travelling with their parents, their travel itinerary must be listed in the notes section of the *Travel Report*.

To ensure that the member rosters are up to date prior to completing a *Travel Report*, clubs must turn in any new paperwork by 4pm on the Monday prior to travel so that Sport Club staff may update the online member rosters. Vehicle requests are also due on Monday at 4pm. *Travel Reports* are due by 11:59pm on the Tuesday prior to travel. The notes section of the report can be utilized to convey any additional information to the Sport Club professional staff that may not fit in the online form elsewhere.

TRIP LEADERS & TRAVEL MEETINGS

At least one club member (student) must be designated as the Trip Leader. The Trip Leader is responsible for insuring that all Sport Club members are aware of and abide by important travel safety regulations while on an approved Sport Club trip. The Trip Leader is responsible for notifying the Sport Club professional staff immediately of any changes to the approved *Travel Report* (who is traveling, itinerary, or travel route) and any accidents/incidents that occur while traveling, at the event or at the hotel. The Trip Leader must attend a Travel Meeting to receive the travel binder and sign the travel document agreeing to take on the responsibilities of a trip leader. Travel meetings are held every Wednesday from 3pm-4pm in the Sport Clubs Office.

Trip Leader Responsibilities

The Trip Leader can be any student member of the club, however he/she must commit to upholding the following responsibilities for each trip that he/she leads:

- Adhere to the trip itinerary submitted through the *Travel Report Form*.
- Understand and agree to enforce CRS travel policies for the duration of this trip.
- Report any accidents, incidents, and/or violations of Sport Club policy.
- Return all trip materials to CRS on the next business day following the club's scheduled return including *all* hotel receipts. Failure to return trip materials will result in a \$50 administrative fee.

Failure to attend the Travel Meeting and fulfill the responsibilities listed above will result in the following:

- First offense: The club is placed on probation and will not be permitted to travel until after a scheduled meeting with the Sport Club professional staff.
- Second offense: The club will be suspended from all travel including any regional or national tournament they may have qualified to attend.

TRIP REGULATIONS

- Clubs must adhere to the travel itinerary submitted to, and reviewed by, the Sport Club professional staff. Changes to the initial itinerary must be communicated to the Sport Club professional staff prior to deviation. Depending on travel or traffic concerns, the Sport Club professional staff may require adjustments to the travel itinerary to ensure the safety of the travelers.
- All passengers must be authorized to participate in Sport Club activities (members, coaches, advisors) and listed on the approved *Travel Report Form*. No guests, family members, friends, or others who are not authorized to participate/travel. This includes private vehicles.
- Club members must travel in vehicles exactly as designated on *Travel Report Form*.
- Each passenger must have and wear a seat belt.
- CRS does not allow the club members to drive 12-passenger or 15-passenger vehicles.
- Only approved and designated drivers may drive.
- All vehicles must be used exclusively for travel to/from the event, lodging, meals, or to seek medical treatment for injuries. They may not be used for personal business or pleasure; clubs are NOT permitted to detour/sightsee.
- When using multiple vehicles, all vehicles must depart at the same time and travel together. All vehicles must follow the same travel route and stop as scheduled.
- Luggage must be packed so that the driver's view is not obstructed.
- The front seat passenger in each vehicle must take responsibility for reading maps, controlling the GPS (if applicable), providing directions to the driver, changing the radio stations or temperature, assisting with vehicle maneuvering as needed (e.g. to park in a difficult spot), controlling the passengers, and staying awake, so the driver can concentrate on driving.

- All other passengers must behave in a manner that does not distract the driver.
- While driving, a rest stop of no less than 15 minutes must occur every 2.5 hours.
- No single driver may drive for more than 4 hours consecutively. If the driver is sleepy, switch immediately.
- No travel may occur between the hours of midnight and 6:00am.
- Club members and coaches shall NOT consume alcohol or use drugs at any point in the trip

These travel regulations are designed to protect the safety of participants. On an approved Sport Club trip, all travelers must abide by them. Failure to comply with these regulations may result in penalties for the entire club, up to and including suspension of the club from the Sport Club Program.

Please note that approved travel may be cancelled by the Sport Club professional staff in the event of severe weather or unsafe driving conditions.

TRANSPORTATION

Under guidelines enacted by the University of Maryland, each Sport Club member who drives a University-owned vehicle or any other vehicle for club purposes must submit a driving form, located at <http://crs.umd.edu/Sport-Clubs/Officer-Resources>, for review and be added to the list of Sport Club members on our special code of drivers with Maryland licenses at the Division of Driver Records, Motor Vehicle Administration. This special code allows us to receive any changed information (address, name) or violations (tickets, suspensions) to the club member's record for as long as he/she remains a member of a Sport Club.

Policy requirements are as follows:

- Each Sport Club member who intends to drive a University vehicle or other vehicle for club purposes must have a driving record on file at the time the Sport Club member is designated a driver for the Sport Club team. Drivers licensed in the state of Maryland will undergo a driving record review by the Division of Driver Records, Motor Vehicle Administration.
- Any Sport Club member whose driving record shows an accumulation of six (6) or more points, shall not be allowed to operate a University-owned vehicle or be named a designated Sport Club driver for any vehicle until the accumulated point total is reduced below four (4).
- Once the driving record is received and approved, each Sport Club approved driver has the responsibility to report to the Assistant Director-Sport Clubs the accumulation of six (6) or more points for moving violations, as well as the suspension or revocation of his/her license.
- Any Sport Club member whose driver's license is suspended or revoked shall not be allowed to operate a University vehicle or be named as a designated Sport Club driver of any vehicle during the period such suspension or revocation is in effect.
- Any Sport Club member who knowingly operates a University vehicle or is the designated Sport Club driver in any vehicle while his/her license carried six (6) or more points or is suspended or revoked will be subject to disciplinary action up to and including dismissal from the University for willful misconduct.

Driver Responsibilities

Drivers are responsible for the safety of all passengers and are expected to use extreme care when transporting club members to an event/tournament. Drivers must be capable of operating a vehicle (rested, alert, etc.). Additionally, the driver is expected to:

- Inspect the tires and adjust the seat and mirrors before starting the vehicle.
- Ensure that the vehicle is not driven if there is a mechanical problem.
- Ensure luggage is packed so that the driver's view is not obstructed.
- Make sure that he/she is comfortable with the size of the vehicle.
- Ensure that all passengers are in their seat belts prior to departure.
- Focus on driving. Do not change the radio station, adjust the temperature, talk on cell phones, text message, etc. The front seat passenger is responsible for those items.

- Obey all traffic, parking, and safety laws, including the speed limit. Drivers assume responsibility for all traffic and parking tickets. Report all traffic and/or parking violations to the Assistant Director-Sport Clubs within 24 hours of return to campus.
- Keep a safe following distance.
- Drive defensively - be prepared for the unexpected.
- Stop for fuel when the fuel gauge drops below 1/4 full.
- Use caution when traveling or stopping on unpaved surfaces to avoid getting stuck.
- Reduce speed in rain, fog, snow, or ice. Change drivers often. Pull over if conditions are too hazardous for safe driving.
- Ensure a rest stop of no less than 15 minutes must occur every 2.5 hours.
- Do not drive for more than 4 hours consecutively. If the driver is sleepy, switch immediately.
- Ensure no travel occurs between the hours of midnight and 6:00am unless otherwise authorized by the Assistant Director-Sport Clubs.

Mode of Transportation

Clubs are responsible for adhering to the travel itinerary and vehicle assignments submitted with their *Travel Request Form*, in addition to the vehicle guidelines listed below.

Motor Pool Rentals

If a club would like to rent 7-passenger van(s) for a trip, the Sport Club professional staff will reserve them through University Motorpool. Clubs must complete the *Vehicle Request Form*, available at <http://crs.umd.edu/Sport-Clubs/Officer-Resources>, by 4pm on the Monday prior to the week of travel. On the *Travel Report*, clubs will be required to include the approximate time and date of the pickup/drop off, list of approved drivers, and number of vehicles requested. If Motorpool rents Enterprise vans to Sport Clubs (which happens often), 21+ year old drivers are required. Sport Clubs may not use 12 or 15 passenger vans for travel. Vans reserved through Motorpool cost \$181.60/van/weekend. Motorpool vans cannot be rented by the day. Additional charges are administered to the renting club based on late returns or inadequate gas refill. Motorpool closes at 4pm on Friday.

Personal Vehicles

It is the responsibility of the club officers to make sure that the owner of any vehicle used for club purposes has adequate automobile insurance coverage, including third-party liability. The University of Maryland assumes no responsibility for the use of private vehicles. Friends or relatives are not allowed to travel with club members. Only approved travelers may ride in the vehicle. The owner of the vehicle assumes liability for everything that happens to and in that vehicle. There will be no mileage reimbursements for private vehicles. Clubs can choose to reimburse drivers of private vehicles with the club's checking account.

CRS Truck

Sport Clubs that trailer capital items for repair or competition may reserve a Campus Recreation Truck. All reservations must be submitted through the CRS Equipment and Operations Manager. When reserving the CRS truck, clubs must communicate specific pick-up and return times. After use of the vehicle, clubs are responsible for cleanup and completing the mileage record log located in the vehicle.

UMD Charter Bus (DOTS)

The only option for a bus rental is through the UM Department of Transportation Services. To request a Charter Bus through DOTS, a club must fill out the request form on the DOTs website. The Charter Service Manager, charterum@umd.edu, will assist the club in securing a charter bus for any event. In the event a University bus is not available, the Charter Service Manager will secure a bus through an outside charter service. Contracts for bus services may not be signed by club officers; please forward all contracts to the Sport Clubs professional staff for approval. Please see the DOTS website for more information: <http://www.transportation.umd.edu/events.html>

Flights

Sport Clubs that need to make flight reservations must be in contact with the Sport Club professional staff. All flight arrangements MUST be made through the University travel agents. Clubs are required to travel on the same flight. On occasion, seat availability and cost efficiency will split the travelers into two groups. Preferred flight dates/times and an accurate roster of attendees must be provided to the Sport Club professional staff. Clubs are responsible for all applicable change and cancellation fees.

LODGING

If the club would like to stay in a hotel/motel, a designated club officer should make the club's reservation. Clubs are advised to call several hotels in order to receive the best price for accommodations. The reservation details must be listed on the *Travel Report Form*. Any cancellation fees may be debited from the club's CRS allocated funds. Clubs cannot use SGA funds for lodging charges. If a club intends to use CRS funding, reservations must be made through the hotel directly. Payment methods cannot be adjusted if reservations are made through third party companies such as Hotwire or Orbitz.

To ensure positive relations with hotel management and discourage the abuse of rooms, CRS allows a maximum of four (4) Sport Club members in a typical hotel room. Clubs are required to get as many rooms as needed to properly house the participants (example – if 25 members plan to attend a trip, the club would need to reserve 7 rooms).

OUT-OF-REGION TRAVEL & NATIONAL COMPETITIONS

All travel which falls outside of a 300 miles radius from College Park must be approved by the Assistant Director-Sport Clubs and the Director of Campus Recreation Services. The travel radius includes parts of Ohio, New York and North Carolina. PRIOR to making any commitments or travel arrangements, the club MUST receive approval or face the possibility of not being permitted to attend the event. Requests must be submitted as far in advance as possible, at least 4 weeks before the travel date. Club officers are encouraged to schedule a meeting with the Assistant Director-Sport Clubs when they first begin considering travel outside of 300 miles. This will allow for a discussion about attending the event and insure that all required information is submitted with the request. CRS reserves the right to impose additional travel regulations for such travel.

Out of Region

An Out of Region trip is defined as a competition that does not include a qualification process. National tournaments or events that are open to any club willing to travel will be considered out of region travel. CRS funds cannot be used to pay for out-of-region trips.

Nationals

A national competition is defined as an event that clubs must competitively qualify for in order to attend. When a club qualifies for a national event by winning a regional or sectional event, a request to travel must be made immediately to the Assistant Director-Sport Clubs. CRS fund may be used towards qualifying Nationals.

Request Procedures

The *Out of Region/Nationals Request Form* is available at <http://crs.umd.edu/Sport-Clubs/Officer-Resources>. This form will request the following information:

- The club name, contact information and number of participants.
- Quality of the event – potential for valued experience, reason for attending.
- Method of qualification (if it is a Nationals request).
- A detailed itinerary of the event and specifics leading up to the event.
- A comprehensive breakdown of the designated funding source and the trip costs including travel, lodging, participation fees, and food expenses.
- A list of funds raised for event; evidence that the club has been raising/saving money for the event.
- Any necessary supporting documents (quotes for lodging, participation invoices etc.)

The Director and the Assistant Director-Sport Clubs will consider the following before approving any Out-of-Region/Nationals requests:

- Club's records and compliance with CRS regulations – must be in good standing with CRS
- Quality of the event – potential for valued experience, reason for attending
- Location of the event
- Options for safe travel to the event and safety of the event
- Cost to the club and cost to individuals
- Number of club members who will participate in the event vs. the number that will not
- Number of opportunities for participation at the event (example: number of competitions)
- Trip duration (round-trip from the University of Maryland) and time away from the University
- Impact on academic mission of the University

Clubs will be contacted regarding the status of the Out-of-Region/Nationals requests. No assumptions can be made that requests have been approved, even if the club participated in the event in a previous year. Please keep in mind that not all Nationals or Out-of-Region travel requests will be approved.

LETTERS TO INSTRUCTORS/CLASS NOTIFICATIONS

Clubs may request that a notification to inform faculty of an approved Sport Club event. Class notification request forms are located at <http://crs.umd.edu/Sport-Clubs/Officer-Resources>. The letter will verify members of the club who are scheduled to travel and the dates of travel. It will indicate that each individual will be responsible for any missed class time and work assignments. This is NOT an excused absence. The decision to excuse a student from classes will be made by the professor/instructor. Clubs must submit all names at least one week in advance if such letters are needed.

FACILITIES & EQUIPMENT

CONTRACTS/AGREEMENTS

All contractual agreements by Sport Clubs for competition or for any other purpose must be made in the name of the Sport Club and NOT in the name of CRS or the University of Maryland. Any agreement entered into by a club is NOT binding upon CRS or the University of Maryland. No club may enter into an agreement without prior approval from the Assistant Director-Sport Clubs. Individuals signing such contracts without approval can be held personally liable for financial commitments.

FACILITY RESERVATION AND USE

Members of the Sport Club Program are eligible to use designated facilities that fall under the management of CRS. The Sport Club professional staff may make arrangements for clubs to use other facilities, either on or off campus, if necessary. Recognized Sport Clubs are eligible to use designated Campus Recreation Services (CRS) facilities free-of-charge for sporting events/competitions, practices and club meetings. All other student organizations and outside reservations are charged a fee to use CRS facilities. Clubs are prohibited from holding 'informal' practices in CRS facilities. If it is determined that a club has congregated with the intention, or with effect of, monopolizing a space otherwise designated for informal recreation, the club will be subject to disciplinary action. CRS reserves the right to cancel facility reservations.

Semester Requests

Once each semester, forms will be emailed out to request practice and competition facility space for the next semester. For example, requests for fall 2014 facility space will be due in the spring of 2014. Prior to the start of each semester, a PDF will be emailed to the club email account. The PDF includes all of an individual club's confirmed facility reservations (practices & event reservations). Clubs are encouraged to reference the PDF throughout the year, as not all requests are granted. If a reservation is not listed on the PDF the club does not have the space reserved; clubs are responsible for communicating the cancelled practices to their club members.

Requesting Additional Space

Once the schedule is out, additional facility space may be requested through the Sport Club professional staff. Additional space should be requested at least two weeks in advance. All requests for CRS facility spaces must be made using a *Facility Request Form* located at <http://crs.umd.edu/Sport-Clubs/Officer-Resources>.

Club Meeting Space

The Sport Clubs Office, Multipurpose Room, Student Board Room and Wet/Dry Classrooms in the Eppley Recreation Center may be reserved for club meetings. The Sport Clubs Office and Student Board Room may be requested with 1-2 days notice, other rooms must be requested 1 week in advance. All requests for CRS meeting spaces must be made using a *Facility Request Form* located at <http://crs.umd.edu/Sport-Clubs/Officer-Resources>. STAMP meeting rooms and some academic classrooms are available free-of-charge for registered student organizations.

Canceling Reservations

Clubs should contact the Sport Club professional staff via email and include a note in the weekly *Activity Report* if practice is canceled. If a club has to cancel a weekend home event, they must inform the Sport Clubs Office ASAP. If possible, the space will be made available to other club requests. Event cancellations within one week of the event may negatively impact future event requests.

Youth & Minors

Clubs are not allowed to host youth clinics or events. If minors (under the age of 18) will be participating in a Sport Club home event, they must have a parent or guardian present at the event and sign a consent form specific to the event (available through the Sport Clubs Office).

Facility Charges

If a club plans to host an event that meets any of the following criteria, a rental fee will apply

- The event is co-sponsored with any organization other than another CRS Sport Club or CRS program area.
- The event is generating money that will go anywhere other than a CRS or Sport Club account. For example, charity fundraisers will fall under this criteria.

The Student Organization Rate will be charged for these rentals. Other fees may apply depending on event set-up needs.

Facility Use

Clubs should reference the *Facility Use Policies and Best Practices* document available at <http://crs.umd.edu/Sport-Clubs/Officer-Resources>.

Weather

CRS can cancel activity due to inclement weather conditions before and during a scheduled event. Clubs can call the CRS Rainline at 301-314-7246 in cases of inclement weather. Clubs should use discretion if they feel that their activity might damage the field, even if play is permitted.

Any damage or problems regarding assigned facilities/cancellation of reservations MUST be reported immediately to the Sport Club professional staff. Clubs found to be damaging facilities or equipment will be charged for repairs and subject to program sanctions.

HOME EVENTS

Club events range between a dual meet (UMD vs. 1 team) and a regional tournament (10+ teams). Some events may require additional preparation, support staff, rentals, or equipment. Therefore, it is important to begin planning events as soon as possible.

The *Home Event Management Form* is due on Sunday at midnight, the week before the scheduled event. This form, available at <http://crs.umd.edu/Sport-Clubs/Officer-Resources>, includes essential event details that should be communicated to CRS, specifically: event type, game schedule, number of participants, additional equipment needs, field lining, key check out, concessions and event timeline. Clubs can request use of tables, chairs, canopy tents, field cones, water jugs, scoreboards, extension cords, floor tape (\$8/roll) and trash bags.

Visiting Team Guide

A *Visiting Team Guide* is available for clubs to provide to teams who are attending their home events. The guide includes useful information about Campus Recreation Services facilities, Sport Club policies, and the College Park area. The *Visiting Team Guide* is available at: <http://crs.umd.edu/Sport-Clubs/Visiting-Teams>.

Additional Resources

Sport Clubs are not charged for use of CRS equipment, but some events will require additional resources. Below are some resources for the club during event preparations:

Pricing Estimates for Staff

- Housekeeping: \$43/staff-hour (\$30/staff-hour for some groups)
- Electrician: \$45/staff-hour
- Police: \$56/officer-hour, \$22/aide-hour
- Special Event Staff: \$25/staff-hour
- EMTs: \$20/staff-hour – Clubs should contact College Park Fire Department

Pricing Estimates for Facilities Management Rentals

- Rental: \$10/5' round table; \$7.50/6' rectangular table; \$1.25/chair
- Labor: estimate 4 hrs @ \$33.22/hr = \$132.88 (Over Time rate is \$45.35/hr (x 4 hrs = \$181.40)
- FM Admin charge: 10% of Rental & Labor total
- Always drop-off Friday @ 4pm, and pickup Monday

EQUIPMENT & APPAREL

All equipment or apparel purchased with CRS or SGA allocated funds becomes the property of the University of Maryland/State of Maryland. Capital items valued at over \$500 purchased with club checking account funds or donated to the club also become state property.

Clubs must maintain a detailed inventory of all club equipment, no matter how it is purchased or acquired. Club inventories are submitted each December and May. The inventory must be submitted on the designated report form. The report form includes:

- Inventory Item
- Description
- # of Items
- Year Purchased
- Storage Area
- Summer Storage Area
- Cost Per item
- Total Cost
- Account used for Purchase
- Condition

During the summer, all state owned equipment must be stored in the ERC Sport Clubs Equipment Cage or in a storage location designated by the Assistant Director-Sport Clubs.

Before discarding any state owned equipment or apparel, clubs must contact the Assistant Director-Sport Clubs. State owned equipment must be sold through Terrapin Trader. A portion of the proceeds will be returned to the club. In some cases, the Assistant Director-Sport Clubs may deem items to be in a condition that is unsellable. These items will be discarded or donated. The Sport Club professional staff may audit a club's state owned equipment at any time, to check that each item is accounted for. Lost or damaged state owned equipment or apparel will be replaced with club funds (club checking account).

Clubs must label each of their equipment items with a permanent marker or other means indicating the name of their club and the year the equipment was purchased. For example, Men's Basketball could write 'M Bball-12' on a basketball which was purchased in 2012. It is recommended that each club elect/appoint an Equipment Manager to recommend equipment purchases and retirement and monitor and control club equipment. This person should check in/out uniforms and equipment to individual members by having members sign an agreement. This will ensure that the club members losing or damaging equipment or apparel are held accountable rather than the club treasury.

Before new capital items (valued at over \$500) are donated or purchased with club checking account funds, clubs must first communicate with the Assistant Director-Sport Clubs to ensure the university has adequate storage facilities, insurance, etc. If clubs wish to purchase new equipment with SGA or CRS funds they must complete a Purchase Request Form. The Assistant Director-Sport Clubs may ask follow-up questions based on the clubs current inventory and purchase history.

WEAPONS

University of Maryland Sport Clubs who use implements that are, or could be considered, weapons (swords, sabers, foils, nunchucks, paintball markers, wooden staffs, etc) should be aware that weapons on-campus is a large concern of administrators, police, and the general public. As such, all weapons may only be used during a club sponsored event. Weapons should always be transported in a carrying case and should not be on display in any residence halls, building hallways, or outside of club activities for any reason. Any club that fails to abide by this policy will be subject to sanctioning.

LAUNDRY SERVICE

Club uniforms/jerseys may be laundered free-of-charge at the Equipment Issue Desk at the lower level of the Eppley Recreation Center. All items must be dropped off and picked during the designated times listed below. Items should be dropped off in a bag labeled with the club name. It is the club's responsibility to mention any special washing/drying instructions to the staff member. The freshly laundered items will be ready to be picked up a few days later. Club members must count the # of items out in front of the staff member at drop-off and pick-up to ensure all the items that were dropped off are collected again.

Drop-Off Times

Sunday: 6-10pm

Monday: 6-10pm

Pick-Up Times

Thursday: 6-10pm

Friday: Noon-4pm

RECOGNITION

END OF THE YEAR BANQUET

The End of Year Awards Banquet is held annually in May to celebrate the accomplishments of each club. Officers and selected club members are treated to a catered dinner, an awards presentation and a program gift, as they look back at the year's successes and achievements.

Submitting Photos and/or Video Clips

The end of year slideshow is an annual tradition that showcases each club's members and events. Each club is encouraged to submit a variety of photos or video clips to be included in the slideshow. All submissions should be uploaded to the designated location by May 1 to ensure inclusion in the slideshow.

AWARDS

To make this end of year celebration a true reflection of the year, all club members are invited to submit awards nominations, photos, and video clips. There are six (6) different awards for which clubs may nominate themselves or others:

Terrapin Community Award

This award is presented to the club that demonstrates the highest level of "giving back" to the University community. Ways clubs may choose to "give back" might include community involvement such as demonstrations for other organizations, participation in community service events as a club, or active involvement in campus wide initiatives such as Maryland Day or Family Weekend.

Coach/Instructor of the Year

This award is presented to the Sport Club Program's most outstanding coach or instructor. Clubs nominate their coach or instructor by explaining what makes that person an outstanding coach/instructor.

Athletic/Competitive Achievement Award

This award is presented to the club with the most outstanding athletic or competitive achievement.

Fundraising Award

This award is presented to the club whose fundraising success has allowed for club growth.

Spirit of Sport Clubs Award

This award is presented to the individual that best represents the spirit of Sport Clubs – the person that encourages involvement, increases morale, and is a true leader.

Club of the Year

This award is presented to the club that has demonstrated the highest degree of organization and commitment to its members, the department, and the University.

APPENDIX A

Universal Precautions

- Universal Precautions is a method of infection control in which ALL human blood, tissue, and other potentially infectious materials are treated as if known to be infectious for HIV, HBV and other blood borne pathogens.
- Universal precautions are intended to prevent occupational exposure to human blood. The routes of transmission for occupational exposure are 1) contact with broken skin, 2) splash to mucous membrane of the eye, nose, or mouth, or 3) puncture of the skin with a sharp object. Under circumstances in which differentiation between body fluid types is difficult or impossible, all body fluids shall be considered potentially-infectious materials.

Universal precautions include the following practices:

- Wear gloves when touching human blood or other potentially-infectious material or surfaces soiled with them. Remove gloves when they become torn or contaminated.
- Wear masks and protective eyewear whenever splashes, spray, or spatter of blood or potentially infectious materials are likely to occur, to prevent exposure of mucous membranes of the mouth, nose and eyes.
- Wear protective suits, gowns, or aprons during procedures that are likely to generate splashing of potentially infectious materials.
- Wash hands and other skin surfaces immediately following contact with human blood or other potentially-infectious materials. Use tongs or forceps if possible.
- Use appropriately-labeled and constructed containers for disposal, storage, and transport of any potentially-infectious material.
- Employees responsible for first aid providers must cover skin lesions and wear gloves when treating patients or when handling health-care equipment.
- Do not eat, drink, apply cosmetic or lip balm, smoke, or handle contact lenses in work areas where there is likelihood of occupational exposure.
- Do not keep food and beverages in refrigerators, freezers, shelves, cabinets, or on countertops where human blood or other potentially-infectious materials are present.
- Use extreme care when handling sharp objects such as needles, razors and scissors. Needles should not be recapped, bent, broken or otherwise manipulated by hand. Disposable sharps must be immediately placed into a puncture-proof sharps container after use. Sharps containers must be puncture-resistant, labeled or color coded as bio hazardous material, and leak proof on the sides and bottom.
- Athletes may not compete at any level of competition if wounds have not been treated and covered.
- Athletic personnel with exudative lesions, open wounds or weeping dermatitis should avoid situations where they may come into contact with potentially infectious materials.
- The use of common towels or water bottles is discouraged because they may become contaminated with potentially infectious body fluids. Although transmission of HIV in saliva is extremely unlikely, dental or oral injuries increase the potential for transmission of blood borne pathogens.

In the athletics environment, universal precautions should be utilized during the immediate control of bleeding and when handling bloody dressings, mouth guards, and other articles contaminated with human blood or other potentially-infectious material. The use of appropriate gloves of the examination, cleaning and dress of wounds is required. Gloves must be available for all athletic events, training sessions and physical therapy sessions. Other personal protective equipment (*goggles, masks, face shields, fluid-resistant aprons, etc.*) must be available and used as needed, if there is a possibility for splashing or aerosolizing of human blood or other potential-infectious material.

Community-Associated MRSA

The Centers for Disease Control and Prevention (CDC, visit <http://www.cdc.gov/> for more information) has received inquiries about infections with antibiotic-resistant *Staphylococcus aureus* (including methicillin-resistant *S. aureus* [MRSA]) among persons who have no apparent contact with the healthcare system. This fact sheet addresses some of the most frequently asked questions. (Released February 3, 2005)

What is *Staphylococcus aureus* (staph)?

Staphylococcus aureus, often referred to simply as "staph," are bacteria commonly carried on the skin or in the nose of healthy people. Approximately 25% to 30% of the population is colonized (when bacteria are present, but not causing an infection) in the nose with staph bacteria. Sometimes, staph can cause an infection. Staph bacteria are one of the most common causes of skin infections in the United States. Most of these skin infections are minor (such as pimples and boils) and can be treated without antibiotics (also known as antimicrobials or antibacterials). However, staph bacteria also can cause serious infections (such as surgical wound infections, bloodstream infections, and pneumonia).

What is MRSA (methicillin-resistant *Staphylococcus aureus*)?

Some staph bacteria are resistant to antibiotics. MRSA is a type of staph that is resistant to antibiotics called beta-lactams. Beta-lactam antibiotics include methicillin and other more common antibiotics such as oxacillin, penicillin and amoxicillin. While 25% to 30% of the population is colonized with staph, approximately 1% is colonized with MRSA.

Who gets staph or MRSA infections?

Staph infections, including MRSA, occur most frequently among persons in hospitals and healthcare facilities (such as nursing homes and dialysis centers) who have weakened immune systems. These healthcare-associated staph infections include surgical wound infections, urinary tract infections, bloodstream infections, and pneumonia.

What is community-associated MRSA (CA-MRSA)?

Staph and MRSA can also cause illness in persons outside of hospitals and healthcare facilities. MRSA infections that are acquired by persons who **have not** been recently (within the past year) hospitalized or had a medical procedure (such as dialysis, surgery, catheters) are known as CA-MRSA infections. Staph or MRSA infections in the community are usually manifested as skin infections, such as pimples and boils, and occur in otherwise healthy people.

How common are staph and MRSA infections?

Staph bacteria are one of the most common causes of skin infection in the United States and are a common cause of pneumonia, surgical wound infections, and bloodstream infections. The majority of MRSA infections occur among patients in hospitals or other healthcare settings; however, it is becoming more common in the community setting. Data from a prospective study in 2003, suggests that 12% of clinical MRSA infections are community-associated, but this varies by geographic region and population.

What does a staph or MRSA infection look like?

Staph bacteria, including MRSA, can cause skin infections that may look like a pimple or boil and can be red, swollen, painful, or have pus or other drainage. More serious infections may cause pneumonia, bloodstream infections, or surgical wound infections.

What should I do if I think I have a staph or MRSA infection?

See your healthcare provider.

Are certain people at increased risk for community-associated staph or MRSA infections?

CDC has investigated clusters of CA-MRSA skin infections among athletes, military recruits, children, Pacific Islanders, Alaskan Natives, Native Americans, men who have sex with men, and prisoners. Factors that have been associated with the spread of MRSA skin infections include: close skin-to-skin contact, openings in the skin such as cuts or abrasions, contaminated items and surfaces, crowded living conditions, and poor hygiene.

Are people who are positive for the human immune deficiency virus (HIV) at increased risk for MRSA? Should they be taking special precautions?

People with weakened immune systems, which include some patients with HIV infection, may be at risk for more severe illness if they get infected with MRSA. People with HIV should follow the same prevention measures as those without HIV to prevent staph infections, including practice good hygiene, cover wounds (e.g., cuts or abrasions) with clean dry

bandages, avoid sharing personal items such as towels and razors, and contact their doctor if they think they have an infection.

Can I get a staph or MRSA infection at my health club?

In the outbreaks of MRSA, the environment has not played a significant role in the transmission of MRSA. MRSA is transmitted most frequently by direct skin-to-skin contact. You can protect yourself from infections by practicing good hygiene (e.g., keeping your hands clean by washing with soap and water or using an alcohol-based hand rub and showering after working out); covering any open skin area such as abrasions or cuts with a clean dry bandage; avoiding sharing personal items such as towels or razors; using a barrier (e.g., clothing or a towel) between your skin and shared equipment; and wiping surfaces of equipment before and after use.

Are staph and MRSA infections treatable?

Yes. Most staph and MRSA infections are treatable with antibiotics. If you are given an antibiotic, take all of the doses, even if the infection is getting better, unless your doctor tells you to stop taking it. Do not share antibiotics with other people or save unfinished antibiotics to use at another time. However, many staph skin infections may be treated by draining the abscess or boil and may not require antibiotics. Drainage of skin boils or abscesses should only be done by a healthcare provider. If after visiting your healthcare provider the infection is not getting better after a few days, contact them again. If other people you know or live with get the same infection tell them to go to their healthcare provider.

Is it possible that my staph or MRSA skin infection will come back after it is cured?

Yes. It is possible to have a staph or MRSA skin infection come back (recur) after it is cured. To prevent this from happening, follow your healthcare provider's directions while you have the infection, and follow the [prevention steps](#) after the infection is gone.

What should I do if someone I know has a staph or MRSA infection?

If you know someone that has a staph or MRSA infection you should follow the prevention steps.

How can I prevent staph or MRSA skin infections?

Practice good hygiene:

- Keep your hands clean by washing thoroughly with soap and water or using an alcohol-based hand sanitizer.
- Keep cuts and scrapes clean and covered with a bandage until healed.
- Avoid contact with other people's wounds or bandages.
- Avoid sharing personal items such as towels or razors.

If I have a staph, or MRSA skin infection, what can I do to prevent others from getting infected?

You can prevent spreading staph or MRSA skin infections to others by following these steps:

- Cover your wound. Keep wounds that are draining or have pus covered with clean, dry bandages until healed. Follow your healthcare provider's instructions on proper care of the wound. Pus from infected wounds can contain staph, including MRSA, so keeping the infection covered will help prevent the spread to others. Bandages and tape can be discarded with the regular trash.
- Clean your hands. You, your family, and others in close contact should wash their hands frequently with soap and water or use an alcohol-based hand sanitizer, especially after changing the bandage or touching the infected wound.
- Do not share personal items. Avoid sharing personal items, such as towels, washcloths, razors, clothing, or uniforms that may have had contact with the infected wound or bandage. Wash sheets, towels, and clothes that become soiled with water and laundry detergent. Use a dryer to dry clothes completely.
- Talk to your doctor. Tell any healthcare providers who treat you that you have or had a staph or MRSA skin infection.

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