



UC MERCED
OFFICER HANDBOOK 2021-2022

Every Club must have four officers. Officers are the main leadership of the club. The required officers are President, Vice President, Safety Officer, and Treasurer. However, a club may have more than these four required officers.

ARMS - [ARMS](#) is the website used by the Recreation Center, these forms must be filled out for specific events such as traveling, purchasing equipment or uniform, community service, and tabling. Forms must be completed and submitted ahead of time. **ALL FORMS ASK FOR PERSONAL INFORMATION – WHOEVER FILLS OUT FORM MUST PROVIDE THEIR NAME AND TITLE AT BEGINNING OF FORM.**

→ **Travel Itinerary Form** - Must be filled out either 3 or 4 weeks prior travel date. Must be submitted **3 weeks prior if it's only a day trip without lodging and 4 weeks prior if it's an overnight trip with lodging**. This form will ask simple questions, such as where and when the event will take place. Additionally required is the contact information of the host of this event.

- ◆ Travel information: Required to fill out what time and date the club will depart and arrive in Merced.
- ◆ Method of Transportation: Which method of transportation the club will use, either personal vehicles or university vehicles. Required to list the drivers for the trip (if drivers plan to switch throughout the trip, those drivers must be listed as well). **DRIVERS MUST BE ELIGIBLE AND CLEARED THROUGH THE SCHOOL**. Also, you are allowed to list the preference of university vehicles the club would like to use however, this is not promised. First come, first served.
- ◆ Lodging Agreements: Only required for overnight trips. Must fill out information regarding the hotel information such as estimated arrival and departure time .
- ◆ Traveling Info: **MUST LIST ALL MEMBERS WHO WILL ATTEND TRIP. Members must be eligible.**
- ◆ Club must also upload the agenda of the trip, map of trip, and event flyer

→ **Purchase Request** - Club must reach out to sport club coordinator before submitting form, to get approval then arms requests will be next. Clubs must complete this form if looking to purchase any club equipment, uniform, etc. This form will ask for which account does the club want this to be charged. Additionally other information such as Vendor Information, also to indicate if the vendor is new or old. Required to list the reason why the club wants to purchase the item(s), a simple description and reason. Fill out the amount of purchase, **MUST ATTACH DOCUMENT/ SCREENSHOT THAT PROVES AMOUNT LISTED**. In the Additional Document Section, the club **MUST ADD WEBSITE AND WEBSITE LOGIN INFORMATION, INSTRUCTIONS OF HOW TO FIND ITEMS AND HOW TO LOGIN IN.**

→ **Event Request Form** - Must complete this form if planning a community service/special event or tabling. Tabling 1 week, special event / community service 2 weeks prior. Must fill out what type of event either community service or tabling. If a club is requesting to table, filling out the form must be

specific on where and why the club will be tabling. Additionally, other requirements such as date of the event, starting and ending time of event, event venue, and venue contact information.

- **Post Travel Form** - This form is due 72 hours after arrival from the trip. In this form you must fill out information about the trip such as departure and arrival time and dates, location of trip, and **MUST LIST NAME OF PARTICIPANTS** that attended the trip. Include highlight(s) of the trip such as final scores, outstanding performances, and/or awards. Additionally, take pictures of EVERY receipt from the trip although we require a physical receipt we also need pictures. We also encourage clubs to take pictures throughout the trip so we could upload to social media.

HOW TO GET ACCESS TO ARMS?

Only officers that are listed on the Team Contact Form will have access to ARMS. Please allow at least 2 weeks for this form to be processed.

DRIVER ELIGIBILITY

In order to be able to drive university vehicles, officers or members must complete required driver's training and must be cleared by the university. The driver training could be found on UC Merced's Recreation Website in the [Sport Club Forms](#) section.

After completing the required driver's training, officer or member must print out and bring the certificate provided at the end of the training. In addition, they must bring in a Driver's License. Coordinator will then help fill out additional paperwork. It takes a few weeks for drivers to be cleared through the DMV Pool. We are informed at the same time the officer or member is cleared.

Athletic Training

The athletic training room is available for all student athletes at UC Merced. All recognized clubs and members have access to the athletic training facility. Athletic training encompasses the prevention, examination, diagnosis, treatment and rehabilitation of emergent, acute or chronic injuries and medical conditions. Athletic trainers specialize in the prevention, evaluation, and management of orthopedic injuries. The athletic training room is in the back-left corner of the SAAC weight room. Please visit recreation.ucmerced.edu/sport-clubs for specific information regarding eligibility.

To be medically eligible for sport club participation all participants must complete.

1. New participant packet (electronically or paper)
2. Physical completed on campus with Student Health Center

3. Liability waiver- must be physically signed
4. IMPact concussion baseline testing
5. UCLC Concussion safety course.

ELIGIBILITY

ALL participants must be eligible to participate in any club activities. All members must maintain a 2.0 GPA. Returning members are only required to fill out forms on ARMS.

MEDICAL ELIGIBILITY

All members must complete and have on record:

1. New participant packet
 - a. University waiver, photo release, medical history, contact information
2. ImPACT concussion baseline testing.
3. Concussion safety course.
4. Physical completed through the Student Health Center and communicated with the athletic trainer.

Contact Jeremy Bowen at jbowen@ucmerced.edu if you have any questions/concerns regarding medical eligibility.

COMPLIANCE REPORT / POINT SYSTEM

All clubs start with 40 points every semester. The Compliance Report is made up of 5 categories including Travel/Event Requests, Paperwork, Sport Club Officers Meetings, and Communication & Conduct, each category starts off 8 points each. Points will be deducted based on club actions and behavior, point deduction varies. However, clubs are able to regain their points through extra community service events or attending another club's home competition or a home athletics competition.

If any time in a semester a club reaches 4 points in ANY category, the club will be placed on probation. Point deduction on probation double. Club has 72 hours to schedule a meeting with Competitive Sports Coordinator, failure to do so will result in a deduction of more points.

If any time in a semester a club reaches 0 points in any category may lead to the club being placed on suspension.

PRACTICE CANCELLATION

If the club is looking at cancelling practice, the club must let the coordinator know ahead of time, at least 24 hours in advance. However, clubs are able to cancel practice the morning of, no later. If failure to communicate cancellation of practice, points will be deducted from compliance report. Please email Earnest Spiller or Jeremy Bowen.

COMMUNITY SERVICE EVENTS

Every club is required to complete 2 community service events per semester. **At least 8 members of the club must attend community service events for it to be valid.** The club must submit community service form within 5 business days in order for community service to count.

TIMELINE REQUEST

- TABLING - minimum of 1 week in advance
- SPECIAL EVENT / COMMUNITY SERVICE - minimum of 2 weeks in advance
- OVERNIGHT TRIP - minimum 4 weeks in advance
- DAY TRIP - minimum 3 weeks in advance
- POST TRAVEL - due within 72 hours after return from trip
- HOME COMPETITION - minimum 10 weeks in advance

Contact Information

General Information or Questions:

sportclubs@ucmerced.edu

Sport Clubs Coordinator

Josias Rabanales

jrabanales@ucmerced.edu

Competitive Sports Coordinator

Earnest Spiller

espiller@ucmerced.edu

Athletic Trainer

Jeremy Bowen

jbowen@ucmerced.edu