



SPORT CLUB PROGRAM
POLICIES AND PROCEDURES

UNIVERSITY OF CALIFORNIA, MERCED

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INTRODUCTION

As an integral part of the overall University of California, Merced Recreation & Athletics program, the Sport Club Program is intended to serve individual interests and provide different instructional, recreational and competitive activities for the campus community. Sport clubs may vary in focus and programming since the members are active participants in the leadership and decision-making process of club activities. Sport clubs are designed to accept anyone at any level and provide recreation and/or competition, depending on the desires of the membership. Students are responsible for the administration of the club, including fundraising activities, special events and the opportunity to compete.

This handbook has been prepared to assist club officers in the administration of their organization. The officers of each club are expected to become familiar with this handbook. Situations involving sport club business or any activities that are not covered in this handbook should be referred to the Competitive Sports office. Information in this handbook is subject to change. New policies, procedures or additions/changes to existing policies or procedures made due to unforeseen circumstances during the academic year shall be deemed official even though not printed in this publication. These additions/changes will be available on the Sport Club website and distributed through e-mail to the club presidents.

PURPOSE OF THE SPORT CLUB PROGRAM

The Sport Club Program provides opportunity for student participation in a variety of physical, recreational and athletic activities and gives students opportunities to engage in the activity of their choice at various levels. Sport clubs contribute to the development of student leadership, provide a common bond between individuals and promote individual wellness. While Recreation & Athletics assists in the development and growth of each club, the emphasis of the program is on student leadership and involvement. The existence of each sport club and the degree, to which they are successful, is dependent upon student interest and leadership.

DEFINITION OF A SPORT CLUB

A sport club is defined as a recognized student organization registered with the department of Recreation & Athletics at UC-Merced, whose membership includes students. Sport clubs exist to promote and develop interest in a particular sport or recreational activity with or without competition against other institutions of higher education. Sport clubs are strictly voluntary. Involvement in a sport club enhances the student's college experience and contributes to the student's overall education.

ROLE OF THE COMPETITIVE SPORTS COORDINATOR

The Competitive Sports Coordinator serves primarily as an advisor and resource person for sport club leaders and is available to assist student representatives with club business. Acting as a liaison between the clubs and the university, the Competitive Sports Coordinator is responsible to the Associate Director - Recreation in administering the program. Located in the Student Activities & Athletics Center (SAAC), the Competitive Sports Coordinator maintains records of participants, schedules and results of programs and competitions; administers the sport club's budgets; promotes and advertises the Sport Club program and assists each sport club with the planning and implementation of events, tournaments and matches.

CATEGORIES OF SPORT CLUBS

The following categories exist to classify each individual Sport Club

1. Recreational – clubs who focus on instruction and want to meet socially to promote their particular interest or sport. The main purpose for these clubs is to have fun while participating in a recreational activity. These organizations may compete against other institutions of higher education.
2. Competitive – clubs who meet and practice regularly to prepare for games, tournaments, matches at the local, regional and national level. These clubs usually are affiliated with regional or national organizations and travel for their competitions.

SAFETY PROCEDURES

Participation in the Sport Club program is voluntary, and participants are required by UC-Merced to have insurance. UC-Merced does not carry medical insurance for sport club participants except as noted below.

To provide a safe and positive recreational experience for all participants, it is necessary to anticipate situations to prevent accidents and injuries. It is strongly recommended that every club develop, implement and practice the following safety policies:

1. Sport club officers, club members, coaches and instructors should emphasize safety during all club-related activities.
2. All club members are required to have a **physical examination completed at the H. Rajender Reddy Health Center prior to participation**. The national governing bodies of some sports offer supplemental accident and liability insurance for members. Clubs may work with the Competitive Sports Coordinator to see if your activity provides or offers this type of coverage.
3. Review the club's emergency procedures with the Recreation and Athletics Office.
4. Inspect fields and facilities prior to every practice session, game or special event. Report unsafe conditions to the Competitive Sports Coordinator. **Do not use facilities or equipment if they appear unsafe.**
5. Submit an accident report for injuries that occur to club members during club events or practices. **These reports must be submitted to the Competitive Sports Coordinator within 24 hours after the occurrence.**
6. Swim Tests: All club members involved in an aquatic activity should pass a swimming test prior to becoming accepted into the club. Arrangements for pool time for testing and suggestions for the appropriate swim test to be administered should be discussed with the Competitive Sports Coordinator.
7. Have a first aid kit available at all club practices and competitions.

Insurance

1. H. Rajender Reddy Health Center and Blue Shield Health Insurance. All UC-Merced students are eligible to receive services from the Health Center located on the second floor of the Gallo Recreation Center. The hours are Monday through Friday 8:00 am to 5:00 pm.
2. Supplemental Accident Insurance (Catastrophic). Upon registering and completing the necessary steps to become a participant in a sport club, members become eligible for this coverage. This insurance provides coverage for serious and catastrophic injuries. This is supplemental insurance which will cover costs once all other insurances are maxed out.

ELIGIBILITY

All guidelines governing the Sport Club Program are written to protect the rights and safety of each participant and are designed to provide equal opportunity for all persons eligible to participate in club activities.

Membership

1. All currently enrolled University of California, Merced undergraduate and graduate students currently enrolled in academic course(s) paying the Recreation Fee are eligible to be a member of a sport club. Members must recognize that only a certain number can realistically engage in competition. Some clubs may have participation restrictions due to conference and/or league affiliation.
2. Students must pay the required dues to participate in each club.

3. Students must maintain an overall GPA of at least 2.0.
4. Each member must complete a membership packet including a University waiver of liability, participant registration form and photo release.
5. Each member must complete a physical through the UC-Merced Health Center.
6. Each member will be required to complete ImPACT testing prior to being cleared to participate in any club activity. Clubs will be notified at the beginning of each academic year regarding the required testing.
7. Clubs may determine their own membership rules in addition to the one above, but they must be free of restrictions based on race, color, sexual orientation, gender, religion, age, national origin or handicaps.
8. Athletic scholarships are not awarded by Recreation and Athletics for sport club participation.
9. Intercollegiate athletes are eligible for membership in a sport club without restrictions due to intercollegiate team affiliation except by any regulations set by the NAIA and/or the varsity team.
10. Each member is required to complete the Concussion Safety Training on the [UC Learning Center](#) site.

Certification of Eligibility for Competition

1. All sport club teams must abide by Conference, Regional, State, NIRSA, NCAA or national governing body rules and regulations in competition that has such guidelines.
2. Teams competing in NIRSA Championship Series events must meet the eligibility requirements set forth by NIRSA. These requirements are available in Competitive Sports Office.

CLUB STATUS

The program is structured with two types of club membership status:

- I. Conditional Membership
- II. Full Membership

Conditional Membership

Conditional membership is designated for clubs in their first year of recognition within the Sport Club program. Conditional clubs will have one year to demonstrate stability in terms of club administration, student interest and support in terms of having the appropriate number of active club members. **Financial assistance from Recreation and Athletics is NOT available for conditional clubs.** Upon successful completion of conditional status, a club will automatically be elevated to the Full Membership level.

Criteria

- Ability to maintain a membership of at least 10 active members.
- Demonstrate effective club leadership
- Compliance with all paperwork and meeting requirements
- Complete financial self-support

Full Membership

Full membership is designated for all clubs not under the conditional status. Clubs submitting a budget proposal according to the guidelines set forth in the Budget Appropriation section may be able to receive funding.

Criteria

- Demonstrated effective Club leadership for one year or longer
- Primarily self-supporting organization with most funding raised by the Club

- Demonstrated commitment to Recreation and Athletics and UC-Merced by following prescribed policy and procedures.
- Compliance with all paperwork and meeting requirements.

Maintaining Full Membership

In addition to the criteria listed above, a club's continued Full Membership status depends on the purpose, goals, and longevity of the club. The Recreation and Athletics Office will review each club's status at the end of each spring semester.

To retain recognition, the club must meet the following general requirements:

1. Student interest in the club was demonstrated by a membership of either ten active members or the minimum number of players required to compete, whichever is larger.
2. The club was represented at all required events.
3. The club's purpose and activity continued to be consistent with Recreation and Athletics' purpose and philosophy.
4. Compliant with all University and Sport Club guidelines, policies and rules.
5. An accurate inventory of equipment was maintained and kept on file in the Competitive Sports Office. All Club equipment was maintained, issued, accounted for and stored adequately.
6. The Competitive Sports Office continues to have the necessary resources to supervise the club and its activities.
7. All appropriate forms were filed as directed at the specified time during the year.

BECOMING A RECOGNIZED SPORT CLUB

Any group of students with a collective interest in a sport or activity can start a new sport club. The process for doing so is outlined in the steps below. If you have any questions, comments, or concerns with the process, please contact the Competitive Sports Office for assistance.

1. Ensure that students are willing to serve as "Officers" for the club. Officers are the main leadership of the club. The required officers are President, Vice-President, Safety Officer and Treasurer.
2. Secure a faculty or staff member to serve as an advisor to the club.
3. Create a constitution and bylaws for the club.
4. Recruit at least 10 interested participants or the minimum number of players needed to compete, whichever is larger, by promoting and conducting an informational meeting on campus.
5. The new club will be required to meet on a regular basis with the Competitive Sports Coordinator to discuss the progress and status of the club.
6. The club will be under evaluation for an entire year regarding meeting attendance, paperwork compliance, and following of policies and procedures.
7. University funding is unavailable to clubs during their 1-year conditional period.

THE COACH'S/INSTRUCTOR'S ROLE AND RESPONSIBILITY

Securing a Coach/Instructor

If a club wants to use the services of a coach/instructor, a club officer will submit a coach/instructor application to the Competitive Sports office prior to the beginning of the semester for which they will serve. The coach will also complete a coach's packet based on their volunteer status.

These items should be submitted prior to the time when the individual serves in their capacity. **The coach or instructor is neither an employee of Recreation and Athletics nor the University of California, Merced.**

Coach/Instructor Conduct

Although coaches/instructors are not employees of the University, they will be expected to adhere to all University policies.

Responsibilities

1. It is recommended that all coaches possess personal medical and liability insurance.
2. The coach must be aware of and follow **all** University and departmental rules, policies and procedures relative to the Sport Club program.
3. The coach should restrict his/her contributions to coaching and **refrain from activities involved in the club's management**. A sport club is first and foremost a student organization and, as such, **the student representative (not the coach) must serve as the liaison between the club and the sport club staff**. The philosophy and key to the success of the program has been the continued emphasis placed on student leadership and participation.
4. Club business matters (hosting tournaments, submitting forms, equipment requests) must be handled by the student members with the coach serving in an assisting capacity. Club activities and events should be a team effort and not left solely to the coach or student representatives.
5. Participation in the sport club program is completely voluntary; therefore, monetary rewards or scholarships shall not be promised or given to any member or prospective member by the coach.
6. Coaches must always help ensure good sportsmanship. Individuals must always conduct themselves in a manner that does not detract from the reputation of the University. This includes behavior in game situations, contact with other teams and even interaction with staff. When involved in off-campus events or when traveling, be aware that the club is still representing the University.
7. Coaches should first speak with the club president prior to contacting the Competitive Sports Coordinator. Coaches should speak with the Competitive Sports Coordinator prior to making appointments with other University faculty or staff.
8. Recreation & Athletics has the right and obligation to protect the club, and if, in the staff's opinion, the coach is not working in the best interests of the club, the coach will be relieved of their coaching duties.
9. Coaches must be recommended by club members and must submit a new information form each academic year to coach. **Continuation of coaching status is not automatic.**
10. Money allocated from the Recreation and Athletics budget shall not be used to pay any coaches.

THE SPORT CLUB ADVISORY BOARD

The University of California, Merced Sport Club Advisory Board is a student advisory group that assists the Competitive Sports office in administering the Sport Club program.

Duties

1. Serve as an appeal board and decide on club appeals regarding decisions made by the Competitive Sports Coordinator.
2. Review annual budget requests for the following year and make initial recommendations concerning allocation amounts.
3. Make recommendations regarding revisions to the Sport Club Handbook for the following year.

4. Make recommendations, offer advice and assist in the decision-making process in other matters when requested to do so by the Competitive Sports Coordinator.

Membership

1. The Competitive Sports Coordinator and all club Presidents.
2. The Competitive Sports Coordinator will be non-voting on the council but may take part in discussion.
3. The Competitive Sports Coordinator or their delegate will serve as the chair for regular meetings. For appeals, the chair will be rotated among club presidents.
4. Club Presidents may designate a representative from their club to serve in their place.
5. In cases of tie votes in regular meetings, the Competitive Sports Coordinator or their delegate will vote to break the tie.

SPORT CLUB RIGHTS AND EXPECTATIONS

Each sport club has the obligation to have the approval of the Competitive Sports Office prior to acting on items, issues or ideas that are not covered in this handbook. If a club chooses to act independently, they risk losing recognition.

STANDARDS OF CONDUCT

The basic concept underlying the University's code of conduct is that students, by enrolling in the University, assume an obligation to conduct themselves and their organizations in a manner compatible with the University's function as an educational institution. Individuals must always conduct themselves in a manner that does not detract from the reputation of the University. This includes behavior in game situations as well as contact with other teams and event staff. When involved in off-campus events or when traveling, be aware that the club is still representing the University and bound by the [Student Code of Conduct](#).

The Recreation and Athletics Department reserve the rights to remove individual members who are in breach of the Standards of Conduct.

DISCIPLINE PROCESS

Violation of or non-compliance with [University rules and procedures](#), campus regulations, Sport Club procedures, or standards of conduct may result in loss of membership or other disciplinary action against the sport club involved. The discipline process has been developed to assist club leaders in correcting mistakes that have caused problems for the club and the University.

Minor Infractions (examples would be non-attendance at meetings or failure to submit required forms on time)

1. First Infraction – if the violation is the club's first during the current academic year, and the club is not on probation from violations committed the previous year, the following steps are taken:
 - a. The club is placed on probation for a designated period or until the club corrects the situation.
 - b. The Competitive Sports staff will notify the club stating:
 - The reason for the probation
 - The length of the probationary period
 - The possible consequences the club will face if additional infractions occur
2. Two or more Minor Infractions

- a. The club's funds may be frozen, and/or a part of the club's allocation may be forfeited.
- b. The Competitive Sports staff may take any action deemed appropriate, including determining the amount of allocation forfeited by the club.
- c. The club is notified in writing.
- d. The club is notified of their right to appeal.

Major Infractions (these include club actions that are outside of acceptable standards of conduct or are in violation of the Sport Club or University's rules, guidelines or Code of Conduct)

1. Examples of major infractions include, but are not limited to, the following situations:
 - a. Displaying conduct that is incompatible with the University's function as an educational institution and the purpose of the Sport Club program (i.e. unsportsmanlike conduct toward officials or opponents or disruptive behavior on trips).
 - b. Misusing club funds and/or abusive use of club funds.
 - c. Allowing ineligible individuals to participate in club activities.
 - d. Compromising the safety of club members while traveling.
 - e. Transporting and/or consuming alcohol or illegal substances while on official club trips.
2. For all major infractions:
 - a. A meeting with the club officers and the Competitive Sports staff is scheduled.
 - b. Input from appropriate administrators and staff members is solicited when appropriate.
 - c. The Competitive Sports Coordinator and/or the Associate Director – Recreation determine(s) the disciplinary action to be taken.
 - d. The club is notified in writing of the decision and is advised of their right to appeal the decision.

Disciplinary Actions

Possible disciplinary actions that may be taken against a club for infractions include:

1. Probation
2. Frozen funds
3. Loss of funding
4. Loss of travel privileges
5. Loss of facility reservations
6. Loss of club recognition

Possible disciplinary actions that may be taken against an individual club member include:

1. Suspension from participating with the club
2. Removal from facility
3. Reimbursement of damages to facility

4. Removal from Sport Club program
5. Suspension of privileges from Recreation and Athletics programs and facilities

Notification of disciplinary action against a club is e-mailed to the club's president. Notification of action taken against an individual will be sent by e-mail to the affected individual. In the case of extreme misconduct, clubs and/or individuals will be referred to the Office of Student Conduct.

APPEAL PROCESS

The appeal process exists to insure all disciplinary actions taken against club organizations are equitable. The group to whom a disciplinary decision is appealed will review the previous decision and rule on its appropriateness given the infraction(s) committed. With the concept of equity in mind, be forewarned that appeal of a disciplinary decision that seems extreme to the club could result in an even stiffer penalty being levied by the group who hears the appeal. To file an appeal, follow the appropriate steps listed below:

1. Decisions of the Competitive Sports Coordinator. Minor infractions may be appealed to the Sport Club Advisory Board by following these procedures:
 - a. Written notification from the club representative to the Competitive Sports Coordinator indicating the club's reason for the appeal and any circumstances related to the situation that caused the infraction must be submitted within (3) three business days after the notification is sent by e-mail to the club president.
 - b. A hearing will be scheduled with the Sport Club Advisory Board. Copies of the club's appeal statement will be distributed to the board members. Upon hearing the case, the board will uphold, reject or modify the Competitive Sports Coordinator's decision.
 - c. Decisions by the Sport Club Council are final.
2. Decisions regarding loss of sponsorship or major infractions may be appealed to the Associate Director-Recreation or their designee as outlined below:
 - a. Written notification from the club representative to the Competitive Sports Coordinator indicating the club's reason for the appeal and any circumstances related to the situation that caused the infraction must be submitted within (3) three business days after the notification is sent by e-mail to the club president.
 - b. The Associate Director-Recreation or their designee may schedule a meeting with the club. Copies of the club's appeal statement and any relevant information will be distributed at the meeting. Upon hearing the case, the decision will be upheld, rejected or modified.
 - c. The decision of the Associate Director-Recreation is final.

THE CAMPUS RECREATION AND FITNESS OFFICE

Competitive Sports Coordinator

The Coordinator will aid in planning the club's activities and scheduling competitions with other universities' sport clubs and teams. Prior approval of club activities including travel, events, publicity, budget expenditures and facility reservations is required. The Coordinator is available for consultation regarding any aspect of your organization. If the Coordinator cannot assist the club, the club will be referred to an office that can. **The responsibility to seek assistance of the Coordinator is that of the student representatives.** Club representatives should schedule an appointment with the Coordinator to assure needed attention is provided. Call or e-mail at least 24 hours in advance to make an appointment.

Mail Collection

Mail received for each club is available for pickup in SAAC Reception. Any letters, phone messages, or notes regarding the club that come to the Recreation and Athletics office will be passed along to the club. Letters from prospective students interested in UC-Merced and in a sport should be answered by the club secretary, student representative or a club member appointed to respond to these letters. Each club will be responsible for the postage to mail out official club material.

Mailing Address

The mailing address that should be used for all club correspondence is:

Club Name at UC-Merced
Recreation & Athletics
5200 N. Lake Road
Merced, CA 95343

FACILITY RESERVATIONS

Sport Clubs may request the use of Recreation & Athletics facilities for activities. **Requests must be made through and approved by the Competitive Sports Coordinator.** The priority deadlines are as follows: April 1 for Fall and November 1 for Spring. All facilities are shared which can make availability somewhat limited. Clubs will be notified of the dates and times that are available to them once confirmed.

Clubs are limited to three 2-hour practices at University facilities each week. Additional times may be available once all other clubs have been assigned their practice time. Additional times may be available in exceptional circumstances.

Clubs may use off campus facilities. This process takes longer than the internal process. Clubs should request the process to be started as early as possible to ensure approval. Clubs will be responsible for all costs associated with renting off-campus facilities.

Expectations When Using University Facilities

Any time a club has reserved a facility, it must be used. If the club cancels a practice, game, or any reservation, the club representative must contact the Competitive Sports Coordinator at least 24 hours before the reservation is in effect. Failure to use a reserved area may result in the club losing their reserved time and could impact the ability to reserve facilities for future use. Clubs are responsible for cleanup of all sites after use. Misuse of equipment and facilities (including not using reserved space, and/or neglect in following facility-use procedures) as well as inappropriate conduct and actions while participating in any Sport Club related activity, will jeopardize the club's continued recognition. **Alcoholic beverages are not permitted at any Athletics & Recreation facility. It is the club's responsibility to monitor all club events (including the actions of spectators) to ensure that alcoholic beverages are not on site. Games may be delayed until the problem is corrected or may be canceled if the situation is not addressed.**

Any club hosting an event will be required to have a Certified Athletic Trainer to be onsite during the event. This person will act as first responder in all medical situations. Clubs may be required to cover the cost of having additional staff at their events.

CLUB FINANCES

Funding

Because sport clubs may receive limited funding from the University, each sport club should develop a revenue plan to fund their activities. Sport club funds must be used for the benefit of the entire group. Revenue for sport clubs will normally come from the following sources:

1. Membership dues
2. Fundraising activities

3. Budget allocation from Recreation and Athletics
4. Donations from individuals and corporations

Dues

Each club is required to collect dues from each member to assist in offsetting club costs. The amount charged per organization will be submitted and approved through the Competitive Sports office each year.

Appropriate/Inappropriate Expenditures for University Funds

All expenditures for sport clubs using University funds must have **prior approval** of the Competitive Sports office. Clubs not receiving prior approval will not be allowed to use funds to cover costs. Possible expenditures for a club are: equipment, travel, officials, entry fees, dues, t-shirts, and uniforms.

Fundraising

All fundraising activities (whether on or off-campus) require specific prior approval from the Competitive Sports office. A fundraising request must be submitted to the Competitive Sports office for review and approval prior to event date.

THE BUDGET APPROPRIATION PROCESS

Budget requests are submitted by clubs and forwarded for review to the Sport Club Advisory Board in early spring. The board's recommendations are then forwarded to the Competitive Sports Coordinator. Allocations are finalized during the summer and the final amount is announced to the club in September. Budget requests must be balanced when submitted.

General Information

Budget requests are for the following academic year. Base projected budgets on the best information available – what the club has done during the current year. If major changes are expected in the future, indicate why. Attach as much supporting documentation as is feasible. Make requests self-explanatory. Each club's previous year budget request is available for review.

Completing the Budget Request Form

1. Club Operating Expenses
List expenses associated with the daily operation of the club. Include expenses incurred in recruiting new members, communicating with the membership, publicity and any other costs associated with maintaining the club.
2. Competition Expenses
Include all expenses to participate in these contests, such as League/Association dues, officials/judges' costs and facility rental fees.
3. Travel Expenses
Calculate transportation to and from the site (vehicle rental, airfare, fuel, mileage, and lodging). **Do not** include meals. Listed below is some useful travel information.

Non-University Van Rental: \$75-90/day plus mileage
Lodging: \$100-200/room/night, 4 persons to a room.

Estimated fuel cost can be based on the [Federal Standard Mileage Rate](#). Reimbursement for approved personal vehicles will be calculated one-way to destination.

4. **Equipment**
List any equipment the club would like to purchase for general club use. This list should not include any “personal equipment” such as t-shirts or shoes. Please also indicate the life expectancy of this equipment. Any equipment purchased becomes the property of the University and the Recreation & Athletics department for the club’s use.
5. **Dues**
How many members are expected? What amount of dues will the club charge? Will this be a yearly charge or a charge per semester?
6. **Donations**
Does the club plan on soliciting donations? If so, list all estimated donations both corporate and private along with how they will be solicited.
7. **Corporate Support**
List all potential corporate support, including cash donations, equipment or discounts the club expects to solicit next year. Include the company’s address and contact person.
8. **Fundraising**
List all potential fundraisers including expected expenses and revenue.

Timeline

1. Each club submits a budget request to the Competitive Sports Office. Budget requests will be submitted in early spring.
2. Each request is reviewed and analyzed by the Sport Club Advisory Board to determine each club’s adjusted request. A presentation is scheduled mid-Spring Semester with the Sport Club Advisory Board for each club submitting a budget request. At that meeting, the club will make an oral presentation of their budget for the upcoming year. Inappropriate and unjustified expenditures will be deducted from the original request.
3. The Sport Club Advisory Board will use the following criteria in determining the recommended funding level:
 - a. Number of participants and dues charged
 - b. Fundraising activities
 - c. Costs associated with the club
 - d. Anticipated needs
4. The recommended funding levels will then be forwarded to the Competitive Sports Coordinator who, in consultation with the Associate Director-Recreation, will make the final budget allocations using above recommendations and criteria. The club will then be notified of their allocation for the upcoming year.

PURCHASING PROCEDURES

If the club desires to purchase items for club use, arrange a meeting with the Competitive Sports Coordinator to seek approval and process the order. All purchases **must first receive approval of the Competitive Sports Coordinator. Do not purchase any item before meeting with staff to have proper purchasing procedures outlined.** It takes time to process purchase orders; seek approval well ahead of the date an item is need. There are several ways in which goods/services can be purchased. **All equipment purchases become the property of the University of California, Merced and the Recreation & Athletics Department.**

The first step in purchasing any item is to complete the Purchase Request form in [ARMS](#).

Purchase Order

To obtain goods/services through a purchase order the following steps must be used:

1. Complete and Submit a Purchase Request form.
2. Attach the price quote including the vendor's name, date, items requested with serial/model number, and amount of purchase (all new vendors must submit a W-9 form).
3. A purchasing request will be created.
4. A purchase order will then be sent to the vendor from the University.
5. The product will then be shipped to the Recreation and Athletics office and the club will be notified upon arrival.

Pre-Payment

Pre-Payment is used to purchase goods/services for which payment is needed prior to receiving them.

1. Complete and submit a Purchase Request form.
2. Attach the price quote including the vendor's name, date, items requested with serial/model number, and amount of purchase (all new vendors must submit a W-9 form).
3. A purchasing request will be created.
4. A check will be mailed to the vendor directly from the University.
5. The product will then be shipped to the Recreation and Athletics office and the club will be notified upon arrival.

EQUIPMENT AND STORAGE

All equipment should be kept in good working order. Any unsafe equipment should be reported (returned, if possible) to the Recreation and Athletics office immediately.

Limited storage space is provided for clubs to store their equipment. All clubs should return equipment to storage when not in use.

Inventory

An equipment inventory form for each club is kept on file in the Competitive Sports office. Staff will monitor the equipment inventory list. The club representative is expected to conduct a thorough, hands-on inventory and complete the inventory form at the end of each spring semester. This includes jerseys, balls, pads, boats, and motors.

TRAVEL REGULATIONS AND PROCEDURES

The Athletics and Recreation staff will assist clubs with their travel plans. Club members must receive approval **prior** to departure. All clubs must make travel arrangements through the Competitive Sports Office. Clubs failing to make travel arrangements through the Competitive Sports Office will not be allowed to use University funds for the trip along with disciplinary action being taken. Clubs travelling must adhere to all University and departmental travel rules.

Approvals

The Competitive Sports staff must approve all travel whether the Club intends to use University funds.

Travel Forms

A Travel Request Form for any trip from campus must be completed through [ARMS](#) by the deadline outlined in the Timeline for Requests section. If the forms are not on file, the club may not be allowed to travel. For overnight trips, clubs should work with the Competitive Sports Coordinator and the Travel Coordinator to secure lodging.

Alcoholic Beverages/Illegal Substances

The transportation and/or consumption of alcoholic beverages or illegal substances are prohibited while traveling on University-sponsored Sport Club trips. Failure to abide by this policy will jeopardize the Club's recognition.

Methods of Travel

University Vehicles

Recreation and Athletics has a fleet of vans and suburbans that may be available to use for club travel. Clubs should submit their request to use the vehicles as early as possible. Vehicles are used by varsity teams and other program areas and some weekends vehicles may not be available. When submitting vehicle requests, please include the number of vehicles needed, departure date and time, destination and return date and time. Upon confirmation, the club will be required to submit the name of the members who will be driving the vehicles. These members must have completed the required driver's training and been cleared to drive by the University. When a club uses these vehicles, they must follow all departmental procedures as stated in the vehicle binder. Vehicles must be returned with a full gas tank.

Rental Vehicles

UC-Merced has agreements with local car rental providers for a discount for any department rentals. To rent a vehicle for club use, the club should provide the following details submitted to the Competitive Sports Coordinator as early as possible. The information needed will be the date and time of departure, number of vehicles, type of vehicles, driver names, and date of return.

Personal Vehicle

Private vehicles may be used for travel provided that the driver of the vehicle has vehicle insurance meeting the minimum coverage required by the State of California, as well as a valid driver's license. Proof of both license and insurance must be submitted to the Competitive Sports office prior to departure. Minimum coverage in California is \$15,000 each person/\$30,000 each occurrence bodily injury plus \$5,000 property damage. Driver's must also complete the driver's agreement.

The following safety guidelines should be followed when traveling by vehicle:

1. All travelers **MUST** wear seat belts or other approved safety restraint devices required by law while the vehicle is in operation.
2. Passengers should help keep drivers alert and watch for signs of drowsiness.
3. Drivers must adhere to the posted speed limits and must obey all traffic laws and regulations.
4. A designated club member will serve as the navigator. The navigator will sit in the front passenger seat and will remain awake throughout their duty as navigator.
5. Drivers shall not use a cellular phone for any purpose while operating the vehicle.
6. Drivers are responsible for determining that no objects in the vehicle obstruct rear or side views.
7. Driving between the hours of 12:00 a.m. (midnight) and 6:00 a.m. is strongly discouraged except in an emergency situation.
8. The following regulations concerning the balance of driving, sleeping, and breaks should be followed:
 - a. For every 4 hours of driving, drivers should take a 20 minute break.
 - b. For every 12 hours of driving, drivers should take a least a 4-hour rest period.
 - c. Alternate drivers should be provided, on file and certified for trips expected to take more than eight hours.

Airline Tickets

The Competitive Sports Coordinator will aid clubs in securing airline tickets for travel. Clubs wishing to travel by air should begin the process at least twelve weeks prior to travel.

Lodging

An accommodation (hotel/motel) for four to a room is the norm. Exceptions: when male/female ratios make this impossible or when coaches travel with the club, they may have a separate room.

Post Travel Form

Upon return from any travel, the club is required to submit a Post Travel form through [ARMS](#).

PUBLICITY

All promotional materials (including entry forms) require the approval of the Competitive Sports Coordinator prior to printing and duplication. The Competitive Sports Coordinator will provide assistance to clubs in the creation and design of promotional materials. Please be aware that most requests for assistance take at least two weeks.

Web Pages

All Clubs **MUST** maintain a webpage hosted through the Recreation & Athletics department. The following is the minimum expectation for information on the website:

1. Must be updated by the first week of each semester.
2. Must provide representative's contact name and e-mail for prospective members.
3. Must give an overview of the Club and its activities.
4. Must provide the current practice schedule with location and times.
5. Must provide the current competition schedule with location and time (if applicable).

If there are pictures on the website, they must be relative to the sport or activity of the club.

Posting Fliers, Posters, and Publicity Materials in the Gallo and SAAC

Limited bulletin board space is available in Recreation and Athletics facilities to display club posters, pictures, flyers and other information. Check with the Competitive Sports Coordinator for permission to have materials posted in the facility.

COMMUNITY SERVICE

The Sport Club Program encourages clubs to be involved in community service projects. Involvement in these unique opportunities can provide an excellent learning experience for a club and its members. Involvement in community service projects helps to create a positive image of the club, Sport Club program and give back to UC-Merced and the surrounding community. Each club is required to complete two events per semester.

A community service event will be defined as an activity in which at least eight of the team members on the official roster participate. The main goal of participating in the event will be to serve a community or philanthropic group. The club itself shall not receive any personal benefits for its involvement in the activity. Clubs must submit the Community Service form within 5 business days of service to receive credit. Forms submitted beyond 5 business days will be filed in the club records but not count toward the minimum requirement.

TIMELINE FOR REQUESTS

- Tabling: **Minimum 1 week in advance**
- Special Event/Community Service: **Minimum 2 weeks in advance**
- Travel:
 - Day Trip without overnight lodging: **Minimum 3 weeks in advance**
 - Overnight with lodging: **Minimum 4 weeks in advance**
 - Post-Travel form for all traveling completions are **due within 72 hours after return from event**
- Hosting/Home Competition: **Minimum 10 weeks in advance**

Failure to abide by these timelines will result in compliance points being lost and may result in your request being rejected.

HAZING

It is against the law for student organizations such as sport clubs to conduct activities that involve hazing. Violation may result in loss of recognition, referral to the Office of Student Conduct and/or local law enforcement agencies.

Action and activities that may constitute hazing include, but are not limited to:

1. Forms of physical activity not part of an organized, voluntary athletic contest or not specifically directed toward constructive work.
2. Any activity that might reasonably bring physical harm to the individual.
3. Paddling, beating or otherwise permitting someone to hit another individual.
4. Requiring one to wear any degrading or uncomfortable garments.
5. Depriving one of the opportunities for sufficient sleep (6 hours per day), decent and edible meals or access to means of maintaining body cleanliness.
6. Activities interfering with one's academic efforts by causing exhaustion, loss of sleep or reasonable study time.
7. Requiring one to consume alcohol.
8. Forcing, coercing or permitting one to eat or drink foreign or unusual substances such as raw meat, eggs, salt water etc.
9. Having substances thrown at, poured on or otherwise applied to the bodies of individuals.
10. Morally degrading or humiliating games or any other activities that makes an individual the object of amusement, ridicule or intimidation.
11. Trips which are conducted in a manner that endangers the health or safety of an individual.
12. Subjecting one to cruel or unusual psychological conditions for any reason.
13. Any requirement that compels someone to participate in any activity which is illegal, perverse, publicly indecent, contrary to the individual's genuine moral and/or religious beliefs, or contrary to the rules, policies and regulations of the University.

CALIFORNIA HAZING LAW EDUCATION CODE SECTIONS 32050-32052

A. Hazing – 32050

As used in this article, “hazing” includes any method of initiation or pre-initiation into a student organization or any pastime or amusement engaged in with respect to such an organization in which causes or is likely to cause, bodily danger, physical harm or personal degradation or disgrace resulting in physical or mental harm to any student or other person attending any school, community college, college, university or other educational institution in this state but the term “hazing” does not include customary athletic events or other similar contests or competitions.

B. Criminal Penalties for Hazing – 32051

No student, or other person in attendance at any public, private, parochial, or military school, community college, college, or other educational institution, shall conspire to engage in hazing, participate in hazing, or commit any act that causes or is likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to any fellow student or person attending the institution.

The violation of this section is a misdemeanor, punishable by a fine of not less than one hundred dollars (\$100), nor more than five thousand dollars (\$5,000), or imprisonment in the country jail for not more than one year, or both.

C. Forfeiture of Funds and/or loss of University Recognition due to Participation in Hazing – 32052

Any person who participates in the hazing of another, or any corporation or association which knowingly permits hazing to be conducted by its members by others subject to its direction or control, shall forfeit any entitlement to state funds, scholarships, or awards which are enjoyed by him/her and shall be deprived of any sanction or approval granted by any public education institution or agency. The governing board of any public school, public college, public university or other public educational institution or agency shall adopt rules and regulations to implement this section.

If the Attorney General or the district attorney of any county or city has reason to believe that a forfeiture should be declared under this section, he or she may institute a special proceeding in the superior court to establish such forfeiture. Any funds so forfeited shall be deposited in the State Treasury and credited to the State School Fund.

DISCRIMINATION AND HARRASMENT

The campus has both formal complaint procedures and an informal advisory system for the resolution of complaints of discrimination or harassment based on race, color, national origin, religion, sex, sexual orientation, physical or mental disability, or age.

1. Formal Complaints

Generally, formal complaints will not be considered unless a written complaint is filed with the Office of Student Conduct within 30 calendar days of the time the student could reasonably be expected to have knowledge of the injury allegedly caused by the offensive actions.

2. Informal Complaints

Students may attempt to resolve their complaints informally, and may seek information and assistance from a variety of campus resources on an informal basis.