

2015-2016

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**SPORT CLUB HANDBOOK**

**Section 1: General Program Information**

**1.01Introduction**

The Sport Club program is designed to provide UC Merced students, with a mutual interest in a competitive sporting activity, an opportunity to collectively pursue their interest in more depth. While the campus Recreation and Athletics office administratively supports the program, overall, each club is formed, developed, directed, and controlled by its student members within University guidelines.

The Sport Club program is designed to offer opportunities to participate in a number of competitive sport activities at various competitive skill levels. Established in 2006, the Sports Club program has operated within the Recreation and Athletics Department and has functioned on student initiative and leadership. The program continues to do so in the current year, and many years to follow. Financial support for Sport Clubs comes from club dues and fundraisers. In addition, discretionary funding may be offered through the Recreation and Athletics Department.

Student leadership, fundraising interest, and participation are important ingredients for successful club activities. While the Sport Club office provides guidance and encouragement, it is active student involvement that leads to a positive, fulfilling experience for its club members. Student members determine the success and effectiveness of the club.

This handbook has been prepared to serve as an aid to club officers, members, advisors, and coaches/instructors in the conduct of their club activity. In addition to containing specific policies and procedures to be followed, this handbook also assists clubs by explaining those privileges and responsibilities associated with becoming affiliated ad recognized as a UC Merced Sport Club.

**1.02 Definition of a Sport Club**

Sport Clubs are recognized campus organizations registered with the UC Merced Recreation and Athletics office. These competitive clubs have been established to promote and develop skills and interest in a particular sport. A sport club may be categorized as Conditional, Recreational (Tier 3), Competitive (Tier 2), or Nationally Competitive (Tier 1). Sport clubs may be active August 22nd through May 2nd.

**1.03 Objectives of a Sport Club**

The Sport Club Program is designed to provide participants with the following opportunities:

1. To learn sport skills.
2. To develop individual potential in a given sport or activity.
3. To contribute to an individual’s physical and mental fitness.
4. To participate in structured competition with other colleges, universities, and Amateur clubs.
5. To interact socially and share common interests.
6. To acquire leadership skills.

**1.04 Important Dates**

Item Day/Due Date

Informational Fair......................................................................................................Monday/August 24

First Day of School………………………………………………………………………..Wednesday/August 26

Officers Meeting………………………………………………………………………….Monday/September 1

Coaches Meeting………………………………………………………………………...Tuesday /September 2

SCAB Meeting……………………………………………………………………………..…..End of Every Month

Officer Meetings………………………………………………………………………………End of Every Month

Request Forms Due Date

Purchase Request Form…………………………………………………………….3 weeks in advance

Travel Request Form...………………………………………………………………..1 week in advance

Fundraiser Request Form………………………………………………………1 month before event

Special Event Request Form………………………………………………...…1 month before event

**1.05 Recreation Center Directory and Reference**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Title**  | **E-Mail** | **Phone Number** |
| David Dunham | Director | ddunham@ucmerced.edu | 209.228.8326 |
| Dave Noble  | Associate Director | dnoble@ucmerced.edu | 209.228.8326 |
| Allen McCreary  | Competitive Sports Coordinator | amccreary@ucmerced.edu | 209.228.2236  |
| Marie Supanich | Assistant Director of Recreation | msupanich@ucmerced.edu | 209.228.2247 |
| Hannah Brown | Assistant Director of Recreation | hbrown6@ucmerced.edu | 209.228.2949 |
| Brian Chongtoua | Sports Club Coordinator | bchongtoua@ucmerced.edu | 559.977.2122 |
| Michael Pierick  | Sports Club Supervisor | mpierick@ucmerced.edu | 858.774.6242 |
| Nick Magyari | Sports Club Supervisor | nmagyari@ucmerced.edu  | 415.994.1040 |
| Adam Lazar  | Sports Club Supervisor | alazar@ucmerced.edu | 818.309.7360 |
| Ryan Edwards  | Sports Club Supervisor  | redwards@umerced.edu | 916.835.4404 |
| Roman Guerrero | Sports Club Supervisor | rguerrero5@ucmerced.edu | 909.217.9793 |
| Molly Lincoln | Sports Club Supervisor | mlincoln@ucmerced.edu | 619.797.7395 |
| Jecenia Trinidad | Sports ClubSupervisor  | jtrinidad6@ucmerced.edu | 818.263.5616 |
| Erika Ochoa | Sports Club Superviosr  | eochoa7@ucmerced.edu | 661.742.5010 |

**1.06 About the Program**

 A. General Information

1. The University of California-Merced Sport Clubs Program offers students the opportunity to participate in 8 different recreational and competitive sports. And, as an alternative to Intercollegiate Athletics, Physical Activity classes, and Intramural Sports, Sport Club teams combine instruction and competition at various levels.
2. Most sport clubs are members of a league or association, and offer a competitive component. Teams may travel and have experiences similar to an intercollegiate team. In addition to the clubs’ competitive aspect, they may also have instructional and recreational components within their structure.
3. There is no experience needed in order to join a sport club team. Everyone who wishes to participate is welcome, however, teams may limit roster sizes for travel and competition purposes.
4. Sport Club teams are student organizations. This means that students initiate, develop, and organize their teams. The success of a sport club team can be attributed solely on the dedication of the students who run them.

 B. Commitment to Success

1. The Sport Club program at UC Merced is on route to becoming one of the best in the nation.

 C. Eligibility

1. Membership in the Sport Clubs program is open to all UC Merced students. Anyone interested in joining a team must meet any requirements set forth by the program, sports association/league, and the individual club. All participants must also obtain primary health insurance, and have proof of that insurance before the time of initial participation.

***UCM SPORT CLUBS ARE AA / EOE***

***ALL ABILITIES / EQUAL OPPORTUNITY ENJOYMENT!***

**Section 2: Membership, Registration and Eligibility**

**2.01Policy on Discrimination**

Each club will determine its own membership rules. However, no student may be discriminated against by any student organization such as a sport club for reasons of race, color, national origin, religion, gender, sexual orientation, physical or mental handicap or age. Although many clubs prefer not to limit the number of members allowed joining their ranks, it is recognized that only a certain number can realistically participate in practice and/or competition. Each club must work out a fair and equitable method for accommodating all of its members’ needs for participation in practice and competition.

**2.02 Requirements for Participation**

Participation in the UC Merced Sport Club program is voluntary. Membership is limited to students who pay full registration fees and those who are in good standing academically. Non-students, concurrent students, as well as spouses of students or faculty/staff are **not eligible** for sport club membership.

Sports club membership is categorized in the following manner:

1. **Student Members** are members who have full membership privileges, which entitle them to the following:
2. Participating in practices, selected competitions, meetings, and social events.
3. Holding any officer position within the club.
4. Voting club matters.
5. Controlling club finances.
6. Reserving University facilities.
7. Representing the club to the University.
8. Soliciting funds on behalf of the club.
9. Applying or registering for sport club status.

**2.03 Registration Procedures**

In order for a student organization to receive/retain Sport Club status, the following criteria must be met:

1. The group’s purpose and activity must be consistent with the philosophy and objectives of the Sport Club program.
2. The group must engage in a sporting activity.
3. The group must provide balance or add to the variety of sporting activity on campus.
4. The number of students interested in participating in the proposed activity is either (1) a minimum of ten, or (2) the minimum number over ten needed to participate in the activity.
5. Suitable facilities and equipment must be available such that the club can meet, practice, and hold competitions.
6. The group must be **financially self-reliant**.
7. The group **must not** create a demand for resources (i.e., staffing or facilities) greater than that which can be met by the Recreation and Athletics office.
8. Submit preliminary budget
9. Submit facilities request.
10. Submit preliminary competition schedule.

**2.04 Application Procedures for New Clubs**

1. Complete a **UC Merced Sport Club application form.**
2. Submit a **petition to form a new sport club**, which is signed by the individuals who would like to the join the club.
3. Schedule an appointment with the competitive Sports Coordinator.

Sport Club status is granted when the structure of the group and the membership is such that successful accomplishment of purpose may be reasonably predicted and UC Merced Sports Club finances are available to support the club without jeopardizing support of established clubs.

All new clubs admitted to the Sport Club program shall have conditional status. Conditional clubs will have one year to demonstrate stability and ten (10) weeks to develop a club constitution and by-laws. Upon successful completion of conditional status, a club will automatically be elevated to Tier 1, 2, or 3 based on competitive league availability.

**2.05 Registration Procedures for Returning Clubs**

The following must occur each year, prior to first club activity (i.e., meeting, practices, etc.), for a club to re-register. Failure to perform any of these items may result in loss of Sport Club status, facility reservation, and/or funding.

1. Prior to first club activity (i.e., meeting, practices, etc.), each club's officers must meet with the Competitive Sports Coordinator to discuss their responsibilities and to be advised of University policies and procedures.
2. Submit a completed **Sport Club Registration Form**, prior to the first club activity or by the end of August 31, 2014.
3. Each sport club must review, revise and adopt the club's constitution by the end of the August 31, 2014.
4. When applicable submit a **Coaches/Instructor Registration Form** for each prospective coach or instructor prior to the first club activity.

**2.06 Tier System**

1. **Conditional Sport Clubs** are generally clubs in their first year of activity or existing clubs that are experiencing a decline in student interest. Conditional clubs have one school year to demonstrate stability in terms of club leadership, student interest, and support in terms of club members. Financial assistance from the UC Merced Sport Club office may be available in limited amounts to assist new clubs with promotional activities. Upon successful completion of the conditional status, a club will be automatically elevated to Recreational status or may apply for competitive or Nationally Competitive status.

**Criteria:**

1. The ability to maintain a consistent membership of at least 10 (or minimum required by the activity) active student members during practices and meeting times.
2. Demonstrate effective club leadership skills.
3. Ability to operate with zero funding from the Sport Club office.
4. Must complete all administrative duties for the sport club program as outlined in this manual.
5. Ability to operate at the lowest priority for facility reservations.
6. Must have at least 1 organized scheduled game, competition or event.
7. Must require all team members to pay minimal dues. (Based on desired or existing tier)
8. **Recreation Sport Clubs (Tier 3)** are clubs that focus on instruction and recreational activities on campus. This tier is designed for clubs that are established clubs who do not have a nationally competitive league. Financial assistance from the UC Merced Recreation and Athletics office may be available, in limited amounts, to assist Recreational clubs with their special needs.

**Criteria:**

1. Emphasis on recreational activities.
2. Ability to maintain a consistent membership of at least 10 active UC Merced student members during practice and meeting times.
3. Demonstrate effective club leadership skills.
4. Compete in external competitions, leagues, tournaments, or hold demonstrations.
5. May have an instructor, coach, or student acting as an instructor or coach.
6. Primarily self-supporting with minimal monetary support from the program.
7. Must maintain club website (limited).
8. Must have at least 2 organized, scheduled games/competitions, or events.
9. Must be in good standing with the Sport Club administration.
10. Must be a sport that competes on an individual basis.
11. Minimum registration fee of $75 per player.
12. **Competitive Sport Clubs (Tier 2)** are clubs that travel and compete against other teams and/or individuals from other amateur organizations, colleges, and universities. Clubs at this level are competitive, have organization, practice and compete towards a ranking or standing. Discretionary funding may be used for travel, and activities associated with competition.

**Criteria:**

1. Demonstrate effective club leadership skills.
2. Ability to maintain a consistent membership of at least 10 active UC Merced student members during practice and meeting times.
3. Must be part of a National or Regional Association.
4. Must compete in a collegiate club league.
5. Must maintain practice schedule for at least one semester.
6. Primarily competitive in 6 or more intercollegiate or open competitions per year.
7. May have a demand for skilled participants.
8. May have a paid instructor or coach.
9. May have the ability to qualify for post-season play, within the 7-month seasonal period.
10. Must be in a good standing with the Sport Club administration.
11. Clubs must show a minimum of 10% of annual budget raised through fundraising activity (excluding dues).
12. Minimum registration fee of $100 per player.
13. **Nationally Competitive Sport Clubs (Tier 1)** are clubs that compete at an extremely high level and seek to advance to national competitions on a consistent basis. There clubs typically have to qualify for Regional and National play. Clubs in this tier have strong and effective leadership, generally have some level of coaching, are associated with a league or organization that has national championship affiliations and have full intentions to transfer to a varsity level sport in the near future. Funding is used for travel, league dues, officials, and activities associated with competition.

**Criteria:**

1. Ability to maintain a consistent membership of at least 10 active UC Merced student members during practice and meeting times.
2. May have a demand for highly skilled participants for skill development or may require competitive tryouts.
3. Existence of a national governing board for the sport.
4. Existence of a National Championship in the sport at the Sport Club level.
5. Reasonable qualifying procedures for the national championship.
6. Must complete all regular season competition and matches (no forfeits).
7. Must have at least 8 organized scheduled games or competitions.
8. May have a paid instructor or coach.
9. Clubs must show a minimum of 25% of their annual budget raised through fundraising activity (excluding dues).
10. Must be in good standing with the Sport Club administration.
11. Must have near future aspirations to become a varsity sport, as designated by the Recreation and Athletics Director, and the Competitive Sport Coordinator.
12. Minimum Registration fee of $150 per player

**2.07 Application Process for Tier Level Change**

Clubs desiring to elevate from Recreational status to Competitive status, or from Competitive status to Nationally Competitive status must submit a Tier Level Change Application to the Sport Club office. If the sport club desiring a change in status meets the criteria for the desired status, the Competitive Sport Coordinator will forward the request to the Sport Club office for recommendation. The Competitive Sports Coordinator shall make a determination in consideration of the Sport Club office recommendation. Application for Tier level change can take place at the end of the clubs season, or before the beginning of a new season. New club status will be granted for the following school year.

**Section 3: Sport Club Organization and Leadership**

**3.01 Privileges of a Sport Club**

Once a group receives sport club status, it is eligible for certain privileges. All sport clubs are entitled to the following privileges: the right to use the University’s name (except when establishing a bank account) with approval, priority reservation of recreation facilities, equipment and services of the Sport Clubs staff as defined in this handbook, ability to conduct fundraising events on campus, promotion of the club’s activity by means of the UC Merced Sport Club website, posters and flyers. Additional privileges available to competitive clubs include off-campus trip insurance, consideration for partial financial support and access to limited athletic training services.

**3.02 League/Conference Eligibility**

Eligibility certification for league or conference competition may be obtained from the Athletic Eligibility Officer in the Registrar’s Office through the Competitive Sports Coordinator. In order for application to be reviewed, participants must have completed waivers and current information filled out on the Sport Club Database. Requests for such certification must include a list of individuals whose eligibility is to be checked, along with the requirements that need to be met (i.e., number of units, GPA, year in school). All members need to have a completed waiver and individual dues paid in full, before checks can occur. It is important that these forms are turned in at least two weeks prior to National competition to the Competitive Sports Coordinator because it can take weeks to process information.

In cases where the league/conference eligibility requirements are less than the Requirements for Participation in UC Merced Sport Clubs, individuals must meet the Requirements for Participation in UC Merced Sport Clubs.

**3.03 UC Merced’s Academic Requirements**

Each student must maintain a cumulative GPA of at least 2.00 to be eligible to participate on a sport club team. In addition, students must attend mandated study table hours as listed below:

1. Freshman 4 hours/week the first semester, and 4 hours/week the second semester.
2. Any upper classmen falling below a 2.3 GPA their first semester must attend 4 hours/week the second semester regardless of cumulative GPA.
3. If the athlete’s cumulative GPA is above a 2.3, no study table hours are necessary.

**3.04 UC Merced’s Service Requirements**

Each team is required to attend 2 community service events per semester, dedicated to the local community, environmental or school organization events. Each team must provide at least 8 members to participate in such events. (A team may wish to identify a local non-profit organization to fulfill this requirement. Ex. Boys and Girls Club). Events including, but not limited to The Ma Kelley Event, and the Holiday Parades are required events that will not be counted towards the 2 community service events per semester.

Clubs have the opportunity to attend community service during the summer prior to the beginning of the season. Reminder, each team must have at least 8 members participating in the community service events.

Failure to complete the 2 Community Service events will put your respective team on probation.

**3.05 Player Eligibility**

Each team is required to perform 10 volunteer service hours per academic year, dedicated to the local community, environmental or school organization events. Each team must provide at least 8 members to participate in such events. (A team may wish to identify a local non-profit organization to fulfill this requirement. Ex. Boys and Girls Club). Events including, but not limited to, the Holiday Parades, are required events that will not be counted towards a given clubs cumulative service hours.

Clubs have the opportunity to perform service hours during the summer prior to the beginning of the season. Each team must have at least 4 people to receive half the time of the actual event. (Ex. With 4+ people, and event that was 4 hours long will give the club 2 community service hours). To receive full hours, 8 or more members need to attend. The summer community service hours are limited to 10 hours.

Failure to complete Community Service hours will put your respective team on probation.

Each team is also responsible for filling out a community service time sheet to be awarded hours for their service.

**3.06 Sport Club Constitution**

Each sport club is required to submit a constitution and by-laws to the Competitive Sports Coordinator at the beginning of each school year. Guidelines and examples are available at the Recreation and Athletics office. Every club must include the following articles in their constitution:

Article I

1. Name
2. Statement of Purpose

Article II

Membership

1. Eligibility
2. Qualification for membership
3. Tryouts
4. Attendance
5. Conduct
6. Withdrawal/removal of members

Article III

Finances

1. Dues
2. Fundraising (possible ideas, out-comes, etc.)

Article IV

Executive Committee/ Officers

1. Duties and Responsibilities
2. President
3. Vice president
4. Secretary
5. Treasurer
6. Travel officer
7. Nomination/ Election process
8. Procedures for filling officers
9. Procedures for removal of officers

Article V

Coaches

1. Duties/ Responsibilities

Article VI

Uniforms and Practice/Games

1. Uniforms: any additional costs, maintenance, etc.
2. Practice Schedules, requirements, times, dates, etc.

Article VII

Contacts

1. Officers
2. Campus Recreation

**3.07 Officers Responsibility**

1. Officers must operate the club in compliance with the University and Sport Clubs Program guidelines, as well as the contents of this Sports Club handbook, and the respective Sport Club’s constitution.
2. All Sport Club officers must attend a mandatory Sports Club officer meeting each semester.
3. Club officers listed on the **Registration Form** must fulfill all financial obligations entered on behalf of its club members and shall be held personally accountable for all club debts incurred. The University is not liable for any club debts. Those who are no longer officers of the club must notify the Competitive Sports Coordinator in order to remove this liability.
4. Officers must see that all league/association obligations are met.
5. Officers shall inform club members of University and Sport Clubs policies, procedures, club constitution, and emergency procedures.
6. Officers shall have of its club members complete a **Sport Club Athlete Information sheet, waiver, assumption of Risk and Indemnity Agreement,** (which includes a statement of health and insurance), **student ID number,** as well as a read and signed copy, a **Rules and Regulation Form** prior to participation in any club activity. Waivers, along with all other forms listed above must be returned to the Recreation and Athletics Office prior to any supervised practice or activity.
7. Officers must obtain approval by Competitive Sports Coordinator prior to any fundraising activities.
8. Officers shall submit a tentative schedule of competition for each semester to the Competitive Sports Coordinator for approval within the first month of instruction that semester.

Schedule changes must be made with the Recreation and Athletics Department, at least *ten working days* in advancedof the competition. ***Competitive schedules are tentative until approved by the Competitive Sports Coordinator. Facilities may not be available for schedules that have not been approved. After submission, no new home games may be added.***

1. Officers shall submit a **Travel Roster and Itinerary Form** for each activity/competition held off campus *two working days* prior to the date of departure.
2. Officers shall arrange for facility reservations for practice and competition a month prior to the start of school for each semester, Fall and Spring.
3. Officers shall submit a registration form for each coach/instructor/advisor each academic year and make sure the coach attends a mandatory coach’s meeting prior to coaching. Continuation of coaching duties is not automatic and must be registered annually.
4. Officers shall ensure that anyone driving a private vehicle to and from a scheduled Sport Club event has a valid driver’s license and that the private vehicle used meets minimum insurance requirements of the state of California. Furthermore, officers will ensure that all drivers have completed and signed the drivers agreement form provided by the Sports Club Coordinator.
5. Officers will maintain responsibility and account for all sport club equipment, including, but not limited to, uniforms, balls, pads, nets, etc.

**3.08 Coaches/Instructors/Advisors**

1. Arrangements for coaches/instructors are the responsibility of the sport club. The competitive Sports Coordinator must approve all coaches selected by the club. Except for Tier 1 club teams, coaches/instructors are volunteers for club teams. (Tier 1 club teams may compensate coaches up to $500 for coaching services.)
2. All volunteer coaches/instructors must complete a **UC Merced Coach/Instructor Registration Form, UC Oath and Patent Form,** and **volunteer without salary appointment form** and meet with the competitive Sports Coordinator for orientation prior to becoming involved with club activities. In addition, coaches must attend a mandatory coaches meeting prior to working with the spots club. Meetings are held each semester or year, as needed. Failure to attend a meeting prior to coaching will result in suspension of coaching activities.
3. The coach/instructor must be aware of and follow all university and departmental procedures relative to the Sport Club program which include the following:
4. Observe that the university prohibits legally impermissible discrimination.
5. Understand that it is illegal to participate in the hazing of a student or to knowingly permit hazing to be conducted by sport club members.
6. Understand that no alcohol or drugs are allowed at team functions scheduled, supervised, or sponsored by the UC Merced Recreation and Athletics Office. At away contests, this policy applies to coaches and athletes from the time they leave campus until they return.
7. The coach should restrict his/her contributions to coaching and should refrain from activities involved in the club’s management. A sport club is first and foremost a student organization and, as such, the officers of the club (not the coach) must serve as liaisons between the club and the Sport Club staff. The emphasis of the Sport Club program is student leadership and participation. The officers of the club must handle club business matters (reserving facilities, purchasing equipment, submitting forms, and hosting events) with the coach/instructor serving in an advisory capacity.
8. Coaches/instructors must help ensure/teach good sportsmanship at all times.

Coaches/instructors and players alike must always conduct themselves such that they represent UC Merced in a positive manner. When involved in off-campus activities, be aware that you are representing the University from the time of departure until the time the club returns.

1. The Competitive Sports Coordinator has the right and the obligation to protect the club, and if in the Coordinator’s opinion, the coach/instructor is not working in the best interest of the club, the coach/instructor will be relieved of his/her coaching duties.
2. Club officers must register coaches/instructors each academic year. Continuation of coaching/instructing duties is not automatic.
3. UC Merced does not provide medical insurance for Sport Club Coaches/Instructors; therefore, it is recommended that all coaches/instructors purchase medical insurance. Coaches/Instructors who have been approved by the Competitive Sports Coordinator will be eligible for Worker’s Compensation.

**3.09 Sports Club Advisory Board (SCAB)**

* + 1. Each team is to identify an officer that will represent their respective sports club during any and all SCAB meetings.
			1. If that member is unable to attend a given meeting, they are allowed to assign one other officer to act as their proxy. After the meeting, it is the responsibility of the two club officers to meet in order to fill in the primary representative of all happenings during the meeting
		2. The primary purpose of SCAB is to discuss all club happenings. During this meeting, the club representatives will meet in order to mediate the criterion that all clubs and club members need to abide by.
		3. If any issues are present with either the sport club organizations or the recreation and athletics department, it is the responsibility of the representative to bring light to these issues during SCAB meetings
		4. As a last line of defense, the SCAB board has the right to act as a disciplinary board. The consequences they are capable of bestowing are stated above.

**Section 4: Risk Management, Insurance and Safety**

Participation in the Sport Club Program is voluntary, and participants are required by the University to have insurance. UC Merced does not carry medical insurance for sports club participants except as noted in under “Insurance Coverage” below (All students are required to have health insurance to be in school.

**4.01 WAIVER RELEASE AND INDEMNITY AGREEMENT**

Each club member (new and returning) must sign the **Waiver, Release, and Indemnity Agreement** and attest that they acknowledge the basic rules and regulations of the Sport Club program as well as the risks inherent in the sport/activity **PRIOR** to participating in any sports club **practice or competition**.

**4.02 RISK MANAGEMENT**

To ensure the safety of all participants, it is best to prevent accidents and injuries before they happen, therefore, it is strongly recommended that each Sport Club develop, implement, and practice the following safety policies:

1. Club officers, coaches, and instructors should review the risks inherent in their sport with the membership and emphasize safety at all times.
2. Review the club’s emergency procedures with the Sport Club Supervisor.
3. Review all applicable insurance coverage, including that which is available through association with a national governing body.
4. Inspect facilities and equipment prior to each practice, game, or special event. Report unsafe conditions to the respective Sport Club Supervisor immediately, or if at an off-campus venue, report the condition to the Recreation and Athletics Office.
5. Identify club members with First Aid and CPR training.
6. Provide a first-aid station at special events (required in some cases by the Recreation and Athletics Office).
7. Require all club members participating in an aquatic activity to verify that they can swim (i.e. Water Polo and Aquatics).
8. In the event of an injury where an individual is visibly bleeding, the following precautions should be taken, unless stricter precautions are required by league or sport rules:

* 1. Upon observing a participant with an open wound or blood-stained clothing, club officers or the coach/instructor should stop the activity as soon as is feasibly possible.
	2. All open wounds or breaks in the skin should be bandaged before allowing the participant to return to the activity.
	3. If the participant's clothing is grossly soiled (saturated) with blood or other body fluids, the participant shall be removed from the activity until the clothing can be changed. During a competition, a player leaving the activity to change clothing may be substituted for and then may re-enter the game when beckoned by official.

**4.03 INSURANCE COVERAGE**

1. **H. Rajender Reddy Health Center and Blue Shield Health Insurance**

It is UC Merced policy that all students have health insurance. UC Merced students are eligible to receive services from the H. Rajender Reddy Health Center located on second floor of Joseph Edward Gallo recreation center. Registered graduate, professional, and international students are enrolled in a mandatory Graduate Student Health Insurance Program. Services obtained from providers other than the H. Rajender Reddy Health Center must be authorized in advance by student health. For more information, call 209.228.2273, the insurance office at H. Rajender Reddy Health Center, 8:30 a.m. to 5:30 p.m. Monday through Friday.

1. **Supplemental Accident Insurance (Catastrophic)**

All sports club members are required to sign a **Waiver, Release and Indemnity Agreement and Statement of Health** prior to participating in any practice or competition. Upon signing this form, sport club members are covered by Supplemental Accident Insurance. This medical insurance plan provides for serious and catastrophic injuries which exceed $15,000 within a one-year time period up to a maximum coverage of $250,000 over three years. The injured player or this insurance carrier is responsible for the first $15,000. Coverage under this plan is provided on an excess basis; therefore, all other available benefits must be utilized first.

This policy covers injuries sustained while participating in sponsored and regularly scheduled games, practices, and tryouts. Coverage for travel directly to and from such activity is provided, if the travel is sponsored and supervised by the University.

The injury must be treated within 90 days of the accident. Benefits from this policy are payable for no longer than 156 weeks from the date of the accident.

**4.04 ACCIDENT REPORTING**

When an injury or accident occurs during a sports club practice or competition, an **Accident Report Form** must be completed. A Sport Club Supervisor must be notified of the accident.

**4.05 UC MERCED POLICY ON HAZING**

It is against the law for student organizations such as sport clubs to conduct activities that involved “hazing.” Violation may result in loss of Sport Club status, action by the Director of Student Judicial Affairs, or referral to local law enforcement agencies.

Action and activities that may constitute Hazing, include, but are not limited to, the following\*:

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 minimum), 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 large amounts of alcohol.
8. Forcing, coercing, or permitting one to eat or drink foreign or unusual substances such as raw meat, raw eggs, salt water, onions, etc.
9. Having substances such as eggs, paint, honey, etc. 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. Kidnaps, road trips, etc., 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.

\*These rules apply to undergraduate, graduate, alumni, potential or active members.

**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 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 county 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 educational 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 HARASSMENT**

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.

 **A. FORMAL COMPLAINTS**

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

**B. 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.

**Section 5: Standards of Conduct**

**5.01 DISCIPLINARY PROCESS**

1. Sport clubs are required to comply with University policies, campus regulations, as well as the policies outlined in this manual. Failure to comply with any of these policies will result in fines and/or the loss of sport club status or other administrative actions.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Violations | 1st Occurrence | 2nd Occurrence | 3rd Occurrence | 4th Occurrence |
| Failure to submit Waiver, Release, & Indemnity Forms for a member prior to his/her participation. | $25 | $50 | $75 | $100/ dismissal from sport club |
| Failure to submit Travel Roster and Itinerary Form 2 working days prior to trip | $25 | $50 | $75 | $100 |
| Failure to submit required forms by indicated deadlines (examples include, but are not limited to Coach Application, Constitution Adoption, Competition Schedules) | $25 | $50 | $75 | $100 |
| Failure to submit Fundraising Application Form 1 month prior to event. | $25 | $50 | $75 | $100 |
| Failure to notify the Sport Club Coordinator and Supervisor of a cancelled practice within 24 hours. | $25 | $50 | $75 | $100 |
| Failure to submit Game results within 48 hours after the game. | $25 | $50 | $75 | $100 |
| Failure to attend mandatory meetings. | $25 | $50 | $75 | $100 |
| Failure to pay fine within the 10-day period. | $25 | $50 | $75 | $100 |
| Failure to represent UCM in a positive manner that would require disciplinary action. | $100 | $200 (Club evaluation) |  |  |
| Misuse of University facilities or club property. | $100 | $200 (Club evaluation) |  |  |
| Failure to meet with Competitive Sports Coordinator to re-register each year. | $50 (Probation) | 2 Year Suspension |  |  |
| Failure to return University vehicle cleaned and with a full tank.  | Written warning | $25 | $50 | $75/ meeting with CS Coord. |
| Athlete fails to attend Study table | Warning is issued | Banned from upcoming week activities | Banned from participating pending meeting with CSC | Expelled from team. |

1st occurrence-the president must meet with Competitive Sports Coordinator.

2nd occurrence-all competitive events and funds are frozen until club meets with the Competitive Sports Coordinator

3rd occurrence-all competitive events and funds frozen until club meets with the Competitive Sports Coordinator and the Sports Club Advisory Board (if established). *Subject to (but not limited to): Cancellation of events, suspension of practice, freezing of funds, loss of travel privileges, etc.*

4th occurrence-all competitive events and funds frozen until club meets with the Competitive Sports Coordinator and the Sports Club Advisory Board. *Subject to (but not limited to): Loss of club status, drop in tier level, suspension of all club activities for extended period of time.*

Clubs will be notified of the fine via email. Fines will be deducted from the clubs account. Clubs guilty of committing a major infraction will be required to meet with the Competitive Sports Coordinator to discuss the seriousness of the offense and any disciplinary actions that may be warranted. The club may exercise the right to appeal.

After the second violation within one academic year, the club president will have to attend bi-weekly meetings with the Competitive Sports Coordinator and a Sport Club staff member for the remainder of the academic year.

1. Appeal Process: A club may appeal any disciplinary action within 10 days of notification of the fine in the following manner:

1. The club representative submits a written appeal to the Recreation and Athletics Office.
2. The club representative must meet with the Competitive Sports Coordinator
3. If established, the Sport Club Council presents a recommendation to the Competitive Sports Coordinator.
4. The Recreation and Athletics Director makes the final decision.

**5.02 ALCOHOL POLICY**

The University strives to maintain communities and workplaces free from the illegal use, possession or distribution of alcohol and other drugs. Manufacture, sale, distribution, dispensation, possession, or use of alcohol and controlled substances by University students and employees on University property, at official University functions, or on University business is prohibited except as permitted by law, University policy, and campus regulations. No alcohol or drugs are allowed at team functions sponsored or endorsed by the UC Merced Sport Club Program. A team function is any event in which team members are requested to participate and/or the coach is present. Coaches who host or attend functions attended by student athletes must adhere to this policy. If there are any doubts about the applicability of this policy, the Competitive Sports Coordinator should be consulted. The only exception to this policy is when alcoholic beverages are served during UC Merced special events where consumption of alcoholic beverages is governed by campus policy and the campus has issued an alcohol permit. Consumption of alcohol, drugs or smokeless tobacco while participating as a member of a UC Merced team is a violation. At away contests, athletes and coaches are considered representatives of the University from the time they leave campus until they return.

*Any student-athlete who violates the UC Merced Drug and Alcohol Policy for all students will be dealt with as any other student. Violators of the UC Merced Sports Club Drug and Alcohol policy will be required to meet with the Recreation and Athletics Director, Competitive Sports Coordinator and head coach. In addition, the student-athlete may be referred to Student Judicial Affairs for review. Students violating these policies are subject to disciplinary action, including Suspension or Dismissal from the University, and may be referred for criminal prosecution and/or required to participate in appropriate treatment programs.*

**Section 6: Scheduling Facilities and Events**

**6.01 GENERAL SCHEDULING GUIDELINES**

1. University supplemental insurance covers only **scheduled** **sponsored** and **supervised** club activities.
2. Organized practice or competition may only be conducted on the first day of instruction in fall semester to the week prior to finals starting in the second semester or dead week.
3. Each sport club may be limited to two teams (i.e., varsity and junior varsity; a male varsity-JV, and a female varsity-JV in each sport).
4. Facilities scheduling will be prioritized based on:
5. Teams in season
6. Availability
7. Budget
8. All sport clubs must obtain the prior approval of the **Competitive Sports Coordinator** for any event or activity scheduled off campus. Should any individual club members represent themselves extramurally (solo competitor) no insurance coverage is in effect.
9. **All schedules are tentative until approved by the Competitive Sports Coordinator**
10. Home and away contests should be balanced.
11. League contest(s) take precedence over non-league contest(s). Please be sure to check the availability of facilities before scheduling home contests.
12. No out-of-state or international travel may be scheduled without the approval of the Competitive Sports Coordinator and Recreation and Athletics office.
13. Sports clubs are encouraged to avoid scheduling home competition on religious or legal holidays as designated by the University of California. No services will be made available on University Holidays.
14. University facilities may be available for clinics, camps, and fundraising upon approval from Recreation and Athletics Director.
15. Sport club contests will be conducted on University property without charge to the public except when approval as a special fundraising project has been obtained.
16. Activities shall not interfere with traffic, regularly scheduled campus activities, or the orderly administration of the University, unless such activity are preapproved by the Recreation and Athletics Director in conjunction with all affected campus units.
17. Use of university/club equipment and/or facilities is limited to club members. Equipment may not be loaned out or transported without the prior approval of the Competitive Sports Coordinator.

**6.02 RESERVING FACILITIES FOR PRACTICE AND COMPETITIONS**

1. Requests for the use of Joseph Edward Gallo Recreation center, Hostetler Court or Recreation Field must be made in the following manner:
2. Each club must submit facility requests for practice times to the Competitive Sports Coordinator no later than the last day of the first month of each semester. Each sport club is generally allowed a maximum of three 2-hour blocks of practice time on a weekly basis. The Competitive Sports Coordinator will work closely with the sports club coordinator to schedule practice times for the appropriate facility. Confirmations will be communicated in a timely fashion.
3. Requests for facilities to host regular competitions must be made through the Competitive Sports Coordinator when submitting the club’s competition schedule.
4. The club is responsible for preparation of facilities, including setting up and putting away equipment. Facilities must be returned to original set-up after use.
5. Facility reservations for practice or competition may be cancelled due to inclement weather or poor field conditions. Cancellations must be made to allow for a timely communication for team members and visiting clubs or organizations.
6. Sport club reservations for athletic facilities will be considered on a first come first serve basis.

**6.03 RESERVING FACILITIES FOR SPECIAL EVENTS/TOURNAMENTS**

Special event requests may be made one year in advance of the desired date, and should be made no later than 6 months out to maximize the possibility of hosting the event. Approval of special event requests is based on the availability of facilities, staffing and other resources, the availability of athletic trainers (when required), and the organizational ability of the club. Competitive Sports Coordinator and Recreations and Athletics Director will make approval for special events.

**6.04 GAME/EVENT MANAGEMENT**

When hosting regular competitions, tournaments, or special events, it is the expectation of the Recreation and Athletics Department that each club will represent the University in a positive manner. While UC Merced Sport Club staff may be present to monitor the facility and event, it is the club’s responsibility to greet the visiting team(s), and official(s), direct them to locker rooms or restrooms and advise them on parking regulations. It is also the club’s responsibility to ensure that participants and spectators abide by University policies.

Where large crowds are expected, clubs must coordinate with the Sport Club Coordinator to arrange for more trashcans and/or bleachers. If the size and complexity of the event is such that the club cannot reasonably control matters, the Sport Club Coordinator may require the use of campus recreation employees. In most events a sport club supervisor will be assigned to monitor and act as the representative for the Recreation and Athletics Department and to assist in crowd control and emergency situations.

Clubs are required to utilize the Event Management Checklist to set-up their competitive venue. This will serve as a guide to proper set-up and accommodations for the event. These forms will be stored in the Sport Club binder located in Recreation Office workroom. **It is not the responsibility of the Sport Club staff to set up and break down events**; **they are merely there to assist the teams.** **Sport club staff is strictly used for supervision of facilities and for risk management/emergency situations.** Please make proper arrangements to transfer equipment from storage areas to the place of the event.

After each contest, tournament, or special event, clubs are responsible for putting away or returning borrowed equipment, cleaning all facilities including the locker rooms, and returning facilities to their original set-up.

**6.05 SCHEDULING MEETING ROOMS/ CONFERENCE ROOM**

Reservation of campus recreation facilities for social events or meetings (non-practice or competition sessions) must be arranged directly through the Recreation and Athletics office.

1. Only those club officers designated by the Competitive Sports Coordinator are authorized to make room reservations.
2. A conformation will be sent via phone or e-mail and scheduled time will be posted up.

**Section 7: Travel and Transportation**

**7.01 DEPARTMENTAL DRIVING POLICY AND PROCEDURES**

The University and UCM Recreation and Athletics Department requires faculty, staff and students who regularly drive on official University business must read and sign the Recreation and Athletics Department **Driving Policy and Procedures** document. In addition, each driver must agree and sign the **Driver’s Agreement & Pre-Driving Checklist.**

**7.02 TRAVEL ROSTERS AND ITINERARY**

Each sport club is responsible for making their own travel arrangements with the exception of reserving University vehicles, which is done through the Competitive Sports Coordinator. The University has contract rates for airfare, lodging and rental cars.

Each time a club team competes off campus, the trip contact must turn in a **Travel Roster and Itinerary Form**. This form will include a list of all club members attending the event, the name and telephone number of the off-campus site contact person for emergency purposes the travel root (map quest), as well as the arrival and departure times for travel. The **Travel Roster and Itinerary Form** is due in the Sport Clubs Office seven working days in advance of the departure date to the event.

Each club must designate a “Trip Contact” on their Travel Roster and Itinerary (TRI). This individual is responsible for having all emergency contact information with them at all times.

**7.03 TRAVEL IN PRIVATE VEHICLES**

Private vehicles may be used on sports club business 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 a driver’s license and insurance must be turned into the sports club office. Minimum State of California coverage is $15,000 each person/$30,000 each occurrence bodily injury, plus $5,000 property damage. Club officers are responsible for verifying these documents and submitting them in a timely fashion to the sport club coordinator. Finally, the drivers need to sign the drivers’ agreement provided by the sports club coordinator.

***Insurance coverage for the sports club participant traveling in private vehicles to and from a sport club event is limited to the insurance coverage carried by the driver.***

**7.04 TRAVEL IN UNIVERSITY VEHICLES**

 University vehicles must be reserved in advance by submitting a written request to the Competitive Sports Coordinator. Forms will be turned in at the Recreation and Athletics Office workroom or via e-mail. When the Travel Roster for your trip is turned in, the driver’s names should be indicated. **REMINDER**: Make reservations as early as possible as vehicles are not always available for last-minute requests. Any schedule changes or cancellations must be made known to the Recreation and Athletics Office prior to the reserved date(s). Listed below are guidelines for using University vehicles as approved by the Office of Student Affairs:

1. Only UC Merced students, faculty, staff and docents may operate university vehicles.
2. The person(s) whose name appears on the **Travel Itinerary** must check out the vehicle.
3. Vehicles must be returned within the specified time. Exceptions must be reviewed and approved by the Competitive Sports Coordinator.
4. Copies of these guidelines for University-Owned Vehicles must be available to prospective users of University vehicles. Operators must sign the **Drivers agreement** acknowledging that they have read and understand the regulations governing vehicle use.
5. Violations of these guidelines may result in loss of Fleet Service privileges to the individual or the sports club, and may further result in referral of the individual for disciplinary action.

**7.05 TRAVEL OUT OF THE STATE OR COUNTRY**

Clubs may travel out of the state or country using private vehicles, University vehicles, or commercial carriers (i.e., airplanes, buses). When private vehicles are used, officers should inquire about insurance requirements in route to the travel destination. When traveling in University vehicles, approval from the Recreation and Athletics Office is required. As such, request for out of state travel must be turned in at least 1month prior to the trip. When traveling via commercial carriers, the carrier, as well as the applicable flight numbers and/or route must be attached to the **Travel Roster and Itinerary Form**.

**7.06 TRAVEL RESTRICTIONS**

The Recreation and Athletics Office reserves the right to restrict all travel based on any one of the following: distance, weather, length of stay, location of event, budget limitations, and concern for safety.

**Section 8: Finances and Business Procedures**

**8.01 MEMBERSHIP DUES**

After consulting with the sports club direction to set minimum limit for dues, each club is expected to financially support its activities through membership dues and fundraising. Club officers are responsible for establishing a dues structure that is fair and reasonably meets the club’s budgetary needs. Club officers must maintain a list of paid members for each semester and also provide receipts to their Sport Club coordinator.

**No sport club member can participate in any competition until they have paid in full their respective individual club dues. All club dues are NON-REFUNDABLE.**

**8.02 FUNDRAISING POLICIES**

Officers must obtain approval and coordinate all fundraising activities with the Competitive Sports Coordinator and Recreation and Athletics Director.

 A**. Off-Campus Fundraising**

Sport clubs interested in raising funds off-campus must submit a written proposal to the Competitive Sports Coordinator.

 B**. On-Campus Fundraising**

Sport clubs interested in raising funds on campus must complete the **Application to Raise Funds on Campus** (obtained from the Recreation and Athletics Office) and submit it to the Competitive Sports Coordinator. On completion of the fundraiser, a **Fundraising Evaluation** form must be completed and turned in to the Recreation and Athletics Office within a week’s time of the conclusion of the event.

 1. When charging admission or collecting donations at an on-campus event, cash box and ticket arrangements must be made through the Recreation and Athletics Office.

 2. Clubs planning to use off-campus assistance (i.e., a promoter) to help sponsor an event must obtain permission from the Competitive Sports Coordinator and/or Recreation and Athletics Director.

 3. All film programming must be approved through the Recreation and Athletics Office and Campus Communications Office. The application to raise funds must be signed by the Competitive Sports Coordinator and then submitted to the sports club office.

 4. Food and beverage concession sales during events on campus require approval by the Recreation and Athletics Office and are subject to several conditions. Major criteria used in the review process include conditions specified in the Campus Food Service Contract, the food to be sold, the location of the event, policies of the Environmental Health and Safety Office, etc.

 5. Although your group can sell T-shirts on campus, there are several specifications that must be satisfied before you order them and have them for sale:

 - T-shirts may only be sold on campus with permission from the Recreation and Athletics Office.

 - The T-shirt designs must be submitted to the Competitive Sports Coordinator and/or Recreation and Athletics Director for review with your fundraising applications before the shirt is produced.

* The name of the sport club must be printed on the shirts.
* T-shirts can only be produced by a licensed vendor. Please check with Recreation and Athletics Office.

All variances of names and visual representations of the University of California, Merced, are considered UC Merced “trademarks.” The University owns these trademarks and carefully manages their commercial use. Sport Clubs may use any of the University’s logos or marks after receiving approval from the office of Recreation and Athletics. Direct all requests to use University logos or marks through the Competitive Sports Coordinator and/or Recreation and Athletics Director. Allow one week for approval.

*UC Merced trademarks are the exclusive property of the Regents of the University of California. The marks include any trademark, service mark, name, logo, insignia, seal, design, or other symbol or device associated with or referring to UC Merced.*

 6. Sport clubs must keep records showing how funds were raised, the amounts raised, the expense of raising the funds, and the uses for the funds. These records must be kept current and made available for inspections and/or audit by the Recreation and Athletics Office. The Competitive Sports Coordinator can help with recordkeeping ideas or assistance and may provide a template for use.

 7. Sport Clubs must be clearly identified as sponsors of fund raising events or activities when raising funds.

 **8. Sport Clubs may not solicit door-to-door or person-to-person anywhere on-campus or off-campus. This includes soliciting other registered clubs on campus.**

9. Sport clubs raising funds in violation of policy may have their sport club status revoked.

**8.03 GIFTS AND DONATIONS**

1. Any form of solicitation must be approved by the Recreation and Athletic office to ensure the effort meets University guidelines.
2. Donations made payable to **UC Regents** on behalf of the clubs are tax deductible to the extent allowed by law.
3. UC Regents and gift donations to UC Merced Sport Clubs shall be processed by the Recreation and Athletics Department in accordance with the UC Merced Policy & Procedure Manual and deposited in the club’s University donation account. All monies deposited into the sports club account must be accessed through the Procedures for Using University Allocated Funds.
4. All terms and conditions associated with gifts/donations must be specified in writing.
5. Donations made to the individual team club accounts (not UC Regents) and made payable to Merced Club Sports for deposit in outside accounts, are not tax deductible, and must note the club team name on memo.

 **8.04 SPONSORSHIP**

Sport clubs may secure a sponsor to help with their fundraising under the following guidelines:

1. All sponsorship proposals must have prior approval of the Competitive Sports Coordinator and the Recreation and Athletics Director.
2. The following means of sponsorship may be approved:
	1. Contact with non-alcohol/tobacco companies such as sports-related businesses, eateries, or neutral entities that would not reflect negatively upon the University.
	2. Exchange of goods/gift certificates in exchange for major event sponsorship (trade out); e.g., A & B Company presents the UC Merced Bicycle Race.
	3. Audio-visual promotions in the actual presentation of activity/project; e.g., sports club highlight film/video with a one-minute message by the contracted sponsor; 15/30/60 second spot commercials of the designated event presented by the XYZ Sports Shop.
	4. Product/service endorsement of a commercial enterprise with UCM Club or individual affiliation; i.e. program advertising, uniform logo signage.
3. The sports club program shall follow all of the above outlined procedures and those in the UC Merced Policy & Procedure Manual.

**8.05 PROCEDURES FOR USING UNIVERSITY ALLOCATED FUNDS**

Campus departments accomplish their departmental purchasing through the UC Merced Purchasing System. The Recreation and Athletics Office is responsible for ensuring that requirements and restrictions governing direct purchase delegations are followed:

 A. **Unauthorized Purchases**

An unauthorized purchase is a purchase that is made by a person who lacks the proper authorization to commit university allocated sport club funds. For sport clubs proper authorization is limited to the Competitive Sports Coordinator and/or Recreation and Athletics Director. An unauthorized purchase usually becomes evident, after the fact, with a club request that the Sport Club program pay an invoice from a vendor, a request for issuance of a check to a vendor or the request for a confirming purchase order.

**This is a violation of university policy and reimbursement/payment may not be possible.**

 B. **Entry Fees or League/Association Dues**

Requests for payment of league/association dues or entry fees are paid by bringing in an original invoice or completed entry blanks with a completed Check Request Form at least *ten working days* prior to materials' due date.

 C. **Reimbursement for Emergency Non-Travel Related Expenses**

Requests for reimbursement of emergency non-travel related expenses incurred by an individual on behalf of the club for needed and proper items may be made for purchases under $500 provided the individual can produce an original receipt, marked paid, and signed by the individual seeking reimbursement. A Reimbursement Request Form must accompany the receipt. An emergency may be a weekend purchase when the office is not open to prepare a purchase order and purchase is critical to club’s contest; i.e., soccer goals break and it is necessary to repair them so the game can continue. **Failure to plan ahead is not considered an emergency. Any other purchases are considered unauthorized and will be declined payment.**

 D**. Travel Related Expenses**

Requests for funds for travel-related expenses require the prior approval of the Competitive Sports Coordinator and/or Recreation and Athletics Director. Due to difficult processing requirements, requests to use funds for travel-related expenses must be made at least 10 days in advance of the departure date.

**NOTE:** An individual club member cannot be reimbursed for the travel expenses of any other club member without holding a club captain or president status.

University travel policy requires that travelers account for each trip within 10 days of its completion by submitting a Reimbursement Form to the Recreation and Athletics Office. On the Reimbursement Form, list expenses are those fees, deposits, and charges, which you have incurred. Original receipts are required for all reimbursable charges, including airfare, itemized lodging bills, rental car. To pay expenses for a person other than you, club captain or president status must be established 10 days prior to trip.

\*\*\*Because travel expense reimbursement has many requirements, it is suggested that the traveler or club captain or president meet with the Competitive Sports Coordinator and/or Recreation and Athletics Director, or Office Administrator, prior to leaving on the trip. This will help facilitate knowledge of documentation that traveler will need to substantiate expenses and receive reimbursement upon return.

**8.06 APPLICATION FOR NATIONAL TRAVEL FUNDS**

A limited amount of funding is available for those clubs qualifying for competition or participation in regional and national tournament events. Requests for regional or national travel must be submitted to the Competitive Sports Coordinator and/or Recreation and Athletics Director at least one month in advance of the scheduled departure.

**8.07 Checking Accounts vs Allocations**

Checking Accounts

1. All team dues, fundraising or donations are deposited into this account
2. These funds should be used for:
	1. Items that are specific to any team member, things that they could pick up and take with them if they went somewhere else (uniforms, licenses, registration fees, etc)
	2. Items that are a reimbursement for team related activities (mileage, officials, meals, etc)
	3. Items that are above and beyond normal team activities (extra tournaments, specialty trainings that are not every year, etc)
3. Checking accounts must be up to date with enough funds to cover the request before any checks will be cut
4. Any remaining funds at the end of the year will be rolled into the next year
5. Checking requests can be processed quicker than allocations requests due to the process

Allocations

1. Allocations are your yearly amount given to you just for being an approved team
2. These funds should be used for:
	1. Items that are used by the whole team, not just an individual (equipment, team licensing, promotional materials, uniforms that are to be used for multiple years, etc)
	2. Items that are beneficial to your status as a sport club (nationals tournaments, traveling to games, etc)
3. Allocations are monitored based on your given amount each year
4. Remaining funds do not roll over
5. Allocation requests can take longer to pay out due to the process behind the scenes. If you have an allocation request that has a timeline, make sure the timeline is at least 4 weeks out AND clearly indicated on the allocation request form

Any requests must be sent to Allen first. This includes checking balance requests. Sarah will not honor any requests from a team unless they are sent to Allen first.

**Section 9: Publicity, Promotions and Web Pages**

The Sport Clubs Office will, upon request, assist each club in publicizing their activities and events.

**9.01 Marketing**

 A**. Flyers/Brochure/Bulletin Boards**

The Sports Club office will assist in promotional advertising of sports club based on information provided to the Competitive Sports Coordinator and/or Sport Club Coordinator.

 B. **Media Contact and Press Releases**

It is the responsibility of each club to contact the local press and make them aware of scheduled events, competition results, and highlights. However, any arrangement to have local media outlets visit on campus must be approved by the Competitive Sports Coordinator and/or Recreation and Athletics Director and Campus Communications.

 C. **Web Pages**

Web space has been provided for all of the Sport Clubs. It is mandatory that each club has an updated web page. This address is the only address that will be published by the Recreation and Athletics Office for the club (recreation.ucmerced.edu). All clubs with a web site must have their site approved to be on the UCM server that is provided or must place a redirect page on that site. Club pages must comply with UC Merced publication standards. Each clubs page must contain but not limited to:

1. Officers and/or members of club
2. Location and times of practice
3. Schedule of league or upcoming tournaments
4. Fundraising events
5. Constitution

The following procedures are in place for use of the Sport Club web sites. Because the server space is property of the Regents of the University of California, there are several restrictions that have been put in place.

1. Passwords may not be changed without notifying the Competitive Sports Coordinator.
2. No commercial ads are permitted on the web site.
3. Site content may not be offensive or promote anything that violates University policy or Sport Club policy.
4. The Competitive Sports Coordinator and/or Recreation and Athletics Director has the right to remove the web site from public access if any of the above policies are broken, or for any other reason that they see necessary to do so.
5. Other policies as developed.

**Section 10: Resources Available to Sport Clubs**

1. Clubs may request other services and equipment through the Recreation and Athletics Office (PA, tents, garbage cans, cones, tables, chairs, field marking equipment, bleachers, walkie talkies, athletic trainers).
2. Display spaces on specified bulletin boards in Joseph Edward Gallo Gymnasium and other designated posting areas around campus.
3. Fax service is available through the Competitive Sports Coordinator. Incoming faxes will be placed in the club’s folder and be notified via email.
4. A limited amount of storage space is available to sport clubs through the Recreation and Athletics Office. Clubs should discuss their storage needs with the Sport Club Coordinator, Sport Clubs Director or Recreation and Athletics Director.
5. Any personal equipment will not be stored by Recreation and Athletics Office.