

# **ETSU**

## **SPORT CLUBS**

Department of Campus Recreation

Sport Clubs Handbook

Revised Fall 2023

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## **Staff Contact Information**

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Sport Programs Office

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## **Campus Recreation/Sport Club Office**

Campus Recreation Main Numbers

Phone - 423-439-7980

Fax - 423-239-7970

Campus Recreation Administrative Office Hours

Monday – Friday 9:00 am – 5:00 pm

Sport Programs Office Hours

Monday – Thursday 10:00 am – 5:00 pm

Friday 10:00 am – 2:00 pm

Walk-ins are accepted but appointments are always encouraged.

## **Introduction**

Sport Clubs at East Tennessee State University are registered student organizations formed by individuals who are motivated by a common interest in expanding their proficiency and participation in a specific sport and are active under the Campus Recreation Sport Clubs program. Sport Clubs are student-initiated and student-run organizations, and follow the policies and procedures governing all clubs at ETSU, in addition to Campus Recreation's Sport Clubs policies and procedures. Sport Clubs give East Tennessee State's students an opportunity to participate in a variety of instructional, recreational, and competitive sport activities, learn new skills, improve skill levels, gain leadership experience, and enjoy the recreational and social fellowship derived from sports involvement. The goal of the program is to give students the chance to play competitively against opponents outside of ETSU, along with providing leadership opportunities for club officers.

All current ETSU students are eligible to join any sport club regardless of experience or ability. There are opportunities for ETSU faculty and staff to assist in the Sport Club program through advisement and coaching roles. Participation in the Sport Club program is voluntary and is an excellent avenue for healthy social interaction between students and other members of the University community. Moreover, involvement in sport clubs can enhance the college experience of students and the overall well-being of all members.

**Note:** ETSU constantly reviews its student organization guidelines regarding recognition, funding, travel, insurance, etc., so the following policies and procedures for sport clubs may be altered during the course of the school year.

## **Purpose**

This handbook has been compiled to serve as a policies and procedures reference for sport clubs recognized by ETSU and the Department of Campus Recreation. The handbook serves to assist club leaders in the administration and organization of their sport club. It contains specific procedures, guidelines, and requirements related to the management and conduct of sport clubs and their relationship to the Department of Campus Recreation. The policies have been designed to ensure a safe, fun, and friendly environment for all participants. Questions not addressed in this manual should be directed to the Campus Recreation Assistant Director of Sport Programs or Graduate Assistant(s).

It is the responsibility of the club officers to accurately convey the information in this handbook to all club members, advisor(s), and coach(es)/instructor(s) or direct them to review this document online at: [www.etsu.edu/rec](http://www.etsu.edu/rec). It is also the responsibility of each individual club officer, member, advisor, and coach/instructor to read, understand, and follow all University and Campus Recreation Sport Club policies and procedures.

The Assistant Director of Sport Programs reserves the right to make a decision on or address any situation not specifically covered by this handbook or ETSU policy.

## **Sport Clubs Defined**

Sport Club teams are ETSU student organizations registered with the Student Activities and Organizations in the Culp Center and meet the criteria that the Department of Campus Recreation has established for the Sport Club program. All current clubs under the Sport Club program must meet the requirements for being an active club under the Sport Club program, as well as have a Sport Club application and constitution on file with Campus Recreation and online via Buc Hub. Any new clubs that meet the Sport Club program requirements may apply to become an active club under the Campus Recreation Sport Club program.

The Department of Campus Recreation reserves the right to refuse recognition to any club requiring extensive funding, facilities, or resources involving high liability or risk factors, or which does not properly represent East Tennessee State University and its student body. Campus Recreation further reserves the right to refuse or revoke recognition to any club misusing

facilities, misusing funding, misrepresenting ETSU, and using the ETSU community for personal monetary gain and/or promotion of private enterprise.

## **Risk Management & Safety**

Maintaining a safe environment for all participants is a primary concern for the Sport Club program. It is the responsibility of each individual member/participant of a club to determine whether he/she has the proper condition of health to participate in the specific sport. If there is uncertainty, he/she should consult a physician or the student health center. Club members who are currently enrolled students may receive medical care from the student health center. The sport club member is responsible for all costs associated with this service.

**\*\*East Tennessee State University and the Department of Campus Recreation do not provide any medical insurance. Participation is voluntary and it is strongly advised that each participant have medical insurance coverage. \*\***

## **Risk Management Plans**

To encourage a safe practice and competitive environment for ETSU Sport Clubs and in order to promote student leadership and learning, each club is required to develop and keep on file an electronic risk management plan. These plans are to be reviewed and updated annually and submitted at the beginning of the fall semester. The purpose of this plan is to educate club members on how to minimize risk and prepare members to respond to emergencies and other situations. RM/EAPs should include a safety protocol to follow in the event of an emergency. The plan and protocols should be unique to each individual club, taking into account specific risks associated with their sport and the club's specific practice/game location(s). This process recognizes that some clubs have fully realized risk management plans, while others are just considering risk management and safety concerns.

The Sport Club Staff is available to assist in developing a Risk Management Plan. Other resources made available to clubs include:

- A risk management plan outline – please see EAP for all field complexes at the end of the handbook
- Guidelines/policies for travel
- Opportunities for CPR/First Aid training for safety officers

## **Notifying ETSU Public Safety or Emergency Services**

Sport Club members should always be aware of the locations of emergency call boxes. These boxes are a direct connection to ETSU's Public Safety Dispatcher and when activated will automatically notify the Dispatcher of the box's location. Officers and members should also have ETSU Public Safety's number (423-439-4480) programmed into their cell phones in case of emergency. Dialing "911" from a campus phone will connect to ETSU Public Safety. However,

dialing “911” from a cell phone will connect with the Washington County 911 Center. Do not dial “911” from a cell phone to report an on-campus emergency.

For those clubs that utilize facilities that are not on the ETSU campus or ETSU property, 911 should be called in the event of an off-campus emergency.

## **First Aid/CPR/AED Requirements**

It is required that each sport club has a minimum of 2 members who maintain valid certifications in the American Red Cross (or similar) First Aid/AED. Each club is required to submit the certification cards of any certified members to the Department of Campus Recreation.

Certification cards will be photocopied and returned. It is required that each sport club have at least TWO members who are certified at all club events/activities. This includes contests, practices, meetings, and official sport club gatherings.

## **Industry & Governing Body Standards**

All Sport Clubs must comply with the industry standards for safety and their governing body’s guidelines for safety, equipment, and uniforms.

## **Inclement Weather**

Campus Recreation reserves the right to cancel, delay, or postpone any home competition or away trip due to inclement weather. The Sport Club staff will work with club officers in the event that inclement weather is being forecasted or is approaching the area, and the decision that ensues will be made in a timely manner, and for home competitions taking into consideration when visiting teams will be leaving their campus.

## **Lightning and/or Thunder**

When lightning is seen, or thunder is heard, all outdoor sport club play and practice shall be immediately suspended and participants and staff should take shelter. Participants located on the CPA intramural fields should shelter in the overhang area under the expanded weight room/court 4. The field complex shelter location is the field house pavilion.

## **Thirty-Minute Rule**

Once play has been suspended, wait at least 30 minutes after the last thunder is heard or a flash of lightning is witnessed prior to resuming play. Any subsequent thunder or lightning after the beginning of the 30-minute count will reset the clock and another 30-minute count should begin. Club officers should consult a member of the Sport Club staff for guidance on whether or not to cancel the remaining practice/game schedule for that day.

## **Travel Safe Practices**

Clubs must adhere to established policies relating to travel, including mandated rest breaks and curfew (no travel) hours. Members should also be mindful that road conditions can change and become hazardous during times of inclement weather and should not drive when dangerous and hazardous conditions exist.



## **Facility Conditions**

Upon arriving at a facility for practice or competition, officers and members should do a brief “walk-through” of the facility. This “walk-through” is to make sure the facility is suitable for athletic competition. Attention should be paid to any irregularities in the playing surface or anything else that may cause a potential risk to the participants. Should a potential risk be discovered, an officer should notify a member of the Sport Club staff immediately and do what is necessary to avoid the risk until authorized by Sport Club staff.

## **Alcohol & Drugs**

Alcohol, drugs, and other illegal substances are prohibited on the ETSU Campus, including the CPA and all outdoor recreational facilities. Alcohol/drug consumption prior to participation or during a sport club activity creates an unsafe environment for participants, spectators, and staff. Clubs are reminded that they are responsible for any spectators present.

## **Medical Emergencies**

Medical emergencies are always a concern for athletic and recreational activities. Since athletic trainers or other medical personnel will not always be on-site, officers and club members themselves become first responders in the case of an emergency. While officers and members should not act above their trained level of expertise, they should employ basic life-saving actions in the case of a medical emergency. Public Safety should be notified in the case of all medical emergencies. All clubs will be provided with a first aid kit that should be utilized for basic injuries.

## **Injuries, Accidents, and Incidents**

### **Basic Injuries**

When a person suffers an injury, the first responder should speak with that individual and do a brief assessment of the injury. If the injury appears to be significant (sprained ankle, torn ligament, broken bone, etc.) the injury should be documented on an Accident/Injury Report form. If in doubt, complete the form. If the injury appears to be serious, and the injured individual is conscious and aware, ask them if they would like to have Public Safety notified and an ambulance called. CPA building supervisors and Intramural supervisors are available to assist with injuries.

### **Major Bleeding**

If an injury involves major bleeding, proper first aid to the individual is essential. It is important to stop the bleeding by applying direct pressure to the wound. In all cases involving major bleeding, Public Safety should be notified immediately. Club members should exercise due care and protect themselves against blood-borne pathogens. Gloves should be included in any basic first aid kit.

## **Blood Rule**

Any player with an open wound and/or blood on his/her uniform should not participate further until the wound is covered and there is no blood visible on the bandaging. Clothing with blood on it should be removed before returning.

## **Severe Injuries**

For any serious injuries or accidents, if it is part of a club function; club members are responsible for notifying the Assistant Director of Sport Programs immediately. You can notify them via cell phone at 432-312-1751. Serious injuries include but are not limited to any time EMS or Public Safety are called, any time someone is transported to the hospital, or any head/neck/back injuries.

## **Collisions and Possible Neck Injuries**

If an injury is believed to have involved an individual's neck it is important to have the person lay down on the ground. If the injured person is already on the ground DO NOT move them and notify Public Safety immediately.

## **Player Collapse/Unconscious**

If an individual has collapsed, a quick assessment of the person and notification of Public Safety is vital. In assessing the individual, check the person's "ABCs" – Airway, Breathing, and Circulation. If the individual is not breathing, roll them onto their back (unless a neck/spine injury is suspected) and open their airway by tilting their head back. Rescue breaths should be performed by a CPR-certified rescuer, if available.

## **Concussions**

As the risk associated with concussions becomes more apparent, clubs may need to adopt certain policies and procedures that address concussions. Campus Recreation has established the following policy to govern all clubs. Any player who exhibits signs, symptoms, or behaviors consistent with a concussion (see chart below) shall be immediately removed from the game or practice and shall not return to play until cleared by a physician. If a club member is transported to a hospital or has been seen by a physician for concussion-like symptoms, then documentation must be provided to the Assistant Director stating the member is medically cleared to participate prior to resuming physical activities with the club.

For more information on concussions please visit the link below.

<http://medlineplus.gov/concussion.html>

Common symptoms of concussion include:

Physical	Cognitive	Emotional	Sleep
<ul style="list-style-type: none"> <li>• Headache</li> <li>• Nausea</li> <li>• Vomiting</li> <li>• Balance problems</li> <li>• Dizziness</li> <li>• Visual problems</li> <li>• Fatigue</li> <li>• Sensitivity to light</li> <li>• Sensitivity to noise</li> <li>• Numbness/Tingling</li> <li>• Dazed or stunned</li> </ul>	<ul style="list-style-type: none"> <li>• Feeling mentally "foggy"</li> <li>• Feeling slowed down</li> <li>• Difficulty concentrating</li> <li>• Difficulty remembering</li> <li>• Forgetful of recent information or conversations</li> <li>• Confused about recent events</li> <li>• Answers questions slowly</li> <li>• Repeats questions</li> </ul>	<ul style="list-style-type: none"> <li>• Irritability</li> <li>• Sadness</li> <li>• More emotional</li> <li>• Nervousness</li> </ul>	<ul style="list-style-type: none"> <li>• Drowsiness</li> <li>• Sleeping less than usual</li> <li>• Sleeping more than usual</li> <li>• Trouble falling asleep</li> </ul>

## **Creating a New Sport Club**

Student leaders of a proposed new club need to meet with the Assistant Director of Sport Programs to discuss requirements to become an active/recognized Sport club. You can e-mail us at [sportclubs@etsu.edu](mailto:sportclubs@etsu.edu) to set up an appointment.

Steps to becoming a Sport Club:

1. Register with Student Activities and Organizations (SAO)
  - a. [https://www.etsu.edu/students/sao/documents/newstudentorgregistrationprocess\\_revised.docx.pdf](https://www.etsu.edu/students/sao/documents/newstudentorgregistrationprocess_revised.docx.pdf)
  - b. Meet with Student Activities and Organizations and ensure the club is compliant with all of their policies and procedures.
2. Meet with the Assistant Director of Sports Programs/Graduate Assistant(s) to discuss goals, activity of the proposed club, organization, club requirements, and budget.
3. Submit club constitution to Sport Club Office (Documents also need to be on Buc Hub).
4. Create a budget proposal (Document also need to be on Buc Hub)
5. If approved, the club will be awarded "provisional status" for 1 year.
  - a. Provisional status clubs are allowed to collect member dues, practice, and compete.
  - b. All clubs are required to maintain a minimum of 8 active members.
6. At the end of the school year, the Assistant Director of Sport Programs/Graduate Assistant(s) will meet to review the status of all provisional clubs. The staff will determine the club's status for the next school year:
  - a. Grant fully active/in good standing status
  - b. Continue with provisional status
  - c. Remove the club

A Sport Club charter may be revoked at any time if a club fails to meet its requirements or violates any University or Campus Recreation policy detailed within this handbook.

## **Other Club Requirements**

- Clubs must have three active officers.
- Clubs must have at least 2 CPR/AED certified active members.
- Clubs must submit all necessary paperwork for each member.
- Clubs must submit a budget proposal at the close of the spring semester each year.
- Clubs must submit travel and competition schedules within the first month of each semester.
- Clubs must have a current constitution on file with the Sport Programs office.

## **Club Expectations**

- Clubs must have an advisor who is a current university staff or faculty member.
- Clubs are expected to use all facilities in a proper manner.
- All club members must be actively enrolled ETSU students.

## **Officer Training**

The Assistant Director of Sport Programs/Graduate Assistants will hold an officer's training workshop at the beginning of each semester. The purpose of this workshop is to get all club officers together and go over policy and procedure, travel policy, purchasing procedures, and answer any questions that club members may have prior to the start of classes. We require that each club have ALL OFFICERS present at the workshop. Failure to have ALL officers at the workshop will result in disciplinary action from the Sport Programs Office. Club officers will be notified of dates and times in advance so they can plan to be on campus for the workshop. The Assistant Director of Sport Programs may allow for a returning officer quiz in lieu of the Spring Officer Training for returning officers only. Officers must pass this quiz to get credit for the meeting. This option will only be offered to those who attended the Fall Officer Training.

## **Requirements & Expectations**

In order to properly administer the Sport Club Program, certain requirements and expectations of each club have been put into place. It is the responsibility of each club, its officers, and its members to be aware of the requirements and expectations of this section and the policies and procedures of this Handbook as a whole.

- Clubs are required to abide by the naming policy for all club literature, checks, uniforms, etc. The word “Club” must be present in the name/title for all things related to the club.
  - Sport Clubs must use the approved logos provided by University Identity. All orders/productions with an ETSU logo must go through the Assistant Director prior to order.

- Each club is required to maintain an advisor who is a full-time administrator, faculty, or staff member of ETSU.
- Officers must be familiar with any deadlines set up for each club and meet these deadlines as requested.
- Sport Clubs and their members must comply with all rules, policies, guidelines, requirements, and deadlines contained in this Handbook as well as those of the University and the Department of Campus Recreation.
- It is required that each club have at least 2 members who are American Red Cross CPR/AED/First Aid certified.
  - Regular certification classes are offered through the Department of Campus Recreation.

## **Compliance**

Each sport club and its members are expected to comply with all policies and procedures set forth by East Tennessee State University and the Sport Club Program. Policies and procedures are established for many reasons, including increasing the safety of the particular sport/activity, and minimizing risks and exposure to liability while providing learning opportunities and experiences for student leaders and members. Failure to comply with written policies and procedures or with the instructions/directions of a staff member can have adverse effects on the club's status with the program.

Minor compliance violations can result in a loss of potential funding for the club as well as possible suspension of practice/reservation privileges. Major compliance violations (i.e., traveling without proper approval, consumption of alcohol during club travel, the club is found guilty of discrimination, multiple minor violations, etc.) will result in much more severe penalties, including complete loss of funding, loss of future funding, suspension of the club, and/or referral to the Assistant Dean of Students. The Assistant Director for Sport Programs will make the final determination on what constitutes a minor or major compliance violation.

## **Recruitment/Publicity/Website**

Each sport club is responsible for the recruitment of its members. The campus recreation office will inform club officers of recruitment opportunities (freshman/transfer orientations, block party, campus rec fest, etc.) when they are aware of them but each club should seek out and be aware of university events.

Clubs are responsible for their own flyers and other publicity materials to place around campus. All flyers must first be approved by Campus Recreation before they can be placed in appropriate campus board locations.

Each club is also responsible for keeping its website at the Student Activities and Organizations up-to-date. Campus Recreation staff will periodically check websites for appropriateness.

Each club is also responsible for keeping their social media outlets (Facebook, Twitter, Instagram, etc.) up to date and posting frequently. We suggest that a "Social Media Officer" be made and in charge of posting things such as events, tournaments, member information, etc.

Other ideas include: The ETSU Radio Station, Newspaper, Table Advertising, Electronic Display Boards, Poster/Flyers (in academic, residence halls, and food court)

## **Social Media**

Sport Clubs are welcome to promote their clubs and club activity, as well as recruit new members, via social media. All University and Campus Recreation policies are still applicable, especially the code of conduct, when it comes to social networking sites. Club officers are responsible for monitoring the content of the club's sites. Content prohibited on the sites includes but is not limited to:

- Inappropriate, harassing, or derogatory language, curse words
- Inappropriate photos that involve illegal substances, drinking, or sexually explicit

The Sport Clubs staff will periodically review Club's social media pages. If prohibited content is found or brought to the staff's attention, the club will be asked to immediately remove the content, and face additional punishment as decided by the Assistant Director of Sport Programs.

## **Club Statuses**

### **Provisional Status**

Once a new club's application for Campus Recreation Sport Club membership is approved, the club will be placed on Provisional Status. Clubs on provisional status are entitled to collect member dues, fundraise, apply for start-up funding, and request practice/meeting space. At the end of the school year, the club officers will meet with the Assistant Director and Graduate Assistant(s) to review the activities of the club. The Assistant Director will determine the club's status for the next school year:

- Award the club "Active in Good Standing" status
- Continue the club's provisional status
- Revoke the club's provisional charter (the club is removed from the Sport Club program)

### **Active in Good Standing Status**

The most common status is "Active in Good Standing". This status refers to clubs that have applied to be members of the Campus Recreation Sport Club program, have satisfactorily completed the requirements during their provisional period, and have continued to meet and fulfill the requirements of all clubs in the Campus Recreation Sport Club program. Clubs who are "Active in Good Standing" are able to fully participate in the Sport Club program and take advantage of the benefits of the program (facility usage space, budget allocations, etc.).

### **Inactive Clubs**

Sport Clubs may choose to become inactive for different reasons, including but not limited to, not having officers or proper leadership within the club, not having enough members, etc. Club

teams wishing to become inactive should meet with the Sport Club staff to discuss solutions, if any exist, and the implications of becoming inactive. Any Sport Club that has been inactive for less than two semesters can be reinstated as an active club, as long as all conditions are met, without re-applying to be a club under Campus Recreation. Any Sport Club inactive for more than two semesters will need to re-apply to be recognized as a Campus Recreation Sport Club.

## **Probation**

Sport Clubs may choose to become inactive for different reasons, including but not limited to, not having officers or proper leadership within the club, not having enough members, etc. Club teams wishing to become inactive should meet with the Sport Club staff to discuss solutions if any exist, and the implications of becoming inactive. Any Sport Club that has been inactive for less than two semesters can be reinstated as an active club, as long as all conditions are met, without re-applying to be a club under Campus Recreation. Any Sport Club inactive for more than two semesters will need to re-apply to be recognized as a Campus Recreation Sport Club.

## **Suspension**

Clubs may be placed on a suspended status for more severe infractions or violations of the terms of probation. Suspension lengths will vary on a case-by-case basis. Clubs that are under suspension are not eligible to receive funding, travel, or compete. Additional terms may be outlined in the club's official notice of suspension.

## **Revoked Charter (Sanctioned Status)**

Sport Clubs that have been on probation or suspension, and continue to fail to adhere to policies risk having their charter revoked. This status means the club is no longer recognized as a Sport club under Campus Recreation. All funding and facility space reservations will be taken away. Any Sport Club that has had its charter revoked will not be eligible to re-apply to become a club under Campus Recreation for two semesters. The club may also be referred to Student Affairs for additional sanctions as a Registered Student Organization. Campus Recreation reserves the right to revoke an active in good standing club's charter and/or permanently ban specific individuals from sport club participation if the situation warrants.

## **Membership**

Only undergraduate and graduate students currently enrolled at East Tennessee State University are eligible for membership in a sport club. Membership in a sport club cannot be restricted based on ability, race, gender, religion, race, nationality, ethnic origin, age, sexual orientation, or disability. No cuts are allowed by sport clubs.

All club members must be listed on the Sport Club Roster and a current roster must be kept on file with Campus Recreation. Club officers must also have each member fill out and sign a Participant Information and Release form, which can be accessed through each club's DoSportsEasy (DSE) page. The Release form must be filled out and signed prior to a member's activity (practice or competition) with the club. If a new member joins the club after the

deadline, it is the club Secretary's responsibility to ensure the new member fills out the form prior to beginning a practice, meeting, or competition with the club.

The success of each sport club is dependent upon student leadership. Sport clubs are created, organized, and run by students. Each club is responsible for outlining the requirements for each active member with regard to meeting, practice, and competition attendance.

Student varsity athletes may only participate in sport clubs during the off-season and must receive approval from their coach. They may only participate in sport clubs that are not related to the varsity sport(s) they compete in. All NCAA guidelines and regulations pertaining to varsity athletes must be enforced.

## **Member Dues**

Each Sport Club may establish the amount of dues that each active member must pay on a semester and/or yearly basis. Sport Club officers may collect membership dues within the first 30 days of each semester or within 2 weeks of a new member joining the club. All dues must be deposited into the club bank account or agency account. Dues paid by members of the club are non-refundable.

## **Minimum Member Requirements**

- All clubs are required to have at least 8 active members.

## **Elections**

All Sport Clubs at ETSU are required to hold annual elections for the club's officer positions. The elections must be held with a minimum of 2/3 of the club's membership present. It is imperative that officer information is updated and accurate with the Department of Campus Recreation.

## **Code of Conduct**

The Code of Conduct shall serve as a guideline for how clubs and individual club members are expected to behave while participating in, and traveling to and from, Sport Club related, sponsored or endorsed activities. Students are reminded that while engaging in club activities they are representing East Tennessee State University. Often times the public cannot differentiate between what is an official club activity and what may be just a group of friends who happen to belong to the same club or organization. Students enrolled in an institution of higher education assume an obligation to conduct themselves in a manner compatible with the University's function as an educational institution. When sport club members participate in an event, the participant indicates, by their registration in the event, that they agree to represent their club and University in a way that does not detract from the reputation of the institution they are representing, and to act morally and display sportsmanship-like behavior, before, during and after any competition.



Club officers and members should also be aware of the standards of conduct that are in place and outlined by East Tennessee State University that apply to all students. Those rules can be found online at <https://catalog.etsu.edu/index.php>. Guidelines of conduct include, but are not limited to the examples outlined below. During any club-related activity, which includes but is not limited to practices, home and away competitions, and traveling to/from competitions, participants shall not:

- Use drugs, except for medical purposes (doctor's prescription required)
- Consume alcohol while traveling, competing, or as a spectator
- Strike, attempt to strike, or otherwise physically abuse an official, opposing player, spectator, or coach
- Engage in, or incite participants and/or spectators to engage in, abusive or violent action
- Use obscene gestures, profanity, disrespectful language, or exhibit any other form of unsportsmanlike conduct
- Violate any host university and/or hotel rules or policies; or violate any city, state, or federal code or statute

## **Sexual Harassment and Hazing**

ETSU and the Department of Campus Recreation expressly prohibit any form of Harassment and Hazing. Sexual harassment and racial harassment have been held to constitute a form of discrimination prohibited by Title VII of the Civil Rights Act of 1964, as amended, and Title IX of the Educational Amendments of 1972. Other types of harassment are prohibited by applicable law.

### **Sexual Harassment**

Generally, sexual harassment may be defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when one of the following criteria is met:

- Submission to such conduct is made either explicitly or implicitly a term or condition of the individual's employment or of the individual's status in a program, course, or activity.
- Submission to or rejection of such conduct by an individual is used as a basis for employment decisions, a criterion for evaluation, or a basis for academic or other decisions affecting such individual.
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or educational experience or creating an intimidating, hostile, or offensive work or educational environment.

Whether the alleged conduct constitutes sexual harassment depends upon the record as a whole and the totality of the circumstances, such as the nature of sexual advances in the context within which the alleged incident occurred.

### **Hazing**

Hazing is expressly prohibited by Campus Recreation, ETSU, and Tennessee Law.

TCA 49-7-123 states:

“Hazing prohibited. (1) "Hazing" means any intentional or reckless act in Tennessee on or off the property of any higher education institution by one (1) student acting alone or with others which is directed against any other student, that endangers the mental or physical health or safety of that student, or which induces or coerces a student to endanger such student's mental or physical health or safety. "Hazing" does not include customary athletic events or similar contests or competitions, and is limited to those actions taken and situations created in connection with initiation into or affiliation with any organization; and (2) "Higher education institution" means a public or private college, community college or university. (b) Each higher education institution shall adopt a written policy prohibiting hazing by any student or organization operating under the sanction of the institution. The policy shall be distributed or made available to each student at the beginning of each school year. Time shall be set aside during orientation to specifically discuss the policy and its ramifications as a criminal offense and the institutional penalties that may be imposed by the higher education institution.”

## **Conduct During Club Travel**

Clubs are reminded that all applicable Sport Club policies, including the Code of Conduct, govern clubs while they are traveling for Sport Club related activities. Travel begins when an individual student or club leaves campus and ends upon that student or club returning to campus.

- Club members are prohibited from consuming alcohol, regardless of the individual club member’s age, during travel.
- Clubs are also reminded that while on travel, they are constant representatives of themselves, their club, the Sport Club program, the Department of Campus Recreation, and East Tennessee State University.
- Clubs are encouraged to dress professionally during their travel. This may vary from club to club, sport to sport. Individual clubs should consult with a member of the Sport Club staff to determine what would be appropriate dress during travel.

## **Violations of Code of Conduct**

Clubs and/or club members found to be in violation of the Sport Club Code of Conduct may receive sanctions from the Department of Campus Recreation including, but not limited to, probationary status, revocation of the club’s charter, removal of individual members from the club’s roster, and loss of CPA/recreational privileges to individual club members. Clubs and/or members found in violation of the ETSU’s Student Disciplinary Rules may be referred to the Assistant Dean of Students Office.

Additional sanctions resulting from violations of the Code of Conduct may result in:

- Suspension from game /match
- Suspension from the tournament
- Forfeiture of individual team or team awards
- Ejection from the tournament hotel(s)

- Forfeiture of all games/matches won and possible team elimination from current/future sponsored/endorsed events

## **Sport Club Rights and Expectations**

### **The Student Participant**

Sport Club organizations are student-initiated and student-controlled activities that offer unlimited opportunities for students to become directly involved in the leadership and administration of their respective clubs. In addition to being able to continue participation or learn a new sport activity, students are also in charge of supervision of the club and can actively take part in the management of each club. Collectively, they have responsibility for: the writing of their club's constitution and by-laws; the determination of their membership requirements; the establishment of their due's schedules; the selection of their club's advisor; the establishment of the duties of their officers; the selection of their coaches (with office approval); and the development and administration of their club budgets. Students may also take direct leadership positions as an officer of their respective clubs. The effectiveness and success of each sport club depends on the students involved.

### **Club President**

- Oversee all club operations, including but not limited to: scheduling competitions & practices; reserve space for home competitions & practices through the Sport Programs Graduate Assistant(s); maintain & implement club risk management plan
- Provide requested paperwork/information to Sport Clubs staff, coaches, advisors, and other University bodies (*i.e., Student Activities and Organizations, SGA, etc.*)
- Delegate specific tasks to other officers and follow up to ensure tasks are successfully accomplished in a timely manner and ensure officers in other positions are fulfilling their obligations;
- Check/read daily person/club e-mail for important dates or responses
- Recruit & secure coaches & advisors (ETSU faculty/staff members)
- Maintain and revise the constitution on a year-to-year basis. Any modification of a constitution should be properly excused through the leadership of the president/vice president
- Foster leadership within club membership, actively seeking members who have the potential to become future officers – inform the next president of routines/guidelines for club operation including paperwork, budget, etc...
- Verify tournament registrations, and travel plans and confirm details with opponents; schedule officials and athletic trainers for home contests (*when required*).
- Club Presidents also attend all meetings requested by the Sport Club Staff

## **Club Vice President**

- Coordinate all travel plans, including van rentals, hotel reservations, and obtains directions to all trip destinations
- Maintain travel binder; Check/read daily person/club e-mail for important dates or responses
- Communicate all club functions (*practices, meetings, tournaments, travel plans, etc.*) to all club members, coaches, advisors and the Sport Clubs staff
- Recruit new members throughout the school year
- Organize club officers and/or members to be present at various campus-wide and departmental events;
- Advertise home games/matches or tournaments;
- Develop alumni database and coordinate special projects
- Assist President when needed
- Attends all meetings requested by the Clubs Sports Staff

## **Club Secretary**

- Ensure DSE waivers from all club members and coaches have been submitted prior to the first practice
- Responsible for completing equipment check-out/check-in from each club member
- Oversee and update club's website/social media outlets
- Keep game and participation records (opponent, scores, attendance records, game pictures)
- Maintain club roster and update as needed (weekly)
- Turn in requested paperwork to the Asst. Director of Sport Programs/GA's and assists VP with travel plans when needed
- Attends all meetings requested by the Clubs Sports Staff

## **Club Treasurer**

- Collect dues from members by the appropriate deadline set by officers
- Oversee all club fundraising endeavors
- Oversee club budgets and accounts
- Maintains club bank/agency accounts
- Provide all budget documents and attend all required club officer meetings
- Work with the Asst. Director of Sport Programs/GA's and prepare an annual budget proposal

## **Social Media Officer**

- Oversee all social media accounts
- Provide account access to Assistant Director
- Create marketing material for the club

## **Risk Management Officer**

- Communicate CPR/AED/First Aid training dates to club members
- Manage club First Aid kit
- Fill out and submit any necessary Injury Reports to the Sport Programs office

## **Club Coaches/Instructors**

Any potential coach must be cleared by the Assistant Director of Sport Programs prior to their first club practice/meeting. It is the responsibility of each club to secure the services of a coach if so desired. All coaches will serve in a volunteer role and are not eligible for stipends or travel reimbursement. These travel expenses can be paid out a club's treasury if deemed eligible by the Assistant Director. University Faculty/Staff advisors who serve in a dual role of both advisor and coach may be eligible for travel reimbursement, in accordance with ETSU policy. A coach of an ETSU Sport Club assumes considerable responsibility, and should understand the following:

- The coach must maintain the philosophy of student development and allow the students to take on as much responsibility in the administration of the sport club as possible.
- The coach may assist club officers in scheduling practices and games, but paperwork/communication should be completed by the officers of the club.
- The coach should be experienced and knowledgeable in their sport (training, strategy, etc.).
- The coach is encouraged to attend all practices and games in order to fulfill his/her commitment to the club and assume control of club activities during those times relating to coaching decisions.
- The coach should aim to develop and improve the skills of club members. The coach/instructor should restrict his/her involvement with the club to teaching and coaching and should allow the student leadership to provide the club's management and direction. The coach, along with the faculty/staff advisor, is urged to provide guidance as necessary, but understanding that the future viability of any sports club organization is dependent upon the cultivation of strong student leaders. The club officers, not the coach/instructor, must serve as the liaison between the club and the club sport graduate assistant and other university officials.
- The coach should maintain a philosophy that promotes fair play and conduct both in and out of competition among all club members.
- The coach must be aware of their actions while serving in an official coaching capacity, as well as in a social setting. Excessive socializing, or even dating team members can be considered inappropriate and destructive to team morale and cohesion. Such behavior is strongly discouraged.
- Coaches/instructors should help to ensure good sportsmanship at all times. Club members and coaches/instructors should conduct themselves in a manner that does not detract from the reputation of East Tennessee State University
- The coach must be aware of the health and safety requirements of the sport club's activities, including the inspection of sport gear and reporting of hazardous facility

conditions to the Sport Club Office when necessary. *It is recommended that this individual also be certified with the American Red Cross.*

- The coach must be aware of emergency procedures relating to the facility at which the sport club conducts its activities.
- Coaches may perform participant evaluations only in a manner consistent with ethical standards. Coaches cannot cut participants from a sport club for any reason. Participation in the Sport Club Program is completely voluntary. Monetary rewards or scholarships shall not be promised to any student or prospective student by the coach/instructor, or any “friend of ...” organization or program booster.
- Drug-Free Sport – coaches do not tolerate the use of performance-enhancing drugs and support student athletes’ efforts to be drug-free.
- Alcohol and Tobacco – Coaches will not allow the use of tobacco and alcohol in conjunction with home events or victory celebrations related to athletic events. Alcohol use is prohibited in connection with away competitions as well
- Coaches/instructors may not sign contracts or agreements or facilitate contracts or agreements on behalf of East Tennessee State University, the Department of Campus Recreation, Sport Club Office, or the club itself.
- The coach/instructor shall be aware of and follow all East Tennessee State University and Campus Recreation policies and procedures relative to the Sport Club Program.

## **Sport Club Advisor**

Each sport club's advisor is chosen by the members of the group itself. In all instances, the advisor must be accepted by the club based on their constitution. The advisor must be a full-time faculty or staff member.

The advisor should attend the meetings of the club, as this puts him/her in a better position to understand and assist the group in providing direction and helping to maintain continuity in club programming. Other important responsibilities of the advisor can include the oversight of the club's annual budget; the general approval of the program for the organization; request forms, and semester report forms; serving as a source of information; maintaining club records; and counseling individual members.

Advisors should participate without domination by facilitating student development opportunities. They should always serve and advise, not sit in judgment. Advisors are most helpful when they use mature judgment and experience to help club members refine their programs, plans, and discussions to a point where they are effective and realistic.

## **Facility Reservations**

As a Campus Recreation program, Sport Clubs have priority for use of the Basler Center for Physical Activity and its outdoor facilities over other student organizations and non-affiliated groups. Sport Clubs may request meeting and/or practice without a fee. Sport Clubs should be aware of important dates and deadlines pertaining to the reservation of facility space.

## **Standing Reservations**

A benefit to being a Sport Club under Campus Recreation is the ability to have a standing reservation for practice space in the CPA or at any of Campus Recreation's outdoor facilities. Predetermined time periods set aside for practices will be communicated to clubs. Start-up/developing clubs or Registered Student Organizations who do not fall under the sport club program may be able to request a standing reservation on a weekly basis, pending facility availability. An attempt will be made to keep clubs utilizing outdoor field space in a consistent practice location, however standing reservations are subject to cancellation or relocation depending on other programming or facility maintenance needs.

## **Inclement Weather**

All reservations are subject to cancellation due to inclement weather, poor field conditions, or other unforeseen circumstances. The Sport Club staff will try to notify officers in a timely manner of practice cancellations. One guideline to follow is that if intramural games are canceled then club practices will be cancelled too. If a club's practice is canceled, an alternative location may be available. Officers should be proactive in communicating with Sport Club staff about their desire to seek any alternative location. Whether or not a decision has been made to cancel to practice, any request for an alternative location must be made by 12:00 p.m.

## **Club Practice Cancellations**

Clubs that decide to cancel an individual practice should notify the Sport Club staff at least 2 hours prior to their scheduled practice time via text to the Assistant Director of Sport Programs.

Sport Club staff does not check emails or phone messages during all hours of the day, so the officer making the notification should speak directly with a member of the staff or wait to get a text communication that the message was received. Clubs that are no-shows for a scheduled practice time or provide late notice of cancellation will receive one warning. A second no-show during the school year will result in a compliance violation and suspension of the club's reservation for two weeks. A third occurrence will result in the club's standing reservation being canceled for the remainder of the semester and possibly the following semester. It is important for clubs to understand that by having a standing reservation they are utilizing space that is in high demand by other groups and activities.

- Practice reservations may be canceled by the Assistant Director of Sport Programs if it is determined that your practice participation is too low.

## **Field Lights**

Field light reservations are entered by the Sport Programs staff on behalf of each club. These reservations are scheduled long enough to provide a 15-minute clean-up time for each club at the end of their practice.

## **Student ID's**

Club members should be in possession of their ETSU student ID at all times. The Sport Programs staff will perform ID checks throughout the semester and any club allowing a non-

student to participate will face consequences. All clubs must be able to provide student ID's at practices.

## **Non-Campus Recreation Facilities**

Clubs that wish to reserve University space outside of the CPA and its outdoor facilities should communicate this with the Sport Programs staff. Sport Clubs should not directly contact other University departments, such as Intercollegiate Athletics, to request facility space unless explicitly instructed by Sport Programs staff to do so.

## **Fees**

Sport Clubs are not currently charged for their use of Campus Recreation space for storage. However, for additional event needs (event staffing, field painting, etc.) there will be a charge for clubs.

- Field Lining/Painting - \$75/field
- Event Staffing - \$15/hour, per employee

## **Release of Liability**

Any visiting clubs, participating in competitions and/or exhibitions hosted by Sport Clubs, must provide the University with proof of insurance and agree to indemnify the institution and hold it harmless from all liabilities arising out of such groups, organizations, or individual's use of property, facilities, equipment, or services of the university, including, but not limited to personal injury, property damage, court costs, and attorney fees.

## **Access to the CPA**

For all events in the CPA, a valid ETSU I.D. is required for entering the facility. In the event the Club will have outside community members or club members from other universities attending, there will need to be a guest list or visiting team roster attached to the Facility Request form or submitted to the Campus Recreation front office at least 24 hours before the event. Access to the facility will be denied to anyone who does not have a valid ETSU I.D. card or is not on the guest list.

## **Sport Club Treasury**

Each Sport club may create a separate account for self-generated funds (dues, donations, fundraising monies, etc.) they collect throughout the school year. The two options are either a Bank account or an Agency account; details on these options are below. Any monies obtained from member dues, fundraising, or other outside sources must be deposited into one of these accounts. All spending from these accounts must be following the clubs' constitution and Campus Recreation policy.



## **Bank Account (Off Campus Account)**

Bank accounts, through local off campus banks, are allowed for sport clubs. The account must be opened with the club's name for all debit card and checking transactions. All bank account mailing addresses for clubs must be the same as the Campus Recreation mailing address. Bank account statements must be mailed directly from the bank to Campus Recreation. All purchases throughout the year will be reviewed by Sport Club staff periodically.

## **Agency Account (On-Campus Account)**

An Agency Account is an account set up and held by the University and allows clubs to deposit self-generated funds. This account can have checks drawn on it in for payment from the University. This is helpful in getting items tax free. Clubs should be advised that there is a process involved in withdrawing funds from an Agency Account and funds may not be immediately available. Agency Accounts are set up through Financial Services Office. If a club is interested in starting an Agency Account, please contact Sport Programs staff.

## **Self-Generated Funds**

All clubs are encouraged to have multiple forms of self-generated funds to supplement the yearly club allocations.

- Member Dues – All clubs are encouraged to collect dues from members to cultivate “buy-in” and commitment. Each club can choose the amount collected and frequency at which these dues are collected. Clubs are required to keep up-to-date and accurate records on dues collected and deposited.
- Donations – Prior approval from Sport Programs staff is required before clubs are able to contact any business or organization. Unsolicited donations from alumni or relatives do not need approval. Clubs are required to keep up-to-date and accurate records on any donations collected and deposited.
- Sponsorships – Sport clubs may secure a sponsor to help with fund raising under the following guidelines:
  - All sponsorships must first be approved by the Sport Programs staff.
  - Potentially approved sponsors would be non-alcohol/tobacco companies such as sports-related businesses, eateries/restaurants, or neutral entities that would not reflect negatively on the university.
  - Exchange of goods or gift certificates in exchange for event sponsorship is encouraged but will also need to be approved by Sport Programs staff prior to finalization of the agreement.
- Fundraisers – ETSU Student Activities and Organizations (SAO) and state rules must be followed when fund-raising.
  - SAO policy - [www.etsu.edu/students/sao/documents/fundraising\\_policy.pdf](http://www.etsu.edu/students/sao/documents/fundraising_policy.pdf)
- Prohibited items – Items like alcohol, tobacco, etc. are not permitted for funding by the Sport Club Treasury.

## **Cash Handling Procedures**

In order to minimize the possibility for missing, misuse or theft of funds, as well as just keeping with good business practices, clubs are required to adopt proper cash handling techniques. Clubs are required to promptly deposit any all revenues (member dues, fundraising monies, donations, etc.) into their bank or agency account. Receipts for all deposits and expenditures should be kept by the treasurer and made available to Sport Club Staff or general club membership on request. Club Presidents should frequently monitor the activities of the club treasury. Receipts should be kept for a minimum of two years, and transferred each year to new leadership if necessary.

Clubs are subject to random auditing by the Sport Club Staff. In addition to random audits, clubs are responsible for providing their monthly bank statements to staff for review.

## **Intramural Sports Participation Policy**

### **Sport Club Athlete Policy**

Members of sport clubs are eligible to participate in intramurals. However, any member of a sport club must participate in the top competitive/skill level (if applicable) for the sport in which they compete at the club level. Teams are allowed two (2) club athletes for the sport, or related sport, in which the athlete is a club member. For team sports in which the number of players to play a game is four (4) or less, the maximum number of club players is one (1).

- Volleyball Club (6v6) – 2 club members on 1 Intramural Volleyball team
- Tennis Club (2v2) – 1 club member on 1 Intramural double's tennis team

A person is deemed a Sport Club player if he/she participates in a club contest or practice following a designated “tryout” period, pays club dues, or appears on the club roster or waiver form. Once a person has been deemed a club member, he/she will be considered a club player in intramural sports for the longer of (a) the remainder of the school year or (b) six (6) consecutive months from the date that he/she last participates in a club contest/practice, last appears on the team roster, or the date of their most recent signed sport club waiver form.

Removal of the person from any club roster does NOT affect his/her Intramural status as a Sport Club player. Intramural players who join a club team during the Intramural Sport's season may be required to discontinue playing for their intramural team to keep their intramural team eligible under this rule. If you have questions about a player's club status, please check with the Assistant Director of Sport Programs.

## **Purchasing Procedures**

The Department of Campus Recreation can assist clubs with the payments and purchasing of eligible items such as equipment, uniforms, etc. All expenditures, for which the club will request funding, must be pre-approved by the Sport Club Staff.

## **Advance Purchases and Reimbursement**

Depending on the type of expenditure, Campus Recreation funding is available up front or as reimbursement. Club leaders should consult Sport Programs staff to determine which form of funding applies to each purchase.

- Advance Purchases –
  - Governing Body Dues
  - Registration
  - Officials Fees
  - Uniforms
  - Lodging
- Reimbursable Expenses –
  - Lodging Costs
  - Mileage Reimbursement
  - Registration paid on-site

## **ETSU Identity Standards**

In 2014, ETSU implemented visual identity standards that govern the use of ETSU images and logos, including the use by sport clubs. Any type of uniforms, apparel or promotional items and all artwork/logo use must be pre-approved by the Sport Programs office and University Relations, regardless if the club plans on submitting a funding request, or is using funding from the club treasury, agency account, individual member contributions or donations to pay for the uniforms/apparel. More information on ETSU Identity standards can be found at [www.etsu.edu/identity](http://www.etsu.edu/identity) and <http://www.etsu.edu/univrela/identity/athletics>.

Clubs must also adhere to the approved color palette. Navy (PMS 282C) and Gold (PMS 123C) are the official ETSU colors. Clubs are able to use a neutral color palette of black, white and gray. The neutral colors offer flexibility but should never replace the primary official colors of blue and gold.

## **Equipment Inventory**

Club equipment that has been, either fully or partially, purchased using Campus Recreation/Sport Club funds must be turned into Campus Recreation and inventoried at the end of each school year. The equipment will be attached to your student account and the student that has the equipment on their account, is responsible for returning it by the specified day.

## **Sport Club Travel Policy**

All club travel must receive prior approval and a travel authorization form must be submitted at least 2 weeks prior to the trip, regardless if the club is seeking reimbursement or the club and/or club members encumbers 100% of the travel expenses.

## General Travel Guidelines

- A traveling club member must be in possession of the club's Travel Binder and have access to club member waivers/emergency contact documents through DoSportsEasy (DSE).
- Travel Paperwork must be turned in 2 weeks in advance of the first day of travel.
- All receipts are required for reimbursement.
- There will be no usage of vehicles between the hours of 12 AM and 6 AM, unless pre-approved.
- Campus Recreation reserves the right to disallow any Sport Club travel if the distance is too extreme, due to the type of vehicle(s) being used, the number of approved drivers, and the total duration of the trip.
- Any highway ticket or violation are the responsibility of the sport club member that received them. Payment of fines will not be reimbursed by the Campus Recreation office.
- The Sport Programs staff reserves the right to cancel any trip based on weather conditions.

## Transportation

Sports Clubs are allowed to use various means of transportation to get to their various destinations.

- Driver Policies
  - Drivers are only allowed to drive a maximum of 6 hours in a 12-hour frame and no longer than 4 consecutive hours without at least a 15-minute break.
  - No driving should be done between the hours of 12-6 AM.
- Personal Vehicles
  - Personal vehicles are allowed to be used as long as the driver(s) have insurance and understand that they assume all fiscal responsibility for any accidents/injuries that occur.
  - Reimbursement for mileage will be handled prior to the trip by the Sport Programs office.
  - All supporting documents must be submitted to the office prior to trip in order for approval for drivers to be given.
- ETSU Campus Recreation Vans
  - If a club is in need of vehicle with a hitch to pull a trailer for club equipment, a Campus Recreation-owned van is available.
  - Drivers of any university vehicle must be a university employee and certified through the university safety class. Contact the Sport Programs Office for additional information.

## Pre-Travel Meeting

Clubs are required to meet with the Assistant Director or Graduate Assistant prior to leaving for any club related travel. The purpose of this meeting is to discuss the details of the trip and make sure that all pre-trip requirements have been met. The club should bring their travel binder and

all paperwork pertaining to the trip to this meeting for review. Travel claims and reimbursement procedures will also be discussed.

## **Travel Binder**

The travel binder is the responsibility of the club Vice President or other designated officer/member. The binder should include:

- Copy of the trip itinerary
- Copy of travel roster
- Road accident protocol
- Accident/Injury Report forms
- Emergency Contact Information

Club members should also ensure they have access to consent forms for each traveling club member through the DoSportsEasy (DSE) webpage.

## **Funding Policy & Allocations Process**

The Department of Campus Recreation has funds available to assist sport clubs. Any type of uniforms, apparel or promotional items (including the artwork/logos) must be pre-approved by the Sport Programs Staff and University Relations, regardless if the club plans on submitting a funding request, or is using funding from the club treasury, agency account, individual member contributions or donations to pay for the uniforms/apparel.

## **Individual Club Budgets**

Each club is required to submit the club's proposed budget in April for the following academic year. Club budgets should account for revenues and expenses from July-June of each year. Items to include in the budget are eligible expenses and projected revenue.

## **Expense Eligibility**

In preparing club budgets, expenses will fall into one of three different categories: Eligible--Payable, Eligible--Non-Payable, and Ineligible. Ineligible expenses are considered the responsibility of each individual member and should be excluded from the club's budget. However, ineligible expenses may be paid for with club funding, as approved by the club membership and constitution.

- Eligible – Payable
  - Equipment
  - Uniforms
  - Governing Body Dues
  - Travel Lodging
  - Travel Mileage
  - Officials pay
  - Registration

- Eligible – Non-Payable
  - Individual Dues to governing body
  - Coaches’ stipends
  - Individual, club, coach insurance
  - Personal Equipment
  - Practice Space Rental
- Ineligible Expenses
  - Personal Food/Drink
  - Fees/charges for damaged property

## **Budget Allocation Process**

Each club is required to attend a “check-out” meeting at the end of each semester. This meeting will be a recap/preparation meeting at the end of the fall semester while the spring meeting will center around a budget recap and proposal. Clubs are encouraged to bring any necessary supporting documents, travel plans, etc. to the spring semester meeting that may be applicable to their budget proposal.

Allocated funding becomes available to clubs at the start of the new fiscal year, July 1<sup>st</sup>. Clubs must use their allocated funds by May 1<sup>st</sup>. Any club traveling between May 1<sup>st</sup> and June 15<sup>th</sup> may use their current year allocated funds provided that all necessary paperwork has been completed and submitted to the Sport Programs office prior to travel.

Allocated funds do not carry over from year to year.

## **Supplemental Funding**

Extra funds may be available each semester to clubs qualifying for regional and national competitions, along with other unexpected expenses. Regional and national competitions that have an “open” qualification should be included in the club’s annual allocation request. Supplemental funding is only available after a club has exhausted their annual allocation, except in the cases of clubs having both a Fall and Spring season.

## **Documentation**

Clubs must provide documentation (invoices, receipts, etc.) of all expenses and purchases, whether or not the club was reimbursed.