CLUB SPORTS HANDBOOK

The Office of Recreational Services

2018-2019

THE UNIVERSITY OF TOLEDO
2801 W. Bancroft Street | Mail Stop 208, Toledo, OH 43615
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Recreational Services
Recreational Services, a department within the Division of Student Affairs, is devoted to The University of Toledo’s mission of improving the human condition.

Club sports is a unit within Recreational Services, funded by the Office of Student Involvement and Leadership and Recreational Services.

Mission
UTREC strives to enhance the human condition with a focus on health and well-being by providing impactful programs and services that enrich student learning as well as The University of Toledo community.

Vision
We are the premier service provider to The University of Toledo community for healthy lifestyle options and development opportunities for student success.

Core Values
- Health – to support a state of physical fitness
- Well-being – to provide an outlet to pursue a holistic lifestyle
- Development – to grow, improve, enhance, be educated, and advance
- Community – to serve, engage, and connect
- Diversity – to embrace the unique variety of others
- Inclusion – To celebrate an environment that is welcoming to all

Mailing Address
- Attn: (Name of Club Sport)
- 2801 W. Bancroft Street | Mail Stop 208
- Toledo, OH 43606

Club Sports Mission and Definitions

Club Sports Mission Statement
To provide students the opportunity to represent the University of Toledo both on campus and at other Universities across the country. It is our mission to represent The University of Toledo in the most positive manner through exercising sportsmanship, leadership, and professionalism.

Site Managers
Competitive Sports Site Managers are paid, undergraduate student staff under the Office of Recreational Services (UTREC). Site managers are responsible for the enforcement of all University, UTREC, and Club Sport policies and procedures.
Graduate Assistant, Competitive Sports
The graduate assistant is a paid graduate student staff member under the Office of Recreational Services that assists with the oversight of Club Sports. He/she assists with the development and implementation of all Club Sport policies and procedures.

- Rebhi Elder – Graduate Assistant, Competitive Sports
- Phone – 419.530.3716
- Email – Rebhi.Elder@rockets.utoledo.edu

Coordinator, Competitive Sports
The Coordinator for Competitive Sports is a paid, professional staff position under the Office of Recreational Services that oversees the entire Competitive Sports program (Intramurals and Club Sports). The coordinator is responsible for the development of the Club Sports mission and vision. The Coordinator, Competitive Sports oversees the Graduate Assistant, Competitive Sports.

- Tony North Jr – Coordinator, Competitive Sports
- Phone – 419.530.3704
- Email – Tony.North@utoledo.edu

Scheduling appointments with Coordinator, Competitive Sports
To schedule an appointment with Coordinator, Competitive Sports (Tony North Jr) please CLICK HERE or visit https://calendly.com/tony-north.

Eligibility

Defining Eligibility

- Active membership shall be chosen without discrimination of race, color, religion, age, national origin, disability, marital status, veteran status, sexual orientation, or gender identity.
- No experience is required for membership.
- All full-time undergraduate (12 credit hours) and graduate (9 credit hours) are eligible for full participation.
  - Those who fall below full-time status must seek approval from the Coordinator, Competitive Sports to be eligible.
  - Specific League may require higher eligibility standards, all participating members of that club sport must adhere to those standards.
- Once a student is no longer enrolled in classes, they are ineligible for club participation.
  - All students must be taking a minimum of 3 credit hours to be considered eligible…all students below full time status must seek approval from Coordinator, Competitive Sports.
- All participants must maintain a cumulative GPA of 2.0 or higher to be considered eligible.
• Clubs are prohibited from denying any eligible person participation in a club on the basis of race, color, religion, age, national origin, disability, marital status, veteran status, sexual orientation, or gender identity.
• Those under the age of eighteen (18) may not participate in Club Sports without their parent’s signature and consent.

League/Governing Body Eligibility
In most cases, eligibility to participate in Club Sports is based on academic status at The University of Toledo. Leagues and governing bodies may require additional documentation to be signed and stamped by the registrar. If that is the case please complete The Consent to Release Information Form for each eligible member and turn the form in to the registrar’s office. The registrar’s office is located on the Main Campus in Rocket Hall Room 1100. Please visit the Registrar’s page on The University of Toledo website for more information.

NCAA Eligibility Requirements Related to Club Sports
Club Sport participants must also adhere to and remain in compliance with the NCAA and intercollegiate competition. The NCAA by-law on intercollegiate competition states, “12.02.6 Intercollegiate Competition. Intercollegiate competition is considered to have occurred when a student-athlete in either a two-year or a four-year collegiate institution does any of the following: (Revised: 1/10/91, 1/16/93, 1/11/94, 1/10/95, 1/9/06)
  a) Represents the institution in any contest against outside competition, regardless of how the competition is classified (e.g., scrimmage, exhibition or joint practice session with another institution's team) or whether the student is enrolled in a minimum full-time program of studies;
  b) Competes in the uniform of the institution, or, during the academic year, uses any apparel (excluding apparel no longer used by the institution) received from the institution that includes institutional identification; or
  c) Competes and receives expenses (e.g., transportation, meals, room or entry fees) from the institution for the competition.
12.02.6.1 Exempted Events. Participation in events listed in Bylaw 16.8.1.2 is exempted from the application of this legislation. (Revised: 1/10/92)
12.02.6.2 Participation on an Institution's Club Team. Participation on a collegiate institution's club team is exempted from the application of this legislation, provided the institution did not sponsor the sport on the varsity intercollegiate level at the time of participation. (Adopted: 6/24/09)

Requirements of Participation

Acceptance of Assumption of Risk Form
Any person(s) participating (rostered member or prospective member) in a Club Sport must complete the Assumption of Risk Waiver.
Personal Health Insurance
Per The University of Toledo, all students are required to have health insurance. For more information regarding health insurance please visit the [STUDENT HEALTH COVERAGE PLAN](#) page on The University of Toledo website.

Responsibility of Participants
Those participating in Club Sports are responsible for the evaluation of their own health in accordance to the demands of their individual sport. Sport Physicals are not required by Recreational Services. Please use caution when determining your ability to participate as it may affect your life and the lives of those around you. In some cases, participants may be required to submit a physical form provided by a licensed physician, along with additional medical paperwork. If uncertain of your ability to participate, please consult a physician prior to participation.

Creating a Club Sport

Criteria to become a Registered Student Organization
In order to be eligible for creation the club must meet the following requirements to first become a registered student organization (the information below is taken directly from the Office of Student Involvement and Leadership webpage):

1. **Do research:** Search for similar organizations in the Involvement Network.
2. **Refine your idea:** What is your proposed organization's proposed mission? Is becoming a student organization the best way to accomplish your goals?
3. **Gather your people:** You'll need seven (7) total UT students and one UT employee (as an Advisor) to become an organization.
4. **Sign up for training:** This mandatory in-person session covers policies, procedures, and the Involvement Network.
   a. Spring 2019:
      i. Friday, January 19, 2019
      ii. Friday, February 15, 2019
5. **Submit your organization registration in the Involvement Network.**
   a. Items to have ready for new organization registration include:
      i. Purpose/mission of proposed organization:
      ii. We will not duplicate organizations with similar missions. We will request that your group join an existing organization if the mission and purpose are consistent with an established student organization unless the organization has a national affiliate.
      iii. Email addresses of all members, but at least 7 UT students and their position titles within the organization
         1. Required: Primary Contact, President, Treasurer, UT Advisor
         2. Optional but recommended: Vice President, Marketing Coordinator, Secretary, Service Chair, Non-UT Advisor
iv. Email address of UT employee that has agreed to be an Advisor
v. Profile picture (in .jpeg or .png format)
vi. **Constitution**: Use sample and template constitutions to draft an acceptable document.

6. **Track your registration progress**: You will receive a specific email notification once you’ve been approved.

For more information on becoming a registered student organization, please visit the Office of Student Involvement and Leadership webpage on The University of Toledo website [http://www.utoledo.edu/getinvolved/newstudentorganization.html](http://www.utoledo.edu/getinvolved/newstudentorganization.html).

**Criteria to become a Club Sport**

In order to be eligible for creation the club must meet the following requirements:

- Club Sports must have 7 people eligible for full participation.
- The club must be an organized sport or athletic activity that engages in competition at the extramural, regional, or national level.
- The club must be associated with an approved governing body that has developed standards for participation.
- There must be adequate funds available to meet the club’s financial needs.
- The club must prove the ability to meet needs not currently provided elsewhere on campus.

**Application Procedures**

Upon completing all steps to become a registered student organization, the following steps must be completed to become a Club Sport.

1. Email Coordinator, Competitive Sports to discuss requirements and the viability of the proposed club.
2. Submit a [New Club Sport Application](http://www.utoledo.edu/getinvolved/newstudentorganization.html).
3. Once the application has been submitted and approved, the club will receive a conditional status of approval, which is a temporary state of approval before becoming a fully integrated club sport.
4. The club will have 4 weeks (28 days) from the date that the application has been approved to complete the following steps otherwise the conditional status will be removed and the club will need to reapply.
   - Create/revise club Constitution
     - A Constitution should have been submitted when applying to become a registered student organization. Please make revisions specific to your proposed Club Sport.
     - Hold a general interest meeting to elect club officers and vote on the Constitution.
   - At least 7 members must be in attendance.
• Election results and approved Constitution must be submitted to the Coordinator, Competitive Sports.
• Submit a membership roster via Invonet (found on the Club Sports Website). Please be prepared to provide information on the following:
  • Name
  • Phone Number
  • Email Address
  • Officer Position (if applicable)
• Acquire General Event Liability Insurance.
  • Contact Coordinator, Competitive Sports for more information.
5. The club becomes a fully recognize “New Club”.
6. Officers will schedule a meeting with the Coordinator, Competitive Sports who will provide them with training.
  • A meeting can be scheduled online via https://calendly.com/tony-north/club-sport-officer-meeting.

New Club Status
A new club will maintain their status until the end of the academic year. A new club is not eligible for funding for the remaining academic year and not guaranteed funding for the following academic year. New clubs are required to fundraise in order to have a budget.

Club Sport Status

Active Clubs
A club is deemed active when it:
• Has completed re-registration via Invonet.
  o Annual Requirements for Active Status:
    1. Training: In-person session must be attended by at least one officer.
       Training covers policies, procedures, and an in-depth look at the new Involvement Network online system.
    2. Online registration by Oct 1 (see below)
    3. Service & Philanthropy Tracking due each semester (if applicable)
    4. Annual Report by May 1
• Has a minimum of three (3) officers.
  o Two (2) safety officers (First Aid/CPR/AED) certified.
  o Officers must complete concussion training.
• Has a minimum of seven (7) full participating members on their roster.
  o Must submit roster via Invonet.
• Has not missed more than 1 meeting (council or officer) per semester.
• Competes all paperwork by required deadlines.

Inactive Clubs
A club is deemed inactive when it:
• Does not meet the active requirements above.
• Has been suspended by the Coordinator, Competitive Sports.
  o If a club remains inactive for two (2) consecutive semesters, the club will be considered disbanded.

**Summer**
Unless approved by the Coordinator, Competitive Sports, clubs are not allowed to be active over the summer. Clubs may not practice, compete, do community service, etc.

**Pre-Season Practice**
Clubs may seek special approval to begin practices 2 weeks before the start of the fall semester. Special rules for such practices may be put in place by the Coordinator, Competitive Sports and Facility/Operations team.

**Scheduling**
- Practices must be scheduled prior to the last day of class of the Spring Semester.
  o See “Facility Use and Reservation” section below on how to scheduled space.
- Practices are based on facility availability.
- The Coordinator, Competitive Sports may limit the number of days and practice hours. No weekend practices allowed.
- In the event of a schedule change, practices must be scheduled 24 hours in advance. Failure to notify will result in a complete loss of pre-season practice privileges.

Prior to the start of practice, all of the following criteria must be met:
- Club president meets with Coordinator, Competitive Sports during the first week of August.
- Each participant must be on the roster and have an Assumption of Risk waiver submitted.
  o Must submit practice attendance at the end of each week.
- All participating coaches must be cleared before they begin team activities.
- The club has two (2) safety officers. One (1) safety officer must be present at every practice.
- Club has active General Event Liability Insurance on file in Club Sport Office.

**Disbanding a Club Sport**
If a club has not been active for two (2) consecutive semesters, the club will officially be disbanded and all University money and equipment will be reverted to the Club Sports to be used or distributed at the discretion of the Coordinator, Competitive Sports. Anytime thereafter a disbanded club must re-apply to be a club sport.

**Club Officers and Coaches**
Officers
Clubs are run by student officers. Since clubs are self-administered, the management of club business is the responsibility of the officers. The success of the individual clubs and the Club Sports program is dependent on the vision, leadership, and professionalism shown by the club officers. Each club must have the three (3) following positions, which must be held by three separate individuals:

- President
- Vice President
- Treasurer

Officer Duties
The following is a basic overview of all club officers’ duties. More specific descriptions must be listed in each club’s constitution.

- Manage the day-to-day operations of the club
  - Attend required trainings and meetings, including, but not limited to:
    - At least two (2) officers must attend beginning of the year training.
    - At least one (1) officer must attend month Club Sport meetings.
    - At least two (2) officers must attend monthly one-on-one meetings with Coordinator, Competitive Sports.
  - Make sure the club is in compliance with all University, Recreational Services, and Club Sport guidelines and procedures
  - Request facility space via Invonet
  - Manage/plan home events
  - Coordinate competition schedules
  - Make travel arrangements and submit Club Sport Travel Request Form 48 hours prior to travel.
  - Manage the club’s budget and prepare the clubs budget request for allocation meeting(s).

Officer Transitions
All clubs are required to have an officer election and transition process. Club members are discouraged to take an officer position unless they can serve a full one year term.

The successful transition from outgoing to new leadership is instrumental to the continued success of the club. Many clubs have chosen to create a club transition documents which outline details of their respective club and/or store important documents and resources within a Google Drive account. From governing body guidelines to important contact information for rival teams, a handbook passes along important information from officer to officer, year to year. While a transition document can save officers the trouble of “reinventing the wheel” it should be updated frequently. To ensure a successful transition, outgoing and incoming officers should reference the Officer Transition Checklist available on the Club Sports website.

Coaches
Prior to the approval of any coach, he/she must complete the required coaching paperwork on the sport club website and submit it to the Office of Recreational Services. In addition, all external
coaches (not affiliated with The University of Toledo) are required to complete a background check before they can begin any team activities. UT Club Sports are encouraged to operate with the services of volunteer/paid coaches, made up of students, graduate assistants, faculty/staff members, or community members. A coach of a UT Club Sport assumes significant responsibility, and should be aware of the following:

- Coaches must maintain the student development philosophy and allow the students to take on all administrative responsibilities.
- Coaches may assist in scheduling games, but all paperwork/communication should be completed by the club officers.
- Coaches should be experienced and knowledgeable in their sport (training, strategy, etc.).
- Coaches are encouraged to attend all club sport events to fulfill their commitment to the club.
- Coaches should aim to develop and improve the skills of club sport members.
- Coaches should ensure good sportsmanship at all times. Club Sport members and coaches are expected to conduct themselves in a manner that does not diminish the reputation of The University of Toledo and Recreational Services.
- Coaches must be aware and understand that club officers, members, and the Coordinator, Competitive Sports reserve the right to terminate any individual (coach/officer/player) within the club if it is determined the best interest of the club is not being served.

**Facility Reservation and Use**

**Reservations**

**Student Recreation Center, HEC, Carter Field**

In order to secure space in our facilities (Student Recreation Center, Health Education Center, and Carter Field) club officers must strictly follow the guidelines below. If a club fails to meet the reservation requirements, yet they still hold an event, a major violation will be given and the club will be suspended from all activities for a minimum of 2 weeks. Please see below for a full description of the reservations process. If there are any questions regarding the reservations process please contact our Events Coordinator: Cameron Pendergraph, Cameron.pendergraph@utoledo.edu or 419-530-3703.

Attached to this email is your rental agreement. Please take time to review the dates, times, event details and policies to ensure we are able to provide premier services during your time with us. **This agreement quote will expire in 5 days, so be sure to sign and return the quote to your facility contact within 5 days.**

All student organizations must create an event in Invonet and have it approved by the Office of Student Involvement and Leadership before their event can be scheduled. Groups who will use
Office of Recreational Services facilities regularly for the same event throughout the academic year need only have their regularly scheduled event approved in Invonet once at the beginning of the year. Examples of this include regularly scheduled club sport practices, meetings and Songfest practices

**FACILITY POLICIES**
A list of all facility policies are found at www.utreecenter.com. Please be sure you and your group are familiar with these prior to your event.

**NOTE:**
- Non-UT students who attend an event must pay the $10 guest pass fee unless special arrangements have been made. Non-students who want to attend an event at the HEC must pay the guest pass fee at the Student Recreation Center and take their receipt to the HEC for admittance.
- Only painters tape is allowed to be used on walls and floors. No duct tape, masking tape or transparent tape may be used on floors or walls.
- Food is allowed in reserved meeting rooms and the pool observation deck only. Food and all drinks other than water are not allowed in the open facility, gym courts, pool deck etc.
- **Events that are large or complex require a pre-event meeting at least two weeks prior to the event**
- You must have a photo pass to take pictures. You can sign out a photo pass with an ID in the office.

**FEES**
Student organizations do not pay to use the Office of Recreational Services’ facilities, however any costs specifically associated with an event such as additional staffing must be covered by the sponsoring organization. Arrangements for payment for additional costs must be made as part of the agreement. Student organization members may not reserve space for personal use under the name of their organization.

**CANCELLATION POLICY**
All events must notify their event coordinator at least 72 hours or 3 business days (Monday-Friday) prior to the start of their event. Please email with your name, the reservations group name, agreement number, date of event and reason why you are cancelling. You will receive an email acknowledging your cancellation at no cost. A $50 fee will be assessed for cancellations made within 72 hours of the event. Larger events with staffing and set-up costs failing to cancel their event at least 72 hours prior, will result in full staffing and non-room rental fees being charged in addition to the $50 fee.

**DIRECTIONS TO SIGN AND RETURN**
All rental quotes need to be signed and returned to the Office of Recreational Services within five days of receiving this email. Rental Agreements are not complete until signed by the Events Coordinator.

To sign and return please do one of the following:
• Drop the form at the Office of Recreational Services Guest Services Office at the Student Recreation Center
• Mail Form: Office of Recreational Services, 2801 W. Bancroft, Mail Stop 208, Toledo, OH 43606
• Fax: 419-530-3710 *please note, if the faxed document is not legible, it will not be processed.
• Return via email by scanning or electronically signing (simple directions are on our website: www.utreccenter.com)

Events Coordinator: Cameron Pendergraph, Cameron.pendergraph@utoledo.edu or 419-530-3703.

Fetterman
Scheduling for the Fetterman Training Center is completed during a general Club Sport meeting, not via Invonet. Fetterman practice takes place Sunday – Saturday, 8:45pm – midnight. Due to Fetterman only having one large field, space must be shared. Club who are in season have priority consideration for Fetterman scheduling.

The spring 2019 Fetterman schedule can be found on the Club Sports website.

Unofficial Practices
Clubs are not allowed to host unofficial practices. Club Sports professional staff should be aware of all practices, including their times and locations.

Groups of friends who are members of the same club sport are allowed to use open space and open recreation time to play their sport informally. The club may not reserve facility time for informal play. During such times, the following guidelines are to be followed:
• Club will not have access to any club equipment. Only personal equipment (lacrosse sticks, basketballs, soccer balls, etc.) may be used.
• No drills of any kind.
• No coaches should be in attendance.
• Club members must welcome other students (non-members) to participate (if applicable).
• No club related apparel should be worn.
• Club members should not take up the majority of available space.

Home Events & Visiting Teams (within Recreational Services Facilities & Fetterman)
• Clubs may not host visiting teams during their practice times. Unless otherwise approved, all home events must take place on weekends (Fri-Sun).
• It is the clubs responsibility to plan their home events.
• Clubs requiring lines to be painted will need to pain the lines themselves under the direction of the Club Sports staff.
  o Clubs should schedule a time to pain the lines at least 2-3 business days in advance.
    • Late requests may not be granted.
The more club members you have to paint, the quicker it will go.

- Two (2) days prior to each home event, clubs must submit a Home Event Management Form.
  - The Recreational Services Staff will prepare for your event based on the information provided in the initial reservation request and the Home Event Management Form.
  - The club must designate an Event Contact. Responsibilities include:
    - Liaison with visiting teams, Athletic Trainers (if applicable), and the schedule Site Manager or Building Supervisor.
    - Assist with the enforcement of facility guidelines with visiting teams and club members.
    - Make sure the facility is clean before leaving. Failure to assist in the clean may result in a loss of practice time or failure to host any future events.

- Clubs are responsible for sending the Visiting Team Packet to all visiting well in advance of their arrival.
  - Please have visiting teams read the packet thoroughly and have bring completed visiting waivers.

- The day of the event, clubs are required to collect visiting waivers and hand them to the Site Manager or on-site Building Supervisor (if applicable). If the club did not bring their waivers please (1) have extra copies available or (2) retrieve extra copies from the Site Manager or on-site Building Supervisor.
  - If no Recreational Services staff is scheduled, it is the club’s sole responsibility to distribute and collect waivers (if applicable).

Game Officials/Referees

- Clubs are responsible for finding their own officials for home events.
- Recreational Services cannot provide officials for sanctioned governing body/league events.

Event Cancellations

Recreational Services reserves the right to cancel home events for reasons including, but not limited to:

- Failure to submit the proper paperwork
- Any disciplinary actions (legal, Title IX, misconduct, etc.)
- Failure to follow facility use guidelines and procedures
- Weather concerns

Equipment and Supplies
Equipment
Equipment is defined as items which have a lifespan of more than one year. All equipment purchased for the identified “Rec Budget” is property of The University of Toledo.

Purchasing Equipment
All equipment looking to be purchased with a clubs “Rec Budget” needs to be purchased with a University of Toledo Purchasing Card (P-card). To access the p-card a meeting must be scheduled with the Coordinator, Competitive Sports. The P-card will never be given out to clubs for usage. If you are able to provide a link with all applicable information (username, password, etc.) then equipment purchases can be made via email communication.

Please send all equipment purchased by way of the P-card to the Student Recreation Center and list the Coordinator, Competitive Sports name in the mailing address.

Inventory
Clubs must maintain an inventory list of all club equipment, regardless of how it is purchased or acquired. Clubs are not required to inventory supply items such as balls or uniforms which are used from year to year.

Lost & Damaged Equipment
Depending on the circumstances, clubs may be required to replace lost or damaged items. Equipment must be replaced by the set deadline each semester, and paid for out of the clubs UTFC account. Failure to do so may result in the freezing of the club’s accounts.

Storage
All equipment purchased through a club’s “Rec Budget” must be stored in a Recreational Services approved storage location when the club is not in season, especially during the summer months. Please see below for further storage guidelines that include, but are not limited to:

- Club equipment should be neatly stored in their appropriate locations.
- DO NOT store personal equipment in club storage areas.
- Make sure storage spaces are secured (doors fully closed and locked) after each use.
- Recreational Services is not responsible for club or personal property that is lost or stolen.
- Due to limited space, Recreational Services staff reserves the right to limit the amount of storage space allocated to each club.

Discarding Old Equipment
Due to limited space, clubs are not allowed to store items which are not being utilized. Therefore, Recreational Services reserves the right to discard any unused equipment. Clubs should contact the Coordinator, Competitive Sports before discarding any equipment that is property of The University of Toledo.

Equipment Management
It is recommended that each club elect/appoint an Equipment Manager. Duties may include: updating the Inventory Report and inventorying club equipment 2-3 times per year, recommending equipment purchases, discarding old equipment, and monitoring club equipment.
Inspection
Clubs are responsible for the inspection of their own equipment prior to each use to ensure the equipment is safe to use.

Donations
Before accepting donated equipment, clubs must first communicate with the Assistant Director for Competitive Sports to ensure the University has adequate storage facilities, insurance, etc. Equipment items donated to your club become state property.

Supplies
Supplies are defined as items which have a lifespan of less than one year. While not required, clubs are allowed to include supplies on their inventory report.

Apparel/Uniforms
Club apparel, including uniforms, can be purchased via a club’s UTFC account or Rec Budget. All club sport uniforms must denote “club” following the sport name and it has to be approved by the Coordinator, Competitive Sports prior to purchase. All uniforms must follow the Branding Guidelines listed on the Club Sports website and should be purchased through a University-approved vendor. A complete list of approved vendors can be found on the Club Sports website.

Travel Procedures
The following applies to all travel off campus for club events including but not limited to the following:
- Games, tournaments, and other competitions
  - Off campus practice and home events have special guidelines. See below for more information.
- Off campus fundraisers, community service events, and meetings

Trip Leader(s)
Clubs must designate a Trip Leader for each trip. Trip Leaders must be on the trip and they should be the individual who submits the Club Sports Travel Request Form. Trip Leaders agree to follow and uphold all Club Sport guidelines while on the trip.

Club Sports Travel Request Form
The Club Sports Travel Request Form must be submitted no later than 48 hours prior to the departure of a trip. No travel request forms will be approved after the 48 hour deadline. The roster listed on the travel request form should not list any names that are not on the official membership roster. If there are any updates to the travel request form after the form has been submitted, please email those changes to the Coordinator, Competitive Sports prior to the clubs departure. Failure to submit a travel request form will result in disciplinary action.
Out of Region Requests
Trips with a driving distance (according to Google Maps) of more than 300 miles one-way, no matter the transportation type, require special approval. An Out of Region Request Form must be submitted 30 days in advance of the trip. It is understood that in some cases, 30 days’ notice is not possible due to the qualification process. In these situations, an exception will be made.

Please do the appropriate research before completing this form. Estimates and incomplete information will not be accepted.

Please do not make any bookings until your trip is approved. Approval may take up to one week.

The Out of Region request form does not take the place of the Club Sports Travel Request Form. The travel request form MUST still be completed 48 hours prior to departure.

Hotel Bookings and Procedures
If a club would like to book a hotel using personal funds or money from their UTFC account, the Coordinator, Competitive Sports does need to assist in the booking/reservation. If a club would like to book/reserve a hotel using the University Purchasing Card (P-card), then follow the steps below.

- **STEP 1: CHOOSE HOTEL**
  - Do some research! Find the hotel that you want based on your budget and location to the event venue. Consider booking using these sites:
    - Expedia
    - Lucid Travel → [https://utoledo.lucidhotels.us/](https://utoledo.lucidhotels.us/)
      - Booking through Lucid Travel will get the cheapest rates and an opportunity to earn up to 7% cash back.
      - Able to book 3rd party or directly through website, depending on cheapest rate.

- **STEP 2: FIND THE BEST RATE**
  - Do some research. Find the best rate possible for that hotel & room type. Often times, the best rates are available on the hotels own website, or by calling the hotel directly. One quote must be directly through the hotel. Make sure the rate/option you select allows you to cancel your trip up until the day before or day of arrival. Make sure to include the number of people per room to get an accurate quote.

- **STEP 3: CONTACT COORDINATOR, COMPETITIVE SPORTS**
  - Coordinator, Competitive Sports will complete the reservation if all applicable information is listed and accurate.

- **STEP 4: CONFIRMATION**
  - Clubs will receive a confirmation email when the hotel has been booked. The email will include a confirmation and receipt for the clubs records.
    - Following the confirmation will be an e-mail the club’s updated Rec Budget.

- **STEP 5: COMPLETE CLUB SPORTS TRAVEL REQUEST FORM.**
The travel request form must be completed during this step so that all accurate information can be completed within the form.

**STEP 6: CHECK IN**
- The name(s) listed on the room reservation(s) must be present at check-in. If a credit card authorization form was needed to complete the reservation, be sure to have a copy for the credit card authorization on file.

**STEP 7: CHECK OUT**
- Obtain a copy of the receipt and make sure all charges are accurate.

**STEP 8: POST TRIP**
- Complete Post Summary Event Form and turn in any applicable receipts.

**Off Campus Practices**
Clubs that practice off campus need to submit an Off Campus Practice Form once per semester. Forms are due prior to the first practice each semester. A travel request form is not due for each practice, however, club must follow all other travel guidelines.

**Campus Closures**
As a general rule, if the University is closed, clubs are not permitted to travel. Any club attempting to travel on a day that the University is closed must contact the Coordinator, Competitive Sports for a case-by-case decision.

**Notification of Absence from Class**
If a club is traveling for competition, they may be eligible to be excused from class at the discretion of their individual professors. Clubs should submit the Notification of Absence from Class Request Form 5-7 days prior to their departure to allow ample time for the letter to be drafted and returned to the club!

**Transportation**

**Driving Guidelines**
- All passengers must be authorized to participate in sport club activities (members, coaches, advisors) and listed on the approved Club Sports Travel Request Form. No guests, family members, friends, or others who are not authorized to participate/travel. This includes private vehicles.
- Only approved and designated drivers may drive. Must be listed on the Club Sports Travel Request Form.
- Each passenger must have and wear a seatbelt.
- Obey all traffic, parking, and safety laws, including the speed limit. Drivers assume responsibility for all traffic and parking tickets. Report all traffic and/or parking violations and incidents resulting in vehicle damage to the Coordinator, Competitive Sports via the Club Sports Incident Report, regardless of severity.

**Gas & Tolls**
All club members who purchase gas traveling to club sport event are eligible to apply for reimbursement, assuming the funds are available in their Rec Budget. Clubs must complete the
required [Reimbursement Form](#) and turn in [original](#) copies of receipts to the Coordinator, Competitive Sports.

It is recommended that clubs pay for gas out of their UTFC account to avoid the reimbursement process.

Those traveling through tolls are eligible to request an E-Z Pass from the Coordinator, Competitive Sports. If available, E-Z passes must be signed out and signed back in. Please be sure to request the E-Z Passes in advance.

**Accidents and Incidents**

**Personal Vehicles**
1. Respond to medical emergencies (if applicable)
2. Do not admit guilt or wrongdoing
3. Call the Police and get a report
4. Call the Coordinator, Competitive Sports immediately
5. Call the vehicle owner
6. Complete a Club Sports Incident Report
7. If there are injuries, complete a Club Sports Accident/Injury Report

**Safety & Risk Management**

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

- Emphasize safety during all club activities.
- Review emergency procedures with all club members. Document this review, including the date and list of members present.
- Inspect fields and facilities, as well as club equipment, prior to every practice session, game or special event. Report unsafe conditions to the Club Sports professional staff immediately. If at an off-campus site, report the condition to the proper managing authority. Do not use facilities or equipment if they appear unsafe.

**Participant Requirements**

Acceptance of Assumption of Risk

Participants in Club Sport must complete an [Assumption of Risk](#) waiver once per academic year. Assumption of Risk forms should be completed by all participants prior to their first tryout or practice. The purpose of this document is to inform the participants of the potential dangers (both on and off playing surface) associated with participation. Assumption of Risk waivers are to be completed digitally and will automatically be sent to the Coordinator, Competitive Sports upon completion. Individuals who have not completed an Assumption of Risk waiver are not permitted to participate in any club activity. It is the officer’s responsibility to make sure that
everyone signs a waver prior to participating. Those clubs found to not be in compliance will be subject to program sanctions.

**Personal Health Insurance**
Per The University of Toledo, all students are required to have health insurance. For more information regarding health insurance please visit the STUDENT HEALTH COVERAGE PLAN page on The University of Toledo website.

**Safety Officers**
All clubs must have at least two (2) designated safety. In addition, club officers are responsible to make sure at least one (1) Safety Officer is at every club practice or competition. Each academic year, Safety Officers are required to resubmit their certifications. Safety Officers must hold a First Aid/CPR&AED certification from a reputable provider and submit a copy to the Coordinator, Competitive Sports. Accepted providers/certification include:
- American Red Cross
- American Heart Association
- Any EMT of Lifeguard Certification

Club as required to have a mandatory minimum of two (2) Safety Officers, but it is highly recommended that they have several in order to meet the requirement of having one (1) Safety Officer at every practice and competition. Coaches may hold First Aid/CPR&AED Certifications; however, they do not count as a Safety Officer.

**Concussions**
One of the main jobs of a coach or club officer is to keep all members/athletes safe. Coaches and officers should know how to prevent concussions and other serious brain injuries, learn how to spot a concussion and know what to do if a concussion occurs.

A concussion is a serious injury that is caused by a bump, blow, jolt to the head, or by a hit to the body that causes the head and brain to move quickly back and forth. This fast movement can cause the brain to bounce around or twist in the skull, creating chemical changes in the brain and sometimes stretching and damaging the brain cells. Concussions can change the way an individual’s brain normally works.

The brain needs time to heal after a concussion. An athlete who continues to play with concussion has a greater chance of getting another concussion. A repeat concussion that occurs while the brain is still healing from the first injury can be very serious and can affect an athlete for a lifetime. It can even be fatal.

**Prevention**
Coaches and officers create the culture for safety and can help lower an athlete’s chance of getting a concussion or other serious injuries. Aggressive and/or unsportsmanlike behavior among athletes can increase their chances of getting a concussion or other serious injury. Here are some ways you can help keep your athletes safe:
• Talk with club members about the importance of reporting a concussion. Talk with athletes about any concerns they might have about reporting their concussion symptoms. Make sure to tell them that safety comes first and you expect them to tell you if they think they have a concussion. Some athletes may not report a concussion because they don’t think it’s serious. They may also worry about:
  o Losing their position on the team or during the game.
  o Jeopardizing their future sports career.
  o Looking weak.
  o Letting their teammates or the team down.
  o What their coach or teammates might think of them.
• Create a culture of safety at games and practices.
• Teach athletes ways to lower the chances of getting a concussion.
• Enforce the rules of the sport for fair play, safety, and sportsmanship.
• Ensure athletes avoid unsafe actions such as:
  o Striking another athlete in the head
  o Using their head or helmet to contact another athlete
  o Illegal contacts or checking, tackling, or colliding with an unprotected opponent; and/or
  o Trying to injure or put another athlete at risk for injury.
• Check out the equipment and sports facilities. Work with the game or event administrator to remove tripping hazards and ensure that equipment, such as goalposts, have padding that is in good condition.

**Signs and Symptoms**

**Signs observed by officers, coaches, teammates, etc.**
- Appears dazed or stunned
- Forgets an instruction, is confused about an assignment or position, or is unsure of the game, score, or opponent
- Moves clumsily
- Answers questions slowly
- Loses consciousness (even briefly)
- Shows mood, behavior, or personality changes
- Can’t recall events prior to or after a hit or fall

**Symptoms reported by athletes:**
- Headache or “pressure” in head
- Nausea or vomiting
- Balance problems or dizziness, or double or blurry vision.
- Bothered by light or noise
- Feeling sluggish, hazy, foggy, or groggy
- Confusion, or concentration or memory problems
- Just not “feeling right”, or “feeling down”

*Signs and symptoms may not present themselves immediately.*
Severe Concussions: Call 911 or 419.530.2600 if on Campus

In rare cases, a dangerous collection of blood (hematoma) may form on the brain after a bump, blow, or jolt to the head or body and can squeeze the brain against the skull. If in a Recreational Services Facility a Code Blue will be called by a Recreational Services Staff member and UTPD will be called. Please ensure an athlete is taken to the emergency department right away if, after a bump, blow, or jolt to the head or body, he or she has one or more of these danger signs:

- One pupil larger than the other.
- Drowsiness or inability to wake up.
- A headache that gets worse and does not go away.
- Slurred speech, weakness, numbness, or decreased coordination.
- Repeated vomiting or nausea, convulsions or seizures (shaking or twitching).
- Unusual behavior, increased confusion or restlessness
- Loss of consciousness (passed out/knocked out). Even a brief loss of consciousness should be taken seriously.

Response Protocol & Return to Play

1. If you think an athlete may have a concussion, you **REMOVE THE ATHLETE FROM PLAY.** Club officers, Safety & Facility Officers, coaches and athletic trainers have the authority to limit a members’ participation if they suspect a concussion. When in doubt, sit them out!
2. Keep the club member out of play until they are seen by the Club Sport Athletic Trainer (if available), Recreational Services Staff, or another health care provider. Do not try to judge the severity of the injury yourself. Only a health care provider should determine if an athlete has a concussion.
3. Provide the member with the suspected concussion with a **Concussion Packet.** Tell them to seek medical attention. They should contact their healthcare provider within 24 hours of the incident.
4. Report the possible concussion to the Coordinator, Competitive Sports within 12 hours. Call or email the Coordinator, Competitive Sports with the name, email address and phone number of the member with a suspected concussion.
5. The decision about return to practice or play is a medical decision that should only be made by a health care provider. As a coach or officer, you should not allow the member to return to practice or play until they receive written permission from their healthcare provider or a licensed medical professional.
6. An athlete’s return to school and sports should be a gradual process that is approved and carefully managed and monitored by a health care provider. Be sure to work closely with the Coordinator, Competitive Sports. Below are five gradual steps that you, along with a health care provider, should follow to help safely return an athlete to play. Remember, this is a gradual process. These steps should not be completed in one day, but instead over days, weeks, or months.
   a. **BASELINE:** Athlete is back to their regular school activities, is no longer experiencing symptoms from the injury when doing normal activities, and has a green light from their health care provider to begin the return to play process. An athlete should only move to the next step if they do not have any new symptoms at the current step.
b. **STEP 1:** Begin with light aerobic exercise only to increase an athlete’s heart rate. This means about 5 to 10 minutes on an exercise bike, walking, or light jogging. No weightlifting at this point.

c. **STEP 2:** Continue with activities to increase an athlete’s heart rate with body or head movement. This includes moderate jogging, brief running, moderate-intensity stationary biking, moderate-intensity weightlifting (less time and/or less weight than a typical routine).

d. **STEP 3:** Add heavy non-contact physical activity, such as sprinting/running, high-intensity stationary biking, regular weightlifting routine, non-contact sport-specific drills (in 3 planes of movement).

e. **STEP 4:** An athlete may return to practice and full contact (if appropriate for the sport) in controlled practice.

f. **STEP 5:** An athlete may return to competition.

g. **REMEMBER:** It is important for you watch for concussion symptoms after each day’s return to play progression activity. If an athlete’s concussion symptoms come back, or he or she gets new symptoms when becoming more active at any step, this is a sign that the athlete is pushing him- or herself too hard. The athlete should stop these activities, and the athlete’s health care provider should be contacted. After the okay from the athlete’s health care provider, the athlete can begin at the previous step.

**Accidents & Injuries**

In the event of an injury, all officers must be aware of the proper response protocol.

**Accidents & Injuries: UTREC Facilities with staff present**

1. A Safety Officer, Athletic Trainer (if available) or UTREC staff member should assess the scene, evaluate the injury and begin providing care. Another officer or designee MUST immediately notify a UTREC Building Supervisor or Competitive Sports Site Manager that an injury has occurred. **IF THE INJURY IS LIFE THREATENING, UTPD (419.530.2600) SHOULD BE CALLED IMMEDIATELY.**

2. The Building Supervisor or Competitive Sports Site Manager will then initiate the Emergency Action Plan (EAP)

**Accidents & Injuries: UTREC Facilities (with no staff present) & Non-UTREC Facilities**

1. A Safety Officer, Athletic Trainer (if available) or UTREC staff member should assess the scene, evaluate the injury and begin providing care. Another officer or designee MUST immediately notify a UTREC Building Supervisor or Competitive Sports Site Manager that an injury has occurred. **IF THE INJURY IS LIFE THREATENING, UTPD (419.530.2600) SHOULD BE CALLED IMMEDIATELY.**

2. Another officer or designee should notify an appropriate facility supervisor that an injury has occurred.

   a. Have someone meet the emergency vehicle

   b. Another officer or designee should notify an appropriate facility supervisor that an injury has occurred.

   a. If using Carter Field with no staff present: please call the main office of UTREC at 419.530.3700.

   b. In some cases a UTREC staff member may not be available and the club will need to manage the emergency on their own.
3. Delegate a club officer to act as a spokesperson to authorities or emergency personnel. The spokesperson should:
   a. Provide all pertinent information (do not editorialize).
   b. Under no circumstances should a statement of fault or guilt be made.
   c. Under no circumstances should any club members speak to the press regarding an accident or incident. Direct the press inquiries to a University Official.

4. Following the emergency response, club officers are required to contact the Chain of Command in any severe emergency situation. This include life threatening injuries or hospitalization for any reason. Call these individuals in the following order until call is answered. If call is not answered, please leave a detailed message including your name, date, time, type of injury, and a detailed account of what response measures were taken.
   a. Coordinator, Competitive Sports (419.530.3704)
   b. UREC Main Office (419.530.3700)
      i. Leave a message for Coordinator, Competitive Sport

5. Complete an online Accident/Injury Report ASAP!

6. In the event of a hospitalization:
   a. A club officer must go to the hospital with the injured participant.
   b. The injured participant should attempt to call their parent/guardian. If the parent or guardian is not able to be reached, communicate that with the Coordinator, Competitive Sports. Club officers or members should not communicate with parents, guardians, next of kin unless directed to do so by a University Official.
   c. The club officer should continue to gather information and report back to the Coordinator, Competitive Sports. This includes: diagnosis, severity of injury, and potential length of stay.
   d. A club officer must remain with the participant at the hospital until they are released or further instructions are provided. Alternate travel arrangements will be made and the Coordinator, Competitive Sports will relieve the officer, if necessary/possible.

Accident (Injury) Reports
Submit an Accident/Injury Report for all injuries that occur at non-UTREC facilities or if a UTREC staff member is not present. These reports must be submitted online ASAP, no more than 24 hours after the accident/injury.

Tips for filling out an Accident/Injury Report:
• Fill out the form completely.
• Be specific!
• Do not editorialize. Just state the facts!
• Complete the reports in 3rd person and avoid pronouns (he, she, her etc.).
• Take the report seriously. Accident Report Forms are legal documents which may be required in a court of law.

If an accident/incident occurs within a UTREC facility and staff is present, they will initiate the Emergency Action Plan (EAP) and complete all of the necessary forms. Please assist the UTREC staff with whatever information they need when completing their report.
Incidents

Other Incidents (Active Shooter, Violent Acts, Bomb Threat, etc…): UTREC Facilities
The Office of Recreational Services (UTREC) has trained all of its teammates on the Emergency Action Plan. Whenever emergency situations arise, the EAP will be initiated. Please view the UTREC EAP for more information on different emergencies that arise and how to respond.

Incident Reports
Clubs must complete an online Incident Report to report incidents that don’t result in an injury. They include, but are not limited to:

- Vehicle Accident
- Conflict, Argument or Fight
- Guideline Infraction
- Hotel Issue
- Facility Issue (on or off campus)
- Issue with another club sport (leaving trash after practice, etc)
- UT Policy Violations (Hazing, Bullying, Discrimination, Student Code of Conduct, etc.)

Incident Reports should be completed within 24 hours.

Financial Guidelines
The University of Toledo Club Sports organizations provides a detailed explanation of the guidelines and procedures regarding financial information pertinent to clubs.

Student Allocations Committee (SAC)
The purpose of the Student Allocation Committee (SAC) is to serve the University community by reviewing student organization funding requests in an effort to aid in student engagement, enrichment, and outreach at the University of Toledo. SAC is a diverse committee of appointed student leaders working to provide members, presenters, and future organizations with an opportunity to develop each stakeholder in areas of professionalism, problem-solving, decision-making, and accountability.

Committee Functions
1. Review and Allocate:
   - Special Funding Requests
   - Annual Operating Budgets
2. Advocate for and support all students in their student organization related activities.

Club Sports are funded via the funds provided by SAC, which is funded by student fees.

Contracts
No club officer is permitted to sign any contract. Contracts should be brought to the Coordinator, Competitive Sports for consideration and approval.
**Funding Restrictions**
The following items will not be funded and therefore must be paid for in full from each club's University of Toledo Credit Union (UTFC) Account:
- Uniforms and Apparel (Any uniforms or apparel purchased with a Clubs Rec Budget is property of The University of Toledo).
- Food
- Gas for personal vehicles
- Coaching Salaries

**University of Toledo Credit Union (UTFC)**
All fundraised money is placed in a UTFC account. All UTFC account funds, regardless of the source of the funds, will remain with the organization’s account. This account can be used however the club deems appropriate within Club Sport guidelines and must include proper documentation (i.e. receipt). Examples of expenses out of the UTFC Account:
- Advisor/coach gifts, salaries
- Food for meetings/events
- Gas expenses
- Fundraiser items purchases
- Uniforms and Club Apparel
- Equipment
- Travel Expenses
- Lodging
- Miscellaneous Items

The UTFC is located on the first floor of the Student Union near Chic-Fil-A and Rocket Wireless

**Adding Officers to UTFC Account**
When officers transition, new names must go on the clubs UTFC account. In order to add names to the account, a club officer must contact the Coordinator, Competitive Sports with the following information:
- Names to remove from the account
- Names and positions to add to the account

Once the Coordinator, Competitive Sports receives that information a letter will be drafted and an Account Authorization Card will be completed. The Account Authorization Card must be signed by each officer being added to the account. Both the Account Authorization Card and letter must be taken to the UTFC.

**Depositing and Withdrawing Funds from UTFC**
**Depositing** funds into your UTFC requires:
- An officer (only authorized on the account) to be present
- Member/Account number
- Currency (check/cash)
**Withdrawing** funds from your UTFC account requires:
- Two (2) Authorized Signers (must be listed on the account)
- Member/Account number

**Rec Budget**
The Rec Budget is money that is allocated to The Office of Recreational Services via the Student Allocations Committee (SAC) for Club Sport usage. During the Spring Semester, Club Sports will hold budget presentations and an allocation meeting to determine club budgets for the following year.

**Budget Presentations**
Budget Presentations are a requirement for each club prior to the allocation meeting. All relevant information shall be prepared to present why a Club should be allocated more, or the same amount of, money for the following year. General topics include, but are not limited to: Rosters, Club Retention, Schedule, Results, Form Completion, Fundraising, Budget, Community Service, etc.

Not presenting at a Budget meeting will result in an automatic 30% Budget reduction for established Clubs, and an automatic 10% Budget reduction for New Clubs for the following year as voted upon by the Allocation Committee.

**Allocation Meeting**
The Allocation Meeting follows budget presentations. During the allocation meetings clubs must present their case for their proposed budget for the upcoming academic year. All clubs, who are eligible, will vote upon the proposed amount of each club.

To be deemed eligible to participate in the Allocation Meeting each club must have no more than one (1) absence (unexcused/excused) at meetings (Council or Officer) per semester. An excused absence may be granted if the Coordinator, Competitive Sports is notified no later than 24 hours in advance.

Finalized budget allocations will be sent out in August each year.

**Fundraising**
Fundraising is defined as any non-allocated funds generate by the clubs. All fundraising activities should be run by the Coordinator, Competitive Spots. Fundraising activities can include, but are not limited to:
- Dues
- Sponsorships
- Donations
- Approved product sales

In need of fundraising ideas? Refer to our Fundraising Options handout.
Special Funding
Clubs may refer to the Student Allocation Committee (SAC) for all Special Funding Requests. For all special funding information, please visit the Office of Student Involvement and Leadership (OSIL) [http://www.utoledo.edu/getinvolved/specialfunding.html](http://www.utoledo.edu/getinvolved/specialfunding.html).

Making Purchases (P-Card)
1. Clubs must make sure enough funds are available in their Rec Budget to process the transaction.
   a. Clubs who over-draft their accounts will face an automatic 10% budget decreases for the following year.
2. Contact Coordinator, Competitive Sports to set up a time to complete the transaction(s)
   a. Clubs are able to provide direct links to equipment, lodging, and registrations if available.

The p-card will never be given out to any club to make individual purchases. All purchases must go through the Coordinator, Competitive Sports.

Direct Pay/Pay by Check (Rec Budget)
Clubs have the option of paying for things such as: tournament/league fees/dues, registrations, etc. by way of direct pay/check. If you would like to complete a transaction by way of direct pay/check please submit a detailed invoice (mailing address) to the Coordinator, Competitive Sports 6-8 weeks prior to the event. Failure to submit 6-8 weeks prior may result in the check not being processed in time and the responsibility of payment will be on the club and its members.

Reimbursement
When a Club Member purchases items that are Club-related such as gas, hotels, equipment, etc. they are able to be reimbursed via their Rec Budget if funds are available in their account. The Coordinator, Competitive Sports must approve any reimbursement requests prior to submitting them to the University. In order to receive reimbursement, you must submit an original itemized receipt, the method of payment, and a Reimbursement Form to the Coordinator, Competitive Sports within 2 weeks of purchase or return from travel.

Once the Reimbursement Form has been completed and signed by the Coordinator, Competitive Sports, the form is sent to Accounts Payable which begins a 6-8 reimbursement process. All reimbursements are requests and not guaranteed. The Coordinator, Competitive Sports reserves the right to deny any request for reimbursement if proper policies and procedures are not followed.

Suspended and Disbanded Clubs
Suspended Clubs
- Club accounts (Rec and UTFC) will be frozen for duration of the sanction period which is determined by the Coordinator, Competitive Sports.
- If a club is suspended for the remainder of the semester, all allocated funds will automatically be reverted to a Rec Budget Miscellaneous account.
- Suspended clubs may submit a budget request for the semester following the suspension with permission from the Coordinator, Competitive Sports.

Disbanded Clubs
- All money in the club’s Rec Budget at the time of the disbandment will be reverted to the Rec Budget Miscellaneous Account.

Expectations of Club Sports

Meetings
Meeting attendance is a large requirement for all club sports teams. All clubs are given one (1) absence (excused or unexcused) for meetings (General Club and Officer) per semester. If a club fails to meet that requirement, by missing more than one (1) meeting in a semester, they are deemed ineligible to speak during the Allocation Meeting in the spring semester.

General Club Sport Meetings
General Club Sport Meetings will take place on the first Tuesday of every month at 6pm, with the exception of the first meeting of the academic year (meeting takes place first Tuesday of class). For the General Club Sport Meetings clubs are expected to:
- Attend all meetings (clubs are given one absence per semester).
- Have one (1) member of their executive board present.
- Be prepared to give club update at the end of the meeting.

Club Sport Officer Meetings
In addition to attending General Club Sport Meetings, clubs must meet with the Coordinator, Competitive Sports individually on a monthly basis. Meetings can be scheduled anywhere from 30 minutes to 1 hour in length. Clubs can schedule meetings with the Coordinator, Competitive Sports online https://calendly.com/tony-north.

Mailboxes
Mailboxes for each Club are provided in the Office of Recreational Services. Any incoming mail, letters of interest, or other documents will be placed in your Club Mailbox by the Recreational Services Team. Your Club Mailbox should be checked on a regular basis (once a week). All league mailings and information related to the Club should be sent directly to the Office of Recreational Services. This will allow future officers of the Clubs to receive mail once the current officers are no longer associated with the Club. To receive all Club mail, please use the mailing address in the “Mailing Address” section.
Club Sport Email

Each Club Sport has an email address specific to their club. Club should check their club sport email at least once a day to ensure that no important updates are missed. Each current officer of the club should have access to the club email. In order to gain access please email the Coordinator, Competitive Sports the UTAD information of each new officer.

Accessing Club Email

To access your club sport email address, please complete the following steps:
1. Login into your myUT: [http://myut.utoledo.edu/](http://myut.utoledo.edu/)
   a. Enter UTAD
2. Click “Outlook Web Access (for Faculty/Staff Exchange Users)
3. Type username of club email address in the “Service/Resource Mailbox”

For a visual step by step [CLICK HERE](http://myut.utoledo.edu/):

Club Email Addresses:

- Baseball – [baseball@utoledo.edu](mailto:baseball@utoledo.edu)
- Basketball (W) – [clubwomensbasketball@utoledo.edu](mailto:clubwomensbasketball@utoledo.edu)
- Bowling – [bowling@utoledo.edu](mailto:bowling@utoledo.edu)
- Cross & Track – [crossandtrack@utoledo.edu](mailto:crossandtrack@utoledo.edu)
- Disc Golf – [rocketdiscgolf@utoledo.edu](mailto:rocketdiscgolf@utoledo.edu)
- Fencing – [fencing@utoledo.edu](mailto:fencing@utoledo.edu)
- Hockey – [hockey@utoledo.edu](mailto:hockey@utoledo.edu)
- Lacrosse (M) – [menslacrosse@utoledo.edu](mailto:menslacrosse@utoledo.edu)
- Lacrosse (W) – [womenslacrosse@utoledo.edu](mailto:womenslacrosse@utoledo.edu)
- Quidditch – [quidditch@utoledo.edu](mailto:quidditch@utoledo.edu)
- Rock Climbing – [rockclimbing@utoledo.edu](mailto:rockclimbing@utoledo.edu)
- Sailing – [sailing@utoledo.edu](mailto:sailing@utoledo.edu)
- Soccer (M) – [menssoccer@utoledo.edu](mailto:menssoccer@utoledo.edu)
- Soccer (W) – [womenssoccer@utoledo.edu](mailto:womenssoccer@utoledo.edu)
- Softball – [softballclub@utoledo.edu](mailto:softballclub@utoledo.edu)
- Swimming – [swimming@utoledo.edu](mailto:swimming@utoledo.edu)
- Table Tennis – [tabletennis@utoledo.edu](mailto:tabletennis@utoledo.edu)
- Tennis – [tennisclub@utoledo.edu](mailto:tennisclub@utoledo.edu)
- Ultimate (M) – [mensultimate@utoledo.edu](mailto:mensultimate@utoledo.edu)
- Ultimate (W) – [womensultimate@utoledo.edu](mailto:womensultimate@utoledo.edu)
- Volleyball (M) – [mensvolleyball@utoledo.edu](mailto:mensvolleyball@utoledo.edu)
- Volleyball (W) – [volleyballclub@utoledo.edu](mailto:volleyballclub@utoledo.edu)
- Wrestling – [wrestling@utoledo.edu](mailto:wrestling@utoledo.edu)

The Student Code of Conduct

All students are expected to behave in a mature and responsible manner while participating in club related activities. Club members remain under the jurisdiction of The University of Toledo
Student Code of Conduct as well as the Club Sport Code of Conduct when representing The University of Toledo at any and all club events and activities. All club members are expected to follow all handbook guidelines and procedures. If violated, the club as well as individual club members are subject to disciplinary action.

Hazing
Hazing is against the law! Ohio is one of 44 states that has an anti-hazing law. Individuals may be held criminally or civilly liable. The Ohio Revised Code provides:

2903.31 Hazing

A. As used in this section, "hazing" means doing any act or coercing another, including the victim, to do any act of initiation into any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person.

B.
1. No person shall recklessly participate in the hazing of another.
2. No administrator, employee, or faculty member of any primary, secondary, or post-secondary school or of any other education institution, public or private, shall recklessly permit the hazing of any person.

C. Whoever violates this section is guilty of hazing, a misdemeanor of the fourth degree.

Such activities and situation include, but are not limited to:

- Team initiations.
- Kidnapping.
- Requiring inappropriate dress (including, but not limited to: militaristic garb and or apparel which is conspicuous and not normally in good taste, for the purpose of public embarrassment.).
- Padding in any form.
- Creation of excessive fatigue for inappropriate reasons.
- Inappropriate labor required by a specific group (e.g., labor which is not inherent in the scope of the group’s activities. Examples of labor inherent group’s activities would include following appropriate direction given by University representatives with authority over the group, such as coaches or faculty advisors requiring members of the group to put away equipment after using it).
- Mandated branding or tattooing, or any form of body mutilation.
- Any act of physical abuse, psychological abuse, or verbal abuse (including but not limited to “line-ups,” forced calisthenics (unless part of an organized athletic activity sponsored by a recognized/sanctioned sports program.), surprise or fake initiations, etc.
- Exposing participants to adverse weather conditions.
- Engaging in public stunts and humiliating games and activities.
- Mandated late night sessions that interfere with scholastic and occupational activities.
- Running personal errands for members or mandating tasks only of new members.
- Mandated consumption, included but not limited to: illegal substances, food, alcohol, or any other type of liquid.
• Inappropriate activities required of a specific group (new member, rookie, etc.) including but not limited to new member all-nighters, shaving of heads, servitude, etc.
• Any other activities not consistent with the academic mission of the University.

Any club or individual(s) deemed to be in violation of this policy will be charged with Hazing and will be referred to the Office of Student Conduct & Community Standards (OSCCS). The OSCCS will investigate the charge and will determine the disciplinary actions that will be taken. The Club Sports Organization will recognize and uphold any disciplinary action administered by the OSCCS. In addition, clubs may face further sanctions imposed by the Coordinator, Competitive Sports and Recreational Services.

Please view The University of Toledo Policy on Hazing. If any club sport member would like to report an incident please do so online http://www.utoledo.edu/studentaffairs/conduct/incident-report/.

Alcohol Guidelines
By signing a Club Sports Assumption of Risk Waiver, participants agree to adhere to all policies regarding alcohol. Possession, sale, being under the influence of alcohol or consumption of alcohol while practicing, participating in club activities, or on a club trip, including travel to and from The University of Toledo, is strictly prohibited. Any alcohol violations will be dealt with by The Office of Student Conduct and Community Standards, in addition to the Coordinator, Competitive Sports and Recreational Services.

Please view The University of Toledo Policy on Alcohol and Substance Abuse.

Forms and Paperwork
All Club Sport forms and paperwork can be found by visiting the Club Sport Website. Proper and timely completion of all paperwork is an expectation for all clubs and their members. Many of the forms and paperwork have been referenced throughout the handbook. Please see below for a breakdown of all forms.

<table>
<thead>
<tr>
<th>Name of Form</th>
<th>When to Use</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accessing Club Sport Email</td>
<td>This form is a step guideline on how to access your club sport email.</td>
</tr>
<tr>
<td>Assumption of Risk</td>
<td>This form is to be completed by all participants prior to their first tryout, practice, or game.</td>
</tr>
<tr>
<td>Club Sport Accident Report</td>
<td>Submit for all injuries that occur at non-UTREC facilities or if a UTREC staff member is not present.</td>
</tr>
<tr>
<td>Club Sport Incident Report</td>
<td>Submit for non-injury related incidents.</td>
</tr>
<tr>
<td>Consent to Release Information</td>
<td>Submit form to registrar to release student information to league/governing body.</td>
</tr>
<tr>
<td>Fundraising Options</td>
<td>This form provides clubs with fundraising options/ideas.</td>
</tr>
<tr>
<td><strong>Home Event Management Form</strong></td>
<td>Submit form two (2) days prior to each home game/tournament/event.</td>
</tr>
<tr>
<td>-------------------------------</td>
<td>---------------------------------------------------------------</td>
</tr>
<tr>
<td><strong>New Club Sport Application</strong></td>
<td>This form must be submitted by all prospective club sports.</td>
</tr>
<tr>
<td><strong>Notification of Absence of Class Request Form</strong></td>
<td>Submit this form 5-7 days prior to clubs departure.</td>
</tr>
<tr>
<td><strong>Off Campus Practice Form</strong></td>
<td>Clubs that practice off campus must submit prior to their first practice each semester or if their off campus practice location changes.</td>
</tr>
<tr>
<td><strong>Ohio Tax Exempt Form</strong></td>
<td>This form should be presented to all vendors in order to make tax-free purchases.</td>
</tr>
<tr>
<td><strong>Post Event Summary</strong></td>
<td>Submit this form no later than 72 hours after the completion of a game/tournament/event.</td>
</tr>
<tr>
<td><strong>Reimbursement Form</strong></td>
<td>Must submit within 2 weeks of purchase or return from travel. Turn in original receipts to Coordinator, Competitive Sports.</td>
</tr>
<tr>
<td><strong>Substitute W9 Form</strong></td>
<td>Submit form along with reimbursement paperwork for all non-UT person(s) requesting reimbursement.</td>
</tr>
<tr>
<td><strong>Travel Request Form</strong></td>
<td>Must be completed 48 hours prior to departure.</td>
</tr>
<tr>
<td><strong>Visiting Team Assumption of Risk</strong></td>
<td>Must be completed by all Visiting Teams prior to competition.</td>
</tr>
<tr>
<td><strong>Visiting Team Information Packet</strong></td>
<td>This packet can be sent to all visiting highlighting all competition facilities, parking, etc.</td>
</tr>
<tr>
<td><strong>W-9 Form</strong></td>
<td>Submit form along with reimbursement paperwork for all non-UT person(s) requesting reimbursement.</td>
</tr>
</tbody>
</table>

**Violations**

Each club within the University of Toledo Club Sports Program is student run and under the administration and guidance of the Office of Student Involvement and Leadership (OSIL), Recreational Services (UTREC), and the Coordinator, Competitive Sports. Each club member is responsible for the knowledge of and adherence to the policies set forth in the Club Sport Handbook, including policies set forth by The Office of Student Involvement and Leadership (OSIL), The Office of Student Conduct and Community Standards (OSCCS), and The University of Toledo. Individuals or teams who violate these policies and procedures will be held accountable for their actions and charges may be filed with the Office of Student Conduct and Community Standards (OSCCS).

Failure to complete and submit forms on time, attend required meetings, violating conduct codes, misuse of funds or privileges and unapproved travel are examples violations. Disciplinary action will be set forth by the Coordinator, Competitive Sports under the following guidelines:
1st Major Violation: 10% budget reduction from original amount given from the university.
Reasons for 1st Major violation may include but are not limited to:
- Failure to provide an accident/incident report, Visiting Assumption of Risk Form
- Failure to comply with University Student Code of Conduct
- Property damage

2nd Major Violation: 30% budget reduction from original amount given from the university.
Reasons for 2nd Major violation may include but are not limited to:
- Repeated Major violation
- Any action that deem a 30% budget reduction as a consequence

3rd Major Violation: Termination of all financial support from the REC and suspension from Sport Club Program
Reasons for 3rd Major violation may include but are not limited to:
- Repeated Major violation
- Any action that deem a termination of all financial support as a consequence

Depending on the severity of the action(s) a violation, probation, suspension or termination may result immediately. Club officers are expected to enforce policies within their clubs. However, if a problem persists or becomes serious in nature, the Coordinator, Competitive Sports will be available for assistance. In addition to the aforementioned disciplinary guidelines, the Coordinator, Competitive Sports may take additional action according to the nature of the violation(s). Serious violations of this nature include, but are not limited to:
- Misappropriation/mishandling of funds
- Failure to follow emergency procedures
- Destruction/theft of property (facilities)
- Conduct which negatively reflects upon the University of Toledo, Recreational Services, and/or the Club Sports Program.

ALL POLICIES, GUIDELINES, AND PROCEDURES ARE SUBJECT TO CHANGE AS DETERMINED BY THE RECREATIONAL SERVICES PROFESSIONAL STAFF