

***James Madison
University
UREC***

***SPORT CLUB PROGRAM
MANUAL***

2009-2010

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University Recreation Mission Statement

University Recreation (UREC) promotes and advances healthy lifestyles through participation opportunities, educational experiences and supportive services. Our qualified staff is committed to excellence and attentive to the developmental needs of our participants.

Introduction to Sport Clubs

The James Madison University Sport Club Program is a unique campus experience emphasizing recreational participation opportunities, student development and leadership activities. Sport clubs are strictly voluntary; student managed and offer activities that are recreational, instructional and competitive, in nature. The program is administered through the Division of Student Affairs and UREC. Any recognized sport club through UREC is also a recognized student organization.

The success of sport clubs is dependent on student involvement, availability of facility space, volunteer coaches and advisors, educational opportunities and effective student leadership. All clubs are self-administered by elected officers and financially supported by membership dues, fundraising efforts, donations, student activity fees and UREC. It is the responsibility of each Sport Club Executive officer to play a role in the coordination of activities, marketing efforts, practices, transportation, insurance, community service efforts, fundraising efforts, schedule competitive events, recruit coaches and advisors. As previously stated the program emphasizes student development and participation, therefore, the quality of experience of each club is dependent upon effective leadership and active involvement of the members.

Because clubs are student initiated and administered, the success of a Sport Club is dependent on the ability of the Executive Officers to organize and motivate their members. Students have the opportunity to develop both leadership and organizational management skills during their tenure as a club member.

The role of UREC is to provide encouragement, offer support and guidance, assist with coordination of financial resources and facilities and provide leadership training to the officers. Club Officers are encouraged to keep open communication with the Sport Club Coordinator and other UREC Staff, the Sport Club Council (SCC) Executives, their advisor and coaches/instructors.

To simplify the administration process, club officers should know the operational policies and procedures of the Sport Club program as outlined in this manual. This manual is intended to be a reference guide to assist club officers. It is a supplement to, but not a replacement of James Madison University rules and regulations, and all local and state laws. Each officer, advisor and coach is expected to be familiar with the information outlined in this handbook. All club activities will be governed by these policies.

Individual Clubs are required to complete and submit the 7 Charges of Sport Club Officers by the third Friday in April each year.

• **Creating a New Sport Club**

Is the proposed activity competitive or instructional from a physical/active standpoint? Does the proposed activity require specific facilities or policies involving risk management? Does the proposed activity require participant or administrative expertise?

- If deemed yes, the proposed activity would be directed to contact the Coordinator of Sport Clubs and Youth Programs and the Sport Club Program at UREC.
- The student or students interested in creating this new “sport club” would be asked to provide the following in writing:
 1. A draft of the proposed sport club constitution.
 2. The names of at least 10 interested student participants and the name of an interested faculty advisor who is committed to the future of the sport club.
 3. A risk statement detailing the level of risk for proposed activity, how could participants be injured and how would the student participants take measures to minimize injury. This should address the

risk associated with the activity as well as possible risks associated with facility usage during the activity (if any).

4. A needs statement that would include facility needs to be successful, equipment needs and any other needs that can be identified.
- Once the appropriate documents have been received by the Coordinator of Sport Clubs and Youth Programs they will be reviewed by the Sport Club Executive Committee.
 - After review the proposed Sport Club representative will be contacted to set up a meeting with the Sport Club Executive Committee to present the proposed club to the committee. The proposed club will be contacted within a week to discuss the decision of the Sport Club Executive Committee. If approved the club will abide by the expectations set forth in the UREC Sports Club Manual.
 - UREC will only take a maximum of three new Sport Clubs per year and applications are take first come first serve.

If the club is approved it will be approved under the following funding model:

- 1st year – Club will be required to establish a team checking account for deposit of dues and fundraising money. No money will be awarded from the UREC budget and the club will not be eligible for matching funds. Club will actively participate in community service to earn points in the Sport Club Point System.
- 2nd year – Club will continue collecting dues and fundraising, but will now be eligible for matching funds from UREC. Club will continue to earn points in the Sport Club Point System. The Coordinator of Sport Clubs will submit the new club as a University Initiative for new permanent money for the following fiscal year.
- 3rd year – Club will continue collecting dues and fundraising as well as be eligible for matching funds. Based on University approval of the Initiative the club will be funded through UREC. If the Initiative is not approved the club will operate as stated for a second year club.

Sport Club Membership/Participation Release

- **MEMBERSHIP**

Membership in any sport club is based on interest, not skill level. Admission is open to all JMU undergraduate and graduate students currently enrolled with seven credits (undergraduate) and six credits (graduate). Membership in any club will not be restricted on the basis of disability, age, ethnicity, gender, national origin, race, religion, sexual orientation or political affiliation. Membership is not open to alumni or individuals not meeting the above criteria. Due to roster restrictions, cost (travel, equipment, league fees) and facility space some clubs will have open tryouts and cuts.

- **PARTICIPATION RELEASE**

All participants (including tryout candidates) are required to complete the *INFORMED CONSENT/TRAVEL AGREEMENT* before participating in any club activity. It is the responsibility of the club officers to submit all releases to the SCC Secretary before any individual begins activity.

- **ROSTER**

All members participating in club activities should be listed on the club *OFFICIAL ROSTER*. It is the responsibility of the club officers to report any roster additions or changes that occur throughout the year to the SCC Secretary, this should be done as often as needed. Complete rosters are due to the SCC Secretary by the 3rd Friday of the academic year or immediately following tryouts. Official Rosters can be submitted online via the Sport Club Forms webpage; no paper copies will be accepted.

Program Leadership

- **UNIVERSITY RECREATION OFFICE**

The UREC office supports the clubs by providing administrative support and assisting with financial management of the program resources. Another key resource is the provision of facility and field space in which to hold meetings, use for administrative functions, practices, competitions and activities. UREC also can assist with facility maintenance requests, first aid services and leadership training. In addition, the staff

acts primarily as an advisory capacity, and is available to provide support in the areas of inventory and storage of equipment, risk management expertise, fundraising advice, and organizational management. Specific tasks outside of the day-to-day facilitation of the program are assigned to the following individuals:

- Allotment of practice and activity time (Sport Club Coordinator)
- Additional facility/field requests – activities, games, additional practice time, meeting space (Sport Club Coordinator & Associate Director for Operations)
- Field lining requests (Sport Club Coordinator)
- EMT & Lifeguard scheduling (Aquatics and Safety Coordinator)

- **SPORT CLUB COORDINATOR**

The Sport Club Coordinator is responsible for the coordination and administration of the Sport Club program. This includes: risk management, allocation of all UREC operated facilities for practice, activity and meeting space (as requested by sport clubs) and final approval over all budgetary issues related to sport clubs. He/she oversees programming to ensure that club offerings represent the current needs of the JMU community in keeping with the philosophical basis of the program. This individual is a member of the Sport Club Executive Board and a supervisor of the Sport Club Council Executive Committee. The Sport Club Coordinator assists with the mentoring and advising of Sport Club Officers and participants. He/She is responsible for managing the day-to-day operations of the Sport Club Program, which include: collecting waivers, developing and maintaining a financial management system each year and handling the initial phase of facility requests. He/She is also responsible for managing inventory, equipment and office supplies. The Coordinator also attends practices, activities, games and meetings as assigned.

- **SPORT CLUB COUNCIL EXECUTIVE OFFICERS**

Sport Club Council officers serve for one year, from August to May. Each of the four positions—President, Vice-President, Secretary, and Treasurer—require a six to ten hours per week commitment for the academic year. Officers are an hourly wage position through UREC. Listed below are the responsibilities of each position.

- **All positions**

- Maintain six to ten office hours per week in Student Leadership Office
- Attend monthly President meetings
- Attend Executive Council meetings (weekly)
- Act as a liaison to designated clubs and with these clubs, assist officers with administrative questions, collect appropriate paperwork, teach treasurers to use budget forms, review clubs constitutions, meet with club to establish and review Community Service and Fundraising goals
- Attend staff training sessions
- 4 weekend shifts per semester
- Attend JMU events as needed, i.e. Choices fair

- **Duties by position**

- **President:**

- Develop leadership-training program for monthly President's meetings
- Facilitate and plan President's and Executive Council meetings
- Chair of Sport Club EOYP
- Other duties as assigned

- **Vice-President:**

- Responsible for Sport Club marketing including:
 - Liaison to the Breeze
 - Develop bulletin board in Student Leadership Office
 - Maintain UREC display cases
 - Maintain web site with UREC Marketing Staff
- Control of Sport Club Inventory, weekend equipment check out/check in
- Sport Club Council Liaison for Warm a Winter Wish

Secretary:

- Maintain all club files housed in the Student Leadership Office, communicate with club liaison any deficiencies
- Meeting attendance and minutes
- Compiling points for point system
- Participation numbers
- Distributing mail
- Responsible for communication of deadlines and information to clubs
- Other duties as assigned

Treasurer:

- Responsible for maintaining all financial records for the SCC
- Preparing and facilitating Treasurers Orientation
- Tracking expenditures of all Sport Clubs, maintaining budget (including Matching Funds)
- Administration of appropriate paperwork for travel, expenditures and deposits
- Reporting Matching Funds awards to Budget Coordinator
- Other duties as assigned

• **SPORT CLUB OFFICERS**

Each sport club must have four elected officers: President, Vice-President, Treasurer, and Secretary. Elections for each club are to be held in March and reported to the SCC secretary by the first Friday in April. To ensure a smooth transition of club officers from year-to-year, all club officers are required to attend Transition Workshops in April of each year. The term of office for club officers is one year, from May to May. It is suggested that the following duties are allocated between club officers:

- Administer all club meetings
- Attend all UREC sponsored Sport club meetings and training sessions
- Serve as a liaison between club members and UREC
- Complete and submit all required forms, reports, and requests by the established deadlines
- Prepare yearly budget requests and maintain financial records
- Approve expenditure of funds in accordance with club member's desires
- Obtain travel approval and make all travel arrangements
- Publicize club events
- Maintain club equipment and supplies
- Enforce and update club constitution as necessary
- Supervise all club events (home and away)
- Ensure compliance of the club with all campus, local, state and federal regulations
- Complete and submit the 7 Charges of Sport Club Officers form
- Train and facilitate the transition of newly elected officers. Notify SCC of all newly elected officers
- Notify SCC of all changes in membership, officers, advisor and coaching/instructing positions
- Obtain purchasing approval and prepare purchase orders

• **SPORT CLUB ADVISORS**

All sport clubs are required to have an advisor that is a full-time faculty or staff member. The term of the advisor is for one academic year. All advisors are to be approved by the membership of the club. Advisors are not expected to assume club leadership, but to work with the officers to ensure sound leadership and decision making is taking place. The duties of an advisor include: guidance regarding club management and adherence to policy, eligibility, and status of members and monitoring the conduct of members, assisting the club officers in creating and maintaining sound fiscal management procedures and providing continuity and smooth transition of club officers. Advisors are strongly encouraged to attend club meetings. It is the responsibility of the officers to maintain clear communication lines with advisors. In order for the sport club program to run smoothly it is essential that advisors have a clear understanding of UREC and JMU policies and procedures related to the operations of student organizations. Advisors are required to sign the 7 Charges of Sport Club Officers form and the Annual Registration form and abide by all policies. Advisors are covered by JMU liability insurance if they are acting in a manner that is within the scope of the defined responsibilities of an advisor. For additional information advisors may contact the Coordinator of Sport Clubs and Youth Programs at 568-8737.

- **SPORT CLUB COACHES/INSTRUCTORS**

Sport club coaches assist with the coaching duties for practice and contests. Coaches should possess knowledge of the technical and risk management aspects of the sport, provide quality instruction related to skill acquisition and strategies and be knowledgeable about safety issues related to the sport. Sport club instructors design structured learning experiences for the club members. An instructor should be certified to instruct in the activity by a governing body, preferably national or regional. In addition, coaches/instructors should conduct activities in a manner that ensures the safety of the participants to avoid injury and liability, and comply with the policies and procedures of the University, local, state, federal and governing board rules and regulations. Coaches/instructors should refrain from involvement in club management and only provide duties as stated in their contract. No club should retain a coach/instructor without a contract. The Sport Club Coordinator must approve any payment for services rendered to club coaches/instructors. Coaches/instructors who are paid for services may not act in the capacity of a club officer. Coaches/instructors not affiliated with JMU will be required to be a guest of the club when using the UREC facility and guest fees will be assessed. Individuals from outside the JMU community acting in the capacity of a coach/instructor are considered independent contractors and are not covered by JMU liability insurance. It is highly recommended that they purchase medical and/or liability insurance. All coaches/instructors must have a *SPORT CLUB COACH/INSTRUCTOR APPLICATION* on file, which must be updated annually. Coaches who need parking privileges must contact the Sport Club Coordinator to request affiliate status. First time coaches/instructors are required to meet with the Sport Club Coordinator before permission to coach/instruct is granted.

Student Leadership Office

- **OFFICE SPACE**

University Recreation has designated room 313 in UREC as an office space to service student leaders. Student leaders from the various programming areas of UREC will share this space. The Sport Club Program has been assigned one cubicle that may be used by club presidents and SCC executives. Messages can be left on the Sport Club voice mail (568-8727). The SCC executives will be responsible for assisting presidents with administrative tasks and maintaining the inventory and check out process of Sport Club office supplies. All computers, office supplies, fax machines and phones are to be used for official Sport Club business only – not for personal endeavors. This space will also house a classroom that can be reserved by contacting the Sports Club Coordinator. Keep in mind that at various times the classroom will be reserved for workshops and meetings. Please be courteous of others sharing this space and conduct activities in a professional manner.

- **MAIL**

All correspondence will be channeled through each club's mailbox, located in UREC on the third floor. No mail will be sent to personal mailboxes or off-campus. Club's address is as follows:

James Madison University Recreation
CO/ Club's Name
MSC 3901
Harrisonburg, VA 22807

- **EMAIL**

Email is the primary source of communication between the Sport Club Coordinator, UREC, the Sport Club Executives and Presidents. All scheduling changes and announcements will be made through email. Officers are advised to check their e-mail on a daily basis.

- **PHONE/FAX/COPIER**

The phone, fax and copier may be used for official Sport Club business only. Phone use is restricted to Sport Club Officers. At the beginning of each year, each club will be issued a copy code. The copier is located in the office suite on the 2nd level of UREC.

Participant Conduct

Participants are expected to conduct themselves in a manner compatible with James Madison University and UREC rules and regulations, local and state laws, and governing body guidelines.

JMU Hazing Policy

- **JAMES MADISON UNIVERSITY HAZING POLICY**

Hazing is a very serious concern. Many hazing incidents could be avoided if members were better educated about what constitutes hazing, alternatives to hazing and the university hazing policy. Though it is the responsibility of each member of the Sport Club to uphold the Hazing Policy it is the Executive Officer's responsibility to educate each member, set a no-tolerance policy, lead by example, and report any hazing that has occurred. Clubs can lose their recognition and individuals can be judicially sanctioned for allowing/ignoring or taking part in any form of hazing.

JMU is an institution of higher learning devoted to excellence in teaching, research and service to the people of the commonwealth and the nation. The university is committed to developing students through academic and co-curricular activities. Hazing is an unproductive and hazardous custom that is incongruous with this responsibility and has no place in college life, either on or off campus. No individual student or recognized Sport Club may engage in or plan any activity that may be defined as hazing. In addition, no individual or recognized Sport Club may by physical or mental stress or by subtle or covert technique, impair, make captive, or destroy an individuals' freedom of thought and choice. Hazing includes not only the physical acts, but verbal, mental and psychological acts as well, including negative emails.

Hazing – Hazing is an intentional action taken toward any student, on or off campus, by a Sport Club or any of its members to produce humiliation, physical discomfort, bodily injury or ridicule or to create a situation where humiliation, physical discomfort, bodily injury occurs. Hazing under Virginia Law is defined as activities for the initiation or induction into an organization which include: calisthenics or other strenuous physical activity; exposure to inclement weather, consumption of any food, liquid, beverage, drug or other substance; confinement in any room or compartment; spraying, painting, or pelting with any substance; burying in any substance; burning, branding, or tattooing or any other activity which may result in physical injury or endanger the health or life of the individual being hazed.

Section 18.2-56 of the Code of Virginia, as amended, which declares hazing illegal, establishes conditions for civil and criminal liability and outlines the duties of the University when a student or Sport Club has been found guilty of hazing. It is hereby incorporated as part of this policy and will serve as a guide for action by the university when hazing results in bodily injury. The Vice President for Student Affairs is the university official who has primary responsibility for administering this policy.

The following activities have at one time or another been construed as hazing. Such actions are often required or implied as conditions necessary for an individual to be included in a group. The list is not inclusive of all possible hazing violations at the university. Hazing can also be implied or mental, meaning that a person is never required or made to do anything, only that they have been told they will do something beforehand. Often times this happens via email or in passing conversation. Sport Clubs that are found to be in violation of this policy are subject to discipline by the university and may lose their status as recognized student organizations of the university. Individual members who are found to be in violation of this policy are violation of the Code of Student Conduct and may be disciplined in accordance with established university procedures.

- a. Requiring calisthenics such as sit ups, pushups, runs, or any form of physically abusive exercise
- b. Forcing or requiring consumption of alcoholic beverages or any drug
- c. Requiring the ingestion of any undesirable or unwanted substance (i.e. spoiled food, insects, raw eggs, etc.)
- d. Total nudity at any time
- e. Paddle swats
- f. Pushing, shoving, or attacking associate/pledge members
- g. Requiring associate/pledge members to run personal errands for active members

- h. Assigning “pranks” such as stealing, painting objects, party raids, and harassing another organization
- i. Calling associates by degrading names such as “scum”
- j. Activities which allow associates/pledges less than six continuous hours of sleep
- k. Required road trips and kidnapping of associates or members
- l. Running up stairs while reading material
- m. Yelling, screaming, or use of obscenities at pledges/associates in person or over email
- n. Activities which encourage failure of associates/pledges to comply with the directions of faculty, staff, or other university officials
- o. Burning, branding or tattooing any part of the body, whether voluntarily or involuntarily
- p. Activities which call for blindfolding, confinement, jumping from heights, and other potentially dangerous activities
- q. Intentional actions that obstruct, disrupt, or physically interfere with the use of university premises, buildings, streets, or other facilities of the university
- r. Activities which encourage failure to comply with the laws of local, state, or federal government

Governance and Discipline

Self-governance is an important component of the Sport Club experience. Every Sport Club is responsible for the actions of its members (both on and off campus) and the discipline of inappropriate conduct. A review by the SCC Executive Board or an Administrative Hearing may be required to assist in determining sanctions of a Sport Club or its members.

It is the responsibility of the Sport Club to discipline members for any problems that may arise. Issues that have external effects to the club may result in penalties taken against the entire club membership. Any action perceived to harm the image, or public perception of JMU and/or that puts any individual at physical or mental risk will be handled with an Administrative Hearing. An act that violates JMU rules and regulation, the Honor Code, or local, state or federal laws will be referred to the appropriate agency.

- **DISCIPLINARY ACTIONS**

Upon learning of violations or misconduct by a club member(s) or club, the Sport Club Coordinator will call a meeting with the member(s) or club involved, officers and advisor(s). After all responses to allegations are reviewed and depending upon the severity of each case, the Sport Club Coordinator and/or the Executive Board of the SCC may administer the following disciplinary actions:

- **Disciplinary actions given to member(s):**

- Verbal warning
- Written reprimand and probation
- Suspension from attendance at club activities (not eligible for a club officer position)
- Expulsion from all club programs and activities for a designated period of time
- Referral to various JMU agencies for further disciplinary action

- **Disciplinary actions administered to club(s):**

- Verbal warning
- Written reprimand and probation
- Required educational experience/presentation to team and Sport Club Officers
- Mandated community service hours
- Restrictions on club travel
- Mandatory meetings with SCC Executive Committee
- Suspension from use of facility space and loss of funding
- Loss of recognition as a JMU Sport Club
- Referral to various JMU agencies for further disciplinary action

- **Probation**

Probationary Clubs are eligible for limited facility allowances. All spaces will be distributed to clubs in good standing first, and then what is remaining will be allotted to any probationary clubs. Probationary clubs are eligible for funding; however the same distribution process will be in place as was previously mentioned for facility assignments. Probationary Clubs are ineligible for matching funds.

➤ **Suspension**

Suspended clubs will forfeit the ability to schedule facility space, are not eligible for funding, and will have all club activities suspended. However, suspended clubs are still required to come to all Sport Club meetings. Following the suspension period, the SCC Executive Board will assign a club probationary or inactive status following review.

➤ **Appeals**

Any appeals regarding disciplinary actions must be submitted in writing to the Director of University Recreation within one week of the sanction. The appeal should detail in writing which sanctions you wish to appeal with reasoning for each. These should be submitted in a bulleted format addressing each sanction being appealed.

Medical/Legal Responsibilities

It is recommended that each club member have a physical exam before participating in club activities to determine any limitations the individual may possess. The responsibility to determine who is able to safely participate remains with that of the individual participant. JMU does not assume responsibility for the cost of medical care given to participants in connection with injuries sustained in sport club activities. In addition, the University does not accept legal responsibility for injuries to third parties by the activities of any sport club or its participants while traveling by private or public transportation.

Risk Management

• **FIRST AID/CPR**

It is required that at least two members of each club be First Aid and CPR certified. UREC offers CPR and FA classes throughout the semester which are free of charge, with the exception of the certification card fee which will be assessed to each club for the certification card from the American Red Cross. Registration for the CPR/FA class must follow the UREC program registration guidelines. If the classes are full to capacity, please contact the Coordinator of Aquatics and Safety in order to attend the class.

If an individual wishes to keep instructional materials, a fee will be charged for these items. If the above recommendation is fulfilled, a fully stocked first aid kit will be available for the club to use at scheduled activities. In order for the certified member to check out a kit, a copy of his/her certification cards must be on file at UREC. A copy of this certification will also be maintained in the club file in the Student Leadership Office. It is required that a club member certified in First Aid and CPR attends all home games/tournaments, and it is highly recommended that they attend all practices.

• **EMT/FIRST RESPONDER/LIFEGUARD PROTOCOL**

➤ **Emergency Medical Technician (EMT) Requirements for JMU Sport Club Campus Activities**

- **High Risk** – activities having a documented history of catastrophic injury. Requires EMTs for scrimmaging and contact drills during practice and for entirety of the competition
- **Medium Risk** – activities having a minimal potential for catastrophic injury. EMT/First Responder is not required for scrimmaging or practice, a First Responder is required for the entirety of a home competition. (*Definition: Home Competition: any scheduled activity/contest taking place on a JMU owned or leased space.*)
- **Low Risk** – activities with extremely low possibility of serious injury. EMT/First Responder not required for practice or competition

High Risk	Medium Risk	Low Risk
Gymnastics	Baseball	Triathlon

Lacrosse (M)	Basketball (M, W)	Caving
Rugby (M, W)	Field Hockey	Equestrian~
All Girl Cheer	Roller Hockey	Swim+
Wrestling	Lacrosse (W)	Bhangra
	Soccer (M, W)	Ski and Snowboard Racing*
	Softball	Table Tennis
	Tae Kwon Do	Tennis
	Ultimate Frisbee (M, W)	Water Polo (M, W)+
	Volleyball (M, W)	Boarderline*
	Brazilian Jiu Jitsu	Ski Club*
		Cross Country and Track
		Fencing
		Madison Dance
		Cycling (Inactive)
		Swing Dance
		Archery
		Ice Hockey~
		Crew

(*) Ski Patrol (First Aid Personnel) is supplied by respective ski resort

(+) Lifeguard required

(~) On site first aid personnel

➤ **Lifeguard Requirements**

Lifeguards are required for all activities in Godwin Pool and the UREC Center Pool.

➤ **EMT Fees and Practice/Event Cancellation Procedures**

PRACTICE: If and when a sport club practice is cancelled, the club has the responsibility to call UREC and the EMT scheduled for that practice. If the EMT is not notified two hours before the scheduled time, the sport club will be charged for the EMT's hours they were scheduled to work. If practice is cancelled by the Sport Club Coordinator for any other reason (i.e. weather, field condition) the club and EMT's will be contacted by UREC.

GAMES/EVENTS: If and when a sport club event requiring an EMT is cancelled after Wednesday at 5pm the week of the event, the club has the option of utilizing the space for an inter-squad scrimmage and the EMT would stay and get paid out of the respective sport club's budget. This would be viewed as a scheduled event contest but would be paid for out of the club's budget do to their late cancellation.

Disclaimer: If a sport club event is cancelled prior to Wednesday at 5pm of that week, no charge or repercussions shall be enforced. There will be no charge for Lifeguards if the UREC pool is used during operational hours when lifeguards are already on duty.

➤ **Scheduling of EMT's**

All requests for EMT's are to be made through the Coordinator of Aquatics and Safety. If the request can be honored, this individual will sign off on the *ACTIVITY/CONTEST APPROVAL FORM*. **All requests must be made two weeks prior to the scheduled contest in order for UREC to honor the request.**

➤ **Scheduling of Lifeguards**

All requests for Lifeguards are to be made through the Coordinator of Aquatics and Safety. If the request can be honored, this individual will sign off on the *ACTIVITY/CONTEST APPROVAL FORM*. **All requests must be made two weeks prior to the scheduled contest in order for UREC to honor the request.**

➤ **Scheduling of Officials**

It is the responsibility of the club to secure qualified game officials in accordance with their respective governing body regulations. Official's fees will be contracted and paid using a *SKILLED SERVICES CONTRACT* and a *W-9*. Student employees who officiate are required to

fill out a PAR FORM. JMU Graduate Assistants are not eligible to receive monetary compensation for service rendered per University policy.

- **SPORT CLUB FIRST RESPONDER EXPECTATIONS**

Sport Club First Responders are responsible for the safety of participants and emergency response to injuries during their games/practices while on JMU property. First Responders must have current First Aid and CPR-PR certifications on file before any home games will be approved. Each club must have two certified First Responders (both current in FA and CPR).

Expectations

Both First Responders will meet with Coordinator of Aquatics and Safety or the Graduate Assistant for Aquatics and Safety and the Sport Club Coordinator Graduate Assistant for Sport Clubs.

Game Expectations

One First Responder will arrive at least 15 minutes before the start of the game to check out equipment. Equipment to be checked out includes first aid pack and cooler of ice. To check out equipment:

1. Stop at Program Registration at the Welcome Center.
2. Ask for Op Sup
3. Explain who you are and that you need a pack and cooler with ice
4. Sign the equipment out and proceed to your field or court for game

One First Responder will be present during all home games their team schedules. This includes during tournaments even if JMU is not playing at the time.

First Responders will provide first aid for injuries that occur during their games/tournaments. This can include, but is not limited to ankle injuries, cuts, scrapes, bleeding, heat related emergencies, cardiac emergencies, dislocations, and broken bones. First responders will document all injuries (major and minor) on the appropriate form. This includes giving out band aids or bags of ice.

Important Information

In case of emergency (player needs to go to hospital) at satellite facility, call 568-8737 or 568-6911 and alert the location and situation. They will then call the Rescue Squad who will respond to the satellite facility. Document all care provided.

In case of emergency (player needs to go to hospital) on UREC Turf, call 568-8737 from yellow phone near bathrooms and alert welcome Center of the situation. They will call Rescue Squad. Document all care provided.

Athletic tape is used to secure bandages or ice, First Responders will not give out tape to players.

- **INJURY/INCIDENT REPORTS**

It is essential that each club take the responsibility to minimize the occurrence of accidents and injuries through sound risk management practices. It is important that individuals follow appropriate documentation procedures should the aforementioned occur. All accidents/injuries/incidents that occur to a club member during a club meeting, contest, or activity that pose concern to a club, it's members or JMU, should be documented on a *UREC ACCIDENT REPORT*. It is recommended that a supply of these forms is available for easy access at all club activities. Reports should be turned in within 24 hours to the Operational Supervision on duty at UREC, so that he/she is informed and may follow up with all involved parties, as necessary.

- **LIGHTENING THREAT**

In the event that lightening strikes are detected in the area the following will serve as the official policy for University Recreation:

The alarm system "THORGUARD" is an early warning system that alerts staff and participants of lightening within a range of 2.5 miles. The warning will be heard from an audible siren located at UREC, Memorial Hall, ISAT and Godwin. A warning will flash on the screen of the computer at the Welcome Center. In the event the alarm sounds, the following action will take place immediately:

1. The Welcome Center Personnel will call the Op Sup and advise them of the computer warning.
2. All outdoor activities will be halted immediately and participants will be directed to seek safety in an appropriate location (preferably inside the facility).
3. The pool will be cleared and participants may remain on the pool deck if they so desire.
4. These activities will remain suspended until the “all-clear” signal is given. This signal is four short blasts from the system. At this point, all activities will resume.

If you are located at Memorial Hall, ISAT or Godwin, please exit the premises and seek indoor shelter immediately. Remain indoors until the “all-clear” signal is given. This is four short blasts from the system. At this point, all activities will resume.

This system is a non-judgment situation. ALL ACTIVITIES WILL BE SUSPENDED WITHOUT DELAY EACH AND EVERY TIME THE WARNING IS GIVEN.

Facilities/Scheduling

- **PRACTICE SCHEDULES**

Club Officers are responsible for submitting facility requests. The Sport Club Coordinator will schedule facility requests for practice times with the assistance of the SCC President. Times will be assigned according to the academic block schedule, total club points and club season. Allocations will be made following the application deadline. Each club in good standing will be scheduled 6–8 hours per week, depending on the requested amount. Additional times may be available and scheduling requests may be made through the Sport Club Coordinator at the beginning of each academic block.

It is the Club Officers responsibility to notify UREC of any cancelation of a club practice or event at least two hours before the reservation begins. Notification allows UREC to release the space so other JMU students, faculty and staff may request usage, it also prevents unnecessary set ups by UREC Student Employees. To notify UREC of a cancelation or change call 568-8737 (UREC Welcome Center) and speak to the UREC Student Staff on duty. Clubs that are deemed High Risk must also notify their scheduled EMT by phone at least two hours before the scheduled time.

Disciplinary action for not notifying UREC and EMT (High Risk Clubs) of a cancelation is as follows:

- 1st offense, written warning to club officers through email
- 2nd offense, loss of facility reservation for one week
- 3rd offense, meeting with Sport Club Coordinator and SCC President to discuss club sanctions, possible loss of UREC facilities for club use

- **ACTIVITY/GAME SCHEDULES**

Requests for facility space for all activities/contests/meetings/events are to be made through the Sport Club Coordinator using the *ACTIVITY REQUEST* form. Club officers are responsible for confirming all requests and for informing the Sport Club Coordinator of all upcoming activities/contests/meeting/events. All requests must be submitted three weeks prior to the requested date in order for UREC to honor the request. Requests for the fall semester can begin to be submitted the first day of school via the Sport Clubs Forms webpage. No paper copies will be allowed and requests received inside the three week deadline will be denied!

- **Guest Fees**

All guest fees will be waived for visiting teams and team guests here as spectators. Guests who would like to use the facilities will be required to pay \$5.00 per visit. It is the responsibility of the club hosting the event to leave a team list at the Welcome Center before all contests that details what teams will be in attendance.

- **Facility Fees**

Clubs will be charged fees for activities that require additional personnel to assist with the event and for the housekeeping of the facility following the event. Clubs are encouraged, but not required, to request dates and times for game/competition/events within UREC’s operational hours.

- **GAME/EVENT/TOURNAMENT/PRACTICE WEATHER CANCELLATIONS**

Outdoor events scheduled for any turf (UREC Lower, Upper, ISAT) or concrete space will be allowed to be played at the clubs discretion as long as lightening is not detected in the area (see Lightening Threat). For events on other fields (Godwin, Hillside, baseball and softball), the Sport Club Coordinator will notify the team 2 hours prior to the event of its status. Based on the condition of the space, in the event of rain, games will be canceled. Clubs are encouraged to make their own judgment at least 24 hours in advance to notify any teams who may travel to JMU. If any club decides to cancel their event due to rain, UREC must be notified at 568-8737 as well calling the Sport Club Coordinator at 568-8723.

- **FIELD LINING REQUESTS**

All field lining request are to be made through the Sport Club Coordinator when game schedules are requested. If the request can be honored, this individual will sign off on the *ACTIVITY REQUEST* form. All requests must be made three weeks prior to the scheduled contest in order for UREC to honor the request.

Maintenance Issues

All requests for equipment or facility repairs should be made in writing and submitted to the Sport Club Coordinator. All concerns should be addressed in a timely manner—do not wait until the day before an activity/game to submit a request.

Finances

- **FUNDING RESOURCES**

- **Checking Accounts (Banking)**

Funding from the clubs (dues, fundraising) is to be deposited into club checking accounts. Checking accounts are to be monitored by the club president and treasurer. These persons are also responsible for allocating the funds in a manner that benefits the club. Expenses from these funds should include gas and can include apparel, hotel rooms, equipment, etc. The final authority for each club account will come from the club president and treasurer, with a monthly report or all revenues and expenses due to the SCC Treasurer.

- **UREC Sport Club Budget**

Funding has been allocated by UREC for the Sport Club Program. This budget is only available for membership fees for governing bodies or professional organizations benefiting the entire club, equipment, office supplies, long distance charges and apparel items (*apparel remains the property of JMU - individual names should not be imprinted on these items*). The Sport Club Executive Council will be responsible for allocating these funds with final signature authority coming from the Sport Club Coordinator and the Coordinator of Business Operations.

- **UREC Matching Funds Program**

UREC offers each club the opportunity to enroll in a fundraising matching funds incentive program. The SCC administers this program. UREC will allot \$6000.00 to distribute as matching funds (\$1 for \$1). Requests will be handled on a first come first serve basis; clubs may make multiple requests and are eligible for funding up to \$500.00 per year. In order for clubs to qualify for this program, the following criteria must be met:

- A written proposal must accompany a presentation given to the council. Clubs wishing to make presentations must request time on the agenda prior to the meeting time from the SCC President. The SCC has the discretion to provide partial or full funding of the amount requested. Deposits must be made before or at the meeting when the request is being made
- Hold the fundraising activity and submit paperwork verifying the activity, costs and profits to the SCC
- Attendance at SCC meetings determines the clubs ability to receive matching funds for the following semester

➤ **JMU Foundation**

Funding strictly through donations are the only deposits allowed in the Foundation Account. This budget is only available for membership fees for governing bodies or professional organizations benefiting the entire club, equipment, apparel items, etc. The club presidents and treasurers will be responsible for allocating these funds with final signature authority coming from the Sport Club Coordinator and the Coordinator of Business Operations.

• **BUDGET ALLOCATIONS**

As previously stated, the SCC is responsible for administering the allocation of the UREC Sport Club budgets with final signature authority from the Sport Club Coordinator and Coordinator of Business Operations. Allocations will be made by the start of the fall semester for the upcoming year. The budget will be distributed using the “Criteria for Allocation” (discussed below) established by the Sport Club Executive Council for those clubs in good standing. Clubs will be notified at the first Presidents meeting in the fall as to the amount of their clubs allocation. The three categories listed below are the types of clubs that do not meet the standards of a club in good standing and how their budget allocation process works.

➤ **First Year Status**

- Clubs in the first year of existence are not eligible for funding. The club’s activity and membership will be reviewed the spring semester following the first **full** academic year of official recognition to determine funding eligibility for the following year

➤ **Probationary Clubs**

- Clubs declared under “probationary status” due to disciplinary sanctions are eligible for funding. However, budget requests from these clubs will be filled after those of clubs in good standing. These clubs are not eligible for matching funds until they are in good standing again

➤ **Suspended Clubs**

- A suspended club not eligible for funding. After the suspension period, the SCC Executive Board may assign a club probationary status following a review. At such point, they will fall under the guidelines designated above for “probationary status”

• **RECORD KEEPING AND EXPENDITURE REQUESTS**

All **club treasurers** must properly complete the necessary forms and submit them to the SCC Treasurer for approval. It is the responsibility of the SCC Treasurer to administer allocated budget fees following the appropriate accounts.

- Due to the fact that the Sport Club Program is part of UREC, club checking accounts **are allowed**. All funds are required to be placed in the club checking accounts or the JMU Foundation depending on the nature of the funds. All monies earned through dues collection and fundraising will be held in the club’s checking account for use by the club.

• **UREC PURCHASING PROCEDURES**

All purchases must be submitted using the *UREC Purchase Request*. They must then be approved by the SCC Treasurer with final signature authority coming from the Sport Club Coordinator, Coordinator of Business Operation and the Director of UREC. After approval, the purchasing process will be handled through UREC business procedures.

• **FOUNDATION PURCHASING PROCEDURES**

Clubs who have Foundation accounts may use that money as stated on the account and approved by the Sport Club Coordinator. If you would like to use this money for a purchase or tournament, please note that on your Travel Authorization or Purchase Request when it is submitted.

• **CONTRACTUAL SERVICES**

All contractual service fees—officiators, speakers, instructors, presenters--must be processed using a *SKILLED SERVICES CONTRACT/APPENDIX L* and a completed *W-9* from the individual providing the service. These

will be attached to the UREC Order Form (or Foundation Order Form if applicable) by the Sport Club Coordinator. All requests must be submitted at least 3 weeks prior to the scheduled event for on time payment. The order form must then be approved by the Sport Club Coordinator, Coordinator of Business Operation and the Director of UREC.

- **DEPOSITS**

All money received from club membership dues, fundraisers, etc. must be deposited into club bank accounts within a timely manner. Withholding this money for more than 1 week constitutes embezzlement

- **CRITERIA FOR ALLOCATING UREC SPORT CLUB FUNDS**

- **Allocation System**

Funds from SGA and UREC will be combined for allocation. A criteria system (see below) will be used to divide up the funding for each club. The allocation will be based on a point system. Clubs will receive a specific number of points for each criterion. Once all of the points have been assigned, the total points from each club will be totaled. This total will be divided into the total sum of money allocated. Each point will then be assigned a dollar amount. For example: a budget of \$25,000 will be disbursed to 28 clubs. Points allocated through the criteria system equals 1200. Therefore, each point would equal \$20.80. A club may have accumulated 75 points, thus the allocated budget amount would be \$1560.00 (\$20.80 * 75).

Criteria

Points

Registration and paperwork turned in by appropriate deadline will receive two points for each required form. Paperwork that is submitted less than two days late will receive one point. Paperwork submitted after this period will receive zero points.

Forms

Officer Update	= 2 Points
7 Charges	= 2 Points
Rosters	= 2 Points
SCC Manual Confirmation	= 2 Points

Constitution Revision/Review

Complete	=10 points
Incomplete	= 0 points

Disciplinary infractions

Disciplinary infractions will be analyzed on a case by case basis. The Sport Club Coordinator and the executive council will determine the extent of the point deduction, if any, that the club deserves. Point deductions may range anywhere from 0-20 points.

Attendance at President's meetings

As stated above, President Meetings are mandatory and should be attended by the President of the Sport Club. If the President is not able to attend a meeting for a valid reason, then the Vice President may attend in his/her place. Attendance at a meeting by the President results in two points. If a sub is in attendance, the club will only receive one point.

President in attendance	= 2 Points
Sub in attendance	= 1 Point
No attendance	= 0 Points

Attendance at Officer Transition Program

These include all officer transition meetings and various unscheduled meetings that are called for during the year.

In Attendance	= 2 points
Not present	= 0 points

Participation Reports

As stated above, participation reports are required at the end of each month. Points will be allocated based on whether the reports are submitted into the SCC Secretary per the stated deadline. Reports submitted before the deadline will receive two points. Reports submitted a day late will receive one point. Any reports received after two days will receive zero points.

Participation Repots in on time	= 2 Points
Participation Reports one day late	= 1 Point
Participation Reports two days late	= 0 Points

Required Events

Each Sport Club is required to participate in certain UREC events such as the Homecoming 5k and Warm a Winter Wish (WAWW). There are different ways the club will participate, for example, each club will be required to have two volunteers to work the race course the morning of the Homecoming 5k. A select number of clubs will be able to get their volunteer hours done beforehand if they have travel agreements that weekend. Every club will be assigned a certain number of individuals to support through WAWW; this will be based on roster size.

Homecoming Service Complete	= 5 points
WAWW Service Complete	= 5 points
WAWW Wrapping Party	= 5 points

Community Service Projects

Community service points will be allocated based on the number of hours worked and the number of participants included in those hours. The SCC Secretary will also have some discretion in allocating points as different types of community service may be worth more points. The basic point allocation will be based off of the following: 10 participants for one hour equals one point.

Furthermore, a separate pool will be created for the community service points so that a club will not be penalized for not completing any hours. A certain allocation of money will be added to this pool and the points allocated based on dollar for point basis. Because of this, your club will benefit from completing community service hours.

Equipment

All equipment purchased through funding from the UREC Sport Club Budget is property of James Madison University and will be inventoried and stored at UREC following the end of the clubs season or activity period. ALL equipment will be returned for inventory to the Sport Club Program Coordinator at the end of the spring semester. This will help ensure a smooth transition into activity the following year, proper storage of equipment and assure that equipment remains club property year after year.

Clubs are responsible for replacing lost or damaged equipment. In addition, if cleaning of any item is required for storage, the club will be assessed a cleaning fee. Budget and facility allocations will be held until such restitution is made for the fees assessed.

To check out equipment in the fall semester each club will set up an appointment with the Vice President of the SCC. During this time the club will take over responsibility for the equipment they check out and sign for. Equipment can be returned and checked out as needed. If the club decides to keep the equipment throughout their season, the club will be responsible for repair as needed.

Sport clubs also have access to the flowing items for any competition (home or away).

- JMU Easy Up Tents
- Digital Camcorder
- Scoreboards
- Sound Systems
- Water Coolers
- Tables and Chairs

To reserve this equipment the club must notify the Vice President of the SCC and set up an appointment to pick up the equipment during the specified time. Check outs will be scheduled for Fridays from 2-4pm and Returns must be completed on Mondays from 2-4pm. If a club damages any of the equipment, they will replace it at the original cost. Late returns will be assessed a \$50 fee.

Travel

All travel requiring funding from UREC or usage of University vehicles must be budgeted by the SCC and approved by the Sport Club Coordinator before the trip or any contract for travel-related services are arranged. This includes pre-payments for any travel-related expenditure (hotels, tournament fees, etc) and contractual services. All travel arrangements using UREC Funds or requiring reimbursement must be submitted on a *TRAVEL AUTHORIZATION* 3 weeks prior to travel. **If prior approval is not obtained, the individual making the arrangements will be held responsible for paying for services rendered and an academic hold will be placed on his/her account until payment is received.**

- **REIMBURSEMENT**

Reimbursements may occur for travel related expenses only if the travel has been approved with a Travel Authorization. UREC will not reimburse club members for gas or food. Reimbursements without prior travel approval will not be allowed. **Receipts are required for any reimbursements (a receipt template is on the UREC website).** All reimbursements must be requested in writing using the *REIMBURSEMENT REQUEST* and must include the proper invoices or estimates. The Reimbursement Request must be submitted with the Travel Authorization prior to travel. JMU cannot reimburse individuals not affiliated with the club or the university. Expenses incurred by these individuals are excluded by university policy.

- **UNIVERSITY VEHICLES**

State vehicles are available for use with approval from the Sport Club Coordinator. With prior approval, mileage and gas will be billed directly to the clubs UREC account. The SCC or UREC will not pay for unapproved trips under any circumstances. To request a University Vehicle submit the following via email to the Sport Club Coordinator. Where you are going (city/state), dates and times leaving and returning, how

many club participants, how many vehicles and type (van or car), names of all potential drivers and how you will pay (UREC account or club account). Once your request is approved you will receive a confirmation email with procedures related to van usage. Vehicles must be requested at least five days in advance.

- **TRAVEL POLICIES - DRIVING**

1. Club must submit a Travel Roster/Itinerary 1 day prior to travel to the Sport Club Coordinator.
2. NO DRIVING shall take place between the hours of 12:00 Midnight and 6:00 AM.
3. Driver is not allowed to drive more than 200 miles without a break and a new Driver taking over.
4. Total miles traveled in one day shall not exceed 600 or 800 miles?????
5. One Driver shall be allotted for every 200 miles (one way) of the trip, for example, if the total miles one way of a trip are 800 the club needs to have 4 drivers listed on their Travel Roster/Itinerary as well as the Request for University vehicles.

Promotions/Marketing

- **MARKETING**

Each club may conduct marketing efforts. Publicizing activities can be challenging, but rewarding, in terms of enhanced membership, campus support and increased financial gains (dues, admissions and fund raising efforts). Web sites, flyers, table tent blurbs, articles in the Breeze and information tables/displays are all methods of attracting new members and spectators. UREC will house a web page with basic information about your club. You are welcome to create your own web site which can be linked to from the UREC page. The UREC Marketing & Development Coordinator and/or the Sport Club Coordinator must approve all postings, displays, bulletin boards if you would like to post anything in UREC and/or use the UREC name or logo in any form. Postings on other areas of campus must be approved with a stamp from the University Center Information Desk. To enhance the success of any promotional effort, it is recommended that each club inform the Sport Club Coordinator and the SCC of any upcoming activities. Seek the Sports Club Council Vice President for assistance with any marketing needs.

- **SPONSORSHIP**

A sponsorship is a relationship between a club and a company where the club is provided with valuable resources while sponsors benefit by promoting or advertising their goods and services. Finding sponsorship is not easy and it does require the commitment to both seeking out partnerships and, once those partnerships have been made, fulfilling your end of the agreement. Because your club is under the umbrella of UREC and JMU, there are a number of factors that you must consider and rules that you must abide by in order to create successful partnerships. Please see the Sport Club Sponsorship Guide available on the UREC web site for guidelines, recommendations and tips and meet with the Marketing & Development Coordinator to begin your efforts.

- **DEVELOPMENT**

Your club may set up an account with The JMU Foundation to accept tax-deductible donations from club sport alumni, parents, employees and friends. This money can be used to offset your clubs' annual expenses and even create an endowment or scholarship fund. Please see the Marketing & Development Coordinator for more information.

Annual Report

Each club is required to submit an annual report by the Friday before finals week each spring semester. This report serves as a historical perspective for planning, goal setting and to assist the new leadership and UREC with program development. The report should include the following information:

- Club goals and status of goals
- Membership census
- Club activities for the year
- Budget and expenditure report - actual expenditures and revenues for the year
- Synopsis of fundraising activities
- Records of advisors, instructors and coaches - contracts and job descriptions
- Insurance information
- Accomplishments
- Challenges
- Concerns and suggestions for resolving concerns