

University of Central Arkansas Club Sports Program



Policies & Procedures Manual

Campus Recreation 501-450-5712

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What is the UCA Club Sports Program?

The University of Central Arkansas Club Sports program is administered by Campus Recreation who offer guidance and advice to officially recognized student club sports.

A club sport is a University recognized student organization formed by individuals with a common interest in a sport. A club sports primary goal is to promote and develop interest in a particular sport and recruit new members. Clubs may be recreational, competitive, or be involved in any combination of elements.

Each club is formed, organized, governed and administered by the student membership of that particular club. The keys to success of this program are member recruitment and retention, student leadership, involvement, and participation. Clubs are governed by the rules and regulations applying to all the University recognized student organizations, and those policies and procedures established by the Campus Recreation Club Sports Program.

University of Central Arkansas Mission and Vision

Vision

The University of Central Arkansas aspires to be a premier learner-focused public comprehensive university, a nationally recognized leader for its continuous record of excellence in undergraduate and graduate education, scholarly and creative endeavors, and engagement with local, national, and global communities.

Mission

The University of Central Arkansas, a leader in 21st-century higher education, is committed to excellence through the delivery of outstanding undergraduate and graduate education that remains current and responsive to the diverse needs of those it serves. The university's faculty and staff promote the intellectual, professional, social, and personal development of its students through innovations in learning, scholarship, and creative endeavors. Students, faculty, and staff partner to create strong engagement with the local, national, and global communities. The University of Central Arkansas dedicates itself to academic vitality, integrity, and diversity

Campus Recreation Mission

The mission of Campus Recreation is to provide students, faculty, and staff with programs that offer competitive, non-competitive, health promotion, and physical activity conducive to their personal development and overall wellness within safe facilities and fun-filled environments. Personal development also provides leadership development opportunities for students and participants. The department personnel recognize the value of developing the total person and feel that recreational and intramural sports are an essential component of the educational experience at the University of Central Arkansas.

Recognition Criteria

A student organization must meet all of the following criteria to be recognized as a club sport organization:

1. The organization must meet the requirements of a registered student organization, as defined by the Office of Student Life
2. The organization must meet the definition of a club sport
3. The organization's primary activity must not duplicate that of an existing club sport organization
4. The organization must offer activities for which approved space is available
5. The primary activity of the organization must involve physical activity and may involve competition
6. The organization must have a minimum of 10 student members

Membership Eligibility

1. Full-time UCA students must comprise at least 51% of the membership of the organization.
 - a. Individuals with no formal affiliation to the University may not seek membership in club sports organizations.
2. Full-time UCA students must fill the leadership roles within the organization
3. Only UCA students may travel and compete on behalf of UCA Club Sport organizations
 - a. Faculty/staff may be granted exceptions to travel on a case-by-case basis (e.g. for added oversight supervision, but may not compete on behalf of a student organization.)
4. All organizational decisions must be made by full-time student, elected leaders
 - a. Membership in the organization must be open to all University of Central Arkansas students, faculty, and staff.
 - b. The organization's membership may be exclusively men or exclusively women, provided the same sport is offered in the opposite gender; otherwise, organizational membership must be open to all students regardless of gender identity.

- c. The organization may not exclude any University of Central Arkansas student based on any basis other than gender (see 4.b), or disciplinary cause.
5. Non HPER Fee paying students who have paid the appropriate fees and possess a HPER Membership are not eligible to participate in a club sport

Admission to the UCA Club Sports program takes place once annually during the month of September. Prospective Student Organizations can submit an application to join the program if:

1. The UCA Office of Student Life has officially recognized the student organization for at least one year prior to the submission of the application.
2. The student organization meets at least the minimum requirements of the club sports recognition requirement.
3. The student organization does not duplicate or closely resemble current clubs in our program, unless there is an active affiliation between the similar clubs (i.e. A & B Clubs)
4. The student organization can be characterized as a sport or recreational activity.

***Note: Meeting the conditions above only allows a student organization to be eligible to join the Sports Club program, and it does not guarantee admission into the program.

If a student organization meets the criteria above and submits an application to join the Club Sports program the following procedures refer to admission:

1. Student organizations must present their application in person before the Club Sports Executive Board, a student advisory board represented of a variety of clubs. (Until a formal Executive Board can be properly fulfilled, a diverse selection of faculty and staff will make up the Board)
2. The Club Sports Executive Board will vote on admission with 48 hours of the presentation and relay the results to Club Sports administrators and prospective club representatives. A simple majority is required for admission. Admission to the program is at the sole discretion of the Executive Board.

3. Clubs that are not granted admission are eligible to re-apply the following year as long as the criteria for submitting an application are still met.
4. Clubs that are granted admission must adhere to the following steps to gain full membership into the Club Sports program:
 - a. Active membership will begin in the fall semester, which follows acceptance into the program. Clubs will not be eligible for any facility usage, funding, or other benefits of the Club Sports program until this date.
 - b. As a new member, the student organization will be placed in a probationary period, and must remain in good standing until the annual reapplication process. During the reapplication process, the organization will either gain full admission into the program, or the club, upon not fulfilling the requirements of full admission, will be disassociated with the program.
 - c. The student organization will not be eligible for Club Sports funding through the annual budget allocation process during their first academic year in the probationary process.

Members of Varsity Teams

1. Members of UCA varsity teams are ineligible for participation in that sport or its related sports if they are listed on that sport's varsity roster at any time during the current academic year. This includes students who are listed on a varsity team roster but are not receiving financial assistance; players with "redshirt" status during the current academic year, or players on the present roster but leave the team.
2. Students who are trying out for an intercollegiate team are ineligible for Club Sports participation in that sport until they voluntarily withdraw or are cut from the team. This includes practices and pre-season involvement.
3. In those Club Sports which precede varsity seasons in the same or related sports, varsity team members from the previous academic year who have intercollegiate eligibility remaining will be ineligible for Club Sports participation.

4. Varsity athletes are permitted to interact with the clubs in a non-player role for a club sport if they desire.
5. If a student of a varsity program plays on a club team against outside competition for a club team in which UCA sponsors that same intercollegiate sport, then that would count as a season of eligibility per NCAA rules.

For example, a basketball player who is ineligible for whatever reason to compete for the varsity team could not go and play for the UCA club team (against outside competition) without using a season of basketball. It is and will be the responsibility of the student athlete to monitor his/her position.

Professionals

For Club Sports purposes, a professional athlete is defined as an individual who has received pay for playing a sport. This includes any compensation received for try-outs, training camps, or summer leagues. Any student, faculty or staff member who has competed in a sport on a professional basis shall be ineligible for Club Sports competition. If during your tenure as a club sport participant you receive and accept cash reward for your performance with your respective club you will forfeit your Club Sports eligibility and the rights and responsibility thereof.

Inactive Clubs

Clubs who are unable to sustain their membership (minimum of 5 active members) or are dismissed from the Club Sports program for any reason will become inactive within the Club Sports program. Club members who are still interested in participating in their sport are encouraged to either apply to become a Registered Student Organization or reapply to become a Club Sport. Review the "Discipline" section of this handbook for further details on clubs who have been suspended from the program.

If a club is accepted as a Registered Student Organizations (RSOs) or is accepted again as a Club Sport within two years of inactivity, the club will still be able to access the clubs allocation account. Any funds that

were available in the allocation account at the time the club became inactive will not be able to be accessed. The Foundation Account funds may also become inactive and inaccessible, however, clubs should contact Club Sports Administration if a club is accepted as a RSO within two years to determine how the foundation account funds will be used.

Waiver

The Club Sports General Release and Waiver of Liability form must be completed by every member of a club every fiscal year (July 1-June 30) and for every club an individual participates in. It is the responsibility of each club to have their members complete the waiver and then submit the waiver to Club Sports Administration. All waivers must be filled out completely and completed in blue or black ink only. Anyone who has not completed a waiver properly is not permitted to participate in any club activities.

When officers are distributing the waiver they must explain to each club member what they are signing

- The individual agrees that participating in the club sport is inherently dangerous and is acknowledging these risks.
- The individual is releasing any and all liability in participating in the club sport from anyone associated with the University of Central Arkansas.
- The individual agrees to indemnify all parties associated with the University of Central Arkansas against any and all claims arising from the participating in the club.
- The individual agrees to follow all laws and policies set forth in participating in the Club Sports program.

Club officers are encouraged to collect any information related to the student in order to remain in contact if the student gives permission. Please note that student information is sensitive and thus officers should ensure that this sensitive information, if collected with the student's permission, is kept in a safe location.

Officer Responsibilities

1. Serve as liaison with the Club Sports office, Club Sports Council and the Department of Campus Recreation.
2. Communicate all Club Sports, Campus Recreation and UCA policies and procedures to all club members.
3. Represent the organization at all Club Sport meetings and leadership development opportunities.
4. Seek approval for club business through the Club Sports office
 - a. Fundraising
 - b. Commitment of checking/allocated funds
 - c. Marketing
 - d. Logo use
 - e. Travel
 - f. Scheduling of Practices and Games
5. Responsible for completing and submitting (or delegating) the following reports or forms:
 - a. Attendance Roster each Month
 - b. Event Schedules at the beginning of the semester
 - c. Facility Request
 - d. Trip itinerary and Travel roster prior to travel
 - e. Results of Matches, Games, and Tournaments
 - f. Budget Proposals and Presentations
 - g. Purchase Order Request, Reimbursement Request and Fee Payment Receipts
 - h. Community Service involvement
 - i. Annual Report
 - j. Current Rosters
 - k. Constitution
6. Document all expenditures by utilizing the club receipt book
 - a. Ensure all pending financial obligations are approved
 - b. Initiate requests for additional club funding when applicable
7. Maintain and update the clubs Social Media
 - a. Facebook should be “Pages” not “groups”
 - b. Twitter, Pinterest, Instagram, YouTube should not be linked with Personal Accounts
 - c. Club Specific email should be utilized for all club related business

Individual Officer Responsibilities

President

The President's primary job responsibilities are to ensure that all lines of business within the organization are running efficiently and within the budget set forth by the club. Furthermore, the President shall be the primary liaison between the respective club and the Club Sport administrative staff.

Vice-President

The Vice President shall assist the President and will be the acting head of the organization in the President's absence. Furthermore, the VP shall demonstrate exceptional leadership, motivation and decisive business judgment skills. The VP should strive to market the club to outside organizations such as: Community service involvement, competition organizer and fundraising.

Treasurer

The Treasurer shall be in charge of the money, turning in paperwork for travel, vans, finding hotels and keeping transactions. The treasurer will also help with the formation of the semester and annual reports and be directly responsible for the receipt book.

Secretary

The Secretary will see that the organization runs in an efficient and organized manner, and hence has the duty to maintain proper files, both for important paper documents as well as for the electronic ones. They have to conduct research, communicate with staff members as well as clients. They have to keep a record of appointments and see to it that each one is conducted on time.

Safety Officer

The Safety Officer should be one who is CPR, FA, BBP and AED certified. This person should be designated as the individual who identifies risks associated with the club and tries to minimize those risks such as; examining the playing surface before games and practices, checking playing equipment and ensuring proper travel protocols are followed. This person is also an approved driver and should be present at every club function with readily possession of the emergency contact sheet for their respective club; via hard copy or digital access. Furthermore, this person will help with the creation and implementation of the club's individualized Risk Management Plan.

Club Meetings

Each club sport should follow the basic guidelines, in regard to type and number of meetings, as described in the following:

1. There should be a minimum of two business meetings per semester and these should be open to all club members to discuss the pertinent financial status and direction of the club.
2. The club advisor should be present at all meetings.
3. Club officers should be present at all club meetings.

Cub Connect

Orgsync is the University of Central Arkansas primary database for organizations. This is the site where the submitting of club constitution and club roster will take place. All dates of importance to the club should be on the calendar (tournaments, practice, meetings, deadlines, etc.).

Budget Philosophy

Currently, the Campus Recreation Department provides partial funding for the Club Sports Program. Other avenues for club funding can include fund raising activities, donations, and the Student Government Association. The Student Government Association is an avenue for funding unanticipated or emergency expenses only. SGA expense requests can include post-season activities such as national tournaments; The Director of Club Sports must approve all initial requests for funds.

Funding for the Club Sports Program consists of allocated funds and checking account funds.

Each spring semester, all clubs wishing to receive allocated funding will be required to submit a budget proposal to the Club Sports Council if active and/or the Director of Club Sports. One of the main responsibilities of the Club Sports Council will be to act as a hearing board for the budget allocation process. The Club Sports Council along with the Director will listen to the budget proposal of each club and in conjunction with the compliance form, determine the appropriate allocated funds for each respective club. The Club Sports Staff will help regulate the generation and expenditure of club funds with a degree of financial accountability. The Staff is responsible for ensuring wise and prudent judgment in the acquisition and disposition of club funds, thus aiding in effective administration. While the process may differ in the handling of allocated and checking account funds, the philosophy in the expenditure of these funds will remain the same.

Budget Guidelines

1. Allocated funds represent those funds provided by the Department of Campus Recreation
2. Checking Account funds represent all other funds raised by a club: including dues/memberships, fundraising activities and donations.
3. All club expenditures for allocated and/or the Club Sports Staff prior to a commitment being given to any individual, business, or vendor must approve checking account funds. Checks on purchase orders

must be written prior to making a commitment to a vendor and travel forms must be approved prior to making arrangements to travel in order to receive any reimbursement.

4. Allocated funds may be utilized in several forms, at the request of the Club Treasurer and one other officer.
 - a. Purchase Orders/Pro Card Purchases
 - b. Reimbursement for expenditures. The use of allocated funds generally requires approximately two weeks of notice.
5. Requests for expenditures of allocated and checking account funds with regard to purchase of supplies, equipment, materials, and contract services will be routinely approved, providing the purchases and procedures comply with state and university policies and law and funding is available.
6. Allocated and/or checking account funds can be utilized for the following:
 - a. Travel expenses such as lodging
 - b. Transportation (fuel, vehicle rentals)
 - c. Contracted Services (officials, judges, etc.)
 - d. Equipment/Supplies
 - e. Repairs/Maintenance for equipment/vehicles
 - f. Dues/Fees (club membership, tournament registration)
 - g. Miscellaneous

Allocated Funds

Budget allocations will be completed on an annual basis. Each club may submit and present a budget for the upcoming school year in the Spring Semester. The Club Sports Council will act as a hearing board for the budget allocation process. The CSC along with the Director will listen to the budget proposals of each club and in conjunction with the compliance form, determine the appropriate allocated funds for each respective club. The CSC and the Director will each make two separate proposals for the overall allocation (CSC members must abstain from discussion or voting on any issue involving their club.) The CSC recommendation will count for 50% and the Direction decision will count for 50%. All parties will compare the budgets and ultimately the Director will give the final decision for allocations.

1. Each club is required to generate a certain percentage of their declared needs as indicated in the budget request. The compliance form will determine the estimated percentage of funding each club will receive. If a club does not need to utilize their allocated budget they are still required to generate the certain percentage designated to them at the end of the allocation process. Failure to raise the appropriate funding in the allocated time will affect the subsequent year's allocation.
2. All groups must have completed the club sport affiliation process prior to receiving any allocated funds.
3. Allocated funds are granted each year based on several factors including:
 - a. Compliance Completion
 - b. Budget Proposal
 - c. Goals and Objectives
4. Additional funding can be petitioned for sectional, regional, and national competition.

Procedures For Utilizing Allocated Funds

1. A Request for Funds Form must be completed with the signature of the Club Treasurer and one other officer.
2. Official estimates/quotes and recommended vendors are required for all purchases, along with a description of the intended purchase. In the case of travel arrangements, a complete Travel Request Form with accompanying information is required. Federal IDs are required for all vendors.
3. A purchase order is requested (could take 2-4 weeks, longer for some equipment orders) or a check is issued (could take 2-4 weeks, longer for some equipment). Proper authorization and documentation of purchases are always required.
4. The University Pro Card may be used for approved purchases.
5. Receipts are required for travel reimbursements
6. Campus Recreation Club Sports staff prior to ordering or commitment of a vendor must approve all purchases.

Allocation Process

A percentage of points earned will be used to break clubs in three tiers.

1. Top Tier
 - a. Will receive the most % of what they request
2. Middle Tier
 - a. Will receive % less than the top tier but higher than the bottom tier
3. Bottom Tier
 - a. Will receive the least amount
 - i. Will not be eligible for postseason support from Campus Recreation
 - ii. Allocation can either be lowered or kept the same

Checking Account Funds

All Checking Account matters should be handled internally within the club. If there is a question regarding the clubs checking account it should be addressed to the officers, advisor and then to the Director of Club Sports.

Minors

Club members who are under the age of 17 must have their parents or guardian's sign the waivers. Once the underage club member turns 18 they will need to complete a new waiver and submit. Again, waivers must be completed before a student can take part in any club activity.

Insurance

Risk for injury is greater for club sports athletes, therefore all members are highly recommended to maintain personal health insurance. This can be obtained in a variety of ways, but Club Sports and the University of Central Arkansas does not provide insurance for individual students or club teams.

Health/Safety/Medical Insurance

Health professionals require that all participants complete a physical exam or have a doctor's approval prior to beginning any exercise program. Participants in any Club Sports Program activity must carry valid health insurance coverage. Participants are fully responsible for any and all medical expenses that may be incurred as a result of participation in club sport activities.

Physicals

Every Club Sports participant that will practice with a club is required to have a physical done before they're eligible to practice with their desired club. Physicals must be done in the fall semester of every Academic year. You can make an individual appointment at the UCA Health Clinic. Once a physical has been done, a copy or form showing it has been done will need to be given to the Club Sports Office.

Hazing

Club sport organizations and club organization participants may not engage in hazing activities. Hazing is defined as any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student or that willfully destroys or removes public or private property for the purpose of initiation or admission into or affiliation with, or as a condition for continued membership in any recognized student organization. For more information about hazing check your student handbook for more information.

Alcohol/Drugs

Consumption of alcohol is prohibited during all Club Sport Program activities, including the activities of individual club sport organizations, regardless of the age of the participants. Non-prescribed drugs, performance enhancing drugs, or any other substances that might be

dangerous or detrimental to the participant's health, or performance as a member of this organization are also prohibited.

General Club Guidelines

All Club Sport Program participants have an obligation to refrain from actions and behaviors that may jeopardize them or other Club Sports Program participants. The Club Sports Program reserves the right to remove participants from the program for actions/behaviors that are deemed dangerous to them and/or other Club Sports Program participants. The conduct of clubs and individual club participants shall be in compliance with all University of Central Arkansas rules and regulations, including University codes of conduct and the University Off-Campus Misconduct Policy.

Student Conduct Policy

The basic concept underlying the University's standard of conduct is that students, by enrolling in the University, assume an obligation to conduct themselves and their organizations in a manner compatible with the University's function as an educational institution. Individuals must always act in ways, which do not detract from the reputation of the University. This includes behavior in game situations and particularly with game officials. Misuse of equipment and facilities (including not using reserved space and/or neglect in following facility use procedures, i.e., leaving debris or equipment in a facility) as well as inappropriate conduct and actions while participating in any club sports related activity will jeopardize the club's continued status as a member of the Club Sports program.

Disciplinary

Violation of or non-compliance with University policies, campus regulations, Club Sports program policies and/or standards of conduct may result in individual or club disciplinary action and/or revocation of Club Sports program recognition and membership. The discipline process has been developed to assist club leaders in addressing issues

that may cause problems for the club, the Club Sports program, and the University.

Minor Violation

If the offense violates a minor policy or is the club's or an individual's first offense during the current academic year and the club is not currently on probation from any previous year violations, the following steps are taken.

1. The Club President and all other club officers are notified in writing of the policy violation and the disciplinary action that is being considered.
2. Club representatives and/or the club members involved have the opportunity to respond to the Club Sports Administrator within 72 hours of the complaint.
3. After hearing the circumstances surrounding the incident, the Club Sports Administrator with input from the Club Sports Executive Board will make a decision regarding a course of action and disciplinary decision.
4. The Club Sports Administrators or the Club Sports Executive Board President will notify the club president of the disciplinary action taken against the club and/or individual.
5. If no Executive Board has been made all disciplinary issues will be taken to the Director of Club Sports, Associate Director, and Director of Campus Recreation.

Major Offenses and/or Major Violation

If multiple offenses occur of an individual or club commits a major policy violation, the individual or club will be summoned to appear before the Club Sports Executive Board and the following steps are taken:

1. The Club President and all other club officers are notified in writing of the policy violation and the disciplinary action that is being considered.

2. The Club Representative and/or the club member involved have the opportunity to respond to the Club Sports Administration within 72 hours of the complaint.
3. The Club Sports Program and/or additional University officials will investigate the complaint.
4. A formal proceeding will be scheduled with the Club Sports Executive Board and the alleged club and/or individual. It will be conducted using the following format:
 - a. Summary of Circumstances:
 - i. Background, details of the investigation, issue to be presented to the Club Sports Executive Board
 - ii. Presentation of investigation results by the Club Sports Program
 - iii. Opportunity to respond to charges by club and/or individual
 - iv. Presentation of findings by the Club Sports Executive Board
 - v. Club Sports program recommendations for action
 - vi. Presentation of action taken by the Club Sports Executive Board

Possible disciplinary actions that can be served to offending clubs and/or individuals

- A probationary period
- Assigned a community service project
- Forfeiture of University funding
- Forfeiture of University facility reservations
- Forfeiture of future competition
- Forfeiture of Club Sports recognition and membership
- Any other additional University disciplinary actions deemed necessary and appropriate
- If a club does not meet the compliance expectations, they may be put on probation or dismissed from the Club Sports Program

Appeals

All appeals must be submitted to the Club Sports Office via email within 3 business days of the initial sanction. Once the appeal has been received, the appeal will be given to the Director of Campus Recreation and make a decision on the matter within 2 weeks of the official appeal. During the appeal, the sanctions that were originally put in place will be active for the offending party.

Advisor

Each club sport is required to select an advisor who is a full-time Faculty or Staff at the University of Central Arkansas. The Club Sports Administrators cannot serve as an individual's club advisor. The role and responsibilities of the advisor are described as the following:

- The advisor is encouraged to work closely with the officers and to offer input into the club's decision-making processes, but he/she should not assume a leadership role in the organization.
- The advisor lends his/her experience, judgment, and knowledge and assists the officers and members in the development of the club.
- The advisor helps maintain continuity in club programming and provides knowledge and a historical context of University policies and procedures.
- The advisor is encouraged to attend club meetings and functions and be able to counsel club leaders and members.

Coaches/Instructors

The coach/instructor shall be aware of and follow all University and Departmental procedures relative to the club sport program. The officers should schedule an appointment with the Director of Club Sports to cover these procedures.

The coach/instructor should restrict his/her contributions to coaching and should refrain from activities involved in the club's management. A club sport is first and foremost a student organization. The philosophy, and key, to success of the Club Sports Program has been the continued emphasis placed on student leadership and participation. Therefore, matters involving the management of the club must be left to the student members. The student leaders, not the coach, must serve as the liaison between the club sport and the Director of Club Sports.

Travel

Any Club traveling out of the Conway area is required to fill out a travel request form prior to their travel dates. Failure to do this could result in punishment or other disciplinary actions. For the travel registration form please check <https://uca.campuslabs.com/engage/forms>. Group travel reimbursement Forms can be found on the UCA website <http://uca.edu/financialaccounting/travel/>. For any more questions please contact the club sports office.

Travel Request Payment of Hotel/Motel Accommodation

1. Purchase Order – hard copy (paper) agreement between the university and the vendor guaranteeing the university's responsibility for products or services in strict agreement with the terms printed on the purchase order. Purchase orders must be initiated a minimum of two weeks in advance of need. Goods/services cannot be ordered or received prior to the issue of a purchase order if the purchase order is the intended method of payment.
2. Travel Request – a fully prepared Travel Request packet consists of the completed and signed Travel Request form, a roster indicating who will be traveling and a professionally prepared advertisement/flyer or official e-mail showing where, when, cost, and other information relative to the activity. This packet must be acknowledged and approved by the Director before travel is allowed. It is recommended that the packet be initiated a minimum of two weeks in advance in order for all aspects to be approved. When a purchase order is utilized as payment for rooms, only one Travel

Request and accompanying documentation will be required for multiple rooms. When students are being reimbursed, each person being reimbursed must submit a Travel Request packet including the individual's banner ID. Individuals that wish to represent their respective Club Sport and travel as a single entity must have the support from their club officers when representing the Club and the University of Central Arkansas.

All travel request forms must be submitted 2 weeks before the event takes place. Failure to do so will result in a denied request.

Obtaining Purchase Orders

Purchase orders are a preferred payment method for hotel/motel accommodations. Students are encouraged to contact the hotel/motel of their choice (based on location and cost) and to get the following information:

1. Will the vendor accept a purchase order from the university?
(Hint: ask for Sales/Business Manager)
 - a. If they are not a vendor please have them fill out the following form
<http://uca.edu/purchasing/files/2018/04/Vendor-Registration-Form-Rev-4.18.pdf>
2. What is the room rate, tax rate and total cost of each individual room?
3. What is the total cost for the requested number of rooms for the nights needed?
4. What is the confirmation number for the requested rooms?
5. What is the business name, address, fax number and phone number of the hotel?
6. With whom are you talking? Get the first and last name of the contact person on the purchase order.
7. What is the federal ID# for the hotel?

Entry Fees

Entry fees can be paid in advance via check or by using the Direct Payment process, which allows checks to be sent directly to the tournament director or organization.

For entry fee payments you must submit:

1. Tournament flyer with all information i.e. where, when, cost, etc.
2. List of participants and banner #'s (roster)
3. University requisition form and request for funds form
4. Special travel request form

Entry Fees will not be paid unless all paperwork has been completed and submitted two weeks before the event takes place. Failure to do so will result in no payment.

Sponsors

Club Sports may secure a sponsor to help with fundraising under the following guidelines:

1. All sponsorship proposals must have prior approval of the Campus Recreation Department.
2. The following means of sponsorships may be approved:
 - a. Contact with non-alcohol/tobacco companies such as sports-related businesses, eateries or neutral entities that would not reflect negatively upon the University.
 - b. Exchange of goods/gift certificates in exchange for major event sponsorship.
3. Members of the club should be the only people seeking sponsorship. The club should make it clear to the sponsor that this is a student-run organization.

Equipment Responsibility

The responsibility for the purchase and maintenance of the equipment for a specific sport lies with the club. Individual members of the club must purchase personal equipment. The following guidelines must be adhered to in relation to club sport equipment.

Purchase of Equipment

1. All equipment purchased with allocated funds becomes the property of the University of Central Arkansas and the Department of Campus Recreation. This equipment is subject to inspection at any time by the Director.
2. The Director of Club Sports will assist clubs in the purchase of equipment.
3. Approved equipment expenditures will be charged to the clubs allocated budget.
4. Equipment that is purchased with funds belonging to the club can be used accordingly; however, the equipment will be considered and treated as property of the Club Sports Program. The equipment will be the responsibility of the club. A period of at least six weeks should be allowed for the total purchase process.
5. Purchase Procedure
 - a. Submit a purchase request form to a member of the Club Sports Staff for approval.
 - b. The Campus Recreation Office will order the equipment by procard or submit a requisition for a purchase order.
 - c. Upon arrival of the equipment, funds will be deducted from the club's allocated budget and equipment will be stored and checked out by the Club Sports Staff. When using checking account funds to purchase equipment, either a check will be sent with the purchase request or a check will be issued once the equipment is received and an invoice is presented.

Storage of Equipment

1. Each club sport is responsible for all equipment purchased by that club and for any equipment assigned to the club.
2. All equipment purchased with allocated funds must be stored on campus when not being utilized by the individual clubs with the exception of items such as: jerseys, balls and everyday practice equipment. These items may be checked out on a semester-by-semester basis.

Inventory of Equipment

1. Each club must maintain all equipment and supplies in accordance with the rules and regulations of the University of Central Arkansas and the Department of Campus Recreation.
2. Each club is responsible for returning a signed copy of their club's current inventory listing provided by the main office at the beginning of each semester and at the request of the Club Sports staff. The inventory list should have an explanation for any missing inventory and a listing of any new inventory.
3. It is recommended that each club have an Equipment Manager responsible for checkout, maintenance, inventory, and return of all club equipment.
4. All equipment that is purchased by a club must be shipped to the Campus Recreation main office and marked and put in inventory. Any equipment that has been damaged or will no longer be used should be returned to the Campus Recreation Department. The equipment cannot be thrown away and should be surplus by Campus Recreation.
5. Each club must return all equipment, which was purchased with allocated funds, by the last day of finals week of the spring semester.

Club equipment must meet all standards as established by Club Sports leagues, conferences and/or regional, state and national organizations in which the club is affiliated.

- Equipment should be inspected routinely for safe operation by the Club Sports Office
- Each club should develop and follow a preventative maintenance plan for equipment.
- Obsolete, broken or unsafe equipment should be properly disposed of.
- Safety equipment should be required for activities that have known hazards

Individual Responsibility

Individuals will be responsible for all equipment directly checked out to them. Records will be tagged in the event of equipment not being returned in a timely fashion or if equipment is lost, stolen, or damaged. Ex: The club president checks out team jerseys – the president will be responsible for each jersey that is not returned.

Club Sports Council

Purpose

The purpose of the Club Sports Council (CSC) is two fold: to provide representation for club sports officers and members in matters pertinent to the Club Sports program and to serve an advisory role to the Director of Club Sports. The Council consists of six student members. A member of the Campus Recreation staff and the Director of Campus Recreation will also serve as advisory roles.

Duties

The duties of the CSC will include but not be limited to the following:

- Develop and/or evaluate new existing policies, guidelines, and functions of Club Sports.
- Review/make recommendations for the Club Sports allocate and national contingency funds.
- Conduct disciplinary hearings as needed.
- Review and make recommendations on request for student organizations requesting affiliation with Club Sports.
- Foster relationships with Student Government and other registered student organizations on campus.
- Accept responsibilities as assigned by the Club Sports Office.

Nominations

Nominations for CSC positions will be taken during the spring semester. The nomination forms may be acquired at the Club Sports Office. All nominations will be read aloud and voted upon at the last meeting of the spring semester. The next academic year Club Sports Council team will be announced once the positions have been approved or as positions open throughout the year.

Marketing

Publicity/promotions are the responsibility of each club; however the Club Sports Office must approve all publicity/promotional efforts prior to distribution. The Campus Recreation Marketing Department can assist in publicity/promotions. A meeting will need to be held with the Club Sports Office to get the information and details of the event and/or purpose of the publicity/promotion a certain club needs. Once the information is given the Club Sports Office will get the information to the Marketing Department. Once the Marketing Department is finished the Club Sports Office will approve and send it to the desired club. If the club is not happy with the product, they will need to meet with the Club Sports Office again and restart the process. At no time is a club able to meet directly with the Marketing Department.

Fund Raising

The Club Sports Staff must approve all fundraising efforts to ensure that they do not conflict with the mission and values of Club Sports, Campus Recreation and the University of Central Arkansas. Failure to obtain clear and proper approval for fund raising efforts can lead to penalties for the individuals and clubs involved.

Risk Management

Campus Recreation strives to provide an awareness of the risks involved in each activity. Certain elements of danger are inherent in each specific activity. Often these elements of danger are beyond the control of the Department and its staff. Participation in the Club Sport Program is purely voluntary and such participation involves the unavoidable risks of personal injury, loss of or damage to personal property and the possibility of loss of life. It is the individual's responsibility to determine his/her own ability to participate and at what level he/she can participate. The Department requires an annual physical exam at the start of the fall semester. The participant should seek additional information at any time one's health status changes. Such actions are

designed to ensure that one's participation is within one's health status/limitations.

1. Each member of a Club Sport must sign a Liability Release/Waiver and Assumption of Risk Certificate before being able to participate in any club activity. This form states that each Club Sport member realizes there is a risk of injury while participating and that Campus Recreation is not responsible for any injury, which occurs during this sport. Club Sports members who are under 18 years of age must have a parent or guardian sign these releases before being able to participate in any club activity. These forms must be submitted digitally.
2. Each Club member must provide emergency information. This information should include emergency numbers, medical information and insurance information (if applicable). This information will be taken to each practice and competition.
3. Each club member will sign a code of conduct form that includes an alcoholic and non-prescription drug statement.
4. It is recommended that each club member should complete a Physical Exam before participating in practices or in competition.
5. Club officers are responsible for seeing that all forms are read, understood, and signed by club members before participation in club activities.
6. Failure of a Club Sport member to comply with these policies will mean automatic ineligibility for that player until all requirements are completed. A club team that plays an ineligible player runs the risk of disciplinary action. Failure to comply with the above rules will result in appropriate action by the Club Sports Staff. A club member must be a current student or faculty or staff member.

First Aid & CPR Certification

Each club will be required to have at least two club athletes at each practice, and all other events, who are certified in CPR, First Aid, AED, and Blood Borne Pathogens. Classes will be offered through the Campus Recreation Department.

Clubs will be required to document their club member's certification and present the certification to the Club Sports Office to receive credit for their club, by the due date listed on the deadlines information sheet.

Concussion Protocol

Protocol: Concussion protocol is authorized for Campus Recreation employees (professional and student staff) to utilize supervising Campus Recreation activities. Examples of staff include: Professional Staff, Graduate Assistants, Site Supervisors, Facility Managers, Lifeguards, etc.

Campus Recreation staff has the authority to remove individuals from participation and not permit them to return. Participation includes recreational activity, practice and competition. Campus Recreation staff is NOT permitted to diagnose concussions. Staff should follow these steps to ensure safety of all participants.

If a student athlete appears to be suffering concussion-like symptoms, please follow the SCAT 2 Field Testing procedure

Symptoms include:

- Headache or feeling of pressure in the head
- Temporary loss of consciousness
- Confusion or feeling as if in a fog
- Amnesia surrounding the traumatic event
- Dizziness or "seeing stars"
- Ringing in the ears
- Nausea or vomiting
- Slurred speech

If Campus Recreation staff determines it is unsafe for the student athlete to return to participation, they are REQUIRED to seek medical attention. The student athlete cannot return to participation until a licensed physician gives approval. This includes but is not limited to: Intramural Sports, Adventure Trips, and Club Sports participation.

Return to Participation:

In order to be eligible to return to participation, the student must provide signed documentation to Campus Recreation staff from a licensed physician stating they are cleared to return to activity. The signed documentation can come from the University of Central Arkansas Student Health Clinic or a private/personal physician.

If a student does not provide documentation stating they are cleared to return to participation they will not be permitted to return to recreational activity, practice or competition.

Heat Index

1. If the heat index is ever over 100 degrees Club Sports events of any kind will be postponed until the heat index goes below 100 degrees.
2. If the heat index is above 95 degrees every 20 minutes there will be a stoppage for water and to cool down, this will last 10 minutes.