

SEATTLE UNIVERSITY  
2018-2019

# SPORT CLUB HANDBOOK



Revised July 2018

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## Section 1: Sport Club Overview

### 1.0 Sport Club Mission Statement

The Seattle University Sport Club Program provides students, faculty, and staff the opportunity to participate, educate, and compete in diverse recreational activities as a means to enhance their collegiate experience and provide a vehicle for a well-rounded education through physical, social, and leadership development.

### 1.1 Definition of a Sport Club

Sport Clubs are student-run organizations for those individuals who have a passion for a particular sport or who want to learn a new sport. The Sport Club Program emphasizes leadership, education and service through the sports it offers. While all Sport Clubs are either internally or externally competitive in nature, they also stress skill development, team building, socialization, and community building.

Sport Clubs are open to Seattle University students and offer the opportunity to compete with other colleges throughout the state, region and nation. Sport Clubs are sporting in nature and involve physical activity. Moreover, the primary function of the club may not duplicate an existing service or program already offered at/by Seattle University (Example: the Outdoor program offers recreational bike rides. Therefore, a recreational bike club will not be recognized as a Sport Club, but a competitive cycling club would be because this is a new service.)

### 1.2 Departmental Approval:

As a member of University Recreation, each Sport Club is obligated to obtain the approval of the Assistant Director or Coordinator of Competitive Sports prior to acting on items, issues, or ideas not covered in this handbook. If a Sport Club chooses to act independently, that club will risk losing its designation as a Sport Club in good standing and all the rights and privileges associated with that status. Furthermore, depending upon the situation, individuals involved may risk university sanctions and/or state or federal prosecution. Essentially, when in doubt, ask.

### 1.3 Department of University Recreation Staff

Dion Wade	Director	206-296-6017
Samantha Griffin	Associate Director	206-296-6484
<b>Kirsten Schumacher</b>	<b>Assistant Director of UREC, Competitive Sports</b>	<b>206-296-5907</b>
Mileva Huljev	Assistant Director of UREC, Outdoor	206-296-6148
Christin Everson	Assistant Director of UREC, Fitness & Marketing	206-220-8543
Madison Collins	Assistant Director of UREC, Eisiminger Facility Operations	206-296-2093
Wally Kasprzycki	Assistant Director of UREC, Redhawk Center & Facilities	206-296-2842
<b>Thomas Lail</b>	<b>Coordinator of UREC, Competitive Sports</b>	<b>206-296-6176</b>

### 1.4 Other Important Phone Numbers

Dept. of University Recreation	206-296-6441
University Recreation Fax	206-220-8543
Seattle U Public Safety	206-296-5990 206-296-5911 (emergency)
Seattle U Health Center	206-296-6300

## Section 2: Sport Club Leadership

**2.0** Sport Clubs are supported by the university through funds and institutional organization. Each club shall have an assigned University Recreation Coordinator and a self-selected Faculty/Staff Advisor.

**2.0.1** UREC Coordinators will be Competitive Sports Staff-Assistant Director, Coordinator, Graduate Assistant or Manager. The Coordinator will be the direct contact for all club matters.

**2.0.1.1** The Assistant Director for UREC, Competitive Sports will have final judgement on all Sport Club matters.

**2.0.2** Faculty/Staff Advisors serve as a valuable resource for academic success as well as a resource to navigate the university system. In addition to the following expectations, it is important for the Club President and Club Advisor to discuss the expectations for the club and the advisor prior to signing the Club On-Campus Advisor Agreement.

**2.0.2.1** Responsibilities of the Club Advisor include, but are not limited to the following:

- Attend important club meetings
- Attend practices and competitions on a periodic basis
- Provide club continuity from year to year by assisting with officer transitions
- Provide valuable feedback for decision-making
- Oversee or assist with scheduling, budgeting, and financial transactions
- Act as a mediator if conflicts should arise internally with the club
- Advocate for the club and be in attendance for any conduct review meetings
- Under no circumstances is the Club Advisor allowed to enter into agreements/contracts, and/or force their views and opinions upon Club members.

**2.0.2.2** After a club has identified a potential Faculty/Staff Advisor, the following are the steps to confirm appointment:

1. Meet with the identified individual to discuss the needs of the club and the role of the advisor to ensure the individual is capable and willing to meet the responsibilities of a club advisor.
2. If this individual is new to the role as an Advisor to this particular club, email the Competitive Sports Staff to schedule a meeting with the Club Officers and the potential Advisor.
3. Submit the Faculty/Staff Advisor Agreement Form

**2.1** The Sport Club Executive Board will be comprised of five (5) Sport Club members, approved by the Competitive Sports Staff, who will act as the Executive Board's advisor without voting privileges. Each member of the Executive Board will serve for one (1) academic year term, and must be a registered undergraduate, graduate, or law student during that entire period.

### **2.1.1 Executive Board General Responsibilities:**

**2.1.1.1** The Executive Board will be in charge of running budget hearings for all sport clubs requesting allocations. Following the meeting each Executive Board member will make a recommendation for funding for each club. The Executive Board will vote on allocations for each club and present their suggestions to the Competitive Sports Staff. The Assistant Director of UREC, Competitive Sports will have final decisions on all allocations

**2.1.1.2** The Executive Board will hold an Additional Funding Request hearing for any club wishing to receive funding from the Sport Club Council Budget. Recommendations for funding will be presented to the Competitive Sports Staff who will have the final approval of fund allocation.

**2.1.1.3** The Executive Board will devise and recommend possible disciplinary actions for violations of the Handbook committed by a club or individual club members, as well as the criteria for determining a violation and how to apply the disciplinary process as outlined in this Handbook toward a violating club or member. Sport Club officers (if violation by club) or the individual club member(s) (if violation by individual(s)) may request a conduct board hearing in front of the Executive Board prior to disciplinary actions being discussed.

**2.1.2 The Role of the Competitive Sports Staff:** The Competitive Sports Staff will act as the advisor to both the Sport Club Council and Executive Board. The role of the Competitive Sports Staff will be to act as the University's advisor and provide University information or requirements to either the Board or Council for any actions decided upon by the respective bodies. The Competitive Sports Staff's presence at meetings presents the opportunity for a full disclosure of reasons, suggestions, and opinions regarding matters presented for final decision.

**2.1.2.1** The Competitive Sports Staff will have the final decision regarding any recommendation made by the respective decision-making bodies, but in the event either deciding body feels the Competitive Sports Staff is not working toward the best interests of the students or the University, the council may request the assistance of the Assistant Director of UREC, Competitive Sports.

## Section 3: Sport Club Membership Eligibility

**3.0** The following individuals are eligible to participate in Seattle University Sport Clubs:

- Currently enrolled SU students taking at least one (1) credit or more
- Matriculating SU students who are not currently enrolled, but have paid the quarterly Recreation membership fee (\$65)
- Current SU faculty and staff

### **3.1 Seattle University Nondiscrimination Policy**

UREC Competitive Sports abides by the Seattle University Non-Discrimination Policy. The policy can be found here <https://www.seattleu.edu/policies/nondiscrimination/>.

**3.1.1** A club may decide on its membership selection provided the club does not violate SU's commitment to diversity while maintaining the club's objective.

**3.2** The following membership eligibility restrictions and recommendations apply:

- Only student members of a Club may hold an office in the Club, vote on Club matters, and conduct Club business.
- Each member, faculty/staff advisor, and coach(es) of a Sport Club must complete all required online forms, pay club dues (if required), and be listed on the Club's membership roster before being recognized as an official member of the Sport Club. An individual must be recognized as an official member of the Sport Club to participate in any and all club activities (meetings, practices, matches, etc.).
- University Recreation does not restrict intercollegiate athletes from membership in a Sport Club, but it is strongly encouraged they obtain written permission from their coach and check policies of the governing body (league, association, etc...) prior to joining a club.
- Due to the various risk involved with Sport Clubs, Seattle University may have different requirements for different clubs not specifically listed in this handbook to best mitigate risk.

**3.3** Along with the guidelines for membership outlined in the Sport Club Handbook, Clubs are encouraged to comply with membership guidelines of national governing bodies (NGB). These guidelines

may further restrict participation for sanctioned competitions. Clubs should check with their NGBs for eligibility guidelines.

**3.4** The Sport Club Program is a recipient of a large amount of Seattle University funds. Because of how the clubs are funded, clubs may not hold try outs to cut players from the club. Thus, clubs may not have a cap on membership.

**3.4.1** Sport Clubs may choose to maintain a competitive team. Due to the nature of sports, the roster may be limited to a reasonable number to allow the club to remain competitive within their league. However, if a Sport Club chooses to maintain a competitive team and limit the number of players on that roster, they must maintain a recreational roster as well and provide individuals on this roster with equitable opportunities for participation in both practices and competitions.

## Section 4: Sport Club Recognition

**4.0 Recognition & Registration Requirements:** The following is required for initial club recognition or to register a club at the beginning of each academic year.

- A minimum of six (6) Seattle University currently enrolled students in good academic standing (minimum 2.0 overall grade point average) as shown on a completed Membership Roster.
- One full-time faculty/staff advisor who has completed an Advisor Agreement Form
- A new or updated constitution on file with the Competitive Sports Office.
  - A constitution outline and sample is included on the Sport Club Website

### 4.1 Sport Club Annual Registration Process

**4.2.1** All clubs are required to re-register each academic year with University Recreation.

**4.2.2** All existing clubs currently active and classified as a Sport Club will be required to have their mandatory returning or new officers present at the beginning of the year meeting.

**4.2.3** All returning clubs must submit the required documentation as outlined in Section 3.0 demonstrating they still meet the requirements to be considered a Sport Club at the beginning of the Fall Quarter.

**4.2.4** Should a club recognized as a Sport Club in the previous academic year fail to meet minimum requirements at the start of the next Fall Quarter, they will have until the end of the current academic quarter to meet the requirements, or the club will be placed on suspension for the following academic quarter.

**4.2.4.1** If during the suspension period the club achieves all requirements to be fully recognized as a Sport Club, they will be able to appeal their suspension to the Sport Club Executive Board.

**4.2.4.2** If a club does not fully meet recognition requirements during the suspension period, they will lose their sport club status and will need to go through the initial recognition process (See Section 3.2).

### 4.2 Sport Club Recognition Process for New Clubs

**4.1.1** All clubs wishing to gain initial status as a Sport Club or clubs applying to be re-recognized as an active Sport Club because they have been inactive and/or suspended for more than one (1) academic quarter must first email the Assistant Director of UREC, Competitive Sports with a request to be considered a Sport Club along with the required documentation listed in Section 3.0. Once the materials are reviewed and approved by the Assistant Director, a meeting will be set with the Sport Club Executive Board. This meeting will be for the proposed club to present their constitution, proposed budget, purpose, and officer structure, and it will be an opportunity for a question and answer session.

**4.1.2** After this meeting, the Executive Board will make their recommendations for approval to the Competitive Sports Staff for the final determination.

**4.1.2.1** Sport Club Executive Board potential recommendations:

- Approval: A recommendation to approve the club as a Sport Club.
- Approved with Recommendations/Reservations: A recommendation of approval with recommendations/reservations will show there are concerns about the club and what issues need to be addressed before approval will be granted. A second presentation may be needed.
- Non-Approval: A recommendation of non-approval will mean the club has major issues to address before they are ready to become a Sport Club or should not qualify as a sport club because they do not meet the criteria. All concerns will be detailed in a letter from the board.

**4.1.3** The Competitive Sports Staff will schedule a meeting with the club to review the final decision. Note: All decisions by the Executive Board are for advisory purposes only and the Competitive Sports Staff will make the final determination.

**4.1.4** If approved and deemed the organization meets the definition of a Sport Club, the club will be granted Sport Club status with a minimum of one (1) full academic year probation before the club will be granted all the rights and privileges of being a Sport Club.

**4.1.3.1** Probationary status: Club will be zero-funded and will have to financially support the club's expenses through dues and fundraisers. Clubs will be the last considered for facility reservations.

**4.1.3.2** If the club is successfully removed from probationary status, they will be able to request funds through the budget allocation process.

**4.1.5** If not approved, the club will have a chance to rework their proposal and request a second opportunity before the Sport Club Executive Board and the Competitive Sports Staff.

**4.1.5.1** If upon the second review a club is denied Sport Club status, they will not be able to apply for Sport Club recognition until the following academic year.

## Section 5: Sport Club Tier System & Budget Allocations

**5.0** The Sport Club Tier System has been designed to allow clubs of different commitment levels participate equitably in the Sport Club program. The tier system is also used to objectively assist in the budget allocation and facility reservation process.

Sport Club Tier System								
	National Org.	Collegiate National Championship	Local Org.	Roster	Competition	Fundraising	Community Service	Maximum Allocation Eligibility
Tier 1	Yes	Yes	Yes	15+ Active Members	5+ Competitions	125% + of previous year's total allocation	3	Equivalent to Fundraised Amount
Tier 2	Yes	Yes	Yes	8+ Active Members	3+ Competitions	100% of previous year's total allocation	2	\$5,000
Tier 3	No	No	Yes	6+ Active Members	1+ Competitions	75% of previous year's total allocation	1	\$1,000
Tier 4	No	No	No	6+ Active Members	No Competition Requirements	All club finances	1	\$0

**5.1** Each club must meet all eight categories in the tier to be considered in that tier. Clubs must apply for their Tier level every spring during Budget Allocation presentations. In doing so, they must show how they will meet the requirements.

**5.1.1 Tier Category Definitions:**

- **National Organization:** To meet this category, clubs must have the option and be a member of their National Organizing Body. Example: Ultimate's National Organizing body is USA Ultimate. The Ultimate Club would then need to become a member of that organization.
- **Collegiate National Championship:** To meet this category, the club's National Organization must hold a National Championship or National Tournament. This does not mean that the club has to play in or qualify for the championship or tournament.
- **Local Organization:** To meet this category, clubs must have a local/regional organization acting in compliance with their National Organization and be a member of that organizing body. Example: Men's Rugby's National Organizing Body is USA Rugby and their Local Organization is the Pacific Northwest Rugby Union. Men's Rugby would then need to be a member of that organization.
- **Membership:** Clubs must meet the minimum number of members required to be a student organization (6 active members), but clubs will be rewarded for the more members they have. Active members are defined as members in good standing with the club and the Competitive Sports Office, listed on the club's roster, who have submitted membership/liability/assumption of risk form, who are current on dues, who attend practices and competitions, and active in the clubs governance.
- **Competition:** To meet this category, clubs must participate in the assigned number of competitions each academic year. Competitions are defined as a club participating in a game/match/contest/tournament against non-Seattle University teams or individuals (students, staff, or alumni). These can be home or away games/matches/contests/tournaments.



- **Fundraising:** To meet this category, clubs must fundraise the pre-determined percentage of their allocated budget from the previous year.
- **Community Service:** Clubs must participate in the designated number community service events for their tier. A community service event will only count if at least 50% of their competitive roster or 25% of their entire roster in attendance and the service project consists of two hour or more of dedicated time. An event cannot count as community service if money is earned or donated to the club as a result of the volunteering. A community service event of more than 6 hours can count as two separate events as long as the roster percentages are maintained throughout the entire 6+ hrs.
- **Maximum Allocation Eligibility:** Each tier level has been assigned a Maximum Allocation Eligibility. Clubs meeting the requirements to be considered in a tier will be considered to receive an allocation up to the amount determined for their tier. For example a Tier 3 club will receive anywhere between \$0 and \$1,000.

**5.2 Sport Club Point System** is in place to track the responsibilities of every club, associated with their Tier and general Sport Club Recognition. Points shall be utilized to inform funding decisions, tier approval, and recognition from year to year.

**5.3 Budget Allocation Process:** Sport Clubs are student organizations that are primarily funded by the members. Each year Seattle University and University Recreation allocates a certain amount of funds to help support Sport Clubs. This amount can change and is not guaranteed; therefore University Recreation and the Competitive Sports Staff cannot guarantee clubs will receive the same allocation from year to year. University Recreation does not have to the ability to fund all clubs at 100% of their needs, so in the interest of fairness and transparency the Sport Clubs Staff has established the following guidelines for the budget allocation process

**5.3.1** Each club requesting a budget allocation will be required to attend a Sport Club Council Executive Board budget hearing in May to review their request.

**5.3.2** Criteria taken into consideration during the budget allocation process include, but are not limited to:

- Sport Club Tier System
- Fines
- Meeting attendance
- Training attendance
- Fundraising efforts of the club
- Operational costs of the club
- Community Service
- Actual Club Expenditures

**5.3.3** After the Sport Club Council Executive Board makes their recommendations for allocations, they will submit it to the Competitive Sports Staff for final budget allocation determination.

**5.3.4** While changes are rare, allocations do not become final until clubs satisfy the registration and recognition process in the following Fall Quarter.

**5.3.5** Funding is always contingent on the financial situation of the university and can change without prior notice. If the Sport Club funding is changed, the Competitive Sports Staff will automatically adjust each club's funding accordingly and notify the affected clubs of the changes.

## Section 6: Club, Officers', & Members' Responsibilities

**6.0** Clubs are self-administered and the daily operations of each club are the responsibility of its officers and members. The contribution of each member is vital to the club's success.

### **6.1 Club Required Officers:**

- Each club must have a minimum of three officers: President, Treasurer, and Risk Manager.
- For clubs with larger membership, a recommended ratio of one (1) officer for every five (5) members should be considered.
- At no time will a club enable its officers to gain financial compensation solely for their involvement as an officer of the club, unless otherwise voted on by a majority of club members and approved by the Assistant Director of UREC, Competitive Sports.

### **6.2 Sport Club Officers Roles and Expectations:**

#### **6.2.1 Responsibilities of the club officers include, but are not limited to:**

- Provide leadership and direction to the club;
- Work for the club's membership while maintaining the club's best interests;
- Follow regulations as stipulated by SU Student Code of Conduct, University Recreation, and the Sport Club Handbook;
- Serve as a liaison between the club and University Recreation or the Sport Club Council concerning all club activities;
- Inform club members and coaches of all responsibilities, obligations, policies, procedures, and crucial deadlines;
- Fulfill all national governing body and/or league obligations.

**6.2.2 President (mandatory position):** The President is ultimately responsible for ensuring the club maintains operations, upholds its commitments, and works towards the will of the club's members. Each club president should delegate responsibilities among officers and club members as necessary. The presidential duties will include, but are not limited to the following:

- Provide the overall vision and direction for the club
- Serve as the liaison between the club members and University Recreation
- Schedule and lead club meetings
- Serve as a representative to the national governing body
- Monitor the activities of the club to ensure compliance to the policies and procedures of Seattle University, University Recreation, the Student Code of Conduct, and national governing body
- Submit Event Summary Form on ConnectSU by the Wednesday following an event to the Competitive Sports Staff.
- Notify the Competitive Sports Office immediately of any schedule changes
- Assure members are up-to-date on policies and procedures from handbook
- Train the future president on duties and procedures

- Submit necessary paperwork (ensure all members complete all required paperwork), forms, and reports by the indicated deadlines (all paper, forms, and reports will be detailed in the Appendix)
- Submit a practice request to the Competitive Sports Office by the designated date/time each quarter
- Adjudication of Disciplinary Problems: The Club President will work with the Competitive Sports Staff and Sport Clubs Council to resolve:
  - Any conflicts, disciplinary matters or complaints regarding the Club's behavior
  - Report any violation(s) in policies
- Check the club mailbox regularly.
- Attend Officers' Trainings.

**6.2.3 Risk Manager (mandatory):** The Risk Manager's main responsibility will be to assist the President by ensuring all Club requirements are met. If the Club is large enough, this position may be divided among multiple officers. These duties will include, but are not limited to the following:

- Preside over club meetings and business during the president's absence
- Attend mandatory meetings with or in the absence of the president
- Attend Officers' Trainings
- Learn the role of the president (typically, this position will later become the club president)
- Club members are expected to place the highest priority on risk management. The Risk Manager duties include, but are not limited to the following:
  - Ensure two members of the Club are CPR/First Aid certified and at least one member will be present at all Club activities. All records must be submitted to the Competitive Sports Staff.
  - Ensure the proper number of members are Concussion Certified
  - Attend meetings and ensure the club has and adheres to a comprehensive risk management plan, which should be on file with University Recreation.
  - Inspect equipment and facilities utilized by the club and report all maintenance and repair needs to facility management.
  - Ensure club members are familiar with the evacuation plan for relevant facilities and the emergency action plan for events.
  - Ensure no individuals participate in practices or competition unless they are approved members of the Sport Club, are on the updated roster, and have a signed and submitted Assumption of Risk & Liability Waiver. Ensure a copy of all Liability Waiver forms and emergency procedures are present during any club practice, games, or travel.
  - Report all safety concerns, issues and incidents to the Competitive Sports Staff in a timely manner; complete team accident/incident reports when necessary and submit them to the Competitive Sports Office by no later than the Wednesday following the competition.

**6.3.4 Treasurer (mandatory):** This position must remain separate from all other offices of the Club in order to ensure checks and balances within each club and to ensure all funds are handled properly. The duties include, but are not limited to the following:

- Collect dues (if applicable) and make deposits
- Submit proper paperwork for reimbursements, PO's, advances, invoices, etc.
- Keep an accurate financial record; including all receipts to document expenditures.
- Submit a budget summary to University Recreation for the Fall, Winter, and Spring Quarters
- Work with the President in budget preparation

- Work with the Competitive Sports Staff to develop budgets and budget requests and to ensure efficient use of funds.
- At no time may a Club run a deficit.
  - If this occurs and club cannot meet financial obligations, the Treasurer is to notify the Competitive Sports Staff and Club members within five business days.
  - President and Treasurer will be required to schedule a meeting with the Competitive Sports Staff and discuss potential solutions and ways to avoid this situation in the future.
  - If financial obligations cannot be met and a solution cannot be reached, the Club will be immediately placed on probation.

**6.3.5 Public Relations (optional):** In order to increase exposure to the SU community, clubs should elect a Public Relations officer. If a club chooses not to elect a Public Relations Officer, then public relation duties should be assigned to another club member.

- Maintain a club website and social media
- Take pictures to put on the website
- Collaborate with Sport Club Council on marketing opportunities
- Ensure all marketing materials are approved by University Recreation prior to distributing
- Participate in on campus showcases, demonstrations, tabling, etc...

**6.3.6 Equipment Manager (optional):** Nearly all clubs have equipment or gear that needs to be managed. It is suggested that these duties be assigned to an elected Equipment Manager or assigned to another officer or club member:

- Ensure all equipment used is in proper working condition
- Keep up-to-date inventory of all club equipment and where it is stored
- Communicate with the Competitive Sports Staff and gain approval prior to purchasing new equipment
- Collaborate with other clubs to prevent duplicating resources and create and establish usage agreements for shared items
- Ensure club equipment meets all standards as established by Sport Club leagues, conferences and/or regional, state and national organizations in which the club is affiliated.
- Develop and/or administer a preventative maintenance and lifecycle plan, which is filed with University Recreation.
- Risk management equipment should be required for activities having known hazards.

**6.4** Faculty/Staff Members are not eligible to hold an office in a club or vote, but they may provide thoughts, opinions, and advice.

## Section 7: Conduct and Discipline

**7.0** When students enroll at Seattle University, they assume an obligation to conduct themselves in a manner compatible with the University's function as an educational institution. In a community of learning, willful disruption of the educational process, dishonesty, violation of the laws of the state, and interference with the rights of others cannot be tolerated. Seattle University retains the right and the power to maintain order within the University community and to exclude those who are disruptive to the educational process.

**7.0.1** A copy of the SU Code of Student Conduct may be found at:

<http://www.seattleu.edu/deanofstudents/policies/conduct/>

**7.1** To that end, the University community has established policies outlined in the Code of Student Conduct, which all students must abide. Additionally, individual participants and clubs must abide by the following rules, regulations, and policies outlined and/or emphasized by University Recreation:

**7.1.1** Ignorance is not an excuse and any club member's failure to abide by established policies and procedures and the SU Code of Student Conduct may result in disciplinary sanctions.

**7.1.2 Sportspersonship:** The development of team and individual sportspersonship is of fundamental importance in all University Recreation activities. Behavior before, during, and after any contest reflects on the individual players, club team, the Sport Club Program, University Recreation, and Seattle University. A team is collectively responsible for the actions of the individual team members and spectators related to their team. All team members are responsible to calm difficult situations and to restrain troubled teammates. All teams and individuals are expected to maintain the highest level of sportspersonship during all contests and club activities.

**7.1.3 Alcohol, Drug, and Tobacco Policy:** Consumption or possession of alcoholic beverages, or illegal substances is not permitted at any club functions or events (including traveling to and from). Noncompliance with this policy may result in individual disciplinary action by the Office of Student Conduct.

**7.1.3.1** Any consumption, possession, or suspicion of consumption or possession may result in removal from the facility and disciplinary actions to the individual and club.

**7.1.3.2** Use of physician prescribed medications without appropriate documentation while traveling, practicing, observing, or competing in any recognized SU Sport Club function is prohibited.

**7.1.3.3** The University Recreation Department does not permit the use of tobacco products (cigarettes, chewing tobacco, etc.) at any on-campus university-sponsored events. Additionally, Seattle University is a completely tobacco and smoke free campus.

**7.1.3.4** With the expressed written approval of the Assistant Director of UREC, Competitive Sports, alcohol may be served at sport club banquets assuming they follow all state laws, a licensed bartender is serving the beverages, and all applicable permits are present.

**7.1.4 Hazing:**

**7.1.4.1** Hazing includes any method of initiation into a student organization or living group, or any pastime or amusement engaged in with respect to such an organization or living group that causes, or is likely to cause, bodily danger, physical harm, or serious mental or emotional harm to any student or other person attending a public or private institution of higher education or other postsecondary educational institution of higher education.

**7.1.4.2** An individual cannot consent to their own hazing.

**7.1.4.3** Seattle U and University Recreation will not tolerate any hazing by its Sport Clubs. If any Sport Club is found in violation of the Seattle U hazing policy, it will be immediate grounds for suspension, and all individuals involved will be remanded to the Office of Student Conduct.

**7.1.4.4** Examples of what can be considered hazing (this list is not exhaustive):

- Paddling
- Kidnapping
- Involuntary excursions
- Exposure to uncomfortable elements
- Spraying, painting or pelting with any substance
- Burning, branding or tattooing
- Confinement in any room or compartment or restricting any person's arms or legs in any fashion
- Forced Nudity

- Blindfolding and/or parading of individuals
- Forced consumption
- Any activity that could be perceived as causing embarrassment

**7.1.5 Harassment:** In accordance with Seattle University, the University Recreation Department will not tolerate any sexual, racial or gender harassment or any other form of harassment. Harassment is discussed in the Code of Student Conduct. Understand that students will be held to the highest standards of compliance in this area. This policy extends to the competition arena and any negative verbal or nonverbal action or word will not be tolerated.

**7.1.6** The following items are strongly discouraged and will be subject to discipline:

- Causing, attempting to cause, or threatening to cause personal injury to another participant, official, spectator, administrator, University or hotel employee or coach.
- Verbally abusing or using obscene language toward another participant, official, spectator, administrator, University or hotel employee or coach.
- Causing damage to facilities or equipment.
- Intentionally engaging in or inciting participants and/or spectators to engage in abusive or violent actions.

**7.2 Disciplinary Actions:** If Sport Clubs, Sport Club members, Advisors, or Coaches do not follow policies outlined in this manual, in the Student Code of Conduct, and/or by the University, they will be subject to appropriate disciplinary actions. Note that the issues specifically addressed in this manual are only provided as examples and are not intended to be considered all encompassing. University Recreation and Seattle University reserve the right to investigate and adjudicate where it deems necessary to uphold the standards of the University community. Any of the following sanctions may potentially occur as a result of participant or club misconduct:

- Issuance of a written warning
- Probation (Conditions set on a case by case basis)
- Fines
- Community Service by individuals or entire club
- Suspension of an individual or club from club activity and privileges
- Responsible for paying for repair or replacement of lost or damaged equipment or property
- Removal of individual or club from Sport Clubs program
- Notification and referral of case to SU Public Safety and the Office of Student Conduct

**7.3 Discipline Process Overview:** In the event a club, its members, advisor, or coach are found or alleged to be in violation of or in non-compliance with a policy outlined in this handbook, the Competitive Sports Staff will address and make all rulings on the violation. Explicit violations of the SU Code of Student Conduct will be reported directly to the Office of Student Conduct, potentially without involvement by the Competitive Sports Staff. Any violation of the SU Code of Student Conduct may also be a violation of this handbook and sanctions may come from both the Office of Student Conduct and University Recreation.

**7.4 Hearing Procedures:**

- After a violation is reported the Competitive Sports Staff will address it in a timely manner.
- All supporting information, materials, and documents will need to be submitted within two business days of the report.
- The Competitive Sports Staff will review the violation report and all supporting documents and schedule a meeting of the Sport Club Executive Board.
- The club or individuals will have the opportunity to present their case and answer questions.
- The Executive Board will review the information, and if applicable, any input from the Office of Student Conduct to make a sanctioning decision.
- Sanctioning decisions will be communicated by the Competitive Sports Staff.

**7.5 Appeals:** If a club wishes to appeal a decision made regarding a Sport Club Program violation, the appeal must be submitted in writing via email to the Assistant Director of UREC, Competitive Sports, within five business days of the original decision.

- The written appeal should include the purpose of the appeal, the desired outcome, and any supporting evidence or documents.
- The Assistant Director of UREC, Competitive Sports will review and decide if there is a valid reason for the appeal.
  - If deemed there is a valid reason for an appeal, The Sport Club Executive Board will review information and provide opportunity for the club to present its case at the next scheduled meeting.

**7.6 Probation and Revocation of Sport Clubs:** University Recreation may place a delinquent club on probation at any time, with just cause.

- 7.6.1** Clubs may be placed on probation for failing to meet any of the standards set forth in this Handbook.
- 7.6.2** Once the decision is made to place a club on probation, a letter of probation will be sent to the Club's President via email. The letter will state the reasons for probation, the definition of probation, and suggestions on how to improve the club's participation in the program and prevent the club from losing its recognition as a SU Sport Club.
- 7.6.3** If University Recreation believes a club currently on probation does not show signs of compliance during probation, the club's recognition can be revoked prior to the end of probation.
- 7.6.4** At the end of the probationary period, the Sport Club Executive Board will vote on whether to revoke recognition of the club as a Sport Club or renew its status as a Sport Club in good standing.
- 7.6.5** If a club is placed on probation for a period of time less than 365 days, the club may petition the Executive Committee for a probation extension for a period of time not to exceed a probationary total of 365 days. The conditions of the extension must include adequate proof of the club's progress toward resolution of the original violation while describing why the resolution has not been completed.
- 7.6.6** Probation may last for any duration to not exceed one calendar year (365 days)
- 7.6.7** Sanctions during probation may include, but are not limited to:
  - Loss of practice time or space
  - Restricted travel
  - Loss of funding
  - Community service requirements

**7.7 Suspension or Expulsion of Individual Club Members:** Individual members may be suspended from a specific club for any violation of the SU Code of Student Conduct or the SU Sport Club Handbook.

- The Competitive Sports Staff or the specific club may present articles of suspension/expulsion to an individual club member.
  - Clubs wishing to suspend or expel a member must consult with the club's advisor and the Competitive Sports Staff before a decision can be made. The Competitive Sports Staff and club advisor will make the final determination if the member should be suspended or expelled.
- Members may be suspended for any period of time or expelled from the club.
- Included in the articles of suspension/expulsion must be:
  - A detailed account of why the member is being suspended or expelled
  - Length of time (if a suspension)

- What needs to be corrected (if a suspension)
- Appeals process
- If reasons for suspension/expulsion is due to a violation of policy the Competitive Sports Staff will review the case and if deemed necessary proceed with a formal hearing.

**7.8 Internal Club Disciplinary Procedures:** A club may develop its own disciplinary procedures for the purposes of settling violations of club policies by individual members, which are not a violation of Seattle University or University Recreation policies, which must be handled through the process outlined in Section 7.5. These procedures must be clearly outlined and understood by each club member as well as provided as part of the club’s constitution.

- If the membership of a club wishes to precede with disciplinary action against a club member, club officers, the club’s on-campus advisor, and a quorum of the club membership must witness and approve the process.
  - Disciplinary action can include, but is not limited to fines, additional requirements such as fundraiser and community service, limited practice, reduced playing time, and other actions if pre-approved by the Competitive Sports Staff.
- All suspensions/expulsions must follow procedures outlined in Section 7.7.
- The Competitive Sports Staff should be notified of all internal disciplinary proceedings two (2) business days after their conclusion. Staff will review the case and if deemed necessary proceed with a formal hearing.

## Section 8: Coaches and Instructors

**8.0** Coaches/Instructors are not a requirement for Sport Clubs; however, it is important to know the guidelines of your national governing body because some may require clubs have coaches with certain certification levels.

**8.1** University Recreation does not have the expertise to determine the technical skills of a coach/instructor and, therefore, relies on the judgment of the Sport Club members to evaluate those qualities and skills. If a club feels the expertise of a coach or instructor would be an asset, it is the club’s responsibility to secure the services of an instructor or coach for their team.

**8.2** Before a Coach can be hired and/or appointed, a meeting with the Coach, Club President, and the Assistant Director of UREC, Competitive Sports must be arranged to discuss details, coaching roles, responsibilities, and guidelines before final approval will be granted.

**8.2.1 Coach Paperwork Process:** Clubs must abide by the following process in order to get their coach approved and paperwork submitted properly. This process **must be completed each year**, even if the coach is returning from the previous year. Coaches/Instructors agreements are one-year appointments only, and status will be reviewed annually

- Club emails Assistant Director of UREC, Competitive Sports to verify their coach selection and if the coach will be receiving a stipend.
  - Full-time employees of Seattle University who volunteer for clubs and are paid a stipend of any amount get charged a fringe rate in line with other temporary employees. If the club would like to avoid being charged this additional expense then it should work with the coach to reimburse their expenses up to an amount equal to the stipend
  - Clubs should reference section 7.5 of Sport Club Handbook for details on the process of determining a coach stipend.



- Each club will have one (1) opportunity to submit payment information for the coach. Once paperwork is submitted it is final and will not be amended
- The Assistant Director of UREC, Competitive Sports will reply to the email with the proper paperwork that needs to be completed by the coach and/or club and returned to the Assistant Director in person or via email.
  - All coaches will be required to sign a Volunteer Agreement and submit other proper documentation for SU Human Resources prior to performing any coaching duties
- The Assistant Director of UREC, Competitive Sports will submit completed forms to HR and will notify club when coach has been approved by HR.
  - Coach must be approved by HR prior to working with the club.

**8.3** In order to better facilitate access to University Recreation facilities, each club will be able to have two coaches have a membership to the facility. These memberships will give an individual the same access privileges as faculty/staff members.

**8.4 Coach and Instructor Roles, Responsibilities, and Guidelines:** Coaches and instructors must abide by the following guidelines:

**8.4.1** All coaches must complete paperwork noted in Section 7.2 each year.

**8.4.2** Coaches must attend yearly meeting with University Recreation. Paper work, policies and procedures, and responsibilities will be covered

**8.4.3** It is recommended that all coaches purchase their own personal medical and liability insurance. Seattle University does not carry nor offer insurance on Sport Club Coaches or Instructors. However, they do offer worker's compensation.

**8.4.4** All coaches/instructors are required to be certified in First Aid, CPR, and AED prior to starting. Coaches are eligible to attend University Recreation scheduled CPR/First Aid classes at no cost to them; however, the Sport Club Program will not cover non-SU hosted classes.

**8.4.5** The coach/instructor should restrict contributions to coaching and should refrain from activities involved in the club's management. The student leaders, not the coach, must serve as the liaison between the Sport Club and University Recreation.

**8.4.6** Participation in the Sport Club program is completely voluntary. Monetary rewards or scholarships shall not be promised or given to any player or prospective player by the coach.

**8.4.6.1** Where club scholarship funds have been established by the club through an endowment or other University account, a committee of club members shall decide who will receive these rewards according to the written guidelines for that account with approval by University Recreation annually.

**8.4.7** University Recreation has an obligation to protect the student members of the Sport Club Program. If, in the Competitive Sports Staff's opinion, the students are being neglected or misled by the coach/instructor or the coach/instructor is not working in the best interest of the club, promoting an unsafe or unhealthy environment, or not providing proper guidance, the Volunteer Agreement can be terminated at any time without prior notice.

**8.4.8** Coaching is not only an obligation to develop skills, condition, and motivate players, but also to determine if participant’s safety is at risk. If a coach determines the participant’s safety is at risk, the club members must work to resolve the issue prior to resuming activity.

## Section 9: Risk Management

**9.0 Elements of Risk Management:** All activities involve some elements of risk regardless how much physical contact is involved. To help reduce the amount of risk a club will face, each club is required to have an officer serve as the Risk Management Officer. This position, as covered earlier in Section 5 can be combined with the Vice President. This person will work directly the Competitive Sports Staff and club to assess the risks involved with each club.

Risk management is the process of working towards creating a less dangerous environment by becoming aware of potential and perceived risks involved in activities. It also includes monitoring organization activities and taking corrective actions and proactive steps to minimize accidental injury and/or loss, protect club finances, club image, etc.

**9.0.1 Risk Assessment:** The Competitive Sports Staff has a living document that assess risk of each active sport club considers the following risk factors

- Typical and Maximum Force Impact between a participant and another person and between a participants and an object
- The Frequency of both Typical and Maximum Force Impacts
- Typical Severity of Participant Injury & Frequency of such
- Type of Surface Activity is conducted on/in
- Proximity to Emergency Personnel while conducting activity
- Frequency and Distance of Travel for club activities

### 9.0.2 Risk Level Tiers and Requirements

Each club will be told their assigned risk level for the upcoming year should it change and will be expected to complete the requirements of that risk level by the deadlines assigned by the Competitive Sports Staff.

<i>Level</i>	<i>Range</i>	<i>Requirements</i>
Level One	12 - 27	Completed/signed Waiver/Release of Liability form and personal medical insurance for all participants & at least two (2) officers certified in Standard First Aid and Adult CPR/AED. First Aid kit present at all sport club activities
Level Two	28 - 44	Level One & At least two (2) student members have completed concussion training. At least one Coach/Instructor certified in Standard First Aid and Adult CPR/AED.
Level Three	45 - 55	Level Two & additional 2 student members completed concussion training (4 total). All Coaches/Instructors certified in Standard First Aid and Adult CPR/AED

Level Four	55 - 65	Level Three & additional 2 student members completed concussion training (6 total) as well as all Coach/Instructors
Unacceptable Risk	>65	Will not be accepted as a club sport organization

In addition to the risk management guidelines already presented throughout this handbook, University Recreation has developed the following protocols to help manage and mitigate risks of participation in the Sport Club Program.

**9.1 CPR, Standard First Aid, and AED:** As stated in Section 5, each Club is required to maintain at least two (2) members certified in CPR, Standard First Aid, and AED. At least one (1) person who is CPR, Standard First Aid, and AED certified is required to be present at all Club events (practices, scrimmages, games, matches, demonstrations, etc...). University Recreation will reserve the right to check those certified during events to ensure club members are taking steps to appropriately mitigate risks.

**9.1.1** University Recreation will provide at least two (2) CPR/First Aid Certification classes each quarter open to Sport Club members.

**9.1.1.2** If a club fails to attend the scheduled training without prior notification, the club will be responsible for having members certified and the full cost of the certifications will be the responsibility of the club. Payments will not be permitted from allocated funds.

**9.2 Emergency Procedures:** Should an emergency occur, follow the below guidelines based on the location. If a Club is participating at a non-SU hosted event, default to host site’s emergency procedures.

- Minimize risk to all club participants as best as possible by removing individuals from the situation as appropriate and having a club member perform crowd control.
- Risk Management Officer provides immediate care to the victim while following standard American Red Cross procedures.
  - If you are in/on University Recreation facilities, have another club member immediately notify a University Recreation employee. If you cannot find one, call SU Public Safety at 206-296-5911.
- If emergency services are not required, players, coaches, spectators, and advisors may choose to transport the person, but such individuals should be aware if they transport a person they are assuming liability while the person is in their care. If there is no one to transport the person, call SU Public Safety at 296-5911.
- If emergency services are required, please follow event procedures or call 911. When in doubt, call 911.
- If emergency services were contacted, notify the UREC professional staff at the information provided below after the situation has been resolved. If the Assistant Director of UREC, Competitive Sports does not answer or return your phone call within 1 hour, contact Associate Director of UREC. If that call is not returned within 1 hour, contact Director of University Recreation.

**SU Emergency Contacts:** (All Area Code 206, unless otherwise specified.)

Kirsten Schumacher, AD of UREC, Comp. Sports	296-5907 (W)	(253) 691-6882 (C)
Thomas Lail, Coordinator of UREC, Comp. Sports	220-6176 (W)	
Samantha Griffin, Assoc. Dire of UREC	296-6484 (W)	
Dion Wade, Director of UREC	296-6107 (W)	512-0021 (C)
SU Public Safety	296-5911	
King County Sheriff:	296-4155	
Seattle Metro Police Department Non-emergency	625-5011	
Health Center	296-6300	

**9.3 Incident Report:** The club Risk Management Officer must ensure an incident report is filed with University Recreation any time an incident occurs. This form must be submitted to the Competitive Sports Office within 24 hours of the incident occurring if it did not occur during Sport Club Travel. If an incident occurs while the sport club is traveling it should be submitted within 24 hours of the club's return to campus.

**9.4 Medical Insurance:** All undergraduate students at Seattle University are required to have medical insurance. In addition, the Department of University Recreation carries a supplemental insurance policy to cover all Sport Clubs. This policy may cover any excess medical expenses incurred due to Sport Club activities not covered by the individual's primary insurance coverage.

**9.5 Injuries to Individuals from Visiting Clubs/Teams:** SU does not provide any insurance or implied insurance to individuals from visiting clubs/teams. These individuals are responsible for their own medical bills.

**9.6 Fire Alarm:** If the fire alarm sounds in any SU building in which a club is present, the club's officers will be responsible for ensuring the club's evacuation. Perform a roster check to ensure everyone is out safe and report to the first responders if someone is missing.

**9.7 Physicals:** Each individual participating in a Sport Club must take responsibility for their own health and safety. While University Recreation does not require a physical, we strongly recommend all participants, for their own protection, have a physical examination by a qualified medical professional before participating in any Sport Club activities.

**9.8 Assumption of Risk and Release of Liability Forms:** All club members desiring to train, work out, compete, meet, or travel with a club must have a current academic year's Assumption of Risk and Release of Liability Form signed via ConnectSU prior to their participation in Sport Club activities. Any clubs found in violation of this rule are subject to sanctions.

**9.9 Visiting Teams Assumption of Risk and Release of Liability Forms:** SU Clubs hosting an event will be required to have the Visiting Club/Team complete a Visiting Team Assumption of Risk and Release of Liability form before practicing or playing, regardless of where event is hosted. Each member of the team must complete a form, but it only needs to be completed once each year by each visiting club team member. The SU Club's Risk Management Officer will be responsible for collecting and submitting completed forms to University Recreation by the Wednesday following the event.

**9.10 Traumatic Brain Injuries and Concussions Policy:** University Recreation takes traumatic brain injuries very seriously. The risk of catastrophic injuries or death is significant when a head injury or concussion is not properly evaluated and managed.

**9.10.1** Each club will be required to have a certain number of officers or members complete an online concussion course based upon the club's risk level. After completing the course the student will need to send the certificate to the Assistant Director of UREC, Competitive Sports. This training will need to be renewed yearly. A minimum of one person who has completed this training must be present during all Club events (practices, scrimmages, games, matches, demonstrations, etc.)

**9.10.2** If a club member is suspected to have sustained a head injury or concussion during competition, play, practice or conditioning, the member must immediately be removed from all activity. Emergency procedures should be followed (see Section 8.3) and an incident report must be completed and submitted to University Recreation.

**9.10.3** If a club member is suspected to have a head injury or concussion, the member is not allowed to return to competition, play, practice or conditioning until he or she is evaluated by a doctor, receives written medical clearance to return and submits a copy of the written medical clearance to University Recreation.

**9.10.4** Common signs of concussions include the following: confusion or feeling dazed, clumsiness, slurred speech, nausea or vomiting, headache, balance problems or dizziness, blurred vision, sensitivity to light, sensitivity to noise, sluggishness, ringing in ears, behavior or personality changes, concentration difficulties, and memory loss.

**9.11 First Aid Kits:** The Competitive Sports Office will supply a first aid kit to each Sport Club. It is the responsibility of each club to ensure that the first aid kit is fully supplied. Additional supplies are available per request. Each team must have the first aid kit with them at all practices, competitions and when traveling. First Aid Kits must be returned to the Competitive Sports Staff at the end of each quarter for inventory and stocking of supplies. Each first aid kit must include:

**9.12 AED:** There are several AED's located throughout the Redhawk and Eisiminger Facilities. The specific locations are as follows:

- First Floor of Eisiminger Fitness Center (Member Services Desk)
- Second Floor of Eisiminger Fitness Center (external of group fitness studio)
- First Floor of Redhawk Center (front desk)
- Second Floor of Redhawk Center (near bathrooms by North Court)
- The gated storage area of SU Park
- Near the concessions on SU Park

## Section 10: Travel

**10.0 Definition of Travel:** Travel is commuting by university owned or university contracted rental vehicles or professionally licensed and contracted third party providers (airfare, charter bus, etc.) to an off-campus destination located outside of the King County Metro Transit service area.

**10.1 What is Authorized Travel & Official Transportation?** Travel is "Authorized" if it is necessary as a part of the mission of the club. Individuals may choose to transport themselves to an authorized travel location, but they assume all risk and liability (See Section 9.2). Only individuals utilizing university

owned or university contracted rental vehicles or professionally licensed and contracted third party providers (airfare, charter bus, etc.) will be considered as individuals using official transportation and as participants of the Sport Club Program during such transportation.

**10.2 How do Clubs receive travel authorization?** All clubs wishing to travel for purposes of club business are required to submit the Travel Authorization Form via ConnectSU no less than 10 business days prior to departure.

**10.2.1.** If approved, no further action is needed. Unless a change occurs to the travel plans, then a designated club officer needs to update the Competitive Sports Staff of the changes prior to departure.

**10.2.2** If a club's travel authorization is denied, a notification will be emailed within 5 business days with stated reasons and if applicable ways to resolve the issues.

**10.2.2.1 Reasons for denial of travel authorization:** Reasons can include, but are not limited to the following:

- Incomplete information provided
- Club is not in good standing.
- Club is suspended or on probation.
- Late submission of Travel Authorization Packet
- Inappropriate lodging plans
- Inappropriate transportation plans
- Poor weather conditions
- Lack of available funds
- Previous travel policy violations
- Travel Advisory

**10.2.2.2** If Club is denied travel authorization, the Club will not be allowed to travel. University Recreation reserves the right to contact the opposing team or tournament staff and report the club is not allowed to travel and will forfeit the competition.

**10.2.2.3 Appeal of denial:** If a Club's travel authorization is denied, the Club is responsible for correcting issues (if they can be controlled) before an appeal can take place.

**10.2.2.3.1** In order to appeal the decision, an email must be submitted to the Competitive Sports Staff by no later than 2:00 pm on the Monday before departure. The email must:

- Contain corrections,
- Answer why they are appealing the decision, and
- Answer what they will do to prevent future travel denials.

**10.2.2.3.2** The Competitive Sports Staff will notify the Club President if request has been approved or denied via email.

**10.2.3** If a club travels without proper authorization from University Recreation, they will face disciplinary action.

**10.3 Transportation:** The choice of transportation to any club destination will remain the sole decision of the club.

**10.3.1** Clubs are responsible for any and all costs associated with travel. University Recreation will not cover the costs in excess of the clubs allocated funding.

**10.3.1.1** If a driver receives a driving citation, the driver is responsible for any payments or actions required. The club will not be able to reimburse or pay for citation out of any club accounts.

**10.3.2** Clubs are strictly prohibited from renting or for being directly responsible for 15-passenger vans for driving to and from events. However, use of a professionally licensed charter company who uses and provides a professional driver is permitted.

**10.3.3** All drivers who are transporting club members through official means must complete the Driver Authorization requirements of Seattle University and University Recreation. The requirements may include an online assessment, an in-classroom session and a practical session

**10.3.4** Sport Clubs are eligible to rent SU vehicles and utilize the rental agreement the University has with rental companies. Vehicles are first come, first serve, and availability is not guaranteed.

**10.3.5 Travel by Personal Vehicle:** The Sport Club Program and Seattle University provide individual clubs with the ability to utilize university owned vans and contracted rental vehicles, and clubs are strongly encouraged to utilize these when traveling to any off-campus destination. However, individual club members may choose to transport themselves and others to off-campus activities using privately owned vehicles, but such transport is not official club transportation and is not covered as club participation.

**10.3.5.1** Any liability or loss incurred from such personal transportation as well as any risk is the responsibility of the individual(s) being transported and the owner and/or driver of the privately owned vehicle.

**10.3.5.2** For individuals using privately owned vehicles, participation will begin upon arrival at the club activity destination and end at the moment of departure from the site of the club activity.

**10.3.5.3** For individuals utilizing a private vehicle to travel to and from a sport club event a Private Vehicle Waiver must be filled out to ensure that the vehicle and driver is licensed, registered, and insured.

**10.3.6 Use of Public Transportation:** For long distance travel, public transportation is recommended and may be required. Arrangements for air, bus, or train travel may take several weeks. Please contact the Competitive Sports Staff well in advance of your need to make arrangements. Policies and procedures for use of public transportation are set by State policy and require specific procedures to be followed.

**10.4 Who is allowed to travel with the club?** Only those club members, coaches, advisors, and employees who have a completed the registration forms on ConnectSU and been approved by the Competitive Sports Staff are permitted to be transported by the club through one of the official modes of transportation and to stay in a room paid for by club funds. All club members traveling must be listed on the travel roster. All members of a club traveling must meet eligibility requirements. Additionally, all

club members participating in the travel event must be listed on the Travel Roster, which must be submitted at least 24 business hours in advance of departure.

#### **10.5 The following restrictions have been placed on official transportation:**

- Clubs to limit travel between the hours of 12:00 AM and 6:00 AM. If a club needs to travel between 12:00 am and 6:00 am they must seek approval from the Competitive Sports Staff prior to travel.
- If weather conditions are deemed to be unfit for travel, clubs should avoid travel.
- Additionally, no individual shall be permitted to drive for more than four (4) continuous hours without at least a one (1) hour break.
- If a group cannot arrange to leave at such a time so that these restrictions can be met, they will need to make arrangements to stop and rest during the 12:00 AM midnight to 6:00 AM period.
- A minimum of two authorized drivers per vehicle is required. Exceptions to this policy are one authorized driver per vehicle is permitted when the trip destination is within four continuous driving hours.
- Seattle passenger vehicles are limited to a maximum of occupants not to exceed the number of available seats and fully operational seat belts. Individuals are limited to one person per operational seat belt.

**10.6 Class Excuse Letters:** Occasionally, club members will need to be absent from classes in order to attend scheduled Sport Club competitions. At such times, club members can prevent misunderstandings and academic difficulty by obtaining a letter from the Competitive Sports Staff verifying the club's plans to travel and compete. Sport Club travel is not a university excused absence; therefore, trip confirmation letters do not mandate professors excuse the absence. To avoid a negative situation, club members are highly encouraged to discuss class absences as a result of Sport Club participation with their professors in advance. Club members are responsible for all work missed during their absence and are required to comply with their instructor's demands for rescheduled or make-up exams and assignments.

**10.6.1** The Class Excuse Letter form needs to be submitted 10 business days prior to departure.

**10.6.2** Class Excuse letters will be emailed directly to professors from the Competitive Sports Staff.

**10.7** All sport clubs will be required to take a Travel Binder for each trip. Each binder will include:

- A copy of their Travel Request Form
- A map to the club or trip destination
- A weather update 24 hours in advance of travel
- Emergency contact information
- Policies/procedures for driving vehicles
- Sport Club Travel Policy
- Accident Information and report forms

#### **10.8 Travel Procedures:**

- Club identifies travel dates, times, and logistical details.
- Club submits a Travel Authorization Form via ConnectSU at least 10 business days in advance
- Competitive Sports Staff reviews and approves/denies travel request
- Club creates and brings a Travel Binder
- Club notifies Competitive Sports Office of arrival of all traveling club members at destination by calling/texting the Assistant Director of UREC, Competitive Sports



- Club notifies Competitive Sports Office of arrival of all officially transported club members back to Seattle University by calling/texting the Assistant Director of UREC, Competitive Sports
- Club submits an Event Summary Report by the Wednesday following competition.

## Section 11: Finances

**11.0** Although Sport Clubs are eligible to receive funding from University Recreation, each Sport Club should strive to become financially independent of the University. Each club will be responsible for all financing and monetary transactions.

**11.1 External Contracts/Agreements/Waivers:** Clubs can negotiate, but are not allowed to sign or enter into a contract with vendors, third parties, or other external Seattle University groups/organizations. Only the Assistant Director of UREC, Competitive Sports may enter a club into a contractual agreement.

**11.2 Carrying Debt:** Sport Club members are responsible for accounting for all costs associated with operating their club and are not allowed to operate in debt. It is recommended the club explore all possible financing avenues, from club dues to donations to fundraising events.

**11.2.1** Clubs may not use allocations for future years to clear debts for the current year.

**11.2.2** Clubs who overspend their budget and do not reconcile the discrepancy by the end of the fiscal year could lose funding for the following year, be placed on probation, or lose club privileges. Clubs with debt will be subject to a Sport Club Council Executive Board review.

**11.3 Off Campus Bank Accounts:** Sport Clubs are not allowed to have checking and/or other financial accounts established outside of Seattle University unless permission has been granted by the Assistant Director or UREC, Competitive Sports. Clubs are not to store money in member's individual accounts.

**11.4** Any equipment purchased with Club funds is considered property of the Club and will be subject to inventory control from the Competitive Sports Office. At the end of each season, clubs must return any and all equipment purchased using allocated funds to the Competitive Sports Office. Clubs not returning items purchased with allocated funds will be subject to fines covering replacement costs.

**11.5 Sport Club Council Fund:** The Sport Club Council Fund has been established for the expressed purpose of assisting clubs or individual club members for their National Tournament (primary) or with larger equipment purchases (secondary) deemed essential by the Competitive Sports Staff. Clubs are encouraged to include these expenses in their budgeting process, as this fund is limited and will be allocated on a first come first serve application bases. To apply for this funding, clubs must complete the Additional Funding Request Form via ConnectSU. To be considered for funding you must meet the following criteria:

- Proof of “qualification” for Regional or National Tournament
- Proof tournament is considered “Regional” or “National” if applicable
- Clubs must be in good standing with the Sport Club Program
- Show a need for the funding (ex. Club ran out of regular funding)
- Large equipment purchase is essential to the club's success
- Clubs must be in good standing with the Sport Club Program
- Show a need for the funding (ex. Club ran out of regular funding) & why this funding need cannot be met through existing funding sources

**11.5.1** Fines by the Competitive Sports Office will be transferred into the Sport Club Council account.

**11.6 Agency Accounts:** Agency accounts are automatically established once University Recreation officially recognizes a club as a Sport Club. The agency account is used to manage all club funds including allocations, dues, and donations. Agency account balances roll over from year to year.

**11.7 SU Account Transactions:** The following guidelines are for Agency and University Recreation Allocated funds:

**11.7.1 Deposit:** To make a deposit in your agency account, submit your cash or check in a sealed envelope with the 13 digit budget number, the club name, and the amount enclosed to the Business Operations Staff.

**11.7.2 Expenditures:** Clubs may utilize the funds within their agency accounts for any approved club purposes. Any questions regarding approval of funds should be directed towards Competitive Sports Staff

**11.7.2.1 Reimbursement:** After ensuring the necessary funds are available to cover the reimbursement have the treasurer complete the reimbursement request form on ConnectSU

**11.7.2.1.1** Items that ARE considered reimbursable expenses include, but are not limited to:

- Medical and safety items - first aid kits and materials
- Lodging
- Entry fees-tournaments, leagues, clinics, workshops, etc
- Airfare
- Officiating
- Facility Rental
- Equipment

**11.7.2.1.2** Items that ARE NOT considered reimbursable expenses include:

- Tickets for violations of any kind
- Coaching and/or instruction
- Personal use items that are not to remain property of the club unless the club members raise funds to pay for the items.

**11.7.2.2 Check Advances for Vendors:** Check Advances should be utilized whenever possible to avoid having to reimburse a club member who incurred an initial cost.

- Submit a Travel Advance form through ConnectSU
- Advance process can take up to fifteen (15) business days to process.
- Controller's office will contact individual listed on the form to notify him/her check is ready for pickup, or the check can be sent directly to the vendor at the specified address.

**11.7.2.4 Invoices:** Invoices are the easiest and fastest way for a Sport Club to pay for goods, services, fees, dues, etc. The process is as follows:

- Verify the company will accept post-payment via an invoice. If so, once you ensure you have appropriate funding, place your order and have them email or mail the invoice to you.
- Submit the invoice to the Competitive Sports Coordinator
- Payment can take up to fifteen (15) business days.

**11.8 Proper Receipts/Invoices:** Proper receipts display proof that a full payment was made covering the cost of a particular item. Receipts should be itemized, clear and legible as to the item(s) purchased & include an official certification full payment was made. To reimburse an individual for expenditures incurred on behalf of the club, a receipt must be itemized and show the individual remitted payment. If it does not show this, the individual may be required to provide a bank statement or credit card statement verifying proof of purchase by the individual to be reimbursed. The receipt/invoice must always be the original, not a photocopy.

**10.8.1** Invoices must be itemized, include name of company, address to remit payment, total amount, and payment due date.

**11.9 Income Sources:** Club income sources are broken down into two categories; Membership based revenues and Fundraising/Sponsorships

**11.9.1** Membership based revenues includes: Membership dues and members contributions (payments for equipment, travel, etc...).

**11.9.1.1** Any club requiring members to pay dues must define in the club's constitution how much the dues are, for what they may be used, and how they can be paid.

**11.9.1.2** Clubs are encouraged to use good judgment when establishing dues. It should be understood dues are supplementary funds to be established at a moderate rate. Clubs must also provide members an optional way to meet required dues, which do not require the direct payment of funds (ex. Participating in fundraisers rather than paying dues).

**11.9.1.3** Any membership based revenues received should be deposited directly in the club's agency account.

**11.9.2 Fundraising and Sponsorships:** All fundraising and sponsorship activities must be kept within State, University, and Departmental policies and be approved by the Competitive Sports Staff.

**11.9.2.1** If a club desires to hold a fundraiser, they must submit a Sport Club Fundraising Request form on ConnectSU.

**11.9.2.2** Fundraising can involve multiple levels of review and approval prior to the campaign, event or project, please plan all events in advance. All fundraiser requests must be submitted no later than fifteen (15) business days prior to when the club wishes to host the event or start the campaign or project. All fundraisers/sponsorships must adhere to the Seattle University Student Club Fundraising Handbook put together by University Advancement.

**1019.2.3** Large-scale events typically involve more planning and approval will be subject to the Competitive Sports Staff receiving information in a timely manner. If the

Competitive Sports Staff deems there is not enough time for the event to be properly and successfully planned, the event will be denied.

**11.9.2.4** Any sponsorship involving a company promoting or distributing alcohol or tobacco must be cleared with the Competitive Sports Staff.

**11.9.2.5** Unauthorized fundraisers/sponsorships will result in disallowance of the club to use funds and possible discipline measures for representing a club, University Recreation, and Seattle University in unapproved activities. Disciplinary actions may include probation, suspension of club activities, monetary penalties, or loss of other club privileges.

**11.10 Forfeiture of funds:** University Recreation has the right to reallocate funds from the Allocated Funds Sport Clubs receive at any time due to disciplinary issues, failure to follow procedures, or any other reason deemed necessary by the Competitive Sports Office or Seattle University. Sport Clubs with fundraised funds in their accounts will remain the club's funds unless:

- The club overspends allocated funding.
- The club fails to complete registration and recognition process for 2 academic years.
- A club is dissolved for any reason.

If the above criterion is reached, the Competitive Sports Office will automatically initiate a budget transfer of remaining funds into a general Sport Club account, which will be used in subsequent years for contingency funding for the entire program.

**11.11 Account Updates:** It will be the responsibility of each club treasurer to maintain and have knowledge of current club balances. The University Recreation Competitive Sports staff will email an account update of each club's account when requested as well as at the end of each quarter. Please remember some transactions may not be posted to your budgets until they are processed through the University Controller's system.

**11.12 Quarterly Budget Report:** The Treasurer for each club will have the responsibility of submitting a current and up-to-date budget to the Competitive Sports Office at the end of the Fall, Winter, and Spring Quarter. This is important, so clubs and the Competitive Sports Staff can ensure all transactions are accounted for properly.

## Section 12: Public Relations

**12.0 Competition Results/Event Summary:** Upon the completion of any competition against any non-SU team, the club must submit an Event Summary on ConnectSU by the Wednesday following the competition.

**12.1 Publicity:** Each club should have someone (most likely the Secretary) assigned to take photographs and write up short summaries of club events. These should be submitted to the Competitive Sports Staff for appropriate distribution on the Sport Club website or UREC website/social media. Sport Clubs are responsible for posting any appropriate photos to their own social media pages.

**12.2 Media Requests:** Any request by the media for comment regarding a recently completed contest can be answered with the approval of the club President and/or Advisor. Furthermore, any club member may provide comment to the media regarding game/match performance. The Competitive Sports Staff

must approve any media request for comment regarding other club business. Any request for comment regarding any university business, directly or indirectly affecting the club, should be directed to the Competitive Sports Staff, and followed by a statement of “No further comment” from the individual being directly contacted by media. Failure to comply with these guidelines will represent a violation of the procedures outlined in the Manual, and will result in a disciplinary hearing for the club. All external media requests will be addressed with SU Marketing & Communications Department.

**12.3 Using the Trademark:** Seattle University Marketing & Communications Department and University Recreation regulate, promote, and protect the use of the University’s foreign, federal, state and common law trademarks, trade names, service marks, trade dress, designs, symbols, logos, names and other insignia pertaining to the University (collectively, the “Intellectual Property”). All use of Intellectual Property must comply with the regulations set forth by the Marketing & Communications Department, and a club shall not use any Intellectual Property without obtaining prior, written approval from the Competitive Sports Office. To obtain approval, submit request (with any proposed logos) via email to the Competitive Sports Staff. In addition, a club shall comply with the information and guidelines contained in the SU Visual Identity & Graphic Standards located at <http://www.seattleu.edu/marcom/Inner.aspx?id=51927>.

**12.3.1** All products and services bearing the University’s name and/or logos must be purchased or contracted from licensed companies and may be assessed a royalty fee.

**12.4 Using the University’s Name/Trademark/Logos, etc:** A student group may use the University name in its title, publications or letterhead with approval, but may not use the name in a manner that in any way would constitute an endorsement, approval or underwriting of any organization, product, activity, service, or contract by Seattle University. Before utilizing any intellectual property, the club must gain approval by submitting a request via email with the intended usage and design to the Competitive Sports Office.

**12.5 Promotional Materials:** There are numerous resources available on the SU campus for clubs to help create promotional materials. Clubs may utilize the Student Activities resource room, campus computer labs, and Media Production Center in the Library.

**12.5.1** Any promotion/marketing design request must be submitted 14 business days prior to the date needed. To gain approval, a pdf version of promotional material must be emailed to the Competitive Sports Staff. Once a design has been approved in writing, it no longer needs to be approved for subsequent usage.

**12.6 Making Copies at the Fitness Center:** Club copies can be made on the copier located in the Fitness Center. You must make an appointment with the Competitive Sports Staff.

**12.7 Campus Copy Center:** Clubs wishing to utilize Reprographics and paying out of one of the club’s accounts or allocated funds must have prior approval by emailing the Assistant Director of UREC, Competitive Sports

### **12.8 Flyers/Posters:**

Requirements for posting flyers/posters around campus:

- May not be handwritten
- May not have items scratched out (unless done intentionally for graphic effect)
- Must have the UREC logo

- Must have the club's contact information
- Must be the standard size of 8.5 x 11 inches. Posters created for other purposes may be designed in a larger format, but must be approved by the Competitive Sports Staff prior to print.
- Posting in UREC Facilities: must be approved for posting by Competitive Sports Staff
- Posting on campus: must be approved by the Campus Assistance Center (CAC) in the Student Center

**12.8.1** Violations of these regulations may result in Sport Club Council Executive Board issued sanctions, probation, suspension, or other disciplinary action toward the club or the individual. Violations may also result in University sanctions for repeat offenses, flagrant offenses, and blatant disregard for regulations. These sanctions may include, but are not limited to, fines against the club and incurrence of the sport club strike system.

**12.9 Maintaining clubs ConnectSU Profile:** Each club will be required to maintain their ConnectSU profile. Clubs have great flexibility on what content they want on their pages; however, the following are mandatory:

- Club Description
- Contact Information
- How to join club
- Team Photo
- Link to external website if applicable

**12.10 Special Note:** All club members must be conscious of personal online profiles, club websites, and club Facebook pages. Your content choices reflect upon SU, the club, and you. Evidence of illicit behavior violating this Handbook, brought to the attention of the Competitive Sports Office will result in disciplinary action. Any clubs utilizing a non-SU web presence must provide access to the Competitive Sports Staff.