



Club Sport Manual

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INTRODUCTION

Formed and administered by students, sport clubs are student organizations that are subject to the rules and regulations of the Office of Campus Recreation. They receive administrative and limited financial support from the CRC.

The administration of a Sports Club is a complicated process that requires the participation of all club members. An understanding of basic procedures and an awareness of pertinent policies, rules and regulations will serve to simplify this process. At times, the responsibilities of being a student leader can be overwhelming. This manual has been prepared to assist student leaders in the operation of their respective sport clubs. If any questions arise that cannot be answered in these pages, the Coordinator of Sport Clubs will always assist in any way possible.

Definition of a Sport Club

A “Sport Club” shall be defined as a recognized student organization voluntarily organized for the purpose of furthering common interest in a specified sport or physical activity. These interests can be competitive, instructional or recreational in nature.

Purpose

The purpose of a Sport Club Program is to provide the members of the campus community with the opportunity to learn new skills, refine existing skills, engage in competition, and enjoy the recreational and social fellowship of their chosen sport/activity.

In addition, the Sport Club program strives to enhance students’ personal growth and development. It can serve as a learning experience for members through their involvement in fundraising, public relations, organization, administration, budgeting and scheduling.

MEMBERSHIP AND ELIGIBILITY

Membership in a sport club is purely voluntary and must be open to members of the university community regardless of age, sex, race, religion, color, creed, national origin, and handicap or veteran status. (Exception: if the nature of the club's activity dictates, membership may be limited to a single gender.)

Club Sports are designed to serve primarily undergraduate students at UMass Lowell. To ensure that all undergraduate students are given the opportunity to fully participate, the following membership categories have been established:

- Full Membership: extended to undergraduate students who have paid the University Athletic and Activity fees.
- Associate Membership: available to graduate students and full time faculty/staff members.
 - Associate members may participate in club activities, but they are not eligible to hold office, do not have voting rights and may be required to pay additional membership fees.

Alumni, spouses, and Middlesex Community College students may not participate in UML Club Sports.

ORGANIZATION/ADMINISTRATION

The participants conduct each Sport Club, so the degree of success lies in the amount of student leadership and participation. Students in each club are responsible for the internal administration of their club to include decision-making in areas such as membership, equipment, facilities, finances, practices, game schedules, and safety. An understanding of the basic principles of organization and management, and the ability to delegate responsibilities to other club members will insure the clubs' smooth operation and stability over time.

Officers

Office positions are held by undergraduate students only. It is encouraged, but not required, that each club office consists of a President, Vice President, Treasurer, and Secretary. It is the club's decision as to how they would like to split up club responsibilities. Officer duties include, but are not limited to, the following:

- Club Organization
 - Writing the club constitution and by laws
 - Determination of membership requirements
 - Selection of faculty/staff advisor
 - Selection of coach
 - Maintain updated roster
- Finances
 - Maintain accurate record of club account
 - Development and administration of budget
 - Request cash advances
 - Establishment of dues structure
 - Collection of dues
 - Deposit club checks and money
- Travel
 - Complete and submit Travel Pack
 - Make travel arrangements (hotel, transportation, etc.)

- Scheduling
 - Complete Facility Request Forms
 - Formulation of practice and/or competition schedule
- Equipment
 - Take inventory two times per year (Beginning and End)
 - Distribution and storage of equipment
- Communication
 - Notify club members of meetings, practices, games, cancellations
 - Maintain updated email/phone list of club members

Additional Positions

The members of the club are encouraged to choose both/either a faculty/staff advisor and a coach. These are not mandatory positions, however they are recommended to further benefit the club and its members.

Role of the Faculty/Staff Advisor

The members of the club choose the advisor of the Sport Club. The advisor must be a full time UMass Lowell faculty/staff member who has an interest and some knowledge of the sport involved. The Office of Campus Recreation must approve all faculty/staff advisors. Advisor responsibilities include:

- Approval of the budget
- Assist and aid in the management of club funds and activities
- Attend meetings/events in order to stay in touch with the operations of the sport club
- Serve as a source of information and counseling for the clubs as well as its members
- Serve as a liaison between club and university
- Provide guidance and general direction to Sport Club

The Coach's Role

The coach should limit his/her contributions to that of teaching the skill and knowledge of the sport. He/she should refrain from becoming involved with the management of the club. The Office of Campus Recreation must approve all coaches.

Approval Procedure:

1. The candidate must submit a current resume of specific sport and coaching related activities.
2. The candidate will meet with the Coordinator and the Club President to discuss the program, expectations and policies.
3. Approved coaches will need to complete a University Contract for insurance purposes.

Coach's compensation:

- Coaches and/or instructors may be paid with the funds raised through the efforts of the club. Allocated money from the Athletic Department cannot be used for coach's compensation. Compensation for coaches will not be processed until there are sufficient funds in the appropriate club account.
- The amount of compensation for coaches will be determined jointly between club officers, advisors, and the Coordinator of Sport Clubs.

Role of Coordinator of Sport Clubs

The Coordinator serves primarily as an advisor and resource person and is available to assist student leaders with club business. It is his/her responsibility to monitor club activities to endure the safety of participants and guarantee that funds are managed in accordance with university fiscal policy.

The coordinator will allow the clubs as much freedom as possible, provided they operate within the guidelines and regulations herein.

Recreational Sports Office Resources

1. Duplicating Services- Flyers, announcements, and other club related materials may be duplicated at the CRC with prior approval of the Coordinator. Flyers must meet appropriate guidelines for dissemination to campus. Only approved flyers may be posted.
2. Telephone services- A limited number of long distance phone calls may be made from the Office of Campus Recreation for the purpose of contest scheduling. Individuals must arrange an appointment with the Coordinator prior to phone usage.

Sport Club Council

The SCC will be comprised of one member from each recognized Sport Club and the Coordinator. Each Sport Club will select two officers to be their representative on the council. These individuals will attend all SCC meetings and report back to the club. Other members may also attend the meetings if desired; however, each club will only have one vote, regardless of how many members attend the meeting. The organization and commitment of the SCC can make a significant contribution to the growth of the sport club program. It is the mission of the Sport Club Council to:

1. Stimulate and promote involvement and development of new and already existing club sports.
2. Make recommendations to the Coordinator regarding policies and procedures for the operation of the Sport Club Program.
3. Stimulate communication between both the Coordinator and the clubs and between the clubs themselves.
4. Allow for maximum club input into the overall coordination of the program.
5. Ensure that all actions performed by the sports clubs follow the policies and procedures established by SCC and UMass Lowell.

RECOGNITION

Criteria for Acceptance

To determine if a proposed or existing student organization belongs in the Sport Club program, it must meet the following criteria:

1. The club's purpose and activity must be consistent with the definition and purpose of the Sport Club Program and the philosophy of the CRC.
2. Sufficient student interest must be demonstrated by an active membership of at least ten full-time undergraduate UMass Lowell students.
3. Suitable facilities must be available for club activities such as practice, competition, and recreation.
4. The funds must be available to meet financial needs of the club.
5. The club must have the potential to raise funds outside of University funding.
6. Adequate competition (if the club is competitive) must be available within reasonable geographic range.
7. Programs offered elsewhere on campus must not currently meet student needs/interests that the club hopes to meet.

Recognition Procedures

1. Meet with Coordinator to explore the possibility of becoming a sport club.
2. Have an organizational meeting to assess interest and attract new prospective members.
3. Fill out an application to be a recognized sport.
4. Meet with SCC to discuss why your activity should be a recognized sport club at UMass Lowell.
5. Complete a "Request for Recognition" form.
6. Develop Constitution.

Loss of Recognition

If any club begins to show a decrease in participation, leadership or general interest, the following guidelines will be in effect:

1. If at any time a club drops below ten full-time undergraduate members, that club will be placed on probation for the semester.
2. If the club remains below ten members at the beginning of next semester, the club will continue on probation for one full semester.
3. If at beginning of third semester the club still has less than ten members, that club will be suspended from functioning from one academic year. The only activity that club may participate in is that of membership recruitment.
4. If the club reaches the required number of members while suspended, they may begin to function again on a probationary status.
5. A club that has been placed on probation, or suspended, due to inadequate membership must maintain a minimum standard (10 or more members) for one calendar year in order to return to fully recognized status.
6. If at the end of one year of suspension the club is not able to meet the minimum standard of membership, the club will lose its recognition.
7. Any club that loses its recognition will not be eligible to re-apply for recognition for one calendar year.

The Coordinator will investigate any decline in membership and ascertain whether or not the situation is temporary. If it is determined that the club is no longer meeting the needs of a reasonable number of students, termination of status may be the appropriate measure. Once terminated, a club must re-enter the program by following the procedures of a newly formed club.

FINANCES

Funding

Limited financing of the sport club program is allocated through the CRC.

- Annually each club will prepare and present a line item budget to the CRC.
This will include: facilities, equipment, uniforms, office expenses, advertising, affiliation dues, entry and registration, and travel.
- The SCC will make recommendations on the approval, denial, or adjustment of each individual budget.
- All sport clubs will be expected to raise a minimum (possibly more) of 25% of their total budget for the year.
- *Exception: First year clubs must raise all of their funds for at least their first probationary year.*

Sport Club Expenditures

There are specific guidelines that clubs must follow when they spend their money. The Coordinator must approve expenditures of any/all funds. **Any expenditure that does not receive prior approval may be subject to a denial of reimbursement.**

1. University funds and Club Funds may be spent on:
 - a. Equipment to be retained by the club
 - b. Facility/equipment rental
 - c. Travel: Vehicle gas/lodging
 - d. Entry/League fees
 - e. Tournament/Meet Awards
 - f. Clinic/Group Instruction (specific information required for approval)
 - g. Uniforms (to be retained by club)
 - h. Food
 - i. Club Awards
 - j. Club Office Equipment (stationary, supplies)
 - k. Personal training expenses (lessons, lift tickets, etc.)

2. Funds should never be spent on:
 - a. Personal uniforms
 - b. Personal equipment
 - c. Personal supplies
3. Purchase of clothing or spirit items that use the UMass Lowell name must comply with licensing guidelines. All clothing purchase must abide by color restrictions established by the Athletics Department. UML colors are royal blue, red and white. All clubs must submit designs to the Coordinator for approval prior to purchase.

Fundraising

Fundraising is essential if any organization is going to survive. As stated previously, an organization must raise at least 25% of their total budget. This percentage may increase depending on the size of an organization's budget and/or the funds available.

All fundraising activities must be approved in advance by the Coordinator and adhere to established fundraising guidelines. Any club that does not raise 25% of the money allocated to them for that academic year will be allowed to ask for 50% of their prior year's allocations for the next year of operation. This money must be deposited in the club's booster account no later than April 1, each year.

Sport Club Service Project

The Sport Club Service Project has been initiated in an effort to support the sport clubs of the university financially, as well as improve the university and department relationship with the greater Lowell community. A stipend of \$500.00 is available to each sport club that completes a service project helping a group or organization in the greater Lowell region.

The project is not assigned. Each club may choose any project they wish, and pending approval from the Director of Campus Recreation, may earn the stipend upon completion of the project.

The Coordinator of Sport Clubs must receive applications by the end of the Fall semester in order to be considered for approval. All projects applied for by the deadline must be completed by April 1st.

During the second semester, any funding which may remain may be applied for only by sport clubs which have already applied for and completed or are pending completion of their first project. A second project would be required of these clubs, and must be completed by May 8th.

The stipend for completion of an approved service project will be deposited into the club's university account. This account zeroes out on June 30 of each year. All funds within a club's university account must be used by this date, or is forfeited back to the university.

All recognized clubs and first-year probationary clubs are eligible for the Sport Club Service Project.

CLUB ACTIVITIES

Schedules

At the beginning of the Fall and Spring semester, each club must submit a schedule to the Coordinator of Club Sports. The schedule is to include the date, time, and location of all practices, meetings, competitions, and other planned activities.

The club is responsible for notifying the Coordinator of any schedule changes, and any additional activities that arise throughout the semester.

Facility Usage

Recreational/athletic facilities at UMass Lowell are limited and heavily used by varsity athletics, intramurals and informal recreation. Requests for practice sessions and contests may be made through the CRC and will be granted on a “space available” basis. All clubs must fill out a “Facility Request” in order to be eligible for facility space. The request will be approved/disapproved and the requesting club officer notified.

Facility Request forms will be accepted at the beginning of each semester in order to plan the club sport master practice, meeting, and competition schedule.

Additional Facility Request forms must be submitted if a club plans any additional events throughout the semester.

Never schedule a practice or contest without having confirmation of your facility reservation.

Hosting an Event

Sport clubs that wish to hold an event may do so if they follow the proper procedures.

1. A designated club officer must pick up a “Home event packet” from the CRC.

This packet includes:

- a. Facility Reservation Request- This needs to be turned in at least **one week** in advance of the event you would like to host. Do NOT schedule the event without having facility confirmation.
- b. Supervisors Agreement- Any club using University Athletic facilities outside of supervised open building responsible for securing and

compensating this person at the current hourly wage (determined by the CRC).

- c. Medical Personnel Agreement- Any club hosting an event must be required to have an EMT on hand during the event. The Coordinator will organize the EMT's; however the club needs to give adequate notice to schedule for coverage.
- d. Accident Reports- If anyone is injured during a club event, an accident report must be submitted within 48 hours of the injury.
- e. Post activity Report- This form must be submitted 48 hours after any hosted event highlighting results and any problems encountered.

Travel

All travel plans must be made available to the Coordinator of Sport Clubs and approved prior to departure (*see Travel Form*).

Sport clubs that wish to travel for competition may do so if they follow the proper procedures.

1. A designated club officer must obtain a "Travel Authorization Packet" from the CRC. This packet includes:
 - a. Travel Authorization- This form must be submitted at least one week in advance of the date that the club wishes to travel. The Coordinator must sign all travel authorizations. Form must include detailed itinerary; departure, arrival, drivers, passengers, and location of hotel (if applicable). For overnight trips, a copy of each driver's license/ registration must be on file with the Coordinator prior to departure.
 - b. Accident Reports- If anyone is injured during a club activity, an accident report must be submitted within 48 hours after the injury.
 - c. Post activity Report- this form must be submitted within 48 hours after you return from the trip highlighting results, trip specifics, and any problems encountered.
2. The CRC will approve travel of a sport club that completes and submits travel authorization on time. Any incomplete form will be denied and returned.

3. Travel advances may be available on a limited basis if enough advance notice is given. In all other cases, travel will be funded on a reimbursement basis. In order to get reimbursed, Sport Clubs must retain all receipts from their trip.

With the proper authorization, examples of reimbursement are:

- Lodging
- Gasoline (not mileage)
- Food
- Entry Fees
- Commercial Transportation

Receipts must be submitted for reimbursement to be approved. Examples of receipts or expenses that will not be accepted will include but will not be excluded to:

- Tips
- Oils/Repairs of personal vehicles
- Bar Bills
- Souvenir purchases
- Long distance phone calls
- Entertainment
- Non gas purchase on gas cards

During any trip, the club should be expected to uphold the image of UMass Lowell. This includes behaving in a sportsmanlike manner, representing UML in a professional manner, and upholding high standards from all members of the sport club. Integral to the philosophy of the Office of Campus Recreation is that good sportsmanship and fair play are vital aspects of the Sport Club Program. It is the responsibility of the club president and club members to control the conduct of all members and fans. It is necessary for the successful operation of the program that individuals display proper conduct in all instances.

Rental Policy

All clubs using rental vans (12/7 passenger) must have a driver who has completed the UML defensive driver program offered through UML student services.

EQUIPMENT

Equipment purchased with University funds become the property of the University and cannot be sold, traded or otherwise removed from club inventory without prior approval.

Storage

All club equipment must be stored in storage facilities designated by the Coordinator.

Equipment Manager

Each club should designate an equipment manager who will be responsible for:

- Doing an inventory twice each year, once at the beginning of the year and then again at the end of the year
- Marking equipment with UML name and number
- Issuing equipment to club members
- Inspecting, maintaining and repairing equipment as necessary
- Submitting damage and loss reports
- Recalling equipment from club members at the end of the year

HEALTH AND SAFETY

Since participation in sports is purely voluntary, neither the CRC nor the University assumes responsibility for any injuries incurred through participation. All students are required to have personal health insurance.

Release Forms

Each club member over the age of 18 years old must sign a “Sport Club Release Form” before they will be allowed to participate in any club activity. This form is currently included online as part of the online registration form. For students under 18 years old, a parent must sign a “Parent or Guardian release form” before that student will be allowed to participate.

All students at UMass Lowell are required to carry health insurance. Along with this, each student is covered by University accident insurance. Club members may be required to provide proof of insurance coverage when deemed necessary by the CRC. The CRC strongly recommends that sport clubs that participate in contact sports or rigorous activity have their members undergo physical examination before they participate. Individual sport clubs may also want to include that in their criteria for membership.

****These forms are available online and may be submitted electronically****

****The old forms are still available in case of a network outage.****

Injuries

- Whenever an individual is injured during a sport club activity, the president of the club must fill out and submit an accident report. This report must be filled out on the proper form and turned into the CRC within 48 hours of the accident.
- Decisions relevant to the development/implementation of health and safety standards such as the presence of qualified medical/training personnel at practice sessions, contests, and criteria for returning an injured or sick player to active status, will be made by the Coordinator in conjunction with individual club officers.

Alcohol

Possession or consumption of alcohol by any person affiliated with a sport club while participating in a university-sponsored activity is strictly prohibited. This includes but is not limited to:

- Practice sessions on or off the UMass Lowell campus
- Home contest on or off the UMass Lowell campus
- Travel from the time of departure until the time of return, which includes but is not limited to:
 - University, commercial or private carriers/vehicles
 - Hotels and restaurants
 - Athletic, commercial, and/or private facilities

It is the responsibility of the governing body of each sport club to acquaint their club members with this policy and to monitor policy adherence.

DISCIPLINE

Violation or non-compliance with the CRC or University policies may result in disciplinary action taken against registered sport clubs or individual members of a club. This process will assist club leaders in monitoring their club members to insure that sport clubs operate smoothly and stay within CRC and University guidelines.

Minor Infractions

Examples of minor infractions include but are not limited to:

1. Non-attendance of a SCC meeting by a club representative
2. Failure to submit forms on time

➤ *First Offense*

If the violation is the club's first during that current academic year and the club is not on probation from violations committed the previous year, the following steps will be taken:

1. The club will be placed on probation for a designated period of time or until the situation has been rectified.
2. The CRC will notify the club representative of:
 - a. The reason for probation
 - b. The length of the probation period
 - c. The possible consequences the club will face if additional infractions occur

➤ *Two or More Minor Infractions*

If a pattern of non-compliance develops, clubs will be disciplined according to major infraction guidelines.

Major Infractions

Any actions, which are outside acceptable standards of conduct, are in violation of CRC or University guidelines. Examples of major infractions include but are not limited to:

1. Un-sportsman-like conduct towards officials or opposing players
2. Disruptive behavior on a trip
3. Misuse of club funds

4. Allowing ineligible individuals to participate in club activities
5. Use of alcohol or any other drugs during any part of a club activity, contest or travel

For all major infractions:

- A meeting with club representatives and the CRC
- The CRC will determine what disciplinary actions will be taken

Disciplinary Action

This will include any or all of the following:

1. Probation
2. Loss of facility reservation
3. Loss of funding
4. Suspension
5. Loss of recognition by the CRC

****Any club that loses its recognition will not be eligible to re-apply for recognition for 2 (two) calendar years.****



Risk Management for UML Club Sports

PARTICIPATION

Before beginning any club activity each member must complete an Online Registration Form. The form is available at <http://www.uml.edu/campusrecreation/clubs/forms.htm>, and includes the following:

- Individual Member Information
- Medical History
- Informed Consent/Assumption of Risk
- Hazing Law

This form must be on file with the Club Sport Coordinator (CSC) to become eligible for club participation.

CPR CERTIFICATION REQUIREMENT

All Clubs with less than 12 members must have at least one member CPR/AED certified. All clubs with greater than 12 members must have 1 member CPR certified for every 12 members of the club.

To satisfy this requirement:

- A copy of club members CPR/AED certification must be on file with the CSC (certification must be valid through remainder of academic year).
- CPR classes will be offered at the CRC each semester.

AQUATICS

Before beginning any activity in the water, all clubs using the UML pool must pass the basic swim test which consists of:

- Swimming four pool lengths (100 yards) without stopping.
- Treading water for five minutes.

Verification of each member passing the swim test will be validated by a lifeguard and documented (*see swim test form*). This form must be on file with the CSC.

CLUB SPORT SUPERVISORS

Must be CPR/AED certified before staffing turf events. Responsible for:

- Pre-practice/ match field inspection
- Verifying identity/ registration of club members
- Serve as first responder (if no EMT is present)
- Document all injuries/ incidents (*see Turf Supervisor form*).

RISK CATEGORIES

UML sport clubs are placed into three categories of risk. The categories in which they lie determine the necessary level of supervision required to conduct competitive events.

Classifications

- **Low Risk**-nature of activity/ competition is non-contact with low potential for serious injury.
Required Supervision: Supervisor on duty in CRC/ Club Sport Supervisor.
 - Ballroom Dance, Dance, Karate, Racquetball, Ultimate Frisbee, Volleyball

- **Medium Risk**- nature of activity/ competition may involve contact with moderate potential for serious injury.
Required Supervision: EMT, Lifeguard, Trainer (depending on activity) plus Club Sport/ CRC Supervisor.
 - Cheer¹, Lacrosse, Women's Hockey, Underwater Hockey², Equestrian¹, Ski¹, Hiking³*Required Supervision:* EMT, Lifeguard, Trainer (depending on activity) plus Club Sport/ CRC Supervisor.

- **High Risk**- nature of activity/ competition is full contact with high potential for serious injury/ loss of life.
 - Men's/Women's Rugby
- *Required Supervision:* 2 EMT's plus Club Sport/ CRC Supervisor.

¹ Requires Athletic Trainer, Ski Patrol, or on site medical personnel for performances/ competitions.

² All aquatic related clubs practices/ matches must be supervised by a UML lifeguard.

³ Requires Wilderness First Aid certified individual on each trip