

# Sport Club Manual



William & Mary

A Guide for Sport Club Officers & Members  
at William & Mary 2021-2022

**Updated February 2022**

This publication is a manual for all members and officers of a W&M Sport Club. It contains policies and procedures that must be followed in order to administer and be an active member of a successful W&M Sport Club. This manual cancels and supersedes all previously published policies, procedures and instructions in previous Sport Club Manuals and this manual may be revised without notice at any time.

## Important Phone Numbers

### *In Case of Emergency, call – 911*

Campus Recreation Hotline 757-221-3310 option “1” General Information  
option “2” Weather Hotline  
option “3” Front Desk

Equipment Desk 757-221-3474

University Police 757-221-4596  
Non-Emergency

Environmental Health 757-221-2146  
and Safety

Facilities Management 757-221-2270

	Work	Home/Cell
Linda Knight, Director	757-221-3312	757-876-9261

	757-221-2959	
Dan Gardner, Assistant Director Sport Clubs		757-816-2363

Courtney White, Graduate Assistant Sport Clubs	757-221-7413	757-597-8589
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Bob Gough, Associate Director Facilities & Aquatics	757-221-3499	910-297-6238
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Michael White, Assistant Director Outdoor Recreation	804-543-3615	
		804-543-3615

Jenny Dunfee, Associate Director Fitness & Wellness	757-221-3313	757-617-7097
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Joe Tighe, Associate Director Intramural Sports	757-221-3314	757-784-1881
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Linda Hicks, Administrative Assistant	757-221-3318	757-564-7630
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James Holmes, Assistant Director Facilities & Equipment	757-221-7665	757-897-6573
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# Introduction

The William & Mary Sport Club Program is made up of those recognized student organizations that have petitioned and been accepted by the Department of Campus Recreation. The Assistant Director of Sport Clubs, the Sport Club Graduate Assistant, and the Sport Club Supervisors serve as resources to Sport Club officers and members. As a recognized student organization at W&M, all Sport Clubs are afforded all rights and responsibilities as outlined in the Student Handbook, the Student Code of Conduct, the Student Organization Handbook, and this Manual. Sport Club members are required to sign a waiver that includes a statement agreeing to the policies and procedures presented in this manual.

Sport Clubs are independent student organizations which are distinct association from the University, and which receive administrative support from the Department of Campus Recreation. The Sport Club Program is part of Campus Recreation and complements William & Mary intercollegiate athletic programs, intramural sport activities and Department of Kinesiology course offerings.

The success of a club depends on student leadership, a high level of organization and member participation. The day-to-day operation is managed by student leaders within the club. Campus Recreation and Student Leadership Development host workshops and clinics focused on student organization leadership. The Sport Club Manual serves as a resource for officers in the daily management and operation of their clubs. This manual also contains policies and guidelines pertaining to the University and the Department of Campus Recreation. Please contact Campus Recreation at (757) 221-2959 or RSCLUB@wm.edu should you have any questions

## Equal Opportunity

The University values diversity and is actively engaged in enriching the diversity of its faculty, students and staff. Central to the College's mission is provision of a climate that is welcoming to all people. William & Mary does not discriminate on the basis of race, sex/gender, religion, national origin, sexual orientation, political belief, disability, veteran status, age, or any other category protected by the Commonwealth or by federal law.

## Campus Recreation Diversity Statement

Campus Recreation, as a department within the Division of Student Affairs, strives to ensure a safe, affirming, and nurturing environment for William & Mary students and staff. Inherent in this mission is a belief that a strong community is built upon, and enriched by, both commonalities and differences. Division members recognize and celebrate the fact that William & Mary students, staff, and faculty are diverse: varying in age, physical abilities and cognitive talents, socioeconomic status, political viewpoints, religious/spiritual and/or philosophical beliefs, and sexual, gender, and racial/ethnic identities. We actively demonstrate our commitment to the success of all community members through our programs, policies, and services. We foster a welcoming environment based upon open and considerate dialogue, mutual understanding, and respect for individual differences.

## **The Divisions of Student Affairs at William & Mary**

### **Mission & Vision**

The Division of Student Affairs inspires and prepares students to be effective leaders, responsible citizens, and engaged learners through student-centered programs, policies, and services. Our vision is to create an engaging learning environment where community is strengthened and individuals flourish.

### **Core Values · Celebration**

We encourage and carry out activities that recognize achievement, support innovation, celebrate tradition, welcome humor and a sense of play, and affirm the contributions of individuals and groups in our community.

#### **· Collaboration**

We work together on tasks and activities by sharing time, resources, and expertise with individuals and offices. We share responsibility and embrace the strengths and abilities of one another while working toward common goals.

#### **· Inclusion**

We value the uniqueness of people and perspectives. We embrace and celebrate one another's differences, talents, and abilities.

#### **· Integrity**

We maintain open and transparent decision-making in all processes through the departments and division to the greatest extent possible. We work together with fairness and cooperation, and act in ways that are consistent with our values.

#### **· Professional Excellence**

We strive to be exceptional in all that we do by establishing and achieving high expectations. We distinguish ourselves through activities that invest and contribute to the future of the division, institution, and profession.

#### **· Respect**

We treat each individual with high regard, appreciation, and courtesy. We honor the contributions of individuals and departments.

#### **· Student Centeredness**

We remember that students are central to our mission and we encourage and promote the student voice. Our work is guided by a commitment to their holistic development and learning.

## **The Department of Campus Recreation**

### **Mission Statement**

The Campus Recreation Department provides quality recreational opportunities to all members of the William & Mary Community to enhance and foster a lifelong appreciation for health, wellness and recreation. **Core Values**

The Campus Recreation Department has a **Commitment** to Achieving **Excellence** Through:

- **Honesty** in our relationships with others
- **Integrity** when making choices
- **Passion** for the work we do
- **Positive Attitudes** when faced with tough challenges

- **Humor** to keep it fun
- **Trust** in each other
- **Respect** for those who pass through our doors
- **Teamwork** because we cannot do it alone

## **What is a Sport Club?**

The purpose of the Sport Club Program is to provide an outlet for individuals motivated by a common interest and a desire to participate in a sporting or recreational activity; including the promotion and development of interest in that sport or related activity. Its members may learn new skills, refine existing skills, engage in competition or instruction, and enjoy the recreational and social fellowship that characterizes club membership. All members of the University community are encouraged to participate.

As a recognized student organization, Sport Clubs are eligible to utilize campus facilities, equipment, funding and expertise. Note that recognized student organizations, including Sport Clubs, are not agents of, nor do they represent William & Mary. Sport Clubs are member organizations that, like the many recognized student organizations on campus, are associations distinct from the University.

### **Sport Club Program Objectives**

1. To make opportunities available to members of the William & Mary community for instruction and participation in a wide range of recreational programs that can develop sound lifelong leisure values and skills.
2. To provide an avenue for camaraderie in the campus community through common interests and to develop a feeling of belonging among individuals in the shared pursuit of recreation.
3. To secure use of facilities, funding, and equipment as available for learning and practicing the skills of the club members.
4. To develop leadership by providing opportunities for participants to organize, administer, and problem solve issues related to club operations.
5. To promote student development through skills such as leadership, responsibility, teamwork, conflict management, budget management, and commitment.

### **Sport Club No Cutting Philosophy**

The philosophy of our sport club program is to allow participation by any member of the William & Mary community. Sport Clubs do not make cuts.

However, clubs do vary in their competition levels. Some clubs may have both a traveling competitive team and a non-competing recreational team. Clubs often differentiate the two as "Green" and "Gold" or "A" and "B" teams. When clubs have more individuals vying for positions than are available for competition, then some club members may be designated to one team or another, depending upon skill level and prior experience with the activity.

If clubs chose to create "A" and "B" teams, or "Green" and "Gold" teams these teams will still be considering one club. Therefore, the Sport Club Office needs to know about all aspects of both teams including travel, budgets, home events, and facility scheduling. There should only be one set of officers for both teams, and all communication will go through those chosen officers, whomever you name as

such. In addition, these teams will only be able to hand in one budget proposal, and will be accommodated to our best ability on facility space.

### **Each Sport Club is a Student Organization**

Student Leadership Development has established twelve categories of student organizations: Academic Organizations, Arts Organizations, Community Service Organizations, Greek Social Organizations, Honor Societies, Interest Groups/Activities, Law School Organizations, Media Organizations, Religious Organizations, Army ROTC, Student Government Organizations, and the **Sport Club Program**.

Recognized Student Organizations as defined by the Student Leadership Development are subject to all rights and responsibilities set forth in the Student Handbook Section IX., Special Regulations for Recognized Student Organizations.

Student organizations that have petitioned for and have been granted membership into the Sport Club program are subject to all rules and policies as set forth by Campus Recreation. The Sport Club Office is located in the Student Recreation Center and serves as the University Administration coordinating the day-to-day operation and management of the program and its clubs. This section defines the difference of being an “Active” Student Organization verses being an “Active Sport Club” within the category of Sport Club Program.

### **Active Sport Club Status**

The Sport Club program is made up of active organizations. The “**Active**” status is granted to those Organizations who submit a Student Organization Update form with Student Activities each fall semester. To update as a student organization at William & Mary, an organization must submit their organization’s information online and confirm and update their organization’s constitution/bylaws by the deadline specified by the Student Leadership Development. The “InActive” status is designated to those organizations that have not updated by the fall deadline, have ceased club activity, or request the “In-Active” status. Organizations that are “In-Active,” are not eligible to receive money, use/reserve space on campus, or be affiliated with the university in name or in practice. Sport Club on campus allocation accounts will be frozen until clubs achieve active status. Sport Clubs must also achieve “Active Sport Club” status to retain membership within the Sport Club Program.

### **Sport Club Status**

Active Sport Clubs enjoy all the benefits, privileges and responsibility detailed in this document. Sport Clubs achieve “Active Sport Club” status after having submitted a renewal with the Student Leadership Development office, gaining membership with the Sport Club Program, attending all required meetings, and maintaining an electronic copy of their constitution in TribeLink. Active Sport Club status may be revoked at the discretion of the Sport Club Office. Sport Clubs with Inactive status previously will have previously allocated funds unavailable for use and will not be allowed to request travel, host on-campus events, or practice until “Active Sport Club” status is redeemed. A club can regain “Active” status by satisfying requirements imposed by Campus Recreation. Individual situations will be addressed on a case-by-case basis.

Sport Clubs are responsible for the behavior and conduct of their membership. Conduct that violates the policies and procedures outlined in this Manual or the Student Handbook or Student Code of Conduct could jeopardize the club's affiliation with the Sport Club Program. Clubs in good standing may be eligible for funding, facility and equipment reservation through Campus Recreation. Sport Clubs not in good standing may not be eligible to utilize Campus Recreation resources. See *Discipline & Due Process* for more information.

## **Sport Club Administrative Information**

### **Sport Club Leadership Series**

The Sport Club Office with input from the Sport Club officers has developed a training program for all Sport Club members who wish to attend. Sport Clubs will receive bonus budget points for member attendance. The location, time and topic of each session can be found online at the Sports Club Website.

### **Sport Club Supervisors**

The Sport Club Supervisor position has been created to serve as an on-site resource for on-campus events as well as a liaison between Sport Clubs and the Department of Campus Recreation. Club officers can contact a Sport Club Supervisor if they have questions or suggestions at [rsclub@wm.edu](mailto:rsclub@wm.edu). Sport Club Supervisors are trained in First Aid and Adult and Child CPR w/AED/BBP. Sport Club Supervisors will be assigned to on-campus home games, tournaments and competitions as needed and must be present before activity begins.

These supervisors will be introduced to you at our annual kick off meeting! Please feel free to come talk to them during their office hours. For office hours, please check with the Graduate Assistant.

## **Keys to a Successful Sport Club**

### **Elect Officers**

Every club constitution must address how officers are to be elected. Most clubs hold elections at the beginning of spring semester or at an Annual Business Meeting. Clubs may take nominations one meeting and elect officers at the next. To maintain Active status, the club constitution must be followed. The Sport Club Office strongly recommends that clubs hold elections in December or January. That way the new president has the benefit of the out-going president's experience oncampus.

### **Read and Follow the Club Constitution**

Sport Clubs exists today because a group of students came together in the past and wrote constitutions. The University recognizes organizations through that constitution. It can be changed, but it must be followed. Club constitutions contain useful information, including the duties of officers, membership eligibility, and how and when to hold elections. It is important for officers to read their club's constitution. *A copy of every club's constitution is on file in TribeLink. In addition, the Sport Club Office has numerous club's constitutions as well.*

## **Delegate Responsibility**

It takes a lot of time, organization, and commitment to effectively administer a Sport Club. Too often the President ends up taking on much of the responsibility. One characteristic of good leadership is the ability to motivate and empower the membership. Delegate responsibilities to members who are willing. Be on the lookout for club members who are willing to take on added responsibility to assist in club operations. Utilize these people! Here is a list of duties broken-up by officer title. Adapt them to fit the club's needs.

- **President:** Responsible for actions and functions. Schedules meetings, practices and competitions. Coordinates fundraising and sponsorship efforts.
- **Vice President:** Acts in place of President in the President's absence. Handles logistics for meetings, practices and competition.
- **Secretary:** Maintains Sports Club meetings attendance. Handles official correspondence.
- **Treasurer:** Responsible for creating budget reports and requests. Handles fiscal transactions including processing of expenditures, and the deposit of revenue. Should maintain an ongoing and accurate summary of club account.
- **Travel Representative:** liaison to Sport Club Office for travel. Also required to attend weekly travel meetings.

## **Identify a Faculty or Staff Advisor**

Clubs are strongly encouraged to secure an Advisor. A full time member of the University faculty / staff makes the best candidates.

The Advisor:

1. Is encouraged to work closely with the officers and to offer input in to the organization's decision making process.
2. Lends their experience, judgment and knowledge, and assists the club members in the development of the club.
3. Helps maintain continuity in club programming and provides knowledge of University Policies and procedures.
4. Should attend club meetings and be available to counsel club leaders and members as much as possible.

## **Register a Coach**

If a Sport Club desires, members may seek the assistance of a coach. Campus Recreation must review all coaching candidates. Sport Clubs must send the name and email address of each prospective coach to Daniel Gardner before entering into any relationship with the prospective coach.

## Affirm Eligibility and File Official Rosters

**Currently enrolled** students of William & Mary who have paid student fees are eligible to participate in the Sport Club Program, as are **Faculty & Staff**. All Sport Club participants must have completed waiver/assumption of risk form on file with the Sport Club Office. Water Sports participants must also complete a Campus Recreation Swim Test proctored by a Campus Recreation Lifeguard prior to participation in club activities. Water Sports participants may also complete an equivalent test if approved in writing in advance by the Sport Club Office. The Sport Club Office maintains a membership database for each club. Club members that have been proven to be currently enrolled students have completed a waiver and agreement to participate form, and have completed a Swim Test or equivalent (if applicable) are considered “official club members.” Sport Clubs that are required to pass a Swim Test or equivalent **MUST** have proof of completion on file with the Sport Club Office before they can begin activity. Only official club members may participate in club activities, including but not limited to: practice, travel and fundraisers and other events. The University is committed to an inclusive campus community through Affirmative Action and Equal Opportunity. As a result, membership and participation within a Sport Club is free from discrimination based on race, religion, sex, color, national origin, age, sexual orientation, or handicap. Clubs may be gender specific, if required by a league or governing body. The official roster may be made available to clubs by request. Waivers can be found as Appendix Form W on the Sport Clubs page [www.wm.edu/offices/recsports/sportclubs](http://www.wm.edu/offices/recsports/sportclubs) under the link “Forms.”

## Considerations When Conducting Practice

1. **Communicate.** Let club members know what is planned for today’s practice.
2. **Allow for social time.** Just like a meeting, club members will like to hang out and talk about what happened today. The warm up session is a good way to include this in practice.
3. **Warm-up.** The American Council of Sports Medicine, 2<sup>nd</sup> edition, advocates 15-20 minutes gradually progressing to target activity levels involving large muscles groups. Remember, **warm up then stretch.** Warm muscles stretch better than cold. The chance of injury is reduced by stretching after a few minutes of light exercise. The Sport Club Office can help identify stretching techniques and exercises to use.
4. **Set a goal.** What needs to be done today in practice? Name the specific skill, element or activity for the group to improve on.
5. **Have Options.** Remember that people learn differently, so have a couple of versions of the same drill. One may work better than the other.
6. **Give people the opportunity to learn.** It’s OK to mess-up in practice, especially when learning a new skill. Create an environment that is positive and conducive to learning (i.e. supportive).
7. **Cool down.** 10 to 15 minutes of light exercise and stretching will help bring everybody together. Go over important information and take care of any other club business at this time.
8. **Communicate.** End practice by giving the members the date and time of the next club function: practice, meeting, competition, or a community service project.

**Only club members and coaches may participate at club practices, events, or functions. All Sport Club members must have a valid W&M ID card and be prepared to present it.** Sport

Club coaches must have a form of photo identification when on University property.

## COMMUNICATION METHODS

### Email

For the purpose of communication, each student organization has been assigned an e-mail account. These accounts will provide a consistent source for communication. All University announcements made via email will go to student email accounts. For an organizational email address or password information assistance, please contact the Sport Club Office at 757-221-2959.

### Sport Club TribeLink and GroupMe

The Sport Club Office sends out weekly updates and announcements via the TribeLink and GroupMe. All club members, especially club officers, are encouraged to join these Sport Club platforms to stay informed.

### Website

The Sports Club web site can be accessed by going through the Campus Recreation home page, located at this web address: [www.wm.edu/offices/recsports/sportclubs](http://www.wm.edu/offices/recsports/sportclubs). The links to the individual Sport Clubs' websites are located there. Clubs are responsible for updating the information on these websites.

Recognized student organizations are invited to create a student organization website using Tribe Voices. Contact the Technology Support Center at [support@wm.edu](mailto:support@wm.edu) or 757-221-4357 for assistance or permission to access the webspace. Clubs may also establish a standalone website

### Sport Club Mailboxes

Each club has a mailbox at the Student Recreation Center. All correspondence from BB&T, Campus Recreation and others will be placed in the club mailbox. Please check these weekly.

### Mailing Address for Sport Clubs

"Club Name"  
William & Mary Campus Recreation  
PO Box 8795  
Williamsburg, VA 23187

### Shipping Address / Physical Address

"Club Name"  
William & Mary Student Recreation Center  
400 Brooks Street  
Williamsburg, VA 23185

### Publicity

There are several different forms of free and paid publicity on campus to supplement the posting of flyers on campus. Publicity is important for all sports clubs for attracting new members and informing people on and off-campus of club activities and accomplishments. Clubs are encouraged to use all avenues of exposure.

### Posting Flyers

Clubs wishing to post flyers in the Student Recreation Center must have approval of the Sport Club Office. For all other posting, please refer to the University Posting Policy.

### **Copying Service**

Copies may be made of club materials on a limited basis. The maximum number of copies is 150/yr. All copies will be made on white paper unless clubs supply their own paper. To obtain the copy code for a club, please contact the Sports Club Office.

## **New Clubs**

### ***Start a New Club***

To start a new Sport Club, here are the five steps to follow:

1. Identify a sport that is not currently offered as a Sport Club.
2. Contact the Sport Club Office at [rsclub@wm.edu](mailto:rsclub@wm.edu) to get the history (if any) of the club on our campus. We will schedule a meeting to talk about it.
3. Contact the Student Leadership Development and follow their process.
4. Prepare a club constitution and submit it to the Student Leadership Development for approval.
5. Once recognized, contact the Sport Club Office to discuss the possibilities of joining the Sport Club Program.

The success of a new club depends on the amount of organization and energy that is dedicated. Enthusiasm will make the difference! The key to starting a new club is identifying a core group of leaders to help share the load. Delegate tasks so that now one gets burned out.

### ***Re-Activate a Club***

If a Sport Club once existed, but is no longer active, here is how to reactivate it:

1. Contact the Sport Club Office, 757-221-2959, or [rsclub@wm.edu](mailto:rsclub@wm.edu) to get the history of the club on our campus. We will schedule a meeting to talk about it.
2. Make a copy of the old constitution and contact names.
3. Contact the Student Leadership Development and follow their process.
4. Prepare a club constitution and submit it to the Student Leadership Development for approval.
5. If the club has been inactive for more than one year, the Sport Club Office must be petitioned for renewed membership.
6. All “reactivated” clubs will be considered second year clubs for the purpose of budget allocations.

### ***Write a Constitution***

The Student Activities webpage provides a template and the required clauses that must be present in all student organization constitutions. Go to the Student Leadership Development webpage ([www.wm.edu/offices/studentactivities](http://www.wm.edu/offices/studentactivities)) for more information on how to write a constitution.

## **Home Events**

### **Reserving Space**

Contact the Sport Club Office to reserve space in the Student Recreation Center, any of the outdoor facilities administered by Campus Recreation, any space in Kaplan Arena or administered by Athletics.

A Sport Club also has the ability to reserve a room on campus at no cost; however, there may be monetary charges associated with the use of technology. There are many spaces on campus that clubs can utilize. The Scheduling Office can help reserve the space for clubs to meet. Direct questions to the Scheduling Office at (757) 221-3272 or stop by the Campus Center, Room 209.

### **Register an Event: Event Registration Form A**

We use the Event Registration form to help ensure effective communication between Sport Clubs and the Sport Club Office. We also schedule our Sport Club Supervisors based on the information provided on the Event Registration form. This form is required for any activity outside of regularly scheduled practice or meetings held in the greater Williamsburg area. Follow these steps to plan an event.

- Pick a primary and alternate date for the event. On-campus space is reserved on a first come, first served basis.
- Go to the Sport Club page ([www.wm.edu/offices/recsports/sportclubs](http://www.wm.edu/offices/recsports/sportclubs)), click on the link “Forms”.
- Scroll down to “Event Registration” Form A, and submit the PDF by email
- List at least two (2) primary contacts for the event and the roster of the members participating.
- Event Registration forms must submit **at least five business days** before the event.
- You will be contacted by the Sport Club office once approved.
- Contact opponents and verify the dates and times.
- Schedule time to get the space ready for the event (i.e. field paint).
- Contact the Assistant Director of Facilities and Equipment to request any equipment.

It is mandatory to register all club activities with the Sport Club Office. Clubs will be credited with budget points for every event registered and held. Examples of events that need to be registered include, but are not limited to: home games, fundraisers, special events, community service, tournaments, anything that a club does as a whole that is not practice.

### **On-Campus Home Events**

Clubs are encouraged to submit a schedule of home events as soon as possible to increase the likelihood of securing the desired facility. Facilities include the Intramural Field, Frat Field, Busch Grass/Turf, Barksdale, Adair Gym, Adair Pool, Fencing Room in Kaplan Arena, Gymnastic Room in Kaplan Arena, Millie West Tennis Facility, Rec. Sports Tennis Courts, and any space in the

Student Recreation Center. Requests are to be made **AT LEAST FIVE BUSINESS DAYS** prior to date of competition.

Home events not registered with the Sport Club Office will be considered unauthorized. Unauthorized home events will result in club sanctions.

Clubs are responsible for the behavior and conduct of the visiting team. Invite only those teams that are of high quality on and off the field. The William & Mary Police Department may be deemed necessary depending on the size of the crowd and/or the type of activity anticipated. Club funds will be used for this expense. Some national governing bodies (NGB) require that EMS be present at home games. It is the club's responsibility to know and follow NGB rules.

In the event that a home event is cancelled, Campus Recreation must be notified immediately using the chain of commands. If it is a last minute cancellation please call or text us immediately. Failure to do so will result in paying student staff for coverage.

### **Event Reports**

After each event, each club must submit a Sport Club Activity/Event Report (Appendix C). In the report, please provide a brief narrative description of the event. If it was a competitive match, provide details of how many games played, how the competition progressed, exceptional performances, final outcome(s), etc. If it was a non-competitive activity (such as a fundraiser, hike, certification testing, etc.), provide details as to attendance, trip route, amount raised, etc. Event Reports are due every Wednesday by 5pm.

## **Travel**

### **Trip Plans**

Trip Plans provide the Sport Club Office with all of the necessary information about a club's planned trip. They are due at least **five business days** prior to the date of departure.

- First, designate a Travel Representative who will be responsible for all travel paperwork and for attending the pre-trip meeting. These meetings are held on Tuesday and Wednesday afternoons from 2:30-4:30pm before the trip, or by appointment with the Sport Club Graduate Assistant. The Travel Representative **MUST** attend this meeting.
  - A Travel Representative from each club must be present at this meeting in order to travel. A Travel Representative is an important officer from each sport club.
- Go to the Sport Club page ([www.wm.edu/offices/recsports/sportclubs](http://www.wm.edu/offices/recsports/sportclubs)), click on the link **Forms** and scroll down to "Trip Plan", Form B.
- Submit the Trip Plan PDF via email to [RSclub@wm.edu](mailto:RSclub@wm.edu).
- Trip Plans must include:
  - Departure date and time
  - Return date and time
  - Destination and route
  - Club roster and mode of transportation (including names of club driver for each vehicle)

- Lodging information (if applicable) ○ Emergency contact information
- Remember only individuals listed on the official club roster are eligible to travel with the club. Allocated money may not be used to supplement a “vacation” for non-club members. Club travel rosters will be frozen on Wednesday at 5pm.

All of the details will be reviewed and revisions can be made at the pre-trip meeting. If a club is not represented at the pre-trip meeting, the club will not be authorized to travel. Unauthorized travel will result in club sanctions.

### **Drivers**

Drivers must submit a Driver Authorization, Form D, form no later than the pre-trip meeting. The Driver Authorization Form may be completed once per year for each driver, and Campus Recreation will keep the form on file. If any information changes then the driver must complete and submit a new form to the Sport Club Office immediately. Events that require submission of a new form include receipt of a speeding ticket, a DUI or DWI citation, or other moving violation. A negative change in the status of a driving record may result in the revocation of the privilege of driving for Sport Club business.

Anyone driving any vehicle (personal vehicle, state vehicle, or rental) to a club event must have a driver authorization on file with the SCO. When driving a privately owned vehicle, it should be in a good state of repair. An authorized driver must have automobile insurance coverage. Drivers may be held liable for any damage or injury involving College or personal vehicles.

Denial of Sport Club driving privileges may include but are not limited to items in the W&M Vehicle Use Policy.

Requirements for Authorized Drivers include:

- All drivers must have a valid driver’s license and proof of adequate insurance.
- A phone number where the drivers can be reached in an emergency must be supplied on the trip plan
- Drivers must have completed the campus defensive driving course to drive a state vehicle or rental vehicle.
- Travel is to be directly to and from the location of the event.

### **Vehicle Guidelines**

Active Sport Clubs may rent vehicles from the Department of Campus Recreation. A student must pass the defensive driving course before driving a state-owned vehicle. Approval will be given on a first come, first serve basis to those active clubs with sufficient funds.

- Maximum capacity in 12-passenger vans is 12 individuals (11 passengers plus the driver) – NO EXCEPTIONS!!!
- There must be one driver in the vehicle for every 400 miles driven.
- No driver may drive more than 220 miles at one time.
- No driver may drive more than a total of four hours per day.

- Drivers must obey the posted speed limit. If a driver is discovered to be in excess of the posted speed limit, disciplinary action will be taken against the club member and organization.
- **ABSOLUTELY NO SMOKING, INCLUDING E-CIGARETTES AND TOBACCO, OR ALCOHOL** allowed in the vehicle
- Every passenger must wear a seatbelt (no sitting on the floor or sharing seatbelts)
- Every passenger must have his/her seatbelt securely fastened before the driver moves the vehicle.
- The vehicle must be cleaned thoroughly upon return, or there will be a **\$50 cleaning charge**. Use bags and brush provided.
- The van must be returned with a full-tank of gas or the club will be charged **\$8/gallon**.
- Fill with Regular Unleaded Fuel ONLY.

### **Van Rentals**

Campus Recreation maintains a small fleet of vehicles that may be checked out to Sport Clubs. Follow these steps:

- Go to the Sport Club page ([www.wm.edu/offices/recsports/sportclubs](http://www.wm.edu/offices/recsports/sportclubs)), click on the link **Forms** and scroll down to “Vehicle Request Form”, Form V 📄 Submit the form via Google Form.
- This must include a type of vehicle requested, pick-up date and time, return date and time, destination and approximate mileage and the reason for the trip.
- Only drivers who have taken the College's Van Defensive Driving Course may drive a college vehicle or Enterprise rental vehicle.

The Sport Club Office will process the request and determine if a vehicle is available and reserve one for the club. A confirmation of the reservation will be emailed to the requesting individual. The rental cost will be deducted from the club's budgeted allocation. Once reserved, vehicles must be picked up when scheduled or cancelled. The club will be charged if it fails to pick up or cancel a vehicle on time. If a vehicle is not available through Campus Recreation, the Sport Club Office will discuss renting through a University contract with you.

### Campus Recreation - Sport Club vehicle rates

Friday-Sunday

\$65 /day; 100 free miles, .25/mile thereafter (Gas card is included with rental cost)

Monday-Thursday

\$15 /day; 100 free miles, .25/mile thereafter (Gas card is included with rental cost)

### **Campus Recreation - non-Sport Club vehicle rates**

\$65 /day; 100 free miles, .25/mile thereafter (Gas card is included with rental cost)

## FINANCES

Each Sport Club has three pools of money from which to finance club operations. Each option has unique policies and restrictions. These include:

- **State Funds:** money comes directly from the Department of Campus Recreation. The amount is based on the point system, compliance with Campus Recreation policies, and club's ability to raise their own funds. Funds **DO NOT** carry over from year to-year. This money can be used for direct pays or reimbursements of expenses approved by the Sport Club Office in advance. It typically takes 4-6 weeks for reimbursements or direct pay checks to be processed.
- **Local Funds:** money comes from outside donors and is processed through the W&M Foundation. That money is placed in a Local Fund that is managed by Campus Recreation. Funds carry over from year-to-year and they can be used for direct pays or reimbursements of expenses approved by the Sport Club Office in advance. It typically takes 4 weeks for reimbursements or checks to be processed. The donation to W&M is tax exempt. Donations to Sport Clubs directly are not tax exempt because Sport Clubs are not tax exempt entities.
- **Off-campus Checking Account (BB&T):** money typically comes from dues. Funds carry over from year-to-year and they can be used to reimburse members for travel related expenses, van rentals, equipment purchases, payment for entry fees, payment for officials, uniform purchases, and food. Become familiar with all BB&T rules and regulations related to the club account.

**Sport Clubs may not purchase Alcohol, tobacco or illegal drugs from any funding source.**

### Budget Allotments

Awarded funds are deposited in the club's account on, or about, the beginning of the new fiscal year (July 1). Allocations are designed to provide a fraction of the club's operating budget.

### Additional Funding Opportunities

Sport Clubs may submit a Supplemental Funding request to the Sport Club Office (\*SCO) for the following reasons:

- Club qualifies for post season
- Club seeks a supplement from Campus Recreation for equipment or item
- Club has unique opportunity to participate in event or travel
- Club has unique opportunity to purchase equipment

### Keep Track of the Budget

An officer should be charged with the fiscal responsibility for the club. Each club is provided a beginning balance and an orientation to the Sport Club Office accounting system. It is imperative that clubs maintain an accurate and reliable tracking of their budget. The Sport Club Office will provide a backup to the club. Clubs that have elected to utilize off-campus accounts should build safeguards to ensure that organizational money is protected. It is important to remember that the Sport Club Office will not manage or assume any responsibility for off-campus accounts. The Sport club office will update budgets periodically on the website, but ultimately, **IT IS THE CLUB'S RESPONSIBILITY TO MONITOR ITS BUDGET.**

### **Properly Handle the Money**

All money received by the club and designated for on-campus holding should be deposited with Campus Recreation that day or the next business day. Donations to the organization/College must be processed through Campus Recreation to be eligible for tax benefits through the Development Office. Third Party checks, overseas checks and unsigned checks (or signed in pencil) will not be accepted. Donations solicited using the name “The College of William & Mary” **must** be deposited on-campus. On-campus funds are managed through Campus Recreation. The Division of Student Affairs and the Department of Campus Recreation have determined that alcohol or tobacco products are not appropriate sponsors for Sport Club activities or programs. Use of such sponsors for Sport Club fund-raising activities is strictly prohibited.

### **BB&T Checking Accounts**

Most Sport Clubs have a checking account with BB&T. Each club’s monthly statements are mailed to Campus Recreation. All bank statements are logged by the Sport Club Office. Originals are placed in the club mailbox located in the Student Recreation Center. Many clubs utilize the BB&T account for entry fees, official payments, and some travel related expenses. Checkbooks should be kept in balance and may be stored with the Sport Club Office over university breaks and holidays. When new officers are elected, the names on the account will need to be changed.

- To do this:
- Notify the Sport Club Officer of the names to be put the checking account. Clubs typically have the Treasurer and President on the account.
  - Get a letter for the bank signed by the Director of Campus Recreation.
  - Bring this letter to the bank. The bank may require a document to be signed by the Director of Campus Recreation verifying the change.

## **Budgeting and the Point System**

Sport Clubs receive financial support from the Department of Campus Recreation through State funds.

Each spring semester, Sport Clubs submit a detailed budget request to the Sport Club office. Club officers then present their budget to the Sport Club Office. Sport Clubs that do not submit a budget request will not receive funding. Clubs in good standing that turn in a budget request after the posted deadline date will receive a deduction of \$200.00 for the next academic year. Campus Recreation sets aside a lump sum that is divided among the Sport Clubs based on the budget request and on the Point System.

The Point System works on a “plus/minus” model. Clubs may earn points in 15 categories and may have points deducted in 6 categories. The grand total is determined by adding the “Plus Points” total to the “Minus Points” total. Club points are reset June 30th.

Money will be earmarked for clubs that whose point total results in a higher dollar amount than was requested.

## +Plus Points+

### Fund Raising

1 = \$500-1000  
 2 = \$1001-1500  
 3 = \$1501-2000  
 4 = \$2001-3000  
 5 = \$3001-5000  
 7 = \$5001+

### Official Members

1 = 3-10  
 2 = 11-20  
 3 = 21-30  
 4 = 31-40  
 5 = 41+

### League Dues/Entry Fees

1 = \$0-200  
 2 = \$201-500  
 3 = \$501-700  
 4 = \$701-900  
 5 = \$901+

### Member Dues

1 = \$5-30  
 2 = \$31-60  
 3 = \$61-80  
 4 = \$81-100  
 5 = \$101-200  
 7 = \$201+

### Longevity

1 = 2-3years  
 2 = 4-5  
 3 = 6-7  
 4 = 8-9  
 5 = 10+

### Expenses (minus payroll)

1 = \$5-100  
 2 = \$101-500  
 3 = \$501-1000  
 4 = \$1001-1500  
 5 = \$1501+

### Travel

1 = <200 miles  
 2 = 201-300 miles  
 3 = 301-400 miles  
 4 = 401-500 miles  
 5 = >500 miles

### Event

1 = team event/social  
 1 = fundraiser  
 3 = hosted competition

### National Participation

1 = local/state tourney  
 3 = regional or league tourney  
 5 = national tourney

### Required Meeting Attendance

2 = meeting attended  
 -2 = meeting missed

### Community Involvement at least 10% of membership involved

1 = Volunteering W&M event  
 1 = Volunteering community service

### Goal Setting and Attainment

Club officers will complete a goal setting exercise. During the budget process, each club will evaluate those goals. Club officers and the Sport Club Office Staff will allocate points ranging from 1-10.

### Effective Communication

Points will be distributed at the discretion of the Sport Club office based on the following:

- A. Adherence to guidelines and policy
- B. Club officers maintaining direct communication with Sport Club office
- C. Completion of Event reports = 1pt.

### **Sport Club Management Series Completion**

1 point for every Sport Club represented at a session (a club member may represent only one club per session)

2 points for each club member that earns a SCMS certificate (10 out of 12 sessions).

1 point for every Sport Club represented at a LEAP session  
 2 points for a club member earning a LEAP certificate

## **-Minus Points-**

### Missing Deadlines:

The Sport Club program works efficiently when administrative paperwork is completed and submitted on time. One point will be deducted for every deadline missed.

Incidents: The Sport Club office will make decisions on the level of the incident (major or minor). If there is a question as to the level of the incident the SCC Executive Board will be consulted.

Minor Infraction – 1 pt deduction

Repeat of Infraction – 5 pt deduction (for each occurrence) Major

Infraction – 10 pt deduction

### Attendance to Mandatory Meetings:

**Two** points will be deducted each time a club does not have a representative at mandatory meeting.

Not Following Proper Procedures: Points will be deducted if a club fails to follow proper procedures (Merchandise request, travel request, etc.)

Negative Image: If the Sport Club office is informed of poor behavior and of negative images of W&M Sport Club participants points will be deducted based on the severity of the incident. (See Incidents)

## **Fundraising**

All Sport Clubs are required to follow University policies for student organizations. Sport Clubs are not tax exempt entities. If your Sport Club wants to fundraise, please contact the Sport Club Office.

### **On-Campus Fundraising**

Please note the University Solicitation, Distribution, and Sale Policy, which is applicable to student organizations.

### **Off-Campus (Private) Fundraising**

Gifts received must be placed in a W&M fund, be accounted for, and be properly received by W&M. If your Sport Club wants to fundraise, please contact the Sport Club Office.

## **Purchasing**

Clubs will need to order new pieces of equipment or replace old or damaged equipment. State/Local funds may be used to purchase equipment that can be utilized by all the members of the club. **PERSONAL ITEMS** may not be purchased with club funds. Personal items may include, but are not limited to: shoes, shin guards, gloves, and goggles. NOTE: All club purchases must be preapproved. If a club wishes to use on-campus funds, the club must abide by the purchasing rules. The William & Mary Office of Procurement reserves the right to refuse the reimbursement of funds to individuals that purchase equipment without pre-approval. Club members are personally liable for all purchases that are not approved.

The Club may have a need also need to purchase or replace uniforms. Like equipment, funds may be used to purchases uniform pieces that can be utilized by all members of the club. Purchased articles must remain in the club inventory. Keep in mind that all marks must be submitted for

preapproval and all vendors must be licensed. Check with the Sport Club Office about types of marks that may be used.

### **Purchasing Guidelines**

1. Shop around. Local vendors may not have the best price for an item. Look on the internet and request catalogs. Get a non-binding price quote from the vendor.
2. Make sure the vendor will accept Credit Card purchases first or Purchase Orders second (not to exceed a \$5000 per transaction limit).
3. If approved, the request will be processed within two (2) to three (3) business days. Equipment delivery time is based on the vendor's ability.
4. All equipment and uniform purchases **MUST BE PRE-APPROVED**. Club members will not be reimbursed for unapproved purchases!
5. If utilizing a W&M logo or look, the vendor must be listed as licensed through the University. This includes all apparel and products.
6. Clubs may choose to utilize off-campus or out-of-pocket funds for equipment purchases. All policies must be adhered to in order to be eligible for reimbursement.
7. Equipment and Uniforms purchases with W&M funds shall be inventoried and Sport Clubs will return all inventory to Campus Recreation at the end of each academic year. Sport Clubs must pay for the value of any lost inventoried State property. Note that State property cannot be thrown away by Sport Clubs; the Sport Club Office must surplus such equipment.

Last minute requests will be processed as time affords. Please plan accordingly.

## **Reimbursement**

### **Travel Reimbursements**

**Pre-Trip:** Submit a completed Trip Plan 5 business days before travel. Without an approved trip plan, the trip will be considered unauthorized. Clubs will not be eligible for reimbursement during unauthorized travel.

**During the Trip:** Save itemized receipts for reimbursement requests. The following are acceptable expenses.

**Gas:** Clubs will be reimbursed for gas used on the trip only. Clubs can be reimbursed for filling up at the start of the trip OR at the end of the trip, but not both.

- Tip! Driver should start trip with a full tank, and fill up when you return back to William & Mary. This will ensure the most effective reimbursement.
- Things to keep in mind: you **WILL NOT** be reimbursed for gas if the receipts do not match the trip plan dates. 🚗 Only unleaded gas will be reimbursed. The driver must be an approved driver on the Trip Plan.

**Lodging:** Always check out at the main desk, do not use quick checkout. A hotel folio **MUST** be submitted for reimbursement. Each folio must:

- Have the purchaser's name on it.

- Be itemized stating room rate and taxes per night per room.
- Show a “\$0.00” balance due. ▪ Fall within the GSA lodging rate for the zip code.
- AirBnb or other shared housing services are not permitted by W&M.

Other: Itemized receipts for tolls and parking may be reimbursed at a capped rate

Post-Trip: Travel reimbursements **cannot be made payable to the club**; they are made payable to individuals only. Reimbursement requests must include the following:

- Reimbursement Request Form (App R1) with ALL information completed.
- Travel Authorization Form (App P) with a signature ONLY. Do not date the form.
- Travel Expense Voucher (App Q) with a signature only.
- All original receipts.

Submit completed forms and receipts to the Sport Club Office within 5 business days from the date of return.

They must be itemized and show a \$0.00 balance due and a name.

Receipts must include adequate proof of purchase and payment, specifically for lodging, event registration, etc.

Reimbursement requests submitted with incomplete forms or insufficient documentation will be returned. It is the club’s responsibility to meet the submission deadline with completed forms and appropriate documentation. Reimbursement requests submitted after the deadline will not be processed.

Reimbursements should be available approximately 4-6 weeks from the submission date. Direct deposit must be setup before requesting a travel reimbursement

### **Entry Fees**

Campus Recreation strongly encourages clubs to utilize off-campus funds for this type of payment. If however, a club would like to utilize on-campus funds for this purpose, then please follow these steps:

1. Do not sign any contract, agreement, or forms
2. Submit the entry form along with any relevant information and invoice to the Sport Club Office (rsclub@wm.edu).

\*Note that W&M payment terms default to Net 30 after goods/services in the absence of a contract.

Campus Recreation will assist clubs in working with the host organization to help facilitate registration.

## **Risk Management and Safety**

Safety of Sport Club participants is of utmost importance. There are inherent risks involved in all recreational and competitive sport programs. All participants in the Sport Club Program should be aware that participation is voluntary. Club members, advisors and coaches are encouraged to take

protective measures and to become familiar with the Department of Campus Recreation Emergency Protocols (Appendix E) and accident reporting.

Members of the clubs must be aware of the risks involved with their activity, prior to participating. This must be outlined to the club members by the club president or a designated club officer. Club officers have the obligation to inform members of the risks apparent in participation. This is to be done immediately prior to the member reading and signing the Waiver / Agreement to Participate form (Appendix W). Risks common to each specific activity is also outlined in the Agreement to Participate section of Appendix W. Sport Clubs may be required to purchase special event insurance. This will be determined on a case-by-case basis.

Anyone who has a pre-existing health condition (asthma, allergic reaction, diabetic, epilepsy, etc.) should make that known to the Club Safety officers prior to participation. Such cases may be referred to the Sport Club Office, depending upon the severity of the condition.

Medical Exams - The Campus Recreation department strongly recommends that all members of Sport Clubs participating in vigorous activities have an annual physical examination. The Student Health Center can provide this service.

The College of William & Mary and the Campus Recreation Department assume no responsibility for any student with an existing health condition that makes it inadvisable for them to participate.

### **Safety Officers and First Aid Kits**

As part of our Risk Management Plan, all clubs and teams within clubs are required to have a minimum of two members (Safety Officers) that are CPR/First Aid/BBP Certified in order to participate in home or away events. Sport Club Practices in the Student Recreation Center and Adair Hall require only one Safety Officer. Sport Clubs must have copies on file with the Sport Club Office before they can begin practice. Clubs may not engage in physical activity until Safety Officer Application forms have been approved by the Sport Club Office. Classes are offered through Campus Recreation every fall and spring semester and clubs can enroll up to six members per year at no cost. A fee is charged after that limit has been met.

Sport Clubs must maintain a first-aid kit for use at any club event. The common contents of a fully stocked first aid kit are included on the Department of Campus Recreation Emergency Protocols. First aid kits may be either checked out to clubs for the entire academic year, or checked-out as needed from the Equipment Room for use at practices, games, and events.

Safety Officer responsibilities include:

- Ensure ALL club members have completed the Waiver / Agreement to Participate (Appendix W)
- Ensure the Club First Aid Kit is fully stocked, and subsequently re-stocked after each use
- Ensure that AT LEAST two First Aid certified members AND two CPR certified members are present at each practice/game/event.
- Ensure that an Injury / Incident form (Appendix I) is completed and turned in for any injuries or incidents that occur during club activity.

- Ensure that Campus Recreation is contacted **ANY TIME** an ambulance / EMT is summoned to care for or check on an injured club member, or if an injured club member is transported to the hospital (either by ambulance or personal vehicle), regardless of the severity of the injury.
- Ensure that Emergency Contact information for each club member is present at each practice/game/event in case of an emergency.
- Ensure the Campus Recreation Emergency Protocol (Appendix E) is on-hand for reference at all club activities / events.

### **Training and Medical Care**

The training facilities of the Athletic Department are not available for Sport Club members. The Student Health Center may provide treatment for registered students who need it. While participating away from William & Mary, Sport Clubs must make their own arrangements for medical care.

### **Submit Participation Waivers**

All club members are required to submit online a Waiver/Agreement to Participate form. Individuals under the age of 18 must have a parent or legal guardian sign the Waiver/Assumption of Risk form. New members will not be able to participate in any club activity until these forms are on file with the Sport Club Office. Participant waivers are completed online through IMLeagues. The University does not insure students who are injured during participation in extracurricular activities, such as Sport Club games and practices. By signing the Waiver/Agreement to Participate form, Campus Recreation mandates that all Sport Club members have adequate medical insurance coverage. Clubs are encouraged to purchase catastrophic coverage, if available, through their national/sanctioning organizations. **If a prospective member does not have health insurance, they may not participate in a recognized Sport Club activity until they have obtained and are able to prove they have health insurance.**

### **Insurance**

William & Mary does not insure students who are injured during participation in extracurricular activities, such as Sport Club games and practices. As per William & Mary policy, all students must have adequate medical insurance coverage. Clubs are encouraged to purchase catastrophic coverage, if available, through their national/sanctioning organizations. If a prospective member does not have health insurance, they may not participate in a recognized Sport Club activity until they have obtained and are able to prove they have health insurance.

## Reporting Injuries

In the event of an injury (no matter how minor) occurring to club members during on or off-campus practice, competition, recreation, or instruction, these procedures must be followed:

1. Determine the nature and extent of the injury.
  2. If the injury requires minor first aid, a qualified individual should render first aid as required and complete an INJURY REPORT form. Submit the form to the Sport Club Office within 24 hours of the injury or upon return from a trip.
  3. The Sport Club Office should be contacted ANY TIME an ambulance / EMT is summoned to care for or check on an injured club member, or if an injured club member is transported to the hospital (either by ambulance or automobile), regardless of the severity of the injury.
- Call Dan (757) 816-2363 or Courtney (757) 597-8589, if neither are available please use the chain of commands listed at the beginning of this manual.

If the injury is life threatening:

- Recognize that an emergency is taking place.
- Activate the Emergency Action Plan (EAP).
- Call 911.
- Secure the first-aid kit.
- Check the scene to make sure it is safe to approach, then check the victim for signs of life.
- Give emergency care as applicable.
- Complete the necessary paperwork (Injury Report) and Contact Campus Recreation using the chain-of-command located in the Emergency Protocols (Appendix E) Life threatening conditions include but are not limited to: change of consciousness including fainting and dizziness and trouble breathing. **If in doubt call 911!**

If the injury is not life threatening:

- Secure the first-aid kit.
- Check the scene to make sure it is safe to approach.
- Give care as appropriate.
- Minimize movement as appropriate.
- Complete the necessary paperwork (Accident Report) and Contact Campus Recreation using the chain-of-command located in the Emergency Protocols (Appendix E).

## Water Based Clubs

Club members are reminded of the safety considerations and extreme danger of cold water and hypothermia may present. Even if the shoreline is close at hand, a wetsuit, wetsuit vest, float coat or a PFD may determine whether or not a swimmer reaches the shore safely before incapacitation. Refer to the rule of 100 when deciding what clothes to wear. If the water temperature and air temperature added together are equal or less than 100 degrees wetsuits or dry suits must be worn. If the water temperature is below 60 degrees, participants should wear a US Coast Guard approved wetsuit.

## Facilities

### Recreation Field Areas and Rules

The **Intramural Field** complex is located at the far end of the Kaplan Arena parking lot. The **Frat Field** is located across the street. The **Busch Field/Turf** complex is located at 600 Brooks Street down the road from the Student Recreation Center. **Barksdale Field** is located between the Jamestown Residential Complex and Phi Beta Kappa Hall.

Campus Recreation managed field spaces listed above may be closed due to inclement weather. Call the Campus Recreation Weather Hotline at 757-221-3310 option 1 daily for field status. Sport Clubs must refrain from on-field activities if/when the fields have been closed due to weather. An email will go out to IMLeagues in the event of field closures. Sport Clubs are expected to not only follow the rules pertaining to use of the fields, but also, help set the example to other groups that may utilize that space. Here is a listing of the rules.

- Facilities may be used by current W&M students and faculty/staff members only. All users must present a valid W&M ID upon request. No trespassing.
- Scheduled activities/reservations through the Campus Recreation Department have priority over open recreation.
- Recreation area may be closed or reservations cancelled if conditions warrant such action (i.e. repairs, interruption of utility service, dangerous conditions, and inclement weather).
- Fighting, unruly conduct, or improper use of equipment will result in indefinite loss of area use privileges.
- No glass containers are allowed.
- Alcohol and/or tobacco are not allowed on any Campus Recreation premises.
- Motor vehicles are not permitted on fields.
- NO golf allowed.
- DO NOT urinate on or around the field, use a proper toilet facility.
- Dogs must be on a leash at all times. Owners are responsible for the removal of their animals waste. (It is the recommendation of Sport Club Office that no dogs be allowed on the fields during Sport Club activities).

Reserve the MAC by contacting the SCO. Only the MAC is available for walk-in



use if it is not scheduled.

### Severe Weather

Campus Recreation facilities may be closed due to adverse weather. Sport Club members are expected to cooperate with Campus Recreation staff in the event that a facility must be closed. Follow the directions of the staff member.

## General Conduct & Behavior

The basic concept underlying the College's standard of conduct is that students, by enrolling assume an obligation to conduct themselves and their organizations in a manner compatible with University's function as an educational institution. An individual's behavior in game situations and particularly with game officials should reflect the University positively. Misuse of equipment and facilities (including not using reserved space and/or neglect in following facility use procedures; i.e.

leaving debris or equipment in a facility) as well as **inappropriate conduct and actions while participating in any Sport Club related activity will jeopardize the club's continued status as a member of the Sport Club Program.** All Sport Club members shall be held to the standards set forth in the Student Handbook and the Student Code of Conduct, including those policies regarding hazing of club members. Sport Clubs are perceived to represent William & Mary; therefore, Campus Recreation will enforce conduct and behavior expectations in the Sport Club Program.

### **Campus Recreation Alcohol Interpretation for Sport Clubs**

The possession, sale, use or consumption of alcoholic beverages at Sport Club functions or any function sponsored or endorsed by the Sport Club, or any event an observer would associate with the Sport Club is strictly prohibited, unless the Sport Club registers the event through proper W&M events with alcohol protocols.

No alcoholic beverages may be purchased with State or Local funds.

No club members, collectively or individually, shall purchase for, serve to, or sell alcoholic beverages to any minor (i.e., those under legal drinking age).

No club may co-sponsor an event with an alcohol distributor, charitable organization or tavern (defined as an establishment generating more than half of annual gross income from sales of alcohol) where alcohol is given away, sold or otherwise provided to those present.

**All Sport Club practices and athletic events will be DRY (even if a member is of legal age to drink).**

Violation of this policy:

- Is considered a Major Infraction and minus points will be administered.
- Will result in the initiation of the discipline process.
- Individuals involved may be referred to the Dean of Students.
- Could result in an automatic and immediate suspension of all club activities for one month. Clubs found "responsible" in respect to the violation face consequences including but not limited to, probation, loss of practice time, loss of allocated funds, loss of Active Status, or recommendation for elimination.

The use or distribution of drugs, except those prescribed by a physician for medical purposes is prohibited at Sport Club sponsored events both on and off campus. The William & Mary community is expected to comply with the laws of the Commonwealth of Virginia and James City County, the City of Williamsburg as well as the University regulations. Consult the Student Handbook, the Student Code of Conduct, the Dean of Students Office or the William & Mary Police Department for further explanation.

### **Social Media Policy**

Sport Clubs are welcome to promote their clubs and club activity, as well as recruit new members, via social media. All University and Campus Recreation policies are still applicable, especially the Code of Conduct, when it comes to social networking sites.

Club officers are responsible for monitoring content of the club's sites. Content prohibited on the sites, includes but is not limited to:

- Inappropriate, harassing or derogatory language, curse words
- Inappropriate photos that involve illegal substances or alcohol

### **Infractions**

Point deductions may be assessed against a club for actions or behavior deemed inappropriate or for a breakdown in communication or organization within the club.

Examples of Minor Infractions include, but are not limited to: missing deadlines, posting flyers in unauthorized space or posting unauthorized material, failing to attend or follow through with scheduled activity.

Examples of Intermediate Infractions include, but are not limited to: missing mandatory meetings, missed travel meetings, and failing to meet guidelines prescribed in the manual

Examples of Major Infractions include, but are not limited to: unauthorized travel, unauthorized purchases, not following proper policy or procedure as outlined in Sport Club Program Manual.

### **Discipline and Due Process**

Violation of or noncompliance with the University policies, campus regulations, Sport Club Office procedures or standards of conduct may result in revocation of Sport Club recognition or other disciplinary action. Situations and conduct that violate the Student Handbook, the Student Code of Conduct or State and Federal law will be referred to the Office of the Dean of Students for additional investigation and possible action.

The Department of Campus Recreation has jurisdiction over all Sport Club Program Policy and may render decisions related to such. The Sport Club Office will notify club officers of an impending investigation. Upon completion of the investigation, a decision will be rendered and club officers and members will be notified. Clubs found responsible for violation(s) of the Sport Club Manual or Campus Recreation policy may receive one or more of the following disciplinary sanctions:

Verbal Reprimand/Warning - A statement of disapproval or warning will be given with a formal notation.

Written Reprimand – A written status of warning, which may include but is not limited to, a change in the priority listing for facility reservation, through the end of the next full semester, which terminates automatically when the imposed period expires.

Probation - Involves a status of probation, which may include but is not limited to, a change in the priority listing for facility reservation, for a time to be determined by the Sport Club Office which terminates automatically when the imposed period expires.

Suspension - Involves exclusion from all or specified privileges or activities of the Sport Club Program and cancellation of all scheduled competition for a specified period of time and ordinarily carries with it conditions which must be met for reinstatement. The Sport Club is still

considered a registered Student Organization but may be referred to the Student Leadership Development or the Office of the Dean of Students for censure or review.

Indefinite Suspension of Activity - Involves exclusion from all or specified privileges or activities of the Sport Club Program and cancellation of all scheduled competition for at least the next two full semesters (fall and spring) and ordinarily carries with it conditions which must be met for reinstatement. Reinstatement after an indefinite suspension requires that the club applies for reinstatement with Sport Club Office at the close of the imposed period, and that the SCO determines whether the Sport Club has met the conditions imposed and is otherwise eligible for reinstatement. The Sport Club is still considered a registered Student Organization but may be referred to the Student Leadership Development or the Office of the Dean of Students.

Removal of Members – Sport Clubs must allow the Department of Campus Recreation to suspend any member(s) from a Club’s roster and activities.

Appeals Process - Sport Clubs have the opportunity to appeal sanctions imposed by the Sport Club Office and/or Campus Recreation to the Director of Campus Recreation. The club has five business days from the date they are notified of the sanctions to provide the Director of Campus Recreation with a formal written notification that they wish to appeal the decision. The offending club should prepare a formal statement of appeal detailing the salient points and counter arguments to be presented to the Director of Campus Recreation. Please note emails and phone messages are not considered formal statements of appeal and will not be accepted by the Director of Campus Recreation.