



# 2025-2026

# SPORT CLUB MANUAL

## CAMPUS RECREATION



A Guide for Sport Club Officers & Members at William & Mary  
Updated January 2026

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 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 CONTACTS

*In case of emergency, call 911.*

**Note:** William & Mary staff members can only receive calls on their office lines, no text messages.

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University Police Non-Emergency	757-221-4596	
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Campus Recreation Hotline	757-221-3310	Option 1 – General Info Option 2 – Weather Hotline Option 3 – Front Desk
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Facilities Management	757-221-2270	
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Environmental Health & Safety	757-221-2146	
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## **INTRODUCTION**

The William & Mary Sport Club Program is made up of recognized student organizations that have petitioned and been accepted by the Department of Campus Recreation and the Office of Student Leadership Development. Sport Clubs have a specifically established and sponsored relationship with the Department of Campus Recreation. The activities and initiatives of these organizations are considered to be more complex due to their relationship with Campus Recreation and their representation of the University and their potential risk factors. 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 Clubs are independent student organizations which are distinct associations 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 and intramural sport activities. The Sport Club Office consists of the Assistant Director of Sports, the Assistant Director of Sports & Finance, the Sport Club Graduate Assistant, Athletic Trainers, and Sport Club Supervisors. Sport Club members are required to sign a waiver that includes a statement agreeing to the policies and procedures presented in this manual.

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 the Office of 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, the Department of Campus Recreation, and the Sport Club Office.

### **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 DIVISION 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 full-time undergraduate and graduate students within the University community are encouraged to participate.

As a recognized student organization, Sport Clubs are eligible to utilize campus facilities, equipment, funding and additional resources. 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 sense 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 the 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 competitive levels. Some clubs may have both a competitive traveling 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 be considered separate clubs. Therefore, the Sport Club Office needs to be informed of all aspects of each club including travel, budgets, home events, and facility scheduling. Each club should have its own set of officers but maintain communication between the different levels. If there are multiple teams per sport club, each team should submit and present their own budget proposal during the spring semester.

## **Sport Clubs as a Student Organization**

The Office of Student Leadership Development has established twelve categories of student organizations including the Sport Club Program. Recognized Student Organizations (RSOs) as defined by Student Leadership Development are subject to all rights and responsibilities set forth in the Student Handbook Section IX., Special Regulations for Recognized Student Organizations. RSOs that have petitioned for and 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 Bee McLeod 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 Student Organization Status**

The Sport Club Program is made up of active student organizations. The “Active” status is granted to organizations who submit a Student Organization Update form with the Office of Student Leadership Development each spring semester. To register or renew 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 Office of Student Leadership Development. The “Inactive” status is designated to those organizations that have not updated by the deadline, have ceased club activity, or request the “Inactive” status. Organizations that are “Inactive” 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 achieve “Active” status to retain membership within the Sport Club Program.

## **Sport Club Status**

“Active” Sport Clubs enjoy all the benefits, privileges and responsibilities detailed in this manual. Sport Clubs achieve “Active” status after having submitted an annual renewal with the Office of Student Leadership Development, gaining membership with the Sport Club Program, attending all required meetings, and maintaining an electronic copy of their constitution in Tribe Link. “Active” Sport Club status may be revoked at the discretion of the Sport Club Office. Former Sport Clubs with “Inactive” status will not have access to previously allocated funds and will not be allowed to request travel, host on-campus events, or practice until “Active” Sport Club status is redeemed. Individual situations will be addressed on a case-by-case basis.

## **Annual Renewal**

By completing annual renewal, a sport club agrees to:

1. Operate in alignment with local, state, and federal laws and university policies, as outlined in the W&M Student Code of Conduct.
  - a. Recognized Student Organizations lack the authority to adjudicate alleged violations of university policy, including violations of the W&M Student Code of Conduct, W&M’s Policy Prohibiting Discrimination, Discriminatory Harassment, Retaliation & Sexual Misconduct, and W&M’s Policy Prohibiting Title IX Sexual & Gender-Based Harassment. Suspected violations of those policies should be reported to appropriate university officials.
2. Operate in alignment with policies and procedures as directed by the Sport Club Office and Campus Recreation.

3. Conduct all activities in a manner consistent with the educational mission of the university, including behavior and activities that are congruent with the W&M Statement on Values.
4. Abide by and uphold the constitution of their organization.
5. Conduct all activities in a manner that contributes to the positive personal growth of all their members.
6. Be responsive to communications and requests for information/action from Campus Recreation, Student Leadership Development, and other university offices.

## **Conduct**

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, "Active" standing may be eligible for funding, facility and equipment reservation through Campus Recreation. Sport Clubs not in good standing or "Inactive" may not be eligible to utilize Campus Recreation resources. See Discipline & Due Process for more information.

## **New Clubs**

### *Start a New Club or Re-Activate a Club*

At this time, we are not accepting applications for new Sport Clubs. Clubs that are considered "Inactive" are not currently eligible for reactivation.

## **SPORT CLUB ADMINISTRATIVE INFORMATION**

### **Sport Club Leadership Series**

The Sport Club Office has developed a training program for all Sport Club Officers. At minimum, two officers from every Sport Club and level are required to attend. The training program will occur twice per year, once at the beginning of every academic semester. The location and time of the meeting will be announced via GroupMe and/or email.

### **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. Sport Club Supervisors are trained in First Aid and CPR w/AED and BBP. Sport Club Supervisors will be assigned to on-campus home games, tournaments and competitions as needed and must be present before activity begins.

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

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

Sport Clubs exist 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 must have a current copy of the constitution.

Beginning in Fall 2025, all Sport Clubs will be required to update their constitutions. In addition to updating their constitution, all clubs will be required to create a club handbook. The updated

constitution will be used primarily as the governing document for the club. The handbook will be updated yearly and will be passed on to incoming officers. It will contain information that changes more frequently, such as club dues and practice days/times.

### **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 at 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 to ensure a smooth transition for the newly elected executive board.

### **Delegate Responsibility**

It takes a lot of time, organization, and commitment to effectively administer a Sport Club. 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 Sport 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. Required to attend pre-event meetings.

### **Considerations When Conducting Practice**

1. **Communicate** - Let club members know what is planned for the current practice.
2. **Allow for Social Time** - Just like a meeting, club members will like to hang out and talk. The warmup session is a good way to include this in practice.
3. **Warm-up** - The American Council of Sports Medicine, 2nd 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. **Provide Learning Opportunities** - It's OK to mess up in practice, especially when learning a new skill. Create an environment that is positive and supportive to learning.
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 in 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. Part time W&M students, W&M alumni, and community members are not permitted to participate in practices, events, or functions unless approval for a specific date/time has been granted by the Sport Club Office.

## **Coaches & Advisors**

### **Registering a Coach**

If a Sport Club desires, members may seek the assistance of a coach. The Sport Club Office will review all coaching candidates. Before entering into any relationship with a prospective coach, send their name and email address to the Assistant Director of Sports at [sproctor@wm.edu](mailto:sproctor@wm.edu).

The prospective coach will be contacted via email to complete a background check through William & Mary's HR department. After their background check has been processed, they will be asked to complete a Memorandum of Understanding (MOU) to be kept on file with the Sport Club Office. They must physically sign the document and return it via email or by paper copy. The prospective coach will also be provided with a volunteer parking pass, should they request it. They will need to complete and return the Volunteer Parking Registration Form. If your volunteer coach role is filled by a current W&M student or employee, they are not eligible for a volunteer parking pass.

Campus Recreation will cover the background check fee and volunteer parking pass fee for one coach per club per year. Any additional background checks or volunteer parking passes will be charged at the rate of \$15 each, to be taken directly from the club's state funds.

### **Identifying a Faculty or Staff Advisor**

Clubs are strongly encouraged to secure an Advisor, but it is not required. A full-time member of the University faculty/staff makes the best candidate. The Sport Club Office must be informed of the name/contact information for any faculty/staff Advisor of a Sport Club

The Advisor:

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

## **ELIGIBILITY**

### **Affirm Eligibility and File Official Rosters**

Currently enrolled full time undergraduate students and graduate students of William & Mary who have paid student fees are eligible to participate in the Sport Club Program. 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, to be renewed every academic year. The Sport Club Office maintains a membership roster for each club using

IMLeagues. The Executive Board should monitor their membership roster in IMLeagues to ensure all active members are listed and have completed the necessary forms to participate.

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 appropriate. The official roster may be made available to clubs by request. Waivers can be found in IMLeagues underneath an individual’s profile, typically labeled as “Club Name Participant Agreement/Waiver.” To request a paper copy of the form, email the Assistant Director of Sports at [sproctor@wm.edu](mailto:sproctor@wm.edu).

## **COMMUNICATION METHODS**

### **Email & Cell Phone**

All Sport Club Presidents and Vice Presidents will be listed as Captains in IMLeagues, additional officers may be listed as Captains at the club’s request. An updated list of officers should be submitted to the Sport Club Office at the beginning of each semester. The updated list of officers should include each officer’s position, their W&M email, and their cell phone number. Email and cell phone numbers will serve as the primary forms of communication between Sport Club Officers and the Sport Club Office.

### **GroupMe**

The Sport Club Office sends updates and announcements via GroupMe. All Sport Club Officers and Safety Officers are encouraged to join the Sport Club Officer GroupMe to stay informed. Students can request to join the Sport Club GroupMe and must list their name/club position to be considered for acceptance.

### **Website**

The Sport 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 Club websites are located there. Clubs are responsible for updating information on these websites.

### **Sport Club Mailboxes**

Each club has a mailbox at the Student Recreation Center. All correspondence will be placed in the club’s mailbox. Please check these weekly – Sport Clubs that check their mailbox weekly will receive points. See the points item list for more information.

**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 while following the Sport Club Social Media Policy.

**Posting Flyers**

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

**HOME EVENTS****Reserving Space**

All home facilities must be requested at least two weeks in advance. Facilities are booked on a first-come, first-served basis. To reserve a space in the Bee McLeod Recreation Center, Adair Hall, or any of the outdoor facilities administered by Campus Recreation or Athletics, submit your request via email to the Assistant Director of Sports at [sproctor@wm.edu](mailto:sproctor@wm.edu). Facility reservation requests for Unity Hall should also be submitted via email to the Assistant Director of Sports at [sproctor@wm.edu](mailto:sproctor@wm.edu) but must be approved by Student Unions and Engagement.

A Sport Club can also reserve a room on campus at no cost; however, there may be monetary charges associated with technology use. 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 Student Unions and Engagement at [SUEevents@wm.edu](mailto:SUEevents@wm.edu). More information can be found at <https://www.wm.edu/offices/sue/eventsandmeetings/scheduling/students/>.

**Register an Event: Event Registration Form**

The Event Registration Form is used to ensure effective communication between Sport Clubs and the Sport Club Office. The Sport Club Supervisors are scheduled 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, including fundraisers.

It is mandatory to register some club activities with the Sport Club Office. Examples of events that need to be registered include, but are not limited to home games, fundraisers, scrimmages, special events, community service, tournaments, etc. Tabling events are excluded and do not need to be registered. Home events not registered with the Sport Club Office will be considered unauthorized. Unauthorized home events will result in club sanctions.

Follow these steps to plan a home event:

1. **Facility Reservations** - Request on-campus facilities at least two weeks in advance. On-campus facilities are reserved on a first come, first served basis. The request should be submitted via

email to the Assistant Director of Sports at [sproctor@wm.edu](mailto:sproctor@wm.edu). The facility reservations calendar showing sport club events can be found at <https://bit.ly/SCfacilitycalendar>.

2. **Opponents** - Contact opponents and verify the dates and times. Make sure to record the contact information for a member of the opposing club. If you need to contact the opposing club the day of an event, it is helpful to have an established point of contact.
3. **Event Registration** - Submit an Event Registration Form by Monday at noon the week of the event. If there is something preventing you from turning the form in by Monday at noon the week of an event, email the Assistant Director of Sports at [sproctor@wm.edu](mailto:sproctor@wm.edu) to request an extension BEFORE the form deadline.
4. **Pre-Event Meeting** - Schedule a pre-event meeting with the Sport Club Office before Wednesday at 5 PM to submit roster information, confirm facility reservations, request equipment, schedule time to get the space ready for the event (i.e. field painting) and provide other details as necessary. Meetings can be scheduled at <https://appt.link/sproctor>.  
**Note:** Pre-event meeting times requested after 5 PM on Wednesday will be considered a missed meeting and may result in cancellation of the event.
5. **Roster Changes** - All roster changes and outstanding forms must be submitted by Thursday at midnight the week of the event. Any roster changes or outstanding forms submitted after Thursday at midnight will not be accepted. If the roster change includes the addition of a player, they will not be eligible to participate in the weekend's event.

## Visiting Team Conduct

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.

## Home Event Cancellation

If a home event is cancelled, the Sport Club should immediately email the Assistant Director of Sports at [sproctor@wm.edu](mailto:sproctor@wm.edu) and the Sport Club Graduate Assistant (Position vacant Spring 2026). If it is a last-minute cancellation (less than 12 hours), please contact the On Call Staff Member AND announce the cancellation in the Officer GroupMe. Failure to do so will result in paying for student staff coverage.

## Event Reports

After each event, each club should submit a Sport Club Activity/Event Report. In the report, a score or 1-2 sentence description of the event should be provided. If it was a competitive match, provide how many games were played, the results of each game, and the final outcome. If it was a non-competitive activity (such as a fundraiser, hike, certification testing, etc.), provide brief details on attendance, trip route, amount raised, etc.

## AWAY EVENTS

### Trip Plans

Trip plans provide the Sport Club Office with all of the necessary information about a club's planned trip. They are due during the pre-event meeting. If the trip is further than 250 miles or longer than 3 days total, a trip plan should be coordinated with the Assistant Director of Sports or

the Assistant Director of Sports and Finance at least five business days prior to the date of departure. Fall break trips and spring break trips will not be permitted without a trip plan meeting.

Follow these steps to plan an away event:

1. **Trip Plan Meeting** – If the trip is further than 250 miles or longer than 3 days, set up a meeting time with the Assistant Director of Sports to develop a trip plan at least five business days prior to the date of the departure.
2. **Van Requests** – Van requests should be submitted at least two weeks in advance.
3. **Opponents** - Contact opponents and verify the dates and times. Make sure to record the contact information for a member of the opposing club. If you need to contact the opposing club the day of an event, it is helpful to have an established point of contact.
4. **Event Registration** - Submit an Event Registration Form by Monday at noon the week of the event. If there is something preventing you from turning the form in by Monday at noon the week of an event, email the Assistant Director of Sports at [sproctor@wm.edu](mailto:sproctor@wm.edu) to request an extension BEFORE the form deadline.
5. **Pre-Event Meeting** - Schedule a pre-event meeting with the Sport Club Office before Wednesday at 5 PM to submit roster information, confirm authorized drivers and van drivers, request equipment, and provide other details as necessary (such as facility address and hotel address). Meetings can be scheduled at <https://appt.link/sproctor>.

**Note:** Pre-event meeting times requested after 5 PM on Wednesday will be considered a missed meeting and may result in cancellation of the event. If a club is not represented at the pre-event meeting, the club will not be authorized to travel. Unauthorized travel will result in club sanctions.

6. **Roster Changes** - All roster changes and outstanding forms must be submitted by Thursday at midnight the week of the event. Any roster changes or outstanding forms submitted after Thursday at midnight will not be accepted – If the roster change includes the addition of a player, they will not be eligible to participate in the weekend's event.

**Note:** 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 Thursday at midnight. If a club member is ineligible due to an injury, their travel will be approved on a case-by-case basis.

## DRIVER INFORMATION

**Anyone driving any vehicle (personal vehicle, state vehicle, or rental) for the purpose of organized sport club activities must have a driver authorization form on file with the Sport Club Office.**

The Driver Authorization Form must be completed once per year for every driver through IMLeagues. If a driver is unable to access the Driver Authorization Form in IMLeagues, a paper copy may be provided. To request a paper copy, email the Assistant Director of Sports at [sproctor@wm.edu](mailto:sproctor@wm.edu). The paper copy cannot be signed digitally and can be submitted in person to the Sport Club Office or by emailing a PDF of the form to the Assistant Director of Sports at [sproctor@wm.edu](mailto:sproctor@wm.edu).

If a driver has not submitted a Driver Authorization Form the week prior to an event, it must be submitted by midnight on Thursday. If a driver submits the form after the Thursday deadline, they will not be eligible to drive. Driver authorization is required for transporting club members to off campus practices or events in a personal vehicle. A Sport Club may face sanctions from the Sport Club Office if unauthorized drivers are found to be transporting themselves or club members for the purpose of Sport Club activities.

**Personal Vehicles:** To drive a personal vehicle for the purpose of Sport Club activities, the driver must have a valid driver's license and automobile insurance coverage, their privately owned vehicle should be in a good state of repair, and they must submit a Driver Authorization Form, Form D. Their status as a driver (approved or denied) will be updated in IMLeagues.

**State/Rental Vehicles:** To drive a Campus Recreation vehicle or rental vehicle for the purpose of Sport Club activities, the driver must have a valid driver's license and automobile insurance coverage, have completed the Campus Defensive Driving Course, and they must submit a Driver Authorization Form, Form D. The date and training department of the Campus Defensive Driving Course must be listed on Form D. Their status as a driver (approved or denied) will be updated in IMLeagues. Any authorized van driver found at fault for an accident in a Campus Recreation vehicle will have their driver authorization status revoked and will be unable to operate any vehicles in the Campus Recreation fleet. If a driver operates a Campus Recreation vehicle with their driver authorization status revoked, it will result in the loss of privileges and the club will no longer be able to reserve any Campus Recreation vehicles.

If any information changes, then the driver must immediately complete and submit a new form to the Sport Club Office. Events that require submission of a new form include receipt of a speeding ticket, a DUI or DWI citation, or other moving violations. A negative change in the status of a driving record may result in the revocation of the privilege of driving for Sport Club business. Their status as a driver (approved or denied) will be updated in IMLeagues. 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. The Sport Club Office and the Department of Risk Management may revoke a student's driving privileges for any minor or major policy violation.

## VEHICLE INFORMATION

### Vehicle Guidelines

"Active" Sport Clubs may rent vehicles from the Department of Campus Recreation. A student must first pass the Campus Defensive Driving Course before driving a state-owned vehicle and a Driver Authorization Form, Form D must be submitted and approved. Their status as a driver (approved or denied) will be updated in IMLeagues.

- Van requests should be submitted at least two weeks in advance. Requests do not guarantee a reservation.
- Vans are assigned weekly on Mondays. If a request is unable to be accommodated, the requesting club will be notified on Monday.
- The maximum capacity in 12-passenger vans is 12 individuals (11 passengers plus the driver) – NO EXCEPTIONS!
- There must be at least one driver and backup driver in the vehicle for every 400 miles driven.
  - For example, if a club is taking two vans on a 75-mile round trip, there must be at least three drivers in attendance.
- No driver may drive more than 220 miles at one time.
- No driver may drive more than 4 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 club.

- ABSOLUTELY NO SMOKING, INCLUDING E-CIGARETTES AND TOBACCO, OR ALCOHOL ALLOWED IN THE VEHICLE FOR ANY REASON.
- Every passenger must wear a seatbelt (no sitting on the floor or sharing seatbelts). Every passenger must have their 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 if the trip mileage was over 20 miles. If a van is returned without a full tank of gas and their trip mileage was over 20 miles, they will be charged \$8/gallon.
- Fill with Regular Unleaded Fuel ONLY. All receipts from gas using a fuel card must be turned in with the vehicle. If a receipt was not given, be prepared to call the gas station to ask them for a copy of the receipt. For every missing receipt not provided by the club, the club will be charged \$20 in addition to the daily/mileage fee.
- All van drivers must be familiar with W&M's Accident Policy for state vehicles.

## Van Rentals

Campus Recreation maintains a fleet of vehicles that may be rented to Sport Clubs. At this time, programs outside of Campus Recreation are not eligible to rent vehicles from the Campus Recreation fleet.

To submit a Sport Club vehicle request, follow these steps:

1. Submit a vehicle request form at <https://vanrequest25-26>.
2. The submission must include the type of vehicle requested, pick-up date and time, return date and time, destination and approximate mileage and the reason for the trip.

Remember, only approved Van Authorized 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, determine if a vehicle is available, and reserve one for the club if available. Campus Recreation vehicles are assigned based on several factors, including demonstrated need and when the request was submitted – However, these are not the only factors that determine assignment of vehicles. The rental cost will be deducted from the club's budgeted allocation. Once reserved, vehicles must be picked up when scheduled or they will be cancelled. The club will be charged if it fails to pick up or cancel a vehicle on time.

Van requests are not guaranteed. If a vehicle is not available through Campus Recreation, the Sport Club Office will discuss renting through a university contract with you. Sport Clubs are not allowed to rent Enterprise vehicles on their own for the purpose of sport club travel. A request for Enterprise vehicles must be submitted via email to the Assistant Director of Sports at [sproctor@wm.edu](mailto:sproctor@wm.edu).

## Campus Recreation - Sport Club Vehicle Rates

Friday-Sunday: \$25/day and \$0.25/mile\* (Gas card included with rental cost)

Monday-Thursday: \$25/day and \$0.25/mile\* (Gas card included with rental cost)

*\*Pricing does not apply to recurring practices at Ellis Field.*

Clubs are not charged the daily fee on days that the vehicle is not used for events. For example, if a club picks up a vehicle on Friday, but does not leave for an event until Saturday morning, they would not be charged the day fee for Friday.

# FINANCES

## Funding Sources

Each Sport Club has three pools of money to finance club operations from. 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 the 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. Items purchased using state funds (such as uniforms), must remain with the club for the lifetime of the item.
- **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 pay 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** - 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.

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

## Budget Allotments

Awarded funds are deposited in the club's account on or around the beginning of the new fiscal year (July 1). Sport Clubs will receive access to their individual club's payment journal on or around August 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 for the following:

- 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

To submit a supplemental funding request, email the Assistant Director of Sports & Finance at [rethompson03@wm.edu](mailto:rethompson03@wm.edu) and CC the Assistant Director of Sports at [sproctor@wm.edu](mailto:sproctor@wm.edu). In the email, please describe the opportunity and what the funding will be used for. Include relevant costs such as approximate airfare, rental vehicles, lodging, etc.

## 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. 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 Google budget sheets, 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 Advancement Office. Alcohol or tobacco products are not appropriate sponsors for Sport Club activities or programs. Use of such sponsors for Sport Club fundraising activities is strictly prohibited.

### **Checking Accounts**

Most Sport Clubs have a checking account. Many clubs utilize these funds for entry fees, official payments, and some travel related expenses. Checkbooks should be kept in balance and may be stored in the Sport Club Office over university breaks and holidays. When new officers are elected, the names on the account will need to be changed – If the outgoing officers are graduating, make sure to have the names on the account changed prior to them leaving campus. Campus Recreation has no affiliation with the off campus checking accounts, it is the club's responsibility to ensure that the names on the account are kept up to date.

## **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 receipted 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. Items purchased using state funds (such as uniforms), must remain with the club for the lifetime of the item. Personal items may not be purchased with state funds. Personal items are equipment that cannot be reused by another club member in the future, for example: personalized jerseys.

The club may need to purchase or replace uniforms. Like equipment, funds may be used to purchase 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 identifying marks and logos must be submitted for

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

**ALL UNIFORM ORDERS MUST BE COMPLETED BY THE SPORT CLUB OFFICE.**

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

## **Pre-Approval and Purchase Requests**

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.

**All Purchase Requests** should be routed through the Procurement Request form located on the website, or at [https://wmsas.qualtrics.com/jfe/form/SV\\_3h3O4hlk2muGkLQ](https://wmsas.qualtrics.com/jfe/form/SV_3h3O4hlk2muGkLQ)

## **REIMBURSEMENT**

### **Travel Reimbursements**

#### **Pre-Trip**

If the trip is further than 250 miles or longer than 3 days, set up a meeting time with the Assistant Director of Sports or the Assistant Director of Sports & Finance to develop a trip plan at least five business days prior to the date of the departure. Fall break trips and spring break trips will not be permitted without a trip plan meeting. Without an approved trip plan, trips will be considered unauthorized. Clubs will not be eligible for reimbursement during unauthorized travel.

#### **During the Trip**

Make sure to save itemized receipts for reimbursement requests.

**NO RECEIPT = NO REIMBURSEMENT**

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.

- The driver should start the trip with a full tank of gas and fill up when they return to campus. The driver must be an approved Authorized Driver on the trip plan and roster.
- Reimbursement will not be processed if the receipts do not match the trip plan dates.
- Only unleaded gas will be reimbursed.
- Students requesting gas reimbursement should fill out the Gas Reimbursement Form and return it to the Assistant Director of Sports & Finance with the receipt(s).
- Gas reimbursements are deducted from club funds – It is in your benefit to purchase gas at lower rates. You may need to drive further from campus to find the best price.

**Lodging** – Always check out at the main desk, do not use quick checkout. When checking out, ask the front desk for a folio receipt.

- A hotel folio **MUST** be submitted for reimbursement. It is required that the receipt show:
  - The purchaser's name
  - Itemized room rate and taxes/night/room
  - "\$0.00" balance due
- Only the GSA rate for hotels will be reimbursed. If the hotel cost is over the GSA rate, the club is responsible for covering the difference (through state, local, or off campus funds).

- The GSA rates can be found at <https://www.gsa.gov/travel/plan-book/per-diem-rates>.

**Other** - Itemized receipts for tolls and parking may be reimbursed at a capped rate.

## **Reimbursement Process**

Submit completed forms and receipts to the Assistant Director of Sports & Finance within five business days from the date of return. 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.

## **Entry Fees**

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

1. Do not sign any contract, agreement, or forms. The Sport Club Office will assist clubs in working with the host organization to help facilitate registration.
2. Submit the entry form along with any relevant information and invoice to the Assistant Director of Sports & Finance.

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

## **RISK MANAGEMENT AND SAFETY**

The 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 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 an obligation to inform members of the risks apparent in participation. This is to be done immediately prior to the member reading and signing the Participant Agreement/Waiver (via IMLeagues or paper copy). Risks common to each specific activity are also outlined in the Agreement to Participate section. Sport Clubs may be required to purchase special event insurance. This will be determined on a case-by-case basis.

## **Pre-Existing Conditions**

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. Participants should also alert the Campus Recreation Athletic Trainers of any pre-existing medical conditions as well as any needs they may have as far as managing that condition. Such cases may be referred to and managed by the Sport Club Office and Campus Recreation Athletic Trainers, 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 pre-participation 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 who chooses to still partake in sport club activities 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 that fall under Sport Clubs are required to have a minimum of two Safety Officers present to conduct all practices, home events, and away events, regardless of location or additional support staff (lifeguards, athletic trainers, Sport Club Supervisors, etc.). To become a Safety Officer, a Safety Officer Application should be submitted with a current copy of a CPR/First Aid/AED certification (Adult/Pediatric certification is preferred, but Adult only certifications will be accepted). Once a Safety Officer's application has been processed, they will show as either "approved", "denied", or "pending" on the Safety Officer Dashboard. Sport Clubs must have a minimum of two "approved" Safety Officers shown on the Safety Officer Dashboard before they can begin practicing or engage in physical activity. CPR/First Aid/AED classes are offered through Campus Recreation every fall and spring semester, and clubs can enroll up to three members per year at no cost. A fee of \$40 is charged after that limit has been met. No shows to Campus Recreation CPR/First Aid/AED classes will be personally responsible for covering the \$40 course fee.

Safety Officer Application Reminders:

1. The Safety Officer Application must be submitted once every academic year. Safety Officer status does not carry over academic year to academic year.
2. The CPR/First Aid/AED certification obtained must have an in-person component. CPR/First Aid/AED certificates issued by the National CPR Foundation will not be accepted. Our preference is for certificates issued by the American Red Cross, but we will accept other certificates after verifying the course material and in-person component.
3. When submitting an EMT-B, Medical Assistant, or Wilderness First Aid certificate, a CPR/AED certificate must also be submitted.
4. A maximum of 4 attempts is allowed for the quiz portion of the Safety Officer Application. Applicants must receive a perfect score of 100%. After the 4<sup>th</sup> attempt, the application will be considered "denied" and the applicant will be ineligible to become a Safety Officer for the rest of the current semester (or upcoming semester if the application was completed during summer/winter break).
5. An application marked "pending" means that required information was missing. Please see the notes on the Safety Officer Dashboard for next steps.

Sport Clubs must maintain a first-aid kit for use at any club event. First aid kits are issued and maintained by the Campus Recreation Athletic Trainers. The common contents of a fully stocked first aid kit can be obtained by contacting the Campus Recreation Athletic Trainers. In the event that a sport club loses their first aid kit, they should email [campusrecreatc@wm.edu](mailto:campusrecreatc@wm.edu) and CC the Assistant Director of Sports at [sproctor@wm.edu](mailto:sproctor@wm.edu). There is a fee associated with replacing a first aid kit.

Safety Officer responsibilities include ensuring that:

- ALL club members have completed the Waiver / Agreement to Participate.
- The Club First Aid Kit is fully stocked and subsequently [re-stocked](#) after each use.
- AT LEAST two approved Safety Officers are present at any club activity, including practices, games, and events.
- During club activities (practices, games, and events), the Club First Aid Kit is present and within reach (Not left in cars, closets, or storage sheds).
- An Accident Report form is completed and turned in within 24 hours for any injuries or incidents that occur during club activity.
- 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.
- Emergency Contact information for each club member is present at each practice/game/event in case of an emergency.
- [Campus Recreation Emergency Protocol](#) is on-hand for reference at all club activities / events.

## Spot Checks

Spot checks are conducted throughout the semester by Sport Club Supervisors and Campus Recreation professional staff to ensure Sport Clubs are actively following Campus Recreation and Sport Club policies and procedures.

To pass a spot check, the following conditions must be met:

1. Two safety officers are present at the practice site (regardless of additional support staff such as lifeguards or athletic trainers).
2. The club's first aid kit must be on site and easily accessible (not in closets, sheds, or cars).
3. All participants must be listed on the roster and show that a participant waiver/agreement has been completed.

If two safety officers are not present or the club first aid kit is not on site/easily accessible, practice will be cancelled, and all club members must leave the practice site. If participants are not listed on the roster or show as not having completed the participant waiver/agreement, those individual participants must leave the practice site. They may return to the next club practice if the participant waiver/agreement has been completed. Same day return to practice is not allowed. Failing a spot check will result in negative points. A spot check pass will result in positive points.

## Athletic Training Services and Medical Care

Sport Club members should contact the Campus Recreation Athletic Trainers for any sport club related medical care needs. The athletic training facilities of the William & Mary Athletic Department are not available for Sport Club members. The Student Health Center may also provide treatment for registered students who need it. While participating away from William & Mary, Sport Clubs must make their own arrangements for medical care.

Sport clubs that would like Athletic Training coverage for a home event may submit a request via email to [campusrecreatc@wm.edu](mailto:campusrecreatc@wm.edu) and CC the Assistant Director of Sports at [sproctor@wm.edu](mailto:sproctor@wm.edu). In the email, please include the following information: time, date, location and opposing team of the

requested event. The email must be sent at least 14 days before the game/event. The athletic trainers have the option to accept or deny requests based on availability.

## Submit Participation Waivers

All club members are required to submit a Waiver/Agreement to Participate form. The Waiver/Agreement to Participate form are available on IMLeagues. Individuals under the age of 18 must have a parent or legal guardian sign the Waiver/Assumption of Risk form. Individuals under the age of 18 can request a PDF of the form by emailing the Assistant Director of Sports at [sproctor@wm.edu](mailto:sproctor@wm.edu). The form should be returned as a PDF by email to the Assistant Director of Sports at [sproctor@wm.edu](mailto:sproctor@wm.edu) or by turning the form in to the Sport Club Office. New members will not be able to participate in any club activity until these forms are on file with the Sport Club Office. 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 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 Accident Report form. Submit the form to the Athletic within 24 hours of the injury.
3. The On Call Staff Member 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 or urgent care (either by ambulance or automobile), regardless of the severity of the injury. Call the On Call Staff Member, if they are not available, follow the Campus Recreation Chain of Command.
4. After notifying the On Call Staff Member via phone call for injuries requiring transportation to the hospital or urgent care, text the On Call Staff Member the following information:
  - a. Name of Injured Person
  - b. Brief Injury Description
  - c. What urgent care or ER will the injured person be going to?
  - d. Who is taking the injured person?
  - e. Will the driver be staying with the injured person?
  - f. Driver's Cell Phone Number

## **Life Threatening Injury**

If the injury is life threatening:

1. Recognize that an emergency is taking place.
2. Activate the Emergency Action Plan (EAP).
3. Call 911.
4. Secure the first-aid kit.
5. Check the scene to make sure it is safe to approach, then check the victim for signs of life.
6. Give emergency care as applicable.
7. Complete the necessary paperwork (Accident Report Form) and notify the Sport Club Office using the Campus Recreation Chain of Command. Life threatening conditions include but are not limited to: Altered state of consciousness, including fainting and dizziness, trouble breathing, uncontrollable bleeding, heat illness, cardiac arrest, and concussion red flag symptoms.

**\*When in doubt, call 911!**

## **Non-Life-Threatening Injury**

If the injury is not life threatening:

1. Secure the first-aid kit.
2. Check the scene to make sure it is safe to approach.
3. Give first aid care as appropriate.
4. Minimize movement as appropriate.
5. Complete the necessary paperwork (Accident Report Form) and notify the Sport Club Office using the Campus Recreation Chain of Command.

## **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**

### **Indoor Recreation Areas**

**Adair Hall** - 251 Ukrop Way, Williamsburg, VA 23185

Located between W&M Police Department and the West Utility Plant

- No food or drink is allowed inside of Adair Gym or Adair Pool.
- Events are regularly scheduled on the weekends, resulting in the cancellation of scheduled practices. Clubs that practice regularly in Adair Gym on the weekends should check the practice schedule and facility reservations calendar for conflicts often.

**Bee McLeod Recreation Center** - 400 Brooks Street, Williamsburg, VA 23185

Located on the corner of Brooks Street and Compton Drive

- No food or drink is allowed inside any of the court spaces or pool area.
- McLeod Studio (upstairs) and Tyler Studio (downstairs) are not available outside of scheduled practice times.
- In Miller Gym, one court must always be kept open for recreational use.

**Unity Hall (Student Unions & Engagement) - 108 Jamestown Road, Williamsburg, VA 23185**

Located within the Campus Center

- Before 5 PM Monday through Friday, the doors to Unity Hall must remain closed during practices.

**Outdoor Recreation Areas**

**Busch Field/Turf Complex - 600 Brooks Street, Williamsburg, VA 23185**

Located down the road from the Bee McLeod Recreation Center.

- The closest water source is located on the side of the Field Hockey building.
- No cleats are allowed on Busch Turf (field hockey turf).
- The AED was recently relocated to the side of the Field Hockey Building (previously located within stands).

**Ellis Field at the Dillard Complex - 217 Ironbound Road, Williamsburg, VA 23185**

Located between Dillard Field and the Patrick Galt Annex.

- There is no field access before 6:30 PM Monday through Friday.
- The last practicing club should lock the field at the end of their scheduled practice time. If a club is scheduled to practice after your club and they have not showed up by the time you are departing, lock the field behind you.
- Parking – Cars should not interrupt the flow of traffic. When parking on Tennis Court, do not park on the left side of the road before the parking cutout begins.
- The closest water source is located at Martin Family Stadium.

**Intramural Field Complex - 801 Ukrop Way, Williamsburg, VA 23185**

Located at the far end of the Kaplan Arena parking lot.

- On shared practice days, each club will receive an equal portion of the field.
- There is absolutely no urination allowed on the field. The closest restroom is located within the Bee McLeod Recreation Center.

**Frat Field - 800 Ukrop Way, Williamsburg, VA 23185**

Located across Ukrop Way from the Intramural Field Complex, next to Sigma Phi Epsilon.

- The batting cages must be properly put away at the end of use and are only available for use by Club Baseball and Club Softball.
- When Athletics has a scheduled event in the throwing area, the batting cages are not open for club use. When Athletics is practicing using the throwing area, the batting cages will be considered closed.
- If the Intramural Field is closed due to weather, Frat Field will also be considered closed.

**Martha Barksdale Athletic Field - 501 Jamestown Road, Williamsburg, VA 23185**

Located between Lemon Hall and Phi Beta Kappa Memorial Hall.

- The restrooms in the residence halls are not open for public use during sport club events/practices.

**Millie West Tennis Facility (Athletics) - 500 Brooks Street, Williamsburg, VA 23185**

Located between the Busch Field/Turf Complex and the Bee McLeod Recreation Center.

- Clubs using this space are allowed to play music, but please be mindful of the content and volume level of the music being played.
- The key can be checked out at the front desk of the BeeMcLeod Recreation Center, but must be returned immediately following practice.

Campus Recreation managed spaces listed above may be closed due to inclement weather. Field closures due to inclement weather will be announced in the Sport Club Officer GroupMe by 2 PM

the day of scheduled activities. If field spaces have been closed due to weather, no on-field activities are permitted. When a professional staff member announces a field closure via the Sport Club Officer GroupMe, their decision is considered final. Due to facility constraints and the number of active sport clubs, there are no rain plan alternative locations in the event of an outdoor facility closure – If there is an alternative location available, it will be announced in the Sport Club Officer GroupMe by 2 PM.

## **Recreation Field Area Rules**

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. If there is a scheduled activity, participants of open recreation may be asked to leave the facility.
- Recreation areas may be closed, or reservations cancelled if conditions warrant such action (i.e. repairs, interruption of utility service, dangerous conditions, and inclement weather). Closures announced by Campus Recreation are final.
- Fighting, unruly conduct, or improper use of equipment will result in indefinite loss of area use privileges.
- All trash must be picked up at the end of activities. If a Sport Club leaves waste on or near the field, they will be fined for trash removal. If trash receptacles are full, please notify the Sport Club Office.
- No glass containers, alcohol, and/or tobacco are allowed.
- No golf is allowed.
- Motor vehicles (except those operated by approved Campus Recreation employees) are not permitted on fields.
- DO NOT urinate on or around the field, use a proper toilet facility. If it is reported that members of a sport club have been urinating on or around the field, they may face sanctions from the Sport Club Office.
- Dogs should always be on a leash. Owners are responsible for the removal of their animal's waste.

## **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 person under the 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 events will be DRY (even if a member is of legal age to drink).**

Violation of this policy:

- Is considered a major policy violation and minus points will be administered.
- Will result in the initiation of the discipline process.
- Individuals involved may be referred to Student Accountability and Restorative Practices (SARP).
- Could result in an automatic and immediate suspension of all club activities for a length of time determined by the Sport Club Office and the Director of Campus Recreation.
- Clubs found “responsible” in respect to the violation face consequences including but not limited to, suspension, 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, Student Accountability and Restorative Practices (SARP) or the William & Mary Police Department for further explanation.

## **Social Media Policy**

Sport Clubs are welcome to promote their clubs and club activities, as well as recruit new members, via social media. All University, Campus Recreation, and Sport Club policies are still applicable, especially the Code of Conduct, when it comes to social networking sites. The Sport Club Office regularly monitors social media to ensure compliance with the social media policy. Club Officers are primarily responsible for monitoring the content of the club’s social media accounts.

Guidelines for Sport Club Social Media Use:

- Content posted on social media should:
  - Positively represent William & Mary, the Department of Campus Recreation, and the Sport Club Program.
  - Promote club activities, competitions, community engagement, and recruitment opportunities.
  - Reflect the values of respect, inclusion, and sportsmanship.
- Content prohibited on social media includes, but is not limited to:

- Inappropriate, harassing, or derogatory language (including profanity).
- Photos or references involving alcohol or illegal substances.
- References to hazing or activities that may be perceived as hazing.
- Content that undermines the safety, integrity, or reputation of the club, Sport Club Program, Campus Recreation, or William & Mary.
- Administrative expectations:
  - Clubs should obtain consent before posting photos and/or videos of individuals.
  - At least two officers should maintain administrative access to the account to ensure continuity during officer transitions.

If the Sport Club Office determines that prohibited content has been posted, the club will be required to remove the content promptly. Failure to remove the content in a timely manner may result in minus points or further sanctions against the club.

## Discipline and Due Process

Violation of or noncompliance with the University policies, campus regulations, Sport Club Office policies and 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 Student Accountability and Restorative Practices (SARP) for additional investigation and possible action.

The Department of Campus Recreation has jurisdiction over all Sport Club Program policies and may render decisions related to such. The Sport Club Office will notify Club Officers of an impending investigation, should an investigation be necessary. 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 Sport Club 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 and vehicle reservations, 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 and vehicle reservations, for a time to be determined by the Sport Club Office which terminates automatically when the imposed period expires.
- **Removal of Members** - Sport Clubs must allow the Department of Campus Recreation and the Sport Club Office to suspend any member(s) from a Club's roster and activities.
- **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 RSO but may be referred to the Student Leadership Development or Student Accountability and Restorative Practices (SARP) 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 Student Accountability and Restorative Practices (SARP).

## **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.

**Note:** Emails and phone messages are not considered formal statements of appeal and will not be accepted by the Director of Campus Recreation unless otherwise noted.

## **POINTS SYSTEM**

### **Purpose**

The purpose of the Sport Club Points System is to:

1. Create opportunities to obtain leadership, planning, teamwork, and organizational skills.
2. Encourage student involvement in opportunities and activities to support student success through formal/informal learning experiences and community-service learning.
3. Guide sport clubs in understanding the steps they can take to improve their club and meet programmatic goals.

### **Points Period**

The points period for Spring 2026 will begin on Wednesday, January 21<sup>st</sup> through the last days of classes for the semester (May 1). Point submissions will close at 11:59 PM on April 28<sup>th</sup> to allow for tabulations prior to spring budget presentations – No late submissions will be accepted unless prearranged with the Assistant Director of Sports. Each club will start the semester with 50 points. For the purpose of the points system, A and B teams (Green/Gold) will be considered separate clubs.

### **Categories**

Points can be earned in 3 categories: Community Engagement, Operations, and Policy/Procedure. To earn points, clubs should follow the steps listed under each point item. If the steps are not followed, the points may not be counted.

### **Updates to Points System**

The Sport Club Office has the right to make changes, additions, and adjustments to the points system throughout the semester.

### **Points Submission Form**

All point items that require documentation should be submitted using the Points Submission Form. <https://bit.ly/spring26pointsform>.

### **Points Items**

The full list of points items can be found at:

## **TIER SYSTEM**

### **All Tiers Must:**

1. Be a Registered Student Organization on campus.
2. Have two safety officers present at all home and away events, including practices.
3. All club members must complete mandatory hazing prevention training.
4. Follow W&M Campus Recreation and Sport Club guidelines.
5. Attend all mandatory Sport Club meetings throughout the year.

### **Tier Evaluations**

Each club will be required to submit a tier evaluation bi-annually. Tier evaluations will be due at the end of the fall semester and during the spring semester, one week prior to budget presentations. For the purpose of the tier system, A and B teams (Green/Gold) will be considered separate clubs. Clubs that do not submit a tier evaluation or do not meet any of the tier requirements will be unable to request a budget. If a club believes they do not meet any of the tier requirements, they should notify the Assistant Director of Sports at least two weeks prior to budget presentations.

### **Tier Descriptions**

The full list of tier descriptions can be found at:

<https://bit.ly/25-26pointstiers>

### **Updates to Tier System**

The Sport Club Office has the right to make changes, additions, and adjustments to the tier system throughout the semester.