

Sport Clubs Manual



College of William and Mary

A Guide for Sport Club Officers & Members at The
College of William and Mary 2015-2016

Updated August 2015

This publication is a manual for all members of 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.

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 Non-Emergency	757-221-4596	
Environmental Health and Safety	757-221-2146	
Facilities Management	757-221-2270	
Megan Wagner, Assistant Director Sport Clubs	Work 757-221-7413	Home/Cell 607-760-0166
Linda Knight, Director	757-221-3312	757-876-9261
Charlie Foster, Graduate Assistant Sport Clubs	757-221-7413	804-334-2824
Bob Gough, Associate Director Facilities & Aquatics	757-221-3499	910-297-6238
Mackenzie Brady, Assistant Director Outdoor Recreation	757-221-2687	910-633-9474
Jenny Fisher, Assistant Director Fitness & Wellness	757-221-3313	757-617-7097
Joe Tighe, Assistant Director Intramural Sports	757-221-3314	757-643-9149
Linda Hicks, Administrative Assistant	757-221-3318	757-564-7630
James Holmes, Assistant Director Equipment Manager & Technician	757-221-7665	757-897-6573

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Introduction

The College of William and 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 the 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 Survival Guide, 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 and receive administrative support from the Department of Campus Recreation. The Sport Club Program is part of Campus Recreation and complements the College's 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 the Student Activities Office host workshops and clinics focused on building leadership and recruitment skills. 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 College, the Department of Campus Recreation. Please contact the Campus Recreation at (757) 221-7413 or RSCLUB@wm.edu should with any questions.

Equal Opportunity

The College 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 and 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 and 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 and 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 the College of William and 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 and 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 develop 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 College 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 the College of William and Mary. Sport Clubs are member organizations that, like the many recognized student organizations on campus, are distinct entities from the College.

Sport Club Program Objectives

1. To make opportunities available to members of the William and 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.

Sport Club No Cutting Policy

The philosophy of our sport club program is to allow participation by any member of the William & Mary community. As a result, clubs do not have 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 be a 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

The Student Activities Office 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 Activities Office 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 and 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 Activities Office. The “In-Active” 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 Student Organization Update form with the Student Activities Office, gaining membership with the Sport Club Program, attending all required meetings, and submitting an electronic copy of their constitution to rsclub@wm.edu by October 2nd, 2015. Active Sport Club status may be revoked at the discretion of the Sport Club program. Sport Clubs with In-Active 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 clubs 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 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. Sport Club Supervisors are trained in First Aid and Adult and Child CPR w/AED. Supervisors will be assigned to on-campus home games, tournaments and competitions as needed.

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 in the 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 recommends that clubs hold elections in December or January. That way the new president has the benefit of the out-going president's experience on-campus.

Read and Follow the Club Constitution

Sport Clubs exists today because a group of students came together in the past and wrote constitutions. The College recognizes clubs 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 the Student Activities. In addition, the Sport Club Office has numerous club's constitutions on file as well.*

Delegate Responsibility

It takes a lot of time, organization, and commitment to effectively administer a Sport Club. Too often the President is stuck doing all the "work." One characteristic of good leadership is the ability to motivate and empower the membership. Delegate responsibilities to members who are willing. The sure way to know which ones to look to are the ones who run for office, ask if they can help, or always have ideas about what the club should do. 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 on-going 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 his/her 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. It is highly recommended that all coaches selected by a club have coaching certifications and/or endorsements recognized by the national sanctioning body of that sport. Coaching candidates must meet with the Sport Club Office staff to discuss philosophy and the role of the coach in the Sport Club Program. Upon review of a coaching candidate, the club coach must submit an “Instructors Release Agreement” annually. Coaches are encouraged to provide guidance in terms of practice schedule and game strategies. Club operations remain the responsibility of the club officers. Coaches may not participate in competition unless they are eligible under Campus Recreation and sanctioning body policy. All coaches must provide proof of health insurance and sign a waiver of liability. Coaches may not be paid from allocated funds. Coaches may not promote private enterprise for personal gain and are expected to follow all policies and procedures outlined in this document. If a club desires to have a paid coaching position, a legal contract should be drawn-up and approved by club officers. Clubs are encouraged to seek legal advice in drafting the contract. Club paid coaches are not state or College employees and are not entitled to College privileges or benefits.

Affirm Eligibility and File Official Rosters

Currently enrolled students of the College of William and 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 swim test prior to participation in club activities. 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 (if applicable) is considered “official club members.” Clubs that are required to pass a swim test, the Sport Club Office **MUST** have proof of completion before they can get started. Only official club members may participate in club activities, including but not limited to: practice, travel and fundraisers and other events. The College 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 as Appendix Form W on the Sport Clubs page at 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, 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. **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. All Sport Club members must have a valid W&M ID card and be prepared to present it. Sport Club coaches must possess a coach's pass and 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 announcements from Campus Recreation and Student Activities will be made via email. For a club's email address or password information, contact the Student Activities Office at 757-221-3300.

Sport Club Listserv

The Sport Club Office sends out weekly updates and announcements via the listserv. All club members, especially club officers, are encouraged to join the Sport Club listserv to stay informed. To add a member to the listserv: Go to the webpage <https://lists.wm.edu>.

- Log in using a W&M Id & Password.
- After logging in, select "Campus Recreation" under the Mailing List.
- Choose the "sportclubs@lists.wm.edu" listserv and subscribe.

Members may remove themselves from the list at any time simply by logging in and choosing to unsubscribe. To unsubscribe from the listserv:

- Go to the webpage <https://lists.wm.edu>.
- Log in with a W&M Id & Password.
- After logging in, select "Sport Clubs" on the menu at the left hand side of the screen.
- After the page loads, choose "unsubscribe," on the menu at the left hand side of the screen, to remove the member from the list.

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. 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 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 vendors 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 and 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.

Free Forms of Advertising:

W&M TV - Closed circuit television available in the Campus and Sadler Centers. Contact the Assistant Director of Technical Services for the University Centers at 757-221-1355.

Electronic Sign - Available in the Campus Center. Contact the Campus Center Candy Counter at 757-221-3435.

Flat Hat - fhnews@gmail.com

W&M News - call 757-221-2639

Paid Advertisements:

Flat Hat Advertising - call 757-221-3283 or flathatads@gmail.com

Amicus Curiae (Law Paper) 757-221-3279

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 College Posting Policy:

1. Recognized student organizations, departments and offices at the College, and members of the College community may place posters on kiosks, bulletin boards, and other specifically designated areas around campus. (Posters shall be defined as signs, advertisements, handbills, announcements, and other informational devices.)
2. Posters may be placed on campus bulletin boards with the following provisions:
 - They may not exceed 14 inches by 22 inches in size.
 - They must carry the name of the sponsoring organization and the date (week) of posting.
 - Posters must be removed at the end of two weeks unless an extension is granted.
 - No advertisements offering pay for research may be posted on campus. The College reserves the right to remove information posted in violation of this regulation.
3. Banners and signs in excess of 14 inches by 22 inches in size must be approved by the Assistant Vice President of Student Affairs prior to hanging and may be hung only in certain designated areas with the following provisions:
 - They must carry the name of the sponsoring organization.
 - Banners may be posted for no more than two weeks unless an extension has been granted by the Associate Vice President for Student Affairs.

- Signs and banners which are hung near entryways must not obscure vision or entry, and should be securely fastened. Signs must be constructed of material that can withstand adverse weather conditions.
4. Banners, signs, or posters **MAY NOT** be posted or hung on trees, poles, walls, doors, windows, or fences without special permission. Unauthorized signs will be removed.
 5. All signs, posters, and banners must conform to acceptable community standards and to any applicable laws such as permissible wording by the Alcohol Beverage Control Commission.
 6. Handbills must conform to acceptable community standard and carry the sponsoring organization's name. They must be distributed only outside campus facilities unless an exception has been granted by the appropriate person in charge of the event or facility.
 7. Finally, please advertise wisely and use your better judgment when creating posters. Don't forget you are representing your club, the sport club program, and the College of William and Mary when creating posters.

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 otherwise specified and available. 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, 757-221-7413, or 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 Activities Office and pick-up a constitution work sheet.
4. Schedule and host an informational meeting (We'll help!)
5. Prepare a club constitution and submit it to the Student Activities Office for approval.
6. Once a constitution is approved, 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 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 Activities Office and pick-up a constitution work sheet.
4. Prepare a club constitution and submit it to the Student Activities Office 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 Activities Office webpage (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, or any space in William and Mary Hall.

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 insure 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), click on the link “Forms”.
- Scroll down to “Event Registration” Form A, and submit the form via Tribe Response
- List at least two (2) primary contacts for the event and the roster of the members participating.
- Event Registration forms must submit **at least seven 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. paint).
- Contact the Equipment Manager to request any equipment.

It is important 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 William & Mary Hall, Gymnastic Room in William & Mary Hall, Millie West Tennis Facility, Rec. Sports Tennis Courts, and any space in the Student Recreation Center. Requests are to be made **AT LEAST SEVEN BUSINESS DAYS** prior to date of competition.

Home games not registered with the Sport Club Office will be considered unauthorized. Unauthorized home games will result in club sanctions. An Event Registration must be filled out for a home game and submitted at least seven business days before the event.

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 and 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.

The week of your home event you must schedule a meeting with the Assistant Director to go over everything for your home event.

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 **ten business days** prior to the date of departure.

- First, designate a Trip Leader 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. The trip leader **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), click on the link **Forms** and scroll down to "Trip Plan", Form B.
- Submit the Trip Plan via Tribe Response.
- 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 members and in which vehicles they will travel. Note the 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 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. 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 SCC. When driving a privately owned vehicle, it should be in a good state of repair. An authorized driver must have automobile insurance coverage if others in a personal vehicle for Sport Club business. 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:

- Driver's license is currently suspended or revoked
- Person has had two (2) or more moving violations in the last 12 months
- Person has had a DUI or DWI conviction in the last 24 month
- Person is **NOT** covered under an automobile insurance policy (either his / her own or another person's)

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 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.
- The authorized driver **MUST** pick up the van for travel, no one else can.

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), click on the link **Forms** and scroll down to "Vehicle Request Form"
- Submit the form via Google Forms.
- 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. A \$50 cancellation fee will be charged for both State and Rental Agency rentals if the club fail to cancel a scheduled van without at least 48 hour advanced notice.

If a vehicle is not available through Campus Recreation, contact the local Enterprise Rental office at 757-220-1900, or located at 713 Merrimac Trail, Williamsburg, VA. Use customer code: DB21019. Contact Enterprise directly for rate information. Request approval of this transaction if on-campus funds will be used to pay for an Enterprise Rental. If off-campus funds are used, the vehicle must be paid for upon return.

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:

- **On-campus Allocations:** 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 to reimburse members for travel related expenses, van rentals, equipment purchases, and entry fees. It typically takes 4-6 weeks for reimbursements or checks to be processed.
- **On-campus Development Account:** money comes from outside donors and is processed through the Development Office. The money is placed in an account that is managed by Campus Recreation. Funds carry over from year-to-year and they can be used to reimburse members for travel related expenses, van rentals, equipment purchases, and entry fees. It typically takes 4-6 weeks for reimbursements or checks to be processed. The donation to the club is tax exempt.
- **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 (*SCC) for the following reasons:

- Club qualifies for post season
- Club seeks a "matching grant" 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 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 and 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 Tier System

William and Mary Tier System

Tier System Classifications:

In order to better administer the diverse and growing Sport Club Program, a tier system was implemented beginning in the 2015-16 academic year. Each club which is currently a member of the Sport Club Program is placed on a tier level, as decided by the club sport council, Assistant Director and Graduate Assistant for Sport Clubs, and remains at that level for the entire year.

However, due to conditions of probation, loss of leadership, and/or loss of student interest in a club, a club may be moved to another tier at any time.

ALL TIERS MUST:

- Have 2 safety officers at all home and away events, including practices.
- Must be a Registered Student Organization on campus.
- Must follow W&M Campus Recreation and Sport Club guidelines and submit all appropriate paperwork on time.
- Must attend all mandatory Sport Club Meetings during the year.

The tier system is divided into the following levels:

Tier 1 can request up to \$15,000 for their budget proposal. No amount is guaranteed.

Tier 1 must have the following:

- Eligible to compete for a national championship at the club sports level.
- Maintain a strong alumni base, with at least ONE alumni gathering per semester.
 - An online newsletter, preferably sent out to alumni at least twice/year.
- Table in Sadler Center, Rec Center, or other places on campus at LEAST 3 times/semester.
 - This DOES NOT INCLUDE the Fall or Spring Student Organizations & Activities Fair OR tabling at Admitted Students Day.
- Participate in at LEAST 2 Fundraising Initiatives. This includes Zable Clean ups, Plumeri clean ups, shuttling opportunities, or other opportunities emailed out from Campus Recreation. Additionally, as long as proper fundraising documentation is provided, fundraisers off campus may be included.
- Charge club dues.
- 30% of club's active roster attend "Hazing Prevention" seminar given by Assistant Director and Graduate Assistant of Sport Clubs.
- 30% of club's active roster participate in "Sport Club Spirit" affiliated programming: including Bee & Goody 5K, Sport Club sponsored Tribe events (to be determined later)
- Maintain active and appropriate presence on at LEAST ONE social media of your choice (Facebook, Twitter, Instagram)
- Participate in at least one community service event a year. Paperwork must be on file with Sport Club Office before completion, and at least 50% of club's active roster must attend for it to be considered community service.

Tier 2 can request up to \$5,000 for their budget proposal. No amount is guaranteed.

Tier 2 must have the following:

- Must be a member of a national and/or regional sport association.
- Building an alumni base through collecting emails, working with development and Campus Recreation to gain more alumni support.
- Tabling in Sadler Center, Rec Center, or other places on campus is preferred, but not REQUIRED.

- Participate in at least ONE fundraising event during the year. This includes Zable Clean ups, Plumeri clean ups, shuttling opportunities, or other opportunities emailed out from Campus Recreation. Additionally, as long as proper fundraising documentation is provided, fundraisers off campus may be included.
- Club dues are low in cost, but still mandatory.
- All officers must attend the “Hazing Prevention” seminar given by Assistant Director and Graduate Assistant of Sport Clubs.
- 10% of active roster must attend ONE “Sport Club Spirit” affiliated event.
- Active presence on social media of your choice (Facebook, Twitter, Instagram)

Tier 3 can request up to \$2,500 for their budget proposal. No amount is guaranteed.

Tier 3 must have the following:

- Must have at least 2 organized and scheduled contests throughout the year.
- One officer must attend the “Hazing Prevention” seminar given by Assistant Director and Graduate Assistant of Sport Clubs.
- Encouraged to attend “sport club spirit” events.
- Encouraged to continue fundraising efforts

These clubs in Tier 4 cannot request funds until they have moved to Tier 3.

Tier 4 is a conditional tier, they include, but are not limited to:

- Club is on probation for violation of Club Sports or University policy.
- Loss of student interest in a club.
- Loss of leadership.
- Club is in first year of existence.

Fundraising

All Sport Clubs are encouraged to undertake fundraisers throughout the year. Fundraisers are a good way to create social interaction among club members as well as create awareness about the club. Ideas for fundraisers include: carwash, run-a-thon, rent a club member for the day. Be creative! Talk to other clubs and find out what works well for them. Clubs that plan to utilize commercial sponsors need to first meet with the Sport Club Office. Make sure to register club’s fundraising events through the Event Registration form.

On-Campus Fundraising

Please note the University Solicitation, Distribution, and Sale Policy:

"Except by written approval, solicitation, sale of goods, and or distribution of items or materials on campus or in residence halls is prohibited. Approval for solicitation, distribution, or sale of goods by students, student groups, and non-students must be obtained through the Associate Vice President for Student Affairs. Non-students who violate this policy are subject to legal prosecution. The penalty for violating this policy shall not be less that warning nor greater than suspension."

All fundraising activity must be indicated on the Scheduling Form, Document Form F. Approval (or denial) of the event will be sent via letter correspondence accompanying the confirmation for use of space. Keep in mind these points when conducting events:

- Anytime a fund-raiser involves the sale of items, they must be sold from a central location (an example would be the University Center Atrium). To reserve such space, fill out a Scheduling Form with the Facilities Coordinator. This needs to be done with any location, in order to notify Campus Police that a sale is occurring.
- Items may not be sold door-to-door in the residence halls.
- Advertising for the event must comply with the posting regulations.
- Food items must be individually wrapped beforehand.
- The event must be in compliance with licensing agreements for the use of the College's name & logos.
- Selling of raffle tickets for prizes that include alcoholic beverages are prohibited under state law.
- The sponsoring organization and the purpose of the fund-raising activity must be readably visible or explained.

Organizations that conduct fundraising to benefit philanthropy must have received authorization from that philanthropy to raise funds on their behalf. An accounting of funds collected including the activity cost must be maintained for review.

Off-Campus (Private) Fundraising

The following are guidelines which govern how requests for private fund raising from student groups will be considered, as well as how such funds must be maintained and recorded. Private fundraisers encompass all non-college individuals, corporations, and alumni.

All student organizations (including sports clubs) who desire to participate in solicitation for private support must submit a detailed written proposal to the Office of Student Activities. All proposals will be reviewed and evaluated, and a recommendation will be made to the Associate Vice President for Student Affairs as to which efforts should be carried forward to the Director of Development.

The College's goal in assisting student groups with fundraising is to ensure fairness, reduce fundraising solicitations which may be in competition with other institutional initiatives, and ensure proper gift crediting. As a rule of thumb, all student groups will be permitted to solicit the parents of current team or organization members after notice and clearance by the Office of Development's Annual Support staff following the recommendation by the Associate Vice President for Student Affairs on the organization's behalf.

All solicitations for private funding must be coordinated through the Office of Development. Gifts received must be placed in a College account, accounted for, and properly receipted by the College Development Office. Purchasing must conform to state procurement guidelines. Property purchased using private funds must come under inventory control, will be understood to be the College's property, and may not be transferred or sold, except in accordance with State guidelines. Remember to be forthright and truthful with donors regarding where his or her money will go.

Purchasing

Clubs will need to order new pieces of equipment or replace old or damaged equipment. Allotted 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. Exceptions may be made on a case-by-case basis. NOTE: All club purchases must be pre-approved. If a club wishes to use on-campus funds, the club must abide by the purchasing rules. The William and 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, allotted 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 artwork must be submitted for pre-approval and all vendors must be licensed. Check with the Sport Club Office about types of artwork 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 Purchase Orders or Credit Card purchases (not to exceed a \$1000 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.

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

Reimbursement

Travel Reimbursements

Pre-Trip: Submit a completed Trip Plan within ten business days of 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 receipts for the reimbursement request. 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 and 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.

- Lodging: Always check out at the main desk, do not use quick checkout. A hotel folio MUST be submitted for reimbursement. The folio must:
- Have a name on it.
 - Be itemized stating room rate and taxes per night.
 - Show a “\$0.00” balance.
- Other: Receipts for vehicle rental, tolls, parking, event entry fees.

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 R) 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 days from date of return.

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.

Reimbursement checks 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 however, a club would like to utilize on-campus funds for this purpose, then please follow these steps:

1. Print off the official entry form (or create it using the on-line resource with the information).
2. Submit the entry form along with any relevant information and proof of payment to the Sport Club Office (rsclub@wm.edu).

*Note that it will take at least 4-6 weeks for this payment to be processed.

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

Non-Travel Reimbursements

Complete a Reimbursement Request form within five (5) days of item purchase or service rendered. Reimbursement requests submitted after the deadline will not be processed.

Complete ALL information requested on the Reimbursement Request form.

An original receipt MUST be submitted. The receipt must show proof of payment. If the receipt does not show sufficient proof of payment, a copy of the cancelled check (front and back) or a credit card statement showing purchase was made may be required.

Submit completed forms and receipts to the Sport Club Office.

Reimbursement requests submitted with incomplete forms or insufficient documentation will be returned. It is the club's responsibility to submit completed forms and appropriate documentation before the deadline.

Reimbursement checks are available approximately 4-6 weeks from the submission date.

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 College Health Center can provide this service for a nominal fee.

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

Safety Officers and First Aid Kits

As part of our Risk Management Plan, all clubs are required to have a minimum of two members (Safety Officers) that are American Red Cross CPR and First Aid Certified (or equivalent). 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 Agreement forms have been signed and submitted and verification of certification has been made and copies are on file with 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 minimal 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 College Health Center will provide treatment for registered students who need it. While participating away from William and Mary, club teams must make their own arrangements for training facilities and 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 IM Leagues and can be found at: (<https://tennis.wm.edu/Login.aspx?soi=IM>).

A waiver must be filled out properly and turned-in to the Sport Club Office in the Student Recreation Center before that individual participates. Club Officers (Secretary) should keep a current roster and copies of each member's waiver. The College 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

The College of William and Mary does not insure students who are injured during participation in extracurricular activities, such as Sport Club games and practices. As per William and 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 Megan (607) 760-0166 or Charlie (804) 656-9212, 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 (Accident 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 wetsuit.

Facilities

Recreation Field Areas and Rules

The **Intramural Field** complex is located at the far end of the William and Mary Hall 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. **Yates Field** is located along Ukrops Way beside Yates 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 or text (ask Megan to be added to the Outdoor Clubs “Group Me”) will go out to the listserv 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).

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 the Colleges function as an educational institution. An individual’s behavior in game situations and particularly with game officials should reflect the College 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.

Alcohol Policy

The possession, sale, use or consumption of alcoholic beverages at club functions or any function sponsored or endorsed by the club, or any event an observer would associate with the club is strictly prohibited.

No alcoholic beverages may be purchased with club funds nor may the purchase of alcohol for consumption by members or guests be undertaken or coordinated by any member in the name of, or on behalf of, the club.

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.

No club may co-sponsor or co-finance a function where alcohol is purchased by any of the host groups or organizations.

All club activities will be DRY (even if a member is of legal age to drink). This includes but not limited to recruitment, practice, games, travel and social events.

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 office for a hearing.
- Will 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 and 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 College regulations. Consult the Student Handbook, the Student Code of Conduct, the Dean of Students Office or the William and 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 College 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 such as submitting late travel plans, 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, missing home event 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 College 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 Activities Office 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 advisors and staff of the program 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 Activities Office or the Office of the Dean of Students for censure or review.

Removal of Members – In exchange for continued budget allocations, Sport Clubs agree to 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.