

# CLUB SPORTS MANUAL



UPDATED SUMMER 2019

**UNIVERSITY OF WISCONSIN-WHITewater**  
**OFFICE OF RECREATION SPORTS & FACILITIES**  
**WILLIAMS CENTER ROOM 100**  
**262-472-1145**

**[clubsports@uww.edu](mailto:clubsports@uww.edu)**  
**[www.edu/recsports](http://www.edu/recsports)**

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**STAFF CONTACT INFORMATION**

**MATT SCHNEIDER**  
ASSISTANT DIRECTOR  
INTRAMURAL & CLUB SPORTS  
100 WILLIAMS CENTER  
262-472-5654  
SchneideMD30@uww.edu

**MAXWELL DODD**  
STUDENT COORDINATOR  
CLUB SPORTS  
100 WILLIAMS CENTER  
262-472-5639  
DoddML18@uww.edu

**GARY HARMS**  
DIRECTOR  
REC SPORTS & FACILITIES  
100 WILLIAMS CENTER  
262-472-5652  
HarmsG@uww.edu

**CLUB SPORTS OFFICE**  
100 WILLIAMS CENTER  
262-472-1145  
clubsports@uww.edu

**\*\* PLEASE CONTACT MATT FIRST FOR ALL CLUB INQUIRIES**

**\*\* PLEASE CONTACT GARY FOR ALL FACILITY-RELATED ITEMS**

STAFF IS AVAILABLE VIA EMAIL AND DURING MOST [WILLIAMS CENTER HOURS OF OPERATIONS](#)

APPOINTMENTS PREFERRED AS WALK-IN MEETINGS MAY NOT BE GUARANTEED

CLUB SPORTS WEBSITE URL: <http://www.uww.edu/recsports/clubsports>

## INTRODUCTION

### MISSION STATEMENTS

The mission of the University of Wisconsin System is to develop human resources, to discover and disseminate knowledge, to extend knowledge and its application beyond the boundaries of its campuses and to serve and stimulate society by developing in students and heightened intellectual, cultural and human sensitivities, scientific, professional and technological expertise and a sense of purpose. Inherent in this broad mission are methods of instruction, research, extended training and public service designed to educate people and improve human condition. Basic to every purpose of the UW System is the search for truth.

The mission of the UW-Whitewater Office of Recreation Sports and Facilities is to provide facilities, programs and services that address all physical, recreational and leisure pursuits of the university community. Emphasis is placed on participation, increasing knowledge of wellness and physical fitness and promoting healthy lifestyle behaviors.

### STATEMENT ON INCLUSION

All individuals meeting established eligibility standards are welcome to participate with as many individual club teams as they so wish. Although club team operations are facilitated by elected leaders, all clubs report to the Office of Recreation Sports & Facilities and are encouraged to be moral, ethical, fair and welcoming at all times. Teams may have specific roster rules related to travel and official competition outlined by a governing body and/or conference, however there are no restrictions on roster limitations as it relates to on-campus participation/practice. Roster cuts are not permitted but are not to be confused with roster size restrictions.

Some clubs are single-gendered, as indicated by (M) for men's teams and (W) for women's teams. All other teams are to be considered co-ed. For the purpose of on-campus practice and participation, individuals may participate as the gender in which they identify. Governing bodies may have other gender-related guidelines. Gender-related eligibility issues are subject to review on an individual basis. Reviews are conducted by Rec Sports personnel, the individual(s) involved in the situation and the UW-Whitewater Pride Center. Governing bodies may need to be included as well.

No club may restrict its membership on the basis of experience, race, gender (see above for specifics), sexual orientation, religion, race, national origin, age, political affiliation, disability or military service.

### ELIGIBILITY

In order to be eligible for Club Sports, prospective members must meet at least one (1) of the following requirements:

- currently-enrolled as an undergraduate or graduate student at UW-Whitewater OR UW-Rock County
  - per Rec Sports: there are no limits to the number of credits in which a student needs to be enrolled
  - per Rec Sports: there are no grade point average requirements for participation
- currently-employed as a faculty or staff member at UW-Whitewater OR UW-Rock County

Other eligibility guidelines include, but may not be limited to:

- A prospective member MAY NOT participate in any club-related activity until a liability waiver is on-file with the Office of Recreation Sports & Facilities. The member must also be added to the club's official roster
- Individual club members may participate in more than one club, provided they comply with regulations established by each club's constitution (and possible governing body)
- Any individual violating any general Club Sports and/or campus policies is subject to having their eligibility status revoked for all club teams with which they are currently participating
- Alumni are not eligible to participate in the Club Sports program and may not hold a leadership position. Alumni are, however, eligible to coach a club team. Individual facility access will not be granted to alumni
- Governing bodies may further limit participation of graduate students, faculty and staff
- Governing bodies may have eligibility guidelines related to credit enrollment and/or grade point average

## GOVERNANCE

All Club Sports teams and their campus participation are governed on-campus by both Career & Leadership Development and the Office of Recreation Sports & Facilities. Club leaders report directly to the Assistant Director and Student Coordinator of Club Sports. In addition to their on-campus reporting structure, some clubs are members of a state, regional or national governing body (includes conference membership). Individual club teams are not required to be a member of a governing body, although governing bodies can be beneficial by providing assistance with club competition schedules and contest facilitation. Clubs must abide by all rules and policies outlined by their governing body, Rec Sports, Career & Leadership Development and the UW-Whitewater Code of Conduct.

The Office of Recreation Sports & Facilities is not responsible for individual club compliance with governing body operations. Each club holding membership in a governing body is responsible for adhering to governing body expectations, although the Assistant Director for Rec Sports may be able to provide assistance if it is deemed appropriate.

## VARSITY PARTICIPATION

Club members may not be on a current roster in a corresponding sport offered by UW-Whitewater Intercollegiate Athletics. Former varsity athletes may be permitted to join a club team. Clubs belonging to a governing body may have additional eligibility rules related to current and/or former varsity college athletes.

Current varsity athletes wishing to participate with a club in a non-corresponding sport are encouraged to consult their coaching staff prior to joining a club.

## INTRAMURAL PARTICIPATION

Individuals who participate on club teams are permitted to participate in all intramural activities (including corresponding activities). However, there may be activity-specific rules related to the number of active club members on an intramural team roster in a corresponding activity. Please consult the Intramural Sports Participant Handbook for details. For the purpose of this rule, an “active” member is defined as someone who is listed on the official club roster on-file with the Club Sports office.

## COMMUNICATION & ASSESSMENT

In order to facilitate as positive of a club experience as possible, administrative staff must be in constant communication with club leadership. Club leaders are expected to check email regularly and respond in a timely manner. Phone calls and in-person meetings may also be frequently requested.

Many operational aspects of Club Sports are time-sensitive, making communication very important. Any club requests and/or desires must be communicated as far in-advance as possible.

All club teams will be asked to complete assessments at various times during the academic year. Club leaders are encouraged to keep their own data related to their operations and all assessment requests must be completed by established deadlines.

## SUGGESTIONS & FEEDBACK

All club teams and members are welcome to provide comments, suggestions, feedback and ask questions at any time. Communication must remain professional and constructive in order to help positively impact as many clubs and individuals as possible.

## SOCIAL MEDIA ACCOUNTS

We want to brag about you and share your club's news! We will also be sure to follow your individual club accounts.

- **Instagram**
  - [@UWWClubSports](#)
- **Facebook**
  - [@UWWClubSports](#)
- **Twitter**
  - [@UWWClubSports](#)



**ACTIVE CLUBS**

<b>CLUB NAME</b>	<b>PRESIDENT</b>	<b>ADVISOR</b>
<b>Aikido</b>	Morgan Butler IV	Matt Schneider
<b>Baseball</b>	Trevor Hogenson	Steve Bartlein
<b>Basketball (M)</b>	Maxwell Dodd	Kyle Supianoski
<b>Basketball (W)</b>	Kylie Armstrong	Matt Schneider
<b>Billiards</b>	Mackenzie Letts	Matt Schneider
<b>Bowling (M)</b>	Brandon Mooney	Dave Halbach
<b>Brazilian Jiu Jitsu</b>	Selah Kramer	Kyle Supianoski
<b>Cycling</b>	Andrew Norvilas	Brain Lucas
<b>Disc Golf</b>	Turner Wedge	Brian O'Neill
<b>Ducks Unlimited</b>	David Krueger	Pavan Chennamaneni
<b>eSports</b>	Jacob Halfman	Nick Hwang
<b>Fencing</b>	Connor Zaeske	Brian Duckwitz
<b>Fishing</b>	Brett Yahnke	Matt Schneider
<b>Fitness &amp; Wellness Professionals</b>	Kate Mislivicek	Jen Kaina
<b>Karate/Warhawk Martial Arts</b>	Sabrina Dubbert	Trent Norrell
<b>Lacrosse (M)</b>	Mitchell Vrieze	Eric Loepp
<b>Lacrosse (W)</b>	Christine Schmidbauer	Jennifer Anderson
<b>Officials Association</b>	Jaden Wendt	Matt Schneider
<b>Outdoor Adventure</b>	Zac Blohm	Andre Ednie
<b>Paintball</b>	Ryan Leonard	David Bashaw
<b>Rugby (M)</b>	Will Herman	Jen Kaina
<b>Rugby (W)</b>	Alison Burlage	Nicholas Tippery
<b>Ski &amp; Snowboard</b>	Libby Predaina	Matt Schneider
<b>Soccer (M)</b>	Chris Michala	Jeff Herriott
<b>Soccer (W)</b>	Jenna Paez	Matt Schneider
<b>Softball</b>	Taylor Miller	Angela Maldonian
<b>Tennis</b>	Sara Bieneman	Frank Barnes
<b>Ultimate Frisbee (M)</b>	Zach Ostermann	Kevin DeCoux
<b>Ultimate Frisbee (W)</b>	Hannah Baumann	Megan Wisnowski
<b>Volleyball (M)</b>	Ryan Landgraf	Kim Adams
<b>Volleyball (W)</b>	Briana Klobucher	Kathleen Happel
<b>Weightlifting</b>	Maged Aldeeb	Josh Ireland

**clubs, presidents and advisors subject to change  
updated July 2019**

## GENERAL OPERATIONS

### ADMINISTRATIVE OVERSIGHT

All club operations are facilitated through the Office of Recreation Sports & Facilities by the Assistant Director of Intramural & Club Sports. A Club Sports Student Coordinator is also available to assist.

Although all clubs are student organizations and should be self-governed as best as possible, the administrative staff is happy to be available and assist with anything related to your club!

All items related to eligibility, travel, risk management, finances and facility reservations (and anything else deemed situationally appropriate) must be filtered through a member of the administrative staff.

Position descriptions for administrative staff members are available upon request.

### ROSTERS & ADDITIONS

Each club must have a membership roster on-file with the Club Sports program. These rosters are official documents created by Club Sports personnel and ask for the full name, UW-Whitewater student ID number and phone number for each club member. Members **MUST** be included on the membership roster to be eligible for competition and travel.

Governing bodies may require other forms of roster verifications. Clubs must comply with those governing body requests and administrative staff is happy to assist with any items related to assembling club rosters.

Roster additions and/or subtractions may be made at any time and the membership roster must be updated whenever a roster change is made. Waivers must stay on-file for the entirety of the current academic year.

### CLUB LEADERSHIP & RESPONSIBILITIES

All clubs are required to have two leadership positions for Club Sports-related purposes only:

- **President**
- **Risk Management Officer**

One individual may hold both the Risk Management and another leadership position.

Clubs may choose to have other positions at their own discretion and leadership elections must be held at a time determined by the club. Clubs must meet leadership requirements established by UW-Whitewater Career & Leadership Development. Other common leadership positions include, but are not limited to:

- **Vice President**
- **Secretary**
- **Treasurer**
- **Social Media/Community Outreach**
- **Recruitment**
- **At-Large Member**

Club leadership is responsible for many items throughout the year. Since not all clubs are structured the same from a leadership position standpoint, it is up to each individual club to delegate roles and responsibilities in a manner the club deems appropriate. Club presidents are ultimately responsible to ensure items are addressed in a timely manner.

Leadership responsibilities include, but are not limited to:

- **Serving as a liaison between the club and Club Sports administrative staff**
- **Attend all necessary meetings and trainings**
- **Knowing and understanding campus emergency action plans**
- **Scheduling (and sharing) club competitions and practices**
- **Ensuring all University policies and procedures are followed by all club members at all times**
- **Submitting required paperwork to the Office of Recreation Sports & Facilities**
- **Ensuring all club members are eligible and have proper paperwork on-file**
- **Making travel arrangements and communicating said plans with Club Sports administrative staff**

- **Accurately updating the club's ConnectUWW page**
- **Ensuring the club meets all recognition standards established by Career & Leadership Development**
- **Collect and deposit dues from team members**
- **Keep records of all financial accounts affiliated with the club**
- **Attend budget meetings**
- **Submit any financial requests to Club Sports administrative staff**
- **Maintaining club equipment inventory**
- **Representing UW-Whitewater and all affiliated branding appropriately**

More resources are available on the [UW-Whitewater Career & Leadership Development website](#).

## **ADVISORS**

All clubs must have a faculty advisor. Only unclassified and classified staff members of UW-Whitewater and UW-Rock County are eligible to serve as faculty advisors. If a club cannot find a faculty advisor, the Office of Recreation Sports & Facilities may appoint someone to fill a vacancy on a temporary basis. The length of service for each advisor is assumed to be one academic year. Club leadership and advisors are encouraged to discuss the continuation of the advisor relationship for subsequent years.

Advisor resources are available via the [UW-Whitewater Career & Leadership Development website](#).

## **IMPORTANT MEETINGS & EVENTS**

Clubs must have at least one (1) representative present at the following events throughout the year:

- **Officer Training**
- **Risk Management Training**
- **Club Sports Awareness Day**
- **Involvement Fair**
- **Club Sports Monthly Meetings**
- **SUFAC Budget Hearing**
- **Leadership Election Results**
- **End-of-Year Review Meeting**
- **Recognition Renewal Meeting**
- **One-on-One Meetings**

Messages will be sent reminding club officers of upcoming events.

More information is available on the [Club Sports "Dates and Meetings" website](#).

## **FACILITY REQUESTS**

All facility requests, including those related to meetings, practices and events/competitions must be submitted to the Office of Recreation Sports & Facilities well in-advance. Requests that are not made within a timely manner may not be approved.

To request a facility, please consider submitting the [online request form](#).

## **PRACTICE TIMES**

Practice schedules will be shared on a quarterly basis. Traditional times and reservations are typically followed.

If your club cannot practice during its scheduled time, please notify the Assistant Director as soon as possible. If practice time is lost due to unfavorable playing conditions, day-of facility requests may be made, however gym/meeting space is not guaranteed.

Practice schedules will be distributed in-person at monthly Club Sports meetings but can also be found online via the [Club Sports website](#).

## SUBMITTING EVENT SCHEDULES

Event/competition schedules must be submitted by the beginning of each semester. Schedules may be submitted in-person or via email and are accepted in the following formats:

- **Word/PDF document**
- **Email**
- **Link to website**
- **Printed webpage**

Event schedules must be on-file in order for clubs to request facility space or travel accommodations.

## EQUIPMENT & STORAGE

Each club is responsible for obtaining, using and storing its equipment.

Any equipment that is purchased using approved university allocated funds (SUFAC) is property of the Office of Recreation Sports & Facilities and must be stored in the Williams Center (or at an agreed upon location) when not in-use. All equipment purchased using SUF funds must be logged in a club's inventory report.

Clubs are permitted to use Student/Faculty Organization funds (Stu/Fac) to purchase equipment. This equipment would not be considered property of Rec Sports. Please speak to administrative staff prior to making a purchase to discuss your intentions.

Equipment may also be available for rent from the Williams Center Equipment Room. A valid UW-Whitewater-issued identification card must be presented in order to check out equipment. Lost or damaged equipment is the responsibility of the individual checking out the equipment.

Any club utilizing storage space in a facility supported by the Office of Recreation Sports & Facilities MUST keep the storage space tidy at all times. Only designated club members are permitted to enter facility storage to remove equipment. Any violations or misuse of equipment/storage space may result in disciplinary action taken by administrative staff.

## LICENSING

Any use of the University of Wisconsin-Whitewater name or any of its registered trademark logos must be approved by [University Marketing and Communications](#). In order to obtain approval, a [licensing form](#) must be completed and turned in to the Office of Recreation Sports & Facilities.

Please be advised any alteration of University-affiliated logos is strictly prohibited. All club teams must also identify themselves as a club sport (i.e. "UW-Whitewater Men's Basketball Club" instead of "UW-Whitewater Men's Basketball").

Upon receiving approval, the club must seek a registered or licensed vendor and communicate its purchasing intentions with administrative staff.

[Campus Identity Standards](#)

[Licensed Vendor List](#) – click "Licensee & Products List" and type "Whitewater" in the search menu

[Ineligible Vendor List](#)

## HOME EVENTS

Clubs may host events on-campus and/or around the Whitewater community. Prior to hosting an event, a [home event planning form](#) should be submitted.

Advance notice is much appreciated in order to secure facility space, additional resources, staff supervision and any possible athletic training services.

Prior to hosting, it is strongly recommended clubs check with the Office of Recreation Sports & Facilities, the Whitewater Chamber of Commerce and area hotels to ensure the availability of facilities and lodging for traveling teams.



## **PARKING**

All club members and opponents must abide by UW-Whitewater Parking Services rules and regulations. Club Sports administrative staff will not file an appeal on your behalf. Any club or opposing team member receiving a parking citation is responsible for satisfying expectations and/or requirements established by Parking Services. Club funds may not be used to purchase parking passes.

[Campus Map with identified parking lots](#)

[Parking Services website](#)

[Parking FAQ](#)

## **ACADEMIC CREDITS & INTERNSHIP/FIELD STUDY PLACEMENT**

Club members, including officers, are not permitted to use their club-related experiences for academic credit. Any club member wishing to enroll in an internship or field study placement with Club Sports and the Office of Recreation Sports & Facilities may do so as long as administrative staff approves ahead-of-time. It is not guaranteed opportunities will be available every semester and students are encouraged to inquire about possibilities well in-advance.

## **FINANCIAL ADMINISTRATION**

### **SUFAC & SEG FEES**

A portion of the fees students pay is designated for the operation of various student services and organizations. These designated are called Segregated University Fees (SUF). The primary responsibility for the allocation of these fees is provided to students in consultation with the Chancellor and is subject to final confirmation by the Board of Regents of the University of Wisconsin System. This responsibility has been delegated to the [Segregated University Fee Allocation Committee](#) (SUFAC). SUFAC is comprised of nine students and two ex-officio members.

Each year in late October/early November, SUFAC hears presentations from all student programs and organizations requesting funding for the following academic year. Prior to this date, administrative staff will provide the current academic year's SUFAC allocation statement to each club. A representative from each club must then meet with administration to discuss this statement and its allocation request.

SUFAC funds are intended to supplement a club's own fundraising and are not intended to completely support all club activities. Emphasis is also placed on fundraising, dues collection and self-sufficiency for each club. Clubs must be recognized in order to request funding from SUFAC.

Per Club Sports preferences SUFAC funds may only be used for:

- **League/association dues**
- **Team equipment purchases**
- **Tournament fees**
- **Lodging expenses**
- **Vehicle rental fees**
- **Copying/printing/advertising services**
- **Payment to individuals (i.e. officials)**
- **Non-employee expense reimbursements**

Reminder: any tangible items purchased using SUF funds are considered property of UW-Whitewater Rec Sports and must be added to an individual club's inventory list.

SUF funds follow a fiscal year timeline. Each fiscal year begins July 1 and ends June 30. SUFAC funding NOT spent prior to fiscal year-end deadlines will be collected by Club Sports administrative staff, as carry over is not guaranteed. It is strongly recommended clubs use all SUFAC funds prior to the end of the academic year. These funds will be spent first. If any additional funding is needed, clubs and administration will use Student/Faculty Organization Account money (if applicable). Students will receive a monthly balance of SUFAC accounts but do not have access to view these accounts online. All accounts receiving SUFAC support are monitored by the Assistant Director. SUFAC funding must be approved and only the Assistant Director is permitted to facilitate transactions affiliated with SUFAC accounts.

Bottom line: spend your SUFAC account balance down as close to \$0.00 as possible.

[SUFAC Key Budgeting Terms](#)

## STUDENT/FACULTY ORGANIZATION ACCOUNTS

A Student/Faculty Organization Account (Stu/Fac or SFO) is an active on-campus checking account processed through the Cashier's Office. All funds in these accounts are privately raised (no SUFAC funds may be transferred or deposited into this account). Similar to private checking accounts, clubs receive monthly and annual statements detailing account activity. The Assistant Director works in direct correlation with the Cashier's Office to preside over all Student/Faculty Organization Accounts.

Club leadership must complete an authorized user access form in order to gain access to these funds. Most clubs have a Stu/Fac account. Each account has its own unique five-digit number. Clubs will mainly access these accounts to make deposits or request a check.

For more information, please see the following subsections in this handbook:

- Dues & Collections
- Fundraising
- Check Requests
- Cashier's Office & Deposits

Clubs are not required to have a Stu/Fac account, although it is strongly recommended they do. These funds do not need to be spent down to zero by the end of the fiscal year. Any remaining funds automatically carry over into the next fiscal year.

If a club has a negative SUFAC balance, don't worry! Stu/Fac funds will be used to balance out SUFAC. Clubs will not be permitted to spend any money out of any account if Stu/Fac balances cannot supplement any negative spending.

[Don't have a Student/Faculty Organization Account?](#)

## DUES & COLLECTIONS

Collecting dues are a great way to raise some funds to offset some expenses accrued by a club. Participation dues are not required by the Office of Recreation Sports & Facilities, although they may be required by an individual club. Please be advised the Assistant Director, in situations when a club becomes deficient in cash flow, may require dues be collected or increase the amount of dues to be paid by each member.

Dues may be set on a semesterly or annual basis in an appropriate amount determined by individual club leadership.

It is strongly recommended the method of setting and collecting dues be written in individual club constitutions. It is also strongly encouraged that clubs collecting dues have all members sign a [dues agreement form](#). This form allows the Office of Recreation Sports & Facilities to freeze an individual member's university account if dues are not paid.

Because clubs are individually recognized as student organizations, the Office of Recreation Sports & Facilities will honor the wishes of each individual club and the decisions rendered by leadership teams.

## FUNDRAISING

Fundraising is an important aspect each club must consider. There are countless opportunities for fundraising, which may include:

- **Alumni or fan donations**
- **Selling approved merchandise (i.e. online store from approved vendor)**
- **Raffles**
- **Bake sales**
- **Working camps or athletic competitions**
- **Selling concessions at home events**
- **Facility cleaning**
- **Much, much more!**

Please consult with administrative staff to determine if permits or licenses are required or if you wish to discuss other fundraising ideas!

Funds raised should be deposited into a Student/Faculty Organization Account.

## CONTINGENCY FUNDING

Each year, additional seg fee money is held in what is called a “contingency fund.” Clubs who may have unanticipated expenditures or wish to expand their programming are welcome to apply for additional funding. An established application process must be followed and clubs who wish to take advantage of this opportunity must meet with the Assistant Director to review intentions.

The Office of Recreation Sports & Facilities will support contingency fund requests related to:

- **Post-season travel or event hosting**
- **Equipment needs**
- **Other items deemed appropriate**

Contingency funding must be approved by SUFAC and the campus budgeting office. Contingency fund requests may not necessarily be granted and should be submitted well before funding is needed.

[SUFAC website](#) – see “Contingency Fund Policy” under “Supporting Information” on the left side of the page.

## REIMBURSEMENT REQUESTS

Individual club members are permitted to request reimbursement in the event personal funds are used. Reimbursement requests may be made in the form of:

- SUFAC non-employee expense
- Stu/Fac check request

Check requests are much easier to process and are the preferred method for reimbursement processing. However, if a club has SUFAC money available to spend down, a [non-employee expense](#) form can be submitted.

Please be advised reimbursement intentions should be clearly communicated with administrative staff PRIOR to spending personal funds. Clubs must have enough money in their accounts in order to process reimbursement requests. Administration reserves the right to deny reimbursement requests for any reason.

## CHECK REQUESTS

Clubs may request checks from their Stu/Fac account to help pay for anything related to club operations. Authorized officers must complete the check request form and bring it to the Office of Recreation Sports & Facilities for authorization. The Assistant Director will examine club funds available, determine the appropriateness of the request and will authorize the request with a signature. Check request forms will be copied and filed in the office for record-keeping purposes.

Following administrative authorization, the club requesting a check must bring the form to the Cashier’s Office in Hyer Hall during hours of operations. Please allow 2-3 business days for proper processing. Individual clubs are responsible for picking up their checks. Checks not cashed within the timeframe established by the Cashier’s Office are subject to having a stop payment noticed placed on them.

Check requests must be completed and include the following information:

- **Date**
- **Amount**
- **Issue check to (make sure this is spelled accurately)**
- **Five-digit account number**
- **Club name**
- **Purpose for payment**
- **Check “Payment is for Expenses Only”**
- **Signatures of at least one officer (up to two) and the Assistant Director**

Check requests for individual payments are not going to be authorized unless proper tax documentation is filed. See [“Hiring & Paying Individuals”](#) for more information.

## **PURCHASE REQUESTS**

Clubs are permitted to make their own purchases with Stu/Fac or personal money but must communicate purchase intentions to administrative staff. All receipts for reimbursements **MUST** be turned in.

If a club wishes to use SUFAC funds to purchase equipment, the Assistant Director must be notified with ample time to make said purchase.

Clubs are encouraged to complete the [purchase request form](#).

## **TAX-EXEMPT PURCHASES**

Clubs and their members are exempt from all sales tax in the state of Wisconsin, as well as in some other states, when making purchases for a club. Clubs are encouraged to carry a copy of the tax-exempt status certificate whenever they travel or conduct club business.

Individuals may not take advantage of the tax-exempt status for personal business.

[Certificate of tax-exempt status](#)

[Tax status items list](#)

## **HIRING & PAYING INDIVIDUALS**

Clubs and governing bodies often hire officials/referees to preside over contests. Clubs are welcome to hire anyone they deem appropriate to officiate a contest. Please be advised governing bodies and/or opposing teams may require officials have current certifications. The Assistant Director can assist with the recruitment and identification on qualified individuals, however individual clubs are responsible for securing commitments for game assignments.

If clubs are responsible for paying officials for their contests, each official must complete a [“Payment to Individual Form”](#) for each contest they work. Appropriate tax documentation must also be filed in order to classify officials as eligible vendors.

Payment for officials **CANNOT** be processed until a service has been completed and proper/completed paperwork has been turned in.

Intramural Sports officials may also be contracted, if permitted by governing bodies or opponents. Please consult the [Officials Association](#) for details.

## **USE OF PERSONAL FUNDS**

Club members are permitted to use personal funds for club-related business. Please be advised personal funds may not always be reimbursed and all spending must be appropriate. Receipts should **ALWAYS** be kept in the event an individual wishes to submit a reimbursement requests

## **OFF-CAMPUS ACCOUNTS**

No club is allowed to have a “third” or off-campus account without approval of administration. All club monies should go in and out of either SUFAC or Student/Faculty Organization accounts. Any club found with any unauthorized accounts is subject to facing disciplinary action on a circumstantial basis.

## **CASHIER’S OFFICE, CASH BOX & DEPOSITS**

The Cashier’s Office is located in room 104 of Hyer Hall. Club leadership members should familiarize themselves with the Cashier’s Office and its staff. All officers are required to have authorization forms on-file with the Cashier’s Office if they wish to access Student/Faculty Organization account funds.

Clubs wishing to sell concessions or items deemed appropriate be administration may rent a cash box from the Rec Sports office. The Cashier’s Office is able to provide change for said cash box, however a “Change Fund Request” must be submitted. The exact amount of change initially received must be returned to the Cashier’s Office following the event.

All deposits are to be completed by individual clubs. The Assistant Director may assist with completing the [deposit form](#), although clubs are responsible for turning their deposits in to the Cashier’s Office. Deposits are subject to tax, depending on the type of funds and method(s) in which they are raised.

## TRAVEL

### REQUIRED PAPERWORK

Whenever clubs travel, they are traveling on behalf of UW-Whitewater business. As a result of this classification, proper paperwork must be filed before, possibly during and after travel.

In order to travel, the following items are needed:

• <b>Updated membership roster on-file</b>	<b>BEFORE TRAVEL</b>	<b>UPDATE ANY TIME</b>
• <b>All travelers must have waivers on-file</b>	<b>BEFORE TRAVEL</b>	<b>UPDATE ANY TIME</b>
• <b>Driver authorizations</b>	<b>BEFORE TRAVEL</b>	<b>UPDATE ANY TIME</b>
• <b>Travel itinerary and roster</b>	<b>BEFORE TRAVEL</b>	<b>TURN IN 72 HOURS BEFORE</b>
• <b>Post-travel report</b>	<b>AFTER TRAVEL</b>	<b>TURN IN 48 HOURS AFTER</b>
• <b>Injury/incident report</b>	<b>AFTER TRAVEL</b>	<b>TURN IN ASAP</b>
• <b>Proof of event/results</b>	<b>AFTER TRAVEL</b>	<b>TURN IN 48 HOURS AFTER</b>
• <b>Receipts</b>	<b>AFTER TRAVEL</b>	<b>TURN IN 48 HOURS AFTER</b>

Administration reserves the right to request additional information as determined necessary.

Any individual who does not have proper paperwork on-file may not be authorized for travel. The same applies to all clubs as a whole. Please allow enough time for administration to process requests. The more information your hosts or governing bodies may need, administration may require more time to assist with travel.

A [travel checklist](#) has been assembled to assist with planning and operations. This checklist does NOT need to be turned in and is for reference only.

### HOTEL RESERVATIONS

The Assistant Director requests at least two weeks' notice for lodging requests. Lodging reservations must be made by the Assistant Director, NO EXCEPTIONS. Club leadership is permitted to call and reserve a block of rooms, but the official reservation must be secure by the Assistant Director. Club funds will be used to pay for lodging. The Assistant Director reserve the right to deny a lodging request if a club has insufficient funds.

When requesting lodging, clubs will be asked to provide the following information:

- **Name of three preferred sites and their addresses/phone numbers**
- **Date of check-in**
- **Date of check-out**
- **Confirm the number of nights of the stay**
- **Number of traveling members**
- **Number of rooms needed**
- **Number of beds per room**
- **Type of beds needed (queen vs. king, etc.)**
- **Additional name for check-in (i.e. coach, team captain, leader, etc.)**

Please be advised of the following:

- **Club members may be asked to supply a credit card for incidentals**
- **The Club Sports credit card WILL NOT travel with a club**
- **The Assistant Director may need to supply a credit card authorization form**
- **Whoever is also named on the reservation may need to provide identification**
- **Teams may be required to check in together**
- **Lodging reservations may not be changed, shortened or extended without administration's consent**

Reservation confirmations will be shared with appropriate club members once confirmations are received.

No third-party reservation services or websites may be used to secure lodging. This is the case even if cheaper prices are available on a website. The Assistant Director will call the place of temporary residence to secure all reservations and to negotiate any possible state and/or tax rate.

Receipts/hotel folios MUST be turned in to the Office of Recreation Sports & Facilities upon the club's return to campus.

## **LODGING POLICIES**

All traveling members and affiliated individuals (i.e. fans) represent UW-Whitewater at all times and are expected to act professionally and abide by all policies established by the place of temporary residence. The UW-Whitewater Student Code of Conduct must also be followed.

Clubs are not authorized to charge incidentals or any items not related to room rates and applicable taxes to their stay. If incidentals (rentals, room service, safe use, etc.) are charged, the club will be responsible for reimbursing the Assistant Director in the proper channels established by the University.

## **VEHICLE USE**

Members are strongly encouraged to rent UW-Whitewater fleet or Enterprise vehicles, although personal vehicles may be used. The Assistant Director must assist with renting fleet or Enterprise vehicles. Clubs may not be authorized to rent vehicles if they have insufficient funding available. 15-passenger vehicles are not authorized for use.

Traveling with a club for club-related operations is considered university business. All individuals who will be driving a vehicle, regardless of ownership or rental status, must be authorized by the University and State of Wisconsin.

Vehicle rental intentions must be clearly communicated to the Assistant Director with at least two weeks' notice prior to the rental need. Only the Assistant Director may secure vehicle rentals. A club leader will be required to meet with the Assistant Director to review vehicle rental policies and procedures. Clubs must also keep any provided documentation in their rental vehicle at all times. Failure to comply with rental policies may result in a financial penalty outlined by the rental company and/or the loss of driving authorizations/privileges.

Receipts for fuel must be kept and turned in to the Office of Recreation Sports & Facilities if reimbursement will be requested.

## **DRIVER AUTHORIZATIONS**

Any club member who intends to operate any type of vehicle for club-related business must be an authorized driver. There are no exceptions to this rule. Violators and their affiliated club(s) are subject to severe discipline.

The driver authorization process is not facilitated or maintained by the Office of Recreation Sports & Facilities. It is strongly recommended all possible drivers complete the authorization process as early as possible. The Assistant Director will confirm authorizations before approving travel. Any member not on the list of authorized drivers will be noted as such. Simply put, when the office looks to confirm authorization, either you're authorized or you're not. Pending authorizations are not subject to confirmation and the UW-Whitewater Risk Management office may not necessarily be in a position to expedite requests.

[UW-Whitewater Risk Management website](#)  
[Vehicle and Driving Information](#)  
[State Fleet Portal website](#)

## **REGISTRAR REQUESTS**

In some cases, specific roster and eligibility forms may be requested by a governing body and/or event. These forms may require an official UW-Whitewater seal and signature from the Registrar's Office. If this is the case, please bring all documentation to the Assistant Director for review. The Assistant Director will notify the appropriate representative with the Registrar's Office and the club will take the form(s) over to the Registrar's Office in Roseman Building.

The Registrar's Office MUST have at least five (5) business days' notice to complete required paperwork. Forms requesting social security numbers and other personal information violating privacy laws may not be completed in their entirety.

## **CLASS ABSENCE REQUESTS**

Club Sports contests are recognized university activities. Clubs may request letters notifying instructors of intended class absence(s) due to club operations. These letters must be requested at least two weeks prior to the event and will only be crafted if a club has satisfied compliance standards established by the Office of Recreation Sports & Facilities.

The Office of Recreation Sports & Facilities does not have authority to excuse students from class. Instructors reserve the right to excuse students or not. Regardless, club members are expected to complete all coursework and materials required of all students enrolled in a class.

Individual members are responsible for distributing class absence letters. The Office of Recreation Sports & Facilities will not distribute letters on a club's behalf.

## **TRAVEL-RELATED EMERGENCIES**

In the event of any emergencies during travel, club leaders are encouraged to contact the Assistant Director, Student Coordinator or the Office of Recreation Sports & Facilities. Emergencies happen on a circumstantial basis and the support staff may have the necessary resources to assist. Personal contact information will be shared during officer training or subsequent meetings.

During travel, it is recommended club members have access to:

- **First aid kit**
- **Cell phone or extra charger**
- **Personal identification and insurance card/information**
- **Tire repair and roadside assistance kit**
- **Extra snacks and blankets**
- **Source of funding (reimbursement may be possible)**
- **Additional authorized drivers (multiple per vehicle suggested)**

Members are encouraged to closely examine content in the participation waiver.

## **RISK MANAGEMENT**

### **OFFICER POSITION**

Each club is required to have a risk management officer as part of its leadership team. The risk management officer may hold one other leadership position and is expected to:

- **Obtain certification in First Aid, CPR and AED administration**
- **Understand emergency action plans on how to call EMS personnel (9-1-1)**
- **Understand signs and symptoms of a concussion and return to play protocol**
- **Assist with the driver authorization process**
- **Assist with travel planning**
- **Be the point person in the event of an emergency during travel (or on-campus)**
- **Complete and turn in an injury/incident report for all incidents**
- **Assist with the decisions of facility playability in the event administrative staff is absent**
- **Monitor equipment status (safe to use, etc.)**
- **Other items deemed appropriate by the Office of Recreation Sports & Facilities**

Instructions on how to meet expectations as a risk management officer will be presented during a training session specifically designed for risk management purposes, which the risk management officer must attend (other leaders welcome).

### **PARTICIPATION WAIVERS**

All members who intend to participate in any club event must have a [participation waiver](#) on-file with the Office of Recreation Sports & Facilities. Members are not eligible to participate until this waiver is properly acknowledged and filed. In addition to having a waiver on-file, members must be listed on a club's membership roster, which is also on-file in the Rec Sports Office. Both of these forms must be legible and contain up-to-date information.

Participation waivers are good for one calendar year, beginning July 1 and ending June 30. Waivers must be filed each year a member wishes to participate.

## **MEDICAL COVERAGE & ASSISTANCE**

The Office of Recreation Sports and Facilities does not provide health/medical or accidental insurance coverage for participants. Participants are encouraged to have their own coverage, although insurance coverage is not a requirement for participation.

In the event medical assistance is needed on-campus, all Rec Sports staff members are able to provide basic first aid, CPR and AED administration. Rec Sports staff do not have the authority to diagnose injuries or provide medical assistance outside of basic first aid training. Staff members are also trained to follow emergency action plans and EMS protocol. Advisement provided by staff should not be considered official medical advice and members should always consult a physician whenever they feel it necessary.

In the event EMS is called, a member has the right to refuse treatment and any transportation.

Club Sports athletes are not eligible to receive treatment in the Williams Center via the services provided by Intercollegiate Athletics.

Basic first aid and taping supplies are available for club teams upon request.

[University Health and Counseling Services](#) may be utilized by Club Sports members.

## **COACH AGREEMENTS & INFORMATION**

Clubs may appoint a coaching staff if they so choose. Coaches do not have to be members of the University community, although they must be recognized by the Office of Recreation Sports & Facilities. A [Coach Agreement Form](#) must be filed each academic year for every individual on a club's coaching staff (if said coach is not already a participating member as established by eligibility guidelines). Background checks and additional paperwork may also be required of individuals wishing to serve as a coach.

Coaches may volunteer or be paid for their services. Pay status is at the discretion of each individual club. If a coach receives financial compensation for their services, proper documentation must be filed with Financial Services. Stu/Fac check requests will not be accepted unless proper documentation has been turned in.

If coaches wish to have certain privileges (Hawk Card, UW-Whitewater email address, building access, etc.) they must consult with the Assistant Director.

Coaches must act in the best interest of their affiliated club, UW-Whitewater and the UW System and represent all three parties positively and professionally at all times. Coaches may be dismissed by their affiliated club and/or the Office of Recreation Sports & Facilities/UW-Whitewater at any time for any reason.

## **INJURY REPORTING**

Due to the unpredictable nature of participation, all club activities are to be considered contact activities. Any injuries and/or incidents must be reported to the Office of Recreation Sports & Facilities within 24 hours of their occurrence. Failure to accurately report injuries and/or incidents may result in disciplinary action.

Individuals who sustain any injury should contact the Assistant Director immediately if it is believed the nature of the injury may prevent them from fulfilling their academic requirements. The Assistant Director reserves the right to refer injured individuals to the University Health Center, the Dean of Students/Student Life Office and/or academic advisors.

## **CONCUSSIONS & RETURN TO PLAY**

All team members are encouraged to understand the signs and symptoms affiliated with a concussion. All suspected head injuries are to be handled with extreme care and caution. In the event of a suspected head injury (concussion), club leaders are expected to remove the impacted individual(s) from participation immediately and an injury report shall be filed. It is suggested the injured individual seek medical attention as soon as possible.



The Office of Recreation Sports & Facilities does not require baseline testing and it is up to the injured individual and club leadership to determine return to play status. Members are strongly encouraged to exercise caution and consult as many certified resources as possible in order to reach a logical and safe conclusion. The Assistant Director reserves the right to deny participation in any capacity if an injured participant continues to exhibit signs and symptoms indicating participation could jeopardize their safety and wellbeing.

### **ATHLETIC TRAINING SERVICES**

Most home events are supervised by a member of the Rec Sports staff. The scheduled staff member will be certified in first aid, CPR and AED administration and will also be familiar with EMS protocol and facility action plans. Staff members are NOT certified athletic trainers.

In the event a club wishes to have an athletic trainer on-site, a request for a trainer must be made well in-advance. The Assistant Director will work to find a trainer to hire as an independent contractor. Trainers may not always be available. Clubs may be financially responsible for the hiring of a trainer.

### **CONTRACTS**

No club member is eligible to sign a contract. All contracts should be facilitated through the Office of Recreation Sports & Facilities. The Assistant Director can work with the entity requesting a contractual agreement or refer said entity to the proper campus authority.

### **WEATHER NOTICES**

Clubs who practice/compete outdoors will receive email communication from administration in the event of unfavorable weather and/or playing conditions. A notice will also be placed on the home page of the [Rec Sports website](#).

If campus facilities are closed due to weather, it should be assumed community facilities and parks are also closed. If Intramural Sports or Intercollegiate Athletics facilities are cleared of participation, clubs must vacate their field space as well. Rec Sports staff members reserve the right to end club events for the fairness and safety of all student on-campus. This includes events that may be in-progress.

In the event of lightning, club members must vacate their playing surface immediately. The Office of Recreation Sports & Facilities follows lightning guidelines established by the National Weather Service and American Softball Association.

Helpful weather resources may include, but are not limited to:

- [UW-Whitewater Weather Site](#)
- [National Weather Service \(NWS\)](#)
- [NWS Education](#)
- [The Weather Channel](#)
- [Weather Underground](#)
- [WeatherBug](#)

Please be advised it is highly unlikely indoor practices or events will be canceled/postponed. Club leadership members are authorized to make decisions regarding club events if they feel travel to campus would jeopardize the safety of club members, opponents and/or fans. Any cancellations must be communicated to administrative staff with as much notice as possible.

## **RECOGNITION**

### **CAREER & LEADERSHIP DEVELOPMENT**

All club teams report directly to the Assistant Director of Intramural & Club Sports, however each club must also fulfill obligations established by UW-Whitewater Career & Leadership Development (CLD). Messages and communication attempts made by CLD must not be ignored and are to be considered essential to club operations.

## STUDENT ORGANIZATION ACKNOWLEDGEMENT

Each club team is a student organization. This means clubs are to be governed mainly by a group of elected student leaders and must abide by the UW-Whitewater Student Code of Conduct. Each student organization, regardless of department affiliation, must be recognized by Career & Leadership Development in order to receive institutional support.

In order to be successful, Club Sports teams and their student members must put in the necessary work and time. Wins and championships are nice, however the best experiences are sometimes defined by how well clubs are treated by their student members.

The Office of Recreation Sports & Facilities will gladly assist with day-to-day club operations, but final decisions are ultimately the responsibility of each individual club. Administrative staff will act in accordance to the wishes of elected club leaders, although staff reserves the right to act in a manner that is in the best interest of an individual club, best represents UW-Whitewater and treats all other clubs/student organizations fairly.

[List of UW-Whitewater Recognized Student Organizations](#)

## RECOGNITION STATUS

Individual clubs must be recognized by Career & Leadership Development before they can be accepted into the Club Sports program.

In order to become recognized, clubs must adhere to the guidelines established by Career & Leadership Development. Recognition is an annual process that all student organizations must go through.

Clubs who do not complete steps in the recognition process are not permitted to travel/compete, receive operational assistance from the Office of Recreation Sports & Facilities, have access to affiliated funds or have access to the benefits available to recognized student organizations.

Recognition is the responsibility of club leadership. Club Sports administrative staff is not responsible for individual clubs receiving recognition although assistance will be provided when appropriate.

[Career & Leadership recognition website](#)

For clubs to be recognized by the Office of Recreation Sports & Facilities, the following must be met:

- **Recognition approved by Career & Leadership Development**
- **All forms selected in RED TEXT in the [“List of Club Sports Forms”](#) table must be on-file**
- **Club must have at least seven (7) members listed on its membership roster**

## CONSTITUTIONS

As a requirement from Career & Leadership Development, all club teams must have an active constitution which outlines plans and operations in writing. It is at the discretion of each individual club in terms of what a constitution entails, however it is strongly encouraged that each constitution defines leadership position outlines, election procedures and expectations related to paying dues while adhering to the article structure established by CLD.

For more on how to establish a constitution, please refer to the linked [Career & Leadership Development video](#).

## CONNECTUWW & CLUB WEBSITES

Part of being a recognized student organization includes receiving a club page via connectUWW. This can be considered the official club website if the club chooses and will be the default site linked via the Club Sports [“Clubs List” website](#). Clubs are welcome to have their own websites, which must be approved by the Assistant Director.

For good customer service and fan engagement purposes, all clubs are required to share the following information on their websites:

- **Club synopsis/introduction**
- **Contact information**
- **Leadership**
- **Practice/meeting schedule**
- **Competition/event schedule**
- **Membership roster**
- **Social media links**
- **Link to constitution/by-laws**

Administrative staff reserves the right to update club website content at any time, although club leadership is expected to maintain active sites.

### **CLUB SPORTS AWARENESS DAY & INVOLVEMENT FAIRS**

All clubs are expected to have at least one representative present at Club Sports Awareness Day and UW-Whitewater Involvement Fairs.

Club Sports Awareness Day is an event organized by Rec Sports to specifically bring awareness to all clubs affiliated with the Club Sports program. Participation is a requirement of the Office of Recreation Sports & Facilities and typically takes place during the first week of fall classes.

Involvement Fairs are organized by Career & Leadership Development and are open to all recognized student organizations. Clubs must apply to participate in Involvement Fairs, which are a great way to meet students and recruit prospective members. Involvement Fairs are typically scheduled once per semester. Clubs have the option to participate in both fairs, however participation in the fall semester event is strongly encouraged.

### **PUBLICITY**

All recognized clubs have several advertising opportunities around campus. Popular means of advertising include, but are not limited to:

- **Club Sports Awareness Day**
- **UW-Whitewater Involvement Fair**
- **Campus tabling**
- **Williams Center display cases, message boards and bulletin boards**
- **Posters in residence halls and academic buildings**
- ***The Royal Purple* and UWTV**
- **UW-Whitewater and other websites**
- **Social Media pages**

Intramural and Club Sports employs two student coordinators or marketing and promotions. These individuals have set office hours throughout the week and are available to help promote club operations at the discretion of the Assistant Director.

Clubs are not required to have their own social media accounts or websites; however, it is highly encouraged. Please share any social media accounts or additional websites with administration so we can assist with promoting your club!

### **RECREATION SPORTS OFFICE SERVICES**

Each club has a mailbox in the Office of Recreation Sports & Facilities, Williams Center room 100. This area is where all mail and equipment will be sent for clubs to receive. It is important for all clubs to check their mailboxes frequently during the academic year.

Mail and equipment may be sent to:

UW-Whitewater (specific club)  
800 West Main Street  
100 Williams Center  
Whitewater, Wisconsin 53190  
Attention: Matt Schneider

Clubs also have access to a fax machine, industrial copier for printing and promotional materials and mail services.

### **CAMPUS BUILDING ACCESS**

If a club requires building access via card swipe during non-traditional hours of operations, please contact the Assistant Director to make arrangements. This will typically be the case in Esker Dining Hall and Roseman Building.

For clubs operating out of Esker 108, up to two room keys are permitted to be rented for an academic year. Keys must be returned by the individual(s) they are rented to. Clubs may be responsible for replacing locks and/or keys.

Clubs must abide by any additional facility policies and/or expectations established by campus buildings.

### **FORMING A NEW CLUB**

If anyone wishes to express interest in forming a new club, please contact the Assistant Director or Student Coordinator to arrange a meeting to discuss the recognition process. Please be advised new clubs must fit the mission and values of the Office of Recreation Sports & Facilities and may be placed on probation in order to prove self-sustainability.

For more information, please consult the [Career & Leadership Development website](#).

## **CONDUCT & EXPECTATIONS**

### **EXPECTATIONS**

All clubs and their affiliated membership are expected to act in a manner that is both professional and positive at all times. Clubs and their leaders are expected to meet attendance standards, timelines and deadlines established by the Office of Recreation Sports & Facilities. This includes frequent in-person, email and phone communication. Members are expected to abide by all rules, policies and procedures outlined in various campus resources.

### **COMMUNITY SERVICE**

Club teams and their members should always be actively seeking community service opportunities. Community service is currently not a requirement of being affiliated with Club Sports, however that may change at any time at the discretion of administrative staff.

If community service hours are performed, please complete the [Community Service Notice Form](#) as soon as possible.

### **SOCIAL MEDIA & POSTING POLICY**

Clubs are not required to have their own social media accounts; however, it is strongly encouraged they do.

Social media posts, no matter their type (written or visual) must be positive in-nature and cannot contain any references to/indications of alcohol/substance abuse or consumption and mistreatment of individual members/opponents. Policy violations may be discovered via social media posts and clubs are encouraged to exercise caution and employ good judgment before making a post.

### **CODE OF CONDUCT**

In addition to items outlined in this manual, all clubs and their affiliated membership are expected to adhere to the following UW-Whitewater Codes of Conduct:

- **Student Organization Conduct Policy found on the [Career & Leadership Development website](#)**
- **UW-Whitewater Student Handbook found on the [Student Handbook website](#)**

Please be advised not all situations may not be perfectly outlined or defined in campus documents. Administrative staff members will treat all instances fairly based on the presented circumstance(s).

## HAZING

The Office of Recreation Sports & Facilities will adhere to the UW-Whitewater Anti-Hazing Policy, which is outlined by Career & Leadership Development and displayed below:

Students, student organizations, athletic teams and other student groups of the University of Wisconsin-Whitewater community are strictly prohibited from engaging in any type of hazing activity. Hazing is defined as "any action taken or situation created, intentionally, whether on or off-campus, that produces mental or physical discomfort, embarrassment, harassment, or ridicule." This includes any action that endangers the health or well-being of an individual, is personally degrading, has an adverse effect on the academic performance of the student, or which violates any federal, state or local statute or University policy. Individual or group consent to hazing activity in no way validates the activity or excludes those perpetuating it from being charged with a crime.

Individual members, organizations and groups who violate this policy are subject to University disciplinary action, as set forth in the University of Wisconsin-Whitewater Student Non-Academic Disciplinary Procedures under UW System Administrative Code Chapter 17. This document is available for review at the Office of Student Affairs, the Whitewater Student Government, or the Library Reserve Desk.

Additionally, any University student organization, group or individual student violating this policy or the Wisconsin Statute on Hazing, is subject to sanctions that may be imposed by the judicial or coordinating body of which the organization is a constituent member and/or a court of law. The Wisconsin Statute on Hazing, 948.51, is available for review at Career & Leadership Development, the Library Reference Desk, or from your state representative.

Enforcement of the UW-Whitewater Anti-Hazing Policy shall be the administrative responsibility of the Office of Student Affairs and Career & Leadership Development. Individuals or groups seeking additional information about this policy or reporting possible violations should contact staff in Career & Leadership Development at 262-472-1471.

For examples of what constitutes hazing, or for more information, please consult the [Career & Leadership Development website](#).

## STATUS

The following status categories apply to all recognized student organizations, as outlined by the Student Organization Policy Guide:

- **Good Standing**
- **Disciplinary Probation**
- **Emergency Suspension**
- **Disciplinary Suspension**
- **Revocation of University Recognition**

Please be advised new clubs may be placed on mandatory probation until self-sustainability is proven.

## SPORTSMANSHIP

All club members are expected to maintain the highest standards of sportsmanship, both on and away from their respective playing surface. This includes Intramural Sports participation.

- **Allow contest officials and representatives preside over contests without interference or harassment**
- **If a club has a grievance, voice it at an appropriate time and to appropriate people**
- **If necessary and appropriate, the Assistant Director can represent a club in a grievance**
- **Above all, be proud to be a Warhawk and be honorable in representing your institution**

We all want your club to exhibit reasons why opponents want to return to campus or ask you to be a repeat participant in their events. Governing bodies should ALWAYS be under the impression UW-Whitewater Club Sports and its teams will make great members!

## **CLUB ISSUES**

Unfavorable situations may present themselves during the academic year. If a club experiences any issues and would like to request mediation assistance, a [Club Issues Petition Form](#) should be submitted. Administrative staff will always make themselves as available as possible to assist with any issues.

## **DISCIPLINE**

Each club within the UW-Whitewater Club Sports program is student-run but under the administration and guidance of the Office of Recreation Sports & Facilities and Career & Leadership Development. Each club member is responsible for the knowledge of and adherence to the policies set forth in this manual, the Student Organization Policy Guide and the UW-Whitewater Student Code of Conduct. Failure to comply with rules, policies and/or procedures may result in disciplinary measures deemed appropriate by the Assistant Director. Common disciplinary measures include, but are not limited to:


- **Verbal and written warnings**
- **Public apologies**
- **Loss of practice time/space**
- **Loss of travel privileges**
- **Loss of event hosting privileges**
- **Forfeiture of travel reimbursement privileges**
- **Fines or loss of spending privileges**
- **Loss of good standing status**
- **Probation**
- **Suspension**
- **Revocation of Club Sports status**
- **Revocation of university recognition status**

Both individual members and their affiliated club are subject to receiving disciplinary action. Any entity found disrespecting the university or club via any form of abuse will be asked to be removed from Club Sports participation.

## LIST OF CLUB SPORTS FORMS

Click the links in the list to access forms in a specific format. Not all forms will be available in multiple formats.

Forms with a  require additional attention and need to be on-file with the Club Sports office in room 100.

FORM NAME	CATEGORY		FORM COPY TYPES		
			<a href="#">DOWNLOADABLE PDF</a>	<a href="#">FILLABLE PDF</a>	<a href="#">ONLINE FORM</a>
<b>OFFICER CONTACTS</b>	GENERAL		<a href="#">DOWNLOADABLE PDF</a>	<a href="#">FILLABLE PDF</a>	<a href="#">ONLINE FORM</a>
<b>PRESIDENT AGREEMENT</b>	GENERAL		<a href="#">DOWNLOADABLE PDF</a>	<a href="#">FILLABLE PDF</a>	--
<b>OFFICER AGREEMENT</b>	GENERAL		<a href="#">DOWNLOADABLE PDF</a>	<a href="#">FILLABLE PDF</a>	--
<b>CLUB INFORMATION SHEET</b>	GENERAL		<a href="#">DOWNLOADABLE PDF</a>	<a href="#">FILLABLE PDF</a>	<a href="#">ONLINE FORM</a>
<b>MEMBERSHIP ROSTER</b>	GENERAL		<a href="#">DOWNLOADABLE PDF</a>	<a href="#">FILLABLE PDF</a>	--
<b>PARTICIPATION WAIVER</b>	GENERAL		<a href="#">DOWNLOADABLE PDF</a>	<a href="#">FILLABLE PDF</a>	--
<b>DUES CONTRACT AGREEMENT</b>	GENERAL		<a href="#">DOWNLOADABLE PDF</a>	<a href="#">FILLABLE PDF</a>	--
<b>INVENTORY FORM</b>	GENERAL		<a href="#">DOWNLOADABLE PDF</a>	<a href="#">FILLABLE PDF</a>	<a href="#">ONLINE FORM</a>
<b>CLUB ISSUES PETITION</b>	GENERAL		<a href="#">DOWNLOADABLE PDF</a>	<a href="#">FILLABLE PDF</a>	<a href="#">ONLINE FORM</a>
<b>COACH/INSTRUCTOR AGREEMENT</b>	GENERAL		<a href="#">DOWNLOADABLE PDF</a>	<a href="#">FILLABLE PDF</a>	--
<b>MONTHLY UPDATE</b>	GENERAL		<a href="#">DOWNLOADABLE PDF</a>	<a href="#">FILLABLE PDF</a>	<a href="#">ONLINE FORM</a>
<b>LICENSING WAIVER</b>	GENERAL		<a href="#">DOWNLOADABLE PDF</a>	--	--
<b>COMMUNITY SERVICE PERFORMED</b>	GENERAL		<a href="#">DOWNLOADABLE PDF</a>	<a href="#">FILLABLE PDF</a>	<a href="#">ONLINE FORM</a>
<b>ACCIDENT REPORT</b>	RISK MANAGEMENT		<a href="#">DOWNLOADABLE PDF</a>	<a href="#">FILLABLE PDF</a>	--
<b>INSTRUCTIONS: DRIVER AUTHORIZATION</b>	RISK MANAGEMENT		<a href="#">DOWNLOADABLE PDF</a>	--	--
<b>SUFAC BUDGET TEMPLATE</b>	FINANCE		<a href="#">DOWNLOADABLE PDF</a>	--	--
<b>STU/FAC ACCOUNT AUTHORIZATION</b>	FINANCE		<a href="#">DOWNLOADABLE PDF</a>	<a href="#">FILLABLE SHEET</a>	--
<b>STU/FAC CHECK REQUEST</b>	FINANCE		<a href="#">DOWNLOADABLE PDF</a>	<a href="#">FILLABLE SHEET</a>	--
<b>STU/FAC DEPOSIT</b>	FINANCE		<a href="#">DOWNLOADABLE PDF</a>	<a href="#">FILLABLE SHEET</a>	--
<b>PURCHASE REQUEST</b>	FINANCE		<a href="#">DOWNLOADABLE PDF</a>	<a href="#">FILLABLE PDF</a>	<a href="#">ONLINE FORM</a>
<b>CERTIFICATE OF TAX EXEMPT STATUS</b>	FINANCE		<a href="#">DOWNLOADABLE PDF</a>	--	--
<b>TAX STATUS ITEMS LIST</b>	FINANCE		<a href="#">DOWNLOADABLE PDF</a>	--	--
<b>NON-EMPLOYEE E-REIMBURSEMENT</b>	FINANCE		<a href="#">DOWNLOADABLE PDF</a>	<a href="#">FILLABLE SHEET</a>	--
<b>PAYMENT TO INDIVIDUAL REPORT</b>	FINANCE		<a href="#">DOWNLOADABLE PDF</a>	<a href="#">FILLABLE SHEET</a>	--
<b>TRAVEL CHECKLIST</b>	TRAVEL		<a href="#">DOWNLOADABLE PDF</a>	--	--
<b>TRAVEL ITINERARY AND ROSTER</b>	TRAVEL		<a href="#">DOWNLOADABLE PDF</a>	<a href="#">FILLABLE PDF</a>	<a href="#">ONLINE FORM</a>
<b>POST-TRAVEL REPORT</b>	TRAVEL		<a href="#">DOWNLOADABLE PDF</a>	<a href="#">FILLABLE PDF</a>	<a href="#">ONLINE FORM</a>
<b>WILLIAMS CENTER FACILITY REQUEST</b>	EVENT HOSTING		<a href="#">DOWNLOADABLE PDF</a>	<a href="#">FILLABLE PDF</a>	<a href="#">ONLINE FORM</a>
<b>HOME EVENT PLANNING</b>	EVENT HOSTING		<a href="#">DOWNLOADABLE PDF</a>	<a href="#">FILLABLE PDF</a>	<a href="#">ONLINE FORM</a>
<b>POST-HOME EVENT REPORT</b>	EVENT HOSTING		<a href="#">DOWNLOADABLE PDF</a>	<a href="#">FILLABLE PDF</a>	<a href="#">ONLINE FORM</a>

## CAMPUS RESOURCES & LINKS

Listed alphabetically; excludes the Office of Recreation Sports & Facilities

### ACADEMIC CALENDAR

<http://uww-public.courseleaf.com/general-information/academic-legal-policies/academic-calendar/>

### CAMPUS MAP

<https://www.uww.edu/campus-info/map-and-directions/campus>

### CAREER & LEADERSHIP DEVELOPMENT

146 University Center 262-472-1471

<http://www.uww.edu/career-and-leadership-development>

### CASHIER'S OFFICE

104 Hyer Hall 262-472-1378

<http://www.uww.edu/adminaffairs/finance/cashiers-office#Departments>

### DEAN OF STUDENTS & STUDENT LIFE

2130 Andersen Suite 262-472-1533

<http://www.uww.edu/dean-of-students>

### FINANCIAL SERVICES

110 Hyer Hall 262-472-1331

<http://www.uww.edu/adminaffairs/finance>

### INTERCOLLEGIATE ATHLETICS

112 Williams Center 262-472-4661

<https://uwwsports.com/>

### MARKETING & COMMUNICATION

<https://www.uww.edu/umc>

### PARKING SERVICES

Visitor's Center 262-472-1011

<http://www.uww.edu/adminaffairs/parking-regulations>

### POLICE SERVICES

Goodhue Hall 262-472-4660 (non-emergency)

<http://www.uww.edu/adminaffairs/police>

### REGISTRAR'S OFFICE

2032 Roseman Building 262-472-1570

<http://www.uww.edu/registrar>

### RISK MANAGEMENT & SAFETY

Third Floor Hyer Hall

<https://www.uww.edu/adminaffairs/riskmanagement>

### UNIVERSITY HEALTH & COUNSELING

Ambrose Health Center 262-472-1300

<https://www.uww.edu/uwcs>

### WHITEWATER STUDENT GOVERNMENT

<https://www.uww.edu/wsg>



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**WARHAWKS**<sup>TM</sup>



CLUB SPORTS

[uww.edu/recsports](http://uww.edu/recsports)

**262-472-1145**

RATIFIED SUMMER 2019 BY  
MATT SCHNEIDER & MAXWELL DODD