



2016 – 2017 OPERATIONS MANUAL

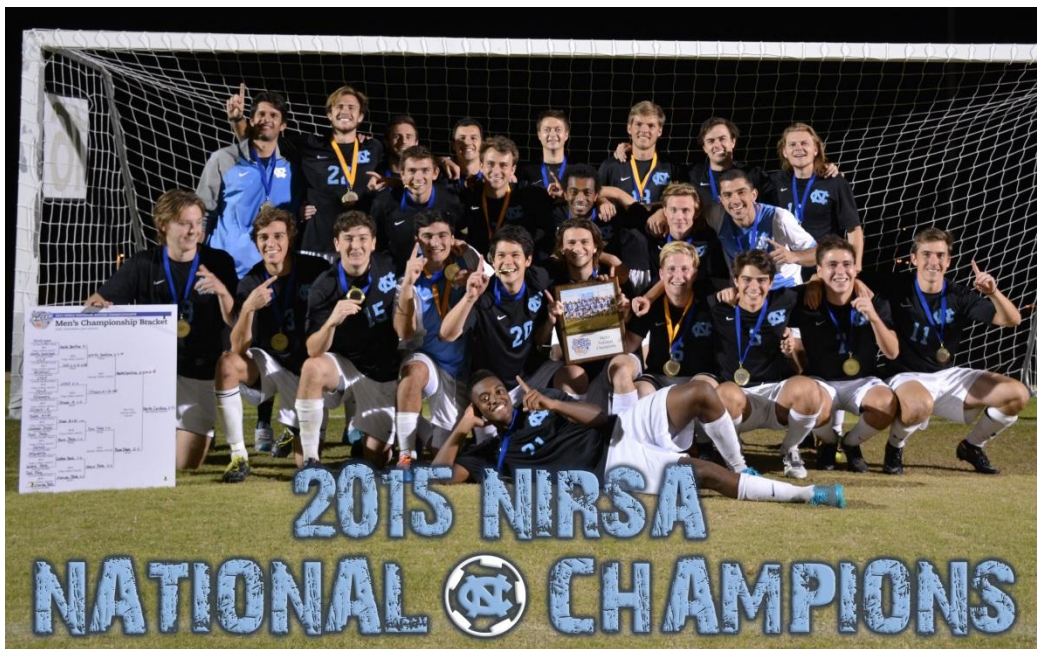


Photo: MEN'S SOCCER

2015-2016 UNC Sport Club of the Year & 2015 NIRSA National Champions

Sport Clubs: Compete... Challenge... Unite...

<http://campusrec.unc.edu/sport-clubs>

IMPORTANT CONTACT INFORMATION

SPORT PROGRAMS STAFF

<p>JUSTIN FORD Assistant Director of Sport Programs Office: (919) 843-4769 Cell: (919) 389-3160 Jgford@email.unc.edu</p>	<p>TORI HOOKER Coordinator of Sport Programs Office: (919) 843-4768 Cell: (919) 548-1878 tleighc@email.unc.edu</p>
---	--

<p>JORDAN VANBEEK Sport Programs Intern Office: (919) 962-0499 Cell: (704) 231-4608 jvanbeek@email.unc.edu</p>	<p>DOMINICK HARRIS Sport Programs Intern Office: (919) 962-0591 Cell: (704) 390-2461 dominich@live.unc.edu</p>	<p>QUINTIN TERRY Sport Programs Intern Office: (919) 843-4770 Cell: (302) 312-4137 quet@email.unc.edu</p>
---	--	--

<p>MEGHAN FULTON Head Athletic Trainer Office: (919) 966-6548 Cell: (919) 428-1057 mcwalsh@ad.unc.edu</p>	<p>CALLY MACKRELL Grad. Assistant Athletic Trainer Cell: (443) 878-9279 callymac@live.unc.edu</p>	<p>CARL WHITE Grad. Assistant Athletic Trainer Cell: 240-354-4178 carlwa@live.unc.edu</p>
--	---	---

SPORT CLUBS EXECUTIVE BOARD

Jennifer Mooney

Executive Board President | *Gymnastics* – jkmoooney@live.unc.edu

Rachel Schwab

Executive Board Member | *Women's Soccer White* – rmschwab10@gmail.com

Alan Sharpe

Executive Board Member/CRAC Representative | *Baseball* – asharpe5@live.unc.edu

Graham Hausfeld

Executive Board Member | *Ski & Snowboard* – hausfeld@live.unc.edu

Lauren Wagaman

Executive Board Member | *Tae Kwon Do* – lauren_wagaman@kenan-flagler.unc.edu

LOCATION & MAILING ADDRESS

UNC Sport Club Office
Attention: (Your Club Goes Here)
101 Student Recreation Center, CB #8610
University of North Carolina at Chapel Hill
Chapel Hill, NC 27599-8610
Fax: (919) 962-3621 | Phone: (919) 843-7529

MISSION

SPORT PROGRAMS MISSION STATEMENT

Sport Programs is an entity within Campus Recreation that encompasses Sport Clubs and Intramural Sports. We exist to provide competitive, recreational, and instructional opportunities in an inclusive environment, aimed at promoting a healthy and active lifestyle. Sport Programs develops leaders through participation and student employment.

A Sport Club is a university recognized student organization formed by individuals with a common interest in a sport. The primary goals of this program are member recruitment and retention, student leadership, involvement, and participation. Each Club is formed, organized, governed, and administered by the student membership of that particular club.

Intramural Sports offers the opportunity for participants to compete against their peers in a friendly and structured environment through a variety of team sports and individual/dual activities that fit their needs. Intramural Sports caters to all skill levels through a variety of traditional and non-traditional programs.

CAMPUS RECREATION MISSION STATEMENT

Campus Recreation provides a diverse and intentional recreational program in a safe, inclusive, and accessible environment which enhances the social, mental, and physical well-being of the entire University community.

CAMPUS RECREATION VISION STATEMENT

Through involvement in Campus Recreation as an active participant or employee, every member of the University community will achieve an enhanced quality of life. This vision will be achieved as a result of our commitment to the following principles:

Self-Awareness: Create a better understanding of self and others through experiential opportunities

Wellness: Encourage healthy, active lifestyles through a variety of educational and recreational opportunities

Ethics & Integrity: Promote an environment in which participants and employees practice sportsmanship and ethical decision-making

Equity & Inclusion: Provide fully accessible and inclusive recreational services and facilities

Leadership: Develop and enhance leadership skills through participation and employment

Innovation: Prioritize creative and strategic use of knowledge, trends, and resources to enhance recreational facilities and services

Engagement: Promote socially responsible behavior and encourage life-long engagement in a balanced, quality lifestyle

SPORT CLUBS OPERATIONS MANUAL

The Sport Clubs Operations Manual has been created to assist sport club officers and members in the administration of their club. Each officer should be familiar with the manual's content, and this information should be readily available to all sport club members. The manual should clarify and state clearly the Sport Clubs program policies and procedures for student officers, members, advisors, and coaches. It is the responsibility of club leaders and officers to convey the contents of this manual to all individuals associated with their respective club. Questions and concerns regarding this manual should be directed to the Sport Clubs Administrators.

Sport club participation is solely a voluntary privilege. Club members must recognize and acknowledge that Campus Recreation does not offer personal health insurance options for its participants. Club members must fully realize and understand that there are inherent risks associated with participation in any sport club event or physical activity.

Sport clubs are meant to be a learning experience for the individual members through their participation and leadership opportunities. Club members should have opportunities for involvement in club functions such as fundraising, public relations and marketing, member recruitment, program organization and management, fiscal management, and event operations. Involvement in a sport club can contribute to and enhance an individual's ongoing educational development.

2016-2017 SPORT CLUBS

Aikido Club	Ice Hockey	Table Tennis
Badminton Club	Judo	Taekwondo
Ballroom Dance Club	Lacrosse (W)	Team Handball (M)
Baseball	Marathon	Team Handball (W)
Basketball (M)	Modernextension	Tennis
Basketball (W)	Monkey Kung Fu	Triathlon
Bass Fishing	Quidditch	Ultimate Blue (M)
Cheerleading (All-Girl)	Racquetball	Ultimate Blue (W)
Climbing Club	Rugby (M)	Ultimate White (M)
Crew (M)	Rugby (W)	Ultimate White (W)
Cross Country/Track	Sailing Club	Volleyball (M)
Cycling	Ski and Snowboard Team	Volleyball (W)
Equestrian	Soccer (M)	Water Polo (M)
Field Hockey	Soccer- Blue (W)	Water Polo (W)
Football	Soccer- White (W)	Waterski and Wakeboard
Golf	Softball	
Gymnastics	Swim Club	

FORMING A NEW SPORT CLUB

ELIGIBILITY

Admission to the UNC Sport Clubs program takes place once annually during the month of February. Prospective Student Organizations can submit an **application** (see details on the following page) to join the program if:

1. The student organization has been officially recognized by the UNC Office of Student Activities for at least one year prior to the submission of the application.
2. The student organization meets at least the minimum requirements of the Black Tier (see page 11) of the Sport Clubs Classification System.
3. The student organization does not duplicate or closely resemble current clubs in our program, unless there is an active affiliation between the similar clubs (i.e. A & B Clubs).
4. The student organization can be characterized as a sport or recreational activity.

***** Note: Meeting the conditions above only allows a student organization to be eligible to join the Sports Clubs program, and it does not guarantee admission into the program.**

APPLICATION PROCESS

1. Contact Sport Programs professional staff with your intent to apply and to receive any updated instructions.
2. Applications must be typed and submitted electronically by February 1, 2017.
3. Applications must contain all of the following:
 - a. Organization Vision and Growth Strategy (may be the same one submitted to the Office of Student Activities for Official University Recognition).
 - b. Current membership roster with Names, PID, Status (Undergraduate/ Graduate Student, Faculty/Staff, Community Member) and Year in School (if applicable).
 - c. Current list of officers with Names, Position, and Contact Information (phone/email).
 - d. Proposed annual budget including all revenue and expenditures.
 - e. Proposed facility needs (practices, rehearsals, games, events, tournaments, etc...). Please include the preferred days, times, and facilities for all facility needs.
 - f. One page summary of the potential benefits to the club from inclusion into the Sport Clubs program, as well as the benefits to the Sport Clubs program if the club is admitted.

ADMISSION

If a student organization meets the criteria above and submits an application to join the Sport Clubs program by February 1, 2017, the following procedures refer to admission:

1. Student organizations must present their application in person before the Sport Clubs Executive Board, a student advisory board represented of a variety of clubs.
2. The Sport Clubs Executive Board will vote on admission within 72 hours of the presentation and relay the results to Sport Clubs administrators and prospective club representatives. A simple majority is required for admission. Admission to the program is at the sole discretion of the Executive Board.

3. Clubs that are not granted admission are eligible to re-apply the following year as long as the criteria for submitting an application are still met.
4. Clubs that are granted admission must adhere to the following steps to gain full membership into the Sport Clubs program:
 - a. Active membership will begin on August 1st of the fall semester which follows acceptance into the program. Clubs will not be eligible for any facility usage, funding, or other benefits of the Sport Clubs program until this date, with the exception of summer marketing through Campus Recreation and Sport Clubs campaigns.
 - b. The student organization must agree to send current and/or new officers to an Officer Transition Meeting in April following acceptance into the program, and must immediately upon acceptance provide Sport Club administrators with contact information for all officers.
 - c. As a new member, the student organization will be placed in the Conditional Tier of the Sport Clubs Classification System, and it must remain in good standing until the annual reclassification process. During the reclassification process, the organization will either gain full admission into the program and be placed in one of the three program tiers, or the club, upon not fulfilling the requirements of full admission, will be disassociated with the program.
 - d. The student organization will not be eligible for Sport Clubs funding through the annual budget allocation process during their first academic year in the Conditional Tier.

MEMBERSHIP ELIGIBILITY

All Sport Club guidelines regarding membership eligibility are in place to protect the rights and safety of each prospective participant, and they are designed to provide fair and equal opportunity for all persons eligible to participate in sport club activities.

1. All full-time and currently enrolled undergraduate and graduate students at the University of North Carolina at Chapel Hill are eligible to compete with and gain membership into a Campus Recreation sponsored sport club. All students must be given the opportunity to join or try out for a sport club at least once an academic year.
2. Part-time students (less than 9 hours per semester) who have paid the appropriate fees and possess a Recreation Membership are eligible to participate in a sport club.
3. Faculty and staff members who have paid the appropriate fees and possess a Recreation Membership are eligible to participate in a sport club.
4. Only full-time and currently enrolled students may be club officers and serve on the Sport Clubs Executive Board.
5. **Each club member must complete a Release and Indemnity Agreement document, have that document on file with the Sport Programs Office, and be listed on the club's official roster (also on file at the Sport Clubs Office) before he/she is recognized as an official member of a sport club.**
6. Intercollegiate athletes are eligible for membership in a sport club without restrictions due to intercollegiate team affiliation.
7. All clubs are required to ensure that all of their members remain eligible in conjunction with Conference, Regional, State, NIRSA, NCAA or other association guidelines. Certifications of eligibility may be required for club members, and this can typically be handled with the help of the Registrar's Office.

SPORT CLUB RE-AFFILIATION PROCESS

Clubs each year need to do the following to be considered an active club:

1. Be recognized by the Office of Student Organizations as an official UNC Student Organization and complete the necessary steps to renew the club's affiliation with the UNC Sport Clubs program.
2. Review and understand the UNC Sport Clubs policies, procedures, and expectations as detailed in the 2016-2017 Sport Clubs Operations Manual.
3. President and Treasurer must attend mandatory Officers Retreat at the beginning of the academic year.
4. Meet individually with the Sport Programs administrative staff at least once each semester to discuss club goals, expectations, officer contacts, as well as discuss program policies and procedures.
5. Submit a completed club roster and Indemnity and Release Forms for all club members.
6. Submit coaching agreements for all club coaches.
7. Submit a completed and accurate home and away event schedule to the Sport Programs Office.
8. Submit all required travel paperwork including travel itineraries and travel insurance forms.
9. Represent the University of North Carolina, Campus Recreation, and Sport Programs in a positive manner at all times.
10. Understand and share with club members the policy prohibiting alcohol at any sport club-related event.
11. Not engage in hazing of other current or prospective club members.
12. Not engage or endorse any form of discrimination or harassment within club.
13. Maintain regular and effective communication with the Sport Programs Office and administrators.
14. Maintain two club members with current CPR and First Aid certifications.
15. Maintain complete equipment inventory records.
16. Assure that all club financial obligations are met.
17. Arrange facility reservations for club functions (practices, competitions, meetings, etc.) with the Sport Programs administrative staff.
18. Check on a weekly basis the club's mailbox located at the Student Recreation Center.

The above responsibilities should be considered guidelines and not a complete listing of the club officers' duties. Anything pertaining to the relationship between the club and the Sport Programs Office is the responsibility of the club officers.

SPORT CLUBS ORGANIZATIONAL STRUCTURE

2016 – 2017 UNC SPORT CLUBS TIERS

The rationale for a tier system is to best meet the wide variety of needs (programmatic, financial, operational, etc.) of an extremely diverse sport clubs program. Certain clubs have greater needs than others, and the goal is to try to better allocate our limited resources. We have also increased expectations for those clubs with greater needs. For example, clubs that are eligible to earn more money through our budget allocation process will also be required to raise more money than clubs eligible for a lesser percentage of funds. On the other hand, clubs with lower financial needs will not have to raise as much money.

Blue	White	Black	Conditional
Ballroom Dance	Basketball (M)	Aikido	Climbing
Baseball	Basketball (W)	Badminton	Football
Cheer	Bass Fishing	Judo	
Crew	Field Hockey	Marathon	
Cycling	Golf	Modernextension	
Equestrian	Gymnastics	Monkey Kung Fu	
Ice Hockey	Quidditch	Table Tennis	
Lacrosse (W)	Racquetball	Tae Kwon Do	
Rugby (M)	Sailing		
Rugby (W)	Soccer (W - Blue)		
Ski & Snowboard	Softball		
Soccer (M)	Team Handball (M)		
Soccer (W - White)	Team Handball (W)		
Swimming	Triathlon		
Tennis	Ultimate (M - Blue)		
Track & Cross Country	Ultimate (M - White)		
Ultimate (M - Darkside)	Water Ski & Wakeboard		
Ultimate (W - Pleiades)			
Volleyball (M)			
Volleyball (W)			
Water Polo (M)			
Water Polo (W)			

NOTES

- Clubs can transition from any one tier to any other tier depending on noted conditions being fulfilled or not fulfilled; however, movement between tiers will be limited to just the annual reclassification period in April (see exception below).
- The Conditional Tier includes all first-year clubs, clubs that are on probation, and clubs that fail to meet the minimum standards of at least the Black Tier. Clubs may be moved to the Conditional tier at any time during the year. Clubs in the Conditional Tier can only remain in that tier for one year. If after one year, minimum tier standards are not being met or a club is still on probation then that club will be removed from the Sport Clubs Program.
- The Sport Clubs program reserves the right to evaluate a club on possible “extenuating circumstances”.

UNC SPORT CLUBS TIER SYSTEM GUIDELINES

Category	Blue	White	Black	Conditional
Roster Size	Must maintain a roster of at least 20 full time student members	Must maintain a roster of at least 15 full time student members	Must maintain a roster of at least 10 full time student members	Must maintain a roster of at least 10 full time student members
National Association Requirements	Must be a member of a national sports affiliate or governing body	Must be a member of a national or regional sports affiliate or governing body	Must be a member of a national, regional, or state sports affiliate or governing body	Pending qualifying tier
Competition Level	Must strive to compete for a national championship	Must strive to compete for a national or regional/conference championship	State and/or local participation	Pending qualifying tier
Competition Requirements	Must compete in at least 10 days of regional or national competition per academic year	Must compete in at least 5 days of regional or national competition per academic year	Must participate in at least 1 seminar/workshop/tournament/showcase/demonstration	Pending qualifying tier
Travel	Must travel outside the region at least once per year (region = NC and bordering states) & must travel to 3 away competitions	Must travel out-of-state once or at least attend 3 away competitions	No away travel requirements	Pending qualifying tier
Officer Training	Must attend the April Transitions Officers Meeting & Officers Retreat in August	Must attend the April Transitions Officers Meeting & Officers Retreat in August	Must attend the April Transitions Officers Meeting & Officers Retreat in August	Must attend the April Transitions Officers Meeting & Officers Retreat in August
Leadership Meeting Attendance	Must have at least 2 representatives attend scheduled Sport Club Leadership meetings	Must have at least 2 representatives attend scheduled Sport Club Leadership meetings	Must have at least 2 representative attend scheduled Sport Club Leadership meetings	Must have at least 2 representatives attend scheduled Sport Club Leadership meetings
Risk Management Requirements	Must have 2 Safety Officers currently certified in CPR/First Aid/AED on file with the Sport Club Office	Must have 2 Safety Officers currently certified in CPR/First Aid/AED on file with the Sport Club Office	Must have 2 Safety Officers currently certified in CPR/First Aid/AED on file with the Sport Club Office	Must have 2 Safety Officers currently certified in CPR/First Aid/AED on file with the Sport Club Office
Community Service Initiatives	Eligible for approximately 45% of the Community Service Incentive Program's allocation for the Canned Food Drive	Eligible for approximately 45% of the Community Service Incentive Program's allocation for the Canned Food Drive	Eligible for approximately 10% of the Community Service Incentive Program's allocation for the Canned Food Drive	Depending on the club's conditional status, may be eligible to participate in the Sport Clubs Community Service Program
Fundraising Amount	Must fundraise at least 150% of their annual sport club student fee allocation	Must fundraise at least 100% of their annual sport club student fee allocation	Must fundraise at least 50% of their annual sport club student fee allocation	Must fundraise at least 100% of their annual sport club student fee allocation
Funding Possible	Eligible for approximately 60% of the Sport Clubs Program's annual budget allocation including a yearly allocation ranging from \$1,000 - \$10,000	Eligible for approximately 30% of the Sport Clubs Program's annual budget allocation including a yearly allocation ranging from \$500 - \$4,000	Eligible for approximately 10% of the Sport Clubs Program's annual budget allocation including a yearly allocation ranging from \$0 - \$2,000	First year Sport Clubs will be eligible to participate in the budget allocation process assuming they are at least in Very Good compliance standing. Any club on probation will not be eligible to participate in the budget allocation process.
Program Compliance	Must maintain at least a Good (70%) program compliance standing	Must maintain at least a Good (70%) program compliance standing	Must maintain at least a Good (70%) program compliance standing	Must maintain at least a Very Good (80%) program compliance standing

SPORT CLUBS EXECUTIVE BOARD

The Executive Board is comprised of five students who are current members of active, University recognized sport clubs. Executive Board members are selected to serve one-year terms, but may be chosen to serve one additional year (total term = two years). Each sport club may only have one member on the Executive Board. New members are selected each spring. The Executive Board will advise the Sport Programs administrative staff on all matters pertaining to the administration of the program.

RESPONSIBILITIES

- Recognition of new clubs and membership within the Sport Clubs program
- All major club disciplinary issues
- Review and evaluation of Sport Clubs policies and procedures
- The Budget Allocation Process
- Publicity and promotion of the Sport Clubs program
- Sport Clubs service projects and fundraising opportunities
- Any and all other matters deemed appropriate

SPORT CLUBS COMMITTEE

The University of North Carolina at Chapel Hill Sport Clubs Committee is a student advisory group that assists the Sport Clubs Office in administering the Sport Clubs Program. It has been established to confront, discuss, and solve issues related to various sport clubs in our campus community. In addition, it provides student members the opportunity to govern themselves and to collectively voice their concerns in an organized campus forum.

The Sport Clubs Committee is made up of officers or appointed members from each active and University recognized sport club. Each active and recognized club is eligible to be represented by one voting member on the Committee. Committee members and participants will always have the opportunity to present issues or state concerns to both other Sport Clubs Committee members as well as the Sport Clubs Executive Board.

CLUB AND OFFICER RESPONSIBILITIES

University of North Carolina Sport Club management requires an organizational structure to ensure that required duties are completed, and the club remains a viable part of the campus community. All clubs are required to have a President and Treasurer. The Sport Clubs Office recommends a division of duties and responsibilities among several club officers.

CLUB RESPONSIBILITIES

1. Elections: All clubs must elect a President, and it is recommended that the club elect several officers on an annual basis to handle the club's administrative and organizational function. Notice of election results should be provided to the Sport Clubs Director, and an up-to-date list of officers and contact information is required to be on file with the Sport Clubs Office.
2. Officer Roles: All sport club officers are expected to volunteer their time, and they receive no monetary compensation during their service time. It is acceptable for an individual club to reduce or eliminate club dues for officers as long as this provision is stated in the club's constitution and all club members are notified of this policy. All club officers are expected to serve as liaisons between the Sport Clubs Office,

the Sport Club Committee, the Executive Board, the Campus Recreation Program, and other club members. It is the responsibility of the club to change or elect new officers if the current ones are not functioning effectively.

3. Operation's Manual: All club members are required to know, understand, and abide by the Sport Clubs policies and procedures detailed in the operations manual. It is the responsibility of the club officers to help disseminate the information to all of their members.

PRESIDENT'S RESPONSIBILITIES

1. Attend Officers' Retreat: All Presidents (including Co-Presidents) must attend the Officers' Retreat in the beginning of the school year. This meeting details all policies and procedures that should be known and understood by club members.
2. Individual Club Meeting: All Sport Club Officers are required to arrange and attend one individual club meeting each semester with the Sport Clubs Office. This must be completed by the deadline as assigned by the Sport Programs Administrators. These meetings will be used to discuss the upcoming semester's plans for each individual club, in addition to any other relevant club information.
3. Disciplinary Issues: Sport Club Officers must work with the Sport Programs Office and the Sport Clubs Executive Board in order to resolve any conflicts or disciplinary issues. It is also imperative that club officers serve notice to club members about the potential for disciplinary action if there is non-compliance with Sport Club policies and procedures.
4. Paperwork and Administrative Duties: Throughout the year, Sport Club Officers are required to manage their individual member's completion and submission of the club and individual forms and paperwork as well as maintain an accurate roster via IMLeagues. Presidents must also ensure accuracy via the Student Life Portal and maintain student organization requirements are met.

The above responsibilities should be considered a guideline and not a complete listing of the club president's duties.

TREASURER RESPONSIBILITIES

1. Attend the Sport Clubs Treasurers' Training: All Treasurers must attend the Treasurers' training meeting in the beginning of the school year. This meeting goes through all policy and procedures required by club Treasurers to handle club finances throughout the year.
2. Student Activities Fund Office (SAFO): At the beginning of the school year the President and Treasurer of each club should go to the Student Activities Fund Office (SAFO) in Room 3505 of the Student Union and become familiar with all of their policies and procedures. Treasurers should be designated as the representative who will be authorizing transactions from the club's account via the Student Life Portal. Please note that only the treasurer is permitted to make such transactions.
3. Dues: Assure that dues are collected and deposited in the club's account at SAFO.
4. Mailboxes: Check the club's account in SAFO on a regular basis, and check the club's mailbox in the Student Recreation Center for bills and invoices. Ask a professional staff member to get your mail.
5. Bills: Assure that all club bills and invoices are paid on time.
6. Check Request Procedures:
 - a. Complete the Check Request Form and provide appropriate supporting documentation when filing to have check processed from SAFO.
 - b. Obtain a Sport Programs Administrator's signature for all requests for payment from your SAFO Accounts.

- c. Turn in the check request form to Sport Programs Office to then be submitted to SAFO.
7. Budget Allocation Request Form: Prepare, in coordination with the Club President, a Budget Allocation Request Form to be turned into the Sport Clubs Office by the posted date during the spring semester.

The above responsibilities should be considered a guideline and not a complete listing of the club treasurer's duties.

FACULTY ADVISOR & COACH RESPONSIBILITIES

FACULTY ADVISOR

Each sport club is required to select an advisor who is a full-time Faculty or Staff at the University of North Carolina at Chapel Hill. The Sports Clubs Administrators cannot serve as an individual club's advisor. The role and responsibilities of the advisor are described as the following:

- The Advisor is encouraged to work closely with the officers and to offer input into the club's decision-making processes, but he/she should not assume a leadership role in the organization.
- The Advisor lends his/her experience, judgment and knowledge and assists the officers and members in the development of the club.
- The Advisor helps maintain continuity in club programming and provides knowledge and a historical context of University policies and procedures.
- The Advisor is encouraged to attend club meetings and functions and be able to counsel club leaders and members.

COACH

Each sport club is encouraged to select a coach to assist with sport or club-specific knowledge and/or training. The role and responsibilities of the coach are described as the following:

- All coaches and/or instructors must have a Coach's Agreement form on file with the Sports Clubs Office. These must be completed annually. ***Individuals without completed Coach's Agreement Forms on file will not be recognized as an official UNC Sport Club Coach. They will be denied access to facilities and will not be allowed to be reimbursed for any coaching or club-related expenses. No exceptions!***
- The Coach must restrict his/her involvement with the club to teaching and coaching only in practice and competition. He or she must not participate in any other areas of club management.
- The Coach must allow the student officers and leaders to act as the liaisons between the club and the Sport Clubs Office.
- The Coach is neither the employee of the University of North Carolina at Chapel Hill nor the Campus Recreation Program.
- The Coach must understand and accept the philosophy of the Sport Clubs program and be aware that the students have the right to terminate any non-contractual relationship.

SPORT CLUBS COMPLIANCE PROCESS

Each club will be required to meet a set of guidelines and expectations to stay in compliance with the Sport Clubs Program.

SPORT CLUBS COMPLIANCE: REQUIREMENTS FOR ALL CLUBS

1. **Attendance and club representation at Officer's Retreat**
2. **Complete the Official University Recognition Process** - See guidelines to the annual registration process at: <https://carolinaunion.unc.edu/programs-orgs/student-acts-orgs/official-university-recognition>
3. **Read, sign, and submit the Sport Clubs Expectations and Policies Agreement** – (one per club) Once this document is read, it should be signed and printed and submitted to the Sport Programs Office (102 Student Rec Center) - <http://campusrec.unc.edu/wp-content/uploads/2015/08/16-17-Expectations-Agreement.pdf>
4. **Attend individual club meeting with the Sport Programs Staff**
5. **Maintain updated and accurate club rosters via IMLeagues** - Members can request to join the clubs by signing in with their onyen and password on IMLeagues: <https://campusrec.oasis.unc.edu/Login.aspx?soi=IM>
6. **"Participant Waiver & Release" and "Medical Information & Emergency Contact" forms on file for ALL members** – These forms should be accessed via IMLeagues when a person requests to join the roster. If a club offers club membership to non-students and the member is not able to access IMLeagues, then the forms must be filled out and submitted to the Sport Programs Office (102 Student Rec Center) - <http://campusrec.unc.edu/programs/sport-clubs/officers-info/>
7. **Have at least 2 active members designated as Risk Management Officers that are certified in CPR/First Aid/AED** - The \$20 certification fee will be waived/refunded for up to 2 Risk Management Officers per club. Please email copies of current CPR/AED/First Aid certification for the 2 Risk Management Officers for us to have on file.

Sport Clubs Recognition Process deadline is Friday, September 30th. At this time, all of the above guidelines must be met to be a recognized member of the Sport Clubs program for 2016-2017. Clubs will not receive their 2016-2017 budget allocations until all tasks have been completed.

LEADERSHIP SERIES

This leadership series provides a variety of workshops for our Sport Club Officers that focus on individual growth with learning and development outcomes based around dynamic learning, honor, personal responsibility and community engagement. These workshops provide our Sport Club members with the tools and information necessary to excel as leaders on their respective sport club.

STANDARDS OF CONDUCT

STUDENT CONDUCT POLICY

The basic concept underlying the University's standard of conduct is that students, by enrolling in the University, assume an obligation to conduct themselves and their organizations in a manner compatible with the University's function as an educational institution. Individuals must always act in ways which do not detract from the reputation of the University. This includes behavior in game situations and particularly with game officials as well as conduct outside of game and practice times. 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 clubs related activity will jeopardize the club's continued status as a member of the Sport Club Program.**

Alcohol use at sport clubs events, home or away, is prohibited. The use or distribution of drugs, except those prescribed by a physician for medical purposes and used as intended, is prohibited at sport clubs sponsored events.

It shall be the responsibility of every student enrolled at the University of North Carolina to refrain from conduct that impairs or may impair the right of all members of the University community to learn and thrive in a safe and respectful environment; or the capacity of University and associated personnel to perform their duties, manage resources, protect the safety and welfare of members of the University community, and maintain the integrity of the University. To these ends, no student or student group shall engage in conduct, or assist another in conduct, that adversely affects or creates a substantial risk of adversely affecting University interests including but not limited to the following:

CONDUCT AFFECTING PERSONS

1. Fighting or other conduct that unreasonably endangers or inflicts physical injury upon another.
2. Sexual misconduct that involves:
 - a. Deliberate touching of another's sexual parts without consent;
 - b. Deliberate sexual invasion of another without consent;
 - c. Deliberate constraint or incapacitation of another, without that person's knowledge or consent, so as to put another at substantially increased risk of sexual injury; or
 - d. Unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature that expressly or implicitly imposes conditions upon, threatens, interferes with, or creates an intimidating, hostile, or demeaning environment for an individual's
 - i. academic pursuits,
 - ii. University employment,
 - iii. participation in activities sponsored by the University or organizations or groups related to the University, or
 - iv. opportunities to benefit from other aspects of University life.
 - e. Harassment or intimidation that abuses, disparages, or otherwise interferes with another so as to adversely affect their
 - i. academic pursuits,
 - ii. opportunities for University employment, or
 - iii. participation in University-sponsored extracurricular activities,
 - iv. opportunities to benefit from other aspects of University life.
 - f. Threats that involve violation of restraining orders or no-contact orders imposed by government or campus authorities, stalking, or other activities that create a reasonable apprehension of physical or emotional harm to an individual following a request or order to desist.
3. Discrimination on the basis of race, ethnicity, national origin, religion, creed, sexual orientation, gender expression, age, or disability that impairs or may impair an individual's University working conditions, privileges or opportunities for University employment, educational opportunities, participation in University-sponsored extracurricular activities, or opportunities to benefit from other aspects of University life.
4. Hazing that causes or permits an individual, with or without consent, to engage in activities that subject that individual or others to risks of physical injury, mental distress, or personal indignities of a highly offensive nature, in connection with recruitment, initiation, or continued membership in a society, fraternity or sorority, club, or similar organized group whether or not recognized by the University.

5. Possessing or carrying any weapon or dangerous substance, whether openly or concealed, unless expressly authorized by University policies.
6. Operating a motor vehicle in a reckless manner or while impaired by alcohol, drugs, or other substances so as to create a significant threat to members of the University community.
7. Engaging in recklessly dangerous, disorderly or obscene conduct affecting University interests, students or other personnel.
8. Illegally possessing, manufacturing, selling, or delivering a controlled substance as defined by state or federal law or applicable policies of the Board of Trustees or Board of Governors.
9. Engaging in violent, forceful, threatening, intimidating, or disruptive conduct, or inciting others to engage in such individual or collective conduct, that willfully disrupts any normal operation, function, or activity of the University or any of its organizations, personnel, or guests.
10. Engaging in conduct, or inciting others to engage in conduct that improperly restrains freedom of movement, speech, assembly, or access to premises or activities by any individual who is a member of the University community or guest of the University or of any of its organizations in connection with that individual's performance of legitimate activities or duties within or at the University.
11. Engaging in conduct within a University classroom that substantially disrupts the academic environment.
12. Misrepresenting oneself as another or otherwise adversely interfering with their credit, academic standing, privacy or personal information.
13. Misusing, removing, tampering with, or otherwise making less effective, equipment (including but not limited to, fire extinguishers, fire alarms, smoke detectors, and emergency call boxes), intended for use in improving or protecting the safety of members of the University community, either on University premises or on the premises of a student organization officially recognized by the University.
14. Assisting or aiding another to engage in acts prohibited this section.

CONDUCT AFFECTING PROPERTY

1. Stealing, destroying, damaging or misusing property belonging to the University or another individual or entity.
2. Violating University policies regarding use or management of resources including but not limited to computers, electronic resources, library resources, equipment, or supplies.
3. Forging, falsifying, or misusing documents, records, identification cards, computers, data, library materials, or other resources created, maintained, or used by the University or members of the University community.
4. Trespassing upon housing units, offices, classrooms, laboratories or other facilities or unauthorized intrusion into electronic records owned or managed by the University, an affiliated organization, or another member of the University community.
5. Assisting or aiding another to engage in acts prohibited by this section.

CONDUCT AFFECTING THE INTEGRITY OF THE UNIVERSITY

1. Knowingly abusing a position of trust or responsibility within the University community.
2. Disregarding the Honor Code or interfering with the judicial procedures established under this Instrument by refusing to identify oneself to a University official in pursuit of his or her duty, refusal to appear before University officials or disciplinary bodies when directed to do so, or lying to the Honor Court or judicial officials in the discharge of their duties.

3. Violating the terms of disciplinary proceedings or of any sanction imposed pursuant to such proceedings. d. Using the name of the University or the names of members or organizations in the University community without authorization.
4. Knowingly misrepresenting academic standing, performance, or accomplishments to members of the University community or others in order to gain an undue advantage.
5. Knowingly violating officially adopted University policies designed to protect the integrity and welfare of the University and members of the campus community.
6. Deliberately furnishing false or misleading information to University personnel acting in the exercise of their official duties. Assisting or aiding another to engage in acts prohibited by this section.

GROUP OFFENSES

Societies, clubs, or similar organized groups in or recognized by the University are subject to the same standards as are individual members of the University community. The commission of any offense within this section by such a group or its members acting in concert, or the failure of such a group to exercise preventive measures relative to violations of the Honor Code by its members shall constitute a group offense that may be sanctioned in addition to sanctions imposed for offenses by individual students.

UNC-CHAPEL HILL ANTI-DISCRIMINATION POLICY FOR STUDENT GROUPS

As the first public university in America, The University of North Carolina at Chapel Hill has a long history of fostering free speech and intellectually challenging ideas. Our mission is to serve all the people of the State, and indeed the nation, as a center for scholarship and creative endeavor. In fulfilling that mission, we value each member of our community and believe that our role as a university is not to espouse a point of view, but, consistent with our First Amendment obligations, to provide appropriate opportunities for the expression of all points of view.

Involvement in student co-curricular activities plays an important and complementary role to learning in the classroom, and the University strongly supports student creation of and involvement in organizations. These organizations plan activities, programs, and services that address a wide span of interests. Participation in student co-curricular activities is one of the many options available on campus for the expression of student ideas and opinions.

Once the University grants official recognition to a student co-curricular organization, the organization is entitled to the following University privileges: (a) access to funding from the Student Activity Fee, which is collected from all enrolled students; (b) priority use, through reservation, of specified University facilities, property, services, and equipment; (c) use of the University's name in the organization's title, so long as University sponsorship or endorsement is not implied or stated; and (d) assistance from the Division of Student Affairs.

The University's commitment to equal opportunity for each member of its student body is unshakable. Over twenty years ago, the United States Supreme Court declared that racial discrimination in education violates deeply and widely accepted views of elementary justice, noting that discriminatory treatment exerts a pervasive influence on the entire educational process. Mindful of this principle and of our responsibility as a public institution of higher education serving all the people, The University of North Carolina at Chapel Hill does not discriminate in offering access to its educational programs and activities on the basis of age, race, color, gender, national origin, disability, religion, veteran status, or sexual orientation.

Student rights to equal opportunity and freedom from discrimination must, of course, be honored in concert with student First Amendment rights to freedom of association.

Accordingly, it is the policy of The University of North Carolina at Chapel Hill that:

To be eligible for official recognition from the University -- and the privileges that accompany official recognition -- a student co-curricular organization must abide by the following:

1. Membership and participation in the organization must be open to all students without regard to age, race, color, national origin, disability, religious status or historic religious affiliation, veteran status, or sexual orientation. Membership and participation in the organization must also be open without regard to gender, unless exempt under Title IX.
2. Student organizations that select their members on the basis of commitment to a set of beliefs (e.g., religious or political beliefs) may limit membership and participation in the organization to students who, upon individual inquiry, affirm that they support the organization's goals and agree with its beliefs, so long as no student is excluded from membership or participation on the basis of his or her age, race, color, national origin, disability, religious status or historic religious affiliation, veteran status, sexual orientation, or, unless exempt under Title IX, gender.

UNC-CHAPEL HILL HAZING POLICY

NOTE: This policy applies to both individuals and organizations

Hazing:

"Hazing that causes or permits an individual, with or without consent, to engage in activities that subject that individual or others to risks of physical injury, mental distress, or personal indignities of a highly offensive nature, in connection with recruitment, initiation, or continued membership in a society, fraternity or sorority, club, or similar organized group whether or not recognized by the University."

[Instrument of Student Judicial Governance, §II.C.1.f]

STATE OF NORTH CAROLINA HAZING LAW

14-35. Hazing; definition and punishment:

It is unlawful for any student in attendance at any university, college, or school in this State to engage in hazing, or to aid or abet any other student in the commission of this offense. For the purposes of this section hazing is defined as follows:

"to subject another student to physical injury as part of an initiation, or as a prerequisite to membership, into any organized school group, including any society, athletic team, fraternity or sorority, or other similar group." Any violation of this section shall constitute a Class 2 misdemeanor. (2003)

14.38 Witnesses in hazing trials; no indictment to be founded on self-incriminating testimony. In all trials for the offense of hazing any student or other person subpoenaed as a witness in behalf of the State shall be required to

testify if called upon to do so: Provided, however, that no student or other person so testifying shall be amenable or subject to indictment on account of, or by reason of, such testimony. (1913, C. 169, s. 8; C.S., s. 4220.)

Questions to ask to determine if an act or event may be considered hazing: (taken from stophazing.org)

1. Is alcohol involved?
2. Will active/current members of the group refuse to participate with the new members and do exactly what they're being asked to do?
3. Does the activity risk emotional or physical abuse?
4. Is there risk of injury or a question of safety?
5. Do you have any reservation describing the activity to your parents, to a professor or University official?
6. Would you object to the activity being photographed for the school newspaper or filmed by the local TV news crew?

UNC-CHAPEL HILL STUDENT ALCOHOL AND ILLEGAL DRUGS POLICY

GENERAL RULES PERTAINING TO STUDENT ALCOHOL USE AND POSSESSION:

1. No student under the age of 21 may purchase, possess, or consume any alcoholic beverage anywhere on the campus of The University of North Carolina at Chapel Hill.
2. Students 21 years of age or older may not sell or give any alcoholic beverage to a person under 21 years of age.
3. Students and their guests aged 21 or older may possess and consume alcoholic beverages in individual campus residence hall rooms or apartments on campus, but not in the common areas of a residence hall on campus (e.g., lounges, hallways, stairwells, balconies, study areas, etc.).
4. Common source containers of alcohol (e.g., kegs) are not permitted on the UNC Chapel Hill campus, except as approved in the Guidelines.
5. No possession or consumption of alcohol is allowed at any time:
 - a. at any campus athletic event; or
 - b. at any performance on the campus.
6. No consumption of alcohol is permitted at any outdoor location on campus except as approved in the Guidelines.
7. No possession of alcohol on campus is permitted at any outdoor location except for the purpose of transporting closed containers of alcohol. This transportation exception does not apply to athletic events or performances.
8. No person, organization, or corporation may sell any kind of alcoholic beverage on the campus of the University. "Sale" includes indirect sale. Therefore, no person or group may collect money (whether requested, required, or donated) from people attending a gathering on campus to be used to defray, in whole or in part, the cost of alcoholic beverages provided at the gathering. The Carolina Inn and the George Watts Hill Alumni Center may sell alcoholic beverages because they have alcohol permits that allow them to do so.
9. No alcohol may be served or consumed in any University building or open space except as provided in the University's Guidelines. This includes personal consumption as well as consumption at a private party event. Note that under the Guidelines, any University administrative unit wishing to use a facility (such as a departmental office or meeting room) other than one specifically designated in the Guidelines for a private party event at which alcohol will be served must obtain permission from the dean of its academic unit and

from the Vice-Chancellor in charge of the facility in which the event is proposed to be held. For more information, refer to the text of the Guidelines.

RULES PERTAINING TO STUDENT GROUPS

In addition to complying with North Carolina statutes, Chapel Hill ordinance, and the rules for individual students set out above, student groups must also follow the rules set out below.

Officially Recognized Student Groups:

1. No Student Activity Fees or other University collected fee shall be used to purchase alcohol for use either on campus or off campus.
2. No other funds of an officially recognized student group deposited or administered through the Student Activities Fund Office (from dues, donations, etc.) may be used to purchase alcohol for use either on campus or off campus.
3. Nothing in this Student Alcohol Policy prohibits student groups from holding events off campus at which individual group members aged 21 or older bring or buy their own alcoholic beverages.

Student Groups With Policies Governing Alcoholic Beverages:

The above rules are minimum standards. Student Groups or associations of student groups are free to adopt standards which go beyond the minimum requirements of this policy, and indeed, are encouraged to do so. When such higher standards are adopted, the University will -- where possible -- assist groups in enforcement of those standards.

Thus, for example, the enforcement section of this policy anticipates cooperation between the University and the Greek system Risk Management Policy which goes beyond the minimum requirements of this Student Alcohol Policy. Accordingly, Greek organizations shall follow the Greek Risk Management Policy whether their houses are located on University owned property or privately owned property.

A student organization that has adopted its own alcohol risk management policies shall follow both its own alcohol risk management policy and this Student Alcohol Policy when holding an event in a University building or open space.

GENERAL RULES PERTAINING TO STUDENT ILLEGAL DRUG USE AND POSSESSION

1. The University of North Carolina at Chapel Hill shall take all actions necessary, consistent with State and Federal law and applicable University policy, to eliminate illegal drugs from the University Community. The University's Policy on Illegal Drugs is publicized in catalogues and other materials prepared for all enrolled and prospective students and in materials distributed to faculty members, administrators and other employees.
2. Students, faculty members, administrators, and other employees are responsible, as citizens, for knowing about and-complying with the provisions of North Carolina law that make it a crime to possess, sell, deliver, or manufacture those drugs designated collectively as "controlled substances" in Article 5 of Chapter 90 of the North Carolina

General Statutes. Any member of the University Community who violates that law is subject both to prosecution and punishment by the civil authorities and to disciplinary proceedings by the University. It is not 'double jeopardy' for both the civil authorities and the University to proceed against and punish a person for the same specified conduct. The University will initiate its own disciplinary Proceeding against a student, faculty member, administrator, or other employee when the alleged conduct is deemed to affect the interests of the University.

3. Penalties will be imposed by the University in accordance with procedural safeguards applicable to disciplinary actions against students, faculty members, administrators, and other employees, as required by Section 3 of the Trustee Policies and Regulations Governing Academic Tenure in The University of North Carolina at Chapel Hill, by Section III.D. of the Employment Policies for EPA Non Faculty Employees of The University of North Carolina at Chapel Hill, by regulations of the State Personnel Commission, and the Disciplinary Procedure of the Staff Personnel Administration Guides (SPAG 37), by the Instrument of Student Judicial Governance, and by all other applicable provisions of the policies and procedures of The University of North Carolina at Chapel Hill.
4. The penalties to be imposed by the University may range from written warnings with probationary status to expulsions from enrollment and discharges from employment. However, the following minimum penalties shall be imposed for the particular offenses described.

Trafficking in Illegal Drugs

1. For the illegal manufacture, sale or delivery, or possession with intent to manufacture, sell or deliver, of any controlled substance identified in Schedule I, N.C. General Statutes 90-89, or Schedule II, N.C. General Statutes 90-90 (including, but not limited to, heroin, mescaline, lysergic acid diethylamide, opium, cocaine, amphetamine, methaqualine), any student shall be expelled and any faculty member, administrator or other employee shall be discharged.
2. For a first offense involving the illegal manufacture, sale or delivery, or possession with intent to manufacture, sell or deliver, of any controlled substance identified in Schedules III through VI, N.C. General Statutes 90-91 through 90-94, (including, but not limited to, marijuana, anabolic steroids, pentobarbital, codeine), the minimum penalty shall be suspension from enrollment or from employment for a period of at least one semester or its equivalent.* For a second offense, any student shall be expelled and any faculty member, administrator, or other employee shall be discharged.

Illegal Possession of Drugs

1. For a first offense involving the illegal possession of any controlled substance identified in Schedule I, N.C. General Statutes 90-89, or Schedule II, N.C. General Statutes 90-90, the minimum penalty shall be suspension from enrollment or from employment for a period of at least one semester or its equivalent.**
2. For a first offense involving the illegal possession of any controlled substance identified in Schedules III through VI, N.C. General Statutes 90-91 through 90-94, the minimum penalty shall be probation, for a period to be determined on a case-by-case basis. A person on probation must agree to participate in a drug education and counseling program, consent to regular drug testing, and accept such other conditions and restrictions, including a program of community service, as the Chancellor or the Chancellor's designee deems appropriate.
3. Refusal or failure to abide by the terms of probation shall result in suspension from enrollment or from employment for any unexpired balance of the prescribed period of probation. ***

4. For second or other subsequent offenses involving the illegal possession of controlled substances, progressively more severe penalties shall be imposed, including expulsion of students and discharge of faculty members, administrators or other employees.
5. Suspension Pending Final Disposition:
When a student, faculty member, administrator, or other employee has been charged by the University with a violation of policies concerning illegal drugs, he or she may be suspended from enrollment or employment before initiation or completion of regular disciplinary proceedings if, assuming the truth of the charges, the Chancellor, or in the Chancellor's absence, the Chancellor's designee concludes that the person's continued presence within the University Community would constitute a clear and immediate danger to the health or welfare of other members of the University Community; provided, that if such a suspension is imposed, an appropriate hearing of the charges against the suspended person shall be held as promptly as possible thereafter.

UNC-CHAPEL HILL SEXUAL HARASSMENT POLICY

Sexual harassment is commonly defined as any unwelcome sexual advance, request for sexual favor or other unwelcome verbal or physical conduct of a sexual nature, particularly when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic standing,
2. Submission to or rejection of such conduct by an individual is used as the basis for an employment or academic decision affecting that individual, or

Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive environment.

It is the policy of the University of North Carolina at Chapel Hill that sexual harassment has no place in our community. The University does not tolerate unlawful harassment or discrimination in any form.

To look at the full text of the Sexual Harassment policy, go here (link to: http://www.unc.edu/campus/policies/sexual_harass.html) at Sport Club program-sponsored events such as the Pot Luck Dinner, Mix & Mingle socials, and Annual Banquet.

SPORT CLUBS DISCIPLINE PROCESS

Violation of or non-compliance with University policies, campus regulations, Sport Clubs program policies and/or standards of conduct may result in individual or club disciplinary action and/or revocation of Sport Clubs program recognition and membership. The discipline process has been developed to assist club leaders in addressing issues that may cause problems for the club, the Sport Clubs program, and the University.

MINOR VIOLATION

If the offense violates a minor policy or is the club's or an individual's first offense during the current academic year and the club is not currently on probation from any previous year violations, the following steps are taken:

1. The Club President and all other club officers are notified in writing of the policy violation and the disciplinary action that is being considered.

2. Club representatives and/or the club member involved have the opportunity to respond to the Sport Clubs Administrators within 72 hours of the complaint.
3. After hearing the circumstances surrounding the incident, the Sport Clubs Administrators with input from the Sport Clubs Executive Board will make a decision regarding a course of action and disciplinary decision.
4. The Sport Clubs Administrators or the Sport Clubs Executive Board President will notify the club president of the disciplinary action taken against the club and/or individual

MULTIPLE OFFENSES AND/OR MAJOR VIOLATION

If multiple offenses occur or an individual or club commits a major policy violation, the individual or club will be summoned to appear before the Sport Clubs Executive Board and the following steps are taken:

1. The Club President and all other club officers are notified in writing of the policy violation and the disciplinary action that is being considered.
2. Club representatives and/or the club member involved have the opportunity to respond to the Sport Clubs Administrators within 72 hours of the complaint.
3. The Sport Clubs Program and/or additional University officials will investigate the complaint.
4. A formal proceeding will be scheduled with the Sport Clubs Executive Board and the alleged club and/or individual. It will be conducted using the following format:
 - a. Summary of Circumstance: Background, details of the investigation, and issues to be presented to the Sport Clubs Executive Board
 - b. Presentation of Investigation Results by the Sport Clubs Program
 - c. Opportunity to Respond to Charges by Club and/or Individual
 - d. Presentation of Findings by the Sport Clubs Executive Board
 - e. Sport Clubs Program Recommendations for Action
 - f. Presentation of Action Taken by Sport Clubs Executive Board

Possible disciplinary actions that can be served to offending clubs and/or individuals:

A probationary period
Assigned a community service project
Attendance at educational workshops
Forfeiture of University funding
Forfeiture of University facility reservations

Forfeiture of future competition
Forfeiture of Sport Clubs recognition and membership
Any other additional University disciplinary actions deemed necessary and appropriate

APPEALS PROCESS

Upon commencement of a multiple offense or major policy violation investigation, an independent appeals committee is formed. This Appeal’s Committee will consist of three Campus Recreation professional staff members and two non-involved club presidents. If an appeal of a Sport Clubs Executive Board’s Decision is initiated the following steps must be followed:

- A. A club representative must notify the Sport Clubs Administrators in writing the decision to appeal the Sport Clubs Executive Board’s decision. The written appeal must be received in the Sport Clubs Office

within 72 hours of the Sport Clubs Executive Board’s decision. The written appeal must include the circumstances related to the violation and the reasons for appeal.

- B. A hearing will be scheduled with the Appeal’s Committee. Copies of the club’s written appeal and notes from the original disciplinary hearing will be distributed to committee members. Upon hearing the case, the Appeal’s Committee will uphold, reject, or revise the Sport Clubs Executive Board’s original decision. The decision of the Appeal’s Committee will be final.

BUDGET AND FINANCIAL MANAGEMENT

Each year student fee monies are allocated to the Sport Clubs Committee for the program’s operational budget and for distribution to the individual sport clubs. The 2016-2017 Sport Club Student Fee Budget Allocations are as follows:

Club	Allocation	Club	Allocation
Aikido	\$600.00	Rugby (W)	\$4,000.00
Badminton	\$200.00	Sailing	\$500.00
Ballroom Dance	\$3,500.00	Ski and Snowboard	\$3,000.00
Baseball	\$3,800.00	Soccer (M)	\$3,500.00
Basketball (M)	\$800.00	Soccer (W) Blue	\$500.00
Basketball (W)	\$1,000.00	Soccer (W) White	\$4,700.00
Bass Fishing	\$2,700.00	Softball	\$1,300.00
Cheerleading	\$3,250.00	Swimming	\$2,000.00
Climbing	\$0.00	Table Tennis	\$250.00
Crew	\$10,000.00	Tae Kwon Do	\$600.00
Cycling	\$2,000.00	Team Handball (M)	\$2,800.00
Equestrian	\$6,000.00	Team Handball (W)	\$1,600.00
Field Hockey	\$2,700.00	Tennis	\$1,500.00
Football	\$1,400.00	Track & Field/XC	\$2,500.00
Golf	\$650.00	Triathlon	\$1,400.00
Gymnastics	\$5,000.00	Ultimate (M) Blue	\$5,000.00
Ice Hockey (M)	\$6,000.00	Ultimate (M) White	\$500.00
Judo	\$0.00	Ultimate (W) Blue	\$3,200.00
Lacrosse (W)	\$2,700.00	Ultimate (W) White	\$500.00
Marathon	\$300.00	Volleyball (M)	\$2,500.00
Modernextension	\$1,600.00	Volleyball (W)	\$4,000.00
Monkey Kung Fu	\$400.00	Water Polo (M)	\$1,500.00
Quidditch	\$1,300.00	Water Polo (W)	\$3,250.00
Racquetball	\$1,200.00	Water Ski & Wakeboard	\$2,000.00
Rugby (M)	\$2,000.00		

2016 – 2017 BUDGET ALLOCATION PROCESS

The goal for the UNC Sport Clubs Budget Allocation Process is to fully maximize the purchasing power of student fee dollars that our program received. It is our intent to distribute the funds to help offset costs and expenses

that our clubs incur throughout the year and to minimize the out-of-pocket expense burden on each individual club member.

The Sport Clubs Executive Board is charged with determining how best to allocate the money from student fees. Additional funds may be available throughout the coming year for participation in community service projects, major equipment purchases, and help with national championship travel costs.

One important factor that is essential for our program's survival and success is the support from each of our clubs. **Each club is required to raise a percentage of their allocated monies. Fundraising percentages are based on which tier a sport club is categorized. For example, if your club must raise 75% of their allocated monies, which was \$2,000, members are required to raise at least \$1,500 through membership dues, fundraising, donations, sponsorships, or other revenue sources. Failure to do so by the end of the academic year will result in a mandatory 25% reduction in allocation for the following year.**

One of the primary goals of our program is to gauge and limit the amount of money individuals spend out of their own pocket on club-related expenses. During the budget allocation process, we ask each club to determine an average yearly expense per club member. Expenses include, but are not limited to, membership dues, transportation costs, lodging costs, uniform/equipment costs, individual dues, etc.

Some clubs may have a discrepancy between members within their club. For example, some club members may have traveled or competed off campus more extensively than others, therefore increasing their expenses in relation to the more casual or recreational members. The Sport Clubs Executive Board use average expense per club member as a guide when evaluating budget requests.

In addition, another factor emphasized in the budget process is to compare and contrast each club's mandatory or essential costs. These expenses are the ones that are absolutely necessary for each club to compete and function at its current level. These costs include, but are not limited to, league/association dues, entry fees, individual member dues, equipment, some travel costs, officials' fees, facility rental costs, etc. Purchases that are not considered essential included apparel for team members, club social functions, membership recruiting costs, advertising/marketing costs, and/or some travel expenses. These costs are obviously subjective to a point, so it is up to each club to justify these mandatory costs to the Sport Clubs Executive Board. The Sport Clubs Executive Board reserves the right to adjust and prioritize what it believed are accurate representations of mandatory expenses.

One final factor used to help determine allocations are the commitment levels of each club. It is imperative that our clubs' members demonstrated a commitment to the Sports Clubs Program in order for us to be a successful, efficient, and continuously growing and evolving enterprise. Commitment is judged in a variety of ways including, but not limited to, financial commitment through fundraising, sponsorship, or donations, commitment to service, compliance with Sport Clubs policies and procedures, and effective communication with the Sport Clubs Office. Clubs' commitment levels either help increase or detrimentally impact their potential allocation.

SELF-GENERATED FUNDS

Unfortunately, clubs need to generate additional funds besides what they are allocated from student fees. These self-generated funds can come from a variety of sources. Below are some informational tips, guidelines, and policies and procedures regarding self-generated funds.

MEMBERSHIP DUES

Each club has the ability to charge dues for its members. These dues are set by the club, in conjunction with the club's constitution. Membership dues' policies should be made available to each club member, and all membership dues should be deposited in the club's SAFO account immediately after being collected.

FUNDRAISING

All club fundraisers must be approved by the Sport Programs Administrators. For any fundraiser that anticipates generating more than \$1,000, a written fundraising proposal must be submitted to the Sport Clubs Office at least two weeks prior to the fundraiser. Clubs should note the following in regards to any fundraiser:

- A. Any commercial sponsorship that is related to a fundraising activity must be discussed and approved by the Sport Programs Administrators.
- B. The Department of Exercise and Sports Science and the Campus Recreation Department prohibit the use of any alcohol or tobacco related products for sport club fundraising activities.
- C. The following guidelines are in place for club fundraisers that are held in Exercise and Sport Science facilities. These stipulations apply if a club charges a fee in excess of the direct rental costs of the facility, such as charging an entry fee or collecting monetary donations:
 1. All proceeds are expected to go directly to the club and must be deposited into the club's SAFO account immediately following the event.
 2. All proceeds are to be spent to support additional sport club related experiences at UNC.
 3. Clubs are limited to hosting one event per year where they may charge fees in excess of the direct costs related to the event.
 4. No event shall exceed two days of facility usage.

DONATIONS

Donations can be made to a specific sport club and may be tax deductible. Donations given directly to the individual club and deposited into a SAFO account will not result in a donor receiving proper tax deductible paperwork from the University. In order for donations to be tax deductible, all contributions must be donated through the preferred giving program with the Development Office (i.e. Carolina Fund).

Any prospective donor should send their gift to the following address:

Club Name
101 Student Recreation Center, CB # 8610
University of North Carolina at Chapel Hill
Chapel Hill, NC 27599-8610

It is the primary responsibility of the club treasurer to make sure any donation checks mailed to a club are deposited at the Development Office. Their address is:

University Development
P.O. Box 309
Chapel Hill, NC 27514-0309
919-962-2336

In addition donors can donate online (www.giving.unc.edu) or send their checks directly to the address above, but they need to be told to clearly state which club should receive credit for the donation. Please check with the Director of Sport Clubs for specific information regarding donation deposits.

TRAVEL PROCEDURES

Developing safe and prudent travel plans help to secure a successful and safe club trip. Below are procedures required for club travel in private and commercial vehicles. If you have any questions regarding this section, please contact the Sport Programs Administrators.

TRAVEL REQUIREMENTS

1. All sport club travel arrangements are the responsibilities of the club officers and all travel must be documented with the Sport Programs Office.
2. A separate Travel Itinerary form must be submitted prior to each trip. These forms must be submitted via IMLeagues.
3. **Failure to submit a Travel Itinerary for each trip will result in the forfeiture of club funds for individual travel reimbursements and/or forfeiture of fund availability for future club travel.**
4. All club members using their own personal vehicles must also fill out travel insurance paperwork using the on-line form on the Sport Clubs website. This has to be done only once per year, but it must be completed prior to the first time a vehicle is used for club travel.
5. For all travel-related payments and reimbursements, proper financial documentation (i.e. invoices, itemized receipts, bank/credit card statements, etc.) must accompany the check request prior to receiving signature approval from the Sport Programs Administrators.
6. Sport Programs, the Campus Recreation program, the Department of Exercise Science, and the University are not insurers of club member's safety when they travel. All club members travel to away competitions and events at their own risk; however, the Sport Clubs program's Catastrophic Health Insurance Policy does cover travel-related injuries sustained in personal vehicles or vehicles rented through Enterprise using the university contract. The insurance benefits begin once a \$30,000 deductible has been reached. The insurance for university vehicles includes liability, collision, and comprehensive coverage.
7. All international travel requires the approval of the Sport Programs Administrators and University Legal Counsel. Club members and coaches/faculty advisors must meet with the Sport Programs Administrators prior to making any international travel arrangements. A written risk management and travel logistics plan must be established and submitted to the Sport Clubs Office at least three months prior to departure. Detailed travel itineraries (established in consultation with the Sport Programs Administrators) must be submitted at least one month prior to departure.

ENTERPRISE VEHICLE RENTAL PROGRAM

As of 9/1/16, UNC Sport Clubs will have a new vehicle rental policy for participants and organizations. These procedures will replace all former vehicle/van rental procedures including "Sport Clubs Drivers", rates, reservation processes, etc. Sport Clubs that want to rent vehicles in collaboration with UNC Sport Programs and the University will now rent vehicles exclusively through Enterprise. The benefits of using Enterprise as a preferred vendor include:

1. Newer, nicer, safer vehicles with lower mileage

2. Greater vehicle inventory, and a larger variety of vehicles to choose from
3. Variety of pick-up locations and free pick up
4. Direct billing to University/Club accounts
5. Drivers do not have to be University employees
6. All insurance is included
7. No driving age fees (age restrictions still exists to rent specific vehicles)

Permissible Uses: Enterprise rental vehicles through Sport Programs shall only be operated for official Sport Clubs travel. Vehicles are not to be used for personal use or for the transportation of goods and persons for hire. Neither alcohol nor illegal drugs are permitted for transportation in a university vehicle. Vehicles are not to be driven out of the United States or Canada unless authorized.

Permissible Users: Drivers must be properly trained and receive the official Sport Clubs Driver Certification. Users are not permitted to use the vehicle while under the influence of alcohol, amphetamines or a narcotic drug. Seat belt use is required of all occupants. Occupants are restricted to people on official Sport Clubs travel.

ENTERPRISE VEHICLE RENTAL PROCEDURES – QUICK GUIDE

1. Eligible student club members who are willing to drive will register for a Drivers' Certification class online at
2. <http://campusrec.unc.edu/programs/sport-clubs/officers-info/>
3. All student drivers will attend a 30-45 minute Drivers' Certification class which will detail UNC Sport Clubs'
4. Enterprise Vehicle Rental Policies and Procedures including information on:
 - a. Reservation Process
 - b. Paperwork & Documentation Required to Rent Vehicles
 - c. Driver Eligibility Information
 - d. Safe Driving Tips and Techniques
5. A Sport Club member/driver (Primary Driver) will submit a vehicle reservation request online at
6. <http://campusrec.unc.edu/programs/sport-clubs/officers-info/>
7. Reservations will be confirmed by the Sport Programs Office and clubs will receive a confirmation email prior to trip departure information with all relevant information needed to pick up/return vehicle and travel.
8. Upon return to Chapel Hill, a designated Sport Club member will submit a post-trip form online at <http://campusrec.unc.edu/programs/sport-clubs/officers-info/> or on IMLeagues.
9. Clubs will be notified and charges will be deducted from clubs' SAFO accounts approximately 2 weeks after the completion of a trip.

For a full and detailed list of all Enterprise Vehicle Rental Policies and Procedures, please visit:

<http://campusrec.unc.edu/wp-content/uploads/2015/08/UNC-Sport-Clubs-Enterprise-Vehicle-Rental-Policies-and-Procedures.pdf>.

NON-UNIVERSITY RENTAL VEHICLES

If a club rents a vehicle from an outside rental agency, please make sure all individuals are eligible to drive under the vehicle agreement. In many cases, outside agencies will only rent to individuals who are at least 21 or 25 years old. In addition, there may be a surcharge added to your agreement for any driver under the age of 25. Also, please check on the level of insurance coverage that is included with your rental agreement. In some

instances, it may be necessary to purchase additional insurance coverage depending on the agency, location, and circumstances. Finally, please pay attention to the agencies' fuel policies. The club may be charged much higher fuel rates if you do not return your vehicle with the same amount of fuel as when you picked up the vehicle.

The University of North Carolina at Chapel Hill does have contracts with Dollar, National, and Alamo. In addition, the state has contracts with Avis, Budget, and Thrifty. If your club rents from one of these companies, please let them know that your rental will be for university-related business. Your club may be covered by insurance in the event of an accident.

PERSONAL VEHICLES

Although it is not recommended for any trips out of the Triangle area, occasionally sport club members may need to use their personal vehicles to travel to sport club-related events. If personal vehicles are used, each individual club member must complete a Travel Insurance Form (located on the Sport Clubs website). This form must be completed at least once a year per vehicle, unless there is a change in coverage and then a new form must be completed. In addition, a Travel Itinerary Form must be completed for all trips where personal vehicles are used. These measures are needed to comply with the Catastrophic Insurance Policy that UNC Sport Clubs purchase for our program and its participants.

RISK MANAGEMENT

1. Participant Waiver: Each member of a sport club must read, understand, and sign a UNC Sport Clubs Participant Waiver. Forms need to be submitted by any members who participate in at least one club activity, and these forms should be completed prior to any club participation. The Agreement includes a statement releasing the University of North Carolina from any liability.
2. Personal Health Insurance: Participants are responsible for purchasing and maintaining their own personal health insurance policy. By signing the Release and Indemnity Agreement, a participant acknowledges that he/she has adequate medical insurance to coverage any injuries that may result from participation in sport clubs.
3. In addition, each individual on a club roster must complete a Sport Clubs Medical History and Emergency Contact Information form.
4. Incident Reports: Should an injury or other hazardous event occur during any sport club event, an Incident Report form must be completed and submitted to the Sport Programs Office within 24 hours of the event. This form can be found on the Sport Clubs Website, but club officers should keep extra copies with them in case an injury or incident occurs when traveling or when a computer is not convenient.
5. Risk Management Officers: At least two members of each sport club need to be identified as Risk Management Officers. Risk Management Officers and any coaches must be certified in both CPR and First Aid. Copies of valid certifications must be on file and kept up-to-date with the Sport Programs Office. CPR and First Aid classes will be offered free of charge by Campus Recreation in both the fall and spring semesters. Individuals may also be reimbursed if they take a certification class from an off-campus agency. It is the club member's responsibility to make sure that certifications remain current and valid.
6. Field and Equipment Safety: If there is a potential safety hazard regarding field conditions or unsafe equipment, club members and/or coaches must notify the Sports Club Office immediately. Sport Club, Facilities and Utility staff will work as quickly as possible to resolve any problems.
7. Additional Risk Management Strategies and Tips:

- a. Anticipate every potential safety risk that could occur with your club and discuss with other club members and coaches how the club should respond to the situation.
- b. Familiarize every club member with where emergency phones are located and what the emergency phone numbers are.
- c. Know the exact location of your facility and how to direct emergency vehicles to that location.
- d. Make sure all participants know which club members are certified in CPR and First Aid.

EMERGENCY PROCEDURES

IMPORTANT PHONE NUMBERS

911 – Request Orange County EMS

Fetzer Athletic Training Room: 962-2067

Campus Security: 962-8100

Tori Hooker (Cell): (919) 548-1878

Justin Ford (Cell): (919) 389-3160

Meghan Fulton (Cell): (919)428-1057

Weather Alert Pager: (919)216-9845

EMERGENCY EQUIPMENT

Emergency supplies including a trauma kit, splint kit, spine board, and AED are maintained in Stallings-Evans SM Center (Phone: 919-962-2067). AEDs are also located on the Sports Medicine shed at Hooker Fields, wall-mounted in Navy Field ATR, Woollen Gym, Fetzer Gym, and the football shed at Ehringhaus field. Emergency equipment including splint kit and AED will be present on site when arrangements have been made for Certified Athletic Training coverage.

EMERGENCY PROCEDURES

ROLE OF FIRST RESPONDERS:

- A. Assess situation
- B. Provide immediate care of injured or ill student-athlete
 1. On- site certified athletic trainer is the “lead” person
- C. Activate EMS if necessary
 1. “Lead” ATC designates: 1. Student athletic trainer to call or 2. Sport Clubs Supervisor to call
 2. Provide the following information: name of first responder, location of injured student athlete, phone number you are calling from, number/condition of individuals injured (**be specific especially if cardiac condition suspected**), level of consciousness, treatment provided, direction to locations, and other information as requested. Request ETA from operator to determine appropriate transportation
 3. Send sentry to open appropriate gates/access points and meet EMS at appropriate location
 4. Provide scene control by limiting area to immediate EMS and first aid providers

- D. If Staff ATC (Meghan) has not been notified of the situation, notify her immediately
- E. Obtain contact information for the injured athlete and notify family of the situation

DIRECTIONS TO GIVE IN AN EMERGENCY

- A. Hooker Fields: Located on South Road in between Carmichael Auditorium and the School of Government parking deck.
 - 1. Fields 1&2: EMS to enter in front of Carmichael Arena, siren will lift boom gate at road entrance.
 - 2. Fields 3&4: EMS to enter through boom gate next to School of Government Parking Deck. There is a key to the gate in the key box behind the Rugby Shed. If the key is missing, please call DPS. A club member will meet emergency personnel on South Road next to the School of Government parking deck.
- B. Woollen Gym: Located on South Road. A club member will meet emergency personnel at the front steps of Woollen Gym, on South Road. (Facing Winston Residence Hall)
- C. Fetzer Gym: South Road to the Fetzer Gymnasium entrance; go directly to door at the front of the building near the intersection of South Road and Raleigh Road. Ambulance may park on sidewalk entrance at the front of Fetzer Gymnasium. A club member will meet emergency personnel at the front of Fetzer Gym on South Road. (Facing the Student Union)
- D. Koury Natatorium: Located next to Dean Smith Center on Skipper Bowles Drive. Drive to back right corner of the parking lot behind the Dean E. Smith Center. A club member will meet emergency personnel in the parking lot and direct them down the tunnel.
- E. Henry Stadium: Located on Ridge Road. A club member will meet emergency personnel at the entrance to Henry Stadium (across from Boshamer Stadium). Ambulance may access field by drive between Law School and Astro turf.
- F. Ehringhaus Fields: Located on Ridge Road. A club member will meet emergency personnel at the entrance to Ehringhaus Fields (across from Ram's Head Market/Parking Deck). Gate is permanently locked. A Sport Club Supervisor or DPS can unlock this gate prior to EMS arrival.

FACILITIES

FACILITY REQUESTS

Each facility used by a club must be safe and appropriate for the specific activity. In order to secure University facilities, please follow the following guidelines:

- 1. Club officers and/or representatives must coordinate all reservations for any facilities on or off campus. The Sport Programs Administrators are available for assistance in reserving on and off campus facilities if needed.

2. Campus Recreation facility reservations are handled by the Sport Clubs Administrators. The Sport Programs Administrators will schedule all long term practices and events at the following locations: Fetzer Hall, Woollen Gym, Hooker Fields, Ehringhaus Field, the Outdoor Education Center, Rams Head Recreation Center, Koury Natorium, Henry Field, Navy Field, Bowman Gray and Kessing Pools, and any other University or Athletics controlled facility. Schedule requests (either changes or additions) for all reservations should be sent via email to the Sport Clubs Administrators. Clubs should include specific facilities, dates, times, and any other special needs in their requests.
3. Facilities are not considered reserved until the club receives confirmation from Campus Recreation.
4. Clubs may begin requesting spring semester reservations after October 1st, and they may request Fall semester reservations after March 1st.
5. All facility use policies can be found at: <http://campusrec.unc.edu/facility-use-policies>

If you have any problems or concerns with a facility please notify either the Sport Programs Administrators or the Director of Facilities and Operations, Reggie Hinton, at (919) 962-3301 or hinton@email.unc.edu.

WOOLLEN GYM STORAGE SPACE

Sport Clubs have an opportunity to store any club related equipment in the Woollen Gym Cage room. Clubs may request a cage with a combination lock and have three club members with swipe access to the storage at any time while the facility is open. To reserve a cage contact a Sport Program Administrator.

WOOLLEN GYM WEIGHT ROOM USAGE

Sport Clubs have the opportunity to utilize the EXSS weight room on the lower level of Woollen Gym Monday – Friday, 5 – 10pm. To reserve a time, please contact a Sport Programs Administrator. Reservations are on a first come, first serve basis. Sport Clubs must have a confirmed reservation time through the Sport Clubs Administrators to have access to the weight room.

Sport Clubs using the Woollen Gym Weight Room must follow these policies and procedures or the Sport Programs Administrators have the right to revoke a club's privilege's if they are not met.

- A. Clean off equipment after use.
- B. All weight training should be performed in a controlled, safe manner. Dropping, slamming or bouncing of weights is prohibited.
- C. Spotters are recommended for all lifters.
- D. All free weights and dumbbells must be returned to appropriate racks when finished.
- E. The use of chalk is prohibited.
- F. Put away all equipment, weights, and trash before leaving.
- B. Sport Clubs are not allowed to use the Student Recreation Center or Rams Head Recreation for team weight lifting workouts.

Woollen locker rooms are available for visiting teams. If a visiting requests access to a locker room, please communicate the request to a Sport Programs Administrator to arrange access.

EQUIPMENT CHECK-OUT

Sport Clubs are able to check out equipment at the Fetzer and Woollen Equipment Rooms. Types of equipment available are, but not limited to, water coolers, flip scoreboards, electronic scoreboards, pennies, and cones.

SPORT CLUBS EQUIPMENT

The following is a list of Sport Club procedures regarding University-owned equipment:

1. All club equipment purchased by the University of North Carolina at Chapel Hill with student fee allocated money becomes the property of the University.
2. In order to charge individual club members for lost or damaged equipment, the club president or other officer must make sure that an accurate Sport Club Equipment Agreement is completed and on file for each individual who is issued equipment.
3. A complete inventory of all equipment owned by the club must be on file in the Sport Clubs Office.
4. Access to Sport Club storage facilities will be coordinated through the Sport Programs Office.

SPORT CLUBS MARKETING

Sport Clubs are encouraged to do marketing to help with recruitment and campus awareness. There are many avenues for which to market your club:

1. FallFest: This is a University-wide event on the Sunday evening before classes begin. All Sport Clubs have a half-table reserved through the Sport Clubs Program.
2. Sport Clubs Interest Fair: This event takes place the first week of school in the Rams Head Plaza and is sponsored by the Sport Clubs program. Each club will have a half-table reserved.
3. Sport Clubs Directory: Each club has information listed on the Sport Clubs website at <http://campusrec.unc.edu/sport-clubs>. If the information needs updated, contact a Sport Programs Administrator.
4. Facebook / Twitter/Instagram: The Sport Clubs program will promote upcoming events and results through the program's Facebook, Twitter, and Instagram accounts. You can follow these at: UNC Sport Clubs. Clubs may create their own Facebook and Twitter accounts as long as they do not promote events that do not comply with the UNC Standards of Conduct.
5. Club Websites: Clubs are encouraged to create a website through the University with a unc.edu URL. For more information, go to <http://web.unc.edu/getting-started/>.
6. Student Union Marketing and Design: The Student Union provides marketing and design assistance to student organizations. They can assist in print design (logos, flyers, etc.) and web/interactive design. For more information, go to <http://carolinaunion.unc.edu/depts-services/marketing-design/who-we-are>.
7. Student Union Event Management: Clubs can reserve Pit Tables, Marketing Cubes, and meeting rooms through the Student Union Event Management Office. For more information, go to <http://carolinaunion.unc.edu/meetings-events/policies-documents>.