

# SPORT CLUBS

# OFFICER MANUAL



*Leadership*  
*Education and*  
*Service through Sport*



<u>Section</u>	<u>Page</u>
I. Introduction	3
II. Staff and Leadership Team	4
III. Standard of Conduct	5-7
IV. Starting the Year	8-9
V. Club Leadership and Administration	10-12
VI. Practices, Event Requests, and Equipment	13
VII. Injuries and Safety	14-17
VIII. Budget and Finance	18-21
IX. Promoting Your Club	22
X. Hosting Events	23-24
XI. Leadership	25

## Introduction

---

Sport Clubs are student-run organizations for those who have a passion for a particular sport or who want to learn a new sport. Our program emphasizes leadership, education and service through the sports it offers. While all Sport Clubs are competitive, they also stress skill development, team-building and socialization. Sport Clubs are open to University of Florida students, faculty, staff and spouses of any skill level and offer the opportunity to compete with other colleges throughout the state, region and nation.

Sport Clubs are a program within the Department of Recreational Sports. The Program is funded with Activity and Service (A&S) fees allocated by Student Government.

The Sport Clubs program has a **no try-out** policy. In certain clubs there may be limitations on how many team members a club can carry to an event. To allow for maximum participation, many clubs offer different levels of competition, such as an "A Team" and a "B Team." Funding from Student Government helps make participation affordable for UF students. There are no membership dues - although, some expenses will be borne by the participant. The officers/members of each club are responsible for all management decisions related to the club. Event scheduling, practice instruction and budget management are decided by the members.

### A. General Rules and Eligibility

1. Eligibility to participate in Sport Clubs is based on the following criteria:
  - a. Currently enrolled and fee-paying University of Florida students are eligible
  - b. Spouses/partners of currently enrolled and fee-paying University of Florida students are eligible. EXCEPTION – entry into the Southwest Recreation Center (SWRC) or Student Recreation and Fitness Center (SRFC) requires a membership
  - c. Faculty, staff, and their spouses/partners are eligible. EXCEPTION – entry into the Southwest Recreation Center (SWRC) or Student Recreation and Fitness Center (SRFC) requires a membership
  - d. Dependents (children) are not eligible for participation regardless of age. Alumni and members of the local community are not eligible to participate.
2. Faculty, staff and spouses/partners may not hold leadership positions in the club
3. Contact the governing body for your sport to confirm exact eligibility requirements. Many sports have specific standards for collegiate competition.
4. Clubs are not permitted to charge membership dues to its participants.
5. Clubs are not permitted to have outside/personal bank accounts.
6. Clubs may not "cut" or disallow anyone, who meets the eligibility criteria, the opportunity to participate with a club.

### **A. Competitive Sports Staff**

The Department of Recreational Sports employs a staff of professionals, graduate assistants and programs assistants to supervise Sport Clubs. The staff is responsible for ensuring that clubs operate in a safe and mature manner benefiting both the club participants and the university community as a whole.

General roles of the staff include but are not limited to:

- Advise clubs on their day-to-day operations
- Ensure rules and regulations are followed according to Department of Recreational Sports and University of Florida guidelines.
- Develop and oversee the budget and distribution of funds to clubs
- Approve purchases/expenditures and oversee collection of revenue
- Ensure compliance with Safety/Risk Management procedures
- Provide oversight for special events/tournaments.
- Advise the Sport Clubs Council insuring that their efforts benefit all Sport Clubs participants

### **B. Supervisors**

Competitive Sports Supervisors primary responsibilities include monitoring sport club events and practices. They are there to assist the clubs in set up, clean up, compliance with policies, ensure participant/spectator safety, and monitor the condition of the facility.

### **C. Athletic Trainers (AT's)**

The Department of Recreational Sports employs four graduate-level certified Athletic Trainers who provide emergency injury response, follow-up clinic care and training advice. Athletic Trainers are required for certain high and medium risk sports as determined by the Recreational Sports staff along with guidelines provided by the governing body of that sport. The Competitive Sports office will secure AT services for an event if it is deemed necessary. If your event requires AT service, and we cannot provide such service, the club may be asked to get local EMT service or locate appropriately trained staff. Otherwise, the event will need to be held on an alternate date. The Sport Clubs office must approve of any non-Rec Sports AT service.

### **D. Senior Secretary**

The Senior Secretary for Recreational Sports Programs provides service to students by answering general program questions, in addition to processing much of the financial business. That includes travel reimbursement, equipment orders, and payments to coaches and governing organizations. The Senior Secretary also receives and monitors all financial deposits from fundraisers, tournaments, and donations.

### **E. Sport Clubs Council**

The Sport Clubs Council (SCC) is the student governing body of the Sport Clubs program and is overseen by the Sport Clubs staff. The SCC is responsible for the following:

- Allocation of funds for each club's annual budget, including Special Request funds
- New club proposals and dismissal of clubs
- Consulted on some program policy

The Sport Clubs Council is made up of 9 students selected from eight different Sport Clubs and one Competitive Sports supervisor. Council members are selected for either a 2-year or 1-year term. The Competitive Sports supervisor is selected for a 1-year term. Members from all clubs are invited to apply to be on the Council. The selection is decided by the current year's SCC through an application process. The Sport Clubs staff will appoint a 2<sup>nd</sup> year member as President based on that student's knowledge, experience, and leadership abilities. Remaining members will all be considered at-large members. The Sport Clubs Council meets every two weeks, but may vary based on the amount of business. Meetings are open for any sport club participants to attend. The SCC will not conduct business during the summer semesters, unless warranted by circumstances.

## Standard of Conduct

---

Sport Clubs function as part of the University of Florida campus community and are representative of the university when traveling throughout the state or nationwide. Consequently, clubs are held to a high level of conduct both as collective organizations and as individuals. The parameters of acceptable behavior have been established by the Department of Recreational Sports, University of Florida and the governing bodies of each individual sport. Club officers need to be aware of these expectations and ensure their members adhere to all policies and procedures.

Clubs or individual members who fail to conduct themselves in an appropriate manner will be sanctioned. All cases of discipline will be reviewed by the Competitive Sports staff to determine appropriate actions. At the discretion of the Competitive Sports staff, the Sport Clubs Council may be involved as an advising body. Clubs or its participants receiving sanctions may appeal the decision to the Associate Director for Recreational Sports. Extremely severe infractions will be referred to the Dean of Students Office.

### Code of Conduct

As a participant in the University of Florida Sport Clubs Program, clubs and its members are expected to abide by the following:

- All club members will conduct themselves responsibly and professionally, at all club-sponsored activities. These include, but are not limited to, home and away events, practices, fundraisers and socials. Acceptable behavior includes whether on or off campus and in or out of Gainesville.
- All club members understand that their actions as an individual, group, or entire club impact the whole club, the Sport Clubs Program, Department of Recreational Sports, and University of Florida.
- All club members will show respect to all teammates, opponents, referees, officials, spectators, staff and employees.
- All club members will adhere to all Sport Clubs policies and procedures, as outlined in the Sport Clubs Officer Manual and through officer training.
- All club members will abide by the expectations outlined under this Code of Conduct and the following sections under Guidelines for Acceptable Behavior.
- All club members will adhere to the University of Florida Student Conduct Code available through the Dean of Students Office (DSO).
- All club members must understand that their actions whether as an individual, group, or entire club may affect an individual or club's ability to receive any of the privileges afforded to Sport Clubs.

### Guidelines for Acceptable Behavior

The following section, although not an exhaustive list, categorizes specific acts of misconduct related to both behavior as well as administration of the club. When appropriate, the club and its leadership should confront *individual* club members who are in violation or might be in violation of the behaviors and responsibilities outlined below. Realize that all it takes is one individual who cannot conduct him/herself appropriately to cause the whole group to be perceived in a negative light.

#### A. General Conduct

- Alcohol consumption or drug use during a club-sponsored event
  - This includes but is not limited to the following:
    - Traveling to or from an event as a player, spectator or coach
    - While at event site or within the vicinity of the event site as a player, spectator or coach
    - In hotel, motel, campsite, etc
    - On site before, during or after practice or home event
  - Exception - Persons of legal age may have a drink with a meal
- Hazing – see Hazing section of Officer Manual
- Loud, unruly, disruptive or inappropriate behavior at events, practice, fundraisers, socials, or while traveling

- Engaging in activities in poor taste or that generally portray the club, department, or university in a negative light, which includes but is not limited to the following:
  - lewd acts, alcohol consumption, hazing, sexually explicit images, or general disregard for a standard of decency
  - the above listed behaviors could be found on websites, social media, message boards, chat rooms, fliers or other medium that could be directly or indirectly attributable to the club or its members
- Gross unsportsmanlike conduct during competition or making a mockery of the game
- Physical or verbal abuse of opponents, teammates, officials, event staff, or spectators
- Fights, trash talking, general disrespect toward opponents, officials, event coordinators, staff, spectators

## **B. Practice or Competition**

- Ignoring general facility policies regarding food/drinks, pets, alcohol, parking, etc
- Club members not showing Gator 1 ID when asked by staff
- Failure to leave facility on time
- Entering facility too soon which interrupts another group
- Entering facility while it is closed (“jumping the fence”)
- Leaving club equipment or personal items out
- Lack of cleanliness of practice space; disarray of storage facility
- Not reporting an injury or bodily fluid spill to staff
- No-showing for practice without at least 24 hour notification
- Showing up late or no-showing to a special event
- Cancelling an event less than 5 days from event date

## **C. Administrative and Financial**

- Requiring or collecting dues from members
- Having money sent to an individual club member’s personal address or PO Box
- Checks made out to individual club members
- Storing club money in an off campus or personal bank account
- Not turning in money within 48 hours of collection
- Not documenting and itemizing money collection
- Allowing a person to practice, travel or participate without being registered (waiver) with the club
- Allowing a coach to work with the club without submitting paperwork and office approval
- Club traveling without an approved Travel Request on file
- Conducting an event (competition, game, seminar, meet, show) without approval
- Conducting a Fundraiser without approval
- Not fulfilling general responsibilities which includes but is not limited to the following:
  - Re-registering with Center for Student Activities and Involvement by said deadline
  - Attendance at Officer Training
  - Conducting annual equipment inventory
  - Not achieving any level in the Classification System
  - General lack of participation or follow-through in responsibilities and expectations as a Sport Club

## **Behavioral Consequences**

Depending on the infraction, the club may receive one or more of the following sanctions. The list is not progressive, meaning that one does not have to precede the other:

- Written warning
- Probation
- Loss of funding
- Loss of practice privileges
- Loss of travel privileges
- Loss of ability to host events
- Suspension
- Disassociation from the Sport Clubs program
- Referral to the Dean of Students Office

## **Student Conduct Code Policy on Hazing Policy at UF**

### Definition of Hazing violation:

- Any action or situation that recklessly, by design, or intentionally endangers the mental or physical health or safety of a student for any purpose including but not limited to initiation or admission into or affiliation with any student group or organization. In such an instance, hazing occurs if an individual or group:
  - Causes or attempts to cause physical injury or other harm to a student including but not limited to emotional distress, or engages in any conduct which presents a threat to the student's health or safety, which shall include but not be limited to any brutality of a physical nature, such as whipping, beating, branding, exposure to the elements, forced consumption of any food, alcohol, drug, or other substance, or other forced physical activity that could adversely affect the physical or physical and mental health or safety of the student, and any activity that would subject the student to extreme mental stress, such as sleep deprivation, forced sexual conduct, and forced exclusion from social contact.
  - Engages in an action or activity which has a tendency to or which is intended to demean, disgrace, humiliate, or degrade a student, which shall include but not be limited to, forced conduct that could result in extreme embarrassment, or other forced activity that could adversely affect the mental health or dignity of the student.
  - Conduct that by design, intent or recklessness causes a student to be unable reasonably to pursue, or interferes with or attempts to interfere with a student's academic schedule or performance; or
  - Causes, induces, pressures, coerces, or requires a student to violate the law or to violate any provision of University of Florida regulations.
- In response to allegations of hazing under this regulation it is not a defense that:
  - The victim gave consent to the conduct.
  - The conduct was not part of an official organizational event or sanctioned or approved by the organization.
  - The conduct was not done as a condition of membership in the organization.

### A. General Administrative Responsibilities

1. Club officers must provide the Sport Clubs office with updated officer contact information and make sure all officers are added to the Sport Clubs list serve. If your group of officers changes at the end of the Spring semester, please let our office know of the new group of officers so they can be added to the contact list on the Sport Clubs website and be added to the Sport Clubs list serve.
2. All club officers (President, Vice President, Treasurer, Secretary) must attend the MANDATORY Officer Training at the beginning of the fall semester. Attendance requirements may change at the discretion of the Sport Clubs staff. Announcements will usually be publicized through the Sport Clubs list serve or through announcements on Gator Connect. Clubs who do not have the mandatory number of officers attend will receive financial penalties.
3. Prior to participation each year, all sport club participants must register (waiver) through Gator Connect.
4. All Sport Clubs must complete the registration process every year with the Center for Student Activities & Involvement by logging onto Gator Connect and completing all required information. Any club that does not register with the CSAI deadline set by the Sport Clubs office will lose practice time and receive a financial penalty for that school year.
5. All club officers along with their faculty advisor and coach (if they have one) must read and sign the Standard of Conduct and turn it into the office by the established deadline.

### B. Waivers

All Sport Clubs participant must register (waiver) **through Gator Connect** for each club they are participating in prior to starting any activity with that club – whether they intend to compete all year or only show up for a single practice. MINORS, 17 years of age and younger, will need to have a paper waiver completed by a parent/guardian. In those instances, the student can fax, e-mail or mail the document to the parent for signature and have it faxed, e-mailed or mailed back. The original copy with the parent's original signature must be mailed to the Sport Clubs office.

The purpose of the Sport Clubs waiver is to make the participant aware that playing or practicing in any sport can be a dangerous activity involving many risks of injury. The participant also acknowledges that the University of Florida and the Department of Recreational Sports do not carry ANY type of accident or health insurance policy on individuals participating in Sport Clubs activities and that sports injuries can be catastrophic for those without proper medical coverage.

Passing a basic swim test is a requirement for anyone wanting to become a participant of a water-related sport club. Tests are offered during recreational swim times at the Florida Pool or O'Connell Center Pool. We will not accept Lifeguarding or WSI certifications nor SCUBA cards and other swim tests.

### C. Classification System

The Classification System is designed as a means of encouraging clubs to achieve certain levels of accomplishment such as fundraising, community service, hosting events, involvement, and educational opportunities. Clubs that attain higher levels of success based on the Classifications System are provided an incentive in the budget allocation process. The full explanation of the Classification System can be found on the Documents page of the Sport Clubs website.

### A. Officer Eligibility

The following are minimum eligibility requirements to hold a leadership position in an officially registered student organization at the University of Florida. Student organizations are encouraged to consider higher requirements if appropriate for their specific group. In order to hold an elected or appointed office in a student organization, a student must:

- Be enrolled in a degree-seeking program at the university as an undergraduate, graduate, professional, or postgraduate student. Postgraduate student shall include enrollment as a post-baccalaureate student.
- Meet requirements for full-time registration and academic standing described below:
  - Undergraduate students must be registered for twelve (12) credits in the Fall and Spring semesters, have a minimum 2.5 cumulative academic average and cannot have an academic warning or be on academic probation
  - Graduate and professional students must meet the requirements for full-time status for the graduate or professional program in which they are enrolled, or be registered for 8 credits if appointed to a half-time graduate assistantship, or 9 credits if appointed to a one-third time graduate assistantship. Graduate and professional students must also have a minimum of 3.0 cumulative academic average, or at least the minimum grade point average required to remain in good standing with the graduate or professional program in which they are enrolled, and otherwise be in good academic standing
  - Postgraduate students, including post-baccalaureate students, must be enrolled for at least 12 credits. Postgraduate students may not hold an office in a student organization for more than one semester while in postgraduate status.
  - Correspondence courses will not be considered for the policies described above. Students will be allowed to enroll for one in-residence course at another college or university and have those credits count toward full-time status only if that course is a required course and is either not offered at the University in the current semester, or is full during that semester. The foregoing provision may only be used by a student for one semester, and the student must present documentation from the academic department showing the course was either not offered at the University or was full as described above
  - Have no late or delinquent obligation for fees or other late or delinquent debts owed to the University
  - Be free of conduct probation
- Notwithstanding the above subsections of this regulation, students in the last semester before graduation are eligible for participation in campus activities if they are enrolled for the required number of credits needed for graduation that term.
- Students who otherwise meet the requirements of the above subsection, but who have received approval from the Dean of Students' office to have a reduced course load due to a registered disability, are eligible to hold leadership positions in student organizations as described herein.
- Students not meeting the eligibility requirements as outlined in this policy will be required to relinquish their office. If a student no longer meets the eligibility requirements, he or she must notify the faculty/staff advisor and the highest ranking officer in the organization other than the student, in writing of the student's ineligibility at the time he or she becomes ineligible. If, however, the ineligibility is due to the student's cumulative academic average, the student is required to notify the Center for Student Activities and Involvement prior to the first day of classes of the next semester. Appeals of this policy must be filed within ten (10) days of when the basis for the ineligibility occurs.

- The Dean of Students Office shall conduct eligibility checks for each of the student leadership positions. Students not meeting the eligibility requirements will be notified by the Dean of Students Office that they must relinquish their offices. Appeals of any such notice must be filed within ten (10) days of the date on the notice and will be heard by the Student Activities Appeals Committee, chaired by the Dean of Students, and consisting of staff from the Reitz Union, the Department of Housing and Residential Education, an academic advisor, and two students appointed by the Student Body President.
- Elected or appointed student leadership positions to which this regulation applies are student leadership positions in student organizations that are all-University in their scope and responsibility. A list of these organizations is available in the University of Florida Center for Student Activities and Involvement.

## **B. Constitution**

Sport Clubs, like all UF student organizations, must have an approved constitution on file with the Center for Student Activities and Involvement. The University has established strict guidelines and a generic sample constitution can be obtained from the Sport Clubs office.

## **C. Elections**

Frequency of officer elections is dependent on each club's constitution. However, it is highly recommended that elections take place annually and near the end of the Spring semester. Clubs should elect a president, vice president, secretary and treasurer (also see "Officer Eligibility"). The election should be announced well in advance and allow for all qualified applicants. At the election, nominations should be made and seconded. Report election results to the Sport Clubs office including each officer's name, phone number, and e-mail. If elections take place at the end of the year, make sure to also include a summer address and phone number for each of the officers. It is recommended that each club have provisions in the constitution for replacement of officers who are unable to serve due to personal situations, school requirements or other circumstances that may arise during their term.

## **D. Committees**

Some clubs utilize internal committees to allow more members to be involved in club operations. Such committees may assist the club in recruiting new members, planning events, alumni relations, etc. Committee suggestions that other clubs have been using include:

- Promotions: reports club accomplishments to Sport Clubs Office, alerts local media of events and results, and uses PR for recruitment on campus.
- Equipment: checks the equipment to make sure that it is not lost or damaged, and reports status to Sport Clubs Office.
- Webmaster: maintains auxiliary website and other media.
- Social: provides the members with social outlets other than the usual club activities, ranging from Intramural Sports teams to trips to the beach.
- Alumni: Keeps track of past alumni, alumni newsletters, donation letters and plans alumni events.

## **E. Coaches and Instructors**

Clubs may utilize students, alumni or community persons for paid or volunteer coaches/instructors by submitting the appropriate forms to the Sport Clubs office. There is a different set of forms for PAID vs. VOLUNTEER coaches.

After all appropriate forms are submitted to the Sport Clubs office the club will be notified once the coach has been cleared to begin working. Coaches who begin working prior to approval from the office will be terminated immediately.

Coaches/Instructors may be terminated at any time for cause or no cause by either the club or the Department of Recreational Sports. Payment may be amended based on consultation between the club and the Sport Clubs staff in the case of dismissal or resignation. It is expected coaches and instructors teach to the diverse levels of the participants in the club. Novice participants should not be expected to perform skills or drills beyond their level of experience and knowledge.

## **F. Faculty Advisor**

Clubs may opt to utilize a faculty advisor; however, our office will provide an advisor to all clubs regardless of a club utilizing their own faculty advisor. Graduate Assistants are not eligible to serve as advisors.

The advisor should be consulted as one part of the decision-making process on a regular basis and should be aware of obvious concerns expressed by members in the club. They should be informed of all communication and regularly invited to practices, games, and business meetings. Advisors need not be full-time coaches or instructors to make a contribution to the club.

## **G. Club Communications**

### ***Mail***

Each Sport Club has a mailbox located in the Administrative office at the Southwest Recreation Center. This is where clubs should receive donation checks, event registrations, equipment publications, information from the club's governing body, or any other mail correspondence.

The Sport Clubs Address is:

[Name of Sport Club]

SW Recreation Center

3150 Hull Road

Gainesville, Florida 32611

### ***E-Mail***

An important means of communication for the Sport Clubs office is e-mail. All important messages and reminders are sent out to the club's officers through a sport clubs listserve. E-mail is also one of the easiest ways to get in contact with the Sport Clubs staff to discuss problems. General e-mail inquiries can be sent to: [sportclubs@recsports.ufl.edu](mailto:sportclubs@recsports.ufl.edu).

## *Practices, Event Requests, and Equipment*

---

### **A. Practice Times**

Prior to the beginning of each semester, a call-out for practice requests at Recreational Sports facilities will be sent to all clubs. Clubs are expected to reply by the advertised deadline in order for their request to be considered. Based on the amount of requests and facility space, clubs may need to be flexible with their dates, times and location. Once the final practice schedule is set, it becomes a binding contract between the club and the Department of Recreational Sports. Failure to notify the Competitive Sports staff when your club is not practicing will result in disciplinary action. If a permanent change to your practice schedule is desired, please contact the Coordinator of Competitive Sports.

In cases of inclement weather or unplayable field conditions, staff will attempt to notify clubs of practice cancellations. The Department of Recreational Sports will not jeopardize participant safety or damage to playing surfaces. If the club cannot be reached in time and shows up at its practice site, we ask that you exercise good judgment and assess the condition of the facility by considering both injury risk and damage to the facility.

In addition, staff has the authority to handle concerns with unruly participants, coaches and spectators. Alcoholic beverages, smoking and use of tobacco products are not permitted at any Department of Recreational Sports practice or event. Persons under the influence of alcohol or drugs will be asked to leave the facility.

Additionally, pets (except service animals) are not permitted at any Department of Recreational Sports facility.

### **B. Event Requests**

Requests to host events such as games, tournaments, and seminars require an *Event Request Form*. The form must be filled out completely at least one month prior to the event. However, it is highly recommended clubs begin the process as soon as it knows it wishes to host an event. In addition to requesting a facility, clubs should begin the process of contacting potential traveling clubs and any needed officials and/or judges at least 1 month prior to the event.

### **C. Meeting Rooms**

Clubs who want to have business/informational meetings may reserve rooms at the Reitz Union by contacting the reservations desk there. Clubs may also reserve academic classrooms by going to the registrar's office in Criser Hall. On a limited basis, meeting space may be provided in Southwest Recreation Center. Contact your club's liaison for information and availability.

### **D. Equipment**

All equipment purchased on behalf of the club becomes property of the University of Florida Department of Recreational Sports and will become part of the club's official inventory. A formal inventory of all university-purchased equipment will be conducted annually. Clubs will be held responsible for lost and/or damaged equipment. Individual club members and officers can also be held personally responsible for lost and/or damaged equipment.

All awards earned by teams and/or individual sport club participants will become property of the University of Florida, and made available to the general club membership immediately upon receipt. Equipment or cash awards cannot be retained by individuals, and must be used to support the entire club. All equipment must be inventoried and all cash awards must be deposited in the club's Outside Revenue account.

### A. Insurance

The University does NOT hold a blanket insurance policy for Recreational Sports participants. Consequently, all club participants are encouraged to purchase some type of comprehensive accident-health insurance. All financial responsibility rests with the participant. Club officers should notify their members of this fact. The Athletic Training Center, located in the SW Recreation Center is staffed by a certified athletic trainer. Students injured during practices or games should utilize the services of the Athletic Training Staff. The staff can evaluate, treat, and set-up rehabilitation programs for athletic injuries.

### B. Athletic Trainers (AT's)

Graduate Assistant athletic trainers are required for certain high and medium risk sports as determined by the Recreational Sports staff along with guidelines provided by the governing body of that sport. The Sport Clubs office will secure AT services for your event if it is deemed necessary. If your event requires AT service, and we cannot provide such service, the club may be asked to get local EMT service or locate appropriately licensed staff. Otherwise, the event will need to be held on an alternate date. The Sport Clubs office must approve of any non-Rec Sports AT service.

#### 1. Referral Procedures

In the incidence where a participant sustains an injury while participating in the programs and facilities offered by Recreational Sports and the Athletic Trainer feels a physician's referral is necessary, the participant will be given a **Take Home Referral Form**. The referral form will indicate the assessment completed by the Athletic Trainer as well as any treatments that have been administered. This form is intended to inform the physician of current injury status. This form will also contain an area for the physician to write any comments or "return to play" guidelines. Once the form has been given to the participant it is his/her responsibility to give the form to the physician as well as follow any "return to play" guidelines the physician recommends. Participants who are injured will also receive a document with local treatment centers and contact information. This document will only serve as a suggestion and it is the participant's responsibility to choose an appropriate care facility and are not limited to the ones suggested.

#### 2. Return to Play Policy

Any participant who has sustained an injury that requires a physician's referral (including concussion) will be required to be cleared by the physician prior to resuming participation in a RecSports program. Once a player has received a physician referral, the Athletic Trainer will notify the Sport Clubs staff that they are ineligible. The program staff will then flag the player as ineligible until they bring a signed note from the physician to the Athletic Trainer indicating they have been cleared for participation. Directions to the Athletic Training office will be on the **Injury Take Home Form**. The Athletic Trainers will also keep a list of all ineligible players to assist intramurals in tracking injured participants.

#### 3. Concussion Protocol

The University of Florida Department of RecSports takes a very serious approach to all head injuries. Concussions are a very serious injury that need prompt and correct treatment to prevent further injury. To ensure all athletes with head injuries are fully evaluated for concussive symptoms and cared for appropriately, after any head injury the following protocol will be followed **when an Athletic Trainer is present**:

- The Participant will be immediately removed from play and evaluated by one of the RecSports Athletic Trainers.
- The Athletic Trainer will conduct a full injury and concussion assessment that will be documented using the Injury Report Form and Concussion Assessment Form.
- If a participant displays any concussion symptoms regardless of how minor, they will be removed from play for the remainder of the day. If the Athletic Trainer determines the participant has sustained a concussion or has lost consciousness they will be referred to a physician or monitored by the AT.
- If the participant is referred to a physician they will be made ineligible for participation in intramurals and/or sport clubs until a physician's clearance note has been verified by the Athletic Trainers.

#### 4. Concussion Referral & Return to Participation

Any Participant who sustains a concussion, and has been referred to a physician will require medical clearance prior to returning to participation. Their playing status will become ineligible and will be unable to resume participation in intramurals or sport clubs until a physician's medical clearance has been presented to the Athletic Trainers. The medical clearance is to be brought to the Athletic Training Room #140E located inside the Southwest Recreation Center to be verified by an Athletic Trainer. Clinic hours are Monday-Thursday 1:00pm – 5:00pm and Sunday-Thursday during all scheduled nightly intramural sports activities.

#### 5. Services provided to Sport Club athletes

- Injury treatment sessions – If you are injured while participating in a sport club practice or game you are able to make appointments with an athletic trainer for 30 minute rehabilitation sessions free of charge.
- You must have a full injury assessment completed by one of the RecSports Athletic Trainers prior to being treated, which will be a 1 hour initial assessment session.
- Appointments are to be made by either calling or emailing the athletic trainers.
- Walk-in's will be welcome during designated treatment hours which will be determined after the intramural schedule has been set, it is however recommended to make an appointment.
- Rehab services offered will include: Cryotherapy, thermal therapy, manual therapy, electrical stimulation, ultrasound, exercise prescription, and stretching.

#### C. CPR and First-Aid

All clubs are required to have at least two people certified in CPR/AED and First-Aid. These people should be able to administer basic first responder assistance in the event of an injury or emergency. There are classes offered through the Student Health Care Center, as well as local agencies. For assistance in locating these agencies, contact the Sport Clubs office. When traveling, clubs should check out first aid kits from the Sport Clubs office.

#### D. Facility Inspection

In cooperation with Rec Sports staff, each club shares responsibility for its own safety at games and practices. A facility inspection should take place before all events. All hazards should be documented and avoided. Practices and games should be canceled if the safety of all participants involved cannot be guaranteed. If any hazards are found, notify staff as soon as possible.

#### E. Travel Procedures

The procedures outlined below must be followed for all club-related travel – regardless of whether or not the club requests funding. Failure to do so may result in loss of future travel privileges, loss of funding, or other sanctions.

##### At least 1 week prior to Travel Date

- Complete the Travel Request Form which can be found on the *Documents* page of the website
- All travelers must be registered (waiver) with your club on Gator Connect in order to travel
  - Confirm all travelers have registered prior to submitting the form
  - All travelers who want to get reimbursed must be on Direct Deposit prior to traveling
- Sport Clubs staff has final authority to approve/deny travel

##### Prior to Travel Date

- Make changes as necessary to Travel Request Form by emailing your liaison of any modifications
  - Adjust the following as necessary:
    - departure time, arrival time (back to Gainesville), lodging information, transportation details, or driver list, list of travelers (additions/deletions)
- Check out First Aid Kit and Travel Notebook from the Sport Clubs office

## **F. Travel Safety Preparation and Procedures**

The following plan has been designed to offer Sport Clubs a guide to follow when planning travel. This plan provides information and procedures that will assist you in planning in a safe manner. For further advice and preparation on travel procedures please contact the Sport Clubs office.

### **Preparing for the Trip**

Prepare a travel list containing names of all people traveling, departure and arrival times, the destination, a general itinerary, phone numbers at location and cell phone number of participants in each vehicle (not only for the traveling student to reach the university, but also for friends or family who may need to reach the traveling party). This list is to be given to a minimum of two people who will be accessible during the trip's duration: Sport Clubs staff, Graduate Assistant, faculty advisor, a fellow student designated as the emergency contact, or other student or staff member familiar with the program as well as the persons traveling.

All vehicles being used should pass a comprehensive safety inspection conducted by a qualified mechanic. In addition, the people driving the vehicle should also conduct a visual inspection to detect any obvious problems such as poor tire tread, burned out lights, or worn wiper blades. Make sure you also have the following:

- Up-to-date, detailed map of the entire area to be traveled (or GPS).
- Including alternate routes to accommodate unforeseen circumstances (construction, accidents, weather).
- First aid kit, flares, flashlights and batteries, safety warning device, extra oil.
- Cell phone and number to emergency roadside assistance.
- Have the phone number and location of area hospitals of the destination, if possible.

### **GENERAL TRAVEL RISK MANAGEMENT PLAN**

- Determine the distances to be traveled; there should be at least two drivers for every 500 miles to be driven.
- Plan the routes, hotels, and rest stops you will be using.
- Plan for the starting and ending times of the events to which the club is traveling.
- Account for captain's/coach's meetings, traffic, weather and accident delays.
- What is your mode of transportation: rental van, bus, or personal cars?
- Know the maximum and minimum number of participants who will be going on the trip to determine number of vehicles.
- Conduct a safety check of the vehicle.
- Ensure all drivers have a valid driver's license and have the reputation as safe drivers.
- Know the types and amounts of equipment to be brought on the trip and check equipment before you leave.
- Account for enough room for equipment and personal baggage.
- Plan how you will work with the group to have control of trip (buddy system, messages).

### **Before the Trip Check List: At Least One Month Before**

- Get cost estimates for all reservations, rentals, gas, etc.
- Submit to Sport Clubs office for approval and arrange for encumbrance of funds.
- Schedule a pre-trip meeting with club members who will be attending the trip.
- Make reservations with hotels, car rental companies, and record reservation numbers.
- Submit Travel Forms to Sport Clubs office. Make copies for club officer folder.
- Collect information from club members if they need notification sent by the Sport Clubs Coordinator to professors that travelers will be missing classes.
- Send mass list to Sport Clubs staff at least 2 weeks prior to date of departure.

### **Week Prior to the Trip**

- Review itinerary and contact all travelers to provide trip details and answer questions.
- Discuss the Code of Conduct.
- Plan a buddy system to make sure no one gets lost.
- Inventory first aid kit and vehicle emergency kit.
- Confirm reservations with hotels and vehicle rental company.

### **The Day Prior the Trip**

- Check road and weather conditions for trip.
- Pick up vehicle, do a visual check of lights, tires, etc. and check all fluids.
- Load van or trailer: equipment, first aid kits, maps, alternate routes. (Making sure that they are accessible if there is an emergency).
- Finalize Travel Form for Sport Clubs office. Include the date of return, the trip leaders and participant names, cell phone and phone numbers at the trip destination.

### **Day of Trip**

- Do a participant roll call.
- Put trip folder containing participant information, directions, maps, phone numbers of destination, emergency numbers, and cell phone numbers of other vans (if applicable), etc. in vehicle.
- Double check maps, alternate routes and cellular phone, if available.
- Record the mileage of vehicle before departure. Drive safely at or under speed limit.

### **Post Trip**

- Record mileage after trip
- Unload & clean out van.
- Notify Sport Clubs office of safe return.
- Return vehicle/keys
- Collect receipts to submit to Sport Clubs office.

**Types of Vehicles Listed below are the basic means of traveling available to student groups and the advantages or disadvantages associated with each.**

1. Personal Automobiles: The most flexible and possibly least expensive method, with fewer arrangements necessary. The individual driver is responsible for passengers who may have limited control over their driver's actions. Drivers should carry their own insurance to cover liability. While private automobiles provide a very cost effective means of transportation, there are disadvantages to this means of transportation. Liability issues must be considered. Be sure of the following safety measures:
  - a. Individuals traveling in private vehicles understand that it is at their own risk.
  - b. The designated drivers have experience and are licensed to drive the vehicle.
  - c. The vehicle and its operator have appropriate insurance.
  - d. The vehicle has been adequately serviced with preventative maintenance and check-ups.
  - e. The mileage of the trip is offset with meal breaks, sleep time, etc.
  - f. You have an emergency plan in case of breakdowns or accidents.
  - g. Alcohol and/or drugs are not a part of your drivers or the trip participant's experience.
  - h. You follow the rules and safety tips provided in your driver's manual.
  - i. When in doubt, use common sense when you drive.
  - j. If you are involved in an accident, make sure any injured persons get the requisite medical treatment.

2. Rental Vans: The renter must pay for insurance and assumes liability through the vehicle renter. Usually you must pay in advance or at the time of rental; you must reserve in advance usually requiring a written agreement.
3. Commercial Carrier with a Driver (bus, van): The carrier provides its own insurance and assumes liability. It may be the most expensive method, usually requiring payment in advance or a deposit. You must arrange reservations in advance, usually requiring a written agreement. This method presents the lowest level of liability to your organization.

### A. Sport Clubs Budget

The purpose of a budget is to establish a sound financial record for club activities. Once the budget is created, it is used as an instrument to plan for future events, provide an accurate historical record for new officers, and finally, as a means to determine to what extent support is needed in the form of an "Annual Allocation." Funding is provided by the Department of Recreational Sports through Student Government

### B. Applying for an Allocation

Budget requests take place in the spring semester for the subsequent school year. Beginning and ending dates for spending money will be established by staff. The budget request is divided into four major categories: (1) Fees, (2) Personnel, (3) Equipment, and (4) Travel. A detailed list and justification of what the funds will be used for are part of the overall Budget Request. Budget Request forms, along with directions for completing them, will be explained at Sport Clubs Officer Leadership Training in the Spring semester. Deadlines for submitting the packet will be given at that meeting and through e-mail.

In addition to submitting a written Budget Request, all clubs must present their budget to the Sport Clubs Council. After the presentations, the Sport Clubs Council will determine individual club allocations as a recommendation to the Competitive Sports Coordinator staff.

### C. Types of Budget Items

#### ***Equipment***

This budget line is used for club equipment and facility rental for non-fundraising events. Equipment purchased with these funds must be for the use and benefit by the entire club. Items that become personal possessions or are "made to fit" a specific person cannot be purchased with this line item. Uniforms, jerseys, or similar products cannot be purchased with school-allocated funds (Student Government money). Other restrictions include t-shirts, awards/trophies, and food. However, these items may be purchased with funds from the club's Foundation Account or Outside Revenue. This budget line does not roll over to the subsequent year, and cannot be combined or transferred to another line.

#### ***Travel***

This budget line is used for tournament entry fees, vehicle rental, gasoline, tolls and hotel. Airline tickets cannot be paid with this line item. Restrictions include meals or other food purchases and hotel incidentals (movies, internet, and room service). The club must collect all its travelers' itemized receipts. This budget line does not roll over to the subsequent year, and cannot be combined or transferred to another line.

#### ***Fees***

This budget line is used to pay for state, regional or national governing body fees and/or dues for the entire club – not for individual club members. This budget line does not roll over to the subsequent year, and cannot be combined or transferred to another line.

#### ***Personnel***

This budget line is used to pay for officials, referees, or judges who are working at special events where an entry fee is not being charged. This budget line does not roll over to the subsequent year, and cannot be combined or transferred to another line.

#### ***Special Request***

This line item is not part of the annual budget allocation to individual clubs. Instead, Special Requests can be applied for throughout the year by clubs seeking funding for travel to nationals, unexpected equipment costs, or for newly admitted clubs. Once funding is allocated via Special Request, follow the same procedure for accessing said funds as described in section D below.

### ***Foundation***

This line rolls over from year-to-year and includes money received in the club's name via donations from parents, friends, alumni, or businesses. Funds in this area may be used for equipment, travel, coaching, food, trophies, and t-shirts. The same procedures for accessing Department-allocated funds apply to Foundation.

### ***Outside Revenue***

This line rolls over from year-to-year and includes entry fees collected when hosting events, t-shirt sales, car washes, group work, restaurant promotions, etc. This money may be used to pay for equipment, uniforms, jerseys, governing body fees, personnel (coaches, officials, and referees), travel, awards, and food. The same procedures for accessing department-allocated funds apply to Outside Revenue.

## **D. Procedure for Accessing Funds**

### ***Fees***

In order to pay governing or sanctioning body fees, clubs must submit invoices in advance of the time they need to be paid. Simply contact the Governing Body, have them send an invoice to our office for payment. Our office cannot pay these costs on a reimbursement basis. It is recommended clubs contact their governing body early in the school year and have the invoice sent to our office. The University does not pay for any individual's membership fee, insurance, or application for promotion.

### ***Personnel***

All coaches and instructors must complete a payment contract prior to their annual involvement with the club. If a coach is to start working with the club on September 1<sup>st</sup>, the **contract must be turned in 2 weeks prior to that date**. Similarly, if the coach/instructor is for a one-time special event, the payment **contract must be turned in 2 weeks in advance of the event**.

When payment of officials, judges, or any other personnel is necessary for an event, payment contracts must be submitted to the Competitive Sports office at least 2 weeks prior to the event. If it is determined a sufficient amount of officials are not "on contract" in advanced time, the event will be cancelled.

This form is not meant to include Travel costs for the one-time instructor. If a club wishes to pay for a guest instructor or event official's travel costs (airfare, lodging, car rental), contact the office for guidance.

### ***Equipment***

All club equipment must be purchased by the Department of Recreational Sports. Equipment cannot be purchased by club members or related individuals, nor can the cost of equipment be reimbursed to club members or related individuals.

When a club wants to purchase equipment or rent a facility, it should notify the office of its intentions with the vendor's contact information, a written (or e-mailed) description of the item, quantity, price and any other relevant specifications. This can be in the form of an estimate from the vendor, a link to the online catalog, or simply an e-mail from the club officer. The vendor needs to be in the "UF Financial System" in order for a transaction to take place. Vendors who have done business with the university are typically already in the system. Vendors not in the system require a Vendor Application completed prior to making any purchases. Be aware that delays can be caused by unresponsive vendors, shipping time, out-of-stock items, etc. Clubs need to allow for additional time if this is the case. Allow at least 2 weeks for any purchase to be approved and processed. This is especially important if the club needs a certain item by a specific date. When your club needs something such as trophies, shirts, or anything for an event, you need to plan accordingly and in advance.

Delivery instructions must state that the equipment is to be delivered to the Rec Sports office at the Southwest Recreation Center. If equipment is coming from a local vendor, arrangements should be made with the office staff to have the items picked up.

All equipment purchased on behalf of the club becomes property of the University of Florida Department of Recreational Sports and will become part of the club's official inventory. A formal inventory of all University-

purchased equipment will be conducted annually. Clubs will be held responsible for lost and/or damaged equipment. Individual club members and officers can also be held personally responsible for lost and/or damaged equipment.

Club members, coaches, and others associated with the club cannot be reimbursed for equipment that has been purchased without authorization. Purchases must be made through university procedures outlined below.

### ***Travel***

These funds are used for payment of event entry fees and travel expenses such as gas, tolls, vehicle rental, and hotel. **Due to the expense of airline tickets, airfare will not be funded with department allocated funds. Only Outside Revenue and Foundation Account funds can be used to reimburse the cost of airline tickets.** Never spend money without prior written approval of the staff. Submitting a request does NOT mean approval.

#### **Prior to travel**

- a. A Travel Request form needs to be completed by the club at least 1 **week prior to the travel date.**
- b. All travelers must be registered on Gator Connect.
- c. Travelers who plan to get reimbursed for travel expenses must be on Direct Deposit prior to the Travel.
- d. Club officers should ensure that sufficient funds are available to the club per what it plans to reimburse to its travelers.
- e. Officers must notify the office if any changes to the Travel Form are needed (time of departure/return, list of travelers, hotel).

#### **Within 5 days after return**

- a. Entry Fee Receipt with signature of host-school representative. If you do not use this receipt, you must obtain a receipt from the school that charged the entry fee on school letterhead.
- b. ALL original receipts with name of payee written on the top of the receipt. Please turn in all receipts together from the entire trip.
- c. Refer to the Travel Reimbursement Checklist to see what documentation is required as far as receipts.
- d. An Expense Report will be generated by the office and will require the signature of the person being reimbursed.
- e. Reimbursement will be directly deposited into traveler's bank account.

### ***Outside Revenue and Foundation***

A club's Outside Revenue or Foundation Account can be accessed in the same manner as indicated in each of the aforementioned budget lines. Any and all expenditures a club wishes to make with Outside Revenue or Foundation Account funds must still be pre-approved. Please see the previous section on how to properly document and deposit funds that are meant for Outside Revenue or Foundation Account.

## **E. Off Site Bank Accounts and Charging Dues**

University of Florida Sport Clubs are not permitted to charge membership dues or maintain funds in off campus checking accounts. This is University policy and Student Government law. There will be NO exceptions to this rule. Sport Clubs at UF are funded by Activity and Service fees. Activity and Service fees are paid by all students so additional dues would constitute double billing. Student Government is responsible for allocating A&S funds. Clubs are encouraged to conduct fundraising activities to help defray the cost of participation. The revenue from fundraising activities is to be deposited in the club's Outside Revenue or Foundation Account.

## **F. Fundraising**

Fundraising is critical in order for a club to offset expenses not provided through its annual budget.

Hosting events have proven to be a consistent and successful means of raising money. Car washes, monetary or product donations from local businesses, and t-shirts sales are a few other suggestions. Bake sales and raffles are banned by University Policy. Any functions that involve the sale of alcohol are also against University policy.

All money earned from any fundraising activity (t-shirt sales, entry fees, etc.) must be deposited in the club's Outside Revenue. Monetary donations from alumni, parents, businesses, etc. are tax-deductible and should be deposited in the club's Foundation Account.

All money collected for the activity (entry fees, t-shirts, etc.) must have receipts. All money spent must be documented with receipts as well. Sales tax must be charged on all merchandise sold. Sponsorships are permitted if conducted appropriately. A business may wish to sponsor an event hosted by a club either through donating t-shirts or providing other equipment. Businesses may NOT capitalize on the event through naming rights, banners placed on location, or the sale or giveaway of products or coupons. Sponsoring businesses may place their logo on T-shirts or other items the club has decided to sell for fundraising. A banner may be on location that states "Gator Club Invitational, with special thanks to XYZ business". A banner naming only the sponsor without mention of the host club is not permitted. If an organization is interested in sponsoring the club as a whole, it may do so through giving special discounts, listing its logo on T-shirts, and/or recognition on a club banner. Sponsors may not express sole ownership over or contracted benefits with a Sport Club.

Fundraising requires time, effort, and creativity. Some untapped resources at the University of Florida include gifts from alumni and former club members. Before undertaking any type of fundraising campaign, please consult with staff to ensure that all efforts are conducted in a proper manner.

To receive credit for fundraising dollars toward your fundraising total, you must complete a Fundraiser Request Form which can be found on the *Documents* section of the Sport Clubs website. If a Fundraiser is facilitated without having a completed form, the money will still be deposited but it will not count toward fundraising totals.

## **G. Depositing Funds**

Clubs generating money through fundraising efforts must deposit these funds into the club's Outside Revenue with the office during the first business day following the event's conclusion. These funds should never be deposited in a personal bank account or kept in one's private residence. In the case of a weekend event, it is highly recommended that clubs make arrangements with the office to secure the money in the office safe. If the office staff is unavailable, clubs should take proper care of money by locking it in a secure place and deliver to the office the first business day following the event. During an event, all entry fees, t-shirt sales and other financial transactions must be properly documented via receipts or log book. The office has cash boxes, receipt books, and money bags available for checkout. Documentation of all financial transactions by receipts, log book, or cash register must accompany the outside revenue deposits.

## Promoting Your Club

---

### A. Websites

The Department of Recreational Sports maintains an individual web page for each club which provides basic contact information, practice times, and club descriptions. The link is <http://www.recsports.ufl.edu/sportclubs.aspx>. The web page also is the place for club participants and officers to find important forms and documents, an event calendar, contact information for the staff and Sport Clubs Council.

The Sport Clubs web page is viewed by students seeking information about the Sport Clubs program. Therefore we encourage your club to keep club information current. The web page can be a successful way to recruit new members to your club.

Results from recent competitions can be posted on the Sport Club home page as requested by individual clubs. To post results or update information, e-mail a brief summary to the Sport Clubs staff.

Due to limited space, the Sport Clubs web pages contain only the basic contact information for the club. If your club would like a more elaborate web page it needs to be maintained by the club.

Websites should follow University guidelines and be in good taste. Sport Club sites may not be directly linked to commercial vendors.

### B. Creating Fliers

Limited promotional material can be provided free to all Sport Clubs. Fliers and copies can be made and distributed through the Sport Clubs office. Some restrictions may apply depending on job size and time lines. If a club wants to design their own fliers and distribute them, they must have the Department of Recreational Sports logo on it. Staff must approve all fliers before distribution.

Fliers may only be posted on designated bulletin boards. Fliers can be distributed to several on-campus locations, including SWRC, SRFC, residence halls, the Reitz Union, and campus bulletin boards. Fliers may not be posted on walls, trees, car windshields, or other prohibited areas.

### C. Use of University or Athletic Logo

Clubs wanting to use any University logo must get permission from the University Licensing Coordinator. This includes any mark, logo, symbol, nickname, letter(s), word(s) or combination of these that can be associated with the University. There are also certain licensed vendors that have permission to use University-approved logos.

For more details please work with the Sport Clubs staff or visit <http://www.gatorzone.com/licensing/>

## Hosting Events

---

All events hosted by Sport Clubs, whether on campus or off campus, in a Department of Recreational Sports facility or not, must be approved by the Sport Clubs office.

Hosting an event, whether it is an individual game, tournament, or a seminar, is one of the most popular functions of any Sport Club. However, there are a number of policies and procedures that must be followed to ensure that all events meet University standards. The best way to insure compliance and quality is to stay in constant communication with the Sport Clubs office throughout the planning, implementation, and evaluation phases.

### A. Prior to the Tournament

#### *Facility Reservation*

Securing the facility is the first responsibility in staging any event. Facility reservations are booked on a first come, first serve basis and must be done through the Sport Clubs office. Reservations for the following facilities are made in the Sport Clubs Office: any outdoor field, Florida Pool, Florida Gym, Southwest Recreation Center and the Student Recreation and Fitness Center. The various facilities at Lake Wauburg can be reserved by calling 466-4112.

#### *Event Personnel*

When payment of officials, judges, or other event personnel is necessary for an event, payment contracts must be submitted to the Sport Clubs office at least 3 weeks prior to the event. If it is determined a sufficient amount of officials are not on contract in advanced time, the event will be cancelled. If the payee is a University of Florida employee (student employee or full-time staff), he/she must inform the Sport Clubs office, as an "Additional Compensation Form" must also be completed.

#### *Entry Fees*

The procedure for receiving any pre-paid entry is to have it sent directly to the Sport Clubs office. Make sure the mailing address is indicated in any pre-event correspondence to potential teams or individuals. Checks must be made out to "University of Florida" and the club name can be written in the memo section. The Club is expected to maintain accurate and complete records of all financial transactions concerning the event. Use a receipt book to maintain an accurate financial record.

#### *Equipment*

If the club needs to order items such as t-shirts, trophies, ribbons, or any other items it needs to for the event, refer to the Finance section of this Manual.

The Sport Clubs office can provide your club with items such as coolers, cones, tents, stopwatches, and other sports equipment. However, equipment will be reserved on a first come, first serve basis and can sometimes be in high demand. Once again, planning ahead can insure you get the items needed.

#### *Incidental Costs*

Food and other minor "day of event" purchases can be made by a club member and get reimbursed by turning in all itemized receipts along with a list of who the items were for.

#### *Athletic Trainers*

See section labeled "Athletic Trainers".

#### *Visiting Club Guide*

The Sport Clubs staff has created a *Visiting Club Guide*, which is available on the Documents page of the website. It has lots of campus and local information that could be useful for our guests such as travel tips, campus parking, and facility policies. It includes a map to the special event's particular venue. For off campus venues, make sure visiting participants, spectators, and officials have adequate directions.

## **B. Day of the Event**

### *Setting-Up*

The club should assign an appropriate number of its members to set up the facility prior to the event. This may include but is not limited to tables, chairs, goals, signage, and water coolers. The same should be done at the conclusion of each day of the event and at the end of the event.

When possible, some clubs prefer to set up the night before. This is a very efficient use of time, especially if you have an early start time or extensive preparation needs. Clubs that choose to do their set up the night before need to make those arrangements with the Sport Clubs Office when they are making their facility reservations. Safety inspections should still be conducted the morning of the event.

### *Registration Tables*

In addition to safety inspections, a club should also set up the check-in/registration table. The following items need to be a part of all registration tables: participant waiver forms, receipt books and money bag. Receipts must be written for all financial transactions. This includes t-shirts sales, entry fee payments, or any other sale of merchandise.

### *Waivers*

Off campus participants should sign a Sport Clubs liability waiver before competing. This includes any and all traveling clubs or individuals who participate in a Sport Club event on campus. Many sports governing bodies have their own liability waiver forms for a sanctioned event. Both these and the UF document should be used. Off campus participants must be informed that the University of Florida does not carry accident/health insurance. Any injured participant will be responsible for any and all medical expenses they may incur.

### *Staff Authority*

During most events, there will be Sport Clubs staff or other staff from the Department of Recreational Sports present. Staff has sole authority in instances of inclement weather. All efforts will be made to complete events, but not at the expense of jeopardizing participant safety or causing damage to playing surfaces.

In addition, staff has the authority to handle concerns with unruly participants, coaches and spectators. Alcoholic beverages are not permitted at any Department of Recreational Sports event. Persons under the influence of alcohol or drugs will be asked to leave the event.

Additionally, pets (except service animals) are not permitted at any Department of Recreational Sports facility.

## **C. After the Tournament**

### *Event Accounting and Summary*

All money (cash and checks), along with receipts should be delivered to the Sport Clubs office the **first business day** following the conclusion of the event. Clubs should also write an evaluation for their history file. This will greatly assist the operation of the event in future years. Sales tax must be charged on all merchandise sold.

## Leadership Skills

---

An officer does not have to necessarily be the most talented on the field, but does have to be a leader on and off the field. This year is a great opportunity for you to further develop your leadership skills. Here are some important points about leadership to keep in mind.

- Set an example – as a leader of your club, other members will look up to you as a player, a person, and a leader. Be sure to set a good example for them to follow as a student, an athlete, and a person.
- Good attitude – the attitude and team work of the officers will have a great impact on the attitude and culture of the club as a whole. A team of officers who are involved, motivated, and committed to the team will find this will soon become the culture of your club as well.
- Know your strengths and weaknesses – be aware of your strengths and weaknesses in your personality and your leadership style. This leadership opportunity will give you the chance to develop your leadership style and improve on the quality you may have already developed.
- Delegate responsibility – as a student-athlete and an officer it will be important to learn how to delegate not only amongst the team of officers but other members of the team. This can mean creating other leadership opportunities within your club such as a travel coordinator, game/match coordinator, webmaster, and so on.
- Take Initiative – this is your club and your program and you can take it as far as you want. The Sport Clubs staff is here to assist you in any way we can. Get other members of your club involved to start an alumni weekend, a newsletter, or a fundraising event, and leave your mark on YOUR club!
- Communication skills – as a representative of your club, you will be dealing with a variety of people from new and returning members, visiting teams, Sport Clubs staff, school officials, governing bodies and more. It is a great opportunity to work on your communication and people skills. Always maintain professionalism and realize you are representing not only your club, but the entire Sport Clubs program, Department of Recreational Sports, and the University of Florida.
- Goals – it is important to set goals for your club and yourself at the beginning of each semester. Be sure to think about what is most important to your club and consider the big picture of where your club came from, and where it will be when you leave. Always strive to leave your club in a better position than when you became an officer. It is helpful to set long-term goals for your club as well as short term goals to keep you focused throughout the year. Good goals can follow the SMART method (specific, measurable, achievable, realistic, and time sensitive (making a deadline) become familiar with the various funding you can be provided through the Sport Clubs program, find out where your club is financially. Sit down as a team of officers, and plan out what you want to do for the year, what financial resources you have available, and what additional funding you will need. From there, you can develop fundraising activities that will help you achieve your goals for the year. Consult with past officers, the Sport Clubs staff, and other teams for ways to raise additional funds or to cut expenses.
- Ask for help – if you ever have questions, need ideas, or have problems within your club, know there are people and resources available to you. Coaches, faculty advisors, and the Sport Clubs staff are all great resources to utilize and here to serve you.

## How will being an officer help me in my future?

---

No matter what your academic major or future career plans, being an officer of your Sport Clubs will provide you with life lessons that carry over into any career. Whether your plans are to continue onto Graduate School or enter the work force, be aware of the skills you learned as an officer and how it will help you stand out amongst the crowd. These skills usually include but are not limited to:

- Taking a leadership role
- Managing people
- Managing a budget
- Planning and organizing events
- Handling conflict
- Delegating tasks
- Participating in volunteer opportunities/community service