## Schedule 2014-2015

<table>
<thead>
<tr>
<th>Description</th>
<th>Day</th>
<th>Date</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>SC Leadership Workshop</td>
<td>Wed.</td>
<td>9/3/14</td>
<td>7-9pm</td>
<td>202 ASRFC</td>
</tr>
<tr>
<td>Executive Board Meeting</td>
<td>Wed.</td>
<td>9/3/14</td>
<td>6-7pm</td>
<td>202 ASRFC</td>
</tr>
<tr>
<td>Budget Requests Due</td>
<td>Fri.</td>
<td>8/29/14</td>
<td>5pm</td>
<td>205 ASRFC</td>
</tr>
<tr>
<td>Facility Agreement Due</td>
<td>Wed.</td>
<td>9/5/14</td>
<td>End of mtg.</td>
<td>205 ASRFC</td>
</tr>
<tr>
<td>New Officer Contacts Due</td>
<td>Fri.</td>
<td>9/5/14</td>
<td>5pm</td>
<td>Online</td>
</tr>
<tr>
<td>Inventory: Fall Check out List Due</td>
<td>Fri.</td>
<td>9/12/14</td>
<td>5pm</td>
<td>205 ASRFC</td>
</tr>
<tr>
<td>Fall Club Schedule Due</td>
<td>Fri.</td>
<td>9/12/14</td>
<td>5pm</td>
<td>205 ASRFC</td>
</tr>
<tr>
<td>SLC Registration Deadline</td>
<td>Sun.</td>
<td>9/14/14</td>
<td>5pm</td>
<td>Online</td>
</tr>
<tr>
<td>Finalized Budget/Constitution</td>
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</tr>
<tr>
<td>Executive Board Meeting</td>
<td>Wed.</td>
<td>10/29/14</td>
<td>6-7pm</td>
<td>101 ASRFC</td>
</tr>
<tr>
<td>Budget Requests Due</td>
<td>Fri.</td>
<td>10/24/14</td>
<td>5pm</td>
<td>205 ASRFC</td>
</tr>
<tr>
<td>Spring Facility Requests Due</td>
<td>Wed.</td>
<td>10/29/14</td>
<td>End of mtg.</td>
<td>205 ASRFC</td>
</tr>
<tr>
<td>Executive Board Meeting</td>
<td>Wed.</td>
<td>12/3/14</td>
<td>6-7pm</td>
<td>101 ASRFC</td>
</tr>
<tr>
<td>Budget Requests Due</td>
<td>Fri.</td>
<td>11/28/14</td>
<td>5pm</td>
<td>205 ASRFC</td>
</tr>
<tr>
<td>SC Leadership Workshop</td>
<td>Wed.</td>
<td>1/28/15</td>
<td>7-9pm</td>
<td>202 ASRFC</td>
</tr>
<tr>
<td>Executive Board Elections</td>
<td>Wed.</td>
<td>1/28/15</td>
<td>6-7pm</td>
<td>101 ASRFC</td>
</tr>
<tr>
<td>Budget Requests Due</td>
<td>Fri.</td>
<td>1/23/15</td>
<td>5pm</td>
<td>205 ASRFC</td>
</tr>
<tr>
<td>Report Card Entry Deadline</td>
<td>Fri.</td>
<td>1/30/15</td>
<td>5pm</td>
<td>n/a</td>
</tr>
<tr>
<td>Generated Income Deadline</td>
<td>Fri.</td>
<td>1/30/15</td>
<td>5pm</td>
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</tr>
<tr>
<td>Members List Deadline</td>
<td>Fri.</td>
<td>1/30/15</td>
<td>5pm</td>
<td>208 ASRFC</td>
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<tr>
<td>Spring Club Schedule Due</td>
<td>Fri.</td>
<td>2/6/15</td>
<td>5pm</td>
<td>205 ASRFC</td>
</tr>
<tr>
<td>Executive Board Meeting</td>
<td>Wed.</td>
<td>2/25/15</td>
<td>6-7pm</td>
<td>101 ASRFC</td>
</tr>
<tr>
<td>Budget Requests Due</td>
<td>Fri.</td>
<td>2/20/15</td>
<td>5pm</td>
<td>205 ASRFC</td>
</tr>
<tr>
<td>Exit Interview Signups begin</td>
<td>Fri.</td>
<td>3/6/15</td>
<td>10am</td>
<td>Online</td>
</tr>
<tr>
<td>Executive Board Meeting</td>
<td>Wed.</td>
<td>3/25/15</td>
<td>6-7pm</td>
<td>101 ASRFC</td>
</tr>
<tr>
<td>Budget Requests Due</td>
<td>Fri.</td>
<td>3/20/15</td>
<td>5pm</td>
<td>205 ASRFC</td>
</tr>
<tr>
<td>Summer &amp; Fall Facility Requests Due</td>
<td>Wed.</td>
<td>3/25/15</td>
<td>End of mtg.</td>
<td>205 ASRFC</td>
</tr>
<tr>
<td>Exit Interview Signups End</td>
<td>Mon.</td>
<td>3/23/15</td>
<td>5pm</td>
<td>Online</td>
</tr>
<tr>
<td>Executive Board Meeting</td>
<td>Wed.</td>
<td>4/29/15</td>
<td>6-7pm</td>
<td>101 ASRFC</td>
</tr>
<tr>
<td>Budget Requests Due</td>
<td>Fri.</td>
<td>4/24/15</td>
<td>5pm</td>
<td>205 ASRFC</td>
</tr>
<tr>
<td>Level 5 Recognition Due</td>
<td>Wed.</td>
<td>4/29/15</td>
<td>End of mtg.</td>
<td>205 ASRFC</td>
</tr>
<tr>
<td>Inventory: Spring Check-in List Due</td>
<td>Fri.</td>
<td>5/15/15</td>
<td>5pm</td>
<td>205 ASRFC</td>
</tr>
<tr>
<td>New Officer Contacts Due</td>
<td>Fri.</td>
<td>5/15/15</td>
<td>5pm</td>
<td>Online</td>
</tr>
</tbody>
</table>

*Schedule and locations are subject to change.

CPR classes: 1st Monday of every month.

For all Meeting group assignments and dates, please refer to meeting section of this Handbook.
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INTRODUCTION AND GENERAL INFORMATION

INTRODUCTION

The University of Kansas Sport Club Program consists of student organizations sponsored by KU Recreation Services and is directly administered by the Sport Club Coordinator, and Student Program Managers. The Sport Club Staff provides guidance and encouragement, in an advisory capacity, to all clubs within the Sport Club Program. In addition, the Sport Club Staff will administer and/or develop University and KU Recreation Services policies and procedures, which are associated with the Sport Club Program and its participants.

Each club is formed, developed, governed and administered by the student membership working with the Sport Club Staff. The key to the success of the Sport Club Program (and each club involved in the program) is student leadership, interest, involvement and participation. A majority of the responsibility for club activities rests with the officers and members of each club.

Sport Clubs are managed by both the rules and regulations governing all recognized student organizations at the University of Kansas through the Student Involvement and Leadership Center (SILC), and those established by the KU Recreation Services. The policies and procedures within the Sport Club Handbook are designed for the safety and protection of each club and its participants. They were developed in conjunction with the University of Kansas Legal Counsel. These procedures and policies serve as a guide for the Sport Club Program within the University framework and shall be adhered to at all times. It is the responsibility of each club to follow, learn, and understand these guidelines. These guidelines were developed in accordance with the University of Kansas Code of Student Rights and Responsibilities published in the Student Handbook. Situations involving any sport club business or activity that are not covered in the above handbooks should be referred to and discussed with the Sport Club Coordinator.

DEFINITION OF A SPORT CLUB

A University of Kansas Sport Club is a registered student organization recognized by the Sport Club Council and formed by individuals with a common interest and desire to participate in a sport or recreational activity that is non-sedentary and involves rigorous physical exertion. Clubs may be competitive, recreational, or instructional in nature, or may have any combination of these characteristics. Sport Clubs are administratively supported by the KU Recreation Services; however, there is an emphasis on student leadership as the clubs are student-organized, student-managed, and student-operated (See Resource Guide).
PURPOSE OF THE SPORT CLUB PROGRAM

The Sport Club Program is designed to serve the sporting interests of University of Kansas’ students, faculty, and staff. The objectives of the program are to offer sport activities for any interested member of the University Community who wishes to:

- Participate in sport or recreation.
- Help participants develop skills in sport.
- Provide an opportunity for extramural competition.
- Develop student leadership.
- Provide a bond between individual student organizations, which are athletic or recreational in nature.

ADMINISTRATION AND LEADERSHIP

IMPORTANT PERSONNEL CONTACT INFORMATION

<table>
<thead>
<tr>
<th>NAME</th>
<th>POSITION</th>
<th>OFFICE</th>
<th>OFFICE PHONE</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMILIE BUZHARDT</td>
<td>Sport Club Coordinator</td>
<td>205B ASRFC</td>
<td>864-0792</td>
</tr>
<tr>
<td>JAMES KOCEN</td>
<td>Sport Club Student Program Manager</td>
<td>205 ASRFC</td>
<td>864-4519</td>
</tr>
<tr>
<td>MYKALA SANDIFER</td>
<td>Sport Club Student Program Manager</td>
<td>205 ASRFC</td>
<td>864-4519</td>
</tr>
<tr>
<td>CHRIS JANES</td>
<td>Sport Club Supervisor</td>
<td>205 ASRFC</td>
<td>864-4519</td>
</tr>
<tr>
<td>BRIAN KEARNEY-SPAW</td>
<td>Sport Club Supervisor</td>
<td>205 ASRFC</td>
<td>864-4519</td>
</tr>
<tr>
<td>MARY CHAPPELL</td>
<td>Director KU Recreation Services</td>
<td>103 ASRFC</td>
<td>864-0798</td>
</tr>
<tr>
<td>JASON KRONE</td>
<td>Associate Director, Facility Management</td>
<td>103C ASRFC</td>
<td>864-0791</td>
</tr>
<tr>
<td>JILL URKOSKI</td>
<td>Associate Director of Programs</td>
<td>103E ASRFC</td>
<td>864-0798</td>
</tr>
<tr>
<td>MIKE DICKEY</td>
<td>Asst. Director KU Recreation Services (ODP)</td>
<td>205A ASRFC</td>
<td>864-1820</td>
</tr>
<tr>
<td>AARON QUISENBERRY</td>
<td>Student Involvement &amp; Leadership Center</td>
<td>400 Kansas Union</td>
<td>864-4861</td>
</tr>
<tr>
<td>LISA HETRICK</td>
<td>SOFAS Account Coordinator</td>
<td>20 Carruth-O’Leary</td>
<td>864-5942</td>
</tr>
<tr>
<td>TERESA MOCK</td>
<td>Endowment Account Manager</td>
<td></td>
<td>832-7302</td>
</tr>
<tr>
<td>REC INFO LINE</td>
<td>Field Conditions Hotline</td>
<td></td>
<td>864-3456</td>
</tr>
<tr>
<td>CLASS CANCELLATIONS</td>
<td>Due to snow or inclement weather</td>
<td></td>
<td>864-SNOW</td>
</tr>
</tbody>
</table>

EMERGENCY CONTACTS

If one of the following would occur, Death of a Student, Serious Accidents or Injuries Involving Students, or Assault of a Student, please call the below personnel, in the order listed, until one person is reached. Call anytime and leave a message with each number called. If during 8:00am-5:00pm M-F, call the office number.

<table>
<thead>
<tr>
<th>NAME</th>
<th>POSITION</th>
<th>OFFICE PHONE</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMILIE BUZHARDT</td>
<td>Sport Club Coordinator</td>
<td>(856) 979-6007</td>
</tr>
<tr>
<td>JILL URKOSKI</td>
<td>Associate Dir. of Programs</td>
<td>(785) 218-5065</td>
</tr>
<tr>
<td>MARY CHAPPELL</td>
<td>Director</td>
<td>(785) 393-1597</td>
</tr>
</tbody>
</table>
SPORT CLUB ASSIGNMENTS

To try and assist clubs in a quicker fashion, each club has been assigned an Administrator and Program Manager. These assignments will be your first point of contact for each of the situations you may encounter. Please contact your Administrator for Travel using the Restricted Fee, Special Events/Tournaments, Endowment, Fundraising, and Purchasing appointments. Contact your Program Manager first for all other matters (they will either assist you or get back to you with an answer).

ADMINISTRATOR ASSIGNMENTS:

EMILIE BUZHARDT – Sport Club Coordinator – All Clubs

PROGRAM MANAGER ASSIGNMENTS:

CHRIS JANES – Baseball, Disc Golf, Men’s Lacrosse, Women’s Lacrosse, Running, Sailing, Softball, Men’s Ultimate, Women’s Ultimate, Men’s Rugby, Marksmanship, Tennis

MYKALA SANDIFER – Crew, Cycling, DanceSport, Judo, Ki Aikido, Kumdo/Kendo, Women’s Rugby, Men’s Soccer, Women’s Soccer, Women’s Volleyball, Waterski

JAMES KOCEN – Badminton, Bowling, Table Tennis, Quidditch, Swimming, Racquetball, Boxing, Jiujitsu, Tae Kwon Do, Rock Climbing

SPORT CLUB SUPERVISORS

The Sport Club Supervisor reports to the Sport Club Coordinator and Sport Club Program Managers. Supervisors will be responsible for assisting in all aspects of the Sport Club Program, including (but not limited to): event management, practice supervision, office coverage, data collection, risk management, implementing policies and procedures, and equipment inventory.

APPOINTMENTS WITH SPORT CLUB PERSONNEL

Preferably, appointments should be made with either the Sport Club Coordinator or Program Manager at least two days in advance to give them time to prepare for the meeting. The Sport Club Coordinator works Monday through Friday, 9:00am-5:00pm and the Program Managers will establish office hours at the beginning of each semester. Drop-ins are welcome with the understanding that the Sport Club Coordinator or Program Managers may be busy at the moment or unavailable. All will schedule their own appointments.

When calling at work, you can always press 0 while the recording on their voice-mail is playing and you will automatically be transferred to the Administrative Office. There, the staff will usually know if they are out of the office or just away from their desk. Messages left on their voice-mail will be answered as quickly as possible. The Sport Club Coordinator prefers setting up appointments by e-mail whenever possible so as to avoid “phone tag”. Please use the Sport Club Coordinator’s cell phone for pressing matters or emergencies only – if it can wait, leave a message at work or by email.
Sport Club responsibilities will be impacted by the beliefs, attitudes, and policies generated by the cohesive efforts of the Recreation Advisory Board, Sport Club Coordinator, Sport Club Program Managers, Executive Board, Sport Club Council, and Sport Club Council Representatives. If the Sport Club Program is to function smoothly and efficiently, it will take teamwork and understanding of one’s role. It is imperative that all individuals involved in the administration and/or leadership of each individual Sport Club make a commitment towards understanding the policies and procedures included in the Sport Club Handbook.

**Administrative Assistance**

**Referrals**

KU Recreation Services provides some forms of publicity for the Sport Club Program. In addition, many phone calls are received to inquire about Clubs. Therefore, KU Recreation Services acts as an information referral center for these inquiries.
**BULLETIN BOARDS**

KU Recreation Services also maintains a Sport Club bulletin board in the ASRFC near the aerobics studio. It is used as a communication tool to disseminate information concerning the Sport Club Program. Clubs are welcome to display promotional items on this board by submitting them to the Sport Club Program Manager who will maintain the bulletin board. A secondary board in the ASRFC lobby is also available for use upon request.

**PUBLICITY APPROVAL**

Any type of media or publicity (posters, flyers, T-shirts, etc.) must be brought before the Sport Club Coordinator for approval. This procedure is used to insure Clubs are properly adhering to publicity and media guidelines set by University Administration, and to protect the publicity privileges of the Sport Club Program. All T-shirts or media material using the copyrighted Jayhawk mascot (or adaptation of) initials “KU”, or words “UNIVERSITY OF KANSAS” must be approved by the Sport Club Coordinator who will get approval by the Office of Trademark Licensing.

**MAILBOX SERVICE**

Every KU Recreation Services Sport Club is provided with a mailbox inside 205 ASRFC. This allows the Sport Club Staff to communicate with the Clubs on a regular basis. Each club must appoint a representative to check the mailbox approximately once a week. It is very important that the representative check their mailbox because every piece of important information circulated by the Sport Club Staff (memos, deadlines for budgets and facility processes, and information important to basic day-to-day operations of a club) is put into a club’s mailbox. In addition, clubs may use KU Recreation Services as a mailing address in order to stabilize communications with outside groups/persons. The mailbox should be used only for club business, and not for personal use by members. Mail that is received will be put into the club’s mailbox.

**OFFICE CONDUCT**

Clubs should always remember to treat the KU Recreation Services office staff and the student staff of the ASRFC with respect and courtesy. Remember, that you are not only representing your club, you are representing the Sport Club Program and ultimately, the University of Kansas. Unprofessional behavior will not be tolerated! Clubs may print and make copies of club materials using the Printer/Copier in room 208. Please do not abuse this privilege. Any club found to be misusing the computers or printers may forfeit the ability to use the office suite for the remainder of the academic year.

**REGISTRAR VERIFICATION FORMS**

If Sport Club’s governing body requires that a form be verified by the University’s Registrar’s Office, clubs are required to submit this form to the Sport Club Coordinator for approval with all information completely filled out (forms turned in directly to the Registrar’s Office will be returned incomplete). Be sure to use Club members’ full name as they appear with the University. Because the Registrar’s Office is a busy place, forms must be submitted to the
Sport Club Coordinator with at least 2 weeks' notice. Failure to do so will not guarantee approval in time. Do not submit this form directly to the Registrar’s Office, it will not be accepted.

GUIDANCE AND ADVICE

KU Recreation Services staff members have many resources available to them, which can be of great assistance to the Sport Clubs. A Sport Club Program Manager, contacts at other schools, written materials, and some checkout equipment are just a sample of the various resources which clubs may find useful.

In addition, the Sport Club Coordinator will be available to clubs to answer questions, sign documents, or consult in finding solutions to your needs and/or concerns. An appointment must be made during office hours. The Sport Club staff is a valuable resource for Sport Clubs during all operations within the program. All Sport Club leaders are highly encouraged to build a relationship with their supervisors and coordinator to ensure complete comprehension of the Sport Club Program.

EXECUTIVE BOARD

The Sport Club Council will have an Executive Board, which shall consist of five student members. Each year four Sport Club Council Representatives will be elected from among their peers at the first Sport Club Council Meeting in the fall semester. The fifth member of the Executive Board shall be a past board member from the previous year. This individual shall be chosen at the last Sport Club Council Meeting. All board members shall serve a term, which runs from September through July of each fiscal year. Executive Board members can also represent their club at each Sport Club Council meeting as the Sport Club Representative. The Executive Board shall have the following responsibilities:

- Serve on the Recreation Advisory Board (see details in Recreation Advisory Board section).
- Attend all scheduled Supplemental Request Hearings and approve/deny all supplemental requests from the Sport Club Unallocated Account.
- Serve as a liaison between the Sport Club Council and the Sport Club Coordinator and/or Recreation Advisory Board/Student Senate.
- Serve as a consultant to the Sport Club Coordinator on information gathered from the Sport Club Council and/or Recreation Advisory Board concerning amendments or additions to Sport Club policies and procedures contained in the Sport Club Handbook.
- Serve as a consultant to the Sport Club Coordinator and Student Program Manager on constructing an agenda for each Sport Club Council Meeting.
- Serve as a consultant to the Sport Club Coordinator in creating a Sport Club Budget Proposal to present to the Sport Club Council at the Budget Hearings.
- Serve as a consultant to the Sport Club Coordinator on all fiscal allocations associated with the Sport Club portion of the Restricted Fee.

RECREATION ADVISORY BOARD

The Recreation Advisory Board (RAB) is responsible for the administrative, budgetary, and appellate procedures for KU Recreation Services. These responsibilities shall be limited to
recreation programs and the facility use for students, faculty, staff, and their immediate families. The RAB shall ensure that all funding for Sport Clubs, Recreational Facilities, and Recreation Services follows all funding regulations enacted by Student Senate Funding Rules and Regulations. Members of the Recreation Advisory Board shall include the following or designee:

- 8 Student Members
- 5 Sport Club Council Executive Board Members
- Student Senate Treasurer
- Director of Recreation Services
- Director of Student Involvement & Leadership Center
- Dean of Student Life

OFFICERS

Sport Clubs at the University of Kansas are self-administered student organizations. The daily operation of all clubs is the responsibility of its officers. The contribution of each officer is vital to the overall success of each club, but it is the President who is ultimately responsible for seeing that a club functions smoothly and properly. A current “Officers’ List” must be on file at all times with the Sport Club Staff. At the end of the academic year, an updated officer list should be filed with that club’s Program Manager.

Although the duties of officers will vary from one club to the next, one consistency with all club officers is that they all must be students. In addition, the Sport Club Staff will manage the decision-making processes of clubs relating to the Sport Club Handbook and University policies and procedures with the student club members listed on the Officers List. These officers must be receiving and applying input from the membership of their particular clubs when dealing with the Sport Club Staff. Officer terms will be until the end of the Academic year. All new officers should be elected by the end of February. However the term for those new officers will not start until the end of that current academic year. This is to provide the new officers a chance to shadow the current officers and to get accustomed to their new responsibilities. Clubs are required to elect the following three positions, however more positions may be added as a club sees fit.

**PRESIDENT:** preside over club meetings, know the Sport Club Handbook and follow its policies at all times, maintain consistent communication with the Sport Club Staff, and maintain all club records.

**VICE-PRESIDENT:** assist the President, preside in the absence of the President, manage equipment and inventory, handle club correspondence and circulate publicity.

**TREASURER:** handle all financial actions, maintain all financial records, and work closely with Sport Club Staff concerning the Restricted Fee Allocation.

The task of conducting the business of a Sport Club is too large for any one individual who plans to finish school within a reasonable length of time. A good President will learn to delegate some of his/her general responsibilities to others (See Resource Guide). The Sport Club Staff will expect one of the three officers to perform the following duties:

- Coordinate all club activities with KU Recreation Services Sport Club Staff.
- Submit all required forms on time and completed.
Serve as the liaison between the club and the Sport Club Staff.

Insure that club members are knowledgeable of the policies and procedures contained in the Sport Club Handbook, and that these policies and procedures are being followed.

Register the club with the SLC (400 Kansas Union) and the KU Recreations Services each academic year.

Attend both Officer Leadership Workshops.

Attend all Sport Club Council meetings or send another club member in their place.

Submit a current copy of the Club Constitution, or its revisions and/or amendments, each academic year to the Sport Club Staff. Turn in an updated officer list at the end of each academic year.

Insure all members have completed a Waiver and Release of Liability.

Develop and maintain an accurate Membership Roster.

Complete and file Accident Reports with the Sport Club Staff when injuries occur.

Secure facility reservations and seek event approval for Club functions (practice, competitions, and special events) through the Sport Club Staff.

Submit Purchase Request forms for the purchase of equipment, when using the Restricted Fee Allocation or Endowment account, so that the Sport Club Staff can order club equipment.

Submit a Budget Request to the Sport Club Staff.

Submit Contractual Services Agreements to the Sport Club Staff for payment of officials or guest speakers/instructors.

Submit all travel requests to the Sport Club Staff before travel has occurred so that the Sport Club Director can approve travel.

Insure all club financial obligations are met.

Complete all deposit slips and vouchers, associated with a SOFAS Account. These transactions should be discussed with the Sport Club Coordinator.

Check the club’s mailbox, located in KU Recreation Services, on a weekly basis.

Complete all administrative tasks associated with the Endowment Association with the Sport Club Coordinator.

OFFICER RESOURCE BINDER (ORB)

The Officer Resource Binder (ORB) is a conglomeration of information for the leaders of the club. It should be used as a resource for the leaders of the club to reference as necessary. The ORB is to be maintained and updated as needed by the President of the Sport Club. A list of requirements is listed in the front cover of the ORB. These requirements must be present within the binder at all times.

Any damage (beyond normal wear and tear) will be the responsibility of the club. If the ORB is damaged beyond repair, the Club will be responsible for purchasing a new binder.

The ORB should be brought to each Student Council Meeting, COMs, and Exit Interview. During the Exit Interview, the outgoing President will pass the ORB to the incoming President. All Sport Club business, notes, etc. should be kept within the ORB.

ADVISOR

Each club must have a University of Kansas Faculty/Staff Advisor to provide direction and help maintain continuity in club programming. A good advisor can be a valuable asset to a club in terms of providing mature judgment, advice based on experience, and insight into
University operations and policies. The Advisor must be a full-time, adjunct/ad-hoc, faculty or staff member headquartered on the main campus in Lawrence. No graduate assistant/graduate teaching assistant/graduate research assistant will be accepted as a Club Advisor. The following are criteria Advisors should embrace while carrying out their duties:

- Ideally, a good Advisor can bridge the gap from year to year without undermining the authority of student leaders. Turnover of officers and members can be frequent and, at times, an Advisor may be the only link to the past. An Advisor can help orient new officers and members to the history and purpose of the Club. In addition, an Advisor can play an important role in helping members look toward the future by developing long-term goals and communicating those plans to future members.

- Club Advisors are encouraged to support the student development concept maintained by KU Recreation Services. They should guide members through the learning experiences provided by the Sport Club Program. Any Advisor, who oversees a club to the extent that students are no longer the prime leaders, removes the opportunity for student development.

- An Advisor should meet regularly with club members concerning club activities, as well as being aware of what activities are being planned.

- Advisors are encouraged to meet with the Sport Club Coordinator from time to time in order to maintain effective communication.

- All advisors will automatically be added to the Sport Club email distribution list. Messages will be sent out regarding questions, reminders of upcoming deadlines, and other issues pertaining to the clubs.

- Any change of advisor must be made with SILC as well as the Sport Club Office. The Sport Club Coordinator must be notified of any change of advisor within a week of the interaction.

- The Advisor MUST attend the Exit Interview with their related Sport Club at the end of the spring semester. All Exit Interviews will be held in the month of April. The date of the Exit Interview will be designated by the Sport Club leaders and Advisor in an open scheduling session in the month of March leading up to the Exit Interview.

SPORT CLUB MEETINGS

SPORT CLUB COUNCIL MEETINGS

Sport Club Council Meetings will be used to acquaint Sport Club Officers with the Sport Club Program, the Office of Recreation Services, and University policies and procedures. General leadership training will also be provided. All officers (current and future) are encouraged to attend, but two attendees are required. Each Sport Club must meet the following criteria associated with the Sport Club Council Meetings:

- There will be two Sport Club Council Meetings. One will be held at the beginning of the fall semester and another at the beginning of the spring semester of the same academic year. It is mandatory that all Sport Clubs be represented by at least two officers at each of the two Meetings. Clubs that miss a SCC Meeting will be disciplined via the disciplinary procedures for missed meetings. Refer to the Disciplinary Procedures section for more details.
CLUB OFFICER MEETINGS (COMs)

Each Club Officer Meeting serves a purpose. First and foremost, it is a forum where information can be conveyed and obtained about the Sport Club Program. Regularly, the Sport Club Staff will convey information about policies and procedures, upcoming important dates, and the Budget Report. In addition, these meetings give the Sport Club Representatives the opportunity to discuss items concerning the Sport Club Program.

COMs will occur on a monthly basis. Each Sport Club shall have their Sport Club Council Representative attend each COM. A Sport Club Council Representative must be the President, Vice-President, or Treasurer of a particular club. It is important that all Council Representatives be on time for these meetings. Failure to do so could result in disciplinary action. If a Club cannot provide representation at a COM the Program Manager must be notified. In the event that a Council Representative cannot attend the COM, a student club member may stand in as the Council Representative as long as the change has been approved by the Sport Club Staff. Other members of a club are encouraged to attend COMs as a guest, but they shall not have voting privileges.

COMs will be split into groups of 4-6 Sport Clubs with similar backgrounds as listed below. These groups will meet on a monthly basis with their assigned Sport Club Program Manager. The dates of the COMs will be given out at the fall Sport Club Council Meeting. At least 1 Representative is expected to attend. Failure to attend will result in zero points for the correlating COM and must also be made up within 7 business days after the originally scheduled COM.

The COMs groups are assigned based up similarities by the Sport Club staff. The groups will remain the same throughout the entirety of the school year. Each COM group is assigned a Team Name and will henceforth be referred to as such.

The COM group Team Names, assignments, meeting dates, location, and assigned Program Manager are listed below:

<table>
<thead>
<tr>
<th>Team Name</th>
<th>Meeting Dates</th>
<th>Program Manager</th>
</tr>
</thead>
<tbody>
<tr>
<td>TEAM JAYHAWK</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Jiu Jitsu</td>
<td>9/22/14 6-7pm</td>
<td>Mykala and James</td>
</tr>
<tr>
<td>• Tae Kwon Do</td>
<td>10/27/14 6-7pm</td>
<td></td>
</tr>
<tr>
<td>• Judo</td>
<td>11/17/14 6-7pm</td>
<td></td>
</tr>
<tr>
<td>• Ki Aikido</td>
<td>2/23/15 6-7pm</td>
<td></td>
</tr>
<tr>
<td>• Kumdo/Kendo</td>
<td>3/23/15 6-7pm</td>
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Location
ASRFC Room 202

15
<table>
<thead>
<tr>
<th>TEAM ROCK CHALK</th>
<th>Meeting Dates</th>
<th>Program Manager</th>
</tr>
</thead>
<tbody>
<tr>
<td>Baseball</td>
<td>9/22/14 6-7pm</td>
<td>Chris</td>
</tr>
<tr>
<td>Softball</td>
<td>10/27/14 6-7pm</td>
<td></td>
</tr>
<tr>
<td>Sailing</td>
<td>11/17/14 6-7pm</td>
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</tr>
<tr>
<td>Disc Golf</td>
<td>2/23/15 6-7pm</td>
<td></td>
</tr>
<tr>
<td>Running</td>
<td>3/23/15 6-7pm</td>
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</tr>
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<tr>
<th>TEAM CRIMSON</th>
<th>Meeting Dates</th>
<th>Program Manager</th>
</tr>
</thead>
<tbody>
<tr>
<td>Men’s Soccer</td>
<td>9/23/14 6-7pm</td>
<td>Mykala and Chris</td>
</tr>
<tr>
<td>Women’s Soccer</td>
<td>10/28/14 6-7pm</td>
<td></td>
</tr>
<tr>
<td>Men’s Rugby</td>
<td>11/19/14 7-8pm</td>
<td></td>
</tr>
<tr>
<td>Women’s Rugby</td>
<td>2/24/15 6-7pm</td>
<td></td>
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<td></td>
<td>3/24/15 6-7pm</td>
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<tr>
<th>TEAM PHOG</th>
<th>Meeting Dates</th>
<th>Program Manager</th>
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<tbody>
<tr>
<td>Badminton</td>
<td>9/23/14 6-7pm</td>
<td>James</td>
</tr>
<tr>
<td>Bowling</td>
<td>10/28/14 6-7pm</td>
<td></td>
</tr>
<tr>
<td>Fencing</td>
<td>11/19/14 7-8pm</td>
<td></td>
</tr>
<tr>
<td>Table Tennis</td>
<td>2/24/15 6-7pm</td>
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<tr>
<td></td>
<td>3/24/15 6-7pm</td>
<td></td>
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<tr>
<td>TEAM NAISMITH</td>
<td>Meeting Dates</td>
<td>Program Manager</td>
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<tr>
<td>---------------</td>
<td>---------------</td>
<td>----------------</td>
</tr>
<tr>
<td>Dance Sport</td>
<td>9/24/14</td>
<td>James and Mykala</td>
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<tr>
<td>Rock Climbing</td>
<td>10/29/14</td>
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<tr>
<td>Women’s Volleyball</td>
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<th>TEAM BLUE</th>
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<tr>
<td>Men’s Lacrosse</td>
<td>9/24/14</td>
<td>Chris</td>
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<td>Women’s Lacrosse</td>
<td>10/29/14</td>
<td></td>
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<tr>
<td>Men’s Ultimate</td>
<td>11/19/14</td>
<td>Location</td>
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<tr>
<td>Women’s Ultimate</td>
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<tr>
<th>TEAM BERNIE</th>
<th>Meeting Dates</th>
<th>Program Manager</th>
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<tbody>
<tr>
<td>Waterski</td>
<td>9/25/14</td>
<td>Mykala and Chris</td>
</tr>
<tr>
<td>Tennis</td>
<td>10/29/14</td>
<td>Location</td>
</tr>
<tr>
<td>Marksmanship</td>
<td>11/20/14</td>
<td>ASRFC Room 202</td>
</tr>
<tr>
<td>Crew</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cycling</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>2/26/15</td>
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<tr>
<td></td>
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<table>
<thead>
<tr>
<th>TEAM CHAMBERLAIN</th>
<th>Meeting Dates</th>
<th>Program Manager</th>
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</thead>
<tbody>
<tr>
<td>Quidditch</td>
<td>9/25/14</td>
<td>James</td>
</tr>
<tr>
<td>Swimming</td>
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<td>Location</td>
</tr>
<tr>
<td>Racquetball</td>
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<tr>
<td>Boxing</td>
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<td></td>
<td>2/26/15</td>
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<td>3/26/15</td>
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</table>
EXIT INTERVIEW MEETING

The final meeting of the spring semester will act as an Exit Interview and will replace the final COMS. The purpose of the Exit Interview is to ease the transition of leadership within each Sport Club. The outgoing (previous President, Vice President, and Treasurer) and incoming (future President, Vice President, and Treasurer) officers as well as Advisor must be in attendance (a minimum of 7 individuals – unless some individuals are remaining in the same position).

The Exit Interviews will take place in the month of April. The Sport Club leaders and Advisor will be responsible for setting up a date that works for everyone. In order to set a date with the assigned Program Manager, an online meeting reservation calendar will be opened and sent out at the beginning of March. Clubs will have the entire month of March to select the agreed upon April meetings dates and times. The Sport Club President will be responsible for reserving the date/time on the online meeting reservation calendar system. Meeting times will be scheduled in one hour blocks.

The Exit Interview will have 2 portions: a presentation by the Sport Club Officers (outgoing and incoming) followed by an interactive question and answer session. The outgoing Sport Club Officers will be responsible for developing all presentation parts relating to the past year. The incoming Sport Club Officers will be responsible for developing all portions of the presentation relating to the future direction of their program. The advisor(s) will assist with anything they deem necessary, but are not required to present any material.

During the Exit Interview, an Officer Resource Binder (ORB) will be passed from the current officers to the incoming officers that contains the information necessary to continue the standard operations of each individual Sport Club. The requirements for the ORB are listed within the opening cover. The presence of the ORB is mandatory at the Exit Interview. It is imperative that the ORB be maintained from semester-to-semester to facilitate the easiest transition possible.

PARLIAMENTARY PROCEDURE

When parliamentary procedures are necessary, each club shall have one vote cast by their Sport Club Council Representative. Majority voting will be used and ties shall be considered a negative result. Discussion shall occur only on one question at a time. All Representatives shall be treated with justice and courtesy. In addition, each will accept the rule of the majority while respecting the rights of the minority. The following form of parliamentary procedure will be used at all Sport Club Council Meetings:

1. Starting a Motion: May contain only one item of business
2. Seconding a Motion: If there is no second, the Program Manager shall declare, “the motion dies for a lack of a second.” If seconded, the Program Manager will state the motion. Discussion is allowed only on the question that is on the floor. Alternative “in favor” and “against” speeches may allow a more complete and fair presentation of differing views.
3. When there is no further discussion or a motion to end or limit debate passes, the Program Manager shall restate the motion on the floor and call for a vote.
4. Order of Voting:
   a. Motion
b. Amendment

c. Amendment to Amendment

**TYPES OF MOTIONS**

- **Privileged Motions** take precedence over all other motions because each one calls for some immediate decision. Privileged motions can become main motions and debatable, but only when no other business is on the floor. They are ranked in order of precedence.
  - Motion to adjourn: not debatable; not amendable; requires a vote; requires a second
  - Motion to recess: debatable; amendable; requires a vote; requires a second
  - Raising a question of privilege: not debatable; not amendable; no vote required, no second

- **Main Motions** are used to introduce a subject to the council. They may be made only when there is no other motion before the council. Only one main motion may be brought before the council at a time. It must be disposed of before any other main motion can be considered.

- **Subsidiary Motions** are motions, which may be applied to a main motion and have some effect on it. They are ranked in order of precedence.
  - Motion to close debate is used to end discussion regardless of previously established limits. Not debatable, not amendable, requires a vote, requires a second.
  - Motion to limit debate is used to limit the number of times representatives may speak on the same motion, the length of time representatives may speak, the amount of time allowed for total discussion or time at which debate will cease. It is also used to extend the time limit of a given speaker, or extend other previous set limits. Debatable, not amendable, requires a vote, requires a second.
  - Motion to amend is used to adjust a motion already on the floor. There is no limit to the number of times a motion may be amended, however there may be no more than one amendment and one amendment to the amendment pending at any one time. Amendments may be to insert, add, strike out, or to substitute a word, phrase or clause. Amendments that would completely change the original intent of the main motion would be out of order. Debatable; amendable, requires a vote, requires a second.

- **Incidental Motions** consider procedural issues and are used to enforce correct rules of procedure.
  - Motion to appeal parliamentarian: not debatable, not amendable, requires a vote, requires a second
  - Point of order: not debatable, not amendable, no vote, no second
  - Point of procedural inquiry: not debatable, not amendable, no vote, no second
  - Point of information: not debatable, not amendable, no vote, no second
  - Division of motion: not debatable, amendable, requires a vote, requires a second
  - Division of assembly: not debatable, not amendable, no vote
  - Relating to voting: debatable, amendable, requires a vote, requires a second
COMS VOTING PROCEDURES

In the event of a motion taking place during a non-Sport Club Council Meeting (dates any time after a Sport Club Council Meeting), a secondary voting procedure will take place. The Motion in consideration will be addressed via a written document drafted by the proposer. After review by the Sport Club Staff, the proposal will be distributed during COMs. During the COMS, one Club Representative per club will anonymously vote via a hard-copy ballot. A successful motion must hold majority rule. A tie will result in a failed motion.

The Sport Club Staff will act as an intermediary for any questions regarding the motion. If the Sport Club Staff cannot answer a specific, and vote-determining question, then the motion will be held for further review and distributed at a later date for reconsideration.

COACHES/INSTRUCTORS

Clubs may seek the assistance of a coach/instructor. This individual should be an experienced and knowledgeable person in the club’s sport or activity. It is a club’s responsibility to secure his/her services. Clubs must understand the following criteria as they relate to a coach/instructor:

- The selection of a coach/instructor must be made known to the Sport Club Staff by completing a “Coaching Application” which reports information of prior playing/coaching experience and other pertinent information. This form must be completed by a club officer and be on file with the Sport Club Staff before they can begin their duties. Clubs may have no more than four official club coaches who may obtain coaching passes. Coaching applications will only be valid for one academic year. A coaching application may extend through the summer session with the approval of the Sport Club Coordinator. Coaches must reapply each year in order to coach for a club.

- The coach/instructor must allow the students to take on as much responsibility in the administration of the Club as possible. Certainly, the person coaching or instructing should make coaching decisions. However, the students should make those decisions that can be made by the students. It is up to each individual club to assure that this philosophy is maintained in the everyday operation of the club.

- In order for a coach/instructor, who is not a student, faculty or staff member, to be admitted into the ASRFC and/or Robinson Center, a student officer of the club must obtain a Coaches Pass for the coach/instructor from the Sport Club Coordinator. This card will only allow coaches to be admitted to the ASRFC and/or Robinson Center during a club’s approved use of the facility and it will not allow coaches/instructors user privileges. In addition, this pass will be nontransferable. The above pass can be obtained once a Coaching Application has been filed with the Sport Club Staff. This process will require that photo identification be made by Recreation Services staff.

- Coaches/Instructors must sign a Consent Agreement/Waiver. In addition, they cannot sell or promote outside vendors on State Property.

- Coaches may not pay for Travel expenses and/or Entry fees with the intent of receiving reimbursement from the club or University.

- During hotel stays the Coach will need to stay in a room that is under the designated travel representative name.

- Any contractual agreements with the club and any coach must first be reviewed by the Sport Club Coordinator with the club President prior to the document being
signed. It is recommended that any contracts be reviewed by Legal Services for Students here on campus. Contractual agreements should last no longer than one year and should be renewed each year the club would like to retain the services of the coach from the previous year.

OPERATION WITHIN THE SPORT CLUB PROGRAM

NEW CLUB RECOGNITION

A prospective Sport Club must meet all of the following criteria to obtain Sport Club Membership within KU Recreation Services:

- Submit a “Request for Membership” document to a Sport Club Program Manager along with the required documents attached:
  - Written proposal that should include the following:
    - How your organization is consistent with the KU Recreation Services’ purpose and mission statement.
    - Why your organization feels it should be a Sport Club at KU.
    - How your organization plans to aid in the development of the Sport Club Program as a whole.
    - Why your organization feels that it should be allowed KU Recreation Facility space
  - Budget Mockup
  - Constitution
- Meet the definition of a Sport Club
- Registered Student Organization on Rock Chalk Central - Containing at least 3 officers (President, Vice President, and Treasurer), Advisor, and roster of at least 8 student members
- Open a SOFAS (Student Organizations Financial Accounting Systems) Account

Voting Procedure

After the aforementioned prerequisites have been met, the Sport Club Council will vote on the induction of the prospective organization into the Sport Club Program via the voting procedures as listed in this Handbook. The current Sport Club Council members will vote via confidential documentation on the admittance of the organization during their designated COM. Once all COMs have been held and a final tally is determined by the Sport Club staff, the prospective organization will be notified via email on its acceptance or declination to the Sport Club Program.

First Year Sport Club Probationary Status

Upon acceptance into the Sport Club Program the new sport club must complete the following steps within their probationary year:

- Complete registration on DoSportsEasyKU.com
- Attend a New Sport Club Training Meeting with the Sport Club Coordinator and Program Managers
• Maintain a Report Card Grade of at least 60%
• Generate at least $200

*Upon acceptance into the Sport Club program, during the first year of probationary status, Sport Clubs are eligible to apply for up to $500. Upon completion of one year probationary status the executive board will determine, based on the clubs’ report card grade, generated income, and overall participation within the sport club program whether the status of the club will be renewed and if the club will have full membership within the Sport Club program.

RENEWAL OF MEMBERSHIP

A Sport Club will automatically be granted renewal pending that the Sport Club has met the following criteria:

- Club has renewed their registration with SILC
- All club representatives and Advisor attended the previous year’s Exit Interview
- Student interest in the club was demonstrated by a membership of 8 active members or more
- Club was represented by 2 or more at both Sport Club Leadership Workshops
- Club attended all COMs and fulfilled any requirements set forth within the COMs
- Club purpose continues to be consistent with KU Recreation Services’ purpose and philosophy
- Adequate facilities and personnel continue to be available for the club to meet and practice

When a club fails to renew their membership on Rock Chalk Central and DoSportsEasyKU or meet the aforementioned criteria, they are no longer considered a Sport Club in the Sport Club Program. They lose all funding, facility privileges, and must seek new club recognition status.

LEVEL 5 RECOGNITION

Clubs may request a Level 5 recognition if they wish to minimally participate in the Sport Club Program. If a club requests level 5 status, a “Level 5 Recognition” document but be submitted by the designated deadline in the spring semester. The Sport Club Coordinator will approve/deny the request which will then be applicable for the following school year.

Level 5 Clubs require minimal participation within the Sport Club Program. However, certain documents and requirements are still a necessary part of Level 5 membership. Those requirements are as follows:

- Level 5 Recognition document
- Constitution
- Officers List
- Facility Agreement
- Coaching Application(s)
- RCC Registration
- Facility requests
CONSTITUTION

A club’s constitution should be your “operating guide” on how the club should run, make decisions, and any other important matters that may arise.

Each Sport Club must develop a constitution suited to the practical operation of their club. A “Constitution Guide” can be obtained online. The constitution must be easily interpreted, so that the Club can operate consistently from year-to-year. If modifications are made to a Club’s constitution, a new copy of the constitution must be filed with the Sport Club Staff as soon as possible. In addition, Club constitutions may not conflict or supersede any of the policies or procedures contained in the Sport Club Handbook, KU Recreation Services policies, or University of Kansas policies. The following elements should be included:

- General provisions: club name; purpose; dues; meetings; officer elections and duties; advisor and coaching duties
- Specific provisions: membership and eligibility qualifications; officer qualifications; voting and quorum qualifications; bylaws concerning a Student Organization Account and local checking account; and amendments insuring fulfillment of University requirements.

BUDGET

It is important that Sport Club officers obtain the ability to maintain a budget. At the beginning of the fall semester, a Budget Mockup document is submitted to the Sport Club Program Manager for review. This budget is a projected report of the financial proceedings that will occur throughout the school year (fall and spring). Sport Clubs will be held accountable for following the mockup budget presented to the Sport Club staff. This budget should be used as a guideline for financial occurrences but will not be considered an absolute or non-adjustable budget.

MEMBERSHIP (INDIVIDUALS WITHIN THE CLUB)

Membership in any Sport Club is restricted to currently enrolled KU students, faculty, or staff. Sport Clubs may determine their own membership rules, in addition to the above, but they must be free of any restriction based on race, color, religion, sex, age, national origin, or handicaps. Eligible members of the University population must perform the following three acts to be considered an active member of a Sport Club by KU Recreation Services:

- Complete and sign a “Release of Liability Waiver (Individual)” document and submit the document to the Sport Club Program Manager (via DoSportsEasy)
- Pay Club dues ($5 minimum per member)
- Register for individual membership with the associated Sport Club in Rock Chalk Central (RCC) via SILC (optional except for the officers)

A membership will last 1 year, beginning on February 1st and ending on January 31st of the following year. When determining membership counts for a club, the Sport Club Staff will
count the number of members (with valid KU ID’s) who have paid dues, and signed the Release of Liability Waiver. Any member lacking a KU ID, payment of dues, a signed waiver, or RCC registration will not apply toward membership in the respective Sport Club.

An officer in each Sport Club will be responsible for maintaining a Members List which will include the following: member name, member student ID, amount paid in dues, date dues were deposited into SOFAS. Upon the end of the fiscal year, every club will be required to submit their members list to the Sport Club staff. This list will be used to crosscheck memberships within each club to the financial income of each club.

DUES

Each Sport Club member must pay dues to participate in the Sport Club Program. The minimum dues payment per member is $5. However, the quantity of dues charged is determined by individual clubs and written into each corresponding constitution. The club’s officers will hold the authority to set a Club’s dues. Club members may not participate in club activities until they have paid club dues.

Dues will be collected by the officers of the club and deposited into the club’s SOFAS account. To deposit dues, please take them to room 23 Strong Hall along with a SOFAS deposit slip.

COMMUNITY SERVICE

Involvement in community service opportunities can provide an excellent learning experience for a club and its members. It is an opportunity to give back to the Lawrence community as well as help clubs with their report card. The KU Sport Club Program would like to use this as a method of fostering growth of our program, Sport Clubs, and individual members. Community service helps create a positive image for your club as well as the Club Sports Program.

To ensure plausibility, the Sport Club Program requires 2 forms for any qualified Community Service event. Clubs must submit the “Community Service Request Form” and have the event approved by Sport Club staff at least one week prior to volunteering. Clubs must also complete the “Community Service Follow-up Report” within 3 business days after the event. Be prepared to have the Follow-up Report signed by the correlated community service director to verify volunteer service hours and quantity of participants.

The Sport Club Program would also like to see its members supporting not only other sport clubs, but KU Division 1 athletes as well. Clubs that attend other club functions can receive points that will feed into their report card. This applies for attending D1 athletic events as well (excluding Men’s Basketball and Football). Attendance can be simply supportive in nature or clubs may volunteer their services to said club or D1 teams.

The Following is a list of acceptable community service partners. Note that these partners are negotiable:

- Boys and Girls Club of Lawrence
EVALUATIONS

The Sport Club Leadership has the right to facilitate evaluations to sport clubs and/or sport club officers in order to assess the overall sport club program. The amount and type of evaluations given will be determined by the Sport Club Program Staff. Sport Clubs will receive points (that will be added to their report card) depending on the grade received on each evaluation.

DISCIPLINARY PROCEDURES

Failure to comply with any of the Sport Club procedures and policies may result in disciplinary action. The corrective discipline process has been developed to assist club leaders in correcting the mistakes that have caused problems for the club at hand as well as the University.

FAILURE TO ATTEND SPORT CLUB MEETINGS

All schedules are available in multiple formats for Sport Club use. They are discussed at the end of each Sport Club Council Meeting and COM. The schedule is listed in the front of this Sport Club Handbook. The schedule is also listed online via the KU Recreation Services homepage, under Sport Clubs. A hardcopy schedule is handed out at the fall Sport Club Council Meeting. Additionally, notification of all upcoming Sport Club Council Meetings and COMs will be sent via email to the Sport Club Representatives. Thus, the excuse that a representative was “not aware” of the meeting date(s) or time(s) is not valid and will not be accepted.

The entirety of the Sport Club Council Meetings must be attended. Failure for one or both Club Representatives to attend any portion of Sport Club Council Meeting will result in the following disciplinary actions:

- A probationary period including the following:
  - $50 fine from the Restricted Fee Account/SOFAS Account
  - Verbal and written reprimand
  - Suspension of all club activities until the meeting is made-up
• All remaining COMs in the semester must be attended by at least 1 Council Representative.
• If a COM is missed, the Sport Club will lose Sport Club status within the Sport Club Program

Failure to attend any portion of a Club Officer Meeting will result in the following disciplinary actions:

- **First Meeting:**
  - $25 fine from the Restricted Fee Account/SOFAS Account
  - Verbal and written reprimand
  - Suspension of all club activities until the meeting is made-up
  - Restricted and Endowment Account freeze until the meeting is made-up

- **Second Meeting:**
  - $100 fine from Restricted Fee Account/SOFAS Account
  - Verbal and written reprimand
  - Suspension of all club activities until the meeting is made-up
  - Restricted and Endowment Account freeze until the meeting is made-up

- **Third Meeting:**
  - Loss of Club membership within the Sport Club Program

**MAJOR INFRACTION**

Major Infractions include actions, which are unacceptable standards of conduct or are in violation of KU Recreation Services, University, and/or State of Kansas policies and procedures. Examples of major infractions include but are not limited to the following situations: displaying conduct that is incompatible with the University’s function as an educational institution and the purpose of the Sport Club Program; misuse of the Restricted Fee Funds or Club funds in general; allowing ineligible individuals to participate in club activities; failure to adhere to the Sport Club Alcohol and Drug guidelines; misuse of Robinson Center, KU Recreation Services or University facilities.

When a Major Infraction occurs, the following steps can be made:

- Extended probation
- Expulsion from a club
- Suspension of facility privileges
- Suspension of funding
- Suspension of Sport Club membership

These actions for Major Infractions may be carried out either coincidentally or independently and one action is not dependent on another. It is the responsibility of the Sport Club Coordinator to carry out these disciplinary procedures when deemed necessary.

Clubs may appeal the Sport Club Coordinator’s final decision. A written appeal must be made in accordance with KU Recreation Services policy. Any appeal should be addressed to the Director of KU Recreation Services within 48 hours of the Sport Club Coordinator’s
decision. A second appeal can be directed to the Recreation Advisory Board within 48 hours of the Director’s decision. The Recreation Advisory Board’s decision is final.

**1 YEAR RULE**

If a club fails to adhere to the Sport Club Program regulations and policies set forth in this handbook, by the Sport Club Program, the University of Kansas, and State of Kansas, that club will be placed on a 1 year probationary period from the Sport Club Program before regaining eligibility to reapply for full Sport Club Membership. The club must maintain active status with SILC for the duration of the 1-year probationary period. The 1 year rule also applies to clubs suspended from the sport club program following the end of their suspension term.

Following the 1 year probationary period the Club may then apply or reapply for Sport Club Membership. Please refer to pages 21-22 of this handbook for details on applying for sport club status.

**SPORT CLUB FINANCES**

**INTRODUCTION**

Although clubs receive funding from the Recreation Restricted Fee through the Office of Recreation Services, the Restricted Fee should not become the sole source of revenue for any club. Funds for club activities come from the following sources:

- Membership dues
- Fundraising activities
- Budget allocations from the Restricted Fee based on the Restricted Fee Allocation System
- Donations from individuals and corporations

**DESCRIPTION OF ACCOUNTS**

Each club has the potential of four separate accounts. Three of these are University accounts (Restricted Fee, Student Organization Account (SOFAS), and Endowment). The remaining account is considered an outside account and not supervised by the University of Kansas.

**RESTRICTED FEE ACCOUNT**

Each club is eligible for funding through the Recreation Restricted Fee. This fee is used to pay modified travel expenses, personnel (officials/outside instructors), facility usage, and equipment costs a club may incur during a fiscal year. In addition, clubs can use up to $175 of their allocated budget for advertising, unless groups can show exceptional cause for advertising over this amount. Funds from the Restricted Fee are allocated to the clubs each summer for the upcoming academic year. Clubs may request funds from the Restricted Fee by submitting a purchase request.
No funds of the Restricted Fee shall be allocated for:

- Social functions including but not limited to: parties and dances, dinners, refreshments, food, or alcoholic beverages, etc.
- Insurance (liability or property). The Recreation Advisory Board reserves the right to require clubs to purchase insurance for equipment purchased with club funds or that is owned by KU Recreation Services.
- Items considered individual/personal (“walkable”) items such as but not limited to: shoes, rackets, grips, gloves, breaking boards, etc.
- Individual memberships to associations or organizations
- Individual event registration for alumni, ASRFC faculty/staff members, and coaches (unless they are students).
- Coaching

**RESTRICTED FEE USE PENALTY**

- Clubs will be penalized 50% of their unused Restricted Fee for any amount 5% and over in their next fiscal year’s allocation.
- Penalized funds will be added to the Supplemental Fund
- Example 1: Snow Skiing Club had $480 (8% of their budget) left from the FY11 allocation of $6000. They will be penalized $240 of their FY12 allocation of $5000. Therefore they will be left with $4760 for FY12.
- Example 2: Jump Rope Club had $23 (4.6%) left from their FY11 allocation of $500. They will not be penalized for FY12.

Allocation of the Restricted Fee will be based on the Club Allocation System detailed in the following section.

**STUDENT ORGANIZATION FINANCIAL ACCOUNT SYSTEM (SOFAS)**

- **Contact Information:**
  - SOFAS Coordinator: Lisa Hetrick
  - SOFAS Office: Central Accounting and Purchasing Services (CASPUR) Camath-O’Leary Hall, Room 20
  - Telephone: (785) 864-5942
  - Fax: (785) 864-5267
  - E-mail address: lisahetrick@ku.edu
  - SOFAS Office Hours: Monday through Friday 7:30 a.m. to 12:00 p.m. and 12:30 p.m. to 4:00 p.m.
  - SOFAS Deposits: Cashiers’ Window Strong Hall, Room 23
  - Cashier Window Hours: Monday through Wednesday, Friday 8:10 am to 4:00 pm Thursday 9:40-4:00
  - Link to SOFAS Documents (Including Handbook): [http://procurement.ku.edu/sofas](http://procurement.ku.edu/sofas)
  - Setting up an Account:
    - First and foremost, an organization wishing to obtain a SOFAS account must first be registered at the Student Involvement and Leadership Center (SILC). A SOFAS account must be established prior to acceptance into the sport club program and
usage of the Restricted Fee. In order to open a SOFAS account, the club must submit a letter that states the club’s mission. These documents should be submitted to the SOFAS coordinator in the Central Accounting and Purchasing Services (CASPUR) office. After the paperwork is submitted and approved, an account will be set up for the club.

- **Deposits:**
  Club dues, donations, and profits from fundraising activities will be deposited into this account. The club should make deposits into the SOFAS account at the cashiers’ windows in Strong Hall, room 23 (& not to Lisa in Carruth-O’Leary). It is highly recommended that all deposits be made in person by an authorized signer on the SOFAS account. The University of Kansas is not liable for any lost deposits that the club elects to send via mail.

- **Payment Requests:**
  To request a check to be issued for payment of a club expense, utilize a voucher request form. This form, headed “To the Treasurer of Student Organization Fund” directs CASPUR to issue a check on the club’s account. Booklets of voucher request forms may only be obtained through CASPUR. The voucher requests should be completed in duplicate with the original (white) copy sent to CASPUR and the duplicate (yellow) copy retained by the club. The voucher request must be signed by TWO authorized SOFAS club account holders. Voucher requests made payable to the same person who authorized the request cannot be honored. For these authorized reimbursement requests, please have the resident director or other authorized person sign the voucher request. All payment requests should be directed to the SOFAS Coordinator in the CASPUR office. All checks will be mailed directly from the CASPUR Office unless otherwise specified. If a full mailing address is not listed, the check will be sent to the club mailbox (room 205 ASRFC). If the check is requested as pick up, please notify the CASPUR office of who will be picking up the check. The individual will be required to fill out and sign a pick up log before picking up the check. **IMPORTANT: An invoice, statement, ITEMIZED sales receipt, or cash register tape from the vendor must accompany all vouchers.***

- **SOFAS Account Codes:**
  The following codes will be required to identify SOFAS deposits. The correct code will need to be listed on all deposit slips.

<table>
<thead>
<tr>
<th>Account</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>310</td>
<td>Donations</td>
</tr>
<tr>
<td>315</td>
<td>Dues</td>
</tr>
<tr>
<td>320</td>
<td>Fundraiser</td>
</tr>
<tr>
<td>330</td>
<td>Housing</td>
</tr>
</tbody>
</table>

**IMPORTANT: An invoice, statement, ITEMIZED sales receipt, or cash register tape from the vendor must accompany all vouchers.***

*** SOFAS cannot reimburse with a credit card. All transactions will be through paper checks.***
ENDOWMENT ACCOUNT

The Office of Recreation Services has established an Endowment Account with the University of Kansas Endowment Association for the Sport Club Program. The type of Endowment Account established is titled Expendable Funds. Donors may specify that their gifts be spent over a defined period of time for a designated purchase or objective. These types of gifts comprise the Endowment Association’s Expendable Funds. The Expendable Funds will receive modest income distributions.

The Endowment Association is considered a public charity, thus qualifying as an independent tax-exempt organization under Section 501©(3) of the Internal Revenue Code, because of its mission to support the activity of the University of Kansas which is a recognized tax exempt purpose. An essential element in attaining and retaining any tax-exempt organization’s favorable tax status is that no part of the organization’s assets be used for anything other than tax-exempt purposes. The use of Endowment Association assets to benefit an individual in a personal manner is prohibited. It would jeopardize the Endowment’s tax-exempt status and breach its fiduciary responsibility to donors to use contributed assets in any other way. The loss of 501(3)© status would destroy the Endowment’s ability to raise new funds and would greatly reduce the amount of funds available for University Purchases.

It is very important that Recreation Services uses the Sport Club Endowment Account in the appropriate fashion. Therefore, anytime a club chooses to use this account it must be done through the Sport Club Coordinator. If a club wishes to spend money they have raised and placed into this account, solicit funds from donors to place into this account, or deposit funds into this account, it must be done with the Sport Club Coordinator in consultation with Recreation Service’s account manager from the Endowment Association. The Sport Club Coordinator has a copy of The KU Endowment Fund Administration & Use Handbook. It will be used on a constant basis to assure Sport Club compliance to Endowment Association policy. Any time a club wishes to use the Sport Club Endowment Account, the first step should be to set up a meeting with the Sport Club Coordinator so that the handbook and account manager from the Endowment Association can be consulted. No activity should occur before this meeting has been completed.
All funds raised and deposited for Sport Clubs within the Endowment Association will be placed in one Expendable Fund for the Sport Club Program. Donations should be sent directly to KU Endowment directed to the Sport Club Program account. Checks should be made payable to KU Endowment Association. Please have the donor write which club the donation will be applied to on the memo line of the check. Checks should not be sent to KU Recreation Services and should not be sent directly to club officers. The Sport Club Staff will account for the amount of money each club deposits and spends from the above account. The amount of money each club raises and that particular club can only spend deposits in the account.

OUTSIDE ACCOUNTS

The University of Kansas is not responsible for outside bank accounts. Anything that happens with the operation of these outside accounts is the responsibility of the club’s individual members. Clubs are discouraged from opening outside bank accounts, but it is tolerated.

It is recommended that at least two Club Council Representatives are listed as signees on the account. It is also important to note that any change in officers should also result in a change of signees on the account.

STATE SALES TAX

At any event where merchandise is sold or admissions/entry fees are charged, sales tax must be collected and remitted to the State through the Comptroller’s Office. It is not necessary to list the tax as a separate item in pricing. The retail price or admission/entry fee may include the tax, or you may collect it in addition to the listed price.

The proper method for paying the tax is for each club to prepare a voucher payable to the University of Kansas, Sales Tax with a rate of 8.85%. If you charge an amount that includes the tax, you can compute the tax due by dividing the total of the receipts by 1.0885%. This will give you the actual selling price, and the difference between it and the total receipts will be the tax. A list of specific types of sales transactions, which are considered taxable by the Department of Revenue, is set out below. Please use this as a guideline in the assessment, collection, and reporting of sales tax proceeds. This list is not all-inclusive, but remember, the basic rule to follow is that sales tax must be assessed, collected and reported for all sales of goods and services to students, faculty, and the general public.

<table>
<thead>
<tr>
<th>Type of Sale</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meals, concessions, vending machines, banquets</td>
<td>Taxable if open to the general public</td>
</tr>
<tr>
<td>Supplies - athletic activity or school related</td>
<td>Taxable</td>
</tr>
<tr>
<td>Rentals - athletic equipment, books, locks</td>
<td>Taxable</td>
</tr>
<tr>
<td>Admission/Entry Fees: tournaments, plays, concert</td>
<td>Taxable</td>
</tr>
</tbody>
</table>
Uniforms: T-shirt, hats, shoes  |  Taxable
Any requested donation for a specific amount of money  |  Taxable
Donations: unstated amount  |  Not Taxable. However, you must make receipts for all donations upon request

**BUDGET REQUESTS**

Budget requests include requests for Supplemental or Endowment Account access. These hearings provide clubs with the opportunity to enhance their budget through a presentation and voting process. Clubs submitting “Budget Requests” by the designated deadline are eligible for budget consideration at the budget request hearings hosted by the Executive Board. It is mandatory that clubs which submit budget requests be present at the time of the hearing. Clubs which fail to attend or are tardy to their budget hearing shall be ineligible for funding thereafter.

**PURCHASES**

KU Recreation Services is responsible for all financial transactions concerning the Restricted Fee and Endowment Funds. When clubs intend to use their Restricted Fee Allocations or Endowment Funds, they must submit a Purchase Request document and its corresponding paperwork to a Program Manager. Any purchases of an unusual nature should be discussed well in advance with the Sport Club staff. Access to the Restricted and Endowment Accounts resides between July 15th and May 31st of the following year. Financial records are kept for each club. Account balances are available by request via the Sport Club Coordinator or Program Manager.

Any items purchased via the Restricted or Endowment Account are designated as KU Recreation Services property. All items must be returned to KU Recreation Services upon the end of the academic year. All items purchased with Restricted or Endowment funds can be stored in one of KU Recreation Services’ facilities with prior approval from the Sport Club Staff.

All Sport Club purchases are subject to University purchasing policies and procedures. In addition, purchases are subject to various state contracts. Information regarding these contracts is available by request via the Sport Club Coordinator or Program Manager.

**AN INDIVIDUAL CLUB MEMBER CANNOT BE REIMBURSED BY THEIR RESTRICTED OR ENDOWMENT ACCOUNT FOR ANY PURCHASE NOT PREAPPROVED BY THE SPORT CLUB STAFF.** Individuals should not pay for items “up front” then request to be reimbursed by the Restricted or Endowment Account.

**CONTRACTED SERVICES**

A contractual service agreement must be submitted for any club wishing to pay referees/officials, guest speakers, instructors, etc. via the Restricted Account. A complete
A description of the performed service should be provided. For example, list the number of games officiated, what the guest speaker spoke about, or what the guest instructor taught. The person to be paid shall complete and sign the form under the supervision of the Club President or designated representative. The person providing the service shall be the individual that will be paid. There will be no third party transactions relating to the payment of said service(s).

An employee of the University of Kansas (student, faculty, or staff) cannot be paid using a Contractual Services Agreement. Clubs must seek other payment arrangements in the case of KU employee services.

**ENTRY FEE/REGISTRATION FEE**

A Team Entry Fee is defined as fee paid for a team to participate in a league or conference, or to belong to an Association. To request payment of an entry fee via the Restricted Account, a Purchase Request must be submitted to the Sport Club Program Manager. All the aforementioned purchasing policies and procedures shall apply. Invoices must be on official letterhead and cannot be handwritten.

A Registration Fee is defined as a fee paid to participate in a single tournament, workshop, or competition. To request payment of a Registration Fee via the Restricted Account, a Purchase Request document must be submitted to the Sport Club Staff. All of the aforementioned purchasing policies shall apply. Invoices must be on official letterhead and cannot be handwritten.

**EQUIPMENT**

If a Club wishes to purchase equipment to benefit the entirety of the Club, it may do so with the submission of a Purchase Request and approval. All equipment purchased with the Restricted or Endowment Accounts must be stored with KU Recreation Services at the end of each academic year. Under no circumstance can this equipment be sold, tampered with, or given away without consent from KU Sport Club staff.

**UNIFORMS/JERSEYS/CLUB APPAREL**

A Club may submit a Purchase Request for uniforms/jerseys/apparel as long as the desired items remain with the club from year-to-year. A uniform Purchase Request must have **two** separate vendor quotes attached to ensure the most optimal purchase will occur.

**ARTWORK APPROVAL:** The vendor of the apparel must be licensed to print all the KU material. If the apparel will contain ANY KU logo (Jayhawk, “KU,” Kansas wording, etc.), the artwork must be approved by KU Legal Services. To acquire approval, email all artwork to the Sport Club Program Manager. If any artwork adjustments are needed, the Club Representatives will be notified. The process will continue until the artwork is approved and allowed to go into production.
CLUB ALLOCATION SYSTEM

The KU Sport Club allocation system will be based upon a combination of two factors: generated income and a report card system. Eligibility to receive funding requires clubs to meet both criteria. Clubs will be placed into a tier system based upon Generated Income and then a Report Card Grade will determine placement within a particular tier.

GENERATED INCOME

Generated income is defined as any money that a club contributes to the SOFAS system and Endowment account within a fiscal year: including dues, fundraising, and donations. A fiscal year begins on the 1st business day in February and ends on the last business day the following January. The KU Sport Club Program maintains five tiers within Generated Income (described below): the highest being level 1 and the lowest being level 5. In order to attain a particular tier, each club must meet the minimum deposit within the desired tier.

<table>
<thead>
<tr>
<th>Level 1</th>
<th>$13,500.00 generated</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level 2</td>
<td>$5,000.00 generated</td>
</tr>
<tr>
<td>Level 3</td>
<td>$1,300.00 generated</td>
</tr>
<tr>
<td>Level 4</td>
<td>$200.00 generated</td>
</tr>
<tr>
<td>Level 5</td>
<td>$40.00 generated</td>
</tr>
</tbody>
</table>

A club will be placed into level 1-5 based upon the amount of money generated and deposited into the SOFAS account and Endowment account.

SPORT CLUB REPORT CARD

Along with Generated Income, the determination of all Sport Club allocations will be based upon a point system, henceforth known as the Report Card System. The point system is based on factors such as administrative compliance, meeting attendance, involvement, and membership. Each club will be given a ‘grade’ based upon the required criteria below. Each club’s funding will be defined by the report card system in a prioritized system. The higher the grade a club receives, the higher priority the club is given in the allocation process.

The following equation will be used to determine a club’s grade:

\[
Grade = \frac{(Points \ earned + Bonus \ points) - Deductions}{Total \ Points \ Possible}
\]
GRADING SCALE
A standard grading scale will be used:

<table>
<thead>
<tr>
<th>GRADE</th>
<th>SCALE</th>
<th>INFORMATION REGARDING GRADE</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>≥ 100%</td>
<td></td>
</tr>
<tr>
<td>A</td>
<td>90% - 99.99%</td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>80% - 89.99%</td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>70% - 79.99%</td>
<td></td>
</tr>
<tr>
<td>D</td>
<td>60% - 69.99%</td>
<td></td>
</tr>
<tr>
<td>F</td>
<td>33% - 59.99%</td>
<td>Placed on a probationary period for following semester</td>
</tr>
<tr>
<td>F-</td>
<td>&lt; 33.00%</td>
<td>Automatically dismissed from program for following semester</td>
</tr>
</tbody>
</table>

The following categories explain the points allocated through club activities:

**CATEGORY 1: MANDATORY PAPERWORK**

<table>
<thead>
<tr>
<th>REQUIRED DOCUMENTS</th>
<th>POINTS DEADLINE</th>
<th>POINTS ALLOCATED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Facility Agreement</td>
<td>9/3/14</td>
<td>25</td>
</tr>
<tr>
<td>Inventory List (fall checkout)</td>
<td>9/3/14</td>
<td>25</td>
</tr>
<tr>
<td>Officer List</td>
<td>9/5/14</td>
<td>100</td>
</tr>
<tr>
<td>Schedule (fall)</td>
<td>9/12/14</td>
<td>25</td>
</tr>
<tr>
<td>Handbook Quiz</td>
<td>9/12/14</td>
<td>30 = A</td>
</tr>
<tr>
<td></td>
<td></td>
<td>22.5 = B</td>
</tr>
<tr>
<td></td>
<td></td>
<td>15 = C</td>
</tr>
<tr>
<td></td>
<td></td>
<td>7.5 = D</td>
</tr>
<tr>
<td></td>
<td></td>
<td>0 = F</td>
</tr>
<tr>
<td>SILC Registration (online)</td>
<td>9/14/14</td>
<td>100</td>
</tr>
<tr>
<td>Constitution</td>
<td>9/24/14</td>
<td>100</td>
</tr>
<tr>
<td>Budget</td>
<td>9/24/14</td>
<td>25</td>
</tr>
<tr>
<td>Facility Request (spring)</td>
<td>10/29/14</td>
<td>25</td>
</tr>
<tr>
<td>Qualified Members</td>
<td>1/30/15</td>
<td>1 per member</td>
</tr>
<tr>
<td>Generated Income</td>
<td>1/30/15</td>
<td>50</td>
</tr>
<tr>
<td>Schedule (spring)</td>
<td>2/6/15</td>
<td>25</td>
</tr>
<tr>
<td>Facility Request (summer/fall)</td>
<td>3/25/15</td>
<td>25</td>
</tr>
<tr>
<td>Level 5 Declaration*</td>
<td>3/25/15</td>
<td>25</td>
</tr>
<tr>
<td>Renewal of Recognition</td>
<td>4/29/15</td>
<td>25</td>
</tr>
<tr>
<td>Inventory List (spring check-in)</td>
<td>5/15/15</td>
<td>25</td>
</tr>
</tbody>
</table>

*indicates that criteria does not apply to all clubs
### CATEGORY 2: MANDATORY MEETINGS

<table>
<thead>
<tr>
<th>REQUIRED DOCUMENTS</th>
<th>POINTS DEADLINE</th>
<th>POINTS ALLOCATED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall SCC Meeting</td>
<td>9/3/14</td>
<td>100</td>
</tr>
<tr>
<td>COMs Meeting 1*</td>
<td>9/24/14</td>
<td>50</td>
</tr>
<tr>
<td>COMs Meeting 2*</td>
<td>10/29/14</td>
<td>50</td>
</tr>
<tr>
<td>COMs Meeting 3*</td>
<td>12/3/14</td>
<td>50</td>
</tr>
<tr>
<td>Spring SCC Meeting</td>
<td>1/28/15</td>
<td>100</td>
</tr>
<tr>
<td>COMs Meeting 4*</td>
<td>2/25/15</td>
<td>50</td>
</tr>
<tr>
<td>COMs Meeting 5*</td>
<td>3/25/15</td>
<td>50</td>
</tr>
<tr>
<td>COMs Meeting 6*</td>
<td>4/29/15</td>
<td>50</td>
</tr>
</tbody>
</table>

* indicates that criteria does not apply to all clubs

### CATEGORY 3: TRAVEL PAPERWORK

<table>
<thead>
<tr>
<th>REQUIRED DOCUMENTS</th>
<th>POINTS DEADLINE</th>
<th>POINTS ALLOCATED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Travel 1*</td>
<td>15 business days prior to travel for Restricted &amp; 10 business days prior to travel without Restricted</td>
<td>25</td>
</tr>
<tr>
<td>Travel 2*</td>
<td></td>
<td>25</td>
</tr>
<tr>
<td>Travel 3*</td>
<td></td>
<td>25</td>
</tr>
<tr>
<td>Travel 4*</td>
<td></td>
<td>25</td>
</tr>
<tr>
<td>Travel 5*</td>
<td></td>
<td>25</td>
</tr>
<tr>
<td>Etc.*</td>
<td></td>
<td>25</td>
</tr>
</tbody>
</table>

* indicates that criteria does not apply to all clubs

### CATEGORY 4: COMMUNITY INVOLVEMENT

<table>
<thead>
<tr>
<th>REQUIRED DOCUMENTS</th>
<th># OF MEMBERS PARTICIPATING</th>
<th>% OF CLUB PARTICIPATING</th>
<th>POINTS RECEIVED PER HOUR</th>
<th>TOTAL HOURS WORKED PER MEMBER</th>
<th>POINTS ALLOCATED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Activity 1*</td>
<td>TBD</td>
<td>TBD</td>
<td>TBD</td>
<td>TBD</td>
<td>TBD</td>
</tr>
<tr>
<td>Activity 2*</td>
<td>TBD</td>
<td>TBD</td>
<td>TBD</td>
<td>TBD</td>
<td>TBD</td>
</tr>
<tr>
<td>Activity 3*</td>
<td>TBD</td>
<td>TBD</td>
<td>TBD</td>
<td>TBD</td>
<td>TBD</td>
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<tr>
<td>Etc.*</td>
<td>TBD</td>
<td>TBD</td>
<td>TBD</td>
<td>TBD</td>
<td>TBD</td>
</tr>
</tbody>
</table>

* indicates that criteria does not apply to all clubs

<table>
<thead>
<tr>
<th>Percent of Total Club Membership Participating in Community Service Project</th>
<th>Points received per hour of community service completed by club</th>
</tr>
</thead>
<tbody>
<tr>
<td>20%</td>
<td>2</td>
</tr>
<tr>
<td>40%</td>
<td>3</td>
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<tr>
<td>60%</td>
<td>4</td>
</tr>
<tr>
<td>80%</td>
<td>5</td>
</tr>
<tr>
<td>100%</td>
<td>6</td>
</tr>
</tbody>
</table>

Category 4 is considered extra credit. Volunteering with the local community contributes ‘bonus points’ to a club’s overall grade.
CATEGORY 5: SPORT CLUB EXECUTIVE BOARD INVOLVEMENT

<table>
<thead>
<tr>
<th>MEMBER PARTICIPATING</th>
<th>CLUB</th>
<th>POINTS DEADLINE</th>
<th>POINTS ALLOCATED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name 1*</td>
<td></td>
<td>Applicable for fall &amp; spring semesters</td>
<td>25 points allocated per club member on the SC EB</td>
</tr>
<tr>
<td>Name 2*</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Etc.*</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* indicates that criteria does not apply to all clubs

CATEGORY 6: DISCIPLINARY PENALTIES

<table>
<thead>
<tr>
<th>DEDUCTION</th>
<th>DATE ASSESSED</th>
<th>POINTS DEDUCTED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deduction description*</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Deduction description*</td>
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<tr>
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</tr>
<tr>
<td>Deduction description*</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* indicates that criteria does not apply to all clubs

Category 6 deducts points from the total point allocation in circumstances where a club requires disciplinary action.

DO SPORTSEASY - KU

As of fall 2014 the KU Sport Club program will be utilizing the website https://www.dosportseasy.com/kusportclubs/ in order to decrease the amount of paperwork required to be turned in and utilize a less time consuming and ecofriendly online documentation process. All KU Sport Clubs are required to utilize and update their club’s DoSportsEasyKU site on a regular basis.

FORMS

There are a total of 8 forms throughout each Club’s DoSportsEasyKU site. Only five of the forms are required by all members (including officers, travel rep., and advisor) within a KU Sport Club to complete prior to being considered an active member within the club.

The five required forms for ALL members to fill out are:
1. Personal Info
2. Liability Waiver
3. Driver Info
4. Conduct Guidelines
5. Hazing Prevention

Additionally, the Travel Representative and Club Officers are responsible for filling out and submitting an additional 3 forms via DoSportsEasyKU when deemed necessary. It is required that the Event and Roster/Travel forms be submitted at least 15 business days prior to any type of event. Once completed, the Program Managers and Coordinator will receive an e-mail notification of the submission and will act accordingly. The Post-Event Report should be completed immediately (or within 3 days) following any type of event.
Additional forms required for Travel Rep. and Officers to fill out:
1. Event Form (Game, Tournament, Event, Community Service, and Practice)
2. Roster/Travel Form
3. Post-Event Report

INSTRUCTIONAL HOW-TO VIDEOS

Detailed videos of how to utilize DoSportsEasyKU are available on the KU Sport Club homepage.

EQUIPMENT MANAGEMENT AND USAGE

INVENTORY

Any equipment that is purchased by a club with their Restricted Fee Allocation is the sole property of the University of Kansas and that club, and is not the personal property of any individual member. The Sport Club Staff will keep a current inventory of all equipment purchased with the Restricted Fee. The Sport Club Staff, along with club representatives, will inventory club equipment once a year in the following manner: **Under, no circumstances are club members to sell or throw away any club property!**

At the end of each academic year, clubs must check-in equipment purchased with the Restricted Fee with the Sport Club Program Manager. If equipment is missing, the club or person who signed for the equipment will be responsible for its replacement. If equipment is lost, damaged, or broken, please notify the Sport Club Staff immediately. The Sport Club Coordinator will assess the damage, and determine replacement cost or procedures if necessary. **No equipment will be checked out or practices held until replacement procedures have been concluded.**

STORAGE

All Club equipment must be kept safe and secure. Equipment purchased with the Restricted Fee should be stored as much as possible with KU Recreation Services, especially over the summer interim. Each club must check-in and store their equipment with KU Recreation Services and the Sport Club Staff. If KU Recreation Services does not have space to store certain pieces of equipment or a club will be using a particular piece of equipment over the summer interim, the club may store equipment at an appropriate site. Clubs must notify the Sport Club Staff where the above equipment will be stored. Only equipment purchased with restricted fees will be stored by KU Recreational Services. All other equipment purchased with any other monies will need to be stored in off campus by the club.

INSURANCE

For the protection of sport club equipment, it is strongly encouraged that equipment be insured. Due to the nature of each club, premiums are based on estimated value. Each club should work with the Sport Club Coordinator to determine appropriate procedures to follow. The Recreation Advisory Board reserves the right to require clubs to purchase
insurance for any equipment used by clubs that has been purchased with Club funds or is owned by KU Recreation Services.

**SPORT CLUB RENTAL ITEMS**

Officers of each club in the Sport Club Program can check out this equipment for club use. Requests for use of equipment must be made by submitting an Equipment Request document, to the Sport Club Staff and will be issued on a first come - first served basis.

**ITEMS AVAILABLE FOR CHECKOUT (PROGRAM EQUIPMENT)**

The Sport Club Program has the following pieces of equipment available to clubs for checkout:

- Extension cord (2)
- Field Liners (3)
- Table (3)
- Cones (100)
- Folding Canopy (1)
- Water Coolers (8)
- White Field Paint
- Orange Field Paint
- 6’ x 8’ Trailer
- Garmin GPS (3)
- Sony Cybershot Camera (2)
- Sony Video Camera Mount for Tripod (2)
- Kingston 4GB Memory Card (1)
- Go Pro (2)
- Go Pro Remote (2)
- USB Cable
- Head Strap and Quick Clip (1)
- Waterproof Case (Dive Housing) (1)

We will be adding equipment throughout the semester as needed. Please check back periodically for new items.

**IMPROPER USE OF EQUIPMENT**

Improper or inappropriate use of checkout equipment will result in disciplinary action.

If a Sport Club finds the Equipment being vandalized, destroyed, or being treated poorly by spectators, club members, and/or visiting teams, it is the responsibility of the each club to report such occurrences to the Sport Club Coordinator as soon as possible. Clubs are responsible for equipment from the time it is checked out to the time it is returned to the Sport Club Staff. Damages and corrections will be assessed once the Sport Club Coordinator has reviewed items. Clubs, which have a Restricted Fee Allocation, will pay for damages from their accounts. Clubs, which do not have this sort of account, will have to find alternative methods of paying for damages.

**CHECK-IN/ CHECK-OUT PROCEDURES**

**PROGRAM EQUIPMENT CHECKOUT/ CHECK-IN**

Sport Clubs have the privilege of checking out Program Equipment through the Sport Club Program. If a Club would like to reserve equipment for Club use, an Equipment Request document must be submitted to a Program Manager. It is highly recommended that a Club submit the document well in advance of the checkout. Under no conditions will day-of
requests be accepted. If the desired Program Equipment is available for use, the Program Manager will contact the Club Council Representatives to set up a time for checkout. All Program Equipment must be checked out with a Program Manager prior to use. Sport Club staff reserves the right to refuse checkout to any Club for any circumstance.

All Program Equipment can be checked out up to a 72 hour period. Any periods longer than 72 hours must be discussed and approved by a Sport Club Program Manager. To return Program Equipment, the Club Representative must set up a time to bring the Program Equipment back. If a meeting is not set in advance, the Club will lose 1 point.

**CLUB EQUIPMENT CHECKOUT/CHECK-IN**

All KU Recreation Services owned equipment will be stored at the Rec Center when not in use. To gain access to a Club’s equipment, the Club Representative must bring their Inventory List during a checkout or check-in meeting. It is the responsibility of the club to maintain the Inventory List. In order to checkout Club Equipment, a Club Representative must set up a meeting at least 48 hours in advance with their Program Manager. The Program Manager will designate the appropriate day, time, and location for the check-in/checkout. If a meeting is not set in advance, the Club will lose 1 point.

**RISK MANAGEMENT**

**INTRODUCTION**

Safety of participants is of the utmost importance. There are inherent risks involved in all recreational/competitive sport programs. Participants in the Sport Club Program should be aware that involvement is totally voluntary and that the University of Kansas does not provide health or accident insurance. It will be the responsibility of each club to minimize risk of injury in all club functions. We highly advise that club participants have health insurance.

**EACH CLUB WILL HAVE EACH MEMBER FILL OUT THE WAIVER AND RELEASE OF LIABILITY FORM.**

Each club shall develop, implement, & practice the following safety policies:

- Sport Club Officers, Club members, and Coaches/Instructors should always emphasize safety during all Club activities.
- Develop and practice safety guidelines relevant to your sport.
- Encourage all members of your organization to carry personal health insurance. A Student Health and Accident Plan endorsed by Student Senate can be obtained at the Watkins Health Center Business Office (call 864-9522 for details). In addition, each club should become familiar with accident and liability insurance available through the national associations governing their sport.
- Inspect fields, facilities, and equipment prior to every practice session, game, or special event. Report unsafe conditions to the Sport Club Coordinator immediately. If at an off-campus site, report the condition to the proper managing authority. Do not use or try to improve fields, facilities, or equipment if they are unsafe. While practicing at the Shenk Complex during intramural activities, the intramural supervisor on-duty will make the call as to if the fields are playable.
● Because of the inherent risks, participants, instructors, coaches, and spectators will not be allowed to consume alcoholic beverages or illegal drugs while participating in the Sport Club Program. Alcoholic beverages or illegal drugs are not allowed in or on University facilities at Club activities. Alcoholic beverages or illegal drugs should not be consumed or transported in vehicles traveling to or from a contest. Infractions of this nature will not be tolerated and it is the responsibility of each club to enforce these guidelines.

● Each club is required to have at least one member of the club become certified in CPR and First Aid during the early part of the Fall Semester. Preferably, this should be an individual who will be regularly attending practices and contests held during the entire school year. KU Recreation Services will provide CPR workshops for club members throughout the semester.

● Each Club must file an “Accident Report Form” for each accident that may occur during practice or competition. These forms must be turned in to the Sport Club Program Manager no later than 3 days after the accident/injury. If an accident or emergency situation should occur, please remember to follow the following steps:
  • First, seek medical attention that is necessary.
  • Second, make notification of the incident to the Sport Club Coordinator. If the Sport Club Coordinator cannot be obtained, contact with the University should be made according to the KU Recreation Services Emergency Procedures and Notification List for Registered Organizations listed.
  • Third, follow up with an “Accident Report Form”
  • Remember, the first step in any emergency is to insure that all persons are safe, and to call for assistance, as needed.

● When hosting a competition, practice, or special event on University property, clubs must have visiting team members or individual participants sign and complete a “Release of Liability Waiver (Visitor)” before they participate. These forms must be filed with the Sport Club Staff no later than 3 days after an event. Failure to comply with this policy will result in the loss of facility privileges for Special Events and/or competitions using University facilities.

● If a serious accident, death, or assault were to occur during a Sport Club activity, the first step would be to insure that all persons are safe. If necessary, call or send for assistance. Dial 911 for Emergency Assistance. In the event of an emergency, notify the appropriate University Office of the situation. Never contact the family of a student involved in an emergency or accident unless authorized to do so. The University or medical/emergency service personnel will disseminate all necessary notification. If the press should contact the organization, only the President of the club or Sport Club Coordinator should speak for the group. With the help of University personnel, a statement will be prepared. Do not release any names or information unless you have consulted with University personnel.

**WEAPONS**

Only “mock” or practice weapons can be used during Sport Club practice times. Under no circumstances can real weapons be brought into the ASRFC or to any Sport Club practice, competition, or special event. Only approved “weapons” will be allowed during practice times. The following are “mock” weapons approved for Sport Club practices: subarito, bokken, tanto, jo, wooden gun (preferably painted a bright color, not black), shainai, sai,
aikiken, aikijo, fencing foil, epee, and saber. Please contact the Sport Club Coordinator if you have questions regarding other weapons. Abuse of this policy will result in loss of privileges.

**EMERGENCY PROCEDURES**

In the event that one of the following emergencies occurs during a Sport Club practice or contest, please follow directions listed below.

- **Blood/Chemical Spill**: Cease activity and contact KU Recreation Services staff member on duty for clean-up. Do not clean up the spill on your own!
- **Fire Alarm**: Cease activity and use nearest exit to leave building. Participants can gather across Watkins Center Drive under the trees. There is no such thing as a false alarm – we treat all alarms as real until told by Police and Fire personnel that the building is safe to re-enter.
- **Tornado**: Cease activity once a tornado WARNING has been issued. You should hear internal building warnings and sirens from the neighborhood. Participants who stay in the building must go down at least one level of the building to a tornado shelter area: bathrooms, locker rooms, dressing room, conference room next to administrative office, or anywhere KU Recreation Services staff directs you. If you remain in the building, you must go to one of these locations until the WARNING has been lifted. If at Shenk or other outdoor location, and you are caught in the open in a tornado, try to find a depression such as a ditch or culvert to hide in. Lie flat, make as small a target as possible. If you can, wrap a covering around exposed portions of your body. Even small ground debris can cause serious injury when driven by tornado strength winds.
- **Water Leak**: Cease activity and report leak to KU Recreation Services staff member on duty who will then determine cleanup procedures and whether or not activity can continue.
- **Power Outage**: Cease activity and follow direction of KU Recreation Services staff member on duty.
- **Inclement Weather**: The University of Kansas closes only in very rare circumstances. Usually closing is associated with cancellation of classes and closure of the KU Student Recreation Fitness Center. Inclement weather may or may not be declared at the same time classes are cancelled. Inclement weather for the Lawrence campus is determined by the Provost’s Office. If inclement weather is declared during the normal workday from 8am to 5pm, HR/EO starts a campus ‘calling tree’ to notify departmental contacts that inclement weather has been declared. Often emails are sent to departmental contacts, too. If inclement weather is declared outside the normal workday from 8am to 5pm, the declaration will be announced via area news media (after 5:45a.m.), the inclement weather line (864-SNOW after 6a.m.), the KU website, and the Information Center (864-3506).

**HEATPOLICY**

KU Recreation Services will use the following policy in regards to programs and activities that take place outside during extreme heat conditions. KURS will use the Heat Index Chart
published by the Kansas State High School Athletic Association (KSHSAA) to determine when play is altered, postponed, or delayed. Heat Index is also sometimes called the “Feels Like” temperature.

- Play will be altered when the Heat Index for Lawrence (zip 66045) is between 90 and 102. This means that play will be stopped every 15-20 minutes for a water break. In addition, play will be altered when the Heat Index reaches 103 to 124. This means play will be stopped every 15 minutes for water and rest breaks (only shorts and t-shirts allowed, no helmets or protective pads). Water and breaks should be taken in the shade whenever possible.
- Play will be postponed when the Heat Index is 125 or above. All play will be stopped.
- Play may be delayed when either the Heat Index is expected to be 125 or higher or reaches 125 or higher and is expected to come down shortly. This delay will be determined by KURS Facility Management staff by 3pm weekdays and 10am on weekends, unless special conditions require other times. Once programs and activities are running, staff in charge will make the decision on playing conditions. Water and breaks should be taken in the shade whenever possible.
- KURS Professional staff will use email and text alerts from our online weather service Weather Sentry that are set up to give us warnings when we reach the above levels. Each program will need to determine how this information will be relayed to staff on site. In addition, we can have unlimited staff members receive these alerts – please let Jason know if someone wants to receive them.
- With safety our first priority, on-site staff can also make the decision to alter, postpone or delay programs or activities using information gathered from one of the following websites: www.weather.com or www.NOAA.gov. Please make sure that you are using the Heat Index or Feels Like temperature when making a decision. In addition, on-site staff can use their professional discretion to alter, postpone or delay play based on many other factors that can include, but are not limited to the following: play environment, condition of participants, type of activity being played, and physical or medical limitations that our participants may tell them about.

**ALCOHOL AND DRUG POLICIES**

Alcoholic consumption is highly discouraged at all times. Illegal Drug consumption is also strictly prohibited to all University of Kansas students, employees and affiliates. Club members are responsible for following all federal, state, local, and the University of Kansas rules and policies pertaining to alcohol and drug use. The Campus Code of Ethics for Alcohol and Drug Use is considered the minimum guideline, and each club’s executive board may set higher standards in a separate team policy. Underage drinking is a violation of this Code of Conduct. It is expected that all clubs will have ALL club activities/trips (sponsored, authorized, sanctioned, and/or financed) approved by the Sport Club Coordinator.

**ALCOHOL GUIDELINES FOR SPORT CLUBS**

- The possession, sale, use or consumption of alcoholic beverages in public areas of the campus is prohibited. Any situation sponsored, authorized, sanctioned, endorsed,
and/or financed by student organization must be in compliance with any and all applicable laws and rules of the state, county, city, and the University of Kansas.

- No alcoholic beverage may be purchased through a sport club’s funds, nor may the purchase of alcohol for members or guests be undertaken or coordinated by any member in the name of, or on the behalf of, the sport club.
- Open events, meaning those with unrestricted access to non-members of the sport club, without specific invitation, where alcohol is present, shall be prohibited.
- No members, collectively or individually shall purchase for, serve to, or sell alcoholic beverages to any minor.
- No sport club may enter into an agreement to co-sponsor an event with an alcohol distributor, charitable organization or tavern (Tavern is defined as an establishment generating more than half of the annual gross sales from alcohol), where alcohol is given away, sold or otherwise provided to those present.
- No sport club may co-sponsor or co-finance a function where alcohol is purchased by any of the host organizations or groups.
- All membership recruitment activities associated with any sport club shall be alcohol free.
- No alcohol shall be present at any new member activity of the sport club.
- No event shall include any form of “drinking contest” or encourage the rapid consumption of alcohol in the activity or its promotion.
- When traveling, you are considered representing the University of Kansas and KU Recreation Services from the time you leave campus until the time you return. Club members and participants MAY NOT consume any alcohol during a sport club trip at any time (including dinner or after an event has concluded).
- These rules apply to ALL club members as well as anyone coaching the club (Including student and non-student coaches)

**THERE IS A ZERO TOLERANCE POLICY IN REGARDS TO DRUGS AND ALCOHOL INVOLVEMENT WITH ANY SPORT CLUB EVENT**

**POLICY ON DIVERSITY OF THE STUDENT BODY**

The University of Kansas welcomes students from an array of geographic locations, ethnic and cultural backgrounds and educational achievements. It strives to foster an environment in which the dignity and rights of all are respected.

**KU NONDISCRIMINATION POLICY**

(The entire Nondiscrimination Policy at the University of Kansas is in the KU Policy Library at https://documents.ku.edu/policies/hreo/Nondiscrimination.htm.)

As a premier learning and research institution, the University of Kansas, Lawrence, must continuously address issues of diversity and multiculturalism. Every member of the university community is expected to engage in action that leads towards the development of a more democratic and inclusive community. Proactive efforts towards increasing diversity and the elimination of discrimination are necessary in our university.

**HAZING**
Article 22 A #2 states:

Engagement in hazing of another person for the purpose of initiation or admission into, affiliation with, or continuation of membership in any organization operating under the sanction of the University. Hazing includes, but is not limited to, any action, activity or situation which recklessly, negligently or intentionally endangers the mental or physical health, welfare or safety of a person, creates excessive fatigue, sleep deprivation, mental or physical discomfort, exposes a person to extreme embarrassment or ridicule, involves personal servitude, destroys or removes public or private property, or implicitly or explicitly interferes with the academic requirements or responsibilities of a student. It is presumed that hazing is a forced activity regardless of the apparent willingness of an individual to participate in the activity. Apathy or acquiescence in the presence of hazing is not neutral; both are violations of this rule.

CONSENTING RELATIONSHIPS

(The entire Policy on Consenting Relationships at the University of Kansas is in the KU Policy Library at https://documents.ku.edu/policies/provost/ConsentingRelationships.htm.)

Academic and professional trust and ethics are put at risk when members of the university community engage in, or attempt to initiate, romantic or sexual relationships that involve persons of unequal power. Such relationships represent a special form of conflict of interest. The consenting relationships policy addresses situations in which two persons have an apparently voluntary romantic or sexual relationship, but where a power differential exists because of their roles within the university. The policy states that faculty members, administrators, or supervisors should not initiate or accept such a relationship with a student or a staff member over whom they have an evaluative role.

SEXUAL HARASSMENT

(The entire Policy Against Sexual Harassment at the University of Kansas is in the KU Policy Library at https://documents.ku.edu/policies/hreo/Sexual_Harassment.htm.)

THE UNIVERSITY OF KANSAS PROHIBITS EVERY TYPE OF SEXUAL HARASSMENT

Sexual harassment is a violation of professional ethics as well as a violation of federal and state law. Specifically, sexual harassment is a form of illegal discrimination in violation of Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and the Kansas Acts Against Discrimination.

WHAT IS SEXUAL HARASSMENT?

Sexual harassment takes a variety of forms. Sexual harassment may include, but is not limited to, the following:

- unwelcome sexual advances or
- requests for sexual favors or
• verbal or physical conduct of a sexual nature when
  • submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education;
  • submission to or rejection of such conduct is used as the basis for employment or academic decisions affecting an individual; or
  • such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance, or of creating an intimidating, hostile, or offensive working or educational environment.

Repeated or unwanted sexual attention or sexual advances are forms of sexual harassment. Students, faculty, or staff members should not be penalized in the evaluation of their academic or employment performance for refusing to accept unwanted sexual attention or advances as a condition for receiving awards. Sexual harassment occurs when acceptance of such attention is made a condition of reward, or of penalty, for employment or academic performance.

Sexual harassment may occur when there is a power difference between the persons involved, as when a faculty member or supervisor exploits his or her relationship with students or subordinates. Sexual harassment may also occur between persons of the same university status, e.g., student to student, faculty member to faculty member, staff member to staff member, or between persons of the same sex.

**HIV/HEPATITIS POLICIES AND PROCEDURES**

Due to the increased awareness and concern for the Hepatitis B and HIV viruses and due to the need for added precautions to prevent participants from being at higher risk of contamination, KU Recreation Services recommend all Sport Clubs follow the following procedures:

All members of all Sport Clubs should be made aware of the risks involved in contact with contaminated articles and should always be concerned with their own safety as well as other members of the Club.

Each Club will be required to have a first-aid type box. The Sport Club program will acquire and maintain an adequate supply of rubber gloves, disposable towels, trash bags, and TB Phen. These items will be made available to all Clubs.

When making contact with an injured party the following procedures should be followed:

• Any member helping an injured member must be wearing disposable rubber gloves.
• If a towel is to be used, the disposable towel should be used first. ASRFC towels should only be used as a last resort or in an emergency.
• Towels and/or rubber gloves used to contact the injured person should be disposed of by placing them in a plastic trash bag for disposal. At the conclusion of the event and/or activity, any trash bags containing any of the affected items shall be secured tightly and placed in the designated contaminated dumpster on the East Side of Watkins Health Center. The above disposal items should not be left at the Shenk Complex or in a trashcan at AASRFC.
• If blood has come in contact with the floor, mats, equipment, etc., the area should be sprayed with the TB Phen solution. Upon finishing, the towel should be disposed of as directed above.
Players wearing jerseys/clothing with any blood on them must remove the item before continuing to play. The soiled jersey/clothing should be secured in a plastic bag until it is washed.

Any player with an open wound must cover the wound before returning to the game and/or event.

After any injury, an accident report must be filed with the Sport Club Office.

RESERVATIONS, FACILITIES AND USAGE

INTRODUCTION TO KU FACILITIES

Recreational facilities, both indoor and outdoor are available to clubs for regularly scheduled practices and/or competition. The Ambler Student Recreation Fitness Center, Robinson Center facilities and the Shenk Complex play fields have plenty to offer to a variety of Sport Clubs. In addition, the Sport Club staff will always work with each individual club to secure appropriate facilities to meet their needs.

RESERVATIONS

A “Facility Agreement” document must be submitted each fall and is applicable for the entirety of the school year. By signing this document, the club agrees to adhere to all policies set forth by KU Recreation Services and the University of Kansas regarding facility maintenance and usage. It will be the responsibility of all of the clubs who use the ASRFC, Robinson Center, and the Shenk Complex to keep them clean from dirt, debris, and trash. Each club should strive to keep their assigned facility space clean at all times.

Facility practice times operate officially from the first day of classes through the last day of classes for each semester.

SPECIAL EVENTS PREEMPTION

No reservations are guaranteed. KU Recreation Services reserves the right to change, chancel, or alter any Sport Club reservations in the manner they see fit. At times, clubs may be preempted from their facility space by an event sponsored by KU Recreation Services, HSES or other University events. KU will attempt to keep these incidents to a minimum. When these incidents do occur, the Sport Club staff will attempt to provide alternate facility space and notify club representatives in regard to these changes. If Sport Clubs have concerns about facility matters associated with Robinson Center, all concerns must be communicated to the Sport Club Coordinator first and only. The Sport Club Coordinator will communicate with the Robinson Facilities Office on all facility/club matters.

KU FACILITIES RESERVATION REQUEST (FOR REGULARLY SCHEDULED PRACTICES OR EVENTS)

A Sport Club that wishes to utilize ANY KU facilities for practices must also submit a “KU Facilities Reservation Request” by the established deadline in order to be considered for space usage the following semester. Due to limited space and time, it is recommended that each club select two alternatives to their original request. Clubs that request the same
practice times from the previous semester will maintain their time slots for the following semester as long as the “KU Facilities Reservation Request” document is submitted by the designated deadline.

GAME AND EVENT FACILITY REQUEST

A “Game and Event Facility Request” must be submitted on each occasion that a Sport Club would like to reserve a KU facility. This document is required to be submitted at least 15 business days prior to the event. Any extra needs (i.e. equipment, bathrooms unlocked, etc.) should be listed on this document. If the extra needs are not listed on this document, then KU Sport Club staff is not responsible for acquiring the needs.

Clubs holding major events or events which are beyond normal club activities on campus are also required to submit a request for the event to the University Events Committee. Event Committee Requests are available at SILC and KU Recreation Services. The Sport Club Coordinator must sign this form before it is to be submitted to the Events Committee. The following are some examples of when a University Event Committee Form must be submitted to the Student Involvement & Leadership Center, 400 Kansas Union:

- When advertising your Club on campus by means of displaying equipment at a specific or several locations, selling or giving away T-shirts or other paraphernalia, and handing out media material at a table or on foot.

FUNDRAISERS HELD ON CAMPUS

Fundraisers held in/on Ambler Student Recreation Fitness Center and/or Robinson Center facilities may be subject to a facility fee. All collection arrangements and suggestions for use of the fund shall be directed to the Sport Club Coordinator.

When a Club is planning a fundraiser, single event, or contest, they should be in contact with the Sport Club Staff to make the necessary arrangements for these procedures well in advance (minimum of three weeks). Club schedules and media releases for contests/special events should not be printed until final approval has been made on facilities, dates, and times. Approval from the Sport Club Coordinator for a single event/contest is achieved when all of the following has occurred:

- Game/Event Facility Request and budget form is returned to a club with the signature of the Sport Club Coordinator.
- When an event which needs to be presented to the University Events Committee, has been approved by the University Events Committee with following administrators having signed the Events Committee Form: Sport Club Coordinator; Facility Director; Appropriate Authority from another University Entity (when appropriate).

MEETING SPACE REQUEST

Sport Clubs may also reserve rooms in Ambler Student Recreation and Fitness Center for meetings or recruiting tactics. The “Meeting Space Request” document must be submitted to the Sport Club staff at least 10 business days prior to the requested date. Either a Program Manager or Coordinator will confirm a meeting space and time once the request is approved.
or denied. The Sport Club Program will do its best to accommodate to all Sport Clubs regarding meeting spaces within KU Recreation Services Facilities. There is no guarantee that a submitted request will secure a meeting space location.

POST-EVENT DOCUMENT

The Post-Event Document is a mandatory document that must be filled out (in its entirety) and submitted to a Program Manager within 3 business days after an event takes place. This document must be submitted for ANY events hosted by ANY University Sport Clubs (for both on and off-campus facilities). This document can be found on DoSportsEasyKu.com.

SPORT CLUB STUDENT OFFICE

The Sport Club Student Office is unique to this facility and is located in room 208 on the second floor of the Ambler Student Recreation Fitness Center. Sport Club Officers can utilize this area for club administrative purposes including computer work, internet access, making phone calls and faxes, photocopying, and small meetings at the table provided (larger club meetings can be held in the Multi-media room upon approval using a Facility Request form). Abuse of office policies will result in loss of privileges. All Sport Club participants will be responsible for knowing and following Ambler Student Recreation Fitness Center policies. To use the Sport Club Office Suite, one must swipe their KUID card or perform a biometric fingerprint scan at the Welcome Center ID check station. Only current KU students will be allowed to use the office suite. If a student has not purchased a membership during summer sessions, the use of the office suite must be approved by either the Sport Club Coordinator or the club’s designated Program Manager. The Sport Club Office Suite will only be open from 9am to 5pm Monday through Friday. If the suite is needed after this time please use the Omni Lock for entry.

PAPERWORK

All paperwork that Sport Club Officers submit must be either given directly to that club’s assigned Program Manager or turned into their mailbox in the Sport Club Student Office. The Ambler Student Recreation Center and the Sport Club Program is not responsible for any paperwork or documents that are not submitted to the correct location. Sport Club Officers are prohibited from submitting paperwork to the Ambler Student Recreation Center Administration Office.

AMBLER STUDENT RECREATION AND FITNESS CENTER

This facility was entirely funded by the Student Recreation Fee to be used as a recreation venue only. This building was built for students, by student fees. No academic or athletic events will be held in the facility. Club members using the ASRFC must comply with all facility policies. Club members must bring one of the following if they are to be admitted into the ASRFC:

- Current student KUID
- Current Faculty/Staff KUID card (membership required)
- Current Coach/Instructor identification
- Set up a biometric fingerprint scan
This state-of-the-art facility can accommodate many different types of activities and includes the following features:

- 6 high-school sized basketball/volleyball courts
- Oread Arena: Multi-purpose court with dasher board and netting system
- 17,000 square feet of cardio/resistance training equipment
- 4 racquetball courts (1 adaptable for squash)
- 42 foot climbing wall with additional bouldering wall
- martial arts studio with mats and heavy bag
- Golf Simulator
- suspended walking/jogging track (4 laps/mile)
- 1500 square foot Outdoor Pursuits area for equipment rental
- aerobics studio with mirrors
- lounge area with big-screen TV
- Welcome Center/Equipment checkout counter
- Sport Club student office
- multi-media room (seats 130)
- men’s/women’s locker rooms
- administrative offices
- Sport Club Weight Room in ASRFC – details will be given to those clubs that utilize the room

SPORT CLUB WEIGHT ROOM

All Sport Clubs are eligible to schedule time in the Sport Club Weight Room. Clubs that wish to renew the same day and time for the consecutive semester will maintain their time slots as long as the “KU Facilities Reservation Request” is submitted by the designated deadline. After the deadline, reservations are on a first come first serve basis. In order to use the weight room the club must first do Weight room training seminar put on by a Certified KU Personal Trainer. To schedule this session contact the Sport Club Coordinator. This training will cost the club $25. Upon Completion of this training the club president will be issued an OMNI Lock code for the back door. To enter the weight room, the only door you should use is the back door by the outside basketball courts. Under no circumstance will any club member enter through the Men’s Locker Room. The weight room is only allowed to be utilized when the ASRFC is open.

SPORT CLUB WEIGHT ROOM POLICIES

- There must be at least 2 club members present to use the weight room, one must be an officer.
- Times must be reserved with the Sport Club Program Managers.
- Only club members allowed, KU ids will be required and can be asked for by KU Recreation Services staff at any time.
- The outside door is to be kept closed at all times. Do not prop the door open.
- Report any missing or damaged equipment to the Sport Club Coordinator or Program Managers immediately.
- Closed containers for water or sport drinks only, no food allowed.
- No pets are allowed inside or surrounding the ASRFC, including the weight room.
- Do not take any equipment outside of the weight room.
- Use appropriate language and volume (be aware that sound can carry into the locker room)
- Do not hang, hit or touch the pipes. Be aware of your surroundings when using the jump ropes.
- Do not throw the medicine balls against the walls.
- Do not lean on or touch the mirrors other than to clean at the end of use.
- Do not drop or throw dumbbells.
- You must use the weight collars (clamps) with the Power Rack.
- Only properly manufactured weight belts are to be used.
- Each weight, plate, dumbbell & bar should be returned to its specific location after use.
- All equipment must be used as intended by the manufacturer.
- The last club scheduled each day should place all benches and equipment to the side of the room to all for Crew practice.
- The room must be cleaned at the end of each club’s use. No trash should be left on the floors or around the equipment.
- Any club may forfeit their ability to use the area for the academic year if the aforementioned policies are not followed.
- When the ASRFC is closed the weight room is closed – No Exceptions!

ROBINSON CENTER

Robinson Center is a restricted facility used for academic and recreational purposes and available primarily for students, faculty, and staff. Club members using Robinson Center must comply with all facility regulations including admission policies. Club members must bring one of the following if they are to be admitted into Robinson Center:
- KU Student ID Card
- KU Faculty/Staff ID Card
- Robinson Center Family Plan Card

The Sport Club Office, in conjunction with the Robinson Facilities Office, may allow admission to certain club individuals who have an instructional/coaching value for a club. Once a Coaching Application has been filed with the Sport Club Staff and a student representative has requested the admittance of a coach/instructor into the Robinson Center, the Sport Club Coordinator shall issue A Guest Card to the coach/instructor. Coaches/instructors must present their guest cards to be admitted into Robinson Center – no exceptions will be made!

UNIVERSITY OF KANSAS ATHLETIC CORPORATION (KUAC) FACILITIES

Sport Clubs requesting to use Athletic Department facilities for their events should keep the following in mind before submitting a request:
- All requests will be reviewed and either approved or denied by KU Recreation Services (KURS)
- Requests must be submitted to KUAC by KU Recreation Services
- Clubs should not contact KUAC directly about their request
- Only special circumstance/occasion requests will be considered for approval by KURS
- Requests must be submitted to KUAC at least 60 days before event. Keep this in consideration when submitting to KURS (allow 2 weeks)
- Use the “KU Facilities Reservation Request” document

**SHENK**

Field space is available to clubs for practice, competitions, and special events at the Shenk Recreation Complex. Parking lots are located to the north and south of the Complex. Clubs should use only the space allocated to them at the given time. Restroom facilities are available Monday-Friday, 3:00pm-dark and Saturday/Sunday, 1:00pm-dark. Additional space must be approved using “Game & Event Facility Request” document once field times and locations are established.

The complex will be closed for practices/competitions during inclement weather and until they are deemed playable by KU Recreation Services staff. If there is a question to whether or not the complex will be open, please call the Rec Info Line at 864-3456 (do not call KU Recreation Services or the ASRFC) to hear a recording about the status of the complex. Please give this phone number to club members to use. There are also “Complex Open/Complex Closed” signs at the north and south entrances that will be updated as needed. Do not assume that the complex is open if inclement weather has recently occurred. The Shenk Complex is closed for the winter from approximately mid-November until Spring Break has ended.
The staff at KU Recreation Services asks that your club be conscience of where you practice and do drills on your assigned field. It is beneficial to the field if you rotate where your drills take place so that wear patterns do not form. If wear patterns are noticeable notify the Sport Club Coordinator.

OFF-CAMPUS FACILITIES

Clubs have the opportunity to utilize facilities off campus or campus facilities other than Robinson Center & Shenk Complex for practice or event venues. Proper procedures must be followed when reserving and using facilities. Clubs using off-campus facilities must submit an “Off-campus Facility Agreement” document that confirms the agreement between the vendor and Sport Club.

If an off campus venue will be used for practice or home competitions/events, the Sport Club Program Manager should be notified in writing where these activities will be taking place. Clubs should follow the same guidelines for use of off campus fields as they do for University fields.

It is the responsibility of the Sport Club to secure off-campus facilities.

MAINTENANCE FACILITIES

If a Sport Club finds facilities/equipment being vandalized, destroyed or being treated poorly by spectators, club members, and/or visiting teams, it is the responsibility of each club to report such occurrences to the Sport Club Staff immediately. Damages and corrections will be assessed once the Sport Club Staff and appropriate administrators have reviewed items. Clubs need to take ownership of the areas they use to practice. Please leave those areas cleaner and in just as good condition as they were entered.

In addition, all clubs should observe the open/closed sign at the Shenk Complex when inclement weather is or has been present. Use the Rec Info Line, 864-3456, for a recording concerning the status of the Shenk Complex.

TRAVEL INFORMATION AND PROCEDURES

Clubs wanting to travel while representing the University of Kansas must follow the policies below:

- Clubs must adhere to travel policies & procedures established by the KU Recreation Services, University of Kansas, and the State of Kansas.
- KU Recreation Services shall regulate all club travel.
- First and foremost, if an individual wishes to be a Travel Representative at any point during a club’s travel period(s) several documents must be submitted and approved: W9, EFT, voided check (the address on all 3 documents must be the same). These documents must be submitted at least 15 business days in advance of the date(s) of travel.

  - ONLY A TRAVEL REPRESENTATIVE WITH THE SUBMITTED (AND APPROVED) PAPERWORK MAY BE REIMBURSED FOR ANY TRAVEL EXPENSES.
When clubs intend to travel, a club officer must submit one “Intent to Travel” document for every vehicle that is planned to be used on the trip. A different Travel Representative must be listed for each Intent to Travel form submitted. The aforementioned form must be FULLY completed and submitted to the Program Manager a minimum of 15 business days in advance of departure date (if a club plans on utilizing its Restricted funds). This timeline will be strictly adhered to except for during special circumstances designated by the Sport Club staff. If the Restricted Fee will not be used, only one Intent to Travel document needs to be submitted to the Sport Club Program Manager at least 10 business days in advance of departure date.

- If any of the aforementioned deadlines are not met by the Club representative(s), then the Sport Club staff reserves the right to cancel the entire request and the Club’s right to travel to the correlating event.

- After the Intent to Travel document is submitted, it is then the responsibility of the Travel Representative to set up an appointment with the appropriate Sports Club staff member within 10 business days of turning in the Intent to Travel Form to go over the form’s details.

- If the Travel Representative fails to meet and discuss the details of the trip with the Sport Club staff, KU Recreation Services reserves the right to terminate any reimbursement to the Travel Representative and/or cancel the trip altogether.

- All travel arrangements shall be conducted through a Sport Club Program Manager. In addition, Intent to Travel documents must be approved by the Sport Club Coordinator prior to the trip. Approval must be given, in advance, if the Restricted Fee is to be used for travel expenses. The Sport Club Coordinator shall approve travel plans, mode of transportation, and the amount of the Restricted Fee that will be allowed to be spent for each trip when an Intent to Travel form has been submitted and all travel policies are adhered to.

- Travel Funds shall be allocated/procurable for:
  - Registration Fees
  - Rental of Commercial Vehicles
  - Commercial Travel (charter bus, airline, etc.)
  - Gasoline (when applicable)
  - Tumpike and/or parking fees
  - Lodging once a Club has arrived at its destination

- Travel funds shall be allocated for In-State & Out-of-state Travel Destinations, but not international travel.

- Payment of travel using the Restricted Fee will only be available for student members of a Sport Club. Travel funds from the Restricted Fee shall not be allocated/used for guest instructors/speakers, advisors, ASRFC faculty/staff members, or coaches who are not student members. Coaches may not pay for Travel expenses and/or Entry fees with the intent of receiving reimbursement.

- Transportation must be the most economical or advantageous standard mode.

- Club members shall travel together in as few vehicles as possible. Decisions on the number of vehicles to be used, and paid for using the Restricted Fee, for a particular trip, will be decided in consultation with the Sport Club Program Manager. Remember, when a group representing KU uses a 15-passenger van, no more than 9 individuals and their luggage can be in the van.

- As a Representative and/or Member of the University and the KU Sport Club Program drivers shall abide by the following guidelines:
  - Possess a valid driver’s license.
- Follow all laws associated with driving a motor vehicle
- Possess liability and/or collision damage insurance
- **Prior to travel, drivers must submit a current copy of the Driver’s License and Proof of Auto Insurance to KU Recreation Services for anyone who may drive on the trip.**
- KU Recreation Services also strongly recommends that individuals possess personal accident and health insurance.

- Lodging is limited to the lodging establishment’s lowest available rate and must not exceed the State of Kansas Lodging Rates. The club member listed as the Travel Representative on the Intent to Travel must have his/her name on the Invoice in order for the lodging to be paid with KU Recreation Services funds.

- **REIMBURSEMENTS:** All original receipts of acceptable travel expenses must be filed with the Sport Club Staff no more than 3 days upon return from a trip. Along with the original receipts, a Travel Receipt Log must be completed and submitted to the Sport Club Staff. Failure to meet the 3-day deadline or complete the proper paperwork will result in the termination of the reimbursement. A credit card statement will not replace any lost, stolen, damaged receipts. After the approval of the Travel Receipt Log by the Sport Club Coordinator, the paperwork will be sent to the accounting department for processing. Reimbursements will be direct deposited into the Travel Representative’s account (unless indicated otherwise). The reimbursement process can take up to 4 weeks before completion.

- **Post-Event Document (Mandatory):** A Post-Event document must be submitted within 3 business days after a club’s return. The Post-Event document is used to advertise the successes of clubs throughout the year to University staff and students. The document should be as thorough and detailed as possible.

- When traveling, keep in mind the safety of all individuals and equipment. Clubs should be aware of the safest modes of travel, safest routes, and the responsibility of properly licensed drivers/vehicles. In addition, club members should not be driving more than 6-hour stretches at a time, with careful attention being given to driving long stretches at night. Club members should not be driving between the hours of 1:00 am-5:00 am.

- During inclement weather it is up to the Sport Club Coordinator to determine if travel should continue, be canceled, or postponed. On the road, it is up to the club officers to make the best choice of whether travel should stop due to inclement weather. The club travel representative should inform the Sport Club Coordinator of any travel concerns due to inclement weather.

**Travel Timeline** (if any of the dates below are not met before traveling, this trip will not be approved or funded. If any of the dates below are not met after the trip, your club will not be eligible for reimbursement):

**Prior to Trip:**

- **Submit Intent to Travel** (At least 15 business days prior to travel)
- **Meet with Program Manager** (Within 10 business days of ITT submittal)
- **Confirm hotel/rental Reservations** (1 week prior to travel)
- **TRIP!!!!**
After Return:

Submit Post-Event Document
(Within 3 business days upon return)

→ Turn in all receipts & receipt forms
(Within 3 business days of return)

→ Await reimbursement
(May take up to 4 weeks for the reimbursement to be direct deposited into the Travel Rep’s account)

Remember

Hotel – Room rate, taxes, etc. Must have name of Travel Rep. on each

Rental – Include daily rates, insurance rates, taxes, etc.
DOCUMENT INDICES AND EXPLANATIONS

ADMINISTRATION DOCUMENTS

DOC. 1 - REQUEST FOR MEMBERSHIP
This document indicates interest in becoming a sport club within the KU program.

DOC. 2 - LEVEL 5 RECOGNITION
This document can only be submitted by the current President. Request for Level 5 recognition is submitted at the end of the spring semester and is applicable for the following school year. Level 5 is considered the lowest level in KU’s Sport Club Program with minimal allocations and minimal activity.

DOC. 3 - RELEASE OF LIABILITY WAIVER (VISITOR)
If a club has submitted (and been approved for) Doc. 20, then this document must be completed by the opposing team and submitted by the KU club within 3 days after the scheduled home event.

DOC. 4 - COACHING APPLICATION
This form can only be submitted by an officer of the club. All coaches must be registered with the Sport Club Program using this document.

DOC. 5 - CONTRACTUAL SERVICES AGREEMENT
A contractual services agreement verifies a relationship between the KU Sport Club Program, individual Sport Club, and service provider. All Contractual Service Agreements are valid IF AND ONLY IF the Coordinator is present during the contract signing.

DOC. 6 - CONSTITUTION GUIDE
The Constitution Guide is a useful tool that Student Officers may use as a guide to designing and revising a Club’s constitution. An updated Constitution is due at the beginning of the fall semester.

DOC. 24 - MEMBERS LIST
The members list is maintained by a Sport Club Officer. Each list will included every active member of a club that has paid dues. The members list will be submitted to the Sport Club staff on the final day of the fiscal year.

FINANCIAL DOCUMENTS

DOC. 7 - BUDGET MOCKUP
This document is an ESTIMATED budget for fiscal year 2015. It is turned in along with the Club’s constitution at the beginning of the fall semester.
**DOC. 8 - BUDGET REQUEST**

The Budget Request document is submitted for the use of any Supplemental funds. A Purchase Request, quote, and additional information must accompany this form. It is due the Friday prior to an Executive Board meeting. After the processing of a Budget Request, the Sport Club Council must present its case to the Executive Board for final approval.

**DOC. 9 - PURCHASE REQUEST ($5000 & ABOVE)**

A Purchase Request ($5000 & above) is submitted for any purchases a Club wishes to make that cost $5000 or more. The Club must find 3 vendors that sell the same product to ensure that the best bargain is achieved. The stipulations of the purchases are listed on the document.

**DOC. 10 - PURCHASE REQUEST ($4999 & BELOW)**

A Purchase Request ($4999 & below) is submitted for any purchases a Club wishes to make that cost $4999 or less. The stipulations of the purchase are listed on the document.

**DOC. 11 - RECEIPT FORM (SOFAS)**

The SOFAS Receipt document is a useful tool for submitting reimbursement requests to the SOFAS office. This receipt form is a supplement for all services that do not provide their own receipts.

**FACILITY DOCUMENTS:**

**DOC. 12 - FACILITY AGREEMENT**

A Facility Agreement is a mutual agreement between the Sport Club and the Sport Club Program that ensures the proper functioning and treatment of all KU facilities. By signing this agreement, Clubs are held liable for all actions that occur during their time of use.

**DOC. 13 - OFF-CAMPUS FACILITY AGREEMENT**

This document provides knowledge to any off-campus site that hosts any KU Sport Club practices, games, and events.

**DOC. 14 - SEMESTER SCHEDULE FORM**

This document indicates each club’s schedule for the semester, home, away events, tournaments, etc... This does not have to be exact, but should be as accurate as possible. (This document should be submitted each semester)

**DOC. 15 - KU FACILITIES PRACTICE RESERVATION REQUEST**

This document indicates the days and times that clubs want utilize KU Facilities in detail. (This document should be submitted both in the spring and summer/fall of the coming year)

**DOC. 16 - EQUIPMENT REQUEST**
This document should be submitted by clubs that wish to utilize any sport club equipment. This document must be submitted 5 business days prior to requested dates.

**DOC. 17 – TRAILER CHECK-OUT AND CONTRACT**

This document is a contract signed between the Sport Club Program and Sport Club wishing to check out the trailer. By signing the contract, the Sport Club assumes all responsibility for the duration of the check-out period.

**TRAVEL DOCUMENTS**

**DOC. 18 – W9**

This document should be submitted by those that plan on being travel representatives for their club, with the additional paperwork (Doc. 19 and voided check). Note that the address must match EFT document and voided check.

**DOC. 19 – EFT**

This document should be submitted by those that plan on being travel representatives for their club, with the additional paperwork (Doc. 18 and voided check). Note that the address must match W9 document and voided check.

**DOC. 20 – TRAVEL RECEIPT LOG**

This provides financial documentation from away events for each club. This should be submitted by those members wishing to receive reimbursement from an away trip, and when the club is using Restricted Fee or Endowment money to cover the trip. Any member submitting this form must have submitted Doc. 25 (& the corresponding documents) for the corresponding trip.

**DOC. 11 – RECEIPT FORM (SOFAS)**

The SOFAS Receipt document is a useful tool for submitting reimbursement requests to the SOFAS office. This receipt form is a supplement for all services that do not provide their own receipts.

**RISK MANAGEMENT DOCUMENT**

**DOC. 22 – ACCIDENT REPORT**

If any incident during a sport club practice, event, tournament, etc…this document should be completed and submitted to a sport club program manager.

**MARKETING DOCUMENT**

**DOC. 23 – PRESS RELEASE**

The submission of a Press Release document must be enacted before the publishing of any articles, television, or books containing any information relating to the University of Kansas Sport Club Program. All Press Release requests are submitted to a Program Manager.
THIS HANDBOOK IS A FLUID DOCUMENT. ANY CHANGES MADE DURING THE SEMESTER WILL BE APPROVED BY THE SPORT CLUB EXECUTIVE BOARD AND IMPLEMENTED WHEN DESIGNATED. ALL CLUBS WILL BE NOTIFIED DURING THEIR CLUB OFFICER MEETINGS OF ANY IMMEDIATE CHANGES. ANY CHANGES THAT ARE IMPLEMENTED IMMEDIATELY WILL BE REFLECTED IN THE SPORT CLUB HANDBOOK AND ON THE KU RECREATION SERVICES WEBSITE.