# Table of Contents

INTRODUCTION AND GENERAL INFORMATION

<table>
<thead>
<tr>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>INTRODUCTION</td>
</tr>
<tr>
<td>DEFINITION OF A SPORT CLUB</td>
</tr>
<tr>
<td>PURPOSE OF THE SPORT CLUB PROGRAM</td>
</tr>
</tbody>
</table>

ADMINISTRATION AND LEADERSHIP

<table>
<thead>
<tr>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>IMPORTANT PERSONNEL CONTACT INFORMATION</td>
</tr>
<tr>
<td>EMERGENCY CONTACTS</td>
</tr>
<tr>
<td>PROGRAM MANAGER ASSIGNMENTS</td>
</tr>
<tr>
<td>SPORT CLUB SUPERVISORS</td>
</tr>
<tr>
<td>APPOINTMENTS WITH SPORT CLUB PERSONNEL</td>
</tr>
<tr>
<td>SPORT CLUB ORGANIZATIONAL CHART</td>
</tr>
<tr>
<td>SPORT CLUB EXECUTIVE BOARD</td>
</tr>
<tr>
<td>RECREATION ADVISORY BOARD</td>
</tr>
<tr>
<td>SPORT CLUB OFFICERS</td>
</tr>
<tr>
<td>ADVISOR</td>
</tr>
<tr>
<td>COACHES/INSTRUCTORS</td>
</tr>
</tbody>
</table>

SPORT CLUB OFFICER ADMINISTRATIVE RESOURCES

<table>
<thead>
<tr>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAILBOX SERVICE</td>
</tr>
<tr>
<td>PRINTER, COPIER, AND FAX MACHINE</td>
</tr>
<tr>
<td>OFFICE CONDUCT</td>
</tr>
<tr>
<td>REGISTRAR VERIFICATION FORMS</td>
</tr>
</tbody>
</table>

SPORT CLUB MEETINGS

<table>
<thead>
<tr>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPORT CLUB OFFICER WORKSHOPS</td>
</tr>
<tr>
<td>CLUB OFFICER MEETINGS (COMs)</td>
</tr>
<tr>
<td>EXIT INTERVIEW MEETING</td>
</tr>
</tbody>
</table>

OPERATION WITHIN THE SPORT CLUB PROGRAM

<table>
<thead>
<tr>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>NEW CLUB RECOGNITION</td>
</tr>
<tr>
<td>RENEWAL OF MEMBERSHIP</td>
</tr>
<tr>
<td>LEVEL 5 RECOGNITION</td>
</tr>
<tr>
<td>CONSTITUTION</td>
</tr>
<tr>
<td>BUDGET</td>
</tr>
</tbody>
</table>
RISK MANAGEMENT
EQUIPMENT MANAGEMENT AND USAGE
DOSPORTSEASYKU
CLUB ALLOCATION SYSTEM
SPORT CLUB FINANCES
DISCIPLINARY PROCEDURES
SPORT CLUB'S EQUIPMENT
SPORT CLUB PROGRAM EQUIPMENT
INVENTORY
INTRAMURAL PARTICIPATION
FORMS
SPORT CLUB REPORT CARD
GENERATE UNIFORMS/JERSEYS/CLUB APPAREL (Purchase Request Needed)
EQUIPMENT (Purchase Request Needed)
CONTRACTED SERVICES
PURCHASES
SUPPLEMENTAL FUNDING REQUESTS
OUTSIDE ACCOUNTS
ENTRY FEE/REGISTRATION FEE
EQUIPMENT (Purchase Request Needed)
UNIFORMS/JERSEYS/CLUB APPAREL (Purchase Request Needed)
CLUB ALLOCATION SYSTEM
GENERATED INCOME
SPORT CLUB REPORT CARD
DOSPORTSEASYKU - DSEKU
MEMBERSHIP (INDIVIDUALS WITHIN THE CLUB)
FORMS
INTRAMURAL PARTICIPATION
EQUIPMENT MANAGEMENT AND USAGE
INVENTORY
SPORT CLUB PROGRAM EQUIPMENT – CHECKOUT/CHECK-IN
SPORT CLUB’S EQUIPMENT - CHECKOUT/CHECK-IN
RISK MANAGEMENT
<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>INTRODUCTION</td>
<td>28</td>
</tr>
<tr>
<td>CONCUSSION AND HEAD INJURY GUIDELINES</td>
<td>29</td>
</tr>
<tr>
<td>ATHLETIC TRAINING</td>
<td>31</td>
</tr>
<tr>
<td>WEAPONS</td>
<td>29</td>
</tr>
<tr>
<td>EMERGENCY PROCEDURES</td>
<td>32</td>
</tr>
<tr>
<td>HEAT POLICY</td>
<td>32</td>
</tr>
<tr>
<td>ALCOHOL AND DRUG POLICIES</td>
<td>33</td>
</tr>
<tr>
<td>DIVERSITY OF THE STUDENT BODY POLICY</td>
<td>34</td>
</tr>
<tr>
<td>STATEMENT FOR EQUITY, DIVERSITY, AND INCLUSION</td>
<td>34</td>
</tr>
<tr>
<td>KU NONDISCRIMINATION POLICY</td>
<td>34</td>
</tr>
<tr>
<td>HAZING</td>
<td>35</td>
</tr>
<tr>
<td>SEXUAL HARASSMENT</td>
<td>35</td>
</tr>
<tr>
<td>HIV/HEPATITIS POLICIES AND PROCEDURES</td>
<td>36</td>
</tr>
<tr>
<td>RESERVATIONS, FACILITIES AND USAGE</td>
<td>36</td>
</tr>
<tr>
<td>RESERVATIONS</td>
<td>36</td>
</tr>
<tr>
<td>SPORT CLUB STUDENT OFFICE</td>
<td>38</td>
</tr>
<tr>
<td>AMBLER STUDENT RECREATION FITNESS CENTER</td>
<td>38</td>
</tr>
<tr>
<td>SPORT CLUB WEIGHT ROOM</td>
<td>38</td>
</tr>
<tr>
<td>ROBINSON CENTER</td>
<td>39</td>
</tr>
<tr>
<td>UNIVERSITY OF KANSAS ATHLETIC CORPORATION (KUAC) FACILITIES</td>
<td>40</td>
</tr>
<tr>
<td>SHENK</td>
<td>40</td>
</tr>
<tr>
<td>TRAVEL INFORMATION AND PROCEDURES</td>
<td>41</td>
</tr>
<tr>
<td>INCLEMENT WEATHER</td>
<td>41</td>
</tr>
<tr>
<td>TRANSPORTATION</td>
<td>42</td>
</tr>
<tr>
<td>FLIGHTS</td>
<td>42</td>
</tr>
<tr>
<td>LODGING</td>
<td>42</td>
</tr>
<tr>
<td>REIMBURSEMENTS</td>
<td>433</td>
</tr>
</tbody>
</table>
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 Assistant Director of Sport Clubs, 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 Assistant Director of Sport Clubs.

DEFINITION OF A SPORT CLUB
A University of Kansas Sport Club is a registered student organization recognized by the Sport Club Executive Board 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.

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>DAVE PODSCHUN</td>
<td>Assistant Director of Sport Clubs</td>
<td>205B ASRFC</td>
<td>864-0792</td>
</tr>
<tr>
<td>NATHAN GOETZ</td>
<td>Sport Club Student Program Manager</td>
<td>208 ASRFC</td>
<td>864-4519</td>
</tr>
<tr>
<td>JESSICA COHEN</td>
<td>Sport Club Student Program Manager</td>
<td>208 ASRFC</td>
<td>864-4519</td>
</tr>
<tr>
<td>HANNAH WEINGARTNER</td>
<td>Sport Club Student Program Manager</td>
<td>208 ASRFC</td>
<td>864-4519</td>
</tr>
<tr>
<td>AMARAI TOWLE</td>
<td>Sport Club Supervisor</td>
<td>2058ASRFC</td>
<td>864-4519</td>
</tr>
<tr>
<td>KYLER WOMACK</td>
<td>Sport Club Supervisor</td>
<td>208ASRFC</td>
<td>864-4519</td>
</tr>
<tr>
<td>COLIN MATTHEW</td>
<td>Sport Club Supervisor</td>
<td>208ASRFC</td>
<td>864-4519</td>
</tr>
<tr>
<td>JASON KRONE</td>
<td>Director KU Recreation Services</td>
<td>103 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>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>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 listed above.

<table>
<thead>
<tr>
<th>NAME</th>
<th>POSITION</th>
<th>OFFICE</th>
<th>CELL</th>
</tr>
</thead>
<tbody>
<tr>
<td>DAVE PODSCHUN</td>
<td>Assistant Director of Sport Clubs</td>
<td>864-0792</td>
<td>(620) 218-2341</td>
</tr>
<tr>
<td>JILL URKOSKI</td>
<td>Associate Dir. of Programs</td>
<td>864-0798</td>
<td>(785) 218-5065</td>
</tr>
<tr>
<td>JASON KRONE</td>
<td>Director</td>
<td>864-0791</td>
<td>(913) 645-1223</td>
</tr>
</tbody>
</table>

PROGRAM MANAGER ASSIGNMENTS

Sport clubs should relay any questions and/or concerns in regards to the daily operations of their club - directly to their designated program manager. Sport Club Program Managers are the liaisons between the Sport Club Officers and the Assistant Director (Dave Podschun).

Hannah Weingartner—Crew, Ice Hockey, M. Lacrosse, Quidditch W. Rugby, M. Soccer, Table Tennis, Tennis, Women’s Ultimate, Men’s Volleyball, Water Polo

Nathan Goetz—Badminton, Golf, Gymnastics, Jiu Jitsu, Women’s Lacrosse, Rock Climbing, Sailing W. Soccer, Swimming, Waterski

Jessica Cohen—Baseball, Boxing, Cycling, Disc Golf, Men’s Rugby, Running, Softball, Tae Kwon Do, M. Ultimate, W. Volleyball,

SPORT CLUB SUPERVISORS

The Sport Club Supervisor reports to the Assistant Director of Sport Clubs 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. SC Supervisors are the first point of contact for Clubs at all Home Events and Practices (Shenk, ASRFC, Robinson).

**APPOINTMENTS WITH SPORT CLUB PERSONNEL**
Preferably, appointments should be made with either the Assistant Director of Sport Clubs or Program Manager well in advance via email in order to give them time to prepare for the meeting. The Assistant Director of Sport Clubs typically works Monday through Friday, 9:00am-5:00pm and the Program Managers have established set office hours determined at the beginning of each semester. Drop-ins are welcome with the understanding that the Assistant Director or Program Managers may be busy at the moment or unavailable.

**The Assistant Director of Sport Clubs prefers setting up appointments by e-mail whenever possible so as to avoid “phone tag”. Please use the Assistant Director of Sport Club’s cell phone for pressing matters or emergencies only – if it can wait, leave a message at work or by email.**

**SPORT CLUB ORGANIZATIONAL CHART**

```
Director of Recreation Services (Jason Krone)

Associate Director of Rec. Services (Jill Urkoski)
Assistant Director of Sport Clubs (Dave Podschun)
Sport Club Program Managers (Hannah Weingartner, Nathan Goetz, Jessica Cohen)
Sport Club Supervisors
Amarais Towle & Kyler Womack & Colin Matthew
Sport Club Executive Board
31 Active Sport Clubs
```

Sport Club responsibilities will be impacted by the beliefs, attitudes, and policies generated by the cohesive efforts of the Recreation Advisory Board, Assistant Director of Sport Clubs, Sport Club Program Managers, and Sport Club Executive Board. 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.

**SPORT CLUB EXECUTIVE BOARD**
The Sport Club Executive Board consists of five sport club officers. Each year Sport Club Officers will have the opportunity to apply to be a member of the Sport Club Executive Board. If voting is deemed necessary (by the Assistant Director of Sport Clubs) then the SCEB members will be determined by their peers through a vote determined by the Assistant Director of Sport Clubs. Board members shall serve at least one term, which runs from September through July of each fiscal year. There shall be no more
than one Sport Club Executive Board members from each active Sport Club. 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 Budget Request Hearings and approve/deny all supplemental requests from the Sport Club Supplemental Funding Account.
- Serve as a liaison between the Sport Club Officers and the Assistant Director of Sport Clubs and/or Recreation Advisory Board/Student Senate.
- Serve as a consultant to the Assistant Director of Sport Clubs on information gathered from the Sport Club Officers 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 Assistant Director of Sport Clubs in creating a Sport Club Budget Proposal to present to the Sport Club Officers.
- Serve as a consultant to the Assistant Director of Sport Clubs on all fiscal allocations associated with the Sport Club portion of the Restricted Fee.

*To make any decisions, the majority of the Executive Board must be in agreement (i.e. 3 out of 5 board members must come to the same conclusion).

**RECREATION ADVISORY BOARD**

The Recreation Advisory Board 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 Recreation Advisory Board 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
- 2 Sport Club Council Executive Board Members
- Student Senate Treasurer
- Director of Recreation Services
- Director of Student Involvement & Leadership Center
- Designee of Vice Provost, Student Affairs

**SPORT CLUB 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. All officers should be listed and up to date on DoSportsEasyKU and Rock Chalk Central at all times.

Although the duties of officers will vary from one club to the next, one consistency with all club officers is that the officers 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 DoSportsEasyKU. 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 dependent on each individual club. All new officers should be elected by each clubs’ scheduled Exit Interview; however, we strongly encourage new officers to be elected by February 1st, in order to provide the new officers a chance to shadow the current officers and to get accustomed to their responsibilities. Club elections should be conducted in accordance with processes outlined in each club’s constitution.
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 and Endowment Account usage.

The task of conducting the business of a Sport Club should be delegated between all of the clubs’ officers. 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 and documents 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 SILC (RockChalkCentral) and the KU Recreation Services (DoSportsEasyKU) each academic year.
- Attend both Officer Leadership Workshops.
- Attend all Sport Club Officer Meetings or send another club member in their place.
- Insure all members have completed a Waiver and Release of Liability through DSEKU.
- 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.
- Insure all club financial obligations are met and kept up to date.
- Check the club’s mailbox, located in KU Recreation Services, on a weekly basis.

**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. 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. The advisor 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.
- 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 Assistant Director of Sport Clubs must be notified of any change of advisor within a week of the interaction.

**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 related to a coach/instructor:

- The selection of a coach/instructor must be made known to the Sport Club Staff by completing a “Coaching Application”. This form must be completed by a club officer and be on file with the Sport Club Staff before the coach can begin their duties. Clubs may have no more than four official club coach. Coaching applications will only be valid for one academic year. A coaching application may extend through the summer session with the approval of the Assistant Director of Sport Clubs. Coaches must reapply each year in order to coach for a club.
- Coaches must also complete the “Agreement for Background Check” form when submitting their application in order for KU to run a background check on behalf of the club.
  - Coaches cannot participate in any practices, events, training sessions, or travel with the club until their background check has been approved by KU Human Resources and the club and coach has been notified by the Sport Club Staff.
- Coach/instructors should not play any type of officer role within the club. The coach should solely be responsible for the coaching/instruction of the club, but should never handle any sport club business. It is up to each individual club to assure that this philosophy is maintained in the everyday operation of the club.
- Coaches/Instructors must sign a Consent Agreement/Waiver. In addition, the coach 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.
- Non-student coaches should not stay in the same hotel rooms as students during travel.
- Coaches of the opposite sex to the participants on the club team should not stay in the same hotel room as the club participants.
  Any contractual agreements with the club and any coach must first be reviewed by the Assistant Director of Sport Clubs 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.
SPORT CLUB OFFICER ADMINISTRATIVE RESOURCES

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. Clubs must check their mailbox at least once a week. Clubs should use KU Recreation Services as a mailing address for all official club business and not for personal use by members. Mail that is received will be put into the club’s mailbox.

Mailing Address: “Sport Club Name”
Ambler SRFC
1740 Watkins Center Drive
Lawrence, Kansas 66045 – 7567

PRINTER, COPIER, AND FAX MACHINE

There is a Printer/Copier, Fax machine available for Sport Clubs to utilize in room 208. Access can be granted ONLY from the Sport Club Program Managers and Assistant Director of Sport Clubs. Sport Clubs may use this machine for Sport Club business only.

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 Assistant Director of Sport Clubs for approval with all information completely filled out. Please include student’s full name and KU Student ID number to ensure correct identification and prevent delays in completion. Forms should be submitted to the Assistant Director of Sport Clubs or Program Managers at least two weeks in advance of needing the form completed. Failure to do so will not guarantee approval in time. Once completed and picked up by Sport Club Staff, you will pick up your form from the Sport Club Office.

**Do not submit this form directly to the Registrar’s Office, it will not be accepted.**
SPORT CLUB MEETINGS

SPORT CLUB OFFICER WORKSHOPS

Sport Club Officer Workshops 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, two attendees are required. Each Sport Club must meet the following criteria associated with the Sport Club Officer Workshops:

- There will be two Sport Club Officer Workshops. 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 SCOW 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 and information that can benefit the leadership of the club. Regularly, the Sport Club Staff will convey information about policies and procedures, upcoming important dates, and the budget report. These meetings give the Sport Club Officers the opportunity to discuss items concerning the Sport Club Program as well as speak with other fellow sport club officers.

COMs will typically occur on a monthly basis during both the fall and spring semesters. Each Sport Club shall have at least 2 officers in attendance at each COM unless otherwise noted by the Sport Club Staff. Failure to attend the COMs or show up on time will result in disciplinary action. If a Club cannot provide representation at a COM the Program Manager must be notified at least 24 hours in advance of the meeting. In the event that 2 club officers cannot attend the COM, a student club member may stand in for the officers as long as the change has been approved by the Sport Club Staff.

The dates of the COMs will be given out at the fall Sport Club Officer Workshop and also be available on the KU Sport Club Website. Failure to attend will result in zero points on the clubs’ report card for the correlating COM and must be made up within 7 business days after the originally scheduled COM before the club can continue to be active in the Sport Club Program, including practicing, traveling, competing.

The Sport Club Staff may adjust the schedule and content of the COMs meeting requirement on a yearly basis in order to meet the needs of and expand the education of Sport Club Officers.

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 as well as have an opportunity to look at the overall successes/issues each club faced throughout the academic year. The outgoing (previous President, Vice President, and Treasurer) and incoming (future President, Vice President, and Treasurer) officers are required to attend. Advisors are strongly encouraged to attend, but are not required.

The Exit Interviews will take place towards the end of the spring semester. The Sport Club Officers 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 giving the clubs ample time to schedule the meeting time that works for all parties. 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.

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:

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

Voting Procedure
After the aforementioned prerequisites have been met, the Sport Club Executive Board will vote on their recommendation to induct the prospective organization into the Sport Club Program. The current Sport Club Executive Board members will vote via confidential documentation. After the Executive Board confirms their recommendation, each club president will have the opportunity to vote on the prospective clubs acceptance into the Sport Club Program. 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 Staff
- 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 and DoSportsEasyKU
- 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 Officer Workshops
- Club attended all COMs and fulfilled any requirements set forth within the COMs
- Club purpose continues to be consistent with KU Recreation Service’s 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 within a given school year, the club is no longer considered a Sport Club in the Sport Club Program. The club loses all funding, facility privileges, and must seek new club recognition status.

LEVEL 5 RECOGNITION
Clubs may request a Level 5 recognition if the club wishes 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 Assistant Director of Sport Clubs 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)
- Rock Chalk Central and DSE 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.

BUDGET
It is important that Sport Club officers maintain an updated budget at all times (Including their Restricted, SOFAs, and Endowment Accounts). At the beginning of the fall semester, a Budget Mockup document is submitted for review. The budget mockup should detail all the projected expenses the club will incur throughout the academic school year.

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 equitably set a Club’s dues. Club members may not participate in club activities until the members have paid club dues.

All 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 the Cashier’s Office in 23 Strong Hall along with a SOFAS deposit slip.

PARLIAMENTARY PROCEDURE
When parliamentary procedures are necessary, the sport club executive board shall each have one vote cast. 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 Executive Board Meetings:

1. Starting a Motion: May contain only one item of business
2. Seconding a Motion: If there is no second, the Assistant Director shall declare, “The motion dies for a lack of a second.” If seconded, The Assistant Director 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 Assistant Director shall restate the motion on the floor and call for a vote.
4. Order of Voting:
   a. Motion
   b. Amendment
   c. Amendment to Amendment

COMMUNITY SERVICE
Involvement in community service opportunities can provide an excellent learning experience for a club and its members. 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.

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.
MARKETING
It is up to the individual Sport Club to market and promote their student organization. The Sport Club staff can offer advice and guidance, but is not responsible for the individual marketing of each club.
Marketing Opportunities:

- **Sport Club Website:**
  - Keep club information up to date
  - Tryout dates or special announcements
- **Social Media:**
  - Individual Club Accounts
  - Recreation Services Accounts
- **Tabling:**
  - Events throughout the first week of school
  - Can request individual tables in ASRFC (through Facility Reservations)
- **Can request tables on campus (through SILC), Campus Screens (sizes):**
  - Touch Screen (1280 x 580 px)
  - Admin Desk Screen (995x635 px)
  - Fast Break TV (565x707 px)
  - Ipads (1500 x 537 px)
  - Campus Wide (654x491 px)
  - Union TV (4267 x 3200 px)

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 Assistant Director of Sport Clubs for approval. This procedure is used to ensure 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 Assistant Director of Sport Clubs who will get approval by the Office of Trademark Licensing.

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 the Office of Trademark Licensing. 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.
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 Officers. Schedules are discussed at the end of the Sport Club Officer Workshops and COMs, listed online via the Sport Clubs KU Recreation Services website, hardcopies are distributed at the Sport Club Officer Workshop, and notification of all upcoming Sport Club Officer Workshops and COMs will be sent via email. 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 both of the Sport Club Officer Workshops must be attended. Failure for one or both Club Representatives to attend any portion of Sport Club Officer Workshops will result in the following disciplinary actions:

- A probationary period including the following:
  - Report Card score of 0 (out of a possible 100 points)
  - $50 fine from the Restricted Fee Account/SOFAS Account
  - Verbal and written reprimand
  - Suspension of all club activities until the meeting is made-up

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

- All Meetings: Report Card Score of 0 (out of possible 50 points)
- 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:
  - $50 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

*All fines go to Supplemental Funding to be distributed by the Sport Club Executive Board

MAJOR INFRINGEMENT

Major Infractions include actions, which are unacceptable standards of conduct or are in violation of KU Recreation Services, KU Student Code of Conduct, University, and/or State of Kansas policies and procedures or any applicable state or federal laws. 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, University, or Off-Campus 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 Assistant Director of Sport Clubs to carry out these disciplinary procedures when deemed necessary.

A Club will be notified of potential infractions via email will be required to attend a meeting with the Sport Club Staff prior to a decision is made regarding any disciplinary action.

Clubs may appeal the Assistant Director of Sport Clubs’ 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 Assistant Director of Sport Clubs’ decision. A second appeal can be directed to the Recreation Advisory Board within 48 hours of the Directors’ 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 14-15 of this handbook for details on applying for sport club status.

SPORT CLUB FINANCES

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 access to three separate accounts. Restricted Fee Account, Student Organization Account (SOFAS), and Endowment. Clubs are strongly discouraged to have bank accounts outside of the university. The university will not be held responsible if clubs choose to have an outside bank account.
RESTRICTED FEE ACCOUNT
Each club is eligible for funding through the Recreation Restricted Fee. This fee is used to pay travel expenses, personnel (officials/inside instructors), facility usage, and equipment costs a club may incur during a fiscal year. Funds from the Restricted Fee are allocated to the clubs after the Student Senate Budget Process (March) for the upcoming fiscal year (Starting July 1st).

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 memberships, and coaches (unless the members 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. The club will be penalized $240 of their FY12 allocation of $5000. Therefore the club will be left with $4760 for FY12.
- Example 2: Jump Rope Club had $23 (4.6%) left from their FY11 allocation of $500. The club will not be penalized for FY12.

Allocation of the Restricted Fee will be based on the Club Allocation System (Report Card Grade and Generated Income) 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) Carruth-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 - 4:00 pm and Thursday 9:40-4:00
Link to SOFAS Documents (Including Handbook): 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 signor on the SOFAS account. The University of Kansas is not liable for any lost deposits that the club elects to send via mail. It is SOFAS policy that all deposits are made within a week of collecting the funds.

Payment Requests:
To request a check to be issued for payment of a club expense, utilize a voucher request webform located on the website listed above. This form, headed “To the Treasurer of Student Organization Fund” directs CASPUR to issue a check on the club’s account. 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 another 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 cannot reimburse with a credit card. All transactions will be through paper checks.

Account Statements:
Account statements will be printed the 1st of each month. The statement reflects all the transactions for the month. These can be picked up the following week from room 205 ASRFC. Please bring any discrepancies to the SOFAS coordinator’s attention immediately.

Sales Tax:
All sport clubs are NOT tax exempt through the SOFAS account. Clubs will be required to pay sales tax on any items or services purchased as well as paying sales taxes on the sale of any items for a fundraiser.

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>
</tbody>
</table>
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 done through the Assistant Director of Sport Clubs. If a club wishes to spend money that has been 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 Assistant Director of Sport Clubs in consultation with Recreation Service’s account manager from the Endowment Association. The Assistant Director of Sport Clubs 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 Assistant Director of Sport Clubs 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.

LaunchKU
LaunchKU is a crowdfunding initiative by KU Endowment that aims to help faculty, staff and alumni groups at the University of Kansas raise funds for their projects and passions, all to benefit KU and our students.

More information about this program and to determine if your goals are in line with the purpose of this program, please visit https://www.launchku.org/about.

To apply to participate in LaunchKU, please consult with the Assistant Director of Sport Clubs, who will assist you with the application process and other logistical details.

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.

SUPPLEMENTAL FUNDING REQUESTS
The purpose of supplemental funding is to provide clubs with the opportunity to receive funding for non-budgeted expenses or items and unforeseen situations. Each club is eligible to submit a supplemental funding request once per semester. This funding is intended for purposes such as qualification for regional and national competition, drastic increases in participation numbers, or unexpected equipment repair or purchase. This funding can also be allocated to newly recognized clubs as the club receives recognition as a Sport Club. Funding to new clubs is not to exceed $500 for their first year as a recognized club. A supplemental funding request cannot be submitted for events or expenses that have already taken place. Requests must be turned in at least 3 weeks in advance unless there are special circumstances such as a qualified national’s appearance.

All Supplemental funding awarded must be spent as designated within the supplemental funding request. For example: If a club requests $2000 for a new set of jerseys and only spends $1750 on said jerseys, the remaining balance of $250 will return to the supplemental funding account for future requests.

PURCHASES
Access to the Restricted and Endowment Accounts generally resides between July 15th and May 1st of each year but specific deadlines can fluctuate depending on university policies and deadlines for submitting and receiving purchases. Financial records are kept for each club. Account balances are available by request via the Assistant Director of Sport Clubs or Program Manager; however, it is the responsibility of the club to keep track of all expenses and balances.

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.
Services’ facilities with prior approval from the Sport Club Staff. All Sport Club purchases are subject to University purchasing policies and procedures. All purchases will be shipped to the Ambler Student Recreation Fitness Center and will be inventoried by KU Sport Club staff before being checked out to the clubs.

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. Reimbursements are intended for club travel and are not guaranteed for any other purpose unless approved by the Assistant Director of Sport Clubs.

CONTRACTED SERVICES
A contractual service agreement must be submitted for any club wishing to pay referees/officials, guest speakers, instructors, athletic trainers, etc. via the Restricted Account. A complete 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. A registration Fee is defined as a fee paid to participate in a single tournament, workshop, or competition. Clubs requesting to pay an entry fee or registration fee via the Restricted Account must submit an invoice, copy of the entry fee cost from the event’s website, and W9 to sclubs@ku.edu. W-9 form must match the address for the registration fee and cannot be a W-9 for an individual person. The w-9 needs to be that of the university, the organization hosting, or in certain circumstances the club itself. Invoices cannot be handwritten and must be professional in nature.

EQUIPMENT (Purchase Request Needed)
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 (Purchase Request Needed)
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 design must also be submitted along with the request in order to secure approval from the Office of Trademark Licensing. We cannot place orders for apparel unless they have an approved design for the artwork.
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 a Report Card Grade.

<table>
<thead>
<tr>
<th>LEVEL</th>
<th>ALLOCATION ($)</th>
<th>GENERATED INCOME</th>
<th>REPORT CARD GRADE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$10,000 - $20,000</td>
<td>≥ $13,500.00</td>
<td>95% or +</td>
</tr>
<tr>
<td>2</td>
<td>$7,000 - $10,000</td>
<td>≥ $8,000.00</td>
<td>90-94.4%</td>
</tr>
<tr>
<td>3</td>
<td>$3,500 - $7,000</td>
<td>≥ $5,000.00</td>
<td>85-89.4%</td>
</tr>
<tr>
<td>4</td>
<td>$1,000 - $3,000</td>
<td>≥ $1,300.00</td>
<td>75 – 84.4%</td>
</tr>
<tr>
<td>5</td>
<td>$100 - $500</td>
<td>≥ $40.00</td>
<td>50 - 74.4% +</td>
</tr>
</tbody>
</table>

GENERATED INCOME

Generated income is defined as any money that a club contributes to the SOFAS and Endowment account within a fiscal year: including dues, fundraising, and donations. For report card purposes, 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.

SPORT CLUB REPORT CARD

Sport club report cards are based on factors such as administrative compliance, meeting attendance, involvement, and membership. Each club will be given a ‘grade’ based upon the required criteria (points received and points deducted). Sport clubs can receive current report grades by emailing sclubs@ku.edu. Report Card grades are calculated between the last business day of February and the end of the first full week of March or after the March COMS meetings take place. For 2017-2018 the Report Card Deadline will be March 9th.

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

\[
\text{Grade} = \frac{(\text{Points earned} + \text{Bonus points}) - \text{Deductions}}{\text{Total Points Possible}}
\]

Grading Scale

<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%</td>
<td>Automatically dismissed from program for following semester</td>
</tr>
</tbody>
</table>
Graded Criteria
Club’s receive points for various items through a Fiscal Year that make up their Report Card Grade. Bonus points and point deductions are given by the discretion of the sport club personnel. The following items are what each club is graded on throughout a Fiscal Year:

Mandatory Paperwork
Facility Agreement, Inventory List (Fall and Spring), Schedule (Fall and Spring), Registration on DSEKU and SILC, Constitution, Budget Mockup, Facility Request (Fall and Spring), CPR Certification (At least 1 per club), Active Membership (Total).

Any club that misses a requirement above can turn in the required paperwork late to receive partial credit for their report card grade. The amount of credit given depends upon how late the requirement is met and is at the discretion of the Sport Club Staff.

Mandatory Meetings/Activities
Community Service/Campus Involvement (At least once per year), Sport Club Marketing Fair, Sport Club Officer Leadership Workshop (Fall and Spring), COMs), Exit Interview.

Any club that misses a COMs or Exit Interview meeting can make up said meeting to receive partial credit for their report card grade. A made up meeting will result in half credit if it is made up within a reasonable amount of time, to be determined by the Sport Club Staff. If the club fails to have the appropriate number of attending officers the club will get points based on how many officers are present for the meeting in question.

Bonus Points
Executive Board Involvement, Community Service/Campus Involvement, Attending Other Club Events, SC Quizes and Assessments (extra bonus points may also be awarded)

Community Service
Sport clubs are required to participate in at least one community service event per academic year. Clubs that participate in more than one community service event will receive extra points on their report card. A majority of the club’s active participants are required to attend the community service event. Clubs are responsible for informing their Program Manager of the community service opportunity prior to.

The Following is a list of a few acceptable community service partners/activities Sport Clubs can get credit for:
- KU Sport Club Events (Volunteering or Supporting accepted)
- KU D-1 Athletic Events (Excluding Men’s Basketball and Football)
- Boys and Girls Club of Lawrence
- Just Food
- Lawrence Community Shelter
- Lawrence Creates
- Lawrence Meals on Wheels
- Lawrence Humane Society
- Prairie Park Nature Center
- The Salvation Army
- Van Go Inc.
- 100 Good Women
- Willow Domestic Violence Center
- Any KU Sport Club event, team, etc.
- Any KU Division 1 event, team, etc.

**Deductions**
Solely up to the discretion of the Sport Club Personnel and based upon club’s not abiding by the policies and procedures outlined in this handbook.

**DOSPORTSEASYKU - DSEKU**

The KU Sport Club website is [https://www.dosporteasy.com/kusportclubs/](https://www.dosporteasy.com/kusportclubs/). All KU Sport Clubs are required to utilize and update their club’s DoSportsEasyKU site on a regular basis.

**MEMBERSHIP (INDIVIDUALS WITHIN THE CLUB)**
Membership in any Sport Club is restricted to currently enrolled KU students, faculty, or staff. KU Edwards campus and KUMC students are not eligible to participate the Sport Club Program. Sport Clubs may determine their own membership rules, in addition to the above, but these membership rules must be free of any restriction based on race, color, religion, sex, age, national origin, sexual orientation, gender identity, or abilities. Eligible members of the University population must perform the following acts to be considered an active member of a Sport Club by KU Recreation Services:

- Complete full registration on DSEKU including all of the forms listed below

When determining active membership counts for a club, the Sport Club Staff will count the number of members who have completed all aspects of DSEKU registration.

**FORMS**
There are a total of 8 forms throughout each Club’s DoSportsEasyKU site. Only six of the forms are required by all club members within a KU Sport Club to complete prior to being considered an active member within the club.

The six required forms for ALL members to fill out are:

1. Personal/Emergency Contact Info
2. Complete the “Release of Liability Waiver” section on DSEKU
3. Driver Info
   - If you are not interested in driving to any events no further action required
   - If you are interested in becoming a driver you must complete this section along with providing proof of auto insurance and a valid driver’s license.
4. Conduct Guidelines
5. Hazing Prevention
6. Acknowledgement of concussion and head injury guidelines

Additionally, the Club Officers are responsible for filling out and submitting an additional 3 forms via DoSportsEasyKU when deemed necessary.

**Additional forms required for Officers to fill out:**

1. Event Forms (Game, Tournament, Events) – Due by the deadline at the beginning of each semester
2. Roster/Travel Form with all details – Due AT LEAST 5 business days prior to any type of event
3. Post-Event Report – Due WITHIN 3 days following the event

Intramural Participation:
The maximum number of sport club players on a team’s roster must not exceed 50% of the number of players required to play a sport at full strength for their corresponding sport. A sport club member may participate in a singles event. A sport club member is defined as any student who pays dues to a sport club team. The status of sport club member exists for the entire academic year.

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 and be responsible for storing all equipment purchased with the Restricted Fee.

The Sport Club Staff, along with club officers, will inventory club equipment once a year in the following manner:
At the end of each academic year, clubs must check-in equipment purchased with the Restricted Fee or Endowment Account Funds 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 Assistant Director of Sport Clubs 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.

*Under, no circumstances are club members to sell, throw away, or dispose of any club property!

SPORT CLUB PROGRAM EQUIPMENT – CHECKOUT/CHECKIN ITEMS
Officers of each club in the Sport Club Program can check out program equipment for club use. Requests for use of equipment must be made by emailing sclubs@ku.edu. The Sport Club Staff will issue equipment on a first come – first served basis.

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.

Items Available For Checkout (Program Equipment)
- Extension cord (2)
- Field Liners (3)
- Tables (3)
- Cones (100)
- Water Coolers (5)
- White Field Paint
- Orange Field Paint
- 6’ x 8’ Trailer
- Garmin GPS (3)
- Sony Cyber shot Camera (2)
- Sony Video Camera Mount for Tripod (2)
- Kingston 4GB Memory Card (1)
- Go Pro (2)
- Go Pro Remote (2)
- Head Strap and Quick Clip (1)
- First Aid Kits – for Travel and Off-Campus Events and Practices (30)
- Waterproof Case (Dive Housing) (1)
We could be adding equipment throughout the semester as needed. Please check back periodically for new items.

IMPROPER USE OF PROGRAM 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 Assistant Director of Sport Clubs 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 will be assessed once the Assistant Director of Sport Clubs 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.

SPORT CLUB’S EQUIPMENT - CHECKOUT/CHECK-IN
All KU Recreation Services owned individual Sport Club’s equipment will be stored at the Rec Center or alternate location with approval from the Assistant Director of Sport Clubs, when not in use. To gain access to a Club’s equipment, the Club Representative must set up a check-out meeting with their Program Manager at least 48 hours in advance. It is the responsibility of the club to maintain the Inventory List. The Program Manager will designate the appropriate day, time, and location for the check-in/check-out.

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

- Each participant of the club shall fill out the waiver and release of liability form located on DSEKU.
- Sport Club Officers, Club members, and Coaches/Instruction 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 Assistant Director of Sport Clubs 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, the sport club 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/AED 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/Injury 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:
  
  1. First, seek medical attention that is necessary.
  2. Second, make notification of the incident to the Assistant Director of Sport Clubs. If the Assistant Director of Sport Clubs cannot be obtained, contact with the University should be made according to the KU Recreation Services Emergency Procedures and Notification List. This can be found on page 6 of this document.
  3. Third, follow up with an “Accident Report Form” and submit to your Program Manager.

- 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 participating. 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 KU Recreation Services Employee(s) according to the emergency calling tree listed above. 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 notifications. If the press should contact the organization direct them to the Assistant Director of Sport Clubs. 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.

CONCUSSION AND HEAD INJURY GUIDELINES

In the event of any head injury or suspected concussion the following guidelines must be followed by both the individual involved in the accident and the club members and officers of the club:

**Removal from Play:** Any Athlete who exhibits signs, symptoms, or behaviors consistent with a concussion (such as loss of consciousness, headache, dizziness, confusion, or balance problems) shall be immediately removed from the contest and shall not return to play for the remainder of the day or until cleared by an appropriate health care professional. An athlete can be removed from play by an official, sport club staff member, another club member, athletic trainer, or a health care professional.

**Signs/Symptoms of a Potential Concussion:**
<table>
<thead>
<tr>
<th>Signs Reported by Others</th>
<th>Symptoms Reported by Athlete</th>
</tr>
</thead>
<tbody>
<tr>
<td>Appears dazed or stunned</td>
<td>Headache</td>
</tr>
<tr>
<td>Is confused about assignment</td>
<td>Nausea or vomiting</td>
</tr>
<tr>
<td>Forgets plays</td>
<td>Balance problems or dizziness</td>
</tr>
<tr>
<td>Is unsure of game, score or opponent</td>
<td>Double or fuzzy vision</td>
</tr>
<tr>
<td>Moves clumsily or has slurred speech</td>
<td>Sensitivity to light or noise</td>
</tr>
<tr>
<td>Answers questions slowly</td>
<td>Feeling sluggish or drowsy</td>
</tr>
<tr>
<td>Loses consciousness</td>
<td>Feeling foggy or groggy</td>
</tr>
<tr>
<td>Shows behavior or personality changes</td>
<td>Concentration or memory problems</td>
</tr>
<tr>
<td>Cannot recall events prior to hit</td>
<td>Confusion</td>
</tr>
<tr>
<td>Cannot recall events after hit</td>
<td></td>
</tr>
</tbody>
</table>

*These lists may not be exhaustive*

**Return to Play:** Any athlete who has been removed from a sport competition or practice session shall not return to competition or practice that day until the athlete is evaluated by a health care provider and the health care provider provides such athlete a written clearance to return to play or practice.

**Return to Learn:** The first step to concussion recovery is cognitive rest. This is essential for the brain to heal. Activities that require concentration and attention such as trying to meet academic requirements, the use of electronic devices (computers, tablets, video games, texting, etc.), and exposure to loud noises may worsen symptoms and delay recovery. Students may need their academic workload modified while they are initially recovering from a concussion. Decreasing stress on the brain early on after a concussion may lessen symptoms and shorten the recovery time. This may involve staying home from school for a few days, followed by a lightened school schedule, gradually increasing to normal. Any academic modifications should be coordinated jointly between the student’s medical providers and KU Academic, Achievement and Access Center.

**What is a Healthcare Professional?**
A healthcare provider is “a person licensed by the state board of healing arts to practice medicine and surgery.” In Kansas this means a Medical Doctor (MD) or a Doctor of Osteopathic Medicine (DO). This does not include an Athletic Trainer.

**Important Resources:**

**Academic:**
- Academic Achievement and Access Center
  - Location: Strong Hall, Room 22
  - Phone: 785-864-4064
  - Email: achieve@ku.edu

**Medical:**
- Watkins Health Services
  - Location: Watkins health Center (1200 Schwegler Dr.)
  - Phone: 785-864-9500
  - Email: health@ku.edu
ATHLETIC TRAINING SERVICES

KU Recreation Services contracts Athletic Training services through Watkins Health Services for what are deemed to be high risk events and games held both on campus and off campus throughout the year. The Athletic Trainers are scheduled based upon the event submissions input by each club in DSEKU. Please communicate the following with your clubs at the beginning of the season and/or prior to events.

On-site Athletic Trainers offer the following services:
- Pre-game taping (ankles, wrists, etc.)
- Sideline evaluation of musculoskeletal injuries
- Immediate and emergency care
- Concussion evaluation and monitoring

Athletic Training Services at Watkins Health Center:
- Available by walk-in appointment during normal business hours
- Evaluation of athletic injuries
- On-site x-ray
- Light rehabilitation of athletic injuries
- Referral to specialist if needed (PT, Orthopedics, etc.)

If you would like to request Athletic Training Staff at an event or practice that our department would not normally cover please request this directly through the Assistant Director of Sport Clubs. Depending on length of your event and budgetary restrictions, there will most likely be a charge for any services provided for events that we do not deem coverage to be necessary.

*If you have Athletic Training staff scheduled to work any event and your event changes, you must notify the Assistant Director of Sport Clubs along with the Athletic Training staff via email at least 24 hours in advance. Any event cancelled or changed without notifying ALL of the proper individuals will result in a fine of $30 for your club.

<table>
<thead>
<tr>
<th>NAME</th>
<th>POSITION</th>
<th>EMAIL</th>
<th>CELL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Josh Aarnes, ATC</td>
<td>Athletic Trainer</td>
<td><a href="mailto:joshua.aarnes@gmail.com">joshua.aarnes@gmail.com</a></td>
<td>(509) 863-5888</td>
</tr>
<tr>
<td>Menta Nyaega, ATC</td>
<td>Athletic Trainer</td>
<td><a href="mailto:dnyaega@yahoo.com">dnyaega@yahoo.com</a></td>
<td>(913) 544-9071</td>
</tr>
</tbody>
</table>

WEAPONS

University weapons policy must be followed at all times when participating in Sport Club events on any
part of KU Campus. This policy can be found here: http://policy.ku.edu/university-kansas-policy-weapons-including-firearms-effective-july-1-2017/.

When traveling to any event associated with your Sport Club you must follow all local, state, and federal weapons laws along with those policies of the venues and campuses your Sport Club is traveling to. It is the responsibility of the individual Sport Club member to educate themselves on all applicable laws and policies at these locations.

EMERGENCY PROCEDURES
In the event that one of the following emergencies occurs during a Sport Club practice or contest on campus, 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 members.
- **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 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). If the KU Campus is closed, there will be no Sport Club activities.

HEAT POLICY
KU Recreation Services will use the following policy in regards to programs and services that take place outside during extreme heat conditions.

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 114. This means play will be stopped every 10-15 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 115 or above. All play will be stopped.

Play may be delayed when either the Heat Index is expected to be 115 or higher or reaches 115 or higher and is expected to come down shortly. This delay will be determined by KURS Facility Management staff by 2pm 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 uses text alerts from an online weather service called WeatherSentry that are set up to give warnings when Heat Indexes reach the above levels. In addition, Clubs can request unlimited members to receive these alerts — please let the Sport Club Program Manager or Assistant Director of Sport Clubs 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 clubs executive board may set higher standards in a separate team policy. Underage drinking is a violation of this Code of Conduct.

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 policies 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). This policy applies regardless of legal drinking age.
- 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 INVOLMENT WITH ANY SPORT CLUB EVENT**

**DIVERSITY OF THE STUDENT BODY POLICY**
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 http://policy.ku.edu/IOA/nondiscrimination)*

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.

**STATEMENT FOR EQUITY, DIVERSITY, AND INCLUSION**

KU Recreation Services is dedicated to creating a welcoming environment. We believe everyone can engage in wellness and an active lifestyle; therefore, we are committed to providing quality programs, facilities, and services inclusive of all identities: Race, ethnicity, religion, spirituality, gender identity/expression, age, sexual orientation, or ability. Please join us in our commitment to inclusion and promoting these values.

**GENDER PARTICIPATION**
The Sport Club Program holds the equality and inclusion of participants in the highest regard. Every participant has the right to an unbiased and fair opportunity to play. When an activity makes a gender designation, an individual can participate based on their self-identified gender identity.

Be aware that many National Governing Bodies (NGB’s) or Leagues that clubs participate in may have their own policies regarding participating in competition, please see the “Current Clubs” section of the Sport Club Website here for more information: https://recreation.ku.edu/current-clubs. If further clarity is needed please consult with the Assistant Director of Sport Clubs.

No individual should be prevented from joining a Sport Club based upon their gender identity, regardless of their eligibility to compete with the club according to their NGB or league policies. Furthermore, an individual’s gender identity should never be questioned and should always be respected by club members, officers, and coaches.
HAZING
To report a hazing incident, fill out the form found here: https://cm.maxient.com/reportingform.php?UnivofKansas&layout_id=3.

To find out more information about Hazing Prevention at KU please refer to the following website: http://preventhazing.ku.edu/.

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.

SEXUAL HARASSMENT
The University of Kansas prohibits sexual harassment and is committed to preventing, correcting, and disciplining incidents of unlawful harassment, including sexual harassment and sexual assault. Sexual harassment, sexual violence, and a hostile environment because of sex are forms of sex discrimination and should be reported. Reporting Sexual assault, sexual harassment, or sexual violence:

- Make sure the Complainant is provided with all the following information and removed from any immediate danger.
  - Complainant is defined as a person, group, or company that makes a complaint.
- Make sure the Respondent is provided with all of the following information and removed from the situation.
  - Respondent is defined as a person, group, or company that responds to an allegation.
- Contact Office of Institutional Opportunity and Access (IOA)
  ioa@ku.edu or 785-864-6414
- Contact the Assistant Director of Sport Clubs (Mandatory reporter)
- Call KU Public Safety Office
  785-864-5900 (non-emergency)
- Call 911
- File a Complaint by filling out the “Personal Discrimination Form” or “Witness Discrimination Form” located here - http://ioa.ku.edu/file-complaint

Sport club officers are NOT required or encouraged to provide any type of counseling to individuals involved in a sexual harassment situation. Complainant and respondent should not be interactive and kept separated as much as possible. Sport Club officers, complainant, and respondent are encouraged to contact the Assistant Director of Sport Clubs (mandatory reporter) for any help or guidance especially if a report is made or going to be made, but it is not required for the Assistant Director to be notified of specific details if those involved do not feel comfortable.

What Is Sexual Harassment?
“Sexual Harassment” means behavior, including physical contact, advances, and comments in person, through an intermediary, and/or via phone, text message, email, social media, or other electronic medium, that is unwelcome; based on sex or gender stereotypes; and is so severe, pervasive and objectively offensive that it has the purpose or effect of substantially interfering with a person’s academic performance, employment or equal opportunity to participate in or benefit from University programs or activities or by creating an intimidating, hostile or offensive working or educational environment. Sexual Harassment may include but is not limited to:

1. Unwelcome efforts to develop a romantic or sexual relationship;
2. Unwelcome commentary about an individual’s body or sexual activities;
3. Threatening to engage in the commission of an unwelcome sexual act with another person;
4. Stalking or cyber stalking;
5. Engaging in indecent exposure; voyeurism, or other invasion of personal privacy;
6. Unwelcome physical touching or closeness;
7. Unwelcome jokes or teasing of a sexual nature or based upon gender or sex stereotypes; and
8. Sexual Violence, as defined below.

Title IX and University Policy prohibit gender-based harassment, which may include acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex or sex-stereotyping, even if those acts do not involve conduct of a sexual nature.

HIV/HEPATITIS POLICIES AND 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. First Aid materials will be present and available during all sport club events.

When making contact with an injured individual 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 red plastic bag available in first aid kits designated for blood and bodily fluid 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 ASRFC.
- If blood has come in contact with the floor, mats, equipment, etc., notify ASRFC staff.
- 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.

RESERVATIONS, FACILITIES AND USAGE

RESERVATIONS
Facility Agreement
A facility agreement document must be submitted each Fall by each club 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 is the responsibility of all of the clubs who use the ASRFC, SC Weight Room, 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.

SPORT CLUB PRACTICE RESERVATION
In order to have scheduled practice times at the ASRFC, Shenk Fields, Robinson, or Weight Room clubs are required to turn in the Sport Club Practice Reservation document by the deadline set by the Sport Club Staff. Practice space will be given to clubs based on availability and the overall club’s standing with the sport club program. All Sport Club Facility Requests are processed by the Sport Club staff through the Program Managers. Do Not contact Recreation Services Special Events or Facilities Staff in order to secure space for your club to practice or host events.

*Facility practice times operate officially from the first day of classes through the last day of classes for each semester. There will be no Sport Club practices during finals unless approved by the Assistant Director of Sport Clubs due to special circumstances such as practicing for a Regional or National Tournament.

SPECIAL EVENTS PREEMPTION
No reservations are guaranteed. KU Recreation Services reserves the right to change, cancel, or alter any Sport Club reservations in the manner seen 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 Assistant Director of Sport Clubs first and only. The Assistant Director of Sport Clubs will communicate with the Robinson Facilities Office on all facility/club matters.

GAME/TOURNAMENT/EVENT REQUEST
Sport Clubs are required to submit all games, tournaments, and events on the club’s DSEKU website by the deadline during the Fall and Spring academic semester. Any added events throughout the semester shall be made 2 weeks in advance and are not guaranteed to be approved.

MEETING SPACE REQUEST
Sport Clubs may reserve rooms in Ambler Student Recreation Fitness Center for meetings or recruiting. Clubs must send an email to scubs@ku.edu at least 5 business days prior to the meeting. There is no guarantee that a meeting request will secure a meeting space location; however, the sport club staff will notify the club to let them know if their club is confirmed or denied.

ON-CAMPUS EVENTS
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 or online at https://silc.ku.edu/getting-started. The Assistant Director of Sport Clubs 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.

- Large tournaments or events that utilize university property outside of the control of Recreation Services (e.g. Bike races on West Campus).

**SPORT CLUB STUDENT OFFICE**
The Sport Club Student Office 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. Large club meetings can also be held in the conference room upon approval through the Sport Club Staff. Abuse of office policies will result in loss of privileges. The Sport Club Office will only be open from 9am to 5pm Monday through Friday.

**AMBLER STUDENT RECREATION FITNESS CENTER**
This facility was entirely funded by the Student Recreation Fee to be used as a recreation venue only. Club members using the ASRFC must comply with all facility policies. Club members must bring one of the following in order to be admitted into the ASRFC:

- Current student KUID and/or fingerprint scan
- Current Faculty/Staff KUID card (membership required) and/or fingerprint scan
- ASRFC membership identification card and/or fingerprint scan

**SPORT CLUB WEIGHT ROOM**
All Sport Clubs are eligible to schedule time in the Sport Club Weight Room. Reservations are on a first come first serve basis as well as the status of the club within the Sport Club Program (i.e. report card grade). To enter the weight room, the only door that can be utilized 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 and when your club has reserved times.*

**SPORT CLUB WEIGHT ROOM POLICIES**

- There must be at least 2 club members present to use the weight room, one must be an officer.
- Officers may request an access code through their Program Manager or the Assistant Director of Sport Clubs. Your code will be distributed, in person, by the Assistant Director of Sport Clubs or other Recreation Services Professional Staff Member. Only officers can obtain codes and should at no time share their code with other club members.
- Times must be reserved with the Sport Club Program Managers or Assistant Director. 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 Assistant Director of Sport Clubs 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.
- Equipment from ASRFC cannot be taken down to the SC Weight Room for use.
- 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 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 violations of these policies will result in disciplinary action in accordance with the Sport Club Handbook and could result in loss of usage for the academic year.

If your club utilizes the weight room without permission or not during your reserved times (does not include when the ASRFC is closed):
- First Offense: Warning
- Second Offense: Entire club loss of usage for the weight room for one month
- Third Offense: Entire club loss of usage for the remainder of the semester

If you are found to have shared your code with another club member within your club:
- First Offense: Entire club loss of usage of the weight room for a month and suspension of individual code that was used indefinitely
- Second Offense: Entire club loss of usage of the weight room for the remainder of the semester

If you are found to have shared the code with an individual that’s not in your club, or give access to such an individual that’s not part of the sport club program:
- Weight room usage for your entire club will be immediately be suspended for the remainder of the semester and the situation will be evaluated by the Assistant Director of Sport Clubs regarding future club access

*If your club is found to be in violation of any of these policies you could lose weight room privileges immediately, depending on severity of the infraction or number of infractions as outlined above.

These weight room policies will be enforced to the fullest extent, if there are any grievances with a policy you may either contact your program manager or the Assistant Director of Sport Clubs to schedule a meeting.

**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. All facility reservations and questions about Robinson should be directed to the Assistant Director of Sport Clubs. Clubs should not directly contact personnel at Robinson. Club members must bring one of the following in order to be admitted into Robinson Center:
- KU Student ID Card
- KU Faculty/Staff ID Card
- Robinson Center Family Plan Card
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 the Assistant Director of Sport Clubs
- Under no circumstance should clubs contact KUAC (Coaches, athletes, athletic director, etc.) directly about their request

SHENK
Field space is available to clubs for practice, competitions, and special events at the Shenk Recreation Complex. Shenk fields are student fee funded and open only to reserved practice and play. Parking lots are located to the north and south of the Complex. Restroom facilities are available when Shenk Fields are open. Shenk should ONLY be utilized when ASRFC employees are present and supervising the fields. If the field complex is closed due to inclement weather the KU Recreation Services staff will post signage directly on the fields, clubs will be notified via email. The Shenk Complex is closed for the winter from approximately mid-November until Spring Break has ended.

Clubs should practice and play ONLY on the fields their club has reserved. Sport Club Supervisors are available at every sport club practice and event for any questions and/or concerns. Clubs should be conscience of wear and tear of the fields. 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 Assistant Director of Sport Clubs.

Address:
Shenk Recreational Sports Complex
Lawrence, KS 66045

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 to your Program Manager that confirms the agreement between the vendor and Sport Club.

Any practice and home competitions/events held at an off campus venue should be included in Club’s practice schedules and any competitions/events should be listed using a DSEKU event forms. Clubs should follow the same guidelines for use of off campus fields as for University fields. It is the responsibility of the Sport Club to secure off-campus facilities.

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 and approve or disapprove all club travel.
- Clubs must have AT LEAST 1 Travel Representative in order to take any trips as a club. To be a travel representative the individual must submit a W9, EFT (contact Sport Club Office), and Voided check to their program manager AT LEAST 15 business days in advance of travel.
  - ONLY A TRAVEL REPRESENTATIVE WITH THE SUBMITTED (AND APPROVED) PAPERWORK MAY BE REIMBURSED FOR ANY TRAVEL EXPENSES.
- Prior to travel:
  - Clubs are responsible for submitting all proper documentation, via the Travel Forms on DSEKU, at least 5 business days prior to travel (including roster).
  - Make sure the Sport Club Program Manager is informed about all travel arrangements.
    - Travel Representative, Lodging, Event Registration, Transportation
- Approval must be given, in advance, whether the club is or is not using restricted fees.
- The following are travel costs that the restricted fee can be used to cover:
  - Registration Fees
  - Rental of Commercial Vehicles (must be rented through enterprise, see policy below)
  - Commercial Travel (charter bus, airline, etc.)
  - Gasoline
  - Turnpike and/or parking fees
  - Lodging
- 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, KU faculty/staff members, or coaches who are not student members. Coaches may not pay for any Travel expenses and/or Entry fees with the intent of receiving reimbursement.

INCLEMENT WEATHER

Sport Clubs are responsible for checking for inclement weather prior to and during travel. The Assistant Director of Sport Clubs may determine if travel should be canceled or postponed depending on weather conditions. 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 Assistant Director of Sport Clubs of any travel concerns due to inclement weather or changes in travel plans.

TRANSPORTATION (RENTAL AND PERSONAL VEHICLES)

- Transportation must be the most economical or advantageous standard mode.
- Club members shall travel together in as few vehicles as possible. **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 on DSEKU for anyone who may drive on the trip.**
  - KU Recreation Services also strongly recommends that individuals possess personal accident and health insurance.
  - KU cannot pay for taxes and/or insurance for vehicles rented in the state of Kansas.
  - Drivers should NOT drive more than 6 consecutive hours at a time.
  - Travel should not be conducted during the hours of 1AM – 5AM.
  - There should be at least 2 approved drivers per vehicle for trips more than 8 hours of driving.

**RENTAL VEHICLE POLICY AND PROCEDURE**
Enterprise Rent-A-Car is the mandatory rental car company for the University of Kansas. Enterprise has special pricing available to KU for local and nationwide rental car needs. The pricing available with Enterprise Rent-A-Car includes the collision damage waiver. This policy is mandatory for all rental vehicles that use restricted funds, SOFAS, or personal funding to travel. You must be 21 years of age in order to rent and drive a vehicle.

For more information regarding Enterprise Reservations and how this process works please refer to the Rental Vehicle “How-to” document on the KU Recreation Services website here: [http://recreation.ku.edu/sport-clubs-resources](http://recreation.ku.edu/sport-clubs-resources)

The only potential exceptions to this policy are for rental vehicles that Enterprise does not rent a comparable option, such as a large truck meant for towing a heavy trailer. Any exceptions must be approved by KU through the Assistant Director of Sport Clubs at least 2 weeks prior to the trip in question.

**FLIGHTS**
When Sports Clubs travel via airlines the club shall abide by the following guidelines:
- Clubs must provide a list of all flight itineraries for each individual traveling to the Assistant Director of Sport Clubs prior to travel. All flight information should be included in the travel submission on DSEKU.
- When using restricted to pay for flights a representative from the club must schedule a meeting with the Assistant Director of Sport Clubs and come with the following items:
  - **Completed** Travel form on DSEKU
  - All traveling members full names and birthdates
  - All information for the exact flights desired

**LODGING**
Sport Clubs are responsible for reserving and planning for lodging. **Approved Travel Representatives** should be the ONLY individuals listed on hotel receipts and invoices. The university cannot and will not pay for lodging “purchased” by non-approved club members.
If using restricted funding, the Assistant Director of Sport Clubs can authorize payment via their KU Credit Card. The club is responsible for providing a Credit Card Authorization form from the hotel in order to complete this process.

The Sport Club staff will only approve the amount of hotel rooms needed for the # of members listed on the travel roster.

The Sport Club officers are responsible for getting hotel receipts upon check out and bringing them to the Assistant Director of Sport Clubs within 3 business days of return. Only lodging costs and applicable fees and taxes may be paid through Restricted Funds. All other expenses (internet, foods, room service, etc. will need to be paid by the club members separately).

Under no circumstances should opposite sex individuals stay in the same room – including, but not limited to: club members, significant others, and coaches. Clubs are responsible for making sure enough hotel rooms are reserved for ALL traveling members of their club. Even if it is only 1 or 2 members in 1 room.

REIMBURSEMENTS

All receipts of acceptable travel expenses and Travel Representative’s “Travel Receipt Logs” must be filed with the Sport Club Staff no more than 3 days upon returning from a trip. This should include receipts for – gas, tolls, entry fees, and hotels.

Reimbursements will be direct deposited into the Travel Representative’s account. Travel Representatives should notify the Sport Club Staff if reimbursement has not been received within 4 weeks after submitting all documents.

*If the TOTAL Reimbursement is under $5, it will not be accepted.

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 AND VIA EMAIL 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.