

UW-WHITEWATER  
**WARHAWKS**



CLUB SPORTS

***2017 – 2018***  
***Club Sports Manual***

**UW-Whitewater Club Sports  
Office of Recreation Sports & Facilities  
100 Williams Center  
800 West Main Street  
Whitewater, WI 53190  
(p) 262.472.1145  
(f) 262.472.1875**

## 2017-2018 CLUB SPORTS MANUAL

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## INTRODUCTION

### MISSION

#### **University of Wisconsin System Mission**

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

#### **Office of Recreation Sports and Facilities Mission**

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

### CONTACT INFORMATION

#### **Gary Harms**

Director, Recreation Sports and Facilities  
100 Williams Center  
262.472.5652  
harmsg@uww.edu

#### **James Friel**

Assistant Director, Intramural and Club Sports  
100 Williams Center  
262.472.5654  
frielj@uww.edu

#### **Garrett Shibilski**

Student Coordinator of Club Sports  
100 Williams Center  
262.472.5639  
clubsports@uww.edu

#### **Club Sports Website**

[www.uww.edu/recsports/clubsports/index.html](http://www.uww.edu/recsports/clubsports/index.html)

### 2017-2018 ACTIVE CLUBS

The following 30 student organizations are recognized by the Office of Recreation Sports and Facilities as active clubs for the 2017-2018 academic year:

Aikido (AMAC)	Baseball	Basketball (W)	Bowling (M)
Brazilian Jiu Jitsu	Cycling	Disc Golf	Dodgeball
Fencing	Fishing	Golf	Karate
Lacrosse (M)	Lacrosse (W)	Officials Association	Outdoor Club
Paintball	Rugby (M)	Rugby (W)	Shooting Sports
Ski/Snowboard	Soccer (M)	Soccer (W)	Softball
Tennis	Ultimate (M)	Ultimate (W)	Volleyball (M)
Volleyball (W)	Weightlifting		

## PROGRAM OVERVIEW

### ADMINISTRATION

#### **Assistant Director, Intramural and Club Sports**

The primary responsibility of the Assistant Director of Club Sports is to oversee the day-to-day administration of the Club Sports Program. This includes overseeing the Club Sports budget and each of the individual clubs' budgets, ensuring that all stated and implied University of Wisconsin - Whitewater, Student Organization, and Club Sports policies are followed, assisting in the administrative, fundraising, and budget allocation request duties of each club, and offering support and assistance to each club and its members. The Assistant Director has an office located in the Office of Recreation Sports and Facilities at 100 Williams Center and can be reached at 472.1145.

#### **Student Coordinator of Club Sports**

The Student Coordinator of Club Sports is a student-employee of Club Sports who collectively is assigned to every club within the program. The Student Coordinator serves as the primary Club Sports contact person for each team he/she is assigned.

The Student Coordinator of Club Sports primary responsibilities include:

- Foster relationships with the student-athletes, officers, and advisors of clubs
- Facilitate improved customer service, self-reliance, and positive attitudes
- Act as a university resource for club members
- Oversee the compliance of each team with Club Sports policies and procedures
- Assist with all administrative duties within the Office
- Assist each club to improve and grow

### ELIGIBILITY

All Club Sport members must fulfill one of the following requirements to be eligible for participation in the University of Wisconsin -Whitewater Club Sports Program:

- All currently enrolled undergraduate and graduate students, faculty, and staff may join a club.
- Individual club members may participate in more than one club, provided they comply with each club's regulations and adhere to all tenets of the UW-W Club Sports Programs.
- Club leagues or associations may further limit participation of graduate students, faculty, and staff and may require a minimum enrollment status or GPA for participation in league or association competition. Consult the particular club's league or association for its eligibility requirements.
- A member is not permitted to practice or compete with a club until he or she has completed a liability waiver form and is officially added to the club's roster.
- Alumni are not eligible to participate in the Club Sports Program. Alumni however may assist the club in general operations (e.g. coaching). Please contact the Assistant Director with any specific questions.
- No club may restrict its membership on the basis of race, sex, sexual orientation, religion, color, national origin, age, disability, or military service.

## INTRAMURAL PARTICIPATION

Individuals who participate on club sports teams are eligible to participate in corresponding intramural sports (see section 2F of the Intramural Sports Captain's Manual for a list of corresponding sports and player limitations). However, no more than two club members may play on a single team. A club sports member is defined as an individual who is listed on an official club sports roster.

## MEETINGS & EVENTS

### **"Club Sports Awareness Day"**

Club Sports Awareness Day is an annual event, originally called "Bash on the Grass," that of which first started in the fall of 2010. This is an opportunity for all Club Sports to promote themselves early in the school year to the entire campus. CSAD this year will take place on **Wednesday, September 7<sup>th</sup> from 10:30am-2:30pm on the UC North Mall.**

*All clubs are required to attend and be at their table the entire time!*

### **Organizational Fair / Involvement Fair**

This event, held in conjunction with New Student Orientation activities, is held in September. Student organizations will be able to recruit and promote their organizations to all students on campus. **The event this year is held on Wednesday, September 14<sup>th</sup> from 11:00am-2:00pm on the walkway between the UC and Goodhue Hall (Wyman Mall).** In order for a club to be eligible to be part of this event, they needed to have successfully accomplished what was asked of them in the Club Renewal process, of which started in May of the previous school year.

### **Presidents Training**

Whenever a new president takes office, he/she must attend Presidents Training. The training will take place at the beginning of the semester and will give the new president a detailed introduction into the responsibilities of Club Sports administration. Topics covered include the role of officers, policies and procedures, how to properly complete forms, administrative services, and budget information. **The event this year will be held September 7<sup>th</sup> from 9:00pm-11:00pm and September 8<sup>th</sup> from 7:00pm-9:00pm in the Williams Center room 183 BC.**

### **Club Sports Monthly Meetings**

Mandatory officers meetings normally occur the **first Tuesday of every month** (except January) in order to discuss items such as funding allocation requests, Club Sports policy clarifications, changes in administrative structure, risk management, and fundraising methods. Club Sports officers will be given at least two weeks' notice before all required meetings. Any club that is not represented at a required meeting may lose funding, the ability to travel, facility space, and/or may jeopardize their status as a recognized Club Sport, at the discretion of the Assistant Director.

### **One-on-One Meetings**

Each club president will be required to have at least one, one-on-one meeting with the Assistant Director and Student Coordinator every year. This meeting is to discuss short- and long-term goals of the club, current fundraising projects, upcoming funding allocation requests, and to answer any questions the club may have. These meetings should be scheduled with the Student Coordinator of Club Sports within the first few weeks of the Fall Semester.

## CLUB RESPONSIBILITIES

### GENERAL GUIDELINES

It is each club's responsibility to:

- Know, understand, and adhere to all University of Wisconsin - Whitewater, Student Organizations, and Club Sports policies and procedures.
- Elect at least two officers and have them actively participate in the administration of the club.
- Keep the Office of Recreation Sports and Facilities aware of any membership, officer, and/or administrative changes.

### CLUB OFFICERS

Club Sports officers are important in that they act as a liaison between the club and the Office of Recreation Sports and Facilities. Club Sports Officers should be active members of the club who are responsible and dedicated to assist in the club's administrative duties. Each club's constitution should outline Officers' duties. Following is a suggested list of officers and their duties:

#### **President**

- Serve as the liaison between the club and the Assistant Director/Student Coordinator of Club Sports.
- Schedule and attend the yearly one-on-one meeting with the Assistant Director and Student Coordinator of Club Sports.
- Ensure all University of Wisconsin - Whitewater, Student Organization, and Club Sports policies and procedures are followed by all club members at all times.
- Make all travel arrangements and communicate those with the Office of Recreation Sports and Facilities.
- Submit required forms to the Office of Recreation Sports and Facilities:
  - Game/Practice Schedules
  - Liability Waivers
  - Dues Contracts
  - Travel Forms
  - President's Agreement Form
  - Recognition and Renewal Forms to the Leadership Center/Office of Recreation Sports (late April to Mid-May)
- Accurately update the Organization Management System "ConnectUWW" once your club adds/loses a student, roles of various students changes, or your Constitution is updated. Items that need to be updated on "ConnectUWW!" include:
  - Current Roster
  - Leadership Roles of your Organization (President, VP, etc.)
  - An updated Constitution

**CLUB OFFICERS (continued)****Treasurer**

- Collect dues from members.
- Keep record of all accounts, including SUFAC and Student Faculty accounts.
- Attend budget and funding allocation meetings with the president
- Submit the following materials to the Office of Recreation Sports when necessary:
  - Purchase Orders
  - Invoices
  - Receipts from all Travel (CLUB SPORTS NEEDS RECEIPTS FROM ALL PURCHASES – no exceptions!)
  - Travel Expense Forms
  - Monies and dues for deposit

**Vice President**

- Attend all required meetings and tend to the club's business matters in the president's absence.
- Assist the president when necessary.
- Ensure all new club members complete required forms before practicing or competing.

**Secretary**

- Record minutes of all club meetings and communicate those to the Student Coordinator of Club Sports when necessary.
- Make copies of all forms turned into the Office of Recreation Sports and Facilities and keep on file.

**ADVISORS**

As described in the Student Organization Policy Guide, the Club Sports advisor serves in a voluntary capacity to a designated recognized club and provides advice and continuity to the members of the club. Only employees (unclassified and classified staff) of the University of Wisconsin – Whitewater are eligible to serve as an advisor. In most cases, clubs ask a university employee to serve as an advisor, and if the employee agrees, the club will file the advisor name and contact information with the Leadership Center. In some cases the Office of Recreation Sports and Facilities may appoint an employee to serve as an advisor to a designated club. At the start of each academic year, a letter from the Assistant Chancellor for Student Affairs is sent to each employee serving as an advisor to a recognized student organization verifying the advising role as service to the university community. A copy of the letter will be forwarded to supervisors, Deans (for faculty), and to the personnel file for each employee.

The length of service for each employee serving as an advisor to a club is assumed to be one academic year. Club leaders and advisors should discuss the continuation of the relationship for subsequent years.

### ADVISORS (continued)

Responsibilities of the Club Sports advisor include:

- To a reasonable extent, be aware of the activities of the club.
- Meet regularly with student leaders to help them with the business of the club.
- Attend organization meetings as often as possible.
- Help orient students to new leadership roles.
- Assist in the interpretation of campus policies and procedures that apply to the club.
- Help the club maintain accurate and current financial records; and, if applicable, assist in the formulation of budget requests to SUFAC.
- Talk with club members about behaviors that do not reflect well upon the club or the university, and about the appropriateness of activities, events, and publications.
- Help the club manage its risk while conducting its mission.

### RISK MANAGEMENT

#### **Safety**

The following precautions should be taken to ensure the safety of all Club Sports members:

- It is strongly recommended that each club have at least one member **certified in First Aid/CPR, be AED certified, and be that this member is at all practices and contests.**
- It is strongly recommended that each club have a first aid kit readily available at all practices and contests (first aid kits can be checked out from the Williams Center Equipment Room using your UW-W ID).
- All accidents must be reported to the Assistant Director or a Student Coordinator of Club Sports within 24 hours of the accident, using the Accident Report Form.
- In case of emergency, telephones must be easily accessible to clubs during practices and home contests. The Office of Recreation Sports phone number and local emergency phone numbers should be written down and placed near an emergency telephone.
- In the event of a major accident or death, regardless if you're competing at home or away, the Assistant Director must be contacted immediately. **This is mandatory to begin the University Emergency Action Plan.**

#### **Liability**

It is highly recommended that all clubs purchase liability insurance through a league or association, if that possibility exists. Clubs may be reviewed and required to purchase liability insurance or additional liability insurance by the Director of Environmental Health, Risk Management, Safety, and Loss of Control. Clubs will be given sufficient time to obtain this insurance if required to do so.



## RISK MANAGEMENT (continued)

### **Lightning/Inclement Weather**

If lightning is seen, all club members must cease all activities, vacate the fields and seek shelter immediately. The practice or game may not continue until 30 minutes after the last visible flash of lightning. Additionally, if the Athletics Office, Certified Athletic Trainer, or Office of Recreation Sports & Facilities decides to cancel games or practices for any type of inclement weather, clubs must also cancel games or practices for that day. If a game or practice is in progress when the decision to cancel is made, a staff member (professional or student) from the Office of Recreation Sports & Facilities **will sound an air horn** to notify the club president or other club representative if the president is not present. Once you hear the air horn, you are to cease all activities, vacate the fields, and seek shelter immediately.

## EQUIPMENT

### **Purchased Equipment**

All equipment that is purchased by a club using approved university allocated funds (SUFAC) is property of the Office of Recreation Sports and Facilities, and must be stored in the Williams Center at all times when not in use. Only the president, advisor, or other designated club member may take equipment out of Williams Center storage. No equipment may be stored in a private residence. Contact the Student Coordinator of Club Sports to arrange for storage of equipment.

### **Equipment for Check Out**

Equipment available for usage may be checked out at the Williams Center Equipment Room. A valid University of Wisconsin – Whitewater identification card must be presented at the time of check out. Lost or damaged equipment is the responsibility of the individual checking out the equipment.

## LOGO APPROVAL

Any usage of the University of Wisconsin – Whitewater name or any of its registered trademark logos must be approved by the Division of Student Affairs. To do so, a copy of the logo and a description of its uses (uniforms, warm-ups, merchandise, etc.), and a completed “UW-W Apparel Purchase” form must be brought to the Assistant Director prior to ordering. After approved by the Assistant Director and the Division of Student Affairs, **the club MUST seek out a registered or licensed vendor**. A list of approved vendors is in the Assistant Director’s office and also by doing the following:

1. Go to <http://learfieldlicensing.com/>
2. Click on “Clients”
3. Type in “Whitewater” and click on Search
4. Select “Wisconsin-Whitewater, University of”
5. Click on “Licensee & Products List”
6. Type in “Whitewater” and click on Search
7. Click “View” and **bookmark the page if possible!**

## **SCHEDULING**

### **Season Schedule**

A season schedule must be turned into the Student Coordinator of Club Sports office as soon as the schedule is known/created. The schedule should include dates, times, and locations of all practices, contests, games, and tournaments. It is recommended that away contests be scheduled within a 200-mile radius of Whitewater, unless for regional or national competition. Contact the Club Sports office immediately after any schedule change occurs.

### **Home Tournaments**

Before hosting a home tournament, it is strongly recommended that a club check with the Office of Recreation Sports, the Whitewater Chamber of Commerce, and local hotels to ensure the availability of facility and/or field space and hotel rooms for the event.

## **FIELD AND FACILITY RESERVATIONS**

All facility and field space for practices, meetings, and home contests must be reserved through the Director of Recreation Sports and Facilities (email: harmsg@uww.edu). Facility and field space may only be reserved during Williams Center normal hours of operation. It is strongly recommended that the facility or field space be reserved at least three weeks prior to the event. The Director of Recreation Sports and Facilities reserves the right to change or cancel any scheduled activity.

## **TRAVEL**

### **Roster and Itinerary (Pre-Travel)**

A travel roster and itinerary must be turned into the Office of Recreation Sports and Facilities for approval no later than 2 days prior to an away contest. Failure to do so will result in disciplinary actions that may include a travel suspension and forfeiture of reimbursement privileges for the trip.

### **Class Absence**

Club Sports contests are a recognized university activity, but the Office of Recreation Sports and Facilities does not have the authority to excuse students from class for club activities. Only the individual instructor can officially excuse a student from class, and club athletes are responsible for any lectures, assignments, or exams missed. If necessary, the Assistant Director can provide written verification of the activity for an instructor. Note: this verification will only be given after a travel roster and itinerary is turned into the Office of Recreation Sports and Facilities at least 2 days prior to the trip. It is strongly suggested to allow at least two weeks lead time when needing written verification/class absence requests.

### **Post-Travel**

Clubs are required to fill out a post-travel form which informs the Club Sports Office how your event or game went as planned. The form is similar to the Roster & Itinerary form of which is explained above. Failure to fill out this form will result in lessened privileges in reimbursement and travel. This form is due 1 business day within the return of the clubs trip.

## TRAVEL (continued)

### **University-owned Vehicles**

Clubs may rent university-owned vehicles for travel to away contests. If your club would like to reserve a university-owned vehicle, it is recommended that you contact the Assistant Director or Student Coordinator of Club Sports at least a minimum of three weeks before your travel date to ensure availability of the requested vehicle.

### **Personal Vehicles**

Although club members are strongly encouraged to rent university-owned vehicles, club members may use their own vehicles to travel to club-related events. As with driving a University-owned vehicle, any club member who drives must also be authorized by the University. Please have all drivers complete a **driver authorization** form as described below.

### **Driver Authorization**

Regardless if you are driving a university-owned or personal vehicle, all drivers must be authorized. A driver authorization form can be obtained at: [www.uww.edu/Adminaff/FPM/fpmtrans.htm](http://www.uww.edu/Adminaff/FPM/fpmtrans.htm). Please complete the driver authorization form at least three weeks before your travel date to ensure a driver is authorized; This process can (and should be) accomplished as soon as the school year starts with anyone part of the clubs roster. Once signed by the Assistant Director, this form must be submitted and approved by the Risk Management Office (332 Hyer Hall) prior to the club receiving approval to travel. Driver Authorizations are only good for one year and must be renewed every school year. **Note: no alcohol (closed or open containers) is permitted in a university vehicle at any time.**

### **15 Passenger Van Policy**

In September, 2006, the University of Wisconsin-Whitewater system issued an immediate ban on all student, faculty, and/or staff drivers of 15 passenger vans. The Office of Recreation Sports can assist clubs, however, to find a comparable vehicle to fit your needs. Please refer to the "University-Owned Vehicles" website for more information.

## DISCIPLINE

### **Club**

Each club within the University of Wisconsin - Whitewater Club Sports Program is student run, but under the administration and guidance of the Office of Recreation Sports and Facilities and Division of Student Affairs. Each club member is responsible for the knowledge of and adherence to the policies set forth in this manual and the Student Organization Policy Guide (available in the Leadership Office). Failure to do so may result in the following disciplinary measures, not limited to: verbal warnings, written warnings, loss of travel privileges, forfeiture of travel reimbursement privileges, fines, loss of field and facility usage, loss of good standing status, probation, suspension, or revocation of university recognition, as determined by the appropriate administrator(s).

**DISCIPLINE (continued)****Individual**

Along with the possibility of disciplinary action being taken towards a whole club, individual members may be held accountable for their actions. As a student of the university and member of Club Sports, you are expected to hold the university and said club upon the highest honor. Any individual who is found disrespecting the university or club via physical, emotional or verbal abuse will be asked to step down from their position (if they are part of a clubs executive committee) and if the problem persist, could be asked to leave the club entirely.

**Club Sports Point System**

A point system has been created to help track each clubs involvement with Club Sports throughout the school year. This system will help assist in penalizing and rewarding clubs.

*\*More information will be made available as the school year progresses.*

**STATUS OF RECOGNIZED STUDENT ORGANIZATIONS**

The following categories of status apply to recognized student organizations, as described in the Student Organization Policy Guide:

**Good Standing**

All requirements for university recognition have been met and full rights and benefits of university recognition are extended to the student organization.

**Disciplinary Probation**

Through the process outlined in the Student Organization Conduct Policy, the student organization may agree or is placed on disciplinary probation as a result of a violation of university policy. This is usually accompanied by sanctions and a timeline for return to good standing.

Disciplinary probation signifies a warning status that any further violation of policy may result in disciplinary suspension or revocation of university recognition.

**Emergency Suspension**

The university may immediately suspend all activities of a student organization if university officials believe that the safety of individuals is in jeopardy. An emergency suspension will be followed by an investigation as outlined in the Student Organization Conduct Policy.

**Disciplinary Suspension**

Through the process outlined in the Student Organization Conduct Policy, a student organization may agree to or is placed on disciplinary suspension as a result of a violation of university policy. This means that the student organization is no longer granted university recognition for the time specified, and the student organization is extended no rights and benefits of university recognition. At the conclusion of the suspension period the student organization must re-apply for university recognition.

**Revocation of University Recognition**

Through the process outlined in the Student Organization Conduct Policy, a student organization may have their university recognition revoked permanently.

### **SPORTSMANSHIP**

As a matter of pride in the University of Wisconsin – Whitewater, the Division of Student Affairs, and the Office of Recreation Sports and Facilities, all members of club sports are expected to maintain the highest standards of sportsmanship, both on and off the playing surface. You must:

- Let officials officiate the game without interference or harassment.
- If you have a legitimate grievance, voice it at the appropriate time and to the appropriate people. If necessary and appropriate, the Assistant Director can represent you in grievances to your league or national governing body.
- Above all, be proud you are a Warhawk and be honorable in representing your institution.

### **CONTRACTS**

No student or member of any club is eligible to sign any contract. All contracts should be guided through the Office of Recreation Sports and Facilities with the Assistant Director or Director. For specific questions regarding agreements/contracts please contact Therese Kennedy in the Recreation Sports & Facilities office or email her at KennedyT@uww.edu.

### **FORMING A NEW CLUB**

If you are interested in forming a new club, please contact the Assistant Director to arrange a meeting. During that meeting, it will be discussed whether the idea of your club fits into the Mission of the Office of Recreation Sports and would be appropriate to include in the Club Sports Program. If so, you will begin completing paperwork necessary to become a recognized student organization.

## ADMINISTRATIVE SERVICES

### OFFICE SERVICES

#### **Mailboxes**

Each club has a mailbox in the Office of Recreation Sports and Facilities. This mailbox is where all mail (including equipment purchases) sent to clubs is received. It is important that each club check their mailbox weekly during the academic year, and periodically during breaks to be made aware of meetings, facility schedules, budget summaries, etc. The address of the Club Sports mailboxes is: Club Sports (please specify which club)

100 Williams Center  
800 West Main Street  
Whitewater, Wisconsin 53190

#### **Fax Machine**

All clubs have privileges to send and receive fax' through the Office of Recreation Sports and Facilities. The office fax number is 262.472.1875. The fax machine is to be used for club business only.

#### **Copier**

Clubs may use the copier in the Office of Recreation Sports for a small fee. To access the copier, a club representative must obtain the club's copier code from the Assistant Director. The copier fee will be taken from the club's funds. If your club does not receive SUFAC funding, see the Coordinator to make arrangements to use the copier.

#### **Printing Services**

When making more than 100 copies, Printing Services must be utilized. Printing Services is located in the basement of the University Bookstore. Each printing order requires a completed Printing Services Form that can be accessed from the university web site. On this form, the club's University Organization Code is required for billing. See the Assistant Director for your club's University Organization Code.

#### **Website**

Each club must have a link to a web page from the Office of Recreation Sports and Facilities web page. Clubs must create their own web page, (facebook, weebly, ect) and then submit it to the Student Coordinator of Club Sports for approval and to be linked to the office web page. Additionally, updated contacts for each club, practice/meeting times, team photo and results should be listed on the Club Sports website.

### PUBLICITY AND ADVERTISING

All recognized clubs have several advertising opportunities around campus. Contact the Student Coordinator of Club Sports to access any of the following means of advertising:

- Club Sports Awareness Day, Bash on the Grass, Involvement Fair
- Display cases, Message Boards in UC, Williams Center, academic & resident buildings
- Residence Hall and Club Sports calendar
- Local/regional PR & The Royal Purple (#1426), UWW Radio (#1312), Cable 19 (#1322)

## FINANCIAL ADMINISTRATION

No club is allowed to have a “third” or off-campus account. All club monies should go in and out of either the SUFAC or Student/Faculty Accounts. Any club found with another account will face disciplinary actions from the Club Sports Office.

### SUFAC ACCOUNTS

#### Overview

A portion of the fees that University of Wisconsin System students pay is designated for the operation of various student services and organizations. These designated fees are called Segregated University Fees. The primary responsibility for the allocation of these fees is provided to students in consultation with the Chancellor and is subject to final confirmation by the Board of Regents of the University of Wisconsin System. This responsibility has been delegated to the Segregated University Fee Allocation Committee (SUFAC). SUFAC is made up of nine students and two ex-officio members. The nine students are comprised of four students from the Deans Advisory Councils (one from each), two students from the Residence Hall Association, and three students from Whitewater Student Government.

#### Qualifications for Club Sports

Each year in late October/early November, SUFAC hears presentations from all student programs and organizations that are requesting funding for the next academic year. Prior to this date, the Assistant Director will provide the previous year’s SUFAC allocation statement to each club. A representative from the club must then meet with the Coordinator to discuss the statement and its allocation request for the current year. It should be known that SUFAC funds are intended to supplement a club’s own fundraising and are not intended to completely support all club activities, which places an emphasis on fundraising and self-sufficiency for each club. Clubs must be recognized for one academic year before requesting funding from SUFAC.

#### Accessing SUFAC Allocated Funds

SUFAC funds may be used for league/association dues, team equipment purchases, tournament fees, travel expenses, copying/printing, and advertising. Keep in mind that requests take 7-10 business days to process. Clubs may request access to their funds in the following ways:

- Internally through codes, such as with the office copier and Printing Services
- Procurement card purchases (contact the Assistant Director for your club to request a credit card), all club procurement cards must be kept in the Office of Recreation Sports and Facilities
- Purchase Orders or Quick Orders, you will need:
  - Vendor information (name, address, phone number, fax number)
  - An invoice, bill, or tournament/conference registration form
- Travel Expense Report (for all personal expense reimbursements), you will need:
  - Information of person receiving reimbursement (address, phone number, social security number, and signature)
  - All original expense receipts
  - An invoice, bill, or tournament/conference registration form

## SUFAC ACCOUNTS (continued)

### **Deposits**

To deposit dues or other raised funds into a SUFAC account, a deposit form must be completed and turned into the Office of Recreation Sports and Facilities along with the monies to be deposited. Checks must be made payable to "UW-Whitewater."

### **Fiscal Year**

The SUFAC fiscal year begins on July 1. SUFAC funding not spent before June 30 may be requested to carry over to the following fiscal year, **but carry over is not guaranteed**. It is strongly recommended that clubs use all SUFAC allotted funds before the end of the academic year.

## STUDENT/FACULTY ACCOUNTS

### **Overview**

A Student/Faculty account is an active checking account that is processed through the university. All funds from a Student/Faculty account are privately raised (no university allocated funds may be deposited into the account). Like a private checking account, clubs receive monthly and annual statements detailing all transactions, but it is strongly recommended that the club treasurer keep a detailed record of all transactions.

### **Check Requests**

Check requests can be made by doing the following: Obtain a check request form from either the Assistant Director, Student Coordinator of Club Sports, or the Club Sports website under "Forms." Form must be completely filled out with who the check should be made out to, date, amount, and account number. If the check is for a person, supporting documentation must be submitted to the Office along with the Check Request. If the check is for a business/other entity, no documentation is needed. Finally, the club treasurer must sign the check, and bring it to the Office of Recreation Sports and Facilities, where the Assistant Director must also sign the check upon approving the request. Once the signed Check Request is returned to the club or club's mailbox, the request will be taken by the club to the Cashier's Office (Hyer Hall 104). Please allow a 2-3 day turnaround once the request has been submitted to Hyer Hall, but they are normally available the next business day at 10am. It is strongly recommended that each club keep a copy of the check request for club records. Voided checks must be returned to the Cashier's Office in Hyer Hall with "void" written across the check and a signed note describing why the check needs to be voided.

### **Deposits**

Deposits can be made at the Cashier's Office. All monies to be deposited must be turned into the Cashier's Office (Hyer Hall 104). Deposit slips must accompany all deposits, and the slips can be obtained either from the Assistant Director or from the UWW Club website, under the "Forms" section. Remember to sign the deposit slip! **When endorsing checks, please put your 5-digit account number where you would normally sign the check on the back**. It is strongly recommended that a copy of the form be made and kept for each club's records. Checks must be made payable to "UW-Whitewater," and the club treasurer must sign the form. Currency should be arranged in denomination order, facing the same direction, and sealed in an envelope.



### **TAX-EXEMPT PURCHASES**

Clubs and their members are exempt from all sales tax in the state of Wisconsin, as well as in some other states, when making purchases for the club. Persons making purchases must present a tax-exempt card at the time of the purchase (e.g. in-state hotel stays). Please contact the Assistant Director for a copy of a tax-exempt card.

### **FUNDRAISING**

Fundraising is an important aspect for every club. There are countless opportunities for raising funds, including soliciting club alumni for donations, selling merchandise (if it will have the UWV logo or wording, make sure it gets approved first before purchasing), having a raffle, selling advertisements for a program, working camps, operating a vending station at Alpine Valley, and many, many more. Before beginning a fundraising project, it is recommended that clubs consult the Student Coordinator of Club Sports to discuss any legalities, such as permits or licenses that may be involved. Additionally, the club's advisor can serve as a valuable resource for ideas about any new fundraising opportunities.

### **DUES**

Besides fundraising, dues are another way to raise monies for your club. Dues may be set on a year-to-year basis by the club executives and/or advisor. It is suggested that the method of setting dues be written in the clubs constitution or by-laws. The Assistant Director, in situations when a club becomes deficient in cash flow, may require dues be collected or increase the amount of dues paid by each club member. It is highly recommended that clubs collecting dues have all members sign a dues agreement form. This form allows the Office of Recreation Sports to freeze a member's account if that member does not pay dues on time.

## CLUB SPORT FORMS TO BE AWARE OF

### **President Agreement**

Before a President will be officially recognized as the President of a club, they must sign a form agreeing to the terms set forth by the Club Sports office, as described throughout the Club Sports Manual.

### **Officer Agreement**

Similar to the President Agreement, this form is for any and all members of a clubs representative group. Representatives are asked to sign the form, agreeing to the seven points of adherence as a club sports officer.

### **Roster / Waiver of Liability**

As shortly explained in the eligibility section on page \_\_\_\_, anyone who ever participates in the club MUST be placed on the clubs roster and MUST sign a waiver of liability form.

If the student is under the age of 18, their parents must also sign the waiver of liability.

### **Dues Agreement**

Though this form is not required for all clubs, the Club Sports office asks that any club who collects team fees/dues, have each individual fill out this form as proof of what they are being asked to pay and also proof that once they pay, their money is non-refundable. This form can help keep stability in collecting dues and the enforcement of dues in general.

### **Home Event Planning**

Any time a club hosts an event at home, they need to fill out this form. It very plainly asks what the event is, who will be attending and what you as a club

### **Monthly Update**

New in the fall of 2016, every club will be responsible for updating the Club Sports office, at each Club Sports Meeting, on how their previous week of competition, practice, or travel was. The form will be completed and collected at each monthly meetings and will be required for every single club, even if your club did not participate in anything the previous month (The office still wants to hear from you regardless).

### **Club Petition**

In the event that either a club representative or just a club member has an issue with the club itself or Club Sports as a whole, the club petition form is meant for individuals to voice their opinions to the Club Sports office staff.