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UNC Asheville Sport Clubs Mission Statement

The UNC Asheville Sports Club program has been established to provide opportunities for students, faculty, staff and alumni the ability to participate in a sport or activity of interest; in accordance with the overall mission of the UNC Asheville Campus Recreation Department. Each club is student-run and establishes an organizational framework, leadership, and schedule to meet the needs of their membership.

UNC Asheville Campus Recreation Mission Statement

The Campus Recreation Department at the University of North Carolina at Asheville provides community members with opportunities to enhance overall physical and mental wellness through various supervised and/or self-directed programs, activities, and services.

Campus Recreation and Sport Club Contacts

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Debby Schwartz
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828-250-3839

Student Recreation Center
828-232-5650

Campus Recreation Mailing Address
UNC Asheville
1 University Heights, CPO #2650
Asheville, NC 28804
SECTION 1:
INTRODUCTION
A Sport Club is a registered student organization formed by individuals who are motivated by a common interest in expanding their proficiency and participation in a specific sport or recreational activity. The key to a successful club is student leadership and participation. The club should be a platform for learning where members gain leadership skills through participation. Student leadership directly affects the success and effectiveness of each club which in turn guides the sport club program.

Purpose of the manual
This manual has been compiled to serve as a policies and procedures reference for sport clubs recognized by UNC Asheville and the UNC Asheville Campus Recreation Department. The manual serves to assist student leaders in the administration and organization of their respective clubs. All questions not addressed in this manual should be directed to the Assistant Director of Sport Programs located in SRC 203.

SECTION 2:
ELIGIBILITY
1. All currently enrolled undergraduate and graduate students on the UNC Asheville campus who have paid the student activity fee.
2. All current UNC Asheville faculty and staff members.
3. Community members (no more than 20% of a club’s active roster)
4. Students who withdraw from UNC Asheville are ineligible to continue participating in sport clubs under the UNC Asheville student classification from the date of their terminated enrollment. To continue to participate in sport clubs, they must register with the Sport Program office as a community member.
5. Current varsity, letter winners and ‘red shirted’ athletes of UNC Asheville are not eligible to participate in a sport club that is the same sport they are participating. The Campus Recreation Department reserves the right to assess the eligibility of these athletes individually.

SECTION 3:
SPORTSMANSHIP
As members of the UNC Asheville community, sport club members have an obligation to conduct themselves and their organization in a manner compatible with the University’s function as an educational institution. Club members are expected to behave as mature and responsible individuals both on and off campus while participating in sport club activities.
includes behavior in game situations and particularly with game officials.

*Let the officials officiate the game without interference or harassment
*Abide by the decisions they make (no matter how bad you think the call was)
*Be gracious in victory or defeat. You are still representing UNC Asheville.
*Honor all commitments for games, practices, seminars, and events

If you have a legitimate grievance, please voice it at the appropriate time and to the appropriate people. Let the Assistant Director of Sport Programs and/or the Sport Club Executive Council represent you in legitimate grievances to your league or national governing body. Above all, compete in the friendly spirit of competition—be a gracious host to visiting teams and a gracious guest when you go to visit other teams. Sportsmanship related issues are taken very seriously by the Sport Club program and any unsportsmanlike or inappropriate behavior is grounds for possible disciplinary action.

**SECTION 4:**
**INTRAMURAL PARTICIPATION**

Sport Club athletes ARE eligible to participate in Intramural Sports, however, participation is limited. Each Intramural Sports team may only have three (3) sport club members on their roster for any activity relating to their respective sport club (see below). This policy is in effect for the entire academic year. If a club team only competes in the fall semester, the spring Intramural teams will still have to abide by this policy.

A period of ten (10) calendar days (from the first day the participant attends practice) will be allowed for interested participants to try a sport club. After this period has elapsed, for intramural eligibility purposes, a participant is considered an official member of that sport club team. The Sport Program office must be notified in writing after the ten days has elapsed for an individual to be removed from that club’s roster.

It is the responsibility of each club president to inform all club members of this regulation. Ignorance is not an applicable excuse for a violation. If an intramural team is found to have illegal participants, it forfeits all games in which the illegal students participated.

**Respective sport includes, but is not limited to, similar sports, such as:
*Baseball as associated with softball, volleyball to any volleyball or wallyball, soccer to any soccer, etc.

**Note:** Club teams must update rosters as soon as a team member has a change in status to avoid any problems later when becoming involved in Intramural Sports. It is the responsibility of the club president to inform all members of this policy.
SECTION 5:
SPORT CLUB COUNCIL
The Sport Club Council (SCC) aids and advises club representatives in administering the Sport Club Program. The council exists to promote participation in the program and its primary objective is to provide a platform for the exchange of information regarding the Sport Club guidelines and procedures as well as assist with the budget allocation.

The SCC duties include:
1. Oversee the financial allocation to each sport club in conjunction with the Sport Club Program Staff.
2. Provide direction for the implementation of new policies and regulations.
3. Act as a liaison between the members of the Sport Club program and University Administration.
4. Conduct disciplinary hearings as needed.
5. Review membership applications for new Sport Club teams/activities.
6. Provide leadership, direction and guidance for Sport Club membership

Membership
The SCC will consist of one representative from each Sport Club. Each club MUST select their representative to attend monthly Sport Club Council meetings and report back to the club. The representative may change however; at least one member from each club must be present at each SCC meeting. Each club may have additional members attend but on voting matters, only 1 vote per club will be allowed. The council will meet monthly and members are encouraged to bring/propose new ideas and agenda items to continue the growth of the Sport Club Program.

Leadership Development Workshops
At least one officer of each club must represent each club at each workshop. These series are designed to enhance the leadership knowledge, skills, and abilities for club leaders. It is recommended to send corresponding leaders to specific workshops rather than one leader to all of them. For example, treasurer to budgeting, President or Vice President to member retention, marketing, etc. A more functional club is one with more functional leaders!

SECTION 6:
STARTING A NEW CLUB
Campus Recreation at UNC Asheville is committed to giving students the opportunity to form new clubs. To start a new club, follow to guidelines below. There must be a minimum number of participants. Below is a formula that clubs must follow:
Team Sports (soccer, rugby, etc.)
Minimum # = 1.5 times the number needed on the playing field or court (ex. Volleyball; 6 x 1.5 = 9 participants)

Individual Sports (karate, tennis, etc.)
Minimum # = 5 participants

In addition:
1. A letter to the Assistant Director detailing the following:
   a. name of your club
   b. main purpose and objective of club
   c. facilities required
   d. equipment needed/used
   e. any other relevant information that may be important
2. A complete membership roster including club officers
3. A club constitution
4. Meet with the Assistant Director to review the proposal and determine whether the activity can be accommodated with facilities and is safe and appropriate for UNC Asheville.
5. If #4 is yes, present to the Sport Club Council where final decision will be made.
6. Submit all required forms and paperwork as part of the Administrative Compliance Program to retain recognized status.

SECTION 7:
CLUB RESPONSIBILITIES
GENERAL GUIDELINES

1. It is the responsibility of the club officers and members to be knowledgeable of Sport Club policies and procedures set forth in this manual.
2. It is the responsibility of the officers to operate the club within the guidelines set forth by the Campus Recreation Department, UNC Asheville, the Assistant Director of Sport Programs, and the Sport Club Council. Failure to complete officer responsibilities may result in disciplinary action to the club and a loss of sport club status and associated privileges.
3. It is the responsibility of the officers to ensure that all club members are eligible for participation and have completed and signed Assumption of Risk and Emergency Card forms to be kept on file with both the club president and the Sport Club Office.
4. It is the responsibility of club officers to follow financial guidelines, reporting procedures and scheduling methods discussed in this manual.
5. It is the responsibility of club officers to follow guidelines in relation to reserving facilities for practice, competitions, and any fundraising activities.
6. No Sport Club member, coach, advisor or other party acting on behalf of the Club may sign or enter into a contractual agreement without the consent of the Assistant Director of Sport Programs.
7. Each club MUST elect and submit contact information for new officers to the Sport Club office for the next academic year by deadlines assigned. This will give the new officers a change to get accustomed to their new role before the fall semester.

Leadership Transition

A smooth transition from outgoing leadership to new leadership is vital to the continued success of each sport club. The following steps should be taken by outgoing and incoming leadership:

1. Turnover all club records and inventory of all club equipment.
2. Review all financial records.
3. Review all forms including last year’s budget allocations and end of semester reports.
4. New officers must attend all mandatory new leadership trainings.

SECTION 8:
OFFICER DESCRIPTIONS

The Sport Club Program requires the following officer positions be held and each individual’s contact information be kept on file at all times. Clubs may elect to have additional officer positions as deemed necessary by the club’s members or constitution. To expand leadership opportunities, each position must be held by a different club member. All officers must be students at UNC Asheville.

President:
The president has responsibility for oversight of the Club and all its officers and members. He or she is the liaison between the club and the advisor, Sport Club administration, SCC, and other University or community contacts.

Vice President:
The vice president duties may vary, however it is the responsibility of the vice president to represent the club if the president is unable to act or if the president is no longer able to fulfill their duties.

Treasurer:
The treasurer has responsibility for the financial well being of the club, preparing budgets and
reports, and keeping record of all internal and external transactions for the club. Additional Student Life training may be necessary.

**Secretary (optional):**
The secretary has responsibility to attend club meetings and record minutes as well as maintain club files. They will also assist with completion of the end of the semester paperwork.

**Advisors**
Each sport club must have a club advisor who is a full-time faculty or staff member of UNC Asheville. Each sport club selects their own advisor and must gain their acceptance to the role. While the advisor provides guidance and assistance to the club, the members are responsible for decisions regarding the overall club governance.

Advisors are expected to be involved in the club planning process and in club activities. They should be aware of all business regarding the club and their monetary budget and should be available to guide and assist the club in making certain decisions. Please keep your advisor in good communication by either adding him/her to your email list or contact them personally.

All advisors must **READ and COMPLETE the Advisor Contract Form!**

**Instructors and Coaches**
The coach should restrict his/her contributions to coaching and should minimize active involvement in club management. The philosophy and key to the success sport clubs has been the continued emphasis placed on student leadership and participation. This is a voluntary position and does not receive financial benefits. If a club desires to have a paid coach/instructor position, a contract must be created and approved by club officers and the Assistant Director.

An agreement between the club and coach/instructor, which outlines his/her responsibilities, is strongly recommended for each club. Continuation of these duties is **not** automatic every year.

Any club should consider the following criteria when selecting a coach:

1. Prior coaching and/or playing experience and knowledge relative to club’s activity.
2. Safety awareness of the activity he or she will coach.

The coach’s responsibilities include the following:

1. Read and sign the **Coach/Instructor Form** on website.
2. Attend and supervise contests, practices and travel.
3. Establish conditioning and training programs to physically and mentally prepare participants for competition.
4. Promote participant responsibility in the display of proper conduct and good sportsmanship when in competition and any other time the coach is with the team.
5. Display the standard and image befitting that of a coach or representative of UNC Asheville.
6. Follow the guidelines or rules of the league or organization in which the club participates.
7. Be knowledgeable of all information in the Sport Club Handbook.

SECTION 9:
TRAVEL
Teams will be required to complete and submit a Travel Authorization/Roster form by 5:00pm at least 3 business days before travel. If the form is received less than 2 business days in advance, the trip may not be approved. Trips that occur without the consent of the Assistant Director will result in disciplinary actions. These forms must be completed in full with correct traveling participants, event location, hotel or personal residence addresses, length of overnight stays, and details of the planned trip. In the event that members are added or taken off of the trip, a club officer should email the Assistant Director of the travel roster immediately, even if it is the day of the trip.

Vehicles
Clubs may reserve Campus Recreation Department vehicles when not in use and as long as the driver is a university employee (student employee included). Each club will receive 250 free miles per trip. After 250 miles, the clubs account will be billed $.55 per mile. If a club needs to pull the trailer, they must have the driver be an Outdoor Recreation employee with previous experience in driving a vehicle and trailer.

Students are allowed to reserve vehicles through motor fleet with the club budget being billed. If the club would like to use a state vehicle (Campus Recreation Vehicles included) the driver must be a university employee (student employee included) and have a copy of his/her driver’s license on file with motor fleet. The car reservation must go through the Assistant Director.

While private vehicles provide a cost effective means of transportation, there are disadvantages that must be considered. Liability issues should be a primary concern for organizations that choose to use personal automobiles. Be sure that each vehicle has appropriate insurance, current inspection, and registration and that individuals traveling in private vehicles understand that they do so at their own risk. Drivers need to be aware that by choosing to drive, they assume responsibility for the safety of those traveling in their vehicle. This means that drivers should take care to follow all traffic laws and safety guidelines, and should also make sure that their vehicle is in safe working condition before beginning the trip.

Travel Expectations
As representatives of UNC Asheville, all sport club members are expected to conduct themselves in an appropriate manner whenever and wherever they may travel. Any reports of
activity that reflects negatively upon the University will result in disciplinary actions. All funds will be frozen until the situation is resolved.

All sport club members are to adhere to the following safety requirements:

- Obey all traffic laws and regulations, especially speed limits.
- Do not consume, possess, or transport alcoholic beverages, illegal drugs or firearms.
- Wear a seat belt at all times. The number of passengers in the vehicle must not exceed the number of available seat belts at any time.
- Do not transport luggage or other items on top of large capacity vehicles. This will increase the chances of rollover.
- Avoid horseplay, racing or other distracting or aggressive behavior.

**Emergency Procedures (in all vehicles)**

If you are involved in an accident:

- Stop immediately and notify the local police or call 911.
- Contact the Assistant Director immediately.
- Fill out a police report (necessary for insurance purposes).
- Obtain the names and addresses of all witnesses.
- Do not make any statements as to who is at fault. The appropriate authorities will decide fault or legal liability.
- If you are driving a university vehicle, follow the procedures outlined in the vehicle packet.

If someone is injured in the accident:

- Call 911 immediately and obtain medical attention.
- Consult the member’s emergency information form for any special needs and emergency contact numbers.
- Contact the Assistant Director immediately.

**SECTION 10:**

**FINANCIAL ADMINISTRATION**

**BUDGET**

The responsible management of organizational funds is critical to a club’s success. Club officers assume the responsibility of guaranteeing that expenses support the club’s mission and goals and expenses do not exceed income.

**In order to use all of the allocation provided by Campus Recreation, clubs must fundraise at least half of the allocated amount.** Each club will be entitled to half of the original allocation at the beginning of the fall semester and then must fundraise that same amount before they have access to utilize the remaining allocation.
For example, if the Men’s basketball club is allocated $600 in the fall, they are allowed to use up to $300 initially for expenses. Until they raise an additional $300, they may not use the remaining $300 that was allocated to them. If second levels of funds are not reached by April 1st, they will be revoked.

Fundraising includes: chapter dues, donations, sales, special events, hosting events, letter writing campaigns, etc. Additional funding provided by a University Entity (SGA, etc.) will no longer be considered fundraising.

Accounts
Clubs may only have one account for money allotted by the University along with generated monies. All monies generated must be deposited into their FUND (880###) plus revenue account (441390). For example, when a club makes a deposit it would be deposited as a FUND-ACCOUNT (880###--441390). Make deposits through the Assistant Director. Schedule appointments with the Assistant Director to submit and sign the necessary paperwork. Make sure to bring all deposits at once.

Bank accounts off campus are prohibited for Sport Clubs.

Budgeting Suggestions
The following suggestions should help coordinate and effectively manage your sport club funds:

- Expect to utilize your own money. Campus Recreation cannot pay for all expenses.
- Stay within your budget. Spend your money carefully and make sure expenses will assist the club in reaching its goals. Receipt all expenses, keep copies of invoices and record all deposits.
- Pay your bills on time. Do not ignore outstanding bills.
- The treasurer should approve all expenditures. Require all club members to obtain approval before they pay for anything for which they expect reimbursement. Ask the Assistant Director for approval before purchase on any club gear or purchases.
  - No approval or No receipts = No reimbursement
- Paying game officials
  - Each club is responsible for finding your own game officials in accordance to your national, regional, or club’s governing body requirements. Each club is also responsible for paying for game officials with their own budget.

Campus Recreation Funding
Funds allocated to clubs by the Sport Club Council (SCC) can be obtained at the Sport Program office. Clubs should not expect their expenses to be fully funded by SCC and Campus Recreation. The Assistant Director will assist you in getting checks allocated or purchase orders written (not to exceed the amount you were awarded). If you buy something in advance you can get reimbursed providing you have all receipts. Also, you will have to pay sales tax on
advanced purchases. If a check is requested, please have copies of all documentation available. We will process it as quickly as we can. **PLAN AHEAD!**

Sport club budgets should only be used for the following: equipment, team uniforms (no personal or promotional t-shirts), travel, registration and dues. If other items wished to be purchased, the club must gain approval from the Assistant Director. All items purchased with club funds belong to the club and the University...not individual club members.

**Budget Allocation Process**

Budget allocation hearings for the following year shall be held in April. The budget allocation hearing will consist of the SCC, Assistant Director, and individual club members (if necessary). This meeting is a chance for clubs to show their need for additional funding as well as highlight what the club has done for the academic year in terms of their own funding, events, membership, club highlights, success stories, etc.

The SCC budget may not be finalized at the time of the hearing so the hearing board will estimate allocations from the previous year’s budget. Adjustments will be made by the Assistant Director once the sport club allocation has been decided. Budget request forms are available in the Sport Club Office. Remember to be specific when preparing your allocation requests. The more information you provide, the easier it will be for the Sport Club Council to understand your needs. Clubs must use the money allocated for the specific items requested.

Once you have determined the club’s needs and fundraising; allocation requests will proceed as follows:

- Submit your completed budget request to the Sport Club office by the date specified.
- The Assistant Director will review your request and make appropriate comments.
- A representative from your club will have a 10-minute opportunity to present the rationale for your request to the Sport Club Council. This hearing will take place during the month of April.
- After all proposals have been heard, the committee will meet and recommend the allocation amounts for each club. These amounts will be presented to the Assistant Director for approval.
- Once final determinations have been made, each club will receive a letter stating the exact amount of the allocation. Clubs will have access to the funds beginning the next academic year when budget money can be transferred to accounts.

**Sponsorship and Fundraising**

Sport clubs may secure a sponsor to help with fundraising under the following guidelines:

1. All sponsorship proposals must have prior approval of the Assistant Director.
2. The following means of sponsorship may or may not be approved:
a. Contact with non-alcohol/tobacco companies such as sports-related businesses, eateries or neutral entities that would not reflect negatively upon the University.
b. Exchange of goods/gift certificates in exchange for major event sponsorship.

3. Members of the club should be the only people seeking sponsorship. The club should make it clear to the sponsor that this is a student run organization.
4. The Assistant Director must approve all printed logos prior to distribution. If clubs get approval from a local vendor for publicity on promotions, it must be approved first.

Sport Clubs encourages all clubs to remain active in fundraising activities throughout the year in order to keep individual member costs at a minimum. It is the responsibility of club officers to coordinate fundraising activities and to communicate these activities to the Sports Club office. Clubs will be awarded points for every fundraiser with completed paperwork.

In order for a club to receive credit for a fundraiser they must complete the following:
1. Register the fundraising activity and obtain approval in the Sports Club office no later than 3 Business Days prior to that start of the fundraiser.
2. Results of the fundraiser must be reported to the Sports Club office within 5 Business Days of the conclusion of the event.

Fundraisers must stay within the context of the UNC Asheville and Sport Club missions. They must project a positive image of the club and Sport Club Program. Therefore, no fundraisers or sponsorships may be associated with alcohol or tobacco products, illegal substances or activities and groups that are discriminatory in nature. Additionally, fundraisers may not include: credit card application and promotions, any sort of raffling, or on campus event charging admission to UNCA students without consent of the Assistant Director.

**Spending Policies**

**PURCHASING**

These procedures must be followed in order to receive your goods in a timely manner.

1. **Allow ample time to receive your product!** A purchase order could take as long as two weeks to process in the Purchasing Department.
2. If the vendor is an internet company, research to make sure they accept purchase orders. We cannot pay for items until they have been received.
3. Bring your information to the Assistant Director and a requisition for your purchase will be processed within three business days.
4. Information needed:
   a. **Vendor:** - Complete name, address, telephone number, fax number, and contact person. Ask for the vendor’s “I-9” Form to simplify this process.
   b. **Product:** - Include anything pertinent to you receiving the correct product. (ex. item #, size, quantity, color, logo, etc.)
c. **Payment**: - vendor must accept purchase orders. Make sure your club has sufficient funds to make this purchase.

5. All shipments will be received in the Campus Recreation Department. You will be notified when your product is received. Shipping address:
   
   203 Student Recreation Center, CPO #2650
   UNC Asheville
   One University Heights
   Asheville, NC, 28804-8513

**TRAVEL REIMBURSEMENT**

This procedure must be followed in order to receive your payment in a timely manner.

1. Travel expenses include gas, meals, hotel, road tolls, parking, car rental and proof of event. In order to be reimbursed for travel expenses or other requests, the following receipts are required: **hotel, road tolls, parking, car rental and proof of event**. The hotel bills must show proof that it is ‘zeroed out.’ Each club will determine if there is a cap for payment on each event. Car pooling is always expected in order to keep expenses to a minimum.

2. If you are competing in an event you must submit documentation showing your club entered in the event, participant’s names (if available), date and location of event.

3. If several members have receipts for expenses:
   
   a. The receipts will be combined and sent to Accounts Payable as one (1) travel reimbursement.
   
   b. A designated participant in the event (elected by the club participants) will submit all receipts in his/her name.
   
   c. A check will be processed to the designated participant. This participant will distribute the money to event participants.

**CHECK REQUESTS (league dues, fees, etc.)**

In order to be reimbursed for out-of-pocket expenses (excluding purchases or travel) the following procedure must be followed:

1. Attach sufficient documentation to support the reason for the expenditure and the amount requested. Include itemized receipt, name of purchaser on receipt, supporting emails or other documents.

2. **Check Requests** that are not legible or not properly completed, signed, and/or accompanied by appropriate documentation will not be processed and will be returned to the originating person/club for correction, thus delaying the processing of the check request.

It is recommended that requests be submitted within 14 days of original purchase date to properly allow time for submission process.
**ALL RECEIPTS AND REIMBURSEMENT REQUESTS ARE DUE TO ACCOUNTS PAYABLE WITHIN 30 DAYS OF PURCHASE DATE AND BY APRIL 27th, 2016.**
**REQUESTS AFTER THESE DATES WILL NOT BE HONORED.**

**SECTION 11:**

**RISK MANAGEMENT**

The following policies exist to provide a safe and positive recreational experience for all participants:

1. At least **two** active members of each sport club must possess current certification in CPR and First Aid certification before clubs may practice. If two members are not certified, they must become certified. Certification dates and times will be set up by the Campus Recreation Department. At least **one** of these members must be present at **all** club practices and games.

2. Document with an **accident report form** all injuries that occur at club practices, games and other events. These reports are due on the next business day following the incident.

3. Immediately cancel or suspend any outdoor club event at which lightening is seen or thunder is heard.

4. A copy of each club member’s **Emergency Information Form** must be available at each practice, game or other event in case of injury.

**Safety Practices**

To provide a safe and positive recreational experience for all participants, it is necessary to prevent accidents and injuries before they occur. Every club should implement and practice the following safety practices:

1. Sport club officers, members and coaches should emphasize safety during all club related activities.

2. Each participant recognizes that they are responsible for their own well-being. All participants are required to complete an **assumption of risk form** as well as an **emergency information form** before the individual’s first day of practice.

3. Again, sport club officers are expected to inspect the field and facility conditions prior to every practice or game. Unsafe conditions should not be used and must be reported to the Sport Program Office. **When using the Intramural field,** all participants must line one side of the field and walk to the other to inspect playing surface for holes, rocks, or other safety hazards **BEFORE** practice or competition. Do not use the facilities if they appear to be unsafe. In the event of precipitation, the Intramural field may be closed to conserve the quality of the playing surface. Clubs may request indoor space upon request if space is available.

4. Participants are obligated to wear proper dress and appropriate protective equipment. If the participant chooses not to use such equipment, they are doing so at their own risk. Close toed shoes must be worn during all activities operated by Campus Recreation.

5. Risk Audits will be performed periodically and unannounced by Campus Recreation staff members at club practices and events throughout the year. Written feedback and a
score will be recorded the close of the check which will be submitted to the Campus Recreation Professional Staff. At each check, one of the club safety officers must:

a. Demonstrate knowledge of proper Emergency Action Plans in the event of injuries, inclement weather, and emergency situations
b. Present each assumption of risk form and emergency contact form for every participant present on-site

The Assistant Director of Sport Programs reserves the right to cancel practice immediately and institute additional sanctions.

Injuries
In the event of an injury, on campus or at another location, each club’s safety officer should be familiar with the emergency action plans and what protocols to follow. All injuries need to have documentation. All officers should have blank injury forms and pens on hand to be complete. All injury forms should be completed and turned into a building supervisor immediately after the conclusion of each practice. First Aid Kits are available at the front desk of the SRC if needed.

Tips for filling out Accident Report Form:
• Fill out the form completely and legibly with a pen
• Be specific about how the injury occurred.
• Part of body injured, take pictures if needed.
• Give complete information on what aid was given. Who applied the ice? Was bio hazardous waste created?
• Witnesses: If possible, get a witness that is not a sport club member. Indicate on the form what connection the witness has with the activity.
• Do not editorialize or indicate what you suspect the diagnosis to be. “He sprained his ankle, etc.”
• Please write neatly! Accident Report Forms are legal documents which may be required in a court of law.

For emergency situations and assistance, a member should contact Campus Police at (828)250-6710 and calmly state your name, location, and details of situation. Simultaneously, another member should be sent to the closest desk of the SRC to notify a facility attendant emergency while retrieving the AED. AED’s are located at each desk location in the Fitness Room Desk as well as the Lower SRC front desk. Starting in Fall 2015, Campus police will be at Weizenblatt Hall.

Students may seek additional medical services through the UNC Asheville Health and Counseling Center located at 118 W.T. Weaver Boulevard, Asheville, NC, 28804. Appointments may be made by calling (828) 251-6887.

Students who need immediate medical attention after-hours can use MAHEC Family Health Center, open Monday - Friday until 7:30pm and Saturdays from 8am - 2pm. *Please identify
yourself as an UNC Asheville student.

UNC Asheville Health & Counseling Center and MAHEC (Mountain Area Health Education Center) have a collaborative agreement for the care and treatment of our students. Our medical providers are contracted by the university through MAHEC and are committed to providing a full spectrum of 24 hour medical care through the university clinic and MAHEC's specialty clinics including OB/GYN services, Sports Medicine, and Dermatology Clinic. You may also choose to report to Mission Hospital Emergency Department located at 509 Biltmore Avenue or call local emergency services by dialing 911.

HIPAA Privacy
UNC Asheville is required by federal law to ensure that all patients’ protected health information (PHI) is kept confidential. Information obtained from or about a patient by any club officer should not be shared with anyone except as required by law.

All officers must agree to protect the security of this information and maintain all PHI in a manner consistent with the requirements outlined under the federal privacy regulations. Any breech of the terms outlined in this agreement will subject the individual to penalties, including disciplinary action, under policies of UNC Asheville as well as any applicable State and Federal Law.

Position Statement on Thunder and Lightning
The following position statement has been adopted by the District of Columbia Public Schools and is the guideline utilized by the Sport Club program at UNC Asheville.

The Sport Club program maintains the following position on thunder and lightning.

- If thunder and/or lightning can be heard and/or seen, stop the practice or game and seek protective shelter immediately.
- In situations where thunder and/or lightning may or may not be present yet you feel your hair stand on end and skin tingle, immediately assume the following crouched position: drop to your knees, place your hands/arms on your legs, and lower your head. Do not lie flat.
- In the event that either situation should occur, allow thirty minutes to pass after the last sound of thunder and/or lightning strike prior to resuming play.

If you hear thunder and/or see lightning you are in immediate danger and should seek protective shelter in an indoor facility at once. An indoor facility is recommended as the safest protective shelter. However, if an indoor facility is not available, an automobile is a relatively safe alternative. If neither of these is available the following guidelines are recommended.
• Avoid standing under large trees and telephone poles. If the only alternative is a tree, choose a small tree in a wooded area that is not on a hill. As a last alternative, find a ravine or valley. In all instances outdoors, assume the aforementioned crouched position.
• Avoid standing water and metal objects at all times (i.e. steering wheel, metal bleachers, metal cleats, umbrellas, etc.).

When the decision has been made to delay participation, everyone will report to their assigned **Safe Structure**. A Safe Structure is defined as "any building normally occupied or frequently used by people, i.e., a building with plumbing and or electrical wiring that acts to electrically ground the structure." Clubs will remain within these structures until thirty minutes after the last bolt of lightning has passed.

**SECTION 12: SCHEDULING**

With present and future construction, indoor and outdoor facility space is at a premium. Clubs must submit a request for practice days and times to the Assistant Director by August 13th, 2015. Every effort will be made to schedule clubs in a fair and equitable manner. Clubs are encouraged to schedule at least one practice on a Friday, Saturday or Sunday. With the growing need of facility spaces on campus, times will be limited.

It is the responsibility of the sport club to schedule the season’s activities. All clubs must submit a tentative schedule for approval prior to the club’s commitment for a contest. Whenever possible, home and away contests should be balanced. Scheduling activities during exam week and the preceding week is prohibited. Home activities must be scheduled with previous assurance of facility availability. **If practices are canceled, an officer must notify the Assistant Director.**

The Campus Recreation Department will make every effort to line fields for home games. Paint will never be used for practices. A club officer must contact the office **at least 10 days** before the scheduled game/match.

Outdoor field schedules may change for the Intramural Field on short notice due to lack of available space during sports such as outdoor soccer, flag football, kickball, wiffleball, etc. Game schedules are typically released at the beginning of a sport season and every effort will be made to notify sport clubs of field space availability.

**SECTION 13: DISCIPLINE**

Each club within the University of North Carolina Asheville Sports Club program is student run and under the administration and guidance of the Assistant Director of Sport Programs and the Sports Club Council. Every club member, coach/instructor, and advisor is responsible for the
knowledge of and adherence to the policies set forth by this manual and the UNC Asheville Student Handbook.

IGNORANCE IS NO EXCUSE!!!

STUDENT ORGANIZATION DUE PROCESS

Student Organizations are recognized through a process established in the Division of Student Affairs. In granting official University recognition to organizations, the university reserves the right to review this recognition and the privileges associated with it. It is important that the rights and privileges of organizations and their members be protected by a policy that provides a process for review of inappropriate behavior. It is important that the organizations recognized by the University are meeting established policies and laws. This policy will be in effect for situations both on or off campus at the discretion of the University.

I. Organization Conduct

   a. University societies, fraternities, sororities, clubs, and organizations are subject to the same standards of conduct, both on and off campus, as a student in the academic community.

   b. Failure to follow the University Student Code of Community Standards (http://catalog.unca.edu/content.php?catoid=1&navoid=21), or the failure to abide by federal, state, or local laws, or any other University policies will constitute inappropriate behavior on the part of the organization.

   c. The failure of any organization to act in a manner that prevents their members from abiding by the University Student Code of Community Standards, federal, state or local laws, or other applicable policies will constitute inappropriate behavior on the part of the organization.

   d. Applicable sanctions may result from inappropriate behavior on the part of the organization.

II. Due Process for Organizations

   a. A report of inappropriate behavior on the part of any student organization may be brought to the attention of the administration by any student, faculty or staff member, administrator, aggrieved person, campus organization or community member.

   b. A student organization may be referred to the Citizen Education Process http://housing.unca.edu/citizenship-education within 15 days after the organization in question has been identified.

University Rights and Obligations

The University of North Carolina Asheville has the right and responsibility to respond to situations involving student organizations and its members in a timely and responsible manner. The University reserves the right to suspend recognition of any student organization for an interim period prior to the Citizenship education process. This will be done only when the nature of the allegations justifies a reasonable belief by the Vice Chancellor that such an action is appropriate to protect the interest of one
or more individuals, or the University community as a whole.

Student organizations and their leaders play an important role in meeting the needs of members and providing valuable learning experiences. This policy will hold these values to be true, and the organizations and university policies accountable to each other. The University has a responsibility to the community as a whole, and therefore will take action on such matter whether they occur on or off campus, depending on the severity of the behavior.

Programs and Activities Involving and Sponsoring Minors on Campus

If your club is bringing minors (anyone under 18 years old) to campus for an event your club is sponsoring, your club must have permission from the Assistant Director of Sport Programs and University Police. A suggested three week notice of event is encouraged. Full policy can be found at https://administration.unca.edu/policies/5204

SECTION 14:
ADMINISTRATIVE COMPLIANCE PROGRAM

Sport Club funding is distributed based on budget proposals as well as adherence to the Administrative Compliance Program (ACP). Throughout the year, each club will have the opportunity to gain “points” associated with different policies met through their club’s administration. These points will help reward clubs who managing their club appropriately. At the end of each year, points will be totaled and will help the SCC in determining budget allocations for the following year.

Meeting Attendance:
There will be four (4) SCC meetings each semester and attendance at each is mandatory by a representative from each club at each meeting. Points will be awarded for each meeting a club representative is present. No attendance will result in loss of all points as well as 30 day suspension of travel and purchase approval.

Documentation:
Throughout the year, the Sports Club office requires that all clubs complete and turn in a number of forms and reports. The deadlines for these forms are on the website and will be distributed at the first SCC meeting of the fall semester, last page of this handbook, and available online.

These forms are extremely important for both record keeping and risk management/liability purposes. All forms are available in the Sport Club office and online through the Sport Club website.

Points will also be awarded for completing the following documentation by the deadlines set:
Points Breakdown

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<table>
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<tbody>
<tr>
<td>Attendance at all SCC meetings</td>
<td>5 points/meeting</td>
</tr>
<tr>
<td>Club Re-Registration (renewal)</td>
<td>5 points</td>
</tr>
<tr>
<td>Assumption of Risk Forms</td>
<td>5 points</td>
</tr>
<tr>
<td>2 CPR/First Aid Certifications</td>
<td>5 points</td>
</tr>
<tr>
<td>Semester Schedule</td>
<td>5 points</td>
</tr>
<tr>
<td>Officer Contact Information</td>
<td>5 points</td>
</tr>
<tr>
<td>2 Community Service events</td>
<td>5 points</td>
</tr>
<tr>
<td>Fundraising (per event)</td>
<td>5 points</td>
</tr>
<tr>
<td>Budget Request</td>
<td>5 points</td>
</tr>
<tr>
<td>End of Semester Report</td>
<td>5 points</td>
</tr>
<tr>
<td>Advisor/Coach form</td>
<td>5 points</td>
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Additional Points: points available for each occurrence:

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<tr>
<td>Travel Forms (per trip)</td>
<td>5 points</td>
</tr>
<tr>
<td>Compete in National Tournament</td>
<td>10 points</td>
</tr>
<tr>
<td>Regional Tournament</td>
<td>5 points</td>
</tr>
<tr>
<td>Hosting a competition</td>
<td>10 points</td>
</tr>
<tr>
<td>Community Service (per hour)</td>
<td>1 point/hour</td>
</tr>
<tr>
<td>Special event (clinic, workshop)</td>
<td>5 points</td>
</tr>
<tr>
<td>Attending UNCA events</td>
<td>1 pt./member</td>
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</tbody>
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(Full participation for danceathon, leadership 101, homecoming, multicultural events, etc. (*Ask for approval first to verify attendance process*)

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<tbody>
<tr>
<td>Attendance in SCC fund raisers</td>
<td>1 pt./member</td>
</tr>
</tbody>
</table>

It is the responsibility of each Sport Club’s administration to be aware and compliant with each deadline as associated with ACP. Failure to adhere to these deadlines may result in disciplinary action and **loss of equivalent ACP points** by the Assistant Director.

**End of semester reports are due on the last class day of each semester**

**Budget proposals are due by April 15th for the following academic year. Each club will also present proposals at the SCC budget allocation meeting in April.**

**No requests or NO reports = NO FUNDING**

**SECTION 16:**

Community Service

There are essentially 2 requirements for sport clubs to follow.

1. Two community service events a year &
2. A minimum of 20 cumulative “Event” hours
Each Sport Club is required to participate in at least 2 community service activities a year. Events must have 25% of the active members present. All other hours will count towards the cumulative hours.

For example, if 5 members of the men’s basketball club (12 total members) volunteer at the Asheville Food Shelter for 2 hours each, that credits them with 10 hours and 1 of their community service events. The club will need to do at least 1 more event accumulating 5 hours to meet requirement.

Additional hours: Any hours that are not include in the club “events” will be added as well with 1 pt/hr for each individual.

Hours will be recorded in conjunction with the Administrative Compliance Program as long as all paper work is completed by the appropriate deadlines. **All Community Service hours must be turned in within 5 days of completing hours for ACP points.** Community Service events that are completed without the appropriate paper work will still count towards the club total, but no ACP points will be awarded. All community service hours completed must be submitted with the appropriate form to the Sport Club office in order to count towards a club total. Forms are available to submit online or in person at the SRC.

Need help find a community service project or partner? Look no further than UNCA’s very own **Key Center.** Email keyctr@unca.edu or visit keycenter.unca.edu, or stop by at the Highsmith University Union front desk for assistance.

**Completing and submitting less than 20 total approved hours will set a maximum allocation cap at $100 for the following year.**

**SECTION 17:**
Review of common administrative deadlines

**Fall 2015**

Practice Request Form.................................................................August 13th

Participant Assumption of Risk/Emergency Contact..............................Before first event

Member Roster/Code of Conduct......................................................Before second event

End of the Semester Report............................................................November 16th

Final Deadline for Fall Receipts/Reimbursements.................................November 24th

**All reimbursement requests are due within 30 days of each purchase date, regardless of what semester it takes place.**
Spring 2016

Participant Assumption of Risk/Emergency Contact..............................................Before first event

Member Roster/Code of Conduct............................................................................Before second event

Budget Proposal.................................................................................................April 12th

Sports Club Annual Renewal.................................................................................April 12th

End of the Semester Report...................................................................................April 12th

Final Deadline for Spring Receipts/Reimbursements............................................April 25th