

# Sport Club HANDBOOK



## 2021-2022

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# IMPORTANT DATES

**\*Subject to Change\***

## **SATURDAY, AUGUST 1:**

Student organization annual recognition forms open on Titan Connection

## **FRIDAY, SEPTEMBER 3:**

First Aid/CPR Training: 9:30am-11:00am and 1:00pm-2:30pm, SRWC

Two members of each club must be certified (Members may present proof of certification in place of training)

Training includes an online course and in-person testing. Members must register in advance of the class and complete both portions to be certified

## **MONDAY, SEPTEMBER 6:**

Rec Fest: 2:00pm-4:00pm, Rec Plex

Strongly encouraged for each Sport Club

## **TUESDAY, SEPTEMBER 7:**

Taste of Oshkosh: 11am-2pm, Reeve Mall

Strongly encouraged for each Sport Club

## **WEDNESDAY, SEPTEMBER 15:**

Sport Club Training Workshops (President, Treasurer, Safety Officers): 8:30pm-11:00pm, SRWC Studio A, Conference Room, and Media Center

Required of each club's President, Treasurer and two members serving as safety officers; other club members are welcome to attend

## **TBA, SEPTEMBER:**

Concussion Testing: TBA

One testing session is required of all new club members of clubs with high impact designation. More information will be communicated by the Associate Director

## **WEDNESDAY, OCTOBER 6**

Sport Club Council Meeting: 4:15pm-5:15pm, SRWC Conference Room

Required of each club's President or one of two club designees

## **FRIDAY, OCTOBER 15**

Student Organization Annual Recognition (Registration, Constitution Meeting with OSA, and Registered Student Organization Training) Due On Titan Connection: 5:00pm

Required of all Sport Clubs

## **WEDNESDAY, OCTOBER 20**

Sport Club Budget Meeting: 9pm-10pm, SRWC Conference Room

Required for each club planning to request a budget for 2022-2023

## **WEDNESDAY, NOVEMBER 3**

Sport Club Council Meeting: 4:15pm-5:15pm, SRWC Conference Room

Required of each club's President or one of two club designees

## **FRIDAY, NOVEMBER 5**

Budget Requests Due: 5pm

Required attendance for each club planning to request a budget for 2022-2023

**MONDAY, NOVEMBER 8 - FRIDAY, NOVEMBER 19**

Budget Hearings for 2022-2023

Required attendance for each club planning to request a budget for 2022-2023

More information regarding hearings and sign-ups will be announced

**WEDNESDAY, DECEMBER 1**

Sport Club Council Meeting: 4:15pm-5:15pm, SRWC Conference Room

Required of each club's President or one of two club designees

**WEDNESDAY, JANUARY 5**

Clubs/orgs that miss the initial registration process shall have a chance to complete annual recognition paperwork on Titan Connection

**TBA, FEBRUARY:**

First Aid/CPR Training: TBA, SRWC

Two members of each club must be certified (Members may present proof of certification in place of training)

Training includes an online course and in-person testing. Members must register in advance of the class and complete both portions to be certified

**WEDNESDAY, FEBRUARY 2**

Sport Club Training Refresher (President, Treasurer, Safety Officer): 9:00pm-10:00pm, SRWC Conference Room, SRWC Studio A, and Media Center

Required of each club's President, Treasurer and two members serving as safety officers; other club members are welcome to attend

**TBA, FEBRUARY**

Taste of Oshkosh: TBA, Reeve

Strongly Encouraged for each Sport Club

**TBA, FEBRUARY**

Student Organization Annual Recognition Forms Due On Titan Connection: 5:00pm

Required for all clubs that missed the initial registration process

**TBA, MARCH:**

Off Campus Account Audits: TBA

Required of every club with an Off Campus Account

**WEDNESDAY, MARCH 2**

Sport Club Council Meeting: 4:15pm-5:15pm, SRWC Conference Room

Required of each club's President or one of two club designees

**WEDNESDAY, APRIL 6**

Sport Club Council Meeting: 4:15pm-5:15pm, SRWC Conference Room

Required of each club's President or one of two club designees

**WEDNESDAY, MAY 4**

Sport Club Council Meeting: 4:15pm-5:15pm, SRWC Conference Room

Required of each club's President or one of two club designees

**WEDNESDAY, JUNE 1**

Last Day to Purchase Supplies and Submit All Financial Paperwork

# SPORT CLUB FORMS

## Club Forms

### **NEW SPORT CLUB APPLICATION**

For new Sport Clubs only

Filed on Titan Connection before club can become a Sport Club

### **SPORT CLUB ANNUAL RECOGNITION**

For all returning Sport Clubs

Filed on Titan Connection

Includes several forms including the Sport Club handbook form, constitution, roster, etc.

### **FACILITY RESERVATION REQUESTS**

To reserve facility space for practice or competition

Filed [Online](#)

### **VOLUNTEER FORM**

Required of all Sport Clubs to document the Sport Club's volunteer project

Due at the May Sport Club Council Meeting

Filed [Online](#)

### **ANNUAL REPORT FORM**

Required of all Sport Clubs to document the year

Due at the May Sport Club Council Meeting

Filed [Online](#)

### **PARTICIPATION FORM**

This form includes Waiver, Hazing, and UW System Policy 136 inquiry

Required of every Sport Club member over the age of 18 prior to participation

Filed [Online](#)

For Sport Club members under the age of 18, a parent or guardian must complete this form

### **BACKGROUND CHECK**

Required for all coaches not affiliated with the University and for any club member conducting or helping to administer a camp or clinic involving minors

Found [Online](#) (under employment forms) and returned to the Associate Director

## Risk Management Forms

### **INJURY REPORT**

Completed in the event of an accident or injury

Filed [Online](#) within 24 hours of occurrence

### **INCIDENT REPORT**

Completed in the event of a non-medical emergency, conduct incident, or equipment problems

Filed [Online](#) within 24 hours of occurrence

### **RETURN TO PLAY (CONCUSSION)**

Completed in the event that a Sport Club member wishes to return to play following a concussion

Submitted to the Associate Director

Found [Online](#)

### **CLERY ACT CRIME REPORTING FORM**

Completed in the event a [Clery Crime](#) is committed  
Filed [Online](#) within 24 hours of occurrence

### **Travel Requirements (Arrangements must be made 2 weeks prior to any trip)**

#### **MEAL FORM**

To make any kind of food arrangements  
Turned in at least two weeks in advance of event  
Filed with the Administrative Assistant

#### **PRE-TRAVEL REGISTRY**

Mandatory form filed prior to any Sport Club trip  
Filed [Online](#)  
Any changes should be emailed to the Associate Director

#### **POST-TRAVEL DECLARATION**

Mandatory form filed after any Sport Club trip  
Filed [Online](#)  
Any changes should be emailed to the Associate Director

#### **TRAVEL EXPENSE FORM**

Mandatory within one week of trip return (all receipts due at this time)  
Filed with the Administrative Assistant

#### **DRIVER AUTHORIZATION FORM**

Mandatory for all student drivers on official club business  
Please note that there is a specific form for both Wisconsin drivers and out-of-state drivers  
Filed [Online](#) at least 5-7 business days in advance of driving  
Instructions/notes: Select UW under type of employee; select UW Oshkosh; enter your NetID information; select vehicle use agreement; complete agreement

### **Budget Forms**

#### **BUDGET PROPOSAL TEMPLATE**

To request funds for the following year through the Sport Club Finance Committee  
Found [Online](#) (Click Under Budget Forms and Templates)  
Submitted to the Sport Club Finance Committee

#### **OFF-CAMPUS ACCOUNT BUDGET TEMPLATE**

To serve as supplemental information for the Budget Proposal Template  
Found [Online](#) (Click Under Budget Forms and Templates)  
Submitted to the Sport Club Finance Committee

#### **ONE TIME REQUEST**

To request additional funds (for existing clubs) or start-up funds (for new clubs)  
Filed [Online](#)

# CONTACT INFORMATION

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**ATHLETIC TRAINING**

Office Phone: 920-424-7138

**EMERGENCY**

Phone: 911

**FACILITIES MANAGEMENT**

Phone: 920-424-0259

Website: [www.uwosh.edu/facilities](http://www.uwosh.edu/facilities)

**REEVE RESERVE**

Website: <http://reeve.uwosh.edu/reservations>

**UW OSHKOSH UNIVERSITY POLICE (NON-EMERGENCY)**

Phone: 920-424-1212



# ORGANIZATION AND OPERATION

## HANDBOOK

Welcome to Sport Clubs at the University of Wisconsin Oshkosh. The purpose of the Sport Club Handbook is to provide concise and useful information regarding the general operation of a Sport Club. Clubs will be held accountable for the information in this handbook and should reference it often for proper adherence to all Sport Club policies and procedures. The handbook is available online so that it can be referenced by any club member at any time.

## MISSION

The mission of the UW Oshkosh Sport Club program is to provide quality sport and recreational experiences that afford participants the opportunity to engage in physical, social, and emotional growth in a safe and positive environment. Besides developing camaraderie and improving recreational and competitive skills, UW Oshkosh Sport Clubs afford students excellent opportunities for development in areas of leadership, financial management, governance and cooperation.

## DEFINITION

A Sport Club is an officially recognized University student organization voluntarily formed by individuals sharing a common interest in a favorite, recognized sport. Sport is defined as being recognized by an International or National Governing body (i.e. International Olympic Committee) and an organization whose primary objective involves a judge-able athletic experience that is overseen by a governing body that similarly recognizes comparable organizations. Clubs provide learning experiences for their members through involvement in public relations, organization, administration, budgeting, and scheduling. Members learn new skills, refine existing skills, engage in regular practice and competition, and if Tier 1, must be sanctioned by a national governing body. Involvement in a Sport Club helps enhance students' educational experiences while living in a university setting.

## PURPOSE

The purpose of the Sport Club program is to:

1. Provide students the opportunity to participate in, develop skills in, and compete in a specific sport.
2. Provide an opportunity for extramural competition.
3. Provide competitive sport experiences that afford club participants the opportunity to engage in physical, social, and emotional growth in a safe and positive environment.
4. Provide camaraderie and afford students excellent opportunities for growth in valuable lifelong skills such as leadership, financial management, governance, and cooperation.

## PARTICIPATION

1. Sport Club participation will involve extramural competition on a local, state, or possibly national level.
2. Sport Club eligibility is open to all currently enrolled UW Oshkosh students at all three campuses. Students from the access campuses (Fox Cities and Fond du Lac) may not join a club on the Oshkosh campus if that sport or club already exists on their campus. Access campus students will be required to pay a club access fee before joining. In some cases, a club's governing body may not allow students from the access campuses to join. More information can be found by contacting the Associate Director.
3. Graduate student participation in competitions, leagues or national tournaments will be determined by each club's governing body.
4. University staff and faculty members and non-University individuals may not be members of any Sport Club.
5. Participation by club members shall be completely voluntary.
5. The University of Wisconsin Oshkosh is not responsible for injuries incurred during Sport Club participation and will not pay for such injuries. It is highly recommended that all club members

obtain a physical examination prior to club participation and procure some form of adequate health insurance.

6. All members of Sport Clubs are advised that participation in club activities can result in bodily injury and/or death. Participation is voluntary and the University of Wisconsin Oshkosh, the Oshkosh Student Association, Student Recreation, and the Sport Club program do not assume any liability for such injuries and/or death.
7. UW Oshkosh is required to comply with [UW System Administrative Policy 136](#). The inquiry will take place as a portion of the Participation Form required of all Sport Club members.

## CRITERIA

There are three different classifications of Sport Clubs: Tier 1, Tier 2, and Tier 3. Because of the additional criteria required of Tier 1 clubs, Tier 1 has priority over the other tiers as it relates to facility space and funding. Similarly, because of the additional criteria required of Tier 2 clubs, Tier 2 has priority over Tier 3 as it relates to facility space.

### TIER 1

The following criteria shall be used to determine whether an interested group is a Tier 1 Sport Club at UW Oshkosh. An organization must:

1. Be eligible for membership within a national or international governing body (i.e. USA Volleyball, USA Rugby, etc.).
2. Conduct team practices to prepare for competition against teams or clubs from other institutions.
3. Participate in member leagues or competitions and play competitively toward nationally sanctioned tournaments or competitions within their respective sport.
4. Establish sufficient membership interest in the sport. At least five (5) student members must join to merit applying for Sport Club status.
5. Establish availability of intercollegiate and extramural competition within a five-hour radius of Oshkosh.
6. Must document that interest in the sport is not being adequately met by existing campus programs and will not duplicate a current University intercollegiate team or a current University Sport Club.

### TIER 2

The following criteria shall be used to determine whether an interested group is a Tier 2 Sport Club at UW Oshkosh. An organization must:

1. Conduct team practices to prepare for competition against teams or clubs from other institutions.
2. Establish sufficient membership interest in the sport. At least five (5) student members must join to merit applying for Sport Club status.
3. Establish availability of intercollegiate and extramural competition within a five-hour radius of Oshkosh.

### TIER 3

Tier 3 clubs are defined as any other student organization participating in a sport (as defined by this handbook). These clubs are not eligible for funding but may request recreational facility space. Tier 3 clubs are required to provide rosters, and each member should complete the participation form. These clubs must adhere to all policies and procedures as defined by this handbook, and while welcome to attend Sport Club Council meetings, will not serve in a voting capacity.

## GAINING SPORT CLUB STATUS

A prospective Sport Club must first be recognized as a UW Oshkosh Student Organization. Applying new groups will find the form on Titan Connection. More information can be found on the OSA [website](#). Questions should be directed to the OSA Office Manager. Contact information can be found in the

appropriate section of this handbook. Club members will present at Assembly and Senate, and both houses will approve the new student organization. Based on Sport Club criteria requirements being met, the OSA Office Manager recommends possible Sport Club status to the club and Associate Director. To be eligible to become a Sport Club, the student organization must petition for Sport Club status and provide documentation of the following to the Associate Director:

1. A list of all club members, including addresses, telephone numbers, and email addresses. A minimum of five (5) members is required.
2. A list of all officers, including addresses, telephone numbers, and email addresses. See the appropriate section of this handbook for required officer positions.
3. The name, address, telephone number and email address of the club advisor, who shall be a faculty/staff member at the University.
4. Secure confirmation from University facility scheduling staff regarding availability of facilities for practice and/or competition.
5. The name, address, telephone number, and email of the coach(s), if applicable.
6. A copy of the new Sport Club's constitution.
7. A New Sport Club application.
8. Area and regional league/competition information within a five-hour driving radius of Oshkosh.
9. National Governing Body (If applying for Tier 1 status).
10. Documentation of interest that the sport is not being adequately met by existing campus programs and will not duplicate a current University Sport Club or Student Organization.

Student organizations that petition to become a Sport Club and have properly documented the required criteria will present to the Sport Club Council. The Sport Club Council will review the presentation, ask questions, and approve/deny via a majority vote. A new club shall be granted conditional status for one year. At the end of this period, the Sport Club Executive Board will evaluate the new club's program, activities, and objectives to determine whether the club should be granted regular status within the Sport Club program. If a proposed student organization is denied Sport Club status, the group may reapply the following academic year.

## CONSTITUTION

To be a recognized student organization and to provide self-governance, a group must have a set of operational guidelines or rules. Each Sport Club shall develop a constitution suited to the practical operation of their particular club and meet with the OSA Speaker of Assembly during the annual renewal process to discuss constitution guidelines. The constitution should be easily interpreted, so that the club can operate consistently from year to year. More information can be found on the OSA [website](#).

## ANNUAL RENEWAL

Every club must reconfirm their student organization status on an annual basis by completing the annual recognition form each Fall. This form is available on Titan Connection. More information can be found on the OSA [website](#). Questions should be directed to the OSA Office Manager. Contact information can be found in the appropriate section of this handbook.

## MANDATORY FILING OF CLUB DOCUMENTS

To ensure proper management of each club, several forms must be filed online at least three days before a club's first date of competition or by the annual renewal deadline, whichever date comes first.

Not filing the proper forms by the stated deadline may result in, but is not limited to, a freeze on any allocated budget monies, a freeze on being able to compete in any home or away event, a freeze on access to any University facilities and/or fields for practice, or the suspension of Sport Club status as outlined in the conduct section of this handbook.

## MAINTAINING SPORT CLUB STATUS

To remain in good standing (regular status) with the Sport Club Program and the University, a club must meet the expectations outlined below. Failure to do so will prompt a club status review by the Sport Club Executive Board and may result in a recommendation for probationary status or complete revocation of Sport Club status.

The conditions for maintaining a good standing include:

1. Conduct all activities and business in accordance with the club's constitution and other bylaws or regulations.
2. Ensure all activities will not interfere with academic responsibilities.
3. Comply with all local, state and federal laws and University regulations.
4. Ensure that there are no club related negative activities (examples: alcohol use, unsporting behavior, sexual harassment, hazing) which reflect poorly upon the University and Sport Club program.
5. Complete and maintain all necessary forms, reports, and records in a prompt, accurate manner.
6. Abide by all travel policies.
7. Abide by all equipment policies.
8. Ensure proper fiscal management by following all Sport Club program budget and expenditure directives.
9. Comply with all the rules and directives from a club's national governing body (If Tier 1).

### **VOLUNTEER PROJECT**

Each Sport Club is required to do one volunteer project during the academic year. A qualifying project will last a minimum of one hour and have participation of at least 50% of the club's membership. Clubs must receive prior approval of the volunteer project from the Associate Director. Failure to meet the annual volunteer requirement shall result in an appearance before the Sport Club Executive board to discuss repercussions that may include budget forfeiture and the suspending of the club's Sport Club status. Sport Clubs are encouraged to volunteer for Student Recreation special events whenever possible.

### **SPORT CLUB DISBANDMENT / RESIGNATION**

If a club disbands or resigns from the Sport Club Program, all funds, equipment, and materials purchased with Sport Club and University monies must be returned to the Student Recreation Sport Club Program.

### **INCLUSIVITY STATEMENT**

The University of Wisconsin Oshkosh is committed to nondiscrimination on the basis of race, color, ethnic or national origin, sex, sexual orientation, gender identity, religion, age, ancestry, disability, genetic information, military status, veteran status, arrest or conviction record, or political affiliation in admissions, educational programs or activities, and employment of disabled veterans and veterans of the Vietnam Era, as required by applicable laws and regulations. Inquiries concerning Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the Americans With Disabilities Amendments Act of 2008, may be directed to the Director of Equal Opportunity and Access, University of Wisconsin Oshkosh, 800 Algoma Boulevard, Oshkosh, Wisconsin 54901 (phone) 920-424-0330.

Students may participate in Sport Clubs based on their individual gender identity. A sport's National Governing Body may have more detailed regulations or policies. Any questions can be directed to the Associate Director.

# ROLES AND RESPONSIBILITIES

## DEPARTMENT OF STUDENT RECREATION

1. Provide administrative leadership for Sport Clubs.
2. Assist Sport Clubs with funding, equipment, and facilities to pursue their function.
3. Monitor the administrative and financial operations of each club.
4. Promote wholesome, educational, social, and competitive opportunities for each club.
5. Develop lifelong habits of participation in sports/recreational related activities.

## ASSOCIATE DIRECTOR

1. Serves as the official representative of Student Recreation in the supervision of the Sport Club Program.
2. Functions primarily as a University administrative resource for club leaders pertaining to the operation and management of each club.
3. Assists in the development and implementation of Sport Club program policies and procedures.
4. Monitors Sport Club activities to ensure the safety of participants and that club funds are managed in accordance with the University fiscal policy.
5. Regularly meets with club leadership to discuss club operations.

## ADMINISTRATIVE ASSISTANT

1. Provides auxiliary administrative support particularly with the access and completion of necessary forms.
2. Assists with budget accounting and proper equipment purchase protocol.
3. Assists with club travel plan arrangements and reimbursements.

## MEMBERS

Each member has an unlimited number of opportunities to become directly involved in the development, administration, and supervision of their club. Members collectively have the responsibility for the following:

1. Write and keep up to date their club's constitution and by-laws.
2. Establish and collect club membership requirements and participation costs.
3. Select the club advisor and coach.
4. Establish the duties of the officers.
5. Renew student organizational status by the annual renewal deadline of each academic year.
6. Develop, propose, and administer the club budget.
7. Provide representation at each monthly Sport Club Council meeting.
8. Inventory all University purchased club equipment.
9. It is in the best interest of clubs to communicate frequently with the Associate Director to remain informed of policies and meetings that pertain to the Sport Club Program.
10. The Sport Club program does not have a GPA requirement. Individual clubs shall not impose such a requirement. A student in good standing with the University is eligible for participation. Some national organizations may have GPA requirements for competitions, but these requirements shall not affect membership.

## OFFICERS

Each club will minimally include a president, vice president, treasurer, and two safety officers. Any officer but the president and treasurer may also serve as a safety officer. More information about safety officers may be found in the appropriate section of this handbook. Ultimately, club officers are responsible for all club activities. Officer responsibilities include, but are not limited to:

1. Develop and propose the club budget that is reviewed annually each fall by the Sport Club Finance Committee and ensure responsible fiscal management by staying within club budget limits and University guidelines.

2. Help set annual goals; hold annual officer elections and submit results within one week to the Associate Director.
3. Adhere to all deadlines and regulations as they relate to University, Student Recreation and Sport Club program policies (University vehicles, reimbursements, expenditures, club member conduct, etc.) and practice proper risk management for the club (member participation, general safety, travel, insurance, etc.).
4. Attend all Sport Club related meetings as per requested.
5. Communicate and reserve facility space for practices and matches.
6. Maintain CPR/AED, and First Aid Certifications to ensure that all practices and matches are attended by at least one CPR Certified club member and/or a Certified Athletic Trainer.
7. Maintain continual communication with the Associate Director and Administrative Assistant regarding club activity, including arrangements for an Event Manager and reporting all event results.
8. Communicate/correspond with other clubs, national governing bodies, and league offices.
9. Complete all reports in a timely fashion.

### **SPORT CLUB COUNCIL**

The Sport Club Council is composed of one member from each Sport Club and the Associate Director. The responsibilities of the Sport Club Council include:

1. Provide important input and direction to the Associate Director regarding all Sport Club program matters, policies and guidelines.
2. Regularly discuss Sport Club policies, procedures, and expectations.
3. Promote involvement by Sport Clubs within campus and the community (Example: serving on campus student governance committees, the Student Recreation Advisory Committee (SRAC), or the allocation committee).
4. Facilitate the development of new clubs and decide whether a potential club meets the Sport Club criteria.
5. Make recommendations regarding revisions to the Sport Club Handbook.
6. Address other Sport Club related issues as needed.

A copy of the committee meeting minutes shall be provided to each council member, each club's executive board, the Associate Director, the Administrative Assistant, and all club Advisors.

Sport Club Council meeting attendance is crucial to the success of each club and the entire Sport Club program. Attendance by a representative of every club at every monthly meeting is mandatory. At least one of the following: a club president or one of two club designees shall be in attendance for the duration of every Council meeting. While advisors are always welcome to attend, they may not stand in for a student representative.

Regarding Sport Club Council meeting accountability:

1. A first absence will result in a meeting with the Associate Director to determine an appropriate penalty, which may be a minimum two week freeze on all club activities.
2. A second absence will result in a hearing before the Sport Club Executive Board to determine an appropriate penalty, which may be a minimum semester freeze on all club activities.
3. A third absence will result in a hearing before the Sport Club Executive Board to determine an appropriate penalty, which may be a minimum suspension of all club activities for the remainder of the year and a report sent to the Sport Club Finance Committee for future considerations regarding club budgets.
4. Any club arriving after the scheduled start of the Sport Club Council Meeting will be considered absent. Excused absences must be approved by the Associate Director at least 24 hours in advance of the meeting.

The Sport Club Council can bring to question the effectiveness or credibility of any club to the Associate Director. Pending discussion, a recommendation may be made to review the particular club's status

regarding accountability, properly meeting Sport Club standards, and representing the Sport Club program and the University appropriately.

### **SPORT CLUB EXECUTIVE BOARD**

Council members are eligible to apply to serve on the Sport Club Executive Board. The board will consist of:

1. Four members from the Sport Club Council, each representing different Sport Clubs
2. One member from the Student Recreation Advisory Committee
3. One additional Student Recreation professional staff

All board members serve in a voting capacity except for the Student Recreation professional staff member who shall serve in an ex-officio (non-voting) capacity. Applications for the student positions will be turned in to the Associate Director to be reviewed for appointment to the board. The appointment shall be for one academic year or the remainder of the current academic year. The board's primary functions are to:

1. Assess and provide input to the Associate Director regarding the current status and operation of the Sport Club program as well as make recommendations for future directions and improvements of the program.
2. Monitor the activities of each club and ensure that all University policies are followed by all Sport Clubs.
3. Serve in a judicial board capacity regarding Sport Club related issues involving student conduct. After a formal hearing regarding an incident, the Sport Club Executive Board will make appropriate sanction decisions and recommendations.
4. Evaluate the status of new and established Sport Clubs at the end of each club's first year to determine the club's future status.
5. Address other Sport Club related issues as needed.

### **SPORT CLUB FINANCE COMMITTEE**

Council members are eligible to apply to serve on the Sport Club Finance Committee. The SCFC will consist of:

1. One member from the Sport Club Council that will serve as the committee chair. This position is paid. The chair is required to convene and conduct SCFC meetings, monitor budget and one-time requests, and more.
2. Two additional members of the Sport Club Council, each representing different Sport Clubs.
3. One member from the Student Recreation Advisory Committee.
4. The Sport Club Student Program Assistant. This position is paid. In addition to its regular responsibilities, the Student Program Assistant will serve as secretary for SCFC meetings.
5. One additional Student Recreation professional staff.

All committee members serve in a voting capacity except for the Student Recreation professional staff member who shall serve in an ex-officio (non-voting) capacity. Applications for the student positions will be turned in to the Associate Director to be reviewed for appointment to the committee. The appointment shall be for one academic year or the remainder of the current academic year. The committee's primary functions are to:

1. Conduct budget training for the Sport Clubs to cover budget policies and procedures.
2. Conduct budget hearings for each Sport Club to listen to each club's proposed budget.
3. Determine the budget awarded to each Sport Club.
4. Receive and rule on one-time requests and new club budgets after the budget hearings have been concluded.
5. Adhere to all SCFC policies and procedures.

### **ADVISOR**

The members of the club choose the club advisor. In all instances the advisor must be accepted by the membership of the club. The advisor must be a UW Oshkosh faculty, staff, or emeritus member. The advisor should:

1. Be knowledgeable of the guidelines and procedures for student organizations and ensure that club officers are also informed of these policies.
2. Provide advice and guidance regarding club direction, decisions, and event planning.
3. Attend club meetings in order to best understand and assist the group.
4. Assist with the club's annual budget preparation and oversee sound fiscal management.
5. Ensure that the club and its members follow all University rules and policies.
6. Serve as a liaison between the club and the University.
7. The advisor is NOT to actively manage club affairs, but rather to serve as a resource to assist the club's student leadership.
8. The advisor is NOT allowed to spend any club money but may advise the club on expenditures.

## COACH

Some Sport Clubs operate with student coaches while others are coached by volunteers, graduate assistants, or faculty-staff members. It is the responsibility of each Sport Club to secure the services of their coach and agree to all terms.

The coach should restrict contributions coaching and refrain from assisting other areas of club management. The coach should:

1. Develop and improve sport performance abilities of club members.
2. Assist officers with practice and competition scheduling.
3. Employ safety practices for all participants including the inspection of equipment and playing facilities.
4. Attend competition events and practices.
5. Promote good sportsmanship before, during and after events and practices.
6. The coach is NOT to actively manage club affairs, but rather to serve as a resource to assist the club's student leadership.
7. The coach is NOT allowed to spend any club money but may advise the club on expenditures.
8. Coaches not affiliated with the University must successfully pass a criminal background check before being named. Sport Clubs are responsible for the cost of the Criminal Background Check. Criminal Background Check forms can be found in the appropriate section of this handbook.
9. Coaches not affiliated with the University must complete required Title IX training and become Campus Security Authorities (CSA) These trainings are offered regularly and dates will be shared with the coaches through contact information provided by the clubs.

## EVENT MANAGER

The Event Manager is responsible to Associate Director for providing assistance and monitoring Sport Club home event operation, security, and emergency procedures. Pre-event duties include venue safety check and accommodating visiting teams and officials. Event duties include monitoring event proceedings, serving as a contact point for emergency care, and ensuring the compliance of clubs with University policy and Sports Club guidelines. Post-event duties include securing the venue and equipment and filing any necessary reports. The Associate Director will determine whether an Event Manager is needed for a Sport Club's home event or if the club's trained Safety Officers can serve in that role.

Note: The cost for Sport Club Event Manager will be charged to each club's budget, as will field lining costs and other facility and maintenance charges for events.



# CONNECTIONS

## EMAIL

Email will serve as the primary means of communication between club officers and members, the Associate Director, and the Administrative Assistant. The Student Recreation website has the capability to receive email from interested parties about individual Sport Clubs. During the academic year interest email will be directed to the President of each club.

## WEBSITE AND SOCIAL MEDIA

Student Recreation's website is: <https://uwosh.edu/recreation/>. The Sport Club portion of the website can be found at: <https://uwosh.edu/recreation/programs/sport-clubs/>. Clubs are required to, at a minimum, create and maintain a club website on Titan Connection. It is recommended that clubs utilize social media. Student Recreation will add a link to each Sport Club website, upon approval of the site by the Associate Director. To ensure continual visits, clubs should keep websites and social media content current. All clubs should follow the University branding guidelines. Student Recreation will monitor each club's website and social media pages.

When posting information on your club's website, it is important to be careful about posting copyrighted material. If you have any questions about what information you would like to place on your website, please talk with the Associate Director. Any posted information that is deemed inappropriate will result in a hearing with the Sport Club Executive Board and could result in sanctions.

## PUBLICITY

Student Recreation can assist clubs with various publicity methods. However, the club must pay for advertising and duplicating charges from their budget. Clubs may take advantage of promoting their events on campus using kiosks, University Marketing and Communications, Campus Vision, the Advance Titan, etc. Become familiar with the University policy on publicity, promotion, and advertising as stated in the Student Discipline Code. Posting of information on trees, sidewalks, and/or in University buildings is prohibited. For more details, please contact the Associate Director.

Note: Any use of the University of Wisconsin Oshkosh trademark, logo, official name (University of Wisconsin Oshkosh) for apparel must be sent to the Associate Director for approval by University Marketing and Communications, University Books and More, and Athletics. All marketing and publicity must be approved by the Associate Director prior to use. Branding guidelines can be found at the following website: <http://umc.uwosh.edu>. Sport Clubs may not use the word "team" at any time due to NCAA guidelines.

## PUBLICATIONS & ADVERTISING DESIGN

Design of t-shirts, flyers, posters, logos, brochures, and announcements etc. can be done via the aid of the Student Recreation graphic artist. Contact the Associate Director for more information.

## PRINTING / DUPLICATING CHARGES

Please refer to the UWO Document Services website at: <https://uwosh.edu/finance-administration/document-services/> regarding copying possibilities and costs. Then, consult with the Administrative Assistant to process your order.

## ALUMNI WEBPAGE

Please utilize this website to continue a database of club members. To help you with future club alumni functions, fundraising, etc. have departing/graduating members complete the information at <http://www.uwosh.edu/alumni/documents/forms/alumni-update-form>.

## SPONSORSHIPS

No companies or corporations directly associated with alcoholic beverages, pubs, bars, taverns, tobacco products, drugs, or any other product associated with an unhealthy lifestyle or contradicting the stated mission of Student Recreation may sponsor a Sport Club. Before considering a sponsor, determine the role the sponsor will play with your club. Check with your sport's governing body to confirm rules regarding sponsorships.

Note: Sponsors cannot be in competition with an existing University sponsor or donor. Before any club decision is made regarding a sponsor, the Associate Director must grant approval. Approval must also be granted before posting sponsors on club websites.

### **ASSESSMENT**

To demonstrate the positive impact that the Sport Club program has on a student's collegiate experience, all Sport Club members may be asked to take an online assessment before beginning club activities.

### **INTRAMURAL SPORTS**

Sport Club members are encouraged to participate in Intramural Sports throughout the year. However, when Sport Club members are participating in an Intramural Sport similar to their club sport (i.e. Ice Hockey club members playing Intramural Floor Hockey or the bowling club participating in Intramural Bowling), there are a few restrictions: No Intramural team can have more than two club members or more than 50% of the Intramural team roster, whichever is fewer, and club members must participate at the highest level of competition offered. This rule is in place to provide a more level playing field for the Intramural program.

### **RECOGNITION**

To recognize the achievements of all Sport Clubs, the Sport Club MVP award will be presented at the Student Leadership Awards Ceremony. Sport Clubs will each nominate their club's MVP. MVP will be defined by each club. The Associate Director, Administrative Assistant, and OSA Speaker will then select from the nominees three finalists of which one will be named Sport Club MVP. The MVP will receive a certificate at the ceremony and a plaque displayed in the SRWC.

# CONDUCT

## CONDUCT POLICY

Sport Club members assume an obligation to function in a mature and responsible manner both on and off campus in club related activities, in accordance with the UW System Student Conduct Code, University of Wisconsin Oshkosh, and Student Recreation Sport Club regulations. Sport Clubs or individual members of Sport Clubs represent the University of Wisconsin Oshkosh and may face disciplinary action for inappropriate on-campus or off-campus actions while participating in a Sport Club related activity. For events held off-campus, Sport Club members represent the Sport Club program and the University from the time of departure from campus until the time of return to campus.

## ALCOHOL/DRUG FREE

For a club to represent itself and the University in a proud and proper manner, an alcohol-free environment is a must for all Sport Club related activities. This goes for all club members, even those of legal drinking age. The use of alcohol/drugs is strictly prohibited at any and all Sport Club sponsored activities. It is against University policy to transport alcohol/drugs in University and personal vehicles. The use of alcohol/drugs at events associated with Student Recreation is prohibited. Violations will result in a hearing with the Sport Club Executive Board and may result in immediate suspension of individuals from the Sport Clubs program or a possible revocation of a particular Sport Club's operational status. The disciplinary process outlined later in this section provides further information regarding responses to conduct violations.

It is important to represent the University appropriately. Wearing apparel with the Sport Club or Student Recreation logo into an establishment serving alcohol is not acceptable.

## HAZING FREE

To properly promote the ideals of the Sport Club program, any form of hazing shall not be tolerated. Membership in a University Sport Club should be a valuable and beneficial experience. Clubs are encouraged to provide new members with an orientation that is positive, informative, and consistent with federal, state, and local laws, and policies and procedures at UW Oshkosh. All Sport Club participants must complete a Hazing Free Agreement as part of the Participation Form before participating in any club activity.

Hazing is defined by the University of Wisconsin Oshkosh Dean of Students Office at the following link: <http://www.uwosh.edu/deanofstudents/university-polices-procedures/documents/statement-on-hazing>.

## ACCOUNTABILITY

A club will be notified formally regarding causes for immediate loss of a club's good standing due to improper conduct on behalf of their members. Examples are not limited to the following: failure to gain annual Student Organization recognition/status, falsification of registration or false documentation of other pertinent records, use of University facilities without prior and proper authorization, failure of club officers to fulfill their designated responsibilities, violating the University's nondiscrimination policy regarding anyone seeking membership or affiliation with a club, and violation of any federal or state laws or any University rules and regulations.

## DISCIPLINARY PROCESS

All clubs are expected to abide by the previously stated guidelines and regulations. Failure to do so will result in disciplinary action, as listed below:

1. All Sport Club misconduct will be brought forward for investigation and review by the Associate Director. Any case possibly involving a violation of laws may be referred to the legal system by

the appropriate University authority. All club operations may be immediately suspended until the review is completed.

2. The Associate Director may respond to potential misconduct in the following ways:
  - a. Review the facts of the case and rule on any violation(s)
  - b. Find no evidence of misconduct resulting in no sanctions
  - c. Refer the alleged violation to the Sport Club Executive Board
    - i. If the Sport Club Executive Board has a member whose Sport Club is involved in the misconduct case, that member shall be removed from that case and the Associate Director will appoint another member of the Sport Club Council to serve in this particular case.
    - ii. A Student Recreation professional staff member will chair the Executive Board hearing but will serve in a non-voting capacity.
  - d. Refer the alleged violation to the Dean of Students office if it is regarding individual student conduct. More information about the Student Conduct policies is available [here](#).
  - e. Violations may also be referred to the OSA Tribunal.

## APPEALS

1. Appeals of the Associate Director's Sanctions: A Sport Club or Sport Club member who disagrees with the finding(s) and/or sanctions of the Associate Director has the right to appeal to the Sport Club Executive Board. All appeal requests must be submitted to the Associate Director via email and be submitted within five (5) business days from the date of the Associate Director's decision. The Sport Club Executive Board's decision will be considered final.
2. Appeals of the Sport Club Executive Board Sanctions: A Sport Club or Sport Club member, based on the finding(s) and/or sanctions of the Sport Club Executive Board, has the right to appeal to the Student Recreation Advisory Committee for the purpose of an administrative review. This appeal must be submitted via email within five (5) business days from the date of the Sport Club Executive Board decision. The Student Recreation Advisory Committee's decision will be considered final.

## DISCIPLINARY CONSEQUENCES

The following clarifications are provided regarding scenarios that a Sport Club may face if it were involved in an investigation pertaining to more serious student conduct issues involving some of its members. These clarifications may begin from the time of infraction, while it is under investigation, and until the suspension is lifted:

1. Probation.
2. Sport Club budgets may be frozen.
3. Facility scheduling rights or reservations may be rescinded.
4. The club's active status may be suspended or rescinded thereby disallowing any practices or events to take place.
5. The club may not be able to use University vehicles.
6. Additional volunteer service may be required.
7. The club will continue to attend meetings and turn in requested forms and reports.
8. If the club is planning to apply for reinstatement at the first fall semester meeting, the club must participate in the current year Sport Club Budget Hearings (for funding for the following year).
9. Other conditions may be implemented by the Associate Director or SCEB (Sport Club Executive Board) as appropriate.

# FINANCES

## **FUNDING AND ACCOUNTS**

Each club shall be responsible for developing its revenue (annual budget proposal, fund raising, participation fee structure) and the proper fiscal management of these funds.

## **ALLOCATED MONEY (WISER ACCOUNT)**

Each club will have a University account of Segregated University Fees (SUF), funds via an annual budget that is proposed and approved by the Sport Club Finance Committee (SCFC). The Sport Club Finance Committee and its policies and procedures can be found in the appropriate section of this handbook. Each club's budget is monitored by the Associate Director. The following must be observed:

1. All funds will be under the control of Student Recreation (i.e. the Associate Director).
2. Segregated University Fees (SUF) will be deposited and expended from the State accounts. All 128 appropriation expenditures must conform to the requirements of the University.
3. Segregated University Fees (SUF) may only be expended on individuals, items, and activities that are related to the mission of the University and the purpose of the organization. Expenditures of SUF must also conform to all applicable state and federal laws and policy requirements.

## **OFF CAMPUS MONEY (CHECKING ACCOUNT)**

Each club may have a checking account and must adhere to the following directives:

1. Deposit all other revenues (e.g., participation fees, fundraisers, gifts, and grants) in the account. These funds may only be expended through the respective account.
2. Clubs may spend the money from their checking account by writing checks or using Debit Card. ATM transactions are not permissible. Money orders and cashier's checks must be accompanied by the appropriate documentation.
3. Clubs may collect money from members via apps like Venmo but may not disperse money through those apps.
4. Clubs are required to have a "second signer" for expenditures over \$500 to ensure effective checks and balances with the club accounts. Multiple club member signatures are recommended on all transactions to provide maximum transparency and security.
5. Any purchase over \$5000 must be authorized by the Associate Director.
6. Maintain sufficient records to verify the accuracy and to substantiate the deposits and expenditures in the club's checking account. Receipts/bills will be kept and maintained within this record system. Records and receipts/bills should be passed on to the following year's club leaders to provide a starting point for the club's new year.
7. Under certain circumstances, payments to individuals for services rendered may be processed through the Associate Director. This restriction is required due to federal and state income tax reporting requirements. By law payments to individuals of \$600 or more must be accompanied by a W9.
8. Being a public institution, the University, the department, and Sport Clubs do not qualify as charitable organizations and thus, are not able to provide a 501(c)(3) number.
9. Sport Clubs are not allowed to use the University FEIN (Tax ID Number). It is recommended that off-campus checking accounts be set up as an organization or club account, sole proprietorship, or LLC. Club leadership is encouraged to not use personal social security numbers for checking accounts.
10. Coaches and Advisors are NOT permitted to have access to the checking or foundation account.
11. Permit direct access to all account information to the Associate Director.

Each Sport Club must promptly reimburse the University, as directed by the Associate Director, for support services provided to the club not allocated by the budgeted Sport Club Program.

## EXPENDITURES

One person from each club will be the club's treasurer. This person will be the only club member handling finances with the Associate Director and the Administrative Assistant and will serve in this capacity for the entire academic year. Other club members, advisors and coaches assisting in finances will work through this designated club member.

Before any WISER money is spent, the club's treasurer will email the Associate Director with the expense, the price, and the new balance in the club's WISER account. The Associate Director will/will not approve the expense and copy the Administrative Assistant. Spending may then commence.

All transactions must be completed prior to June 1<sup>st</sup>. This will allow appropriate lag time to settle accounts before the end of the budget year.

The University is a tax-exempt organization. Any purchases made with University dollars may be exempt from taxes. Please contact the Administrative Assistant for more details.

Payments to other UW System schools will require that school's account number for the payment to be processed. The treasure is responsible for obtaining the account number.

A copy of any third party W9 forms and Certificate of Insurance (if applicable) should be on file with the Administrative Assistant before any payment is made. Examples of third parties include camp instructors, clinicians, athletic trainers, officials, and more. Please see the Associate Director or Administrative Assistant for more information.

## REIMBURSEMENTS

The only qualifying reimbursement for club expenses paid out of pocket is for mileage. Entry fees, equipment, and other club expenses should be taken care of in advance and may not be reimbursed.

To settle travel expenses and be reimbursed, the club treasurer must bring in the following documentation to the Administrative Assistant within one week of returning:

1. Names, addresses, and copy of the driver's authorization of the club members who drove on the trip.
2. Number of miles, reimbursement rate, total each driver should be paid.
3. Copy of tournament flyer, entry fee costs, and entry fee form.
4. Hotel receipt if applicable.
5. Any other miscellaneous documentation as requested by the Administrative Services.

Per UW Oshkosh policy, no reimbursements will be given after 90 days of a trip taking place. Club members should allow a minimum of three weeks for the reimbursements to be processed.

## AUDITS

Upon request, each club must provide financial reports to the Associate Director or to University auditors. Reports must cover the club's entire operation (WISER and checking account).

Audits will be conducted at least once per year, usually in March. These audits will look at the usage of Off Campus money (Checking Account). Audits will look at the entire preceding year.

Club Treasurers should be prepared to answer questions about all expenses and deposits and must bring the following documents to the scheduled audit:

1. Monthly statements from all Off Campus accounts. Statements should note all account withdrawals and deposits.
2. Paper copies of all receipts or invoices for all transactions.
3. Any documentation showing second signer for expenditures over \$500, permission from the Associate Director, and/or W9 forms.

- a. Second signer documents can include signed forms, emails, or other documentation.
  - b. W9 forms are required for any individual payments that total \$600 or more in a year.
4. Copies of all checks written and documentation for cashier's checks are preferred.

### **BUDGET DEVELOPMENT, PROCEDURES, AND SUGGESTIONS**

Each Sport Club will develop a budget and narrative for the upcoming year. Instructions and forms are available in the appendices of this handbook. Clubs will present their budget to the Sport Club Finance Committee. The SCFC is responsible for determining the annual budget of each club. Explicitly charging dues is prohibited. However, it is understood that there are other costs not covered by segregated fees that will be the responsibility of the individual club members.

Sport Clubs should include First Aid/CPR Certifications (2 per club) and Concussion Tests (If applicable to the club) in their budget.

### **EQUIPMENT / SUPPLIES INVENTORY**

Equipment inventory accountability is essential. Any items purchased through the WISER account remain the property of the Sport Club Program. Each club is required to maintain a detailed inventory list of all purchases. This inventory list will be periodically reviewed by the Associate Director. No items or equipment may be given to members, sold by the club, disposed of, etc. without expressed consent of the Associate Director. If an inventoried item is missing, that specific Sport Club will be required to reimburse the University account for the cost of the missing item(s).

Inventory lists must include the following, alphabetized, and in spreadsheet form: Item, Date Purchased, Quantity, and Date Inventory as well as any other information the club deems necessary.

### **STORAGE**

Clubs will be assigned storage if needed and whenever possible. If more storage is required than what is available, clubs may be asked to share storage areas. All storage areas must be kept clean and organized at all times. All storage areas must post an inventory list inside the storage area detailing what items are being kept there. The inventory list should also detail what and when equipment/supplies were purchased with Sport Club funds and what was purchased with personal funds from the club checking account. The Associate Director has the authority to perform random inventory checks of all equipment/supplies in any storage area at any time. Club equipment may not be stored at club members' residences without permission from the Associate Director.

# TRAVEL

## ON-THE-ROAD ASSISTANCE CALL LIST

Life-Threatening Emergency: 911

If you have issues or problems while on your trip that you cannot resolve or are unsure about, please call the Associate Director's cell phone. If the Associate Director is unavailable, please call the Director of Student Recreation or the Administrative Assistant using the contact information located in the appropriate section of this handbook.

## TRAVEL PROCEDURES AND PREPARATION

Club travel plans should be made at least three weeks in advance. The process of setting up lodging, registration payments, and transportation takes time. A well-organized trip is essential to allowing club members to perform their best and be successful in competitive events. It is best to always contact the event organizer well in advance to inquire about any event team/individual registration fees.

If clubs require class excuse letters for their travel, those requests should also be submitted to the Associate Director at least three weeks in advance.

Sport Clubs traveling are required to have at least one member of the Sport Club traveling party be a Safety Officer. Teams must depart and return together.

## LODGING

If travel requires an overnight stay, more options and better rates await those who make lodging reservations at least a month in advance. Options for lodging include university conference centers, motels, campsites, or personal residences. It is the responsibility of club officers/members to make their own lodging reservations. All in-state lodging is tax exempt. To pay for lodging expenses please consult with the Student Recreation Administrative Assistant to arrange pre-payment for club lodging costs

## TRANSPORTATION

All drivers, regardless of the mode of transportation chosen by the club, must be authorized drivers with the University. Please see the Sport Club Forms section of this handbook to complete this online form. Should anyone drive without being authorized, the club may receive a disciplinary hearing, and the individual will not be reimbursed for mileage. Please allow 5-7 business days for approval of authorized drivers after paperwork is submitted.

Personal vehicles provide clubs with one transportation option. Though a club is traveling on University business, vehicle owners must be aware that the vehicle owner's liability insurance, not the University, will be the primary insurance if an accident occurs. The University does not provide physical damage insurance (comprehensive or collision) on vehicles it does not own. Any club member driving a personal vehicle should carry personal liability insurance with limits of at least \$100,000/\$300,000/\$50,000 to be certain that there is adequate coverage in case of serious accident/damage claims. Contact the University Risk Management office with any additional questions.

Rental vehicles can also be an option for club travel. Please work with the Administrative Assistant to secure a rental vehicle. Per UW System policy, club travel is considered a Non-Business Use. For this reason, the following policies are outlined:

- Students under 21 do not have a non-business vehicle rental option.
- All non-business use rental will require the driver to pay for Collision and Liability insurance or use their personal insurance.
- Students (non-employees) 18 and over, renting a Business Use vehicle or utilizing a fleet vehicle, must be directed to do so in writing and must have an approved Vehicle use Agreement on file



to be eligible for the free Collision and liability coverage under the Big Ten Rental Contract. Campuses are already developing these procedures.

The Student Recreation Suburban provides clubs with another transportation option. Please see the Associate Director or the Administrative Assistant for more information regarding the use of Suburban.

Buses, shuttles, and other options may also be available to clubs. Please see the Administrative Assistant to make these arrangements.

12 and 15 passenger vans are not allowed for club usage unless the driver has been certified through the Wisconsin Safety Council and the Department of Administration.

### **DEPARTURE AND IN-ROUTE**

The driver(s) and all passengers must be on the approved travel roster and are required to comply with all Wisconsin motor vehicle laws including the seat belt and cell phone texting law.

In case of an accident, the driver of the vehicle must report the accident promptly to the local law enforcement agency and obtain a copy of the officer's report. Contact the Associate Director as soon as practical and report the accident. In the event of serious bodily injury, contact the Associate Director and University Police.

### **RETURN**

Be certain to promptly return all trip reimbursement forms with receipts to be properly reimbursed. The Administrative Assistant is well informed on these details and can assist you in completing this information in an efficient and proper manner.

### **CLERY ACT**

To comply with the Clery Act clubs must complete the pre-trip and post-trip forms and report any Clery Crimes. These forms are available in the appropriate section of this handbook.

# HEALTH AND SAFETY

## **PARTICIPATION & RELEASE CONFIRMATIONS**

All club members must be aware of inherent participation risks involved within their club's activities. It is the responsibility of each Sport Club president to see that each club member completes the necessary forms and files them with the Associate Director. Sport Club participation and use of funds will not be allowed until Participation Form for every club member is on file with the Associate Director.

Clubs sponsoring events on campus are required to have participants complete waivers before participating. Please see the Associate Director for the most current waiver.

## **INSURANCE COVERAGE CLARIFICATIONS**

1. The University of Wisconsin Oshkosh or its designated representatives does not provide health, accident, life, or liability insurance for Sport Club participants.
2. It is highly recommended that all members have adequate health insurance.
3. It is highly recommended that all Sport Club members participating in vigorous contact sports have an annual physical examination.
4. Student Organizations and Sport Clubs are encouraged to purchase specific liability insurance which is for the sole benefit of the individual students in those organizations/clubs.
5. Should Sport Clubs choose to bring outside vendors, groups, or organizations on campus, a certificate of insurance may be required. Please check with the Associate Director in advance so that insurance expectations are met. Failure to meet this requirement may result in disciplinary action against the club and the outside party not being paid.

## **COVID-19**

Participation in high intensity activity after previously having COVID-19 may present health risks, including but not limited to heart and lung complications. The complications may occur just after infection or in the future. The NCAA, the American Medical Society for Sports Medicine and the American College of Cardiology strongly recommend that all athletes that have been infected with COVID-19 within the previous 6 months, especially those engaged in high intensity sports, be evaluated by a physician, and complete a graduated return to activity (RTA) program to be cleared medically prior to returning to play.

## **INJURY / SAFETY RESPONSE**

Sport Clubs are expected to abide by all state and local, health and safety regulations. Event Managers may be present at all home competitions to monitor events. If directed by the Associate Director, an Event Manager must be present for the competition to take place.

Injury Reports: Sport Club safety officers (with assistance from presidents if necessary) must complete a separate Accident/Injury Report form for every injury that occurs to club members during any club related activities whether at home or away, or in a practice or competitive event setting. These reports must be submitted online within 24 hours of the injury.

Incident Reports: Sport Club safety officers or presidents must complete a separate Incident Report form for every incident that occurs during any club related activity. These reports must be submitted online within 24 hours of the incident.

CPR/First Aid Certifications: It is required that at least one club member certified in CPR/AED, BBP and First Aid is present at all club activities. Each club shall have a minimum of two members receive the above-mentioned certifications. Student Recreation will provide this training certification at the beginning of the fall semester. The cost of CPR will be covered by each club. The current rate per certification is \$20, so the cost per club will be \$40. Clubs should remember to build this into the yearly budget request.

Suggestions: It is recommended that club officers, especially in sports where injuries are more prevalent, seriously consider the adoption of supervisory policies involving:

1. The presence of a licensed athletic trainer at all practice sessions.
2. The presence of a physician or licensed athletic trainer at all games and contests. This expense should be built-in to future budgets.
3. Setting rules governing the return of an injured or sick player to active status as a participant.

To secure an athletic trainer, please contact the University athletic training staff as soon as the presence of an athletic trainer is decided upon. Contact information is available in the appropriate section of this handbook.

## **CONCUSSION PROTOCOL**

Concussions should be handled with extreme care and attention. It is mandatory for all members of high-risk clubs to take the Impact Baseline Concussion Test prior to any club participation. This test measures regular cognitive function. In the event of a concussion, this test serves as a baseline comparison as the participant prepares to return to play. This test only needs to be completed before the club member's initial season with the club. The University athletic training staff will conduct this test.

When the club leader or safety officer sees a possible concussion occur, the participant will be removed from play immediately to prevent any further injury. An injury report is then completed per the injury report section of this handbook. The form will prompt the person completing the report to encourage the participant to visit the Student Health Center and Athletic Training office. The participant will not be allowed to return to play. The injury report will then be received by the Associate Director, who will send an email to the participant explaining the concussion protocol, suspending the participant from play, and directing the participant to the Student Health Center, Primary Care Provider, Athletic Training office, and the Return to Play form. The Dean of Students office will be copied on this email.

Participants with suspected concussions should contact the Dean of Students office for accommodations, email professors regarding any missed classes, make an appointment with the Student Health Center and Athletic Training office, and rest both cognitively and physically.

When the Associate Director receives the completed clearance form from the Athletic Training office and Student Health Center, the participant may return to play.

At the publication of the Sport Club Handbook, high-risk clubs include Cheer and Stunt, Ice Hockey, Karate, Men's Lacrosse, Women's Rugby, Men's Ultimate Frisbee, Women's Ultimate Frisbee, Men's Volleyball, and Women's Volleyball. The club status may change at the Associate Director's discretion. Any low-risk club members suspected of sustaining a concussion will be required to present to the Associate Director a completed Return to Play Form to be reinstated.

The cost of each concussion test will be covered by each club. The current rate per test is \$30 per person. Clubs should remember to build this into the yearly budget request.

## **EMERGENCY PROCEDURES**

Emergency procedures for each home venue can be found in the appendices of this handbook. Please review these procedures for the practice and competition sites of your club. It is important to be prepared for any type of emergency so please contact the Associate Director if you have questions about emergency procedures.

**SEVERE WEATHER**

The Associate Director or student Event Manager has the right to cancel or postpone any club activity due to severe weather. Clubs may try to arrange make-up competitions but must comply with the decision of the Student Recreation staff person on duty at the time of the practice or event.

**LIGHTNING**

As per the recommendations of the National Severe Storms Laboratory (NSSL), the 30/30 Rule applies. The first 30 means if, between flash and bang, you count to 30 or less, you are in danger and should go to safe shelter. The second 30 means wait 30 minutes from the last flash or thunder to establish "all clear." If it is longer than 30 seconds from flash to bang, good judgment should be used by consulting the radio, TV, or weather website for the area. Club events and practices must wait 30 minutes after the last flash of lightning or thunderclap before returning to the field.

**SAFETY OFFICERS**

Two members of each club will serve as safety officers. Safety officers are required to attend training offered by Student Recreation at the beginning of the semester and the refresher course at the beginning of the Spring semester. Safety training will include practical training, information on safety forms, travel information, case studies, and more. Any member of the club is eligible to serve as safety officer provided that member does not hold the position of President or Treasurer. At least one safety officer should be present at all club activities.

Responsibilities of Safety Officers include attending training, complying with policies, procedures, and emergency action plans, enforcing any rules and regulations regarding health and safety, ensuring that no individual participates unless they are cleared to play, and other duties as assigned.

**CHANGES/CANCELLATIONS**

Cancellations or changes to any practices, competitions, and/or travel arrangements need to be discussed and explained to the Associate Director as soon as it is known by the club.

**CRIMINAL BACKGROUND CHECKS**

Any camp, clinic, or event involving minors sponsored by a Sport Club will require all participating club members to complete a Criminal Background Check. This form can be found in the specific section of this handbook.

# FACILITIES

## FACILITY RESERVATIONS

It is in the best interest of each club to plan ahead and submit facility requests as soon as possible to ensure that space is available. Specific dates for the following academic year must be submitted by April 15. If you turn in your reservation form after this date, you may lose priority in the scheduling process. Sport Clubs may submit requests for facility use to support practice, competition (visiting teams, tournaments, etc.), instruction/coaching, club business meetings, display of promotional materials, and special events. Requests are made [online](#).

## NOTES

1. The scheduling of facilities will be subject to University and individual facility use policies. Clubs will be expected to comply with the rules and regulations established for the use of each facility by the University of Wisconsin Oshkosh and/or its designated representatives.
2. The scheduling of games, matches, tournaments, etc. must be coordinated by the club president and the Associate Director. For facility scheduling purposes, the Associate Director must approve all on-campus schedules.
3. Each club must furnish the Associate Director with a current schedule of practice and event dates, times, and locations.
4. The use of facilities not on University property must be coordinated through the Associate Director.
5. Priority of facility reservations will be given to those clubs in season and/or those with scheduled contests.
6. Clubs found to be reserving facilities that they are not using may have facility privileges taken away.

## PRIORITY

1. Academics
2. Athletics
3. Intramural Sports / Student Recreation activities i.e. group exercise classes in the studios
4. Sport Clubs
  - a. Tier 1
  - b. Tier 2
  - c. Tier 3
5. Other student organizations or groups

# COMPETITION

## CONTRACTS

Any Sport Club game/competition contract needing signature(s) from a University representative, athletic director, or supervisor must get reviewed by Administrative Services before signature. At least two weeks in advance, please submit contracts to Administrative Services, Dempsey 236. Please contact Administrative Services with any contract questions (920-424-3990)

## SCHEDULES

1. The responsibility for scheduling the season's activities rests with the individual Sport Club, including all practices, competitions, attendance of conferences and workshops, and travel.
2. A copy of each Sport Club's full schedule should be filed with and approved by the Associate Director at least one month prior to the start of the activity season. This allows the club to plan their travel arrangements early and to be assured of the best chance for facility availability. Also, it gives the Associate Director time to schedule an Event Manager for home events. If an Event Manager cannot be secured, the Associate Director may cancel the scheduled event.
3. Schedule home and away contests equally, when possible.
4. Schedule contests near home when possible.
5. Scheduling of activities during exam week and the preceding week is strongly discouraged.
6. Events should be scheduled with institutions having the same sports on a club basis, when possible.
7. The Sport Club Council recommends that a club advisor, coach, or other approved representative (faculty or staff member) accompany the club to events.
8. If a home Sport Club event is scheduled, the club has 24 hours prior to the event to notify the Associate Director of any cancellations. If the Event Manager arrives for work or hasn't been notified of the event cancellation, it will be the club's responsibility to cover the cost for the number of hours the Event Manager was scheduled to work for each respective event.
9. At least four weeks in advance, University Police must be briefed about any upcoming home event.

## PRIZE MONEY

Any prize money earned while competing as part of a Sport Club will go to the club, not the individual, and should be deposited into account out of which the competition entry fee was paid. Clubs wishing to award prize money at a home contest must consult the Associate Director for more information.

## OFFICIALS

Securing and compensating officials for athletic contests is the responsibility of each individual club. Refer to the appropriate section of this handbook regarding the requirements of paying individuals.

## VISITING TEAMS

It is the responsibility of the host club to see that visiting clubs are informed of and abide by all University and Student Recreation policies, including the prohibition of alcohol/drug use and the destruction of property.

## SPECTATORS

Spectators are encouraged and welcome at club related activities. The collection of donations or establishment of fees must have the prior approval of the Associate Director. The role of spectators is to provide support and encouragement. Spectators must remain in designated areas for their own safety and may not enter the playing area. Also, all University alcohol and drug policies for Sport Clubs apply to all spectators including non-University persons. Spectators violating these guidelines or exhibiting unsportsmanlike conduct will be asked to leave the venue, and the hosting club may be held responsible and may be assessed additional consequences.

# APPENDIX A



## **CONTINUITY of OPERATIONS PLAN--- *for Student Recreation Staff***

The Student Recreation & Wellness Center and Rec Plex will remain open as per scheduled hours of operation unless:

1. It is not feasible for a minimum of two building staff to be on duty due to inaccessibility because of inclement weather.
2. Directed otherwise by the University Administration.
3. Ensuring the continuous performance of an agency's essential functions/operations during an emergency
4. Protecting essential facilities, equipment, records and other assets
5. Reducing or mitigating disruptions to operations
6. Reducing loss of life, minimizing damage and losses; and
7. Achieving a timely and orderly recovery from an emergency and resumption of full service to customers

## **EMERGENCY ACTION PLAN --- *for Student Recreation Staff***

### 1. **Call 911 (Emergency Medical Services - EMS)**

#### **Protocol**

A. You are calling from:

Student Recreation & Wellness Center @ 424-1245 (or cell phone)  
735 Pearl Avenue Oshkosh, WI 54901

Rec Plex @ 920-424-3199 (or cell phone)  
140 Osceola Street Oshkosh, WI 54901

- B. Describe type of injury or incident and location within the building
- C. Condition and # of victim(s), if applicable
- D. Do not hang up until 911 operator ends the call

### 2. **Responsibilities of Staff in Accident Settings**

#### **1<sup>st</sup> responder**

- a. Survey the scene of the accident - make sure the area is safe
- b. **Stay with victim**
- c. Administer necessary emergency care  
\*First Aid    \*Rescue Breathing    \*CPR    \*AED

#### **2<sup>nd</sup> responder**

- a. Call 911
- b. Crowd control (sufficiently clear area/space if necessary)
- c. Assist with victim
- d. Get necessary equipment (AED, First Aid Kit, Gloves, etc.)

### **3<sup>rd</sup> responder**

- a. Wait at doors for Emergency Personnel (Police, Fire, Medical)
- b. Bring Emergency Personnel to incident location.

### **3. Complete necessary report (Injury or Incident)**

File report with Tony Dirth. *Do not comment to media or anyone else.* Any questions or inquiries are to be referred to Tony Dirth or Nate Scott.

### **4. For accidents or incidents of a serious or unusual nature, or if 911 is called, immediately contact:**

Tony Dirth -- Work: 920-424-2083 and/or Nate Scott -- Work: 920-215-6102

A voice mail message should include details of what happened, name of victim(s), who responded and reporting staff person on duty.

## **CONTAMINATED SUBSTANCE PROCEDURES**

When performing first aid and/or coming in contact with bloodborne pathogens or potentially infectious material, the following must be performed:

1. Disposable gloves must be worn when touching blood, bodily fluids, mucous membranes, or non-intact skin. This includes surfaces contaminated with blood or bodily fluids.
2. Hands and other skin surfaces must be washed immediately and should be done thoroughly with water and antiseptic cleanser.
3. Employees with open wounds should refrain from handling any potentially infectious material.
4. Mouthpieces, resuscitation bags or other ventilation devices should be used for CPR.
5. Areas and/or equipment with blood or other bodily fluids should be cleaned immediately with a bleach/water solution (1 part bleach 10 parts water).
  - a. When cleaning surfaces: using bleach/water solution (1 part bleach 10 parts water) or Alpha disinfectant cleaner., wipe generous amounts over surface. Let stand 1-2 minutes then wipe with clean cloth or paper towel. If visibly contaminated, let stand for longer.
  - b. Blood/Bodily Fluid cleanup kit is located inside the laundry room.
6. Do not reuse soiled gloves.
7. Discard gloves that are peeling, discolored, torn, or punctured.
8. Discard all items that have come in contact with any infectious fluids in the contaminated waste trash can located in the laundry room.

## **FIRE EVACUATION**

The professional staff or student operations manager (OM) exit the building. Emergency personnel will sweep the building upon arrival. If there is a fire and an alarm hasn't been activated, activate a pull-station to ensure building evacuation. Go to the nearest parking lot (500 feet away minimum)

## **EVACUATION EXITS**

Emergency Action Plan Guides and Building Blueprints are appropriately placed around the SRWC and Rec Plex. All Emergency Exits are labeled.



## **SEVERE WEATHER/TORNADO**

### **Description:**

**Severe Weather/Tornado Watch:** A watch is when conditions are favorable for the development of **severe** thunderstorms or tornadoes in and close to the **watch** area. The National Weather Service will issue a bulletin to local authorities as well as local television and radio stations.

**Severe Weather/Tornado Warning:** A **severe** thunderstorm **warning** is an **alert** issued when trained **storm** spotters or a Doppler **weather** radar indicate that a thunderstorm is producing or will soon produce dangerously large hail or high winds, capable of causing significant damage. When severe weather or tornadoes are approaching Winnebago County, the National Weather Service will notify local authorities, radio, television stations, the Winnebago County Siren System will be activated and a BRG Message along with Titan Alert will be sent out from UW Oshkosh Police.

## **SHELTER IN PLACE PROCEDURE**

SRWC: A building staff person will announce via the PA system that all patrons must proceed to the appropriate locker rooms, as this is the safest interior space in the building. All other available building staff will direct all patrons to the locker rooms. Should the locker rooms not be able to provide space, or the locker rooms be an affected area, other options are the golf simulator area or OAC (Outdoor Adventure Center) hallway. Patrons who decide not to follow "shelter in place procedures" do so at their own risk. This shouldn't be announced however it's important to know that not everyone will listen.

Rec Plex: A building staff person will announce via loudspeaker that the playing field must be cleared and that all patrons must proceed to Gruenhagen Conference Center. Should Gruenhagen Conference Center not be a viable option, other options are the Rec Plex bathrooms or garage area.

Building staff will direct patrons out of their shelter location when the all clear signal is received via Titan Alert.

During a tornado warning if a person decides to leave the building you cannot physically deter them. Clearly reiterate to them that for their safety they should remain in the designated area.

Building staff must know their responsibilities and remain calm.

## **BUILDING LOCKDOWN**

SRWC: Should building lockdown be required, lock front and patio doors and stay away from windows. All other Shelter in Place procedures will also be used.

Rec Plex: Should building lockdown be required, lock front and back doors and stay away from windows. All other Shelter in Place procedures will also be used.

## **SIREN ACTIVATION RESPONSE**

### **ALERT MODE – campus initial response to sirens.**

1. Use available means to find out more emergency or severe weather information (radio, television, weather alert radio, internet services, etc.).

2. Communicate information to others.
3. Know where emergency/severe weather shelters are located in your building, if needed. (SRWC: Locker Rooms, Golf Simulator Area, OAC Hallway; Rec Plex: Gruenhagen Conference Center, Restrooms, Garage)

**TAKE SHELTER IMMEDIATELY – if severe weather is imminent at your location.** All student operations managers and Student Recreation staff will follow the prescribed SHELTER IN PLACE PROCEDURE.

Note: The Winnebago County Emergency Siren System located on the UW Oshkosh campus (near Blackhawk Commons) is tested at 12:00 p.m. every Saturday.

### **UTILITY FAILURE**

All utility failures must be reported to Facilities Management as soon as possible.

1. During normal working hours (7:30am – 4:30pm Mon.-Fri.) call 424-3466.
2. If utility failure occurs after hours, weekends, or holidays, notify the University Police Office at 424-1212.
3. If there is potential danger to building(s) and/of its occupants, call 911.
4. If telephone service is not available, have a staff person go to the University Police Office and request them to contact facilities management.

### **ALCOHOL INTOXICATION CRISIS PROTOCOL**

When a student appears to be experiencing the adverse effects of alcohol, and health and safety concerns exist:

1. University Police are to be contacted and dispatched 424-1212
2. University Police will assess the student's condition and determine appropriate action, which may include detoxification procedures.
3. If the person is unconscious or in apparent of medical attention, dial 911
4. University Police will prepare a report on the incident and will forward it to appropriate University personnel.
5. Carefully record this information on an Incident Report and submit to Tony Dirth.

### **PHYSICAL ALTERCATIONS**

No Student Recreation staff should ever jeopardize personal safety.

To effectively manage a physical altercation, you should:

1. Never put yourself in the middle of a physical altercation. Do not attempt to break up the fight.
2. Contact University Police immediately, notify other building staff and limit any crowd gathering around the altercation.
3. An employee should direct University Police (UP) to the location of the incident.
4. Take note of everything you observe: descriptions of persons involved, actions by the parties and any other pertinent information. Meet with University Police and share information with them.
5. Carefully record this information on an Incident Report and submit to Tony Dirth.

## **ACTIVE ASSAILANT:**

To effectively manage an Active Shooter situation, you should (this is a linear model; meaning that the actions taken should be determined based on your proximity to the assailant. If the assailant is standing right next to you shooting at someone you must Defend):

### **AVOID starts with your state of mind.**

Pay attention to your surroundings.

Have an exit plan.

Move away from the source of the threat as quickly as possible.

The more distance and barriers between you and the threat, the better.

### **DENY when getting away is difficult or maybe even impossible.**

Keep distance between you and the source.

Create barriers to prevent or slow down a threat from getting to you.

Turn the lights off.

Remain out of sight and quiet by hiding behind large objects and silence your phone.

### **DEFEND because you have the right to protect yourself.**

If you cannot Avoid or Deny, be prepared to defend yourself.

Be aggressive and committed to your actions.

Do not fight fairly. THIS IS ABOUT SURVIVAL.

If shooter is not in the building, follow lockdown procedures

## **BOMB THREAT**

1. In the event of a bomb threat or discovery of a suspicious object, call 911.
2. The decision to search or evacuate the building is made by a University Police Officer, University Administrator, and/or Student Recreation professional staff member.
3. If a suspicious object or potential bomb is discovered, do not handle it, do not open any drawers or cabinets or turn any lights on or off. Do not use elevators. Do not activate the fire alarm.
4. If a bomb threat is received by phone, keep the caller on as long as possible and try to get answers to the following questions:
  - When will it explode?
  - Where is it located?
  - What kind of bomb is it?
  - What does it look like?
  - Why did you place the bomb?
  - Who are you? (Name)
  - Exact wording of the threat?
  - Make sure to record the time of call, age and gender of the caller (if able to determine), speech pattern, accent, emotional state of the caller, and background noise, etc.

## **SUSPICIOUS PACKAGE**

If a suspicious package is received notify University Police (424-1212) immediately:

Tips for identifying suspicious packages:

1. No return address.
2. Insufficient postage.
3. The addressee is not familiar with the name or address of the sender.
4. The addressee is not expecting a package.
5. Return address and postmark are not the same area.
6. Wrapped in brown paper with twine.
7. Grease stains or discolored paper.
8. Strange odors.
9. Foreign mail, Air mail, or Special Delivery.
10. Restrictive markings such as confidential, personal, etc.
11. Excessive postage.
12. Incorrect titles.
13. Titles but no names.
14. Misspelling common words.
15. Excessive weight.
16. Rigid envelope.
17. Lopsided or uneven envelope.
18. Protruding wires or foil.
19. Excessive securing materials such as masking tape or string.
20. Visual distractions, (i.e., brightly colored wrapping paper, bows, etc.)

### **EXPLOSION ON CAMPUS:**

1. If there is an explosion, call 911.
2. If necessary, or when directed to do so, activate the fire alarm.
3. If evacuating building – Refer to Fire Evacuation Procedure.
4. Closing doors will help contain a fire. **DO NOT LOCK DOORS.**
5. Assist persons with disabilities in exiting the building. Do not use the elevators.

### **SUSPICIOUS PERSONS:**

If you have a concern regarding suspicious or odd behavior by a person in the building, alert the professional staff or student building manager to determine if further action should be taken. If there appears to be a problem and there is an immediate threat, University Police should be called (424-1212).

### **SEXUAL ASSAULT/DOMESTIC VIOLENCE CRISIS PROTOCOL**

The type of immediate response employed during a crisis situation in which a student reports a sexual assault will depend in part on the wishes of the student. The exact response must be determined by the student and the individual first contacted. Regardless of the immediate response employed, all students are strongly urged to seek medical attention within 72 hours of sexual assault. Below are three alternative responses that may apply to many different situations.

1. The student wants police involvement and medical attention –

A university police officer will respond to the crisis and be responsible for managing the situation. Follow the instructions of the Police Officer on scene.

2. The student wants medical attention but not police involvement --  
University staff will assist the student in calling for medical help and in finding transportation to the selected medical facility. The following options for medical support are available:
  - A. Aurora oversees the area SANE Program so they should be the starting point for any Sexual Assault incident.
  - B. Aurora Medical Center: call (920) 456-6000
  - C. UW-Oshkosh Student Health Center: call 424-2424, Monday – Friday, between 8:00 a.m.– 4:30 p.m. This service is for enrolled students only.
  - D. The student's own family medical professional or area clinic.
3. The student does not want medical attention or police involvement: Report to full time staff member immediately

### **SUICIDAL SITUATIONS PROTOCOL**

1. Attempted Suicide: If you locate or become aware of a person who has attempted suicide, call 911. University Police will respond and manage the incident. Follow the direction of police personnel on scene.
2. Attempt in Progress: In a situation in which a student is actively threatening suicide, i.e., standing on a ledge, possessing a weapon, etc., call 911. University Police and other emergency personnel will respond and manage the incident.
3. Suicidal Comments: In a situation where someone has made or is making comments about committing suicide, call University Police (920-424-1212). Maintain visualization of or contact with the individual until police arrive on scene. University Police will respond and manage the incident.

### **STUDENT DEATH POLICY PROTOCOL**

If you locate a person who appears to be deceased or someone provides information about a person who they believe to be deceased, call 911 immediately. University Police officers will respond and manage the incident. Follow the direction of Police personnel on scene.

University Police officers and Professional Staff will contact the appropriate Residence Life & Student Affairs staff.

The appropriate Residence Life & Student Affairs staff will inform the appropriate University staff, (Chancellor, Director of University Communications, etc.) of the student's death.

# APPENDIX B

## SPORT CLUB FINANCE COMMITTEE POLICIES AND PROCEDURES

### ELIGIBILITY

Sport Clubs meeting all requirements outlined in the Sport Club Handbook, either as a Tier 1 or Tier 2 Sport Club, are eligible to apply for funding.

### BUDGET PROCESS

Sport Clubs wishing to apply for funding must submit their budgets in the manner expressed during the Sport Club budget meeting. This will include a budget spreadsheet and a budget narrative. The SCFC reserves the right to reject any budgets that are submitted late and/or do not meet the expectations expressed during the Sport Club budget meeting. Sport Clubs will be given the opportunity to present their budgets to the SCFC through a budget hearing process. Following the SCFC's determination of the final budget for the Sport Club program, Sport Clubs will receive notification from the SCFC.

### ONE TIME REQUESTS

Requests for funds for the current year may be presented as a One-Time Request. Approved One-Time Requests are generally limited to groups requesting additional funds due to unexpected costs (like more members than expected), a new event (like qualifying for the postseason), a one-time purchase, or for new clubs or existing clubs that could not participate in budget hearings the prior year. The form is submitted [online](#). The One-Time Request should not be used to bail out clubs that managed their budget poorly or had expenditures that were not budgeted or approved. Follow up questions or a hearing may be requested by the SCFC before a ruling is made.

### LIMITATIONS

Funds for each Sport Club will remain under control of the SCFC. Budgets are only approved as they are presented. Any changes to a club's budget plan must be approved by the SCFC. All monies not used at the end of the year will be returned to the Sport Club account. If a group's expenses exceed the budgeted amount, the difference may be taken out of the following year's budget. Equipment purchases must comply with the appropriate section of the Sport Club Handbook.

The following items may not be purchased with Sport Club budgets. This is not an exhaustive list, and any questions should be directed to the Associate Director:

1. Gift cards and gift certificates
2. Academic, credit-producing activities
3. Clothing for advertising purposes or for individuals to keep
4. Fundraising
5. Food
6. Dues or Memberships for individuals to professional organizations
7. Donations
8. Individual Awards
9. Banquet Food (Banquet space may be rented using Sport Club budgets)

For the purpose of budgeting, the SCFC may set standards for mileage and hotel costs so that budgets remain equitable among clubs.

### POLICY VIOLATIONS

Violation of any SCFC policies or procedures may be referred to the Sport Club Executive Board for a disciplinary hearing. More information on the SCEB is available in the appropriate section of this handbook.

### CONSIDERATIONS

The Sport Club Finance Committee may also consider the following items when determining the Sport Club's budget proposal for the ensuing year:

1. Club member participation numbers
2. Frequency of practices and competitions
3. Sport Club Council meeting attendance
4. Adhering to all program deadlines in a timely fashion
5. Prompt and accurate completion of required forms
6. Proper compliance of travel policies and procedures
7. Proper compliance of budgetary policies and procedures
8. Proper behavioral compliance of club members to all University and Sport Club policies
9. Program rules and expectations
10. Fundraising efforts

## **APPEALS**

1. Appeals of the Sport Club Finance Committee decision: A Sport Club that disagrees with their awarded budget has the right to appeal to the Sport Club Council. All appeal requests must be submitted to the Associate Director via email and be submitted within five (5) business days from the date of the SCFC decision. The Sport Club Council's decision will be considered final.
2. Appeals of the Sport Club Council's ruling: A Sport Club that disagrees with the decision of the Sport Club Council has the right to appeal to the Student Recreation Advisory Committee for the purpose of an administrative review. This appeal must be submitted via email within five (5) business days from the date of the Sport Club Council's decision. The Student Recreation Advisory Committee's decision will be considered final.

# APPENDIX C

## SPORT CLUB FINANCE COMMITTEE CHAIR JOB DESCRIPTION

### IMPORTANT INFORMATION

- Position Posting: TBA
- Position Closing: TBA
- Tentative Start Date: TBA

### POSITION OVERVIEW

- Reporting to the Associate Director, this position will provide leadership to the Sport Club Finance Committee
- This position will work closely with Sport Club leaders, the Sport Club Council, Executive Board, and Finance Committee, and Student Recreation Professional Staff

### PAY AND HOURS

- This position has flexible hours to fit the schedule of the employee
- Starting at \$8.90 per hour; merit-based wage increase is available
- Average five hours per week over the two 14-week semesters and January interim

### RESPONSIBILITIES

- Adhere to all Sport Club Finance Committee policies and procedures
- Conduct budget training for Sport Clubs to cover policy and procedures with the assistance of the Sport Club Finance Committee
- Prepare agendas for and convene/conduct Sport Club Finance Committee meetings
- Conduct Sport Club budget hearings with the assistance of the Sport Club Finance Committee
- Determine the operating budget for each Sport Club with the assistance of the Sport Club Finance Committee
- Receive and rule on one-time requests and new club budgets after the budget hearings have been concluded with the assistance of the Sport Club Finance Committee
- Provide reports and other information to the committee as needed or on request
- Inform groups of decisions made by the Sport Club Finance Committee
- Present budget decisions and appeals to the Sport Club Council
- Present budget requests to the Student Segregated Fees Committee
- Monitor Sport Club budgets
- Assist Administrative Assistant with Travel Reports
- Additional responsibilities as assigned

### REQUIRED QUALIFICATIONS

- Sport Club Council member
- Strong computer skills, especially in Microsoft Office and Google Drive
- Demonstrated promptness and reliability; ability to work with little or no supervision
- Demonstrated ability to consistently meet deadlines and follow directions
- Professional and effective written and verbal communication skills



- Attention to detail
- Team worker; Friendly and outgoing
- Criminal Background Check

PREFERRED QUALIFICATIONS

- Work Study

EXPECTATIONS

- Punctuality
- Enter hours on time and as instructed
- Adhere to all Student Recreation policies and procedures
- Be professional, active, and engaged at all times

EVALUATION

- Formal review at the end of both fall and spring semester

**Interested Candidates should apply online at [recreation.uwosh.edu](http://recreation.uwosh.edu)**

# APPENDIX D

## SPORT CLUB PROGRAM ASSISTANT JOB DESCRIPTION

### IMPORTANT INFORMATION

- Position Posting: TBA
- Position Closing: TBA
- Tentative Start Date: TBA

### POSITION OVERVIEW

- Reporting to the Associate Director, this position will assist in the administration of the Sport Club program
- This position will work closely with Sport Club leaders, the Sport Club Council, Executive Board, and Finance Committee, and Student Recreation Professional Staff

### PAY AND HOURS

- This position is has flexible hours to fit the schedule of the employee
- Starting at \$10.00 per hour; merit-based wage increase is available
- Average five hours per week over the two 14-week semesters and January interim

### RESPONSIBILITIES

- Manage the Sport Club calendar to include practices, meetings, and competitions of all Sport Clubs
- Attend Sport Club Council Meetings, Executive Board Meetings, and Finance Committee Meetings as needed
- Maintain Sport Club rosters
- Monitor and track form submissions including waivers, travel itineraries, injury reports, and more
- Track Clery Act information
- Schedule event managers for home Sport Club contests
- Serve as event manager for home Sport Club contests as needed
- Regularly communicate with Sport Club leaders, Council, Executive Board, and Finance Committee, including meeting reminders
- Track individual Sport Club websites, Titan Connection pages, and social media
- Market Sport Club program through SRWC social media, website, and University Marketing and Communications
- Coordinate the accurate recording of all Executive Board and Finance Committee meeting minutes
- Assist the Finance Committee Chair in the preparation of the annual budget presentation for the Student Segregated Fees Committee
- Assist with class excuse letters
- Disperse Sport Club, Student Recreation, and campus information in an accurate, pleasant, and professional manner
- Maintain Sport Club inventory list and issue equipment
- Perform routine office work as needed
- Run errands as needed
- Additional responsibilities as assigned

REQUIRED QUALIFICATIONS

- Strong computer skills, especially in Microsoft Office and Google Drive
- Demonstrated promptness and reliability; ability to work with little or no supervision
- Demonstrated ability to provide excellent customer service
- Demonstrated ability to consistently meet deadlines and follow directions
- Professional and effective written and verbal communication skills
- Attention to detail
- Team worker; Friendly and outgoing
- Criminal Background Check
- CPR/First Aid Certification or ability to obtain

PREFERRED QUALIFICATIONS

- Work Study

EXPECTATIONS

- Punctuality
- Adhere to dress code
- Exceptional conduct as SRWC user
- Enter hours on time and as instructed
- Adhere to all Student Recreation policies and procedures
- Be professional, active, and engaged at all times

EVALUATION

- Formal review at the end of both fall and spring semester

**Interested Candidates should apply online at [recreation.uwosh.edu](http://recreation.uwosh.edu)**

# APPENDIX E

## ROMANTIC RELATIONSHIP POLICY (EFFECTIVE JANUARY 1, 2018)

### UWO SPORTS CLUB POLICY ON AMOROUS RELATIONSHIPS

The purposes of this policy are (1) ensure all UWO Sport Club coaches and staff adhere to ethical practices and expectations for maintaining appropriate professional relationships with club participants, prospective club participants and minors; (2) avoid incidents or perceptions of favoritism or sexual harassment, (3) provide a safe and healthy environment for club participants so that they may reach their full potential as students and as club participants; and (3) provide a safe and healthy environment for prospective club participants and minors who participate in (but not limited to) camps, clinics, club sports, and campus visits.

### DEFINITIONS

**Coach:** Any person serving as a head coach, assistant coach, graduate assistant coach, coaching intern, or volunteer coach in the UWO Sport Club Program.

**Staff:** Any employee or student serving in the Student Recreation and Sport Club Program in an administrative, management, or support capacity, or in any capacity in which they supervise sports club members or have responsibility for the provision of services or other benefits to club participants, prospective club participants, or minors.

**Supervisory control or authority:** this includes any responsibility with the potential to affect the club member participation in the Sport Club program and includes the provision of direct services and benefits to the club participant, including but not limited to training, equipment, health services, academic and student life program support, tutoring, counseling, eligibility determinations, program compliance, and control over the student-club team.

**Sport Club member:** Any student at the University who is a member of a UWO Sport Club, as defined by UWO and NCAA regulations.

**Prospective club participant:** Any student who has entered the ninth grade, regardless of their athletics interest or ability.

**Amorous relationship:** Any consensual / non-consensual sexual, or dating relationship.

### SCOPE OF THE POLICY AND ITS REQUIREMENTS

**Coaches and Staff – Minors and Prospective club participants:** This policy strictly prohibits amorous relationships between any coach or staff member and any minor or prospective club participants even if the prospective club participant has reached the age of consent.

**Coaches – Sport Club participants:** This policy strictly prohibits amorous relationships between any coach and any Sport Club participant regardless of any perception of consent by one or both participants. The respect and trust a Sport Club participant places in a coach, and the potential vulnerability of the Sport Club participant within a coach/club member relationship, make “consent” unreliable in this setting. This prohibition extends to coaches outside a Sport Club participant’s area(s) of participation, since perceptions of preferential treatment by coaching colleagues can prove problematic.

Every coach has an ethical obligation to maintain a professional relationship with Sport Club participants and to place participants’ well-being ahead of their own. This obligation includes responsibilities for providing a safe and healthy environment in which all Sport Club participants may flourish and for serving as a role model for all club members within the confines of professional

relationships. Amorous relationships between any coach and a Sport Club participant jeopardize the professionalism of the coach-club participant relationship and create a significant conflict of interest. Conflicts of interest are endemic to amorous relationships between coaches and Sport Club participants, and the costs to the participant, the team, the Sport Club program, and the University, necessitate a strict prohibition on amorous relationships between coaches and Sport Club participants.

Other (non-coaching) staff: Amorous relationships between staff and club participants are problematic, even in instances when the staff member does not have supervisory control or authority over a Sport Club participant. For that reason, amorous relationships between any UWO Sport Club staff and any club participant are strictly prohibited while the Sport Club participant is a member of a UWO Sport Club. Relationships that may develop between staff and former members who remain students at UWO must be disclosed to the Student Recreation Director. In any such instances, once the relationship is disclosed, the situation will be reviewed to determine if supervisory control or authority exists. If so, the staff member must be recused and responsibility reassigned. Care must be taken to ensure that the recusal and reassignment of responsibility does not negatively affect participation in the club, educational/employment opportunities, or benefits of Sport Club participants or staff.

## ENFORCEMENT

Reporting a violation: Any person may allege a violation of this policy by contacting any department staff, or the University Office of Equal Opportunity and Access. Any coach or staff member with information suggesting a possible violation of the policy **must** promptly report it to the Student Recreation Director. Failure to do so will be considered a serious violation of Sport Club policy. If the report of information implicates the Sport Club in a violation of the policy, it should be directed to the Office of Equal Opportunity and Access.

Investigation: Upon receiving such a report or information, the Student Recreation Director shall immediately notify the University Office of Equal Opportunity and Access. The office will work with the Student Recreation Director to conduct a prompt and fair investigation, and an outside investigator may be appointed if deemed appropriate/necessary. If appropriate, involved personnel may be placed on administrative leave until the investigation is completed. Such investigation shall include interviews with any coaches, staff, and Sport Club participants with relevant information, and shall provide any coach or staff member accused of violating the policy with the opportunity to respond to allegations. In investigating a possible violation of the policy, the standard of proof to be used is whether it is more likely than not that the policy was violated (a "preponderance of the evidence" standard). Using this standard, the investigation will result in a determination of whether the policy was violated.

Coordination of information relating to violations of other university policy and/or criminal law: If the investigation leads to information suggesting that sexual harassment may have occurred, it shall be promptly forwarded to the Title IX Coordinator. If the investigation leads to information suggesting potential criminal misconduct, it shall be immediately reported to UWO Campus Police. However, the enforcement of this policy shall not be delayed pending the results of a criminal investigation.

Disciplinary action: If an investigation determines that a coach or staff member has violated the policy, that coach or staff member shall be subject to disciplinary action, up to and including dismissal. The Student Recreation Director, in consultation with the University Office of Equal Opportunity & Access, shall determine the disciplinary action to be imposed. Any disciplinary action taken will be in accordance with applicable University policy.

Confidentiality: Complaints, reports and information relating to possible violations of this policy shall be handled as confidentially as possible. Due care will be taken to avoid jeopardizing the enforcement of the policy, the conduct of a fair investigation, or the safety of the Sport Club participant(s) and other

persons connected with the Sport Club program. Information received in connection with a suspected violation of the policy shall be disseminated on a "need to know" basis; that is, only when necessary to ensure compliance with the policy and/or to ensure the safety of Sport Club participant or others who come in contact with the Sport Club program.

Retaliation: Any retaliation for reporting a violation of this policy, or for participating in good faith in any investigation of a violation of this policy, is strictly prohibited. Any persons taking retaliatory action in violation of this policy shall themselves be subject to discipline, up to and including dismissal.