



SPORT CLUB HANDBOOK
2016-2017

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Department Staff and Important Numbers

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Cary Street Field	804-827-2526	Thalhimer Tennis Center	804-828-1458
VCU Emergency	804-828-1234	VCU Non Emergency	804-828-1196

NIRSA

The VCU Department of Recreational Sports is a member of the National Intramural-Recreational Sports Association (NIRSA). For more information on NIRSA, go to www.nirsa.net.

- Opportunities exist to get more information and experience in the field of Campus Recreation. As a club officer, you may find that you wish to continue your role in a professional environment. If you are interested in learning more about this, contact the Assistant Director for Sport Clubs and Risk Management.
- For the types of job available in the Campus Recreation field, go to www.bluefishjobs.com.

Overview

Mission of the Sport Club Program

The Sport Club Program in the Department of Recreational Sports provides opportunities for students to engage in physically competitive or recreational activities that contribute to their health, well-being, and leadership development.

Definition of a Sport Club

To be considered a Sport Club by the Department of Recreational Sports, a club must meet the following provisions:

- Must promote physical activity
- May be competitive, recreational, or instructional in nature
- Does not duplicate the activity of another club
- Must have a National Governing body
- A place to practice must be identified if space is not available in the Recreational Sports Facilities
- Must fit the mission of the Sport Club program and fall within acceptable Risk Management guidelines as determined by the Department of Recreational Sports and the University Risk Manager/University Counsel.
- All proposed Sport Clubs will need to be approved by the Sport Club Council and will be based on the above requirements

Clubs that meet these provisions will be required to register as a Sport Club if their inherent risk must be managed by an entity of the University with expertise and experience supervising and coordinating activities with this level of risk. If they meet the above definition and their activities are deemed an inherent risk by Recreational Sports and/or Risk Management/University Counsel, they will not be able to register with USC&A as an alternative.

Organization of the Sport Club Program

Assistant Director for Sport Clubs and Risk Management

There is a full time professional designated to supervise all clubs and their activities. This person serves as a consultant on the day-to-day operations of the clubs and ensures that all rules and procedures are followed within department and university guidelines.

Sport Club Supervisors

The Sport Club Supervisors are VCU students who are primarily responsible for the direct supervision for the club's practices/competitions and the collection/review of club paperwork. These Supervisors are an extension of the Assistant Director and assist with marketing, meetings, trainings, and other duties as assigned.

Sport Club Council

The Sport Club Council consists of 5-7 officers or members of current active clubs. Clubs have the opportunity to nominate council members in the spring/summer and an online election will take place during the first few weeks in August. There is a president, vice president, treasurer, secretary and 1-3 general council members who may be

responsible for chairing committees including Fundraising and Community service. The council will meet monthly or more often as needed. The council will provide recommendations to the Assistant Director for Sport Clubs and Risk Management on the following issues: budget, practice/event schedules, policies and procedures, and club discipline.

Sport Club Office

The Sport Club office is an area (along with the office of the Assistant Director for Sport Clubs and Risk Management) in the Department of Recreational Sports Administrative suite in the Cary St. Gym. It is generally open from 8am-5pm, Monday - Friday. Access outside of that time will need to be arranged ahead of time.

The following are available for Sport Club related business:

Copier The copier is for Sport Club related business only. Students found to be using it for school or other purposes will lose their copy privileges. Report any problems with the copier to the AD for Sport Clubs and Risk Management. Do not try to fix the copier yourself.

Mail Services/Receiving Each club will have a small mailbox in the Recreational Sports Administration Suite. Anything delivered that is larger than the mailbox will be collected by the Assistant Director for Sport Clubs and Risk Management and held in her office. A mail slip will be placed in the mailbox and your club president will be contacted by a Sport Club Supervisor to arrange for pick up.

Items not picked up in a timely manner will be placed in storage.

The address is:

Department of Recreational Sports, Sport Clubs, % Anne Brown, PO Box 842029, 101 South Linden St.,
Richmond, VA 23284-2029

Using this address (with Anne's name) is extremely important. The front desk will not know where to direct the package if they do not recognize the name on it.

Computers/printers Computers and printers are available for any Sport Club business. Students found to be using them for school or other purposes will lose their computer/printer privileges. The computers are used by a number of employees in Recreational Sports. A computer may not be available at all times.

Fax Machine If faxing something long distance; please ask the staff to enter a long distance code.

Publicity and Marketing Materials Details on Marketing/Publicity opportunities are in the Marketing/Publicity section.

Game/Practice Equipment The following are available to check out:

- Portable Scoreboards
- Water coolers
- Tent



- Conditioning items such as hurdles and agility ladders
- Pinnies

Departmental Approval

As a member of the Department of Recreational Sports at Virginia Commonwealth University, each Sport Club is obligated to obtain the approval of the Sport Club Program prior to acting on items, issues, or ideas that are not covered in this handbook. If a Sport Club chooses to act independently, that club will risk losing its designation as a Sport Club and/or Student Organization and all the rights and privileges associated with that status. Furthermore, depending upon the situation, individuals involved may risk university sanctions and/or state or federal prosecution.

Registration

New Clubs

Complete the SLIC registration form on [RamsConnect](#) before September 14th in the fall and before February 1st in the spring. If you are starting your club after the SLIC deadline, move to the next step.

Complete the [Proposal to become a Sport Club](#) form online.

If the club meets all of the criteria in the 'Definition of a Sport Club,' they will become a Tier Yellow Sport Club and will need to gather the following over the 3 month period (the three month period does not include university breaks; i.e. Winter and Summer breaks cannot be considered part of the 3 month period)

- After one month, submit a [club roster](#) with at least 1.5x the number (including officers) of members it would take to form a team in that sport/recreational activity or at least 10 students, whichever number is greater. All members on the roster will be invited via VCU Email to fill out the Sport Club Membership agreement. The club President will be responsible for ensuring that club members complete the Membership agreement. Clubs that do not have the required number of Membership agreements filled out will not be able to proceed with the approval process.
- Have 5 officers [President, VP, Treasurer, Risk Management Officers (2)] that each:
 - Are full time, fee paying students
 - Have a cumulative 2.5 GPA (waived for the 2016-17 year provided there is upward progress from the fall to spring semester).
 - Are not in their final semester of school
 - Are able to attend training and follow through on all officer requirements
- Have secured a place for the club to practice/compete (either on or off campus). Facilities must be available for rent (that can be afforded by the club) and be within a reasonable distance from the VCU campus.

If a club fails to complete the above process within the 3 months, they will no longer be considered a Sport Club

and must apply again the next academic year to be reconsidered.

Current Clubs

Registration deadline in [RamsConnect](#) is *August 10, 2016 at 5pm*. Any club not registered in RamsConnect by the deadline will lose their allocated funding and have to reapply for Sport Club status.

Other Registration Deadlines:

August 10th, 2016 Must have the 5 officers registered (with all qualifications the same as a new club) on the [Officers List](#)

August 18th, 2016 Updated [Constitution](#) emailed to sportclubs@vcu.edu

August 29th, 2016 Current [roster](#) emailed to sportclubs@vcu.edu

Constitution/Bylaws

All clubs are required to have a set of operational guidelines or rules, in the form of a constitution. Each sport club should develop a constitution that is suited to their organization based on this [template](#) and [example](#). The constitution must be easily interpreted so that the club can operate consistently from year to year. All Sport Clubs will be expected to update their constitution annually and submit a current copy to sportclubs@vcu.edu. A constitution is the organizational framework of a club, and expresses the fundamentals of the club's structure and purpose. The constitution should be updated periodically as policies and officers change. Bylaws and standing rules are easier to amend than the constitution. Bylaws govern the internal operations of a club. Standing rules are those adopted by a majority vote at a club meeting.

Name Policy

No student organizations, including Sport Clubs, may use VCU in front of the name of their club.

- Incorrect Way: VCU Soccer or VCU Club Soccer
- Correct Way: Club Soccer at VCU

Folding

Clubs may go on probation, temporarily cease operation, or become suspended for any length of time due to the following:

- Non-existent leadership or demonstration of ineffective student leadership.
- Lack of student participation, decline of participation in practice/events, active member participation below the minimum required
- Demonstration of club mismanagement.
- Inability to abide by Sport Club, Recreational Sports and University policies and procedures.
- Purpose or goals no longer compatible with the goals and mission of the VCU Department of Recreational Sports and Sport Club Program.

Classification

All clubs are classified into a Tier for one academic year. Clubs may move to the next tier if they have satisfied all



of the requirements in the previous year. For the 2016-2017 Academic year, clubs will work towards being in one of the tiers.

Requirements/Tier	Gold	Black	White	Gray	Yellow
Points needed	250+	200+	150+	100+	<100
Officer Training (for Pres, VP, and Treas.)	3 at Fall Training	2 at Fall Training	2 at Fall Training	1 at Fall Training	1 at Fall Training
Meeting Attendance (at least one officer)	Attend all 4 meetings per semester	Attend 3 of 4 meetings per semester	Attend 2 of 4 meetings per semester	Attend all 1 of 4 meetings per semester	Attend 1 of 4 meetings per semester
Hosting Events/Travel(per semester)	Hosts one tournament or 2 home events and/or travels for a game/match/tournament at least 4 times	Hosts one tournament or 2 home events and/or travels for a game/match/tournament at least 3 times	Hosts one tournament or 1 home events and/or travels for a game/match/tournament at least 2 times	Hosts one tournament or 1 home events and/or travels for a game/match/tournament at least 1 time	Does not hold events or travel
Funding Possible	Min \$2500	Min \$1500	Min \$500	Min \$250	No funding
Required Fundraising	Min \$1000	Min \$500	Min \$250	N/A	N/A

A point system exists to help the staff and clubs determine where each club will fall within the Tier system and as an opportunity for clubs to earn extra funding during the fall semester. The point system is detailed in Appendix A.

Officers

All clubs must have a minimum of 5 officers including President, Vice President, Treasurer, and Risk Management Officer. The following are suggested duties for each officer. Changes can be made depending on the club and must be stated in the club bylaws to be approved by the Assistant Director for Sport Clubs. Clubs are permitted to add positions as needed. VCU Rec Sports will certify up to 3 officers from each club in American Red Cross CPR/First Aid/AED.

President

- Oversee all club operations
- Run club meetings



- Communication/Liaison with Sport Club Office
- Run practices/work with volunteer coaches
- Report potential violations
- Report any potential violations to the AD-SC

Vice President

- Travel coordinator (making the reservations and plans)
- Recruitment, Social Media, Marketing

Treasurer

- Oversees all financial operations and transactions

- Submits all travel paperwork

Risk Management Officer (2)

- One must be separate from the other three officers, other may be the VP or Treasurer
- Holds CPR/FA/AED certification
- Checks out/maintains First Aid Kit
- Responsible for getting waivers signed
- One must be at every club game or practice
- Inspects the field/facility and equipment prior to use

Club Officers holding a required position must maintain a 2.5 GPA during their time in office. If their GPA drops below 2.5 during their time in office, they will need to be replaced. *Waived to a 2.0 for the 2016-17 year provided there is upward progress from the fall to spring semester.

Election of new officers is to be held in March and results reported to the Assistant Director for Sport Clubs no later than April 1st. Clubs not reporting election results will lose their annual funding for the subsequent year and drop back to probationary status.

Training

Sport Club Officers will undergo the following training as presented by the Assistant Director for Sport Clubs. There will be two officer trainings held each Academic year. One is held during the first week of classes for the fall semester and one will be held in January/February for any new clubs or officers. They both must be completed before a club can function in any way. Failure of the club officers to attend these trainings will result disciplinary sanctions.

Financial Procedures

- Purchase requests
- Reimbursement requests
- eVa
- Outside Bank Accounts

Travel Training

- Paperwork
- Driving policies

- Hotel booking (state per diem rates, etc.)
- On Call procedures

Club Officer Leadership Training

- Monthly Officer Update meetings and In-service trainings
- Monthly officer meetings will require at least one member to attend. They will consist of updates and any areas that need to be reviewed

Coaches

All clubs have the option to have coaches that are not employees or students at VCU. They are considered Affiliates and will be required to fill out the necessary paperwork and obtain a VCU ID. To register your coach for

the year, please email them this [link](#). The following are guidelines that must be followed if your club is going to have a coach. There is not a limit on the number of coaches that a team can have but every coach must abide by the below requirements. Recreational Sports reserves the right to limit the number of coaches on a case by case basis.

- Coaches must consent to a background check by the university
- Coaches must obtain an Affiliate ID from the VCU card office. The cost is \$20 and will need to be paid either by the club or the coach. This ID will give the coaches access to the Recreational Sports Facilities.
- Coaches will attend a coaches meeting at the beginning of each semester.
- Coaches will sign a coach's agreement.
- Coaches will only coach. All team operations will be conducted by the student officers.

If a club chooses to financially compensate a coach/instructor, it is the sole decision and responsibility of that club to fulfill such request; however, the Assistant Director for Sport Clubs and Risk Management must be informed beforehand.

The Sport Club staff has the right and obligation to protect the club, and if, in the administrative staff's opinion, the coach/instructor is not working in the best interests of the club/the university, the coach/instructor will be relieved of his/her duties. In the event that the club wants to remove a coach, they are able to at any point in time. The club Officers must have a majority vote for removal of the coach. The club can remove a coach for any reason at any time.

Though not employees, coaches are volunteers for the University and must always conduct themselves in a manner that does not detract from the reputation of the University. A coach's behavior when interacting with officials or event staff should set an example at all times.

It is recommended that all coaches/instructors purchase medical and liability insurance, as they are not covered by the University.

Coaches may not allow/facilitate the consumption of alcohol at club events including games, practices, travel, or during any club meeting.

Advisors

Advisors are not required, but are recommended for clubs to have a better link to campus and another university employee to advocate on their behalf. If you have an advisor, please fill out this [form](#) so we can get their contact information.

Membership

Membership Requirements

All members of Sport Clubs must either be:

- Current Students (Undergraduate, Graduate, Professional)
- Current Faculty/Staff of the university that have purchased a Recreational Sports Membership
*Faculty/Staff may not be able to compete depending on the club's National Organization requirement

Alumni, Community Members, or anyone else that does not fall into one of the above statuses may not participate in any way with a Sport Club

All club members must hold a minimum GPA of 2.0 or higher. If a student's' GPA falls below a 2.0 but they still wish to participate, they will hold probationary status until the GPA is above a 2.0. In order to hold probationary status, the student will need to:

- Meet with the Assistant Director for Sport Clubs and Risk Management
- Arrange and attend an [academic coaching session](#)(first time).
- If, during the subsequent semesters, the student fails to obtain a 2.0 GPA, they will to either attend another Academic Coaching session or proof of tutoring attendance in the Learning Center. Someone in the Campus Learning Center will be able to provide you with a record of attendance or meeting. The club member will need to turn that into the Assistant Director.

No Try-Out Policy

Sport Clubs are funded by Student Activity Fees. The Sport Club program has a no try-out policy in that you may not cut a player solely on the basis of talent because their student fees are, in part, paying for this club. If a student would like to participate, they may do so if they follow the policies dictated in a clubs' constitution.

In certain clubs, there may be limitations on how many team members a club can take to an event. To allow for maximum participation, clubs should offer different levels of competition, such as an "A Team" and a "B Team" or a Travel team and Practice Team. The practice team members may still pay dues and have the same policies but they may have alternate levels of participation. (i.e. they may have different practice times).

Gender Identity statement

Patrons can participate in clubs, intramural sports, or sex-specific activities or programs based upon their personally held gender identities. If this does not match what is in University records, they need to contact the Associate Director for Programs to initiate the process to change the individual's status throughout Recreational Sports to afford the individual the opportunity to participate based upon their gender identity.

Some sport clubs will have national governing bodies, which may have different restrictions for participation in sanctioned matches, games, or competitions. The clubs will be able to comply with those provisions to remain eligible for competition. However, no clubs may discriminate based upon gender, sex, etc. A person can be in the club, but they may not be eligible to participate in certain competitions based upon the sanctioning bodies' rules.

All NIRSA Championship Events empower students to participate in Sport Club divisions based on the expressed gender identity.

Varsity Athlete Participation

Varsity athletes may not play on a club in in which they participate as a Varsity Student Athlete. Varsity athletes may participate in their respective sport club when they are no longer on the varsity roster. Individual league rules may vary. The club officers should check their league rules before allowing the former varsity player to participate to avoid possible forfeit.

Varsity athletes may participate in a Sport Club that does not resemble their varsity sport. I.e. a varsity soccer player may participate in the cycling club.

Funding

University Funds

Current Clubs in Good Standing

Annual Budget requests will be completed in March for the following academic year.

- Budget hearings will be held with the Sport Club Council before April 15th.
- Budget Hearings are 15-20 minute meetings to show the SCC what the club has done and the plans for the next academic year.
- Clubs that are in yellow tier will have a hearing to determine the future of their club.

Point earning Opportunities to earn extra funding will be available up to a total of \$10,000 for all clubs combined. Points earned through the fall semester by all clubs will be totaled. \$10,000 will be divided by the number of total points earned and a dollar amount per point will be determined. For example, if all the clubs earn a total of 10,000 points, each point will be worth \$1.

Fundraising

Required Fundraising To earn or maintain their classification, a club may be required to fundraise a certain



amount each year. The required amount is listed on the Classification chart. Proof will be required.

Fundraising Clubs may conduct an approved fundraising activity and Recreational Sports will match the fundraising amount up to \$500 to be placed in their school account. To apply for approval for a fundraising activity, fill out the [Intent to Fundraise Form](#). After approval, and within 5 days after the activity, the club will need to fill out a [Fundraising Matching Form](#) to submit information about the activity. Clubs may be asked to submit other paperwork as proof of the activity. Clubs may earn more than \$500 but will only be matched up to \$500. Clubs may hold more than one fundraiser to reach the \$500.

Approved fundraisers include:

- **Restaurant Fundraisers**
- **Working as a group at an event**
- **Selling club merchandise outside of the club**

*From the VCU Licensing website: "If you are requesting VCU trademarked merchandise produced for resale, written approval by the Office of Trademarks & Licensing must be obtained prior to production. This includes items sold for fundraising efforts. Royalty exemptions for these items are reviewed on an individual basis." All licensing requests should be sent to Christy Rabil in University Marketing via this form (they are working on the form now)

- **Gofundme.com or Letter Writing**

*These fundraisers are allowed however are not eligible to be matched

Excellence funding up to \$20,000 (for all clubs) may be available for clubs in good standing that qualify or hope to attend a Regional or National Tournament. Funding is handled on a case-by-case basis. An [Excellence Funding Request](#) will need to be filled out in each case.

Current SLIC Club/New Sport Clubs

- Current Student Organizations that qualify to become Sport Clubs may request up to \$500 for approved travel or purchases.
- May participate in the point earning system (see above).
- May participate in fundraising matching (see above).
- May participate in Excellence Funding (see above).

New Clubs – Clubs that are not currently registered with the SLIC

- Three-month probationary period from date of registration with SLIC.
- Opportunity to submit a budget of up to \$500 for the year after one semester of activity.
- May participate in the point earning system (see above).
- May participate in fundraising matching (see above).
- May participate in Excellence Funding (see above).

Off-Campus Bank Accounts

Clubs may have an off-campus bank account. The account should be in the name of the club, not individual



officers and should only function is two officers sign off on expenses. Clubs should use this account to keep money collected from dues and use it to pay for items that cannot be covered by the university account or that need to be paid in a timelier manner.

Clubs are not automatically granted tax-exempt status. They may apply to the IRS for a Tax ID number to use to open the account.

1. Go to <https://sa.www4.irs.gov/modiein/individual/index.jsp>
2. Click on Begin Application
3. Click on View Additional Types
4. Click on Sports Teams
5. Continue to fill out the info

VCU and the Department of Recreational Sports have no responsibility or supervision of student organization off-campus bank accounts. These accounts will be able to house the funds raised by membership dues, fundraisers, or any other money the club receives. These self-generated funds are non-Allocated funds (non-student fee money). The club is responsible for all oversight and operation of an off-campus account. No funds can be transferred from an allocated account to the private account or from the private account to the outside bank account. The club is responsible for spending these funds in a manner that represents VCU in a positive light and is safe to the club. The club should only spend the money in this account on essential club operations.

Dues

As no club is 100% funded by the university fee, clubs are permitted to charge dues to their active members. Dues should reflect the need in the budget after budget allocations and fundraising have offset the cost of club expenses.

Dues should be stored in the club's off campus bank account and be used to either pay for expenses up front or for items that cannot be paid by the university.

If your club elects to purchase extra merchandise (practice packs, spirit wear), clubs may elect to put those funds separately as they are not essential to a club's everyday activity and should not be included in dues.

Sponsorships

As a form of income, your club may look to find sponsors. The parameters of sponsorship are as follows:

- Only local or locally managed businesses may be approached. For example, you may contact the specific location of a chain restaurant but you may not contact their national headquarters.
- Businesses whose primary function is to sell alcohol or tobacco products are not approved for Sponsorships
- Restaurants who have bars are approved as long as the main function of the restaurant is not to serve alcohol. Please see the Assistant Director for clarification.

Income from sponsorships should be put in the club outside bank account and used for official club business.

Purchasing

The following are common items that may be purchased with money from the VCU funded account:

- Shared Equipment
- Shared Uniforms
- Field/Facility Rental for games or practices
- Travel
- Hotel
- Gas
- Tournament Fees
- Awards used for an event hosted by your club
- Referees/Officials
- Athletic Trainers/EMTs
- Club dues to a National Organization
- Club Insurance
- Club T-shirts up to \$8 per shirt

The following are examples of items that may not be purchased with the university account:

- Food
- Non-competition/training related travel
- Traveling for an individual not traveling with the rest of the team
- Uniforms that are kept by a team member or pieces of a uniform that cannot be shared (swimsuits)
- Any apparel other than the t-shirt (\$8 limit)
- Awards within the club
- Individual memberships to gyms, tennis clubs, equestrian facilities etc.
- Coaches
- Personal Trainers
- Individual dues to a National Organization
- Personal medical insurance for a club member

All purchasing will be completed through the Assistant Director for Sport Clubs and the Sport Club Fiscal Support Technician

- Items purchased with university funding may use the university tax exempt status
- Purchasing processes – **The purchasing process has not been finalized yet. Please know that we are doing everything possible to make this process as easy as possible.**

Travel

Eligibility All club members must have a 2.0 to join/participate in any activity of the club including travel. Club members that do not have a 2.0 are subject to the policy indicated in the membership portion of the manual.

Paperwork

- All clubs must fill out [travel paperwork](#) regardless of the intent to be reimbursed for expenses.
 - [Travel Request](#) Due **14** days before travel
 - Save and email to sportclubs@vcu.edu
 - Use one form per trip
 - List only those going on the trip
 - [Travel Itinerary](#) Due **48** hours before leaving

- [Travel Recap](#) Due 24 hours after returning to campus
- Incomplete paperwork will not be accepted.
- Travel Paperwork will be submitted to the Assistant Director for Sport Clubs not less than 14 days before the anticipated travel date.
- Failure to submit required paperwork for travel may result in a club being placed on a restricted period, having their travel privileges revoked for set period of time, and/or being suspended.

Intent

- All reimbursable travel includes participation in a scheduled competition
- Travel will not be reimbursed for training purposes

Class absence

You may ask for a letter from the Recreational Sports department indicating that your travel is a university related activity. It will be up to your individual instructors to decide if your absence is excused.

Registrar Approval

There are occasions when a tournament that your club is entering or your league in general, need confirmation from the University Registrar that the students on the roster are, in fact, current students. If this is the case, they will generally give you a form to fill out that needs to be signed by someone from the registrar's office.

Bring the form to the Sport Club Office a minimum of two weeks before the form is needed.

After confirming that everyone on the form has completed their required Sport Club Paperwork, the form will be sent to the Registrar's office to be signed and sealed

Vehicles We are in the process of procuring a contract with Enterprise to give club members the ability to rent vehicles. More information will come on this as it is obtained.

Driving rules

The University does not provide insurance for club members while traveling. Club members are responsible for their own auto insurance and passengers if traveling with private vehicle. Passengers in private vehicles that are driven by club members are at the sole risk of the driver.

Facilities

Available facilities

Cary St. Gym

Cary St. Field

Thalhimer Tennis Center

MCV Campus Recreation and Aquatic Center

Practices

Prior to the beginning of each semester, a call-out for practice requests at Recreational Sports facilities will be sent to all clubs. Clubs are expected to reply by the deadline in order for their request to be considered. Based on the amount of requests and facility space, clubs may need to be flexible with their dates, times and locations. Once the final practice schedule is set, it becomes permanent for the semester. Failure to notify the Assistant Director for Sport Clubs and Risk Management when your club is not practicing will result in disciplinary action (-5 points). In addition to on campus practice requests, clubs that practice off campus will notify the Sport Club office of any practices that will be occurring off campus.

In cases of inclement weather, staff will attempt to notify clubs of practice cancellations.

Event Requests

Requests to host events such as games, tournaments, and seminars require a [Space Request Form](#). The form must be filled out completely at least 2 weeks prior to the event. However, it is highly recommended clubs begin the process as soon as it knows it wishes to host an event. In addition to requesting a facility, clubs should begin the process of contacting potential traveling clubs and any needed officials and/or judges at least 1 month prior to the event. You can check to see if a facility is available by viewing the calendar for each facility [here](#).

All home events will be supervised by a Sport Club Supervisor. They will be able to assist the club with planning, set-up, day of supervision and CPR/First Aid coverage is needed.

Visiting Club Guide

The Recreational Sports Staff have created a Visiting Club Guide for teams to use to find directions, hotels, and places to eat. Please [share](#) this with any teams coming to our facilities.

Meeting Rooms

Clubs who want to have business/informational meetings may reserve rooms at the Cary St. Gym by contacting the Assistant Director for Sport Clubs and Risk Management at least 24 hours before the meeting. You may also reserve meeting space in the University Student Commons using the [MERA](#) system.

Spaces at the Cary Street Gym Include:

- [Wet Classroom](#)—Holds about 40 people
- [Seminar Room](#)—Holds about 20 people

Equipment

All equipment purchased on behalf of the club with University funds becomes property of Virginia Commonwealth University Department of Recreational Sports and will become part of the club's official inventory. A formal [inventory](#) of all university purchased equipment will be conducted annually. Clubs will be held responsible for lost and/or damaged equipment. Individual club members and officers can also be held personally responsible for lost and/or damaged equipment. University purchased equipment will be stored with Recreational Sports during the

off-season. Equipment will be [inventoried](#) by the Sport Club Office before being given out to club officers in the fall. If any equipment is damaged or is just unusable, it should be returned to the Sport Club office to be surplus.

Individual uniforms that will be worn by one player, will be the responsibility of the player. They will sign a uniform agreement to be returned to the Sport Club Office. If that uniform is not returned at the end of the year, that player will be billed for the cost of the uniform. If that player does not pay the bill, the team will lose that amount of money in the next funding year.

Risk Management

Sport Club participants are primarily responsible for their own health, safety, and general well-being. This is reflected in their assumption of liability and their responsible adherence to the risk management procedures outlined in this handbook.

Each club member must sign and submit a "Sport Club Assumption of Risk" form, stating their awareness of the risk and inherent dangers of the activity, which could lead to possible injury or loss of life.

The Department of Recreational Sports strongly recommends that all club members have medical and dental insurance before participating in any club related activity and that all club members have a medical examination/physical before engaging in any strenuous physical activity. University Student Health Services provides examinations as well as several [insurance options \(for purchase\)](#) for students who are not currently covered. Specific Sport Clubs may require, as a condition of membership, medical insurance for each of their members.

All Sport Club members who become injured are responsible for all financial obligations incurred and any treatment necessitated by the injury. In cases where the injury is of a catastrophic nature, Recreational Sports is in the process of obtaining an insurance policy to cover over \$50,000 in medical related injuries. **Some clubs that are inherently High-Risk in nature may be required to supplement this insurance policy to function as a VCU club.**

Some clubs that are considered more high risk than others and may be required to purchase additional insurance at their own expense before they are able to conduct any club activities. These clubs will be notified individually.

Risk Management Officers Each club must also have 2 qualified Risk Management Officer(s) who will check equipment and playing surfaces for safety. If any hazardous situation is detected by this Risk Management Officer(s), he/she is obligated to notify the Department of Recreational Sports so that the situation can be appropriately addressed. Practices and games should be canceled if the safety of all participants cannot be reasonably assured. The Risk Management Officers must be certified in First Aid, CPR, and AED, and at least one of these individuals must be in attendance at all practices and games.

- American Red Cross CPR/First Aid/AED training will be provided free of charge to 3 members of each club. If a club would like additional members trained, they will need to pay the regular class fee.
- If anyone is currently certified with the required American Red Cross Adult/Pediatric CPR/FA/AED training,

they must provide a copy of their certification card to the Assistant Director for Sport Clubs and Risk Management to be approved as a Risk Management Officer.

First Aid Kits

Each club that travels to outside facilities will be provided with a basic first aid kit at the beginning of each semester. It will consist of the following:

- Regular size Band-Aids
- Large size Band-Aids
- Gauze pads
- Cold Packs
- Roller Bandages
- Alcohol Wipes

Clubs may come back throughout the semester to restock these items but anything that a club would like to have further than these items will need to be purchased with club funds

Accidents

On Campus If an accident occurs during a club activity on campus, Recreational Sports facility staff should be notified as soon as possible. They will provide care and fill out an Accident Report.

Off Campus If an accident occurs off campus, your club Risk Management Officer(s) is expected to provide care and fill out a provided accident report. They are required to turn in the report to the Assistant Director for Sport Clubs and Risk Management within 24 hours of the accident or the first business day after the accident.

EMT Requirements

High Risk Clubs	Moderate Risk Clubs	Low Risk Clubs
Cycling Equestrian Ice Hockey Men's Lacrosse Quidditch Men's Rugby Women's Rugby Men's Soccer Women's Soccer Wrestling	Baseball Women's Basketball Crew Field Hockey Women's Lacrosse Softball Men's Ultimate Frisbee Women's Ultimate Frisbee Men's Volleyball Women's Volleyball Dodgeball Judo Rock Climbing	Badminton Bowling Running Swimming Table Tennis Tennis Triathlon Squash

Athletic Trainers will be assigned for all home events.	Athletic Trainers will be assigned for all home events.	Not required
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The following are local Ambulance companies that can provide services:

- Richmond Ambulance Authority
- Henrico Volunteer Rescue Squad

Concussions High and Medium Risk sport club athletes will be required to do baseline concussion testing. [More information to come.](#)

Conduct

General Expectations

Students, by enrolling in the university, assume an obligation to conduct themselves and their organizations in a manner compatible with the university's function as an educational institution. Individuals must always act in a manner that does not detract from the reputation of the university or the department. This includes behavior in game situations. When involved in off-campus events or when traveling, be aware that you still represent the university, even though you are not on campus for the event.

Alcohol Policy

[VCU policy](#) on the consumption of alcohol is as follows:

Students are prohibited from the unlawful or unauthorized manufacture, distribution, dispensation, possession, or use of alcohol or illicit drugs on University property or as a part of any University activity. Violation of any of the foregoing prohibitions will subject a student to disciplinary action up to and including expulsion from the university in accordance with the university's Student Code of Conduct. Convictions for unlawful conduct under local, state, or federal criminal drug laws may result in penalties such as fines, imprisonment, and loss of driver's license.

As a result of any violation of this policy, a student may be referred to an appropriate educational, evaluation or rehabilitation program or offered community service, in lieu of suspension or dismissal. Satisfactory participation in any such program shall be determined by the appropriate University department or official after consultation with the individual or organization providing the evaluation or rehabilitation program, coordinating the community service, and/or conducting the educational program.

When students under the age of 21 are convicted of violating alcoholic beverage and/or controlled substance laws or policies while on campus or at University activities, their parent or guardian will be notified of such violations if the student is under the age of 21 at the time of the notification, in accordance with the Family Educational Rights and Privacy Act (FERPA).

Alcohol consumption includes and is not limited to:

- Traveling to or from an event as a player, spectator or coach
- While at event site or within the vicinity of the event site as a player, spectator or coach in hotel, motel, campsite, etc.

- On site before, during or after practice or home event

Hazing

The Sport Club Program has a zero tolerance policy for hazing. According to the VCU Student Code of Conduct, hazing is prohibited as it is considered abusive conduct. It is defined as: Subjecting a person(s) to any mental or physical requirement, request, or obligation that could cause discomfort, pain, fright, disgrace, injury, that is personally degrading, or that violates any federal, state, or local statute or University policy; the willingness of the individual to participate in such activity notwithstanding.

Any club found to be conducting activities that could be defined as hazing, will face disciplinary charges.

Conduct Resources

- [VCU Student Code of Conduct](http://www.students.vcu.edu/studentconduct/)
<http://www.students.vcu.edu/studentconduct/>
- [VCU Drug and Alcohol Policy](#)
- [VCU Sport Club Website](#)
- [Commonwealth of Virginia Law](#)
- Any local ordinances
- Your club constitution and bylaws

Violations

Any violation of the VCU Student Code of Conduct may result in a violation for a Sport Club. Acts that may cause a club or participant to be sanctioned include, but are not limited to, the following:

- Inappropriate conduct or actions while participating in any club related activity. Some examples of such behavior include, but are not limited to, damaging private or public property, misusing equipment or club funds, putting the lives of others in danger by driving unsafely while on club trips, and being financially irresponsible.
- Club members participating in an inappropriate activity that violates any of the policies set forth by: their club's constitution, the VCU Student Code of Conduct, the VCU Sport Club Handbook, local ordinances, and/or commonwealth or federal law.

Including, but not limited to the following examples of misconduct:

- Physical harm or threat of physical harm to any person(s), including but not limited to assault, sexual abuse, or other forms of physical abuse.
- Physical, verbal, or written harassment or conduct that threatens the mental or physical health or safety of any individual(s).
- An alleged violation engaged in by individual members that was sanctioned, encouraged, or approved by the organization itself.
- The presence of alcohol at any event involving the club including, but not limited to competitions, practices, fundraisers, and banquets.

- Delinquency when turning in forms, requests, reports, equipment, etc.
- Delinquency in attending practices/events that must be supervised by the Department of Recreational Sports.
- Operating without the permission or approval of the Department of Recreational Sports.

Sanctions

A violation of conduct policies outlined in this handbook and the other documents listed in the “Conduct Resources” section of this handbook could result in the sanctions listed below. However, the Recreational Sports Department and VCU reserves the right to enforce other sanctions depending upon the severity and prevalence of the violation(s).

Specific Sanctions

Formal Reprimand A formal warning that can be issued to document the violation and immediate sanction, as well as the resulting further sanctions for continued violations. It will be kept on file by the Recreational Sports Department as formal documentation that a club/participant’s behavior/actions are unacceptable.

Probation Generally, clubs/participants who continually violate conduct policies or violate a more serious policy (the presence of alcohol at a club event) will be placed on probation. A club/participant being on probation represents a change in status between good and suspended. Clubs on probation are not eligible for Departmental Funding. Clubs/participants may lose their travel or other privileges depending upon the violation. Probationary periods can last from one semester to indefinitely.

Remedial/Educational Certain violations may result in remedial or educational sanctions being enforced. Such sanctions could include, but are not limited to: loss of practice time or loss of Departmental Funding, loss of Sport Club Budgetary Points

Suspension This action would be reserved for those who violate a more serious conduct policy or for repeat offenders (clubs/participants on probation). Clubs/participants who are suspended must immediately cease all club activities, and they will remain inactive for the length of the suspension. Suspension periods can last from one semester to indefinitely.

Referral to University Student Conduct For those actions deemed very severe (possession of alcohol/drugs, assault, etc.) and/or violate VCU policies as outlined in the VCU Student Code of Conduct, the club/participant may be referred to [Office of Student Conduct and Academic Integrity](#) to receive punishment from the university that could include, but are not limited to, probation or suspension from the university.

Prosecution For acts that violate commonwealth/federal laws (the misappropriation of club funds, assault, possession of alcohol by a minor, etc.), the proper authorities will be notified to deal with the situation appropriately.

Discipline

- When a club/participant is in violation of any Conduct Expectations, that participant or a club representative must go through the discipline process as outlined below:
- All participants and/or club representatives must meet with the appropriate Sport Club staff member within 48 hours/two business days (Monday - Friday 8:00 am – 4:30 pm) of the incident or before the next practice, whichever comes first.
- After this initial meeting with the appropriate Sport Club staff member, the participant(s) must submit a typed written letter of reinstatement outlining the events surrounding the incident, the club/individual's actions that led to the incident, and assurances as to how this type of behavior will be avoided in the future. This letter must be submitted within 48 hours/two business days (Monday –Friday 8:00 am – 4:30 pm) of the initial meeting with the Assistant Director for Sport Clubs. If this letter is not submitted to the Department of Recreational Sports, the participant/club will be suspended indefinitely.
- The participant/club is subject to referral to the Office of Student Conduct and Academic Integrity if the club/participant violated a policy of the VCU Student Code of Conduct.
- The participant/club is subject to referral to local/federal law enforcement officials if the club/participant violated a commonwealth/federal law.
- All participants who have violated a “Conduct Policy” must satisfy all of the above criteria before they can be reinstated.

Recreational Sports Hold For those individuals who do not meet with the Recreational Sports/Sport Club Staff to discuss disciplinary actions or other Sport Club issues, a hold may be placed on the student's account preventing them from accessing any Recreational Sports Facilities (Cary St. Gym, Cary St. Field, Larrick Student Center) and they will be unable to participate in their club activities.

Club Standing

The Sport Club Program at VCU has three status levels for its various clubs that reflect disciplinary sanctions and affect funding, practice times, travel privileges, and other club activities. Those club status levels are as follows:

Good Standing Clubs with this status indicator are fully eligible for all the rights and privileges of Sport Clubs at VCU. These clubs have committed no violations that were either deemed serious enough or happened prevalently enough to affect these privileges.

Restricted Clubs with this status indicator have been placed on restriction for an amount of time determined by the Department of Recreational Sports. These clubs may lose or have their departmental funds frozen as well as have other restrictions placed on them as deemed necessary by the Department of Recreational Sports. Further violations while on probation may result in that club being suspended from the VCU Sport Club Program.

Suspension Clubs with this status indicator have been suspended from all club activities connected to VCU and the Department of Recreational Sports for an amount of time determined by the Rec Sports Department. These clubs must cease all activity for the amount of time determined by the Department of Recreational Sports and they will forfeit all club assets and equipment to the department.

Marketing/Publicity

Licensing (logo usage)

Anything you purchase that says VCU or Rams or uses our designated Rams Logo, must be purchased from a licensed company. Licensed vendors have purchased the right to print VCU authorized logos. You can find a licensed vendor by going to the Licensing Dept. [website](#). Specifically, you can find a licensed vendor for something specific you are looking to purchase by going to our link on the Collegiate Licensing Company [website](#).

If you are looking to purchase something from a non-licensed vendor, you cannot do so unless they become licensed. They can do this at the Collegiate Licensing Company [website](#).

Sport Clubs have been authorized to use [logos 16-20](#) from the Athletic Department. A licensed vendor will have this logo available to print. Sport Clubs are not authorized to use the standard university font with the logo. Clubs must use any other kind of font with the logo.

All items with VCU or the VCU logo must be approved through University Licensing. Email your design and what you plan to do with the product to Anne at Sportclubs@vcu.edu.

Recreational Sports Marketing Department

Through the Assistant Director for Sport Clubs and Risk Management, Sport Clubs may use the Recreational Sports Marketing services to help promote their club. Depending on the time of year, projects may take 2-6 weeks to complete so requests should be sent in as early as possible. The following are items that the marketing staff may be able to supply:

Logos The graphic designer on staff can create a club logo for use on t-shirts, flyers etc. Club officers will fill out a Marketing request. After it is approved by the Assistant Director for Recreational Sports, it will be sent to the marketing staff.

Axis TV Slides Slides can be created that will show in the Recreational Sports Facilities. A Marketing Request will be filled out and given to the Assistant Director for Sport Clubs. It will include a club picture, practice dates/times and any other important information a prospective player might need.

Website Each club will have its own part of the Recreational Sports website to post information. Email sportclubs@vcu.edu to have the information on your club site changed.

Tabling

Tabling can be done at many locations to provide information to other VCU student about your club. Tabling is done at events such as the SOVO Fair, Rec Sports Night, in the commons and in the lobby of the Cary St. Gym.

SOVO Fair The SOVO fair must be registered for using myOrgs. There has traditionally been a SOVO fair held the Friday of Welcome week and one day at the beginning of the spring semester. Participation in SOVO fair is optional.

Rec Sports Night The Sport Clubs main advertising is tabling and doing demonstrations at Rec Sports Night, held the night before classes begin in the fall. This is an opportunity for your club to show new students how your sport



is played and collect student information so they may be contacted about future events. Participation in Rec Sports night is mandatory.

Cary St. Gym Clubs may fill out a Marketing Request Form to table in the Cary St. Gym.

University Student Commons Clubs may use the MERA system to reserve a table at the University Student Commons or the Larrick Student Center

Social Media

Sport clubs are encouraged to promote themselves via social networking sites such as Facebook, Twitter, Instagram, etc. When creating a group to promote a club and disseminate club information, the official club name must be used as the group name (_____ Club at Virginia Commonwealth University or VCU). Groups must be left public to those in the FSU network, to allow interested individuals to join the group. Groups that are not made public are in violation of this policy. Any pictures, events, and/or discussions on the group page must uphold the proper images of the club, Department of Recreational Sports, and the University, and must not include inappropriate language, express any negative attitudes towards individuals/staff, or display any inappropriate behavior by club members. Club pages MAY NOT be used to promote parties, socials in which alcohol will be consumed, or anything of that nature. Any information found on group pages are subject to all the policies outlined in this manual. Group pages must be kept current and up-to-date. It may be more beneficial for clubs to utilize pages instead of groups on social networking sites.

Responsible Use of Social Networking Websites Sport clubs must be especially careful when posting club related pictures or material on social networking websites (i.e., Facebook, Twitter, YouTube, Instagram, etc.). These sites are open to the public and the content on these sites can be directly associated with your club, including any photos that appear to be in violation of the Discipline section. Please remember to only post content that is suitable for public exposure. Educate all members of the club to use caution when using these sites.

Website/Social Media Checks Every month our Sport Club Supervisors conduct website checks to ensure that clubs maintain an active presence on social media. Clubs that do not maintain an active presence on social media will be subject to penalties in the administrative points system. There is no minimum, or maximum, number of sites that a club has to maintain, however, we recommend that chooses a number of social media accounts/website pages that they can realistically manage and reach their target audience effectively.

Awards

In late April each year, awards will be given in the following categories:

- Athlete of the Year
- Officer of the Year
- Club of the Year

Nominations and voting will take place during the second week in April. Awards will be presented at the end of the year ceremony.

Appendix A

Points can be tracked [here](#).

	Points per event	Max points per year	Deductions/Details	Required?
Finance Training(fall)	5 points per officer in attendance	10	-5 if no officers show up, still required to make up if using school funds	Yes
Travel Training(fall)	5 points per officer in attendance	10	-5 if no officers show up, still required to make up if traveling at all	Yes
Team Constitution	5 points(based on effort/detail)	5	-1 per day if late, still required	Yes
SCC Manual Quiz	1 point (1 per officer)	3	-1 per day if late, still due	Yes
SOVO Fair Attendance	2 points	2		No
Rec Sports Night Attendance	3 points	3	-3 if no show, late or leave early	Yes
Rec Sport Night Club Demo	2 points	2	-2 if signed up but no showed	No
January Sport Club Fair	2 points	2		No
Monthly Officer meetings	2 (4 per semester) points	16	-1 per meeting if no show	Yes
Officer Transition Meeting(in April)	3 points (1-4 officers)	3	-3 if no show, still required	Yes
Team Roster submitted before first travel date or Sept 20 th , whichever is earlier	3 points	3	-1 per week, still required	Yes
Team Picture submitted by Oct 1st	2 points per semester	4	-1 per week, still required	Yes
Attendance at other club events	1 per person per event	10	Must get proof and stay for the entire game	No
Informed Consent Online Forms	1 point per player	50	-1 per week if all players on Roster do not have one turned in	Yes
Advisor Form	2 points	2	optional	No

Travel Request Roster	2 point	32	Due two weeks before the each event to get point and be reimbursed	Yes
Travel Itinerary submitted	1 point	16	Due 48 hours before trip	Yes
Travel Event Recap	2 points	24	Due 24 hours after return, -1 per day if late, still required	Yes
Home event Itinerary submitted	1 per event	10	Due 48 before the first event week if late, still required	Yes
Home Event Recap	2 point	20	Due 24 hours after event, -1 if late or not done, still required	Yes
Social Media Presence	3 points (per semester)	6	Must be a public page and is active at least once per month	No
Club Display Case	5 points	5	-5 if reserved and not done	No
Sport Club Google Calendar	3 points (per semester)	6	-1 per day if late or not done, still required	Yes
Community/Campus Service	1 point per hour, per person	20	optional	No
Budget Report	3 points (per semester)	6	-1 per week if late, still required	Yes
Equipment Inventory Report	2 points per semester	4	-1 per week if late, still required	Yes
Home Tournament	At least 5 visiting teams	20		No
90% money spent		6	-10 if less than 50%	No
Failure to fill out an accident report if an accident occurs during a club practice or event			-25 per accident	N/A
Failure to notify Sport Club office of a cancelled practice or event			-5 per incident	N/A
Club member discipline situation			-50 per situation	N/A
Team discipline situation			-100 per situation	N/A

300 possible points