



Sport Clubs Policy Manual

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SECTION I: PROGRAM OVERVIEW, DEFINITIONS, AND POLICIES

The Campus Recreation and Wellness Department (CRW) works in conjunction with the Rosenberg Center for Student Involvement (CSI) to provide official University of Baltimore student organization recognition to all UB Sport Clubs. CRW serves as the Sport Clubs Program administrator and is responsible for upholding the policies of the program. This manual provides the policies and procedures set by CRW and the Sport Club Council that require adherence to meet the program mission.

Mission, Vision, and Values

The Sport Clubs Program at University of Baltimore operates under the program mission, vision, and values of the Campus Recreation and Wellness Department.

Mission

The mission of Campus Recreation and Wellness is to provide the University of Baltimore community with outstanding recreation, leisure and wellness programs, services and facilities. Our efforts are focused on providing a safe environment that promotes healthy lifestyles, values diversity and contributes to co-curricular learning and leadership opportunities.

Vision

Our vision is that the University of Baltimore is a community that is healthy, engaged and physically active. We will nurture this vision by supporting personal and academic growth through fun and challenging recreation and wellness programs.

Values

- **Sportsmanship:** We believe students learn how to exhibit and develop character through play & work, by committing themselves to mutual respect, teamwork and open communication.
- **Wellness:** We are committed to helping people make positive, lasting changes in their lives. We provide excellent programs, services and facilities that support the health and well-being of our campus community.
- **Fun:** We make it fun to play, participate, learn and grow through experiences with Campus Recreation and Wellness.
- **Personal Development:** We consider ourselves educators and provide opportunities for our participants to learn, grow, and develop new skills through their participation.
- **Customer Service:** We are committed to the continuous process of improving services to meet the needs of our members. We strive to be the place people think of when they think of excellent customer service.

PROGRAM CONTACTS/ROLES AND RESPONSIBILITIES

Campus Recreation and Wellness (CRW)

Along with Assistant Director of Competitive Sports, CRW serves as administrator of record keeping and paperwork, field/space reservations, and advisor to the Sport Clubs Council. The Assistant Director of Competitive Sports is also in charge of club leadership development, and promotion of the Sport Clubs program among the University of Baltimore community. Also housed under CRW are the Sport Clubs Supervisors who assist in the administration of the Sport Clubs Program.

Rosenberg Center for Student Involvement (CSI)

CSI works in collaboration with the Campus Recreation and Wellness Office to provide official recognition for clubs and to allocate funding (through the Funding Board) to the Sport Clubs Council.

Sport Club Council (SCC)

SCC is comprised of club officers and/or members that will serve as representatives and leaders for all sport clubs participants. Each club will have one vote within the SCC, but all club members are eligible to participate in meetings and discussions. The voting member for each club will be designated each semester by each respective club. The SCC will elect an Executive Board to guide the Council's activities and work to ensure program goals and club goals are obtained.

SCC Executive Board (E-Board)

Seven SCC members make up the SCC Executive Board – four SCC elected officers (President, Vice President, Treasurer, Secretary) and three members appointed by CRW. The E-Board will help to build cohesiveness among the Sport Clubs Program by assisting in administering club teams, serve as a disciplinary hearing board, and represent club teams during the CSI Funding Board/SCC funding hearings/requests. They work with CRW to regulate and coordinate SCC functioning and development and serve as a resource of University resources/communications to the SCC.

All members of the E-Board are expected to serve a full academic cycle (fall and spring term; summer/winter break as needed), and elections will be held in late spring semester. The roles and responsibilities of the SCC E-Board include, but are not limited to the following:

- **President:** liaison between Assistant Director of Competitive Sports and the SCC. Serve as chair of the disciplinary hearing board. Serve as administrator of the SCC members, and ambassador of all the club teams to the University of Baltimore community.
- **Vice President:** works with Assistant Director of Competitive Sports to help develop and establish leadership training workshops. Assist with advisor communication and also serves as an ambassador of all the club teams to the University of Baltimore community.
- **Secretary:** helps with the administration of paperwork, takes meeting minutes. The Secretary also assists with communication/marketing of the Sport Club Program to the University of Baltimore.
- **Treasurer:** serves as chair for the SCC budget hearings. Holds records for running SCC budget and represents the SCC during the CSI Funding Board request process.



Treasurer is also required to attend all CSI Funding Board meetings and serves as an ambassador of all the club teams to the University of Baltimore community.

- Member(s) at Large (3): appointed by the Campus Recreation and Wellness Department. Assists with general functions of the SCC and special event programming and is an ambassador of all the club teams to the University of Baltimore community.

Club Officers

Each Sport Club is required to have at least 3 Club Officers. Sport Club officers are expected to take care of all organizational needs of the club on and off of the field. They are also responsible for communicating to the Assistant Director of Competitive sports on behalf of the club.

Sport Club participants should have ample opportunities to take part in the administration and supervision of club activities. While the CRW Department will offer training and development opportunities, it is ultimately the duty of each officer to train and familiarize incoming officers of their duties and responsibilities to the club and the offices they hold.

It is recommended that each Sport Club elect new officers early in the spring term to offer enough time to train each other and transfer knowledge regarding club administration. Officers assume official designation when the club is officially recognized for the year by the University.

Officer Responsibilities (including but not limited to):

- Ensure club abides by University and CRW policies and procedures
- Maintaining the club's constitution and bylaws
- Establishing/monitoring membership requirements and current rosters
- Properly scheduling opponents, events, facilities, and travel arrangements
- Development and administration of club finances
- Administer/plan club meetings and practices
- Establishing and delegating the duties of the club officers
- Ensure that all club members are eligible for participation
- Complete all required Sport Club Council and University forms
- Communicate with the Assistant Director of Competitive Sports and serve as a liaison between the club and the University
- Know the legal responsibilities that affect club operation
- Prepare and submit annual recognition forms, funding requests and any other requested documents to the Sport Club Council
- Publicize club events
- Promote safety and sportsmanship
- Inform club members of policies, procedures, expectations, emergency procedures and other regulations that must be followed
- Notify Assistant Director of Competitive Sports of any changes regarding club activities and leadership etc.
- Fulfill additional responsibilities as outlined by club constitution and/or CRW

Coaches/Instructors

If a sport club would like to secure the services of a coach or instructor, club members must select a coach who meets the specified requirements set forth by CRW and any additional specifications the



club may set. All coaches and instructors MUST be approved by the Assistant Director of Competitive Sports and fill out the appropriate paperwork PRIOR to providing services to the club. The coach/instructor should have:

- A firm grasp of the basics, understand safe conditioning and training methods, and obtain current necessary certifications, experience, and competencies for the sport (CRW and/or Governing bodies may provide recommendations for specific guidelines)
- Ability to relate to the club members, and be knowledgeable of the policies and procedures of the Sport Club Program; Understanding that Sport Clubs are directed and governed by students, therefore, they must acknowledge and respect the leadership positions of the officers and abide by all decisions made on behalf of the group

Important phone numbers:

- | | |
|--|--------------|
| ▪ Assistant Director of Competitive Sports | 410.837.4090 |
| ▪ Sport Clubs Supervisors | 410.837.4159 |
| ▪ Campus Recreation and Wellness | 410.837.5598 |
| ▪ University of Baltimore Public Safety | 410.837.5520 |

OPERATIONAL POLICIES AND PROCEDURES

The below policies are set by CRW and the SCC that serve as the guidelines each club is to adhere to for annual recognition as a Sport Club. It is the responsibility for each participant to ensure they are meeting expectations, but ultimately the club officers must ensure that all policies are upheld and performed accordingly. It is important to note that CRW reserves the right to suspend a club's recognition status for failure to stay in good standing throughout the year based on the criteria outlined in this manual or any blatant disregard of a policy or "spirit" of policy which jeopardizes mission of sport club program.

Club Recognition

The recognition cycle is concurrent with the academic year. A sport club must submit the annual recognition form and the current club constitution to CRW by the end of the spring term to be recognized for the upcoming academic year.

Starting a Club

The following steps should be followed in order to start a club at University of Baltimore:

- Meet with the CRW Sport Clubs Staff, located in the CRW Main Office (AC311) to discuss starting a club. Be ready to present a vision, mission, and purpose for your idea.
- In order to officially establish your club, the following criteria must be met:
 - A President, someone who is earnestly dedicated to the vision and goal of the club. This person must have adequate time open during the week to run club related activity and administrative duties.
 - At least 3 officers (including the President) who have at least 2-4 hours a week for administrative duties. Officers must show strong and dedicated student leadership and be knowledgeable of their particular sport or recreational activity.



- At least 6 members (including officers), members must fill out liability waivers to be kept on file in the CRW Sport Clubs Office.
- The President with assistance from other officers must develop a Mission Statement and a Constitution and submit them for SCC approval.
- After the approval of your Mission Statement and Constitution, the club must fill out Start-Up Club paperwork with the Sport Club Staff. Forms can be filled out in the CRW Main Office (AC 311 D).

Sport Clubs Council Point System

To manage all of the requirements of the Sport Clubs Program, a point system has been created to help measure team compliance to the program requirements and to ensure proper recognition and funding status of every club.

Every required document and/or meeting/task has been assigned a numeric value. The club's completion of this task will determine the numeric value they earn. For example, each SCC meeting is worth 2 points - if 2 members attend, the team receives 2 points for that meeting. If 1 member attends, the club receives 1 point, and if no members attend they receive 0 points.

Each club's total possible points may vary according to the requirements of their specific sport. At the end of the year, the points are tallied and the club's compliance status will affect their funding and recognition status. For example, if a club achieves 33 out of 33 total points, they will be eligible to receive 100% of their budget request for the next fiscal year. If they achieve below 100% of their total points available, they may receive a deduced allocation award for the next fiscal year.

All records for the SCC point system are kept by the Assistant Director of Competitive Sports in AC 311 B.

Bonus Point System: The bonus point system will be used to determine how many bonus points a club will earn towards the SCC Point System. Clubs will be given several opportunities to earn bonus points by attending/participating in special events that are determined to be worth bonus points by the SCC. The bonus points will be added to their already achieved point total within the SCC Point System.

Meetings

CRW and the SCC E-Board coordinate the following meetings for the SCC:

Sport Clubs Council

Two members per club are REQUIRED to attend (open to all Sport Clubs members) the monthly SCC meeting. Sample agenda items to be covered:

- *Fall:* General Info/Policy Information, Club Officer Training, Safety Expectations/Training
- *Spring:* General Info/Policy Review, Budget Review & Training, Educational Initiative



SCC E-Board

The E-Board meets bi-weekly and/or according to the schedule set by the Assistant Director of Competitive Sports. These meetings are conducted to govern, administer, and allocate funds to the SCC.

Equipment

Sport Clubs may use funds to purchase equipment (pending SCC/CRW approval) for club participants to use for club activities. All equipment and material goods bought by clubs is university property and not intended for private ownership. Purchasing of equipment is made through the Assistant Director of Competitive Sports after clubs have been allocated the funds from the SCC E-Board (see Financial Policies).

Storage

Before equipment is purchased, the club is responsible for making arrangements with CRW to ensure there is sufficient room for storage.

Equipment Checkout

Only club officers are allowed to check out a club's equipment, and he or she is responsible for their well-being while being used. In order for an officer to checkout an item they must bring their student ID to AC 311 and receive the equipment from either the Sport Clubs Supervisor or the Assistant Director of Competitive Sports.

Missing/Damaged Equipment

All damaged or lost equipment must be reported and/or given to the Assistant Director of Competitive Sports. Under no circumstances may the club dispose of the damaged equipment. All missing/damaged team equipment must be replaced by a deadline set by the SCC using funds from the club's general fund. Any individual equipment must be replaced or paid for by the individual who signed out the item. If equipment is stolen, documentation with a police report is needed.

Travel

The following policies and procedures must be followed if a club sport wishes to travel for a team function:

Required Forms/Documentation

- Each club participant should have a current Liability Waiver (Membership Form) on file with CRW
- **In addition to the Liability Waiver, Travel Waivers MUST be signed by each participant planning on participating in the event PRIOR to EVERY event requiring travel.**
- Travel Waivers and Location/Directions to activity site MUST be submitted to CRW (AC 311D) PRIOR to travel. Failure to submit Travel Waivers and event information will result in disciplinary action.

Travel Guidelines

- For all club related travel- ONLY club members, coaches and/or club advisor are to be traveling with the club.
- University of Baltimore does NOT provide any insurance for personal vehicles or rental vehicles. It is responsibility of the driver(s) to ensure that a valid driver's license and sufficient insurance is in place. In the event no insurance is purchased, is inadequate or coverage has been voided due to a breach in the rental agreement, driver(s) may be held personally liable for any resulting claims for damages or injuries.
- If rental vehicles are utilized, the rental agreement must be under individual's name and NOT University of Baltimore. The individual(s) who sign the rental agreement are ultimately responsible for any damage to the vehicle or injuries resulting from an accident.
 - When renting a vehicle, clubs should purchase all available insurance for example- Collision (physical damage of rental), Comprehensive (theft of rental) and Liability (damage to other vehicle or individual). It is club's responsibility to ensure proper insurance is purchased. *Please be advised that most rental agencies will void insurance coverage if an unauthorized person(s) drives the rental vehicle.
 - Rental vehicles are subject to local, state and agency laws and regulations.
- *Seat belts are required at ALL times.* It is the responsibility of the club members traveling to ensure passengers and drivers wear seat belts.
- Other safety recommendations for travel, which are the responsibility of the club members to enforce:
 - No driving between 12AM-6AM.
 - Call ahead -coming & going- to check on weather; make safe decisions regarding travel.
 - Take rests and/or change drivers every three hours.
 - Have someone sit with driver to help stay alert.

SECTION II: PARTICIPANT EXPECTATIONS

Participant Safety

- Participation in sport clubs is voluntary, and the students organize clubs based on their interests. Each individual participant should understand the risks involved with sports participation and participate within his or her physiological limitations
- University of Baltimore disclaims all liability for loss, injury or other damage arising out of participation in the Sport Club Program. All participants are to complete an *Liability Waiver (Membership Form)* prior to participation
- It is recommended that participants consult a physician to determine physical ability to participate in a sport club
- University of Baltimore does not provide any accident, health, hospitalization insurance or the like for participants of the Sport Clubs Program



Membership Eligibility

Any student, faculty, staff, or other member of the University of Baltimore community is welcome to become involved with a sport club. In this way, any one participating in a University sport club is considered a SCC general member.

Any sport club member MUST:

- Be at least 18 years of age OR have the approval and signature of a legal guardian
- Sign a Liability Waiver Form and have one file with CRW

**NOTE:* Club members are subject to all policies, regulations of respective leagues and governing bodies for eligibility or members.

Each club is required to classify each of their members as either a Full Participating Member or a Limited Participating member. This classification determines at what level the member can participate, as described below:

Full Participation

Any University of Baltimore Undergraduate, Graduate or Law Student who is a member or officer of a recognized sport club is considered a fully participating member of the SCC (Valid Student ID required for all sport club activities). Once a student is no longer enrolled in classes, they are ineligible for full club participation.

Limited Participation

Any of the following people are eligible for limited participation within the SCC:

- University of Baltimore Alumni with Campus Recreation and Wellness Rec Center Membership
- University of Baltimore Faculty
- University of Baltimore Staff (excluding student staff)
- Maryland Institute College of Arts Students with Campus Recreation and Wellness Rec Center Membership (Valid MICA ID required for all sport club activities)
- SCC/CRW Approved Advisors
- SCC/CRW Approved Instructors/Coaches

Limited Participation excludes members from:

- Voting on club business
- Holding office in a club of SCC
- Receiving allocated funding as a participating individual in any form (this does not apply to coaches, instructors and advisors) **The SCC will evaluate coaches', advisors', and sponsors' eligibility to receive funding on a case-by-case basis. Contracts will be reviewed and reevaluated every semester.*

BEHAVIOR/CONDUCT EXPECTATIONS

When an individual competes in any club event, he/she indicates an understanding and agreement to represent their club and the University in a manner that does not detract from the reputation of the University. Sport Club participants are expected to display the highest level of behavior and integrity during club activities.

Sport club participants are subject to all University policies during ALL club activities on or off campus, including travel, lodging, practices and events.

- All individuals expected to abide by the rules, regulations and laws of all corresponding agencies during all club activities.
- Please note that there shall be NO alcohol/drinking or drug use permitted during any club activity, regardless of age, role, and/or status among the team, unless otherwise previously approved by the Assistant Director of Competitive Sports.

Sanctioning

Any/all violations of University policy or any detrimental behavior by any club individuals (including coaches/instructors) will be reported to the Sport Clubs Council, Office of Community Life and the Dean of Students, investigated, and subject to program penalties deemed appropriate by set by those offices.

In conjunction with the Sport Clubs Council, the Assistant Director of Competitive Sports reserves the right to sanction a participant/club as warranted for behavior or actions by individuals or the club during any related club activity. Sanctioning may include suspension or expulsion of an individual, and/or suspension or termination of a club's recognized status

Appeals

In the event of an appeal, the Assistant Director of Competitive Sports will form an Ad-hoc Sport Clubs Disciplinary Appeal Committee to review the case and make a recommendation to the Campus Recreation and Wellness Office. The Director of Campus Recreation and Wellness reserves the right to overturn any decision made by this committee.

SECTION III: OFFICER EXPECTATIONS AND RESOURCES

Officer Expectations/Responsibilities

General Officer Expectations

Sport Club officers are expected to take care of all organizational needs of the club on and off of the field. At least one club officer MUST be in attendance at EVERY club activity/event. They are also responsible for communicating to the Assistant Director of Competitive sports on behalf of the club. Officers can seek assistance from the Assistant Director of Competitive Sports at any time.

Meeting Attendance

At least two members per club are REQUIRED to attend (open to all Sport Clubs members) the monthly SCC meeting. The meeting schedules will be communicated to all officers via email.

League Affiliation/Governing Board Requirements

It is the responsibility of the club officers to ensure that their club (and its participants) are complying with any and all league affiliation requirements during ALL club activities, including but not limited to: safety standards, guidelines, insurance, physical fitness, equipment, meeting requirements, etc.

Conducting Club Business

Facility Scheduling

Clubs may request usage of University facilities for practice, meetings, or competition by submitting a formal request to the Assistant Director of Competitive Sports. Clubs are subject to any costs affiliated with an event, including supervisory staff, security, maintenance, rental, etc. Due to facility constraints at the University of Baltimore, practice timeslots may be limited and may vary due to intramural sports and/or open recreation demands.

Competition Scheduling

In order for competitions to be considered University sanctioned events (i.e. qualify for reimbursement) events must be approved by the Assistant Director of Competitive Sports AT LEAST a week in advance.

Post-Event Snapshots

Clubs should provide a short write-up describing the event and attach any pictures taken. These will be used as documentation of club activities and can be used as promotional materials for the Sport Clubs Program. These also provide evidence of efficient allocation and can be considered by the SCC E-Board in funding deliberation.

Contracts

NO club participant, advisor, coach or instructor may sign a contract on behalf of University of Baltimore. All contracts are to be turned into to the Assistant Director of Competitive Sports to coordinate and/or approve. (For example, facility usage contracts, sponsorships, etc.)

When insurance in investment is preferred (such as with a coach or sponsor), the club may opt to use a contract, where both parties sign to an agreement. Such contracts are maintained through CRW and payment may take 4 – 8 weeks to process.

- These can require several weeks to months, so allow for as much time as possible for the purchase order to be sent.
- If the amount has not yet been determined but the vendor information is available, the club should turn that in as soon as possible to start the process.

Game agreements/contracts should be turned in and signed by the Assistant Director of Competitive Sports (in appropriate time to receive permission/approval) unless otherwise agreed upon by the Assistant Director and specific sport club leadership.

Club banquets, end of year dinners and any off-campus/non-competition events must be properly reported to the Assistant Director of Competitive Sports (in appropriate time to receive permission/approval).

**Please see Financial Policies regarding payment of contracts.*

Logos/Identity

Only OFFICIAL University of Baltimore logos and word-marks may be utilized on all uniforms or any other team promotional piece that will represent a University of Baltimore Sport Club. UB Logos may not be altered in any way. The CRW office can provide a club or vendor with approved logos.

Laundry

Laundering of SCC owned equipment can be requested to be washed by CRW. Laundry Forms can be obtained/turned in to AC 311D.

First Aid Kits

A first aid kit, provided by CRW, must be checked out before each club event and shall be returned at the end of the event. Failure to maintain a first aid kit onsite can result in disciplinary action against the club.

- CRW will re-fill kit as necessary
- Club is responsible to replace any lost kits

Emergency Guidelines and Notification Procedures

It is expected that all club officers develop a plan to cover all contingencies, check locations on a map, estimate travel times, agree on procedures, and have already notified a University Official prior to any club related activity. In the event of an emergency, clubs are REQUIRED to contact the Assistant Director of Competitive Sports immediately. This includes, but is not limited to: car accidents, life threatening injuries, or hospitalization for any reason.

On-campus Emergencies:

- Remove yourself and your group from any immediate danger. Stabilize the patient. Administer first-aid to the best of your ability.
- Contact Campus Safety at 410.837.5520
- Designate a second person to locate campus safety or a facility manager

Off-campus Emergencies:

- Remove yourself and your group from any immediate danger. Stabilize the patient. Administer first-aid to the best of your ability.
- Contact local EMS unit (911)
- Delegate a club officer to act as a spokesperson to authorities. They should:
 - Provide all pertinent information (do not editorialize)
 - Under no circumstances should a statement of fault or guilt be made

Severe or Catastrophic Emergencies:

- Remove yourself and your group from any immediate danger. Stabilize the patient. Administer first-aid to the best of your ability.
- Contact local EMS unit (911)
- Delegate a club officer to act as a spokesperson to authorities. They should:
 - Provide all pertinent information (do not editorialize)
 - Under no circumstances should a statement of fault or guilt be made
- Contact a University Official (after contacting authorities) as follows:
 - Assistant Director of Competitive Sports: 513.404.3166 (cell) immediately
 - If not reached, contact the CRW Facility Manager: 410.837.5598
 - If a message needs to be left, be sure it is complete, specific, and lets the receiver know what action should be taken

*Under no circumstances should any club members speak to the press regarding a severe incident. Direct the press to a University Official.

*Do NOT notify next of kin unless directed to do so by a University official.

Accident/Injury and Incident Reporting

ALL accidents or incidents are to be reported to the Assistant Director of Competitive Sports within one (1) business day. CRW Accident/Injury and Incident Forms can be accessed from the Sport Clubs Travel Binders and/or on the CRW website.

Financial Policies

The Sport Clubs Council Executive Board (SCC E-Board) is responsible for the financial allocations to each Sport Club. The E-Board meets once a semester to receive and process funding requests submitted by clubs, and is responsible for any future supplemental and reversion financial requests from the remainder of the semester.

The Process

Sport clubs are allocated funds on a semi-annual basis (based on the fall and spring semesters) by the SCC E-Board. The total allocations fall within the fiscal year of the University. *Please note:*

- Any/all financial requests and/or forms must be submitted by an active club officer and by the announced due date to be eligible for funding
- Any club events or expenditures that are planned for the summer must be requested at the spring semester request deadline, and any that are planned for winter break must be requested at the fall semester request deadline
- The Assistant Director of Sport Clubs is authorized to make decisions on behalf of the SCC for any supplemental or reversion request less than or equal to \$150

Voting

In order to fairly and democratically allocate funds to the various sport clubs, the SCC E-Board will follow normal voting procedures established by the SCC, requiring a minimum of 4 voting members to establish quorum, and majority rule. All clubs will be given a chance to articulate their argument for certain funding requests at the Funding Meeting (or to E-Board members prior to a SCC meeting if necessary). This will serve in lieu of an appeals process.

Extraneous Circumstances

If the Funding Committee cannot meet due to one of the following reasons, all financial power will be temporarily given to the Assistant Director of Competitive Sports. The decisions in each case shall not be considered a precedent but seen as an action to support the club activity.

- School is cancelled; therefore canceling the SCC meeting.
- A week where there is no SCC meeting scheduled or SCC does not meet quorum.
- When the SCC is not in session (i.e. winter and summer break).

Funding Requests

The Funding Request Form is the official document that clubs are required to submit to the Funding Committee in order to obtain allocated funds for club use. The form is available on the CRW website or in AC 311 D.

Funding Categories

The Funding Request Form categorizes requests into one of three categories: Events, Equipment and Supplies. Provided are definitions and examples of items belonging to these three categories to aid club officers in accurately classifying their requests:

Events

Designated for any expenses related to club-related official activities. This includes, but is not limited to, the following expenses:

- Tournament and league fees and dues.
- Field rentals
- Officiating costs
- Contests and games
- Meetings
- Social events
- Transportation costs
- Hotel stays
- Initiations and inductions
- Award ceremonies
- Certificates
- Speakers and special guests

Equipment

Designated for any expenses related to relevant equipment needed to practice and compete and generally will last more than a year in shelf life. This includes, but is not limited to, the following expenses:

- Uniforms
- Sport equipment
- Practice equipment (ex: water jugs)

Supplies

Designated for any expenses related to necessary items for club functioning and maintenance that generally lasts less than one year in shelf life. This includes, but is not limited to, the following expenses:

- One time use and disposable items (ex: paper plates and cups)
- Cleaning and maintenance items and expenses
- Sporting goods (ex: tape, chalk, paints)

Budgets

Sport Clubs should maintain an accurate budget to ensure their spending is adequately documented. The Treasurer of each Sport Club should present and review their budget with CRW Sport Clubs staff on a monthly basis, and doing so is required to be considered a fully active club.

Fundraising

Clubs cannot expect to receive all necessary funding from SCC allocations. It is expected that each club seek alternative fundraising on their own to build a financial base for the club. Any funds that

are raised by the club independently will be deposited in a savings account designated for that club, these funds will not be scraped back into the general SCC account and will roll over from semester to semester.

In addition, fundraising is one of the factors that effects how much a given club is allocated. Clubs report how much money was raised in their last semester in their Allocation Request, and this factor is heavily considered when the SCC E-Board members deliberate on their assurance that their investment is worthy and appropriate. Fundraising guidelines and recommendations are available upon request from the Assistant Director of Competitive Sports.

Sponsorship

All sponsorships must be pre-approved by the Assistant Director of Competitive Sports, especially before anything is finalized between the individual club and the sponsor (this includes any signing of any documentation).

Maintaining Funds

It is expected that each Sport Club remain in good financial standing throughout at all times. Deposits made by sport clubs can be accepted into the club's roll-over account in one of two ways:

Cash

- Coins will not be accepted for deposit
- All cash deposits must be submitted within three days of receipt

Checks

- All checks for deposits must be made payable to University of Baltimore
- The Club name should be written in the memo section of the check for identification
- "SCO" must also appear in the memo section of the check

Failure to Use Allocated Funds

It is expected that each Sport Club is fiscally responsible. The SCC and CRW maintain records of each club's spending and allocation histories. In this way, they document what percentage of allocated funds was used in a given allocation period. Also, clubs are required to accurately report this percentage on next allocation period's Allocation Request Form. Any funds not used by set deadlines or event dates will be scraped back into the general SCC Account, and any funds besides savings will be scraped back at the end of the fiscal period.

Funding Penalization

The SCC reserves the right to place sanctions on clubs that fail to comply with regulations set forth in the SCC Handbook and the SCC Constitution. The SCC will use the following classifications to sanction the club's financial status:

Frozen Accounts

- If receipts are not turned in within 5 business days, the club account can be frozen



- To un-freeze the club account, outstanding receipts and/or remaining money must be submitted. Clubs who fail to do so can be sent to Office of the Dean of Students
- The freezing of an individual club's account may result in the freezing of the entire SCC account, preventing all clubs from using funds

Negative Accounts

If a club has a negative amount in their account, they cannot travel or submit a supplemental or budget until they fundraise enough money so their account is no longer in the negative.

Suspended Clubs

Club accounts will be frozen for duration of the sanction period. If a club is suspended for the remainder of a semester, all allocated funds will automatically be reverted to the SCC General account. Suspended clubs may submit a budget request for the semester following suspension with permission from the Assistant Director of Competitive Sports.

Disbanded Clubs

All money in the club's general account at the time of disbandment will be reverted to the SCC General Account.

Financial Forms

Below is a listing of designated University of Baltimore Financial Forms that the Sport Clubs are required to use in order to access University funding, each form is available online or hard copy from AC 311 D.

Expenditure Approval Form

Once a club has been allocated funds to be spent for approved purposes, it may submit an Expenditure Approval Form in order to acquire and spend the actual funds. Clubs are responsible for meeting payment deadlines of the vendor knowing it could take up to 2 weeks to process payments. Club officers must submit the Expenditure Form along with the payment instructions using one of the following methods of payment (Sport Club Credit Card, Reimbursements, and Contracts):

- Sport Club Credit Card: The Assistant Director of Sport Clubs is authorized to make payments for approved expenditures with a designated school credit card. Any purchase made must be under \$4999.99, any expenditure above this amount must be handled with a purchase order. Credit card payment is the preferred form of purchase and can be handled in one of two ways (Online Purchase or Invoice Orders):
 - *Online Purchases – requires the following documentation:*
 - Printout of webpage with item desired, highlighted
 - Total exact cost (with tax/ delivery)
 - *Invoice Orders – requires the following documentation:*
 - Federal ID, PO Number or Social Security Number

- Letterhead or official logo from company or organization
- Company contact phone number and address
- Date of event or purchase
- Total cost (with additional fees/delivery)

* Invoices may not contain tax, as state universities are exempt.

*Invoices may not include "entertainment" purchases.

Reimbursements

Clubs can have an investor reimbursed for approved spending on their club. Money for reimbursement is only given for funds allocated PRIOR to event/purchase. Alcohol and personal purchases are NOT reimbursed. The club must provide adequate documentation described below:

- An itemized receipt, with total cost
- A phone number and address
- Date of expenditure
- A Federal ID or Social Security Number
- Where the event was held or purchase was made

Reversion Request Form

Club officers are allowed to submit a Reversion Form after allocations have been determined and during that fiscal period. A reversion will allow clubs to submit a request to the funding committee to use the funds they were originally allocated for one purpose in another way. Any reversion submitted for an event must fall before the scheduled date for that event, and any funds not used before their scheduled date will be scraped back into the general SCC account.

- Request can be submitted after allocations have been determined and during the current fiscal period
- Reviewed on a case-by-case basis by the E-Board. In the case the Funding Committee cannot meet that week, the Assistant Director of Competitive Sports may handle any reversion requests
- Any reversion request under \$150.00 can be approved at any time at the Assistant Director's discretion

Supplemental Request Form

Clubs may submit a supplemental funding request at any time during a given fiscal period that will, at the discretion of the E-Board, provide addition funding for non-budgeted events or items and unforeseen or emergency situations.

Examples:

- Qualifying events (nationals, regionals)
- Changes in expected trip costs
- Drastic increases in event attendance

- Changes in regulation equipment

Limitations:

- All supplemental requests are approved or declined at the discretion of the SCC E-Board, and determined by majority vote
- The SCC E-Board reserves the right to amend or add clauses to supplemental requests as it sees fit in order to approve said supplemental funding
- All submitted supplemental requests must be submitted at least three weeks prior to needing funds
- Supplemental requests may not be submitted if a club has negative money in its general account
- Supplemental requests may not be submitted if a club has not turned in a budget or a special explanation about why there is no budget

The Assistant Director of Competitive Sports is authorized to make decisions on behalf of the SCC for any supplemental or reversion request less than or equal to \$150.

SECTION IV: PROGRAM FORMS/RESOURCES

PROGRAM FORMS

All necessary forms that are required to be completed by club teams will be posted on the Sport Clubs website: www.ubalt.edu/campusrec and shared via the SCC meetings. This website should also serve as an information outlet for Sport Clubs information for the University community and club members.

The following forms will be sent out via email or posted on the website for club leadership to access:

Required Participant/Individual Forms

- Liability Waiver (Membership Form)
- Trip Release Form

Required Club Forms

- Sport Club Constitution
- Club Registration Form

Funding Forms

**Please see Funding Policies for further description of Funding Forms*

- Funding Request Form
- Expenditure Approval Form
- Supplemental Funding Request Form
- State of Maryland Expense Form (Travel)
- Purchasing Card Request Form

Additional Administrative Forms

- Facility Reservation Form
- Marketing Request Form
- Accident/Incident Form
- Laundry Form

PROGRAM RESOURCES

Additional websites that clubs may need to use for resources are:

- ***University of Baltimore Campus Recreation and Wellness:*** <http://www.ubalt.edu/campusrec>
- ***University of Baltimore Financial Forms:*** <http://www.ubalt.edu/campus-life/csi/orgs/ops/financials/index.cfm>
- ***University of Baltimore Student Handbook:*** <http://www.ubalt.edu/campus-life/student-handbook.cfm>