



# CLUB SPORTS HANDBOOK 2016-2017

Student Coordinator Office: (408) 551-7183  
Malley Center Front Desk: (408) 554-4068  
Fax: (408) 551-7180  
Website: [www.scu.edu/recreation](http://www.scu.edu/recreation)

**Team Mailing Address:**

Team Name  
Malley Center, #715  
500 El Camino Real  
Santa Clara, CA 95053

Student Coordinators  
Phone: (408) 551-7183  
Email: [clubsports@scu.edu](mailto:clubsports@scu.edu)

Kathryn Hutchings  
Assistant Director of Recreation  
Office: (408) 554-5480  
Fax: (408) 551-7180  
[krhutchings@scu.edu](mailto:krhutchings@scu.edu)

Janice DeMonsi  
Director of Recreation  
Office: (408) 554-5491  
Fax: (408) 551-7180  
[jdemoni@scu.edu](mailto:jdemoni@scu.edu)

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Please note: Policies in this handbook are subject to change during the academic year and club officers will be notified via e-mail of any changes that are not reflected in this text. The text in this handbook is typically updated annually. Updated: 9-6-16

## INTRODUCTION

Welcome to the Santa Clara University Campus Recreation Club Sports Program. The handbook is designed to guide all club members in the organization, management, execution and administration of their respective clubs. Please take time to read this handbook thoroughly as club officers are responsible for all of the information included in this document.

### **CAMPUS RECREATION MISSION STATEMENT**

Campus Recreation is committed to the Jesuit concept of educating the whole person - body, mind and spirit. Campus Recreation seeks to fulfill this commitment by enriching the lives of students, faculty and staff through a broad scope of recreational, educational, and competitive programming.

### **CLUB SPORTS MISSION STATEMENT**

The Club Sports Program provides students the opportunity to participate on competitive club teams that compete against other intercollegiate club teams and to enhance their collegiate experience by providing a well-rounded education through physical, social, and leadership development.

The SCU Club Sports Program is designed to enhance the student experience. It is not a path leading clubs to varsity status under the SCU Intercollegiate Athletics Department.

The Club Sports Program is administered by Campus Recreation and is overseen by the Assistant Director of Recreation and three Club Sports Student Coordinators.

## GENERAL INFORMATION

The Club Sports Program is designed to provide participants with an opportunity to:

- Participate in a wide variety of sports and develop lifelong leisure values
- Learn new sports skills
- Practice and refine existing sports skills
- Engage in advanced, structured intercollegiate competition
- Develop a feeling of belonging and understanding among individuals and groups
- Develop and maintain physical fitness
- Develop leadership skills and capabilities
- Develop organizational skills including program planning, delegation of responsibility and authority, group dynamics, fundraising, financial management, and public relations

### **CLUB SPORTS DEFINED**

Santa Clara University defines a Club Sport as a participation-based student organization whose members compete regularly to pursue a goal-driven interest in a sport. All Club Sports represent Santa Clara University and must comply with the rules and regulations set forth by SCU, Campus Recreation, the Club Sports Program, the club sports national governing organization, and/or their league, the SCU Student Handbook, the NCAA and this handbook.

Clubs are student-initiated and student-managed so members are actively involved in determining the objectives and procedures of their club. The decision-making duties are the responsibility of the student members and officers. The clubs with the most success and stability are those with active members and dedicated officers.

Our clubs compete with clubs from other universities and are not intercollegiate sports teams. Club Sport teams do not offer scholarships to participants. Club Sport teams do not have the ability to grant potential recruits guaranteed acceptance to the University but are encouraged to solicit membership to incoming students. Club Sports do not recruit in the way that Intercollegiate Athletics does. Club Sports are allowed to meet with Prospective Club Members – see Prospective Club Members for guidelines when planning to meet potential club members or watch them play.

## CLUB SPORTS ORGANIZATIONAL CHART

### ORGANIZATION

Director of Recreation - Janice DeMonsi

Assistant Director of Recreation - Kathryn Hutchings

Club Sports Student Coordinators and Club Sports Council

Executive Board (CSC EB) Chairpersons – Club Sports Coordinators – Maya Tromburg, Bradley Moore, Melanie Vezjak

CSC EB President – TBD

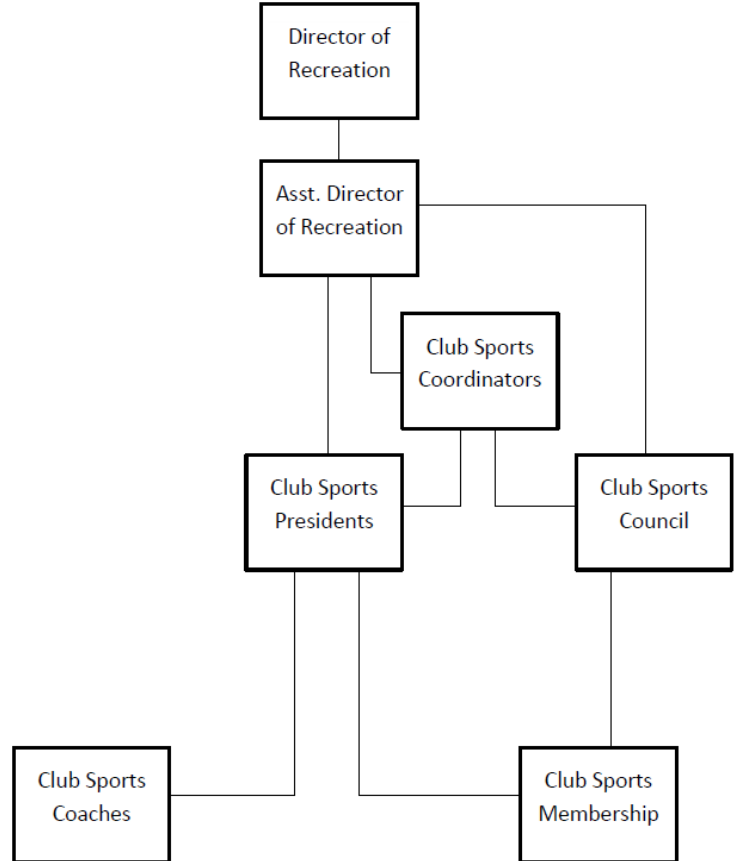
CSC EB Vice President – TBD

CSC Men's Teams Reps (1) – TBD

CSC Open Teams Rep (1) – TBD

CSC Women's Teams Reps (1) - TBD

You can reach the staff at [clubsports@scu.edu](mailto:clubsports@scu.edu)



### CLUB SPORTS STAFF (Assistant Director of Recreation and Club Sports Student Coordinators)

Responsibilities include:

- General administrative guidance and assistance with all club business
- Communicate regularly with the designated club representative
- Advise the CSC (Assistant Director of Recreation) and serve as Chair of the Council (Club Sports Student Coordinators)
- Advise officers on matters of liability, promotions, brochures, travel, budgets, equipment purchases, scheduling, and fundraising
- Process and track all club forms and maintain budgets for each team
- Assist with the continuing development of policies and procedures for the Campus Recreation Club Sports Program
- Assign facilities for practices, games, and any special events held on campus
- Enforce all policies and regulations as defined by SCU, Campus Recreation, the *Club Sports Handbook*, and the *SCU Student Handbook*, your sport national governing body and/or league policies and regulations
- Serve as final authority (Assistant Director of Recreation) on all club business

## CLUB SPORTS COUNCIL (CSC)

### EXECUTIVE BOARD (EB)

Each Fall the current CSC elects a new membership of the CSC EB. The positions elected include: President, Vice President, one Men's, one Women's and one Open Team Representative for the CSC EB. These elected students serve as leadership of the CSC and must carry out the constitution. The EB meets with the Club Sports Staff to discuss ideas,

issues, budgets, discipline, and agendas prior to CSC meetings. The duties of the EB are listed on the constitution which is available online or in the Club Sports Office.

## VOTING MEMBERS

The voting membership of the CSC is made up of five (5) current club participants that represent the interest of all 17 club teams; one (1) president from any club, one (1) vice president from any club, one (1) from Women's clubs, one (1) from Men's clubs and one (1) from Open clubs.

Responsibilities include:

- Serving as the liaison between the CSC and the teams they represent
- Attending all meetings (approximately two (2) per quarter) on TBD evenings at 6pm (subject to change)
- Passing along rulings and other information from meetings to their team officers and members
- Assisting with special events and serving on Council committees
- You can contact the CSC EB or Team Reps by emailing [clubsports@scu.edu](mailto:clubsports@scu.edu)
- Assist in presenting Leadership Series workshops

## GENERAL MEMBERSHIP

In addition to the EB one Club Sport member from each of the 17 Club Sports is required to attend the CSC meetings. Representatives do not have voting privileges but, will provide feedback to the EB on issues addressed and report on Club activity. During CSC meetings the EB along with the Club Sport Coordinators will present a Leadership Series workshop to the general membership.

## CLUB SPORT OFFICERS

Club Sports are self-administered and the daily operations of each club are mainly the responsibility of its officers and members. The contribution of each member is vital to the club's success. However, it is the president who is ultimately responsible for ensuring that the club functions properly. Each club president should delegate responsibilities among officers and club members.

Each club must have a minimum of two (2) officers. For clubs with larger membership, the ratio must be one (1) officer for every 15 team members to ensure that one person does not face the impossible task of fulfilling all duties and obligations. Typical club officers include president, vice-president, treasurer, equipment manager, publicity manager, safety manager, etc. All club officers must meet the standards described in the *Eligibility Policy for Participation in Student Activities* in the *SCU Student Handbook* which includes maintaining a cumulative GPA of at least 2.0.

Responsibilities of the Club Sports Officers include but are not limited to:

- Make safety of all Club members a priority
- Provide leadership and direction to the club
- Follow regulations as stipulated by SCU, Campus Recreation, the *Club Sports Handbook*, and the *SCU Student Handbook*, your sport national governing body and/or league policies and regulations
- Serve as liaison between the club and the administrative staff concerning club activities. **Communication with the Club Sports Staff is expected on every aspect of the club and is critical to the success of each club**
- Establish and collect club dues
- In conjunction with Assistant Director of Recreation and Club membership, select volunteer and/or paid coaches/instructors
- Attend all scheduled club meetings called by the Club Sports Staff
- Inform club members and volunteers/coaches/instructors of all responsibilities, obligations, policies, procedures, and crucial deadlines. Follow up to ensure compliance
- Submit a *Team Roster Form* prior to the first practice
- Ensure that every participant properly fills out the *Informed Consent and Release of Liability Form*, the *Conduct Guidelines Form*, and completes the *ImPACT baseline test*. **Both forms must be submitted electronically via survey form to the Club Sports Staff before members can practice and/or participate** in any club-sponsored event
- Update the team roster as membership changes and submit to the Club Sports Staff
- Check the club's mailbox regularly in the Admin Office hallway next to the Assistant Director's office at the Pat

#### Malley Fitness and Recreation Center

- Check email regularly and reply promptly. Important information will be conveyed via email in regards to club activities, deadlines, etc.
- Satisfy financial obligations that the club has incurred which are not covered by funds allocated through Campus Recreation
- Keep accurate records of club income and expenditures and ensure funds are properly deposited
- Fulfill all national governing body and/or league obligations
- Become familiar and comply with the *Injury Report Form* and emergency procedures
- **Ensure that all Coaches/Instructors/Volunteers, and two club officers, or members are First Aid/CPR/AED certified**
- **Have on hand at all practices, games, and special events:**
  - **Copy of the official team roster with emergency contact information for every player on the team & contact numbers for Assistant Director of Recreation and Director of Recreation in case of an emergency**
  - **Blank copies of *Injury Report Forms***
  - **Your club sports medical kit given to you in the fall by the Club Sport Staff**
    - All medical kits are distributed in the fall & then returned in the spring – see Risk Management for more information on Med Kits
- Inform the Club Sports Staff of any address and/or phone number changes of any officers during the school year
- Obtain approval for competition and practice schedules for each quarter and coordinate facility requests and usage with the Assistant Director of Recreation
- Fulfill requirements for getting people approved to drive for all club events
- Have all promotional items approved by the Assistant Director of Recreation prior to mass reproduction, posting, or distribution
- Submit a *Program Funding Summary Form* with the *End of the Year Report* at the end of the spring quarter. Within the first three (3) weeks of the fall quarter note any changes to this report to the Club Sports Staff. See Budgets page 12 for more information
- Submit ALL forms, paperwork, dues or donations to the Club Sports Staff with the Club Sport listed clearly on the top of the document(s)
- Ensure team coaches/players/participants, and you know the policies and procedures in this handbook
- Inform incoming officers to your club of all operating procedures
- Submit travel forms with all required details within four (4) days before travel
- Additional duties are discussed under the other headings of this handbook. The points mentioned above should not be considered a complete list of the Club Officers' responsibilities

## MALLEY CENTER ACCESS

Each club will be given free Malley Center Membership cards for **two** Coaches/Instructors/Volunteers that are good for general access to the Malley Center (not valid for fitness classes). In addition, Club Sports may purchase additional memberships for \$200.00 (valid for the academic year only). Coaches who misuse their card will lose future access privileges to the facility and the team they represent may also face disciplinary action.

Malley Center Membership cards for Coaches/Instructors/Volunteers are valid September – June\*. If your club has more than two Coaches/Instructors/Volunteers that need access to the Malley Center for practice, the additional coaches will be given colored quarter passes that give them access to the Malley Center only during scheduled practice times. The coach CANNOT use the Malley Center for anything other than your club's practices (i.e. no working out, etc). The colored quarter passes will have to be requested each quarter for access.

\*Summer (June – September) Malley Center Membership cards for up to two Coaches/Instructors/Volunteers is available upon request. No paid memberships available during the summer. Since Club Sports do not practice during summer, the colored quarter pass for additional Coaches/Instructors/Volunteers is not available.

The team president must email the Assistant Director of Recreation to get either Malley Center Membership cards or colored quarter passes for your Coach/Instructor/Volunteer staff and allow three (3) business days for processing. See the FAQ section for step-by-step instructions.

## PARKING PERMITS

Teams may purchase SCU parking permits for their Coaches/Instructors/Volunteers. Only non-Santa Clara University affiliates are eligible for a permit. Affiliates are Coaches/Volunteers/Instructors which cannot be current students, faculty, or staff. To purchase a permit, a team officer should fill out the *Campus Safety Parking Permit Application* and submit to [clubsports@scu.edu](mailto:clubsports@scu.edu) or turn into the Club Sports Inbox. Parking permits will be ready 7-10 business days after the request is submitted to Transportation Services. Club Sport Staff will notify team leadership when the request is submitted to Transportation Services. Parking permits are then to be picked up at Transportation Services Office by the permit owner with ID. Parking tickets may be given to anyone that parks on campus without a permit. Clubs cannot reimburse anyone for parking violations.

## MEMBERSHIP

Each **\*NEW\*** Club Sport will undergo a probationary period of one calendar year during which they do not receive funds from Campus Recreation, cannot serve on the Club Sports Council, and do not receive any priority for facility scheduling.

Should the Club Sport team meet each requirements outlined below to the satisfaction of the Club Sports Council, then the team will achieve full Club Sport active status.

**Once Club Sport status is achieved, the following list of requirements must continue to be met in order to maintain Club Sport status.**

\*Currently, applications from prospective club teams are not being accepted due to a cap placed on the program by Campus Recreation. The program is capped due to limited staffing, facilities, and resources currently available.

## CRITERIA FOR NEW & CURRENT CLUB SPORT TEAMS

1. The primary activity of the club must involve **physical activity** and **competition**. Physically active clubs that do NOT compete will not be considered for application into the Club Sport Program. Instead, non-competing clubs can apply to be Registered Student Organizations under Associated Students at Santa Clara University
2. New Clubs must be registered with a nationally governing body, have a regular season league to engage competitively in with regional and national competition
3. The club's primary activity must not duplicate that of an existing registered student organization, Club Sport, or intercollegiate sport. The exception to this policy is Women's Club Volleyball which was added in the spring of 2007 to make Club Sports program Title IX compliant
4. There must be evidence of interest and commitment from students (PLAYER ELIGIBILITY):
  - a. Each team must have a minimum of 15 registered Santa Clara University students as active members or 1.5 multiplied by the minimum number of players needed for a team sport (i.e.  $6 \times 1.5 = 9$  for volleyball). Permission may be granted, under certain circumstances, for teams to have less than the required roster amount but can prove interest and commitment
  - b. All active Club Sport members must be current Santa Clara University students. Depending on league's rules, these can be undergraduate or graduate students. A roster cap will not be implemented however each team may choose to hold tryouts due to facility and resource limitations. Teams that do not manage their roster size will not necessarily be given more resources (funding, facilities, etc.)
  - c. To be academically eligible, all members must have a minimum cumulative G.P.A of 2.00. All G.P.A requirements are checked at the end of each quarter using the current rosters on file. Students below the required G.P.A. will be notified that they cannot participate in practice or games for the entire following quarter. This policy is from the SCU Student Handbook
  - d. All Club Sport members must be in good standing with the university in order to participate on a Club Sport. Students placed on Disciplinary Probation can practice but will not be able to compete with their team (as stated in the *SCU Handbook*) and are **not allowed to travel** with their team to competitions (officially or unofficially)
  - e. All Club Sport members must have their own private health insurance or must have SCU health insurance. The injured party is responsible for all financial obligations incurred in any treatment necessitated by an injury. Santa Clara University and Campus Recreation are not responsible for any injury or property loss incurred by any participant in a club
  - f. All Club Sport members must inform the Club Sports staff of pre-existing medical conditions. SCU and the Campus Recreation Department assume no responsibility for any student with an existing health

condition that makes it inadvisable for him/her to participate.

- g. Alumni may only participate in Club Sports alumni games and events and must have signed a waiver before participating
  - h. To be eligible, participants must properly and completely fill out two required forms prior to any participation:
    - i. *Informed Consent and Release of Liability Form (online survey form)*
    - ii. *Conduct Guidelines (online survey form)*
    - iii. Any potential athletes under the age of 18 must have their *Informed Consent and Liability Minor Waiver Form* signed by their parents prior to participation. A PDF *Informed Consent and Liability Minor Waiver Form* is available by request. Email [clubsports@scu.edu](mailto:clubsports@scu.edu) for the waiver
    - iv. The Club Sports staff will review the forms and the participant will not be eligible until our office adds the student to the official team roster and emails it to the team president
    - v. No student can add to a team “on the spot” at a practice
  - i. For all Club Sport membership:
    - i. Fall Quarter - All new team membership must complete the ImPACT baseline test within 60 days of the academic year
    - ii. After the first 60 days of the Fall Quarter - All new members who join a Club Sport team must set up an appointment with the Club Sport Staff to complete the ImPACT baseline test prior to any Club Sport participation
    - iii. Any team members sustaining a concussion, must take a post-concussion ImPACT test three to five days post injury or as soon as symptoms subside
  - j. For Women’s Club Volleyball (WCVB) participants only:
    - i. Must submit one *Financial Aid Award Form* per player
    - ii. Must be on the official approved team roster
    - iii. The official approved team roster will be created by the Director of Compliance within two weeks of the submission of all *Financial Aid Award Forms*. Until the official approved roster is returned to the Club Sports Staff, the WCVB team will not be able to hold official Club Sport practices
    - iv. If a participant intentionally or unintentionally fails to disclose any athletically-related aid, the WCVB team will be dropped as a Club Sports at Santa Clara University
    - v. If a person not on the official approved WCVB roster is found practicing and/or competing with the team, it will result in the WCVB team being dropped as a Club Sport at Santa Clara University
5. The club must offer an activity that falls within the acceptable safety guidelines established by the Club Sports Staff and/or Santa Clara University
  6. The club must offer activities for which acceptable and approved facilities and equipment are available for games and practices as well as the resources to provide support for the Club Sport through staff and finances
  7. The Club Sports Program must be Title IX compliant with an equal number of men’s and women’s teams. To review the complete University policies in regards to Title IX compliance, please visit the Office of EEO & Title IX policies and reports website located at: <https://www.scu.edu/title-ix/about/>. All Club Sport Programs are required to be compliant with these policies
  8. Club Sports will be approved and registered by the Assistant Director of Recreation and the CSC based on the criteria outlined in this handbook
  9. The existence of club leaders with knowledge of the activity, time commitment, and ability to follow and enforce Club Sports policies and procedures
  10. Club Sport teams must demonstrate financial stability. Teams must be proficient in allocating funds appropriately and both compose and abide by an annual budget. The Assistant Director of Recreation and Club Sports Coordinators must approve all budgets and expenses. If a team budget is found in deficit come June 1, the deficit will be divided among current team membership and holds placed on student accounts to collect additional dues to eliminate the deficit
  11. To retain Club Sport status, each club must adhere to all procedures and ensure that the club is managed in a responsible manner. No Club Sport is guaranteed permanent status. The Assistant Director of Recreation and CSC will review the status of each Club Sport at the end of every academic year. Those Club Sports wishing to remain active for the following year must indicate so in the *End of the Year Report* submitted to the Assistant Director of Recreation at the end of the Spring Quarter

## REGISTAR FORMS/ELIGIBILITY CHECKS/MEMBERSHIP VERIFICATIONS

Prior to the start of many club seasons and/or before/after nationals, many leagues require teams to provide proof all team members are registered SCU students.



- Submit these forms to the Assistant Director of Recreation (do NOT take these forms directly to the Registrar)
- Submit as far in advance as possible with a minimum of two weeks prior to due date
- Each separate team is required to know when their forms are due; the Club Sports Staff does not keep track of this
- Please note that nearly every team will need to submit one of these forms each year per league regulations
- SCU requires that for any students information to be released EACH student's names, ACCESS card numbers and their own signature be on the form
- When submitting eligibility verification requests inform the Assistant Director of Recreation of any Club members who have graduated prior to the end of the spring quarter. SCU Club Sport policies allow students who have graduated early to continue to participate on the Club through the end of the competition season. Dependent upon league governing rules, Club members who graduate prior to the end of the spring quarter may be eligible to continue to participate and compete with the Club to the end of the season. Clubs are responsible for informing the Assistant Director of Recreation of the league requirements needed for approval to continue to participate
- See the FAQ section for more information

## **NON DISCRIMINATION POLICY**

Santa Clara University prohibits discrimination and harassment on the basis of a person's actual or perceived race, color, national origin, ancestry, sex, sexual orientation, age, religious creed, physical or mental disability, medical condition as defined by California law, marital status, citizenship status, gender identity, gender expression, genetic information, military or veteran status, or other status protected by law in the administration of its educational policies, admissions policies, scholarships and loan programs, athletics, or employment-related policies, programs, and activities; or other University-administered policies, programs, and activities. The University condemns and will not tolerate such harassment or discrimination against any employee, student, visitor, or guest on the basis of any status protected by university policy or law, and upholds a zero tolerance policy for sexual violence and sexual misconduct.

The University will take prompt and effective corrective action including, where appropriate, disciplinary action up to and including dismissal or expulsion. The University may implement interim measures in order to maintain a safe and non-discriminatory educational environment. Additionally, it is the University's policy that there shall be no retaliation against a person for alleging discrimination, harassment or sexual misconduct, cooperating with an investigation, or participating in an informal or formal resolution procedure.

The Office of EEO and Title IX is responsible for monitoring the University's compliance with federal and state nondiscrimination laws, assisting with all aspects of investigating and resolving reported violations of Policy 311: Prevention of Unlawful Discrimination, Unlawful Harassment and Sexual Misconduct. The EEO and Title IX Coordinator is also designated as the ADA/504 Coordinator responsible for coordinating efforts to comply with federal and state disability laws and regulations. The University encourages those who have witnessed or experienced any form of discrimination, harassment, or sexual misconduct to report the incident promptly, to seek all available assistance, and to pursue informal or formal resolution processes as described in this policy. Inquiries regarding equal opportunity policies, the filing of grievances, or requests for a copy of the University's grievance procedures covering discrimination and harassment complaints should be directed to:

Belinda Guthrie, EEO and Title IX Coordinator  
Office of EEO and Title IX  
Santa Clara University  
500 El Camino Real  
Santa Clara, CA 95053-0850

Office Location:  
900 Lafayette Street, Suite 100, Santa Clara, CA 95050  
Tel: 408-551-3043  
Email: bguthrie@scu.edu

A person may also file a complaint within the time required by law with the appropriate federal or state agency. Depending upon the nature of the complaint, the appropriate agency may be the federal Equal Employment Opportunity Commission (EEOC), the federal office for Civil Rights (OCR), or the California Department of Fair Employment and Housing (DFEH).

## **DISABILITIES RESOURCES**

### **ACCESS POLICY**

Santa Clara University seeks to respect each person's dignity and desire for personal growth and accomplishment and is committed to achieving equal educational and employment opportunities for qualified persons with disabilities. No qualified person with a disability shall be excluded from participating in any University program, nor be denied benefits of any University program, or otherwise be subject to discrimination. The University will make every reasonable effort to remove existing barriers, whether physical, programmatic, or attitudinal, and to ensure that new barriers are not erected. Santa Clara University is committed to providing access for qualified students with disabilities, faculty, staff, and visitors to University programs. This policy is in line with the University's nondiscrimination policy, which applies to all qualified participants with disabilities in employment, access to facilities, student programs, activities, and services.

### **RESOURCES**

The Office of Disabilities Resources has been designated by the University to ensure access for all qualified students with disabilities to all academic programs and University resources. Types of disabilities include medical, physical, psychological, attention-deficit, and learning disabilities. Reasonable accommodations are provided to minimize the effects of a student's disability and to maximize the potential for success. Disabilities Resources is located in Benson Center, Second floor, Room 216. Disabilities Resources is open Monday through Friday from 8 a.m. to 5 p.m.

### **DEWAR'S INSURANCE**

This plan is designed to protect your educational investment by reimbursing tuition costs should students find it necessary to leave the University for Medical Reasons. For more information and to sign up please visit:  
[www.scu.edu/bursar/tuitionprotection/](http://www.scu.edu/bursar/tuitionprotection/)

### **INTRAMURAL PARTICIPATION**

Please note that Club Sports team members are NOT ALLOWED to participate on intramural teams of the same sport in order to keep intramural play fair and fun for all other participants. For example, a club volleyball player CANNOT play on any type of intramural volleyball team (3-on-3, 6-on-6, etc.).

During the fall quarter when both Men's and Women's Club Volleyball teams are holding tryouts, those students trying out may participate on an Intramural volleyball team (returning club members from the past season cannot participate in IM's during tryouts since they are assumed to be continuing with the club). At the end of club tryouts, any student that makes the club team is required to stop participating on their IM team immediately.

### **FACULTY/STAFF PARTICIPATION**

Club Sports are for current Santa Clara students; any current faculty and staff wanting to be involved in a club sport team would need to do so as a volunteer coach. We are not able to pay current faculty and staff to coach club sports teams. Please see the Coaches/Instructors/Volunteers section of this handbook for more information.

### **RESOURCES**

Recognition as an official Santa Clara University Club Sport includes the following privileges:

- Use of the Santa Clara University name and the ability to represent SCU in competitions
- In order to help establish our university brand, the full university title "Santa Clara University," as opposed to an abbreviated "Santa Clara", should be used whenever appropriate to do so
- Eligibility for General Fund and National Travel Fund
- Use of the Student Coordinator Office and Malley Center Conference Room as well as other campus facilities for no fee
  - Office services including photocopying, faxing, phones, and computers (club business only)
  - Each team will receive \$75 dollars of copy and mailing credit. Additional expenses over \$75 will be charged back to the club
  - Copies must be made by Club Sports Staff or Front Desk Staff
- Limited equipment is available for check out on a first come-first serve basis including: tables, chairs, water

coolers, cones, and pop up tents

- Pop up tents should not be used when windy conditions are present
- A mailbox inside the Malley Center Admin Office hallway outside the Assistant Director's office for the purpose of communication with members and for conducting club business. Your mailing address is:
  - “Club Sport”
  - Malley Center, #715
  - 500 El Camino Real
  - Santa Clara, CA 95053-1100
- Use of the registered SCU logos on apparel, equipment and websites
- Ability to link your club website to Campus Recreation website or create a web page off the Campus Recreation website [www.scu.edu/recreation](http://www.scu.edu/recreation)

## **CLUB SPORTS BBQ & AWARDS CEREMONY**

Every year there is a Club Sports BBQ and Award ceremony held at the Bellomy Field Picnic Area. Teams will be emailed at least two weeks prior to the event. Coaches are welcome to attend and show their support for individual athletes and the Club Sports Program. Awards include: Club Sport Team of the Year, Open Team of the Year, Male/ Female/ Open Athlete of the Year, Officer of the Year, Team GPA Award, Most Improved Team.

## **MARKETING**

Club Sports must have all publicity and promotional efforts (flyers, newspaper ads, posters, radio announcements, press releases, etc) approved by the Club Sports Staff.

## **STUDENT LIFE CHANNEL**

The Student Life Channel (SLC) is intended to be a resource for on-campus students, staff, faculty, alumni and guests of the University. It is primarily available in the common areas of the Benson Memorial Center and anywhere LincTV is available. Advertising on the SLC is available only for those events or news of interest to Santa Clara University students and must be submitted to the Benson Memorial Center for approval by a recognized university entity. Please stop by the Student Coordinator Office (116) for information on how to submit your event to the SLC.

## **MALLEY CENTER CHANNEL**

The Malley Center has its own advertising channel on the Plasma TV located in the facility's main lobby. Advertising on the Plasma TV is available for those events or news of interest to the Santa Clara University students and Malley Center patrons and must be submitted to the Assistant Director of Recreation for approval. Please stop by the Student Coordinator Office (116) for information about the Malley Center Channel.

## **CHALKING**

Chalk messages pertaining to University sponsored events may be placed in the designated areas by officially registered student organizations, University offices, academic departments, administrative offices, and faculty and staff groups. Chalk messages, using water-soluble chalk, may be placed on paved sidewalk areas in and around residence halls, on the east plaza of Benson Memorial Center, on the west porch of Benson Memorial Center, and on paved sidewalk areas immediately adjacent to the Benson Memorial Center. Chalk messages on sidewalks in other campus locations, on outdoor stairs and ramps, on planter boxes, and on walls and other building surfaces are prohibited (taken from *SCU Student Handbook*).

## **CAMPUS RECREATION FACEBOOK PAGE (SCU Campus Recreation)**

All Club Sports are welcome to submit happenings such as game schedules, results, fundraising events, photos, etc. to be posted on the SCU Campus Recreation Facebook page. All submissions must be sent to the Assistant Director of Recreation for approval.

## **MEDIA INQUIRIES**

If your Club Sport team is contacted by any local or campus media representatives, please direct them to the Assistant Director of Recreation. No Club Sport should talk to the media (this includes the Santa Clara student newspaper) without approval from the Assistant Director of Recreation first.

## **SOCIAL MEDIA**

All Club Sports teams/members are advised to be mindful about what they put in online profiles at sites such as Facebook, You Tube, etc. Your choices reflect upon Santa Clara University, Campus Recreation, the Club Sports Program and you. If online behavior violates the *Club Sports Handbook* or *SCU Student Handbook* and is brought to the attention of Club Sports Staff, disciplinary action may result.

## **FLYERS**

To post flyers at the Pat Malley Fitness and Recreation Center:

- Submit sample flyer via email to [clubsports@scu.edu](mailto:clubsports@scu.edu) or into the Club Sports Inbox in the Admin Hallway next to the Assistant Director's office at the Pat Malley Fitness and Recreation Center
- Club Sports Staff will approve the flyer (if no changes are required) or will return the flyer for the club to make changes
- The club must submit two copies of the final draft of the flyer to be hung in the Malley Center
- All copies will be posted by a designees of the Club Sport Staff for a maximum of two weeks
- It is NOT acceptable to post flyers on campus without getting approval from Club Sports Staff
- Flyers may NOT be handwritten nor have items scratched out
- Printed material publicizing all events on campus must contain the following statement:
  - *Please contact 72 hours in advance (name, email, phone) to inquire about or request disabilities accommodations.*

\*Dorms do not post flyers and all flyers will need to be digital Plasma Ad's. If you would like your flyer to be turned into an ad please see the Club Sports Staff for details.

## **FINANCES**

Understanding how finances work for Club Sports at Santa Clara University is crucial to the success of each team.

### **ACCOUNT TYPES**

- University Account – The Club Sports Staff administers a university account for each of the 17 clubs. All club expenses and revenue come in and out of these accounts.
- Gift Account – Each club team has a development account in which donations are deposited. These accounts are administered by the Development Office but any revenue into these accounts will be included in the club's University Account (see above).
- Endowments – Club Sports are encouraged to open endowment accounts that are overseen by the University CFO. The minimum amount to open one of these accounts is \$100,000. If you would like to learn more about endowments, contact the Assistant Director of Recreation. Establishing endowments can ensure financial stability for the future of the Club and all Clubs are highly encouraged to develop capital campaigns to establish an endowment.
- Foundation Accounts – Foundations are a special type of account that are only available to state schools and thus, are not available at SCU.
- Outside Bank Accounts – Accounts outside the university are strictly prohibited. All club funds must be directly deposited through the university account. No donations or fundraised dollars may be funneled through outside organizations or individuals. Example: Third party vendors such as VenMo, PayPal, GoFundMe, etc. are not authorized to be used to collect funds. Funds must be directly collected and turned into the Club Sport Staff.

### **BUDGETS**

- The Club Sports Staff keep the official budgets for all clubs. However each club should also designate a treasurer to monitor their budget

- At the end of each year, each club must include in their *End of the Year Report* a plan for their team budget for the upcoming year and turn in a *Program Funding Summary*. The submitted *Program Funding Summary* must be reviewed/edited as needed and approved by the Assistant Director of Recreation by the 3<sup>rd</sup> Friday of the fall quarter.
  - These budgets should be zero-based with all projected expenses and revenues
  - Clubs should use past budgets, equipment catalogs, and online research to plan the most accurate budget
  - Clubs must budget for post-season expenses and should not assume any specific amount of support from the National Travel Fund
  - A meeting with the Club Sports Staff must be scheduled to review the summary by the 3<sup>rd</sup> Friday of the fall quarter
- At the end of each month, the Club Sports Staff will e-mail a budget which shows each club's current balance
- The club treasurer should review his or her own records to verify the account total and send any discrepancies to the Club Sports Staff
- The team budget cannot end in deficit by the end of the fiscal year. If a team budget is found in deficit come June 1, of the current year, the deficit will be divided among current team membership and holds placed on student accounts to collect additional dues to eliminate the deficit

## UNIVERSITY FUNDING

- The Club Sports Program receives \$26,000 from the Office of Student Life to be distributed amongst the 17 teams. This money is divided into the General Fund and the National Travel Fund
- An additional \$10,000 is contributed from Campus Recreation to be distributed via the National Travel Fund
- General Funds are given to all teams. The amount given is determined on a yearly basis by the Club Sports Staff based on recommendations from the Club Sports Council
- National Travel Funds are given to teams that apply to the Club Sports Council for assistance with post-season expenses. The amount available will depend on the previous year's allocations, the amount fundraised, and the amount of money used for the General Fund
- Any unused National Travel Funds which remain at the end of the year will go into the Club Sports General Account and the Club Sports Council will make recommendations on further distribution. Individual Club account revenue will roll over into the next fiscal for that Club
- There is little or no additional funding available to the Club Sports Program. Campus Recreation will provide some financial support for Club Sports when possible
- No Club Sport team will be fully funded by Campus Recreation
- Teams must meet the majority of their budgetary needs through fundraising and club dues

## SANTA CLARA FUND

The Santa Clara Fund (SCF) is proud to offer funding for undergraduate student initiatives that meet certain criteria and enhance the educational experiences of today's students. The Santa Clara Fund is supported by gifts from alumni and friends of the University. 100% of the Santa Clara Fund directly benefits today's undergraduates and it is allocated accordingly; 60% goes toward Scholarships and Financial Aid, 20% goes to help promote Academic Programs, such as the solar decathlon, RLCs, and faculty-student research, 15% supports Student Immersion trips and funding study abroad opportunities, and 5% directly funds Student Initiatives that benefit ASSCU registered undergraduate student organizations (clubs).

**Annual applications for Club Sport teams to participate in this fundraising project are due by the end of the second week in October.** Club Sport Teams may select one, two, or all three rounds their organization will participate in. In order to qualify for Santa Clara Fund monies, a group must complete all rounds the team signed up to complete. Failure to complete the fundraising project, or misuse of funds may lower a group's chances of future funding opportunities. Incomplete/unacceptable letters or letters not turned in by deadline, may be re-assigned to an alternate Club Sport team to complete.

### FUNDRAISING – THANK YOU LETTERS:

Thank-you letters are handwritten by the student group over a two week period. Appearance and quality standards must be met and checked by the development office before the letters will be accepted. The student group must submit a draft of the proposed thank you letter for approval prior to starting the project. Sample letters will be given when letter packets are picked up. An organization will receive financial support from the Santa Clara Fund for approved thank-you

letters within a set timeline above. Upon completion of a fundraising project, the group representative may be required to submit a feedback form.

#### HOW MUCH CAN YOU EARN?

The Club Sport program is eligible to receive up to \$18,000 in Santa Clara Funding annually. Each letter accepted is valued at \$10. Depending on the number of thank-you letters allocated/completed/accepted by each Club Sport team will determine potential funding support available to each program.

The maximum amount of thank-you letters will be divided equally among the Club Sport program unless a program specifically requests a lower number of letters to be completed. Club Sport teams with lower roster numbers or programs that do participate in all three quarters of this fundraiser typically request a lower number of thank-you letters to complete.

Incomplete/unacceptable letters or letters not turned in by deadline, may be re-assigned to an alternate Club Sport team to complete and receive financial support for completing the project.

#### NATIONAL TRAVEL FUND (NTF)

The NTF will be allocated to support teams in post-season play as part of supporting the program's goal to be nationally competitive.

- Teams in good standing are eligible to request from the NTF
- The CSC decides upon the amounts granted to each team
- Team officers will be notified via email when the NTF applications are due. Late applications may not be considered
- The form must be completed by officers (NOT COACHES)
- The form must be submitted via email, hard copies are not accepted
- All teams are advised to budget for the post-season as if receiving no money from the NTF as there is no way to predict what amounts each team may receive
- Requests cannot be made for coaches' salaries, equipment, or regular season travel
- Requests cannot be used to cover expenses for any coaches or non-competing members of team attending nationals
- The CSC will not grant funding in excess of what the club has fundraised
- The NTF is usually allotted in 2 rounds. If teams do not advance as far as planned, their unused funds return to the NTF for additional rounds of disbursement

#### REVENUE

All revenue received by the club must be turned into the Club Sports Staff within 48 hours of receipt. Revenue must be handed in and cannot be dropped off without a Club Sport Staff confirming amount received. Receipts are available upon request.

#### MEMBERSHIP DUES

Participation in club sports may require an individual to pay annual membership dues. Paying dues does not guarantee playing time. Dues are not refundable after the competitive playing season begins or 10 business days after payment, whichever comes first. All club sports teams are considered academic year activities. Annual membership dues may be collected via a payment plan or split over the three (3) quarters, but in all cases the total annual membership dues must be paid in full.

Deadlines for payments vary from club to club. If dues cannot be paid by the deadline set by your team leadership, a payment plan must be created with the Assistant Director of Recreation. The payment schedule will be established by the Assistant Director of Recreation. If dues have not been paid within 10 days of deadline, or the payment plan becomes delinquent, a hold will be placed on the participant's university account and he/she will be prohibited from participating with the team until the payment plan is brought current. If an individual chooses to quit the above listed team for medical reasons without proof of physician restrictions, they will be responsible for paying all dues in full.

#### FUNDRAISING

- A fundraising event is permitted only if the project is consistent with the purpose of the organization and University

policy. Any direct solicitation at open events on campus must be previously approved by the Assistant Director of Recreation

- The net proceeds of the fundraising event must be used for the stated purpose of the organization, for a purpose related to the goal of the particular Club Sport, or for a donation to a charitable organization
- No profit may accrue to the benefit of any individual member(s) of the organization
- Clubs must get all fundraising events approved by the Club Sports Staff by submitting a *Fundraiser/Sponsorship Request Form* at least TWO WEEKS prior to the anticipated event date
- Revenue from fundraisers must be turned into the Club Sport Staff within 48 hours of receipt
- Common fundraising methods include:
  - Donation letters, apparel sales, alumni events, candy sales, car washes, raffles, golf tournaments, other merchandise sales, food/drink sales at home events, food brochure sales, pot luck/dinner, rummage sales, bingo benefit, garage sales, white elephant auction, bottle/can drive, rubber wristband sales, holiday sales, benefit night at local restaurant
  - **Note of merchandise sales:** You are required to collect sales tax for all items sold. Make sure your advertisements for the items include the sales tax fee. When submitting your deposit to the Club Sports Staff make sure to be explicit with the exact number of items sold, the amount charged with tax & we will calculate the amount of sales tax that is owed to the state. Your deposit will be minus the sales tax. Consider this when pricing your items
- Third party vendors such as VenMo, PayPal, GoFundMe, etc. are not authorized to be used for any Club Sport fundraising events
- Clubs may host clinics as fundraisers for their program. To discuss this opportunity set up a meeting with the Assistant Director of Recreation to review requirements to host this type of event

## USING FLEX WITH FUNDRAISING

- Fill out an *iphone check out form* with the Assistant Director of Recreation
- Turn form into the Access Card Office in Benson within 72 hours of when the sales will begin
- People may pay for your merchandise with FLEX by utilizing the iphone system provided by the Access Card Office
- The club MUST take the receipt given to the purchaser at the Info Desk as proof of sale
- All FLEX receipts MUST be turned into the Club Sports Staff to verify correct amount is deposited into your Club account

## DONATIONS OVERVIEW

Donations are gifts given to a club for nothing in return. Donations are tax deductible and the University will send all donors a letter recognizing the donor's contribution to the club. Donations must be in the form of check or credit card. Cash donations will not receive tax deductible credit & must be submitted to the Club Sport Staff for a miscellaneous income deposit. Donations must be submitted for deposit in a timely fashion, no later than one week after receiving the contribution. The University will not deposit donations that are dated over six months old. Donations can also be equipment, team dinners, etc. Meet with the Assistant Director of Recreation on all non-monetary donations to determine the process for accepting these types of gifts. More information about equipment donations can be found under the "Facilities and Equipment" section of this handbook.

## UNSOLICITED DONATIONS

- The donor indicates in writing his/her desire to make a donation
- The donation is addressed to the specific Club Sport or Assistant Director of Recreation
- The donation is mailed in to the Club Sports address indicated above or mailed to the Development Office for deposit
- The monetary donation is listed in the club's university account
- Those donors who do not wish to make their donations tax deductible may simply give money to the club
- An online donation giving page is available via the Club Sports website at: <https://mysantaclara.scu.edu/giving/ClubSports>. Clubs are encouraged to set up hyperlinks to this site on individual team websites

## SOLICITED DONATIONS

- If your team would like to email or send out a mailing to alumni, friends, family, companies or others, a written proposal must be submitted to the Assistant Director of Recreation for approval. The University must approve all correspondence before it is sent
  - Alumni contact information shall be maintained by the Alumni Office, Development Office, and Club Sports Staff. Teams may request to correspond to Alumni by submitting a request to [clubsports@scu.edu](mailto:clubsports@scu.edu). The *Fundraiser/Sponsorship Request Form* must be submitted for approval, if the request is to send a donation solicitation letter/email. A draft of the solicitation letter and thank you letter must be submitted to [clubsports@scu.edu](mailto:clubsports@scu.edu) for approval by the Assistant Director of Recreation at least two (2) weeks prior to send date. Once approved, for email correspondence, the Club Sports Staff will send a blind copy email to alumni and copy the Club Sport leadership. Once approved, mailing labels will be printed for Club Sport team members to send mail to alumni. Club Sport teams will need to reserve space in the Malley Conference Room to stuff mailers to be sent out via campus mail
- Written proposal should include a sample letter to be mailed or given out and thank you letter to be sent by Club Sport Staff upon receipt of donation
- If items are to be given in return for a donation, the fair market value must be indicated and is not considered tax deductible. Example: "Donate \$50 (\$20 tax deductible) for SCU Lacrosse game shorts."
- It should also include the names and address of everyone the letter will be sent to (in Excel format using columns for last name, first name, street, city, state, zip, email, phone, club contact)
- The Assistant Director of Recreation will notify all Club Sports within seven (7) business days of their request if they have received approval
- The copying charges (if over annual allotment) as well as the postage will be billed to the club
- Sample letters are available. If interested, you may make an appointment with the Club Sports Staff to see previous letters requesting support or request samples to be emailed to you
- When soliciting donations via credit card, donors must indicate: Exact name on credit card, billing address, phone number, type of credit card, expiration date, and the 3/4 digit security code on back of card (When possible, advise to donate online via our giving page: <https://mysantaclara.scu.edu/giving/ClubSports>)
- Donations should be mailed to: Santa Clara University, Team Name, Malley Center #715, 500 El Camino Real, Santa Clara, CA 95053-1100

## SPONSORSHIPS

Sponsorships are deals between teams and companies where something is exchanged for a material good or advertising. For example, a company may give your team money to pay for uniforms in exchange for your team putting the company's logo on the uniforms. A sponsorship is NOT tax deductible.

- If your team wants to contact companies to solicit sponsorships, you must submit the *Fundraiser/Sponsorship Request Form*. This form asks for information such as a list of the companies you wish to contact (include name and address), general sponsorship details, copies of any letters/mailings going out to the companies, etc.
- It must be very clear what your team will need to do to honor the sponsorship and what the company will give your team in return
- Clubs cannot sign any contract related to sponsorships without first submitting it for review (see Contracts section page 19)
- The Assistant Director of Recreation will notify all Club Sports within seven (7) business days of their request if they have received approval.

## THANK YOU'S

The university sends a thank you letter to donors for their tax records. We recommend that clubs submit an individualized thank you letter that can be mailed by the Club Sports Staff to the donor after the gift is received.

## EXPENSES

### GENERAL INFO

Accounts are not like bank accounts where money can be withdrawn quickly.

The spending of club funds is supervised by the Assistant Director of Recreation and all paperwork MUST be submitted at



least **14 days** prior to the desired need for that money or for the payment of bills.

### **APPROVED EXPENDITURES**

Examples include but are not limited to:

- Equipment – nets, goals, balls, pads etc.
- Travel Expenses – gas, hotels, airfare
- League Dues
- Tournament Fees
- Facility Rental Fees
- Food and Beverages (for club activities only)
- Trophies/Awards
- Uniforms
- Insurance
- Tournament or Competition Related Expenses – officials fee, tape, promo flyers
- Paying Coaches
- Parking Permits

### **UNAPPROVED EXPENDITURES**

Examples include but are not limited to:

- Alcoholic Beverages, Tobacco Products, or Drugs
- Personal Expenses
- Personal Equipment - shoes, bicycles, sticks. Personal equipment may be purchased with University funds if approved by the Assistant Director of Recreation to receive benefits from purchasing in bulk as long as deposited dues account of the expense
- Hotel movies
- Credit Card Finance Charges
- Parking tickets
- Travel expenses for trips to watch prospective club members compete

### **PURCHASES**

- The Assistant Director of Recreation must approve any purchases of equipment, uniforms, etc.
- All individual purchases over \$5,000 will require three (3) quotes from different vendors if possible. Meet with the Assistant Director of Recreation to review quotes and place order when approved
- In order to use Assistant Director of Recreation's University Credit Card, obtain quote for purchase and send to the Club Sport Staff for approval
- Upon approval, contact the Club Sport Staff to place the order
  - If the company accepts MasterCard, you may have to set up a 15 minute meeting with the Assistant Director of Recreation to discuss and order the equipment (either online or over the phone).
- Receipts must be turned in within 24 hours of the order or the charges will be cancelled
- The purchase will be delivered to the Malley Center and the Club Sport Staff will email the Club when ready to be picked up
- All equipment purchased by a Club Sport becomes the property of that Club Sport and cannot be left at the Malley Center and must be inventoried and stored with the Club. Clubs needing storage should contact the Assistant Director of Recreation to see if storage is available for their items
- Please note, as per California law, that additional tax will be charged to your club for any item with a tax lower than the current Santa Clara County tax will be charged the difference. This will be labeled SCU Use Tax in your budgets

### **PAYING INVOICES**

- All bills that need to be paid should be submitted to the Club Sports Staff at least four (4) weeks prior to due date
- Only actual invoices and bills can be paid ("statements" cannot be processed)
- Bills can be emailed to [clubsports@scu.edu](mailto:clubsports@scu.edu) (copy the Assistant Director of Recreation) or dropped off in the Club Sports Inbox, located in the Admin Office hallway next to the Assistant Director's office

- All invoices, bills or payment requests must include the Club Sport team, company name, address, and contact number, total amount owed, and tax identification number

## **ORDERING APPAREL**

- Prior to purchasing apparel, email the Assistant Director of Recreation with your request and artwork idea for approval. Once approved, contact a vendor to request a quote and artwork proof to be submitted to the Assistant Director of Recreation for final approval of artwork. DO NOT place any orders until you have approval this includes for items that you have ordered in the past & are reordering
- If approved by the Assistant Director of Recreation, the Club Sport Staff will place the order for apparel with the vendor
- Once the apparel has been approved, follow the steps above to pay for the merchandise
- The purchase will be delivered to the Malley Center and the Club Sport Staff will email the Club when ready to be picked up

## **TIPS FOR ORDERING APPAREL**

- When creating your designs please remember that all artwork must be appropriate and not imply any sexual, discriminatory, drug or alcohol use, etc.
- If your artwork is using an SCU licensed logo please do the following:
  - Use a licensed vendor. The company must be licensed to use our logos. Vendors who are not licensed are able to become a licensed vendor – they must be licensed at the time of use for you to use them for a licensed logo
  - The official logos of Santa Clara University are available via shared google docs. These logos are to be used on all publications, apparel, and merchandise where possible.
  - No alterations or overlaying graphics to athletic marks permitted
  - Athletic colors must be used for all Athletic Marks except mark #26, which may be used on fashion colors pending approval
  - When using the trademark font, use athletic colors
  - It is permissible to use a similar font (not athletic trademark font) in institutional or fashion colors
  - If representing athletics use athletic marks only (no exceptions)
  - University licenses health and beauty products (reviewed on case-by-case basis)
  - University permits numbers on products for resale
  - Mascot caricatures permitted
  - Cross licensing with other marks may be permitted with an additional agreement
  - No use of current players' name, image, or likeness is permitted on commercial products in violation of NCAA rules and regulations
  - No references to alcohol, drugs, or tobacco related products may be used in conjunction with University marks
- If your club is selling the items that you are buying you must include sales tax in your sale price for the item. When submitting the funds for deposit let the Club Sports Staff know the amount of items sold, the cost and we will determine the sales tax amount that we must pay to the State/county. Note that your budget total for this deposit will be minus the sales tax amount.

## **PAYING A COACH**

- All paid coaches are considered Independent Contractors and are not SCU employees, and will NOT receive a W-2. However, they will receive a 1099 and must claim their pay
- To pay a coach with club funds, two forms must be submitted and approved at least one month in advance
  - Independent Contractor Request – submitted to the University for HR approval – the Assistant Director of Recreation submits this request
  - Paid Coach/Independent Contractor Agreement – Club Sport and Coach contract and payment – submitted to the University for HR approval – the Assistant Director of Recreation submits this request

## **PAYING OTHER PEOPLE**

- Clubs are not authorized to hire individual athletic trainers. Individuals selected for this position must be secured via an athletic training clinic or sports medicine corporation. For assistance with securing athletic trainer services,

contact the Assistant Director of Recreation

- To pay an individual referee/official, the official/referee must submit the Independent Contractor Agreement and an invoice for services

## CASH ADVANCES

- If your club needs cash for per diem, travel and/or other club expenses you may request an advance of club funds
- Contact the Assistant Director of Recreation for an *Advance Request Form*. The form must be submitted with the amount of money and what denomination of bills you would like
- Advance requests must be made at least **14 days** prior to your departure date in order to receive the funds on time
- The person filling out the request is the person responsible for returning all left over money and all receipts of expenditures within THREE (3) DAYS of using funds
- If the cash advance will be used for per diem, the daily rate is \$30 per person, as per Campus Recreation policy
- The receipts and excess money must be submitted along with a *Reimbursement Form* in order for the advance to be cleared
- If the expense was more than the advance please note on the *Reimbursement Form* whom is to be reimbursed for the overage OR if there is to be a reimbursement. (see "Reimbursements" section for more information on being reimbursed for your expenses)

## REIMBURSEMENTS

Reimbursements will be done via the University accounting software and will result in a check to the club member being reimbursed. The check will take two (2) – four (4) weeks to be processed. When ready, checks can directly deposited (highly recommended and is fastest and safest method) or may be mailed to the reimbursee's home address. If the reimbursee would like the check mailed to them make sure the address provided on the Reimbursement Form is the correct mailing address.

- All reimbursements will be made to the individual who purchased the item/items (so if a parent purchases items, the parent will be reimbursed, not the team member)
- Reimbursements for all expenses must be submitted on the *Reimbursement Form*
- A *Reimbursement Form* is complete when the form is completely filled out and has all receipts taped individually (and each receipt is clearly visible) to a piece of paper and paper clipped together with the *Reimbursement Form* on top
- A *Direct Deposit Form* is highly recommended to be completed and submitted along with a Reimbursement Form to expedite the reimbursement process
- It is important to fill in the name of the person receiving the reimbursement and the home address on the top of the form
- SCU will ensure that the expenditures occurred, that they were valid and that proper documentation exists to support the payment
- In order to assist them with that process, all reimbursements must be accompanied by receipts that clearly indicate who paid and how. Credit card/debit card receipts must show the amount, name, and last 4 digits of the card
- If a check payment, credit or debit card is used, that person will need to submit further proof (bank/credit card statement). The bank/credit card statement must show name of individual, account number, billing address, and posted transaction. All other information may be hidden.
- Items purchased via cash may be submitted and do not require bank/credit card statement but do require proper receipt of cash payment

## RECEIPTS

- When requesting the reimbursement, the ORIGINAL receipts are needed (copies are not accepted)
- The receipts must provide information on how payment was made (check/cash/credit card) and who actually paid the expense
- Receipts may NOT include any personal items or items that are prohibited for purchase with University funds
- Receipts for hotels must be itemized (i.e. the receipt should list all of the rooms that were paid for)
- Reimbursements for airfare must include a receipt listing the number of tickets purchased and names of travelers

- Receipts from restaurants must be itemized (i.e. the receipt should list each item ordered)
- If receipts do not meet the above requirements, additional proof of the expense(s) will need to be submitted. For example, copies of a bank statement or credit card statement showing the expense
- **NOTE: In the case of itemized receipts for hotels and restaurants, we MUST have the original receipt**

## OLD REIMBURSEMENTS

The Club Sport Office will not process reimbursement requests for receipts over two (2) months old. Please submit your receipts for reimbursement in a timely manner. Reimbursements for any purchase must be submitted in the current fiscal year to be approved. To ensure this, all reimbursements must be submitted prior to June 1, of the current year. Reimbursement requests submitted after June 1, of the current year will not be approved. Please contact the Assistant Director of Recreation if you have questions or concerns about this policy.

## DOCUMENT DETAIL AND CONSISTENCY

Documents related to club expenses and revenues that are submitted for processing must be completed properly as specified for the particular type of transaction mentioned in the previous sections. The Club Sports Staff will send a document back for correction if the document is incomplete or if something is unclear. This unnecessary step will cause delays in processing so special care should be taken the first time.

It is important to ensure consistency between forms and supporting documentation. If necessary, explain inconsistencies in a note or on the paperwork itself. Provide enough detail to ensure that an auditor, or someone unfamiliar with the situation, will understand what has happened and not find gaps in the record.

## RISK MANAGEMENT

### GENERAL GUIDELINES

To provide a safe and positive recreational experience for all participants, it is necessary to make efforts to prevent accidents and injuries before they happen. It is strongly recommended that every Club Sport implements and practices the following safety guidelines:

- Club Sport officers, club members, coaches, and instructors must maximize participant safety at all practices, games, and other activities
- Develop and practice safety guidelines
- Inspect fields and facilities prior to every practice, competition, and/or special event. Report unsafe conditions to the Club Sports Staff, or Malley Center Front Desk Staff and do not use facilities that are unsafe
- All Coaches/Instructors/Volunteers and at least two members for each club must be currently certified in First Aid/CPR/AED and a first aid kit should be available at each game/practice session
- Medical Kits are provided to each Club. Medical/First Aid Kits are to be checked out prior to the start of team practices in the fall and should be present at each Club practices, competition and/or special event. Items may be restocked on request e-mail [clubsports@scu.edu](mailto:clubsports@scu.edu) to request items and to set up a time for pick up. All med kits must be returned at the end of the academic year or the team will be fined for loss. Club Sports Staff will then restock all kits and reissue the following academic year

### HEALTH INSURANCE

Santa Clara University and Campus Recreation do not provide accident or medical insurance for club members and are not responsible for paying medical costs associated with injuries incurred through participation in club activities.

It is required that all club members have insurance prior to participating in club activities. Examples include:

- A private medical plan
- SCU insurance through the Cowell Health Center (408-554-4501)

Students that do not have health insurance **cannot** participate in the Club Sports Program.

### PHYSICAL EXAMS

Serious injuries may occur during participation in a competitive sport. For participants own benefit and to reduce such

risks, the Club Sports Program STRONGLY encourages each Club Sport athlete to get a physical examination prior to participation every year.

### **PRE-EXISTING INJURIES**

All participants must inform the Club Sports staff of pre-existing medical conditions. Participants are prompted to provide this information on the Conduct Guidelines required form to participate. SCU and Campus Recreation assume no responsibility for any student with an existing health condition that makes it inadvisable for him/her to participate.

### **EMERGENCY MEDICAL TREATMENT**

To be eligible to join a Club Sport team, each person must fill out the *Informed Consent and Release of Liability Form (online survey form)*.

- This form authorizes SCU and its designated representative to consent on my behalf to any hospital or medical care or treatment
- This form can be completed online and may be valid for four (4) years or until the Club member graduates or personal information (contact or insurance) changes. The form may be required to be resubmitted should language within the forms change during the time that a member is on the club sport
- Information from the form with the emergency contact will be added for all participants to the clubs official roster. This roster will be e-mailed to the club president anytime information has been changed on it
- Club presidents must have the current team roster with club participants emergency contact information with them at all team practices, games, and special events

### **ATHLETIC TRAINING SERVICES**

- During competition, it is recommended that a certified Athletic Trainer is on site to assist with any injuries
- Clubs are not authorized to hire individual athletic trainers. Individuals selected for this position must be secured via an athletic training clinic or sports medicine corporation. For assistance with securing athletic trainer services, contact the Assistant Director of Recreation
- A list of local physical therapy clinics is included in this document but you are not limited to using those clinics
- If clubs do not hire Athletic Trainers, then somebody with Adult CPR/AED and First Aid certifications should be present (i.e. coach or team safety officer) at competitions
- The Club Sports Athletic Training Room, located in the Malley Center, is available for Club Sport student-athletes to schedule treatment or acute injury treatment. Ice is also available for student-athletes when the room is open
- The Department of Athletics Training Room, in the Leavey Center, and Sports Medicine Staff are NOT available for use by any Club Sport team or individual for services

### **PROOF OF LIABILITY INSURANCE**

If using a non-Santa Clara University facility that requires proof of liability insurance or certificate of insurance:

- Submit the contact name, address, phone number, fax number, stipulation of the agreement (hours of use, rules or policies), dates of use, and policy amount to the Assistant Director of Recreation
- This information must be submitted at least THREE (3) WEEKS in advance.

### **CONTRACTS**

If a club is required to sign a contract, the contract must be submitted to the Assistant Director of Recreation to be reviewed with the University's Risk Management staff and General Counsel as needed. Students cannot sign contracts related to Club Sports. The club must allow two (2) – four (4) weeks for this review. Examples of possible contracts include equipment rental, facility rental, etc.

### **INJURIES**

- The Cowell Health Center (408-554-4501). Hours are limited during the academic year to 8:30 a.m. - 5:00 p.m. Monday through Friday, with the exception of Thursday's opening at 9:15 a.m. Campus EMTs are available 5:00 p.m. - 6:30 a.m.
- The closest emergency room is located at O'Connor Hospital at 2105 Forest Ave in San Jose (2.5 miles from campus)

- The club president must ensure that an *Injury Report Form* is completed ASAP following an injury
- This report must be submitted within **24 hours** of occurrence or immediately after returning from a trip where the incident occurred
- First Aid and follow-up treatment (emergency room, hospitalization, etc.) must also be documented and submitted with the Injury Report Form
- Club officers should have copies of the Injury Report Form on hand at all club events
- Depending on the severity of an injury the Club Sport Staff may require a note from the doctor that clears the athlete to resume practicing or playing their respective sport. The Club Sport Staff will contact the club president & athlete requiring a note from the doctor that clears the athlete to resume practicing or playing until this note is received the athlete **cannot** practice or participate in competitions or special events
- Any player that is hospitalized or seeks treatment in an emergency room **cannot** practice or participate in competitions or special events until the Assistant Director of Recreation receives a note from the doctor that clears the athlete to resume practicing or playing their respective sport. This means that the injured student-athlete cannot be present at any team practices, or travel with a team until fully recovered and cleared to return to 100% participation via doctor's note
- All Club Sport participants who sustain an injury outside of Club Sport participation are required to notify the team safety officer and an injury report is required to be completed and above policies apply

## LOCAL CLINICS

- T.E.A.M. CLINIC, 1265 El Camino Real, Suite 100, Santa Clara, (408) 241-TEAM(8326), <http://www.teamclinictraining.com/>
- Rose Garden Health, 1947 The Alameda, San Jose, (408) 249-0789
- More Physical Therapy, 2145 The Alameda, San Jose, (408) 248-6886
- Center for Sports Medicine, 455 O'Connor Dr, San Jose, (408) 947-2522
- San Jose Orthopedic and Sports, 125 N Jackson Ave, San Jose, (408) 254-7722

## ADDITIONAL LOCAL CLINICS

- Santa Clara Urgent Care, 1825 Civic Center Drive Ste. 7, Santa Clara, CA 95050, (408) 985-2401
- SCVMC, Express Care Clinic, 751 South Bascom Ave, San Jose, CA 95128, (408) 885-5000, press 0 for Operator
- Camino Medical Group, Inc., 701 E. El Camino Real 2<sup>nd</sup> Floor, Mountain View, CA 94040, (650) 934-7800
- Palo Alto Medical Foundation, 795 El Camino Real, Palo Alto, CA 94301, (650) 321-4121
- San Jose Medical Group, 625 Lincoln Ave, San Jose, CA 95035, (408) 278-3620
- U.S. Healthworks Medical Group, P.C., 1717 South Main St, Milpitas, CA 95035, (408) 957-5700 U.S. Healthworks Medical Group, P.C., 1893 Monterey Rd, Ste 200, San Jose, CA 95112, (408) 288-3800
- Washington Clinic, 46690 Mohave Dr, Fremont, CA 94539, (510) 651-2371

## DENTAL CLINIC

- Ravizza, Richard, 1795 Park Ave, San Jose, CA, (408) 286-0617
- Nicholas Long, DDS, 872 The Alameda, San Jose, CA 95126, (408) 947-8444

## STUDENT EMTS

- Student EMTs can be requested to be on call for your competitions, contact Cowell Health Center (408-554-4501) for more information

## EMERGENCY PROCEDURES

### ON BELLOMY FIELD

- Assess the situation
- If an emergency, call 911 (number to call from cell phone is:(408) 296-1515) or Campus Safety (408-554-4444) immediately
  - Two blue emergency phones are located on Bellomy Field one outside the main gate & one outside the south exit gate

- If someone is available, have him/her alert the Malley Center Facility Supervisor (408-554-4068)
- Provide CPR and/or First Aid (only if certified) until paramedics arrive
- If the AED is needed have a bystander pull the AED from the box at the main gate of Bellomy Field
- If the Malley Center Staff was notified, the Facility Supervisor will arrive and can assist with CPR/AED and First Aid until Campus Safety or more advance medical personnel
- After injured person is transported, or is not needing care a club officer or coach is **required** to contact the Assistant Director of Recreation IMMEDIATELY
  - If the Assistant Director of Recreation is not available, leave a message on their phone and then attempt to contact the Director of Recreation
  - Use the current team roster for emergency contact information for all players call contacts as needed
- The club president/officer must ensure that an *Injury Report Form* is completed immediately & submitted
- Any player that is hospitalized or seeks treatment in an emergency room **cannot** practice or participate in competition until the Assistant Director of Recreation receives a note from the doctor that clears the athlete to resume practicing or playing their respective sport

### IN THE MALLEY CENTER

- Assess the situation
- If an emergency, alert the Malley Center Front Desk staff immediately to call 911
- Provide CPR and/or First Aid (only if certified) until paramedics arrive
- If the AED is needed have someone notify the Malley Center Front Desk staff to bring it
- The Facility Supervisor will arrive and can assist with CPR/AED and First Aid until Campus Safety or more advance medical personnel
- After injured person is transported, or is not needing care a club officer or coach is **required** to contact the Assistant Director of Recreation IMMEDIATELY
  - If the Assistant Director of Recreation is not available, leave a message on their phone and then attempt to contact the Director of Recreation
  - Use the current team roster for emergency contact information for all players call contacts as needed
- Both the Facility Supervisor and a club president/officer must ensure that an *Injury Report Form* is completed immediately & submitted
- Any player that is hospitalized or seeks treatment in an emergency room **cannot** practice or participate in competition until the Assistant Director of Recreation receives a note from the doctor that clears the athlete to resume practicing or playing their respective sport

### OFF CAMPUS

- Assess the situation
- If an emergency, call 911 immediately
- Notify the facility personnel, if they are present of the emergency
- Provide CPR and/or First Aid (only if certified) until paramedics arrive
- After injured person is transported, or is not needing care a club officer or coach is **required** to contact the Assistant Director of Recreation IMMEDIATELY
  - If the Assistant Director of Recreation is not available, leave a message on their phone and then attempt to contact the Director of Recreation
  - Use the current team roster for emergency contact information for all players call contacts as needed
- The club president must ensure that an *Injury Report Form* is completed immediately & submitted
- Any player that is hospitalized or seeks treatment in an emergency room **cannot** practice or participate in competition until the Assistant Director of Recreation receives a note from the doctor that clears the athlete to resume practicing or playing their respective sport

### CONCUSSIONS

Any Club Sport member who is suspected of sustaining a concussion or head injury in a practice, competition and/or special event shall be removed from competition at that time for the remainder of the day. A Club Sport member who has been removed from play **cannot** practice or participate in competition until the Assistant Director of Recreation receives a note from the doctor that clears the athlete to resume practicing or playing their respective sport.

**Signs of a concussion include:**

- Headache or Pressure in the head
- Temporary loss of consciousness
- Confusion
- Dizziness
- Nausea or Vomiting
- Fatigue
- Slurred Speech

Exercise or activities that involve a lot of concentration, such as studying, working on the computer, or playing video games may cause concussion symptoms (such as headache or tiredness) to reappear or get worse.

All Club Sports are required to take part in a concussion management protocol. All team members will be required to complete a baseline test in the ImPACT concussion management software. Should a team member sustain a concussion at an event, follow the emergency procedures already in place. Remove the individual from participation, contact EMS, notify the Assistant Director of Recreation, and complete the Injury report (turn that in to Club Sports within 24 hours or when you return from travel).

Concussed athletes who participate in the ImPACT testing will be required to meet with the Assistant Director of Recreation 3 to 5 days (or after symptoms subside) after sustaining a concussion for a follow up test. Next the Assistant Director of Recreation can refer you to see a physician who utilizes the ImPACT testing software. The Assistant Director will share the ImPACT test results with the injured athlete and their doctor. Athletes are welcome to see their own physician, but will be required to see a physician who utilizes the ImPACT software as well.

Any concussions/severe injuries impacting a student-athlete longer than two weeks should register with the Office of Disabilities Resources: [www.scu.edu/disabilities](http://www.scu.edu/disabilities). Can't go online? Call Disability Resources at 408-554-4109 or visit their office for assistance. Disabilities Services is located at Benson 216. Please note that medical documentation will be required.

Injured student-athletes are responsible for notifying their professors of the injury by providing a doctor's note. The doctor's note should indicate any necessary accommodations to care for your injury. The professors will work with you to determine what accommodations may be provided.

Once you have recovered, a doctor's note indicating that you are eligible to return to 100% participation is required to return to participate. Please note, for concussions, student-athletes must be cleared to return to participate via an ImPACT certified doctor. Contact the Assistant Director or T.E.A.M. Clinic Athletic trainers for ImPACT certified doctor contact information. Turn in the doctor's note to the Club Sports Staff or to the T.E.A.M. Clinic Athletic trainer.

Disabilities Resources are not automatically given accommodations. Upon approval, Disabilities Resources will notify professors of the determined accommodations for the injured student-athletes recovery. Each student will need to initiate a conversation with each of their professor's about approved accommodations.

Students that elect not to register with the Office of Disabilities Resources at the time of the concussion cannot go back and retroactively register and will need to work with professor's on any special arrangements.

If you have not heard about ImPACT testing, it is a software tool that doctors can use to assess concussion symptoms. Here is a link to the ImPACT website for more information: <http://www.impacttest.com/about/>

All Club Sport participants that have completed ImPACT testing will have access to a secondary insurance policy through Wells Fargo Insurance. For more information about the secondary insurance please set up a time to meet with the Assistant Director of Recreation.

**MRSA SAFETY**

Methicilin-restraints Staphylococcus aureus (MSRA) infection is caused by a strain of staph Bacteria that's become resistant to the antibiotics commonly used to treat ordinary staph infections.

Keep your personal items personal: Avoid sharing personal items such as helmets, towels, sheets, razors, clothing, athletic equipment, etc. MRSA can be spread through contact with contaminated objects as well as through direct contact.



Keep wounds covered: Keep cuts and abrasions clean and covered with sterile, dry bandages until they heal. The pus from infected sores often contains MRSA, and keeping wounds covered will help prevent the bacteria from spreading.

Wash your hands: Scrub hands briskly for at least 15 seconds, then dry them with a disposable towel and use another towel to turn off the faucet. Carry a small bottle of hand sanitizer containing at least 62% alcohol for times when you don't have access to soap and water.

Protect yourself with good hygiene. For more information visit the CDC website at [Http://www.cdc.gov/](http://www.cdc.gov/)

## TRAVEL

- When Club Sports teams are away, they still represent Santa Clara University
- All Club Sport trips are dry events. **NO ALCOHOL!!!**
- All club activities that occur off campus require a *Travel Form* (this includes but is not limited to games, practices, fundraisers, league meetings, and special events). The *Travel Form* is due at least FOUR (4) DAYS prior to departure
  - Teams that have regularly scheduled practices off campus may submit one travel form per quarter as long as the travel form clearly specifies the locations(s), dates, complete roster attending, and time frame(s)
- Any person transporting teammates to practices, games, or other club-related events must be approved by the Club Sports Staff
- Club Sport travel is restricted to driving a maximum of eight hours in one day
- Club Sport teams **cannot** rent or drive 12 or 15-passenger vans, RVs, cargo vans, or four wheel drive trucks
- SCU, Campus Recreation reserves the right to cancel Club Sport travel at any time
- Any Club Sport participants under the age of 18 are not eligible to travel on overnight trips

## **TEAM TRIPS**

Team trips begin and end on the SCU campus, and while away, both the Club Sports Handbook and the SCU Student Handbook govern all behavior (i.e. no drug or alcohol use while on a Club Sport trip).

When a team leaves campus for a competition, for all trips other than during Spring Break, the trip does not "end" until all team members are back on the SCU campus. This rule applies all year long with the exception to the team trip policy for travel during Spring Break.

Individuals are not allowed to stay behind for other non-club related plans. For example, if a team travels to Arizona for a competition, no team member may stay behind in Arizona. The trip will not be considered over until all team personnel and club members arrive back on the SCU campus. The only possible exception to this policy is when the club member's legal parent/guardian provides consent to extend stay and/or modify trip itinerary. Written proof must be submitted directly to the Assistant Director of Recreation at least two weeks PRIOR to the trip's commencement.

During Spring Break travel teams must depart together as a team, but have the option to allow team members to travel to alternate locations post competition(s). The *Spring Break Travel Authorization* form must be completed by each team member and must be approved by the Assistant Director of Recreation. Any team members under the age of 18 must meet with the Assistant Director and may not be authorized to participate in Spring Break or any overnight travel.

## **INTERNATIONAL TRAVEL**

If your club is planning a trip outside of the US, you **MUST** arrange to meet with the Assistant Director of Recreation, and provide a proposed tentative itinerary. These trips must be approved by the University's Risk Manager, and **NO ARRANGEMENTS MAY BE MADE UNTIL RISK MANAGEMENT APPROVES THE TRIP**. Failure to do so will affect University Club Sport status, and may result in disciplinary action being taken.

## **APPROVED DRIVERS**

Any person transporting teammates to practices, games, or other club-related events must be approved by the Club Sports Staff. To become an approved driver:

- Fill out and sign the *Vehicle Driver's Agreement Form* (online survey for SCU students and PDF version available

for Coaches/Volunteers/Parents who do not have an SCU email for survey form login)

- The driver's personal auto insurance will be accountable in the event of an accident or injury
- Prior to driving to or from Club Sports events, each driver must also review the University's Vehicle Policy found online at <http://www.scu.edu/hr/manual/700/#704>

## COMPETITION RESULTS

Upon return from competitions, the club must submit a *Results Form* within three (3) days. The *Results Form* is an online survey form and can be accessed via <https://www.scu.edu/recreation/clubsports/results/>. Results will be posted on the Club Sport portion of the Campus Recreation website within a week.

## TRAVEL DEALS

Please check with the Club Sports Staff for travel deals. The Club Sports Staff maintains a list of vendors for hotels, busses, rental car companies, hotels, and more. If your club encounters other deals, please forward them to the Club Sports Staff so that all clubs can be made aware of them and add the information to the shared vendor list. Remember, you may not sign contracts. Contract must be submitted to the Assistant Director of Recreation to be approved and signed on your behalf.

## TEAM CONDUCT

### CLUB SPORTS COUNCIL DISCIPLINARY GUIDELINES

The basic concept underlying the Club Sports Handbook is that students, by enrolling at Santa Clara University, assume a duty to conduct themselves and their Club Sport team in a manner compatible with the University's purpose as an educational institution. Club members are expected to act in mature and responsible manner both on and off-campus, when participating in club-related activities. When involved in off-campus events or when traveling, each club continues to represent Santa Clara University. Any reports by other teams or administrators of activities that reflect negatively upon the University will result in disciplinary action. Further, all clubs must comply with the rules and regulations set forth by the University, Campus Recreation, the Club Sports Program, and their national governing organization, and their league. All Club Sports officers should be very familiar with the Club Sports Council Disciplinary Guidelines which are online at <https://www.scu.edu/recreation/clubsports/officerscorner/>. The document is used by the Council when determining the consequences of policy violations and includes information on minor infractions, intermediate infractions, major infractions, hearings, appeals, and fines.

**All officers are responsible for knowing the contents of the Disciplinary Guidelines.**

### PROSPECTIVE CLUB MEMBERS (Non-SCU Students)

Club Sports coaches, officers and members cannot engage in any formal or informal activities with prospective club members still in high school without the knowledge and permission of the Assistant Director of Recreation. The Assistant Director of Recreation must approve all materials distributed to prospective students. The purpose of any meetings, visits, or events should be to give prospective club members information that will help them make a decision about where they want to pursue their academic and extracurricular pursuits.

- Club must receive permission from the Assistant Director of Recreation in advance
- No alcohol, drugs, adult entertainment, gambling, sexual harassment or hazing
- No activities that violate criminal law
- Prospective club members must come with a parent or legal guardian and must stay with them if event is overnight
- Prospective club members cannot arrange to stay on- or off-campus with current Club Sports athletes
  - Prospective club members may stay on-campus only if arrangements to do so are made officially through Admissions
  - During spring quarter, the Admissions Office offers overnight stays for admitted students. The admitted student can make specific requests regarding who his/her host is. Any Santa Clara University student can become a host by contacting the Admissions Office
- Club Sport funds cannot be used to pay for food, lodging, transportation or any other expenses for prospective club members and their family

- Club Sport funds cannot be used to reimburse coaches or officers for any expenses related to meeting with or visiting prospective club members and their family members
- If coaches and/or officers hold informational sessions with prospective club members and parents, they must hand out or read the following information:
  - Mission Statement
  - Campus Recreation and the Club Sports Program do not offer scholarships
  - Campus Recreation and the Club Sports Program cannot provide any assistance getting prospective students admitted into SCU
  - Campus Recreation and the Club Sports Program cannot provide any assistance with financial aid packages from the University
  - Club Sports are funded primarily through dues and fundraisers
- Coaches or current players cannot be reimbursed for a trip to watch a perspective club member play

Admissions will assist the Club Sports Program by “flagging” potential incoming Club Sport student participants who have applied to attend Santa Clara University. There is no guarantee that the potential incoming student will be admitted. A list of potential recruits must be submitted to the Assistant Director of Recreation by the end of the second week of October for both Early Action and Early Decision and by the end of the Fall quarter for Regular Decision. The list must include the potential student’s full name (not nickname), high school, and club sport of interest. Partially submitted information will not be sent to admissions.

## ALCOHOL

The *SCU Student Handbook* states that “alcoholic beverages shall not be served or consumed at any University-sponsored intercollegiate or **club sport athletic event** or recreational sports activity.” Club Sports teams are expected to obey this mandate. Please see the *SCU Student Handbook* for the complete SCU Athletic Beverage Policy.

All Club Sport trips are dry events.

The only exception to this policy may be during Approved Alumni events. Even if an approved event, current Club Sport participants of age (or otherwise) are not authorized to consume alcoholic beverages. Contact the Assistant Director of Recreation at least four (4) weeks in advance for event approval.

## HAZING

The definition of hazing is provided in the Santa Clara University’s *Student Conduct Code*. Hazing is strictly prohibited. Even if no alcohol is involved and all participants are willing, many actions will still qualify as hazing. To report violations of this policy, please contact the Assistant Director of Recreation or the Office of Student Life. Please also note that hazing can be a felony in the state of California.

## FACILITIES AND EQUIPMENT

- Due to limited facilities, being a recognized Club Sport does not guarantee availability of space
- Campus Recreation facilities must be shared among all Campus Recreation program areas (Intramurals, Fitness, Open Recreation) as well as within the Club Sports Program itself which includes 17 different teams
- All practices, games, and special events require approval by the Club Sports Staff
- All facilities must be kept clean and returned to their original condition after each practice or game
- Any misuse of a facility may result in loss of facility privileges and disciplinary action
- Any damage to facilities should be reported immediately to the Assistant Director of Recreation or Club Sports Coordinator and may result in the cost of the damage to be paid by the Club that caused the damage

## CAMPUS REC FACILITIES

Campus Recreation facilities are available for Club Sports to reserve. Clubs must put in a request as soon as they are aware they need a facility.

Spaces available to reserve in the Pat Malley Fitness and Recreation Center include three (3) gym courts, one (1) outdoor basketball court, one (1) multipurpose room, one (1) conference room, the Sullivan Aquatic Center pool, \*Weight Room Heavy side, and an athletic training room (athletic training room is not reservable). There is shared field space available

to reserve on Bellomy Field. Lines may vary depending on the season. Starting Fall 2015 a Bellomy Field Picnic Area will be available.

Availability of these facilities is subject to change without notice and is based on scheduled Campus Recreation programs.

The facilities are not available during certain closure periods. Please see <https://www.scu.edu/recreation/facilities/hours/> for those closure periods.

\*Weight Room is available for Club Sport teams to reserve for work outs before 8 a.m. and after 8 p.m.. Club Sport Teams are restricted to use the heavy side of the weight room and the reservation is not exclusive. Patrons using the facility during a reserved Club Sport time are authorized to rotate in and use all equipment. A sign will be posted by Club Sport Staff to inform patrons that a Club Sport team will be using the space. Reservations for the weight room start the third week of each quarter. Due to size limitations a maximum of 20 team members are allowed at a time.

### **FACILITY SUPERVISOR (FS)**

The FS is the acting building manager on duty for the Malley Center, Sullivan Aquatic Center, and Bellomy Field. Please request assistance from the FS if there is a problem with set-up, reservations, or maintenance issues. The FS has the final authority in all situations and should be notified of any emergencies. The FS is not scheduled to work when the Malley Center is closed. Contact Campus Safety's non-emergency line for assistance when the Malley Center is closed.

### **MALLEY CENTER GENERAL POLICIES**

Club Sports are expected to adhere to all Santa Clara University and Campus Recreation facility policies. All Campus Recreation Malley Center policies are located on our website at: <https://www.scu.edu/recreation/facilities/policies/>

### **ACCESS TO MALLEY CENTER**

Whether for a Club Sport practice, competition, special event and/or meeting all club athletes and coaches/instructors/volunteers must have an SCU ACCESS card, Malley Center Membership Card, or colored quarter pass to enter the Malley Center. No one should enter through the Exit Only gates.

### **ATHLETIC TRAINING ROOM**

A Club Sports Athletic Training room has been established in the Malley Center room 108. The training room has one ice machine, one ice bath, one training table, and one desk. T.E.A.M. Clinic will staff the training room during posted hours at the training room.

The Club Sports Athletic Training room was made possible thanks to the SCU Men's Rugby Program for the building of the facility and Campus Recreation for some equipment provided.

T.E.A.M. Clinic has donated their staff and supplies to assist the SCU Club Sports Program. T.E.A.M. CLINIC, is located at 1265 El Camino Real, Suite 100, Santa Clara, (408) 241-TEAM(8326). Club Sport student athletes may schedule appointments at T.E.A.M. CLINIC at a discounted rate. There is no fee for services provided in the SCU training room. An hourly service fee will be charged for T.E.A.M. Clinic to provide an athletic trainer at individual team practices or competitions.

### **HOME COMPETITIONS (AND SECURITY)**

- Clubs are responsible for all aspects of game management when hosting events (site preparation, equipment set-up and take-down, conduct of participants and spectators, crowd control, facility clean-up, care of visiting teams and officials, etc)
- Each club hosting an event is responsible for making sure that visiting teams are aware of the facility rules
- To reserve facilities, fill out and turn in a *Game Schedule Request Form* 2 MONTHS before the event
- Once event is approved, make an appointment with the Assistant Director of Recreation to discuss specific needs and situations regarding the event(s)
- Bellomy Field for most competitions and/or special events will require either staffing by Bellomy Field Supervisors or contracted Event Security Staff. The Assistant Director of Recreation will meet with all club sports & determine

based on the number of anticipated spectators, time of year, etc. the number of staff required to work the competition and/or special event. The Assistant Director of Recreation will also discuss the cost to the club for the staffing.

## CLOSURES

Closure dates for all facilities will be online in our Campus Recreation Facilities Google calendar – <https://www.scu.edu/recreation/facilities/hours/>. Clubs cannot practice in the Malley Center, Sullivan Aquatic Center or Bellomy Field if they are closed. Clubs found using the facilities when closed will be subject to disciplinary action. Club Sports Staff creates a google doc with a list of “Bad Dates” to schedule events. Email [clubsports@scu.edu](mailto:clubsports@scu.edu) to request access to view this document.

## BELLOMY FIELD & STANTON FIELD POLICIES

- In the event of severe inclement weather or field maintenance the fields may be closed. If the fields are closed, club officers and coaches will be e-mailed by Club Sports Staff
- During inclement weather, Club Sports may be allowed to practice non-ball skills or conditioning in the Malley Center (pending availability). If space is available, Club Sports Staff will notify club officers and coaches and times will be scheduled on a first-reply basis
- Clubs that are found using the fields when they are closed will be subject to disciplinary action and may be charged for any damage done to the field
- Clubs must report any field hazards damage to the turf on field, turf seams, water cannons, broken glass, various hazards, etc.) immediately to the Malley Center Front Desk staff (554-4068) so it can be corrected as soon as possible
- Due the field surface being synthetic, no food or beverages are allowed on the fields. Water is the only drink that is okay (no Gatorade or sun flower seeds, gum, etc. all these damage the field)
- Clubs are expected to enforce all policies for the fields. All participants and spectators must follow field policies. Policies are available online - <https://www.scu.edu/recreation/facilities/policies/>
- **Stanton only:** Only participants are permitted on Stanton Field. Spectators must remain outside the fenced area

## PROPERTY DAMAGE NEAR BELLOMY FIELD

Teams that use Bellomy Field must use common sense when setting up location of goals and equipment. Teams that damage vehicles in the nearby parking lots and on the road will be charged the University’s insurance deductible (\$500-\$750) due to property damage claims.

## BELLOMY FIELD STORAGE AREA

Campus Recreation provides access to shared storage space in the Bellomy Field Storage Area, located adjacent to Bellomy Field. The storage area is secured via onity lock access. Team Leadership should request access for select team members and coaching staff to have Access cards coded to enter the secure area. Please contact the Assistant Director of Recreation if your team is interested in securing a storage space in the Bellomy Field Storage Area.

## BELLOMY PICNIC AREA

A new Bellomy Field Picnic Area was completed Fall 2015. This area is located on the Casa building side of Bellomy Field next to the dirt running track. There are 17 picnic tables that seat 8 people per table which will accommodate 132 seats as well as four ADA spots along with three mini BBQ pit locations. Team’s may use this area for pre and postgame events or establish as a visiting team eating area during tournament hosting. Please note, no Club Sport teams are authorized to purchase items to sell food at any Club Sport events without approval from the Assistant Director of Recreation. Should a Club Sport team request to sell food at a home event, Bon Appetite will have the right to cater the event. Bon Appetite catering services must be requested via the Club Sports Staff. To reserve the space for your event, email [clubsports@scu.edu](mailto:clubsports@scu.edu) with event name, description, date, specific set up time, and specific take down end time.

## ON CAMPUS ROOM RESERVATIONS

Teams may request room reservations in buildings on campus to hold team meetings, information meetings, etc. Email the Assistant Director of Recreation the number of people the room must hold, day/time preferences, and special

equipment needed (i.e. DVD player). You will be notified via email if a room reservation was able to be made or not. Please request room reservations 72 hours in advance. Anything less than 72 hours may not result in a reservation.

## **EQUIPMENT DONATIONS**

All donated equipment must be approved by the Assistant Director of Recreation before acceptance. If no tax deduction is desired for the item, the club will be notified if the item is approved and then the club can receive the item. Those wishing to get a tax deduction for a donated item must follow these procedures before the item can be accepted:

- The donor indicates in writing his/her desire to donate the item. This can be via letter or email
- The value of the item must be noted in the letter
- The letter/email must be sent to the Assistant Director of Recreation
- If the donated item is approved, the letter/email will be processed and sent to Development for the creation of the letter from the university acknowledging the tax donation

## **SCHEDULING**

- All requests are required two months prior to events or immediately after released by the Clubs governing body
- Use the *Practice Request Form* or *Game Schedule Request Form* for games and practice requests. All other facility requests should be submitted via email to the Assistant Director of Recreation for approval and securing the space requested
- If your club needs to use Campus Recreation facilities to host a tournament, special event or fundraiser submit the *Fundraiser/Sponsorship Request Form* along with request and be sure to indicate exactly how much of the facility you need (one court, two fields, a meeting room, etc) and what additional equipment you need (scoreboard, tables, chairs, cones, flip cards, water coolers)
- Each Club Sport team will be held financially responsible (retail cost) for replacing any damaged or missing equipment

## **PRACTICE POLICIES**

Clubs are limited to the number of hours they can practice while in and out of season

- Out-of-season limit is eight hours of practice per week (only six can be scheduled in Campus Recreation facilities)
- In-season limit is twelve hours of practice per week (only eight can be scheduled in Campus Recreation facilities)
- Practice times must be after 5:00 p.m. on weekdays
- Mandatory practices are NOT allowed during finals week
- Practices and games can only be held during the academic year
- Practices can be scheduled for a maximum of two (2) hours per session Monday through Friday
- Med Kits should be on hand at all practices
- Current team rosters and blank injury reports should on hand at all practices

## **COMPETITION POLICIES**

All competitions and/or special events must be approved by submitting a *Game Schedule Request Form*. Clubs in-season will be given scheduling priority over out-of-season clubs.

- Out-of-season (this includes pre-season) home games may be limited due to facility space available
- Out-of-season away games are not limited
- In-season home games may be limited due to facility space available due to the number of clubs trying to host competitions and/or special events
- In-season away games are not limited
- Teams that do not have true "in seasons" and "out of seasons" will be limited to 4 home events per year unless facilities are available
- Although there is no limit to away games and total number of games, the approval of all competition schedules is at the discretion of the Assistant Director of Recreation. Games requested in excess of required league play are not guaranteed to be approved
- Teams are not authorized to compete or scrimmage with high school teams due to liability reasons. Please refer to the Fundraising section to refer to hosting clinics for an alternate opportunity
- Med Kits should be on hand at all competitions
- Current team rosters and blank injury reports should on hand at all competitions

## **PRACTICE REQUEST FORM**

- Required two weeks prior to practices
- Used to request facilities that will be used on a regular basis for practice
- Please be sure to request a second and third preference in case your first choice is not available
- Bellomy Field will be divided into sections and clubs will be assigned a part of the field to practice on. Depending on the day, one (1) to four (4) clubs will practice at one time and clubs will have to be flexible with their scheduling request. If Intramural Sports games are scheduled, please do not disrupt games or practices on their scheduled field space
- Malley Center must have one court open for recreational use at all times. The exception is during Winter Quarter only from 9:00 – 11:00 p.m. when we will typically have a club sport on one (1) court and intramural sports on two (2) courts

## **GAME SCHEDULE REQUEST FORM**

- Required two months prior to competitions beginning or immediately after released by the Clubs governing body
- Used to request approval of competition schedule as well as request facilities for any home competitions and/or special events
- If a team wants to add a tournament or competition not on the original request, they must submit a new form for approval
- For scheduling purposes, be sure to indicate whether or not a B side (or B squad or 2<sup>nd</sup> team, etc) competition will occur
- Bellomy Field will be scheduled in 3-hour blocks, which includes setup, game play, and breakdown
- Clubs cannot schedule competitions home or away that will cause missed class times. Post-season play is the only exception to this policy
- Any changes to a club's competition schedule must be communicated to the Assistant Director of Recreation IMMEDIATELY
- Any changes to a club's home competition schedule are not guaranteed to be approved and should not be advertised as changed until approval is received from the Assistant Director of Recreation

## **TOURNAMENT OR SPECIAL EVENTS**

Club Sport teams may host home tournaments, League tournaments, and/or National Governing Body post season events if space is available. Teams may also be approved for social team bonding events. In addition, Club Sport teams may host a game night for local youth to attend to watch one of our home competitions. Club Sport teams may not host a halftime high school competition.

All events must be approved by the Assistant Director of Recreation and special events will require a Facility Use Agreement Contract and Certificate of Insurance. Submit your request for all tournaments, special events, and or team bonding events via the Game Schedule Request form at least two months prior to the tournament or special event date. The Assistant Director of Recreation will notify you of approval and whether the request submitted will require a Facility Use Agreement Contract and Certificate of Insurance. If your event requires a Facility Use Agreement a meeting with the Assistant Director of Recreation may be required to collect necessary information to complete the Facility Use Agreement and Certificate of Insurance Requirements.

Information necessary includes but is not limited to:

- Date of the Event
- Time frame (including set up and take down)
- Facility to be used
- Description of event
- Who will be attending the event
- Contact information for all attendee main contacts
- Liability Waivers may need to be completed by all participants prior to the event

## **PRIORITY**

The following section contains information pertaining to priority and use of the Campus Recreation Malley Center Courts, Multipurpose Room, or Bellomy Field for practices.

Priority for Campus Recreation Facilities will be based on the following criteria:

- a) Fitness Classes
- b) Intramural needs in Fall and Spring
- c) Teams in-season
- d) Priority rotating schedule

In the fall and spring quarters, Intramurals has priority in scheduling on Bellomy Field, and in the winter quarter, Club Sports have priority in scheduling. The Malley Center is shared all three quarters by Club Sports, Intramural Sports, Fitness Classes, and Open Recreation.

Priority within the Club Sports Program will be given based on which teams are in season for each quarter. **Note:** if a team requires on-campus space for practice but does not submit the *Practice Request Form* by the deadline, they will receive the lowest priority. Teams that are out of season may still use Campus Recreation Facilities to practice, but should note that they will be scheduled after the in-season teams based on the rotating schedule.

In season teams that submit a *Practice Request Form* will be entered into a rotating priority schedule. There will be a separate schedule for Fall Quarter, Winter Quarter, and Spring Quarter. Each year, the schedule of that quarter will rotate, and the team that had previously been given first priority will move to last, the team in second priority will move to first, the team in third priority will move to second, etc. These rotating schedules will remain separate, meaning that teams' priorities will be different in winter quarter than they were in fall quarter, etc. The schedule will carry over each year to ensure teams are fairly shuffled.

2016 - 2017		Malley Courts	Priority Rotation
Fall	Winter	Spring	
<ol style="list-style-type: none"> <li>1. Men's Volleyball</li> <li>2. Women's Club Volleyball</li> <li>3. Boxing</li> <li>4. Shotokan Karate</li> </ol>	<ol style="list-style-type: none"> <li>1. Women's Club Volleyball</li> <li>2. Boxing</li> <li>3. Shotokan Karate</li> <li>4. Men's Volleyball</li> </ol>	<ol style="list-style-type: none"> <li>1. Boxing</li> <li>2. Shotokan Karate</li> <li>3. Men's Volleyball</li> <li>4. Women's Club Volleyball</li> </ol>	

2016- 2017		Multipurpose Room	Priority Rotation
Fall	Winter	Spring	
<ol style="list-style-type: none"> <li>1. Boxing</li> <li>2. Shotokan Karate</li> </ol>	<ol style="list-style-type: none"> <li>1. Shotokan Karate</li> <li>2. Boxing</li> </ol>	<ol style="list-style-type: none"> <li>1. Boxing</li> <li>2. Shotokan Karate</li> </ol>	

2016- 2017		Bellomy Field	Priority Rotation
In season teams will rotate each year as well, see example below (rotates top to bottom)			
Fall	Winter	Spring	
<ol style="list-style-type: none"> <li>1. Men's Rugby</li> <li>2. Women's Rugby</li> <li>3. Women's Field Hockey</li> </ol>	<ol style="list-style-type: none"> <li>1. Women's Ultimate Frisbee</li> <li>2. Men's Lacrosse</li> <li>3. Men's Ultimate Frisbee</li> <li>4. Women's Rugby</li> <li>5. Men's Rugby</li> <li>6. Women's Lacrosse</li> </ol>	<ol style="list-style-type: none"> <li>1. Women's Ultimate Frisbee</li> <li>2. Men's Ultimate Frisbee</li> </ol>	
Out of season teams rotate each year			
<ol style="list-style-type: none"> <li>1. Men's Ultimate Frisbee</li> <li>2. Women's Lacrosse</li> <li>3. Women's Ultimate Frisbee</li> <li>4. Men's Lacrosse</li> </ol>	<ol style="list-style-type: none"> <li>1. Women's Field Hockey</li> </ol>	<ol style="list-style-type: none"> <li>1. Women's Lacrosse</li> <li>2. Women's Field Hockey</li> <li>3. Women's Rugby</li> <li>4. Men's Lacrosse</li> <li>5. Men's Rugby</li> </ol>	



2017- 2018		Bellomy Field		Priority Rotation	
In season teams will rotate each year as well, see example below (rotates top to bottom)					
Fall		Winter		Spring	
<ol style="list-style-type: none"> <li>1. Women's Rugby</li> <li>2. Women's Field Hockey</li> <li>3. Men's Rugby</li> </ol>		<ol style="list-style-type: none"> <li>1. Men's Lacrosse</li> <li>2. Men's Ultimate Frisbee</li> <li>3. Women's Rugby</li> <li>4. Men's Rugby</li> <li>5. Women's Lacrosse</li> <li>6. Women's Ultimate Frisbee</li> </ol>		<ol style="list-style-type: none"> <li>1. Men's Ultimate Frisbee</li> <li>2. Women's Ultimate Frisbee</li> </ol>	
Out of season teams rotate each year					
<ol style="list-style-type: none"> <li>1. Women's Lacrosse</li> <li>2. Women's Ultimate Frisbee</li> <li>3. Men's Lacrosse</li> <li>4. Men's Ultimate Frisbee</li> </ol>		<ol style="list-style-type: none"> <li>1. Women's Field Hockey</li> </ol>		<ol style="list-style-type: none"> <li>1. Women's Field Hockey</li> <li>2. Women's Rugby</li> <li>3. Men's Lacrosse</li> <li>4. Men's Rugby</li> <li>5. Women's Lacrosse</li> </ol>	

\* The Assistant Director of Recreation reserves the right to adjust the priority schedules at any time and will have final say on the schedule.

**FIELD LINES**

Bellomy Field is synthetic MOST field lines will be visible each quarter. To have field lines added or touched up submit field line requests via email to the Assistant Director of Recreation. New line request must be at least two (2) weeks in advance. Due to space available on Bellomy Field, Clubs will be limited to one field lined per sport and painted lines will overlap multiple fields. Painted lines will fade and it is the responsibility of the Club to notify the Assistant Director of Recreation when lines need to be repainted. Practice space with a clubs field lines may not be approved and priority is given to clubs in-season.

**COACHES/INSTRUCTORS/VOLUNTEERS**

**WELCOME AND THANK YOU COACHES/INSTRUCTORS/VOLUNTEERS**

Thank you for agreeing to serve as a Santa Clara University Club Sports Coach/Instructor/Volunteer! Your contributions to your Club are greatly appreciated by all of the members within the program who benefit from your commitment, as well as by Campus Recreation, Club Sports, and SCU.

Your concentration on skill development and team unity has helped the club officers focus on their role in making this program a success, and we encourage you to contact the Club Sport Staff for any assistance you may need as we are dedicated to helping you assist the club in any way possible.

This section of the *Club Sports Handbook* has been designed to assist you in the conduct and requirements of a Club Sport Coach/Instructor/Volunteer under Campus Recreation. The information will help enable your Club Sport in successful operation and development. A Club Sport's success is determined by the dedication put in by its members. This will outline what is expected of a Club Sports team and its members as well as what can be expected from Campus Recreation.

The Club Sports Staff and Campus Recreation look forward to working with you, your club's officers, and all of its members in providing an enjoyable and memorable program for the Santa Clara community.

**COACHES/INTRUCTORS/VOLUNTEERS**

The philosophy of the Club Sports Program is to emphasize student leadership and participation. The Coach/Instructor/Volunteer should limit his/her contributions to those involving coaching skills and knowledge and are encouraged to assist with team leadership and membership development.

## EXPECTATIONS/DUTIES/RESPONSIBILITIES

All Coaches/Instructors/Volunteers (hereby referred to as the “Coach”) responsibilities include, but are not limited to:

- Coach understands that he/she reports to the Assistant Director of Recreation. Coach agrees to maintain regular contact with the Assistant Director of Recreation and attend all mandatory coaches' meetings and trainings
- Adhere to all SCU, Campus Recreation, the Club Sports Program, SCU Student Handbook, national governing body and/or league policies and regulations
- Coach agrees that s/he will allow the Team's elected leaders to serve as the primary liaisons between the team and SCU and/or any external parties (e.g. opponents, league officials, governing bodies), and to manage the Team's administrative functions, which may include but are not limited budget development and monitoring; scheduling and overseeing Team meetings; allocating/spending team funds and applying for funding. Coach understands and acknowledges that s/he may act only in those areas in which s/he has been empowered by the Team's elected leaders
- Coach agrees to be responsible for supervising practices, attending games, and creating a healthy competitive environment according to policies and procedures stipulated by the team and SCU
- Coach agrees to request practice times/schedules in conjunction with the team's elected leaders
- Coach agrees to educate all team members concerning measures to minimize the risk of potential injuries and steps to take in the event of an emergency
- Coach agrees to inspect all facilities and equipment used by the team are compliant with safety standards set by that sport's governing organization. If Coach determines that the facilities and/or equipment are potentially unsafe or not compliant, he/she will inform team leaders of his/her decision
- Coach agrees to be present for all official practices and competitions as agreed upon in advance by Coach and the Team's leaders. Coach will notify the team's leaders if s/he is unable to attend a practice or game
- Coach agrees to promote fair play and good sportsmanship at all Team practices and competitions. Coach also agrees to conduct himself/herself in a professional manner at all times that will reflect positively upon the team and SCU
- All Coaches must be Adult CPR/AED and First Aid certified. Current copies of the certifications must be on file in the Club Sports Staff. Any additional Coaching certifications are encouraged and may be submitted to the Club Sports Staff to be kept on record. Note: the Assistant Director of Recreation is a certified CPR/AED/First Aid instructor. Classes will be offered to attain certification if necessary. Contact the Assistant Director with questions or for more details
- When traveling with a Club Sport team, Coaches are responsible for supervising the club from the start of the trip at SCU to the conclusion of the trip when the team returns to SCU
- Coach agrees to report any disciplinary problems to SCU within 24 hours of the incident
- Coach agrees to immediately report any sexual or gender-based misconduct involving any athletes to Campus Safety and the Office of Student Life
- Coach agrees that if/when coaching athletes under the age of 18, the Coach is mandated to report to any instance of actual or suspected child abuse or neglect under California's Child Abuse and Neglect Reporting Act
- Coach also agrees to complete or assign someone to complete an Injury Report form for any incident or accident that occurs during a Team practice, competition or trip. Coach should submit this form to SCU within 24 hours of the incident
- Coach will refrain from making appointments with the Director of Recreation, or any other person to discuss club business without first informing the Club Sports Staff
- Coach will not engage in or sanction any form of physical, mental, or emotional hazing of my players, consistent with the guidelines and standards set by Club Sports Team and Santa Clara University
- Coach is mandated under California's Child Abuse and Neglect Reporting Act and must report to local law enforcement any instance of actual or suspected child abuse or neglect
- I understand that in compliance with Title IX of the Education Amendments of 1972, the University is obligated to provide a prompt, thorough and equitable investigation of any report of sex-based discrimination, sexual harassment or sexual violence. This obligation remains even in the absence of a formal complaint. I understand that I am immediately required to report any sexual or gender-based misconduct involving any athletes to the University's EEO and Title IX Coordinator, Office of EEO and Title IX, 900 Lafayette St, Suite 100, Santa Clara, CA, 408-551-3043. Reports may also be filed online, <https://www.scu.edu/osl/report/>
- I understand that in compliance with Title IX of the Education Amendments of 1972, and with the California Education Code, Section 66281.7, Santa Clara University prohibits discrimination against any student, or excluding any student from its education program or activity, including any class or extracurricular activity, on the basis of such student's pregnancy, childbirth, false pregnancy, termination of pregnancy or recovery therefrom,

unless the student requests voluntarily to participate in a separate portion of the program or activity of the recipient. I understand that the University is obligated to provide reasonable accommodations to students who are pregnant, have recently experienced childbirth, and/or have medically related needs. I understand that I may be required to provide reasonable accommodations.

### **What do I need to do to be eligible to Coach/Instructor/Volunteer?**

The Club Sport team leadership will work with the Assistant Director of Recreation to select the team Coach(es)/Instructor(s)/Volunteer(s). Once selected the new Coach(es) and team leadership must meet with the Assistant Director of Recreation for final approval. After approved, the new Coach is required to submit the required paperwork.

The required paperwork to be submitted to the Club Sports Staff includes:

- (For Paid Coaches only) Team Leadership must submit a request to the Assistant Director of Recreation to submit the *Independent Contractor Request Form* to Human Resources or their designee for approval to hire a paid coach at the beginning of each academic year
- (For Paid Coaches only) Each new academic year, Paid Coaches must read and sign the *Paid Coach/Instructor Independent Contractor Agreement* and attach copies of any new or updated certifications and/or licenses
- (For All Coach/Instructor/Volunteer) Copy of current CPR/AED/FA certification
- (For All Coach/Instructor/Volunteer) *Vehicle Driver's Agreement* if transporting team membership
- (For All Coach/Instructor/Volunteer) *Release of Liability and Assumption or Risks for Use of Campus Recreation Facilities and Programs Form*
- (For Volunteer or non-paid Instructor) *Volunteer Letter of Agreement* at the beginning of each academic year

Paid Club Sport Coaches/Instructors are not employees of Santa Clara University. They are Independent Contractors. Paid Coaches/Instructors cannot be current SCU Students, Faculty or Staff. All Coaches/Instructors that are providing services as an Athletic Trainer, medical personnel, etc. must submit proof of their certifications before working with a club. See the Athletic Training Services Section about hiring Athletic Trainers if Coaching Staff is not certified as an athletic trainer. Current SCU Students, Faculty, or Staff may volunteer.

A successful Coach/Instructor/Volunteer knows and understands all Club Sport policies and procedures. This section of the Club Sport Handbook lists some of the information for a Coach/Instructor/Volunteer to work with a Club Sport Team. Coach/Instructor/Volunteer should review the entire Club Sport Handbook to understand program policies and procedures and to assist with team leadership collaboration.

## **HIRING & TERMINATING COACHES/INSTRUCTORS/VOLUNTEERS**

Club officers are REQUIRED to meet with the Assistant Director of Recreation prior to hiring a new Coach/Instructor/Volunteer or terminating a current Coach/Instructor/Volunteer. Additionally, the Assistant Director must be directly involved in the interview process for new Coaches/Instructors/Volunteers.

### **HIRING TIPS**

Clubs may wish to consider the following:

- Prior coaching and technical knowledge of the sport
- Adult CPR/AED and First Aid certification
- Certification by the Club Sport's governing body (if applicable)
- Safety awareness
- Risk management experience
- Past experience in club coaching

Most teams that have had success finding a new Coach/Instructor/Volunteer have done so by contacting local youth clubs, high school coaches, as well as local collegiate coaches. You should also contact your league to see if they will make an announcement. Other ideas include online coaching forums, Craigslist, flyers in local businesses. Contact the Assistant Director of Recreation with issues and/or concerns.

If your team is unable to pay a Coach/Instructor, be sure to highlight some of the other advantages of the position such as receiving a free Malley Center membership.

## CONDUCT

The basic concept underlying the Club Sports Handbook is that students and coaches assume a duty to conduct themselves and their Club Sport team in a manner compatible with the University's purpose as an educational institution. All club personnel are expected to act in mature and responsible manner both on and off-campus, when participating in club-related activities. When involved in off-campus events or when traveling, each club continues to represent Santa Clara University. Any reports by other teams or administrators of activities that reflect negatively upon the University will result in disciplinary action. Further, all clubs must adhere to all SCU, Campus Recreation, Club Sports Program, SCU Student Handbook, national governing body and/or league policies and regulations.

All Club Sport Coaches should be very familiar with the Club Sports Council Disciplinary Guidelines which are located on the Club Sports Officers Corner website. The document is used by the Club Sport Council when determining the consequences of policy violations and includes information on minor infractions, intermediate infractions, major infractions, hearings, appeals, and fines.

## ALCOHOL

The *SCU Student Handbook* states that "alcoholic beverages shall not be served or consumed at any University-sponsored intercollegiate or club sport athletic event or recreational sports activity." Club Sports teams are expected to obey this mandate, coaches included. Please see the *SCU Student Handbook* for the complete SCU Athletic Beverage Policy.

All Club Sport trips/events\* are dry events, even if members are 21 and over.

\*The only exception to this policy may be during Approved Alumni events. Even if an approved event, current Club Sport participants of age (or otherwise) are not authorized to consume alcoholic beverages.

## CONFLICT RESOLUTION

Participating in Club Sports can be emotional and time consuming experience. From time to time, conflicts between student athletes and/or coaches may arise. The Coach should mediate any disputes to the best of their ability. The following process is recommended as a reference to resolve conflicts and/or issues between coaches and athletes.

### Step 1: Individual Student – Coach Contact

The student(s) involved should speak to the coach about the problem as soon as possible.

### Step 2: President/Student(s) – Coach Contact

The President/student(s) should set a time to meet individually with the coach. Meetings should not be scheduled 24 hours prior to or immediately following a contest or during an active practice session, or during a time when other coaches, officers, or athletes are present.

### Step 3: President/Student Athlete – Assistant Director of Recreation Contact

If satisfactory resolution is not reached through direct contact with the coach, the president/student athletes should contact the Assistant Director of Recreation. The Assistant Director of Recreation will schedule a meeting involving all concerned parties in an attempt to reach a satisfactory resolution.

Any comments, concerns or issues brought to the attention of the Assistant Director of Recreation will be addressed. While there can be no guarantee that all parties will agree with all resolutions or findings, a thorough, respectful airing of different perspectives and experiences can lead to more productive relationships and clearer understanding in the future.

Additional resources are available on campus through the Office of Student Life, Counseling and Psychological Services (CAPS), Campus Ministry, and more. For referral, contact the Assistant Director of Recreation.

## CLUB SPORTS BBQ & AWARDS CEREMONY

Every year there is a Club Sports BBQ and Award ceremony held at the Bellomy Field Picnic Area. Teams will be emailed at least two weeks prior to the event. Coaches are welcome to attend and show their support for individual athletes and the Club Sports Program. Awards include: Club Sport Team of the Year, Open Team of the Year, Male/ Female/ Open Athlete of the Year, Officer of the Year, Team GPA Award, Most Improved Team.

## COACH EVALUATIONS

Club Sports will send out an evaluation to all teams for their respective Coach(es)/ Instructor(s)/ Volunteer(s) via survey tool. The results will be compiled anonymously to preserve the identities and integrity of the team members. Each coach will be invited to meet with the Assistant Director of Recreation to discuss the evaluation results. The evaluations are meant to help the Coaches' relationship with their athletes and are not intended to be a critique of whether or not a coach should be rehired.

## END OF YEAR REPORT

The *End of the Year Report* is the primary means by which the Club Teams close out the year and prepare for the next. It is a comprehensive report that Team Presidents and Officers must submit by the end of the year. The Coach should provide assistance in any way to the team leadership on this project. For more information, contact the Club Sports Staff.

Some information required for this report:

- Next year officer contacts
- Season Results
- Highlights/ Records
- Practice and Game Schedules
- Safety Concerns
- Equipment Inventory
- Fundraising for the year
- Team Budget

If you have any further questions, please refer to the Club Sports Handbook or feel free to email the Club Sports Staff at [clubsports@scu.edu](mailto:clubsports@scu.edu).

## REQUIRED FORMS

There are a variety of different reasons the Club Sports Staff requires teams to fill out forms for club business. Some forms are required based on university policy, others are required as the easiest means of getting info from clubs in a timely manner, etc.

Below is a list of our current forms, sorted based on when they should/must be turned into the Club Sports Staff.

### REQUIRED PRIOR TO PRACTICING/COMPETING

- *Team Roster Form*
- *Informed Consent and Release of Liability Form*
- *Conduct Guidelines*
- *Women's Club Volleyball Financial Aid Form*

### REQUIRED BY THE THIRD FRIDAY OF FALL QUARTER

- *Program Funding Summary* changes (the *Program Funding Summary* is part of the *End of the Year Report* and any changes are due the 3<sup>rd</sup> Friday of the Fall Quarter)
  - Schedule a meeting to review this form even if there are no changes with a member of the Club Sports Staff before the third Friday of the fall quarter
- Club Sports Constitution (if updated)

### REQUIRED TO PARTICIPATE IN THE SANTA CLARA FUND FUNDRAISER

- *Santa Clara Fund Petition Form* (Due the end of the second week in October)

### REQUIRED TO TRAVEL TO GAMES OR PRACTICES

- *Travel Form* (Due four days prior to travel)
- *Vehicle Driver Agreement*

## REQUIRED TWO (2) MONTHS PRIOR TO EVENT

- *Game Schedule Request Form* or immediately after released by the Clubs governing body
- *Practice Request Form*

## REQUIRED TWO (2) WEEKS PRIOR TO EVENT OR DESIRED USE

- *Practice Request Form*
- *Cash Advance Request Form*
- *Fundraiser/Sponsorship Request Form*

## REQUIRED FOUR DAYS PRIOR TO COMPETITION

- *Travel Form*

## REQUIRED WITHIN THREE (3) DAYS OF A COMPETITION

- *Results Form*
- *Reimbursement Form* (if applicable)

## REQUIRED FOR PAID COACH/INSTRUCTORS

- All paid coaches are considered Independent Contractors and are not SCU employees, and will NOT receive a W-2. However, they will receive a 1099 and must claim their pay
- To pay a coach with club funds, two forms must be submitted and approved at least one month in advance
  - *Independent Contractor Request* – submitted to the University for HR approval – the Assistant Director of Recreation submits this request
  - *Paid Coach/Independent Contractor Agreement* – Club Sport and Coach contract and payment terms
  - *Release of Liability and Assumption or Risks for Use of Campus Recreation Facilities and Programs Form*
  - Copies of any certification or license that is applicable to their role or position
- *Campus Safety Parking Permit Application*
  - For teams that want to purchase permits for their coaching staff
- Malley Center Membership
  - For teams that want a courtesy membership for their coaching staff. Two free courtesy memberships are offered to each program and additional memberships may be purchased at a discounted rate of \$200 per additional coach as needed

## REQUIRED FOR VOLUNTEERS

- *Volunteer Letter of Agreement*
  - Required for any personnel that is UNPAID
  - *Release of Liability and Assumption or Risks for Use of Campus Recreation Facilities and Programs Form*
  - Certifications if applicable for their role/position

## REQUIRED ON A ON-GOING BASIS

- *Injury Report Form*
  - Due within 24 hours of injury
- *Reimbursement Form*
  - Due within two months of purchase (but sooner than that is highly recommended)
- *Release of Liability Form*
  - Required for any non-SCU people using Malley/Bellomy for any events other than a schedule competition
- *Fundraiser/Sponsorship Request Form*
  - Due prior to hosting any fundraising event
  - Also used for Sponsorship requests and must be submitted and approved prior to contacting any outside organization about sponsorship opportunities
- *iPhone Check Out Form* (formally known as the *Info Desk Ticket Form* or *FLEX Form*)

- Due to Event Planning Office at least 72 hours prior to merchandise sales

## **REQUIRED FOR OFFICIALS/REFEREES/TRAINERS/OTHER PAYEES**

- Clubs are not authorized to hire individual athletic trainers. Individuals selected for this position must be secured via an athletic training clinic or sports medicine corporation. For assistance with securing athletic trainer services, contact the Assistant Director of Recreation
- To pay a referee/official, the official/referee must submit the Independent Contractor Agreement and an invoice for services

## **REQUIRED AT THE-END OF YEAR**

- *End of Year Report*

## **FREQUENTLY ASKED QUESTIONS**

### **TURNING IN ITEMS TO THE CLUB SPORTS STAFF**

Q: I have forms/checks/cash to turn into the Club Sports Staff, where do I leave it?

A: Forms can be left in the Club Sports Inbox in the Admin Hallway next to the Assistant Director's office at the Pat Malley Fitness and Recreation Center. All checks or cash must be handed directly to a member of the Club Sports Staff. Be sure to leave notes with everything you drop off so that we know exactly what it is and what we should be doing with it.

### **RESERVING TEAM MEETING SPACE**

Q: How do I reserve a room that is big enough for my team to have a meeting?

A: All rooms on campus are reserved through the Assistant Director of Recreation. To request a space email the date, time, size of the group and any special equipment needs. The Malley Center Conference Room can only comfortably fit around 35 people (without using the tables). Clubs have access to other rooms on campus if larger spaces are needed.

### **GETTING REIMBURSED**

Q: How do I get reimbursed for entry fees/gas/uniforms/etc?

A: See the REIMBURSEMENT section of this handbook for more information on reimbursements. Please read that section to determine whether or not your receipts are sufficient and what form you should turn in to get reimbursed.

### **PAYING FOR STUFF**

Q: How do I pay tournament fees?

A: Submit your tournament registration form (filled out completely) to our office and the university can cut and send the check. That process takes about four (4) weeks. If the due date is sooner than four (4) weeks, your other option is to write a personal check for the entry fee and then submit a Reimbursement Form so that you can be reimbursed for that amount. You will need to submit a copy of the receipt or invoice and a copy of your bank statement proving that you paid for the expense. All reimbursements must be approved expenses.

Q: We are traveling next month and we don't want to have to pay for gas and hotels ourselves, what can we do?

A: You can request assistants from the Club Sport Staff to use the University credit card to pay for some needs or submit a request for a cash advance. Cash Advance requests must be submitted two (2) weeks prior to departure. This allows the team to withdraw cash from the club account so that the team can pay for things like gas, hotels, etc up front rather than having to put those expenses on a personal credit card and requesting a reimbursement after the trip. If you request a cash advance, you must save all itemized receipts and after the trip, turn in all left over money plus all of the receipts.

## ORDERING APPAREL

Q: How do I go about ordering shirts, shorts, jerseys, etc.?

First email the Assistant Director of Recreation with your request and artwork idea for approval. Once approved, contact a vendor to request a quote and artwork proof to be submitted to the Assistant Director of Recreation for final approval of artwork. If approved, the Assistant Director of Recreation will place the order for apparel with the vendor. The purchase will be delivered to the Malley Center and the Club Sport Staff will email the Club when ready to be picked up.

When creating your designs please remember that all artwork must be appropriate and not imply any sexual, discriminatory, drug or alcohol use, etc.

If your artwork is using an SCU licensed logo please do the following:

- Please see page 16 and 17 under Tips for ordering Apparel for licensed logo use clarification

If your club is selling the items that you are buying you must include sales tax in your sale price for the item. When submitting the funds for deposit let the Club Sports Staff know the amount of items sold, the cost and we will determine the sales tax amount that we must pay to the State/county. Note that your budget total for this deposit will be minus the sales tax amount.

## COACHES ACCESS TO THE MALLEY CENTER

- Malley Center Membership Cards (MCM)
  - Team president decides which TWO (2) coaches will get a courtesy MCM card
  - Team president emails the Assistant Director of Recreation the TWO (2) names
  - The Assistant Director will put forms for the coaches in Will Call at the Malley Center Front Desk
  - Coaches will fill out that paperwork and the Front Desk staff will issue him/her an MCM card on the spot
  - Same process if purchasing additional memberships at a discounted rate of \$200
    - Email the Assistant Director of Recreation with the request and clarify that the team will purchase the membership for \$200
    - Forms for the coach will be placed in Will Call at the Malley Center Front Desk
    - Coach will fill out paperwork and the Front Desk staff will issue the MCM card on the spot at no charge
    - Club Sport Staff will process an internal transfer for the \$200 fee
- Colored Quarter Passes
  - If your team has more than two (2) coaches that need access to the Malley Center for practice, the rest of the coaches will only receive a colored quarter pass. Each quarter they will need a new pass with quarter practice times for access
  - Team president emails the Assistant Director with the names of the coaches that need this pass each quarter
  - The Club Sports Staff or their designee will create the passes and will put them in your team mailbox and email you when they are ready

## ELIGIBILITY FORMS (REGISTRAR FORMS)

Q: My league says I have to do an eligibility form, what is that?

- Most organized and well-run leagues require club teams to submit proof that their team members are students. This usually happens either at the beginning of a season or right before post-season play. Some leagues also require it after nationals
- Your league will either email you the form or your league's website will have it. It is YOUR responsibility to know when they are due but if you need help, the Assistant Director has a list of approximate times when those forms are due for each team (based on previous years)
- Make sure that the forms are filled out completely before turning them into the Assistant Director
- SCU ID numbers are always REQUIRED, even if the form doesn't have a section for it
- Signatures are REQUIRED by each student next to their name, and ACCESS Card number in order for the Registrar to release GPA or units enrolled
- Any student that is NOT enrolled but is on the eligibility form will be noted as un-enrolled. If your club has students that have completed all the units for their degree work with the Assistant Director of Recreation on their eligibility



verification as theirs is different than enrolled students

- The registrar will not all units and GPA's and some leagues require X number of units to be eligible. This may impact your standing with the league. It is the clubs responsibility to know your leagues rules for eligibility