



# **UCF Sport Club Council**

## **SPORT CLUB HANDBOOK 2019 - 2020**



# UCF Sport Club Council

## TABLE OF CONTENTS

<b>1. Introduction &amp; General Information .....</b>	<b>4-9</b>
The Sport Club Handbook .....	4
Sport Club Staff.....	4
Important Phone Numbers.....	5
Mission Statement .....	5
What is a Sport Club? .....	5
Anti-Discrimination and Equality .....	5
Gender Participation Policy.....	5
Diversity Statement.....	5
Anti-Hazing Policy.....	5-6
What is the Sport Club Council? .....	6
SCC Meetings .....	7
How to Become a Sport Club.....	7
IM Leagues and Waivers .....	8
Intramural Eligibility.....	8
Disciplinary Action Plan .....	9
<b>2. Support Services &amp; Marketing.....</b>	<b>10-11</b>
Sport Club Mailboxes.....	10
Equipment Storage .....	10
Website.....	10
Copying and Fax Machine .....	10
Promotional Items.....	10-11
Contracts .....	11
Coaches.....	11
<b>3. The Sport Club Council Tier/Point System .....</b>	<b>12-13</b>
Earning Points .....	12
How Does It Work? .....	12
Point Categories .....	12
Classification/Tier System.....	12-13
End of Year Report .....	13
<b>4. Managing Sport Club Finances .....</b>	<b>14-16</b>
Sport Club Council Accounts .....	14
Financial Training.....	15
Purchase Request Forms .....	15
Club Budget Hearings.....	15
Club Bank Account .....	15-16
Employer Identification Number.....	16
Appropriate Fundraising.....	16



# UCF Sport Club Council

Fundraising Report .....16

**5. Sport Club Travel..... 17-20**

Travel Request Forms ..... 17-18  
Travel Roster .....18  
Travel Request Form (Non SCC Funded)..... 18-20  
Travel Packets .....18  
Reserving Hotels.....19  
Reserving Airfare .....19  
Enterprise Reservations .....19  
Personal Vehicles ..... 19-20  
Registration.....20  
Post Travel Report .....20

**6. Facility Usage & Reservations ..... 21-22**

General Policies .....21  
Spaces Available for Reservation .....21  
Indoor Events..... 21-22  
Outdoor Events .....22

**7. Risk Management & Safety ..... 23-25**

Elements of Risk Management .....23  
Athletic Trainers .....23  
First Aid Kits.....24  
CPR/AED/First Aid.....24  
Incident & Injury Reports..... 24-25  
Calling EMS .....25  
Inclement & Severe Weather .....25

**8. Appendix .....26**

Sport Club List .....26

\*2019-20 updates are highlighted



# UCF Sport Club Council

## 1. INTRODUCTION & GENERAL INFORMATION

The University of Central Florida (UCF) Sport Club Council is an agency of the UCF Student Government Association (SGA) and is advised by the Sport Club Staff at the UCF Recreation & Wellness Center (RWC). Each Sport Club is a Registered Student Organization (RSO) with the Office of Student Involvement (OSI). Sport Clubs exist to promote and develop interest in a particular sport activity. Interests may be competitive, recreational, instructional or any combination of the three. Participation in Sport Clubs is strictly voluntary and membership is open to all currently enrolled UCF students who are paying the Activity & Service Fee. As RSO's, clubs are developed by students for students under the supervision of the Recreation & Wellness Center. The Sport Club staff of the RWC believes that involvement in the Sport Club Program enhances development, leadership, and the overall college experience for students by supplementing skills learned in the educational realm. It is the mission of the program to provide diverse sports opportunities for all students across a broad range of skill levels and experiences.

### The Sport Club Handbook

This handbook has been developed as a resource for student leaders in Sport Clubs. This handbook contains the guidelines and policies set forth by the University of Central Florida, the Office of Student Involvement, the Sport Club Council Executive Board, and the Recreation & Wellness Center. All guidelines and policies are to be followed by clubs affiliated with the Sport Club Council in order to ensure that Sport Clubs operate as safely as possible and have high levels of success.

### Sport Club Staff

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# UCF Sport Club Council

## Important Numbers

## Phone

Recreation and Wellness Center .....	407-823-2408
Student Office.....	407-823-6454
Risk Management/Athletic Training Office Phone.....	407-823-5012
Campus Police .....	407-823-5555
Office of Student Involvement (OSI) .....	407-823-6471

**We recommend that all calls made for emergency services be dispatched through the campus police department;** using this service will expedite services. If you are calling for emergency services (campus police, ambulance, or fire department) from a campus phone, you can dial 911 or 407-823-5555 and you will be dispatched through the campus emergency services. If you are calling from a cell phone, dial 407-823-5555 for emergency services. **If you call 911 from a cell phone, you may have to indicate your specific location which may delay a response.**

## Mission Statement

Sport Clubs are individual organizations formed by students motivated by a common interest and desire to participate in an athletic activity. The clubs are brought together through the Sport Club Council and provide opportunities for students to strengthen their leadership, integrity, and community service skills through activities that are recreational, instructional, and/ or competitive by nature.

## What is a Sport Club?

A sport club is a group of students who meet regularly to pursue an interest in various sports activities, either competitively or recreationally. Many clubs offer the opportunity to compete against other schools at the state and national level through national governing bodies. Sport clubs are created and managed by students, providing a unique opportunity for members to develop athletic and leadership skills; often the success of a sport club is dependent on the leadership abilities of club officers and members.

## Anti- Discrimination and Equality

No discrimination shall be made on the basis of gender, race, age, creed, religion, disability, sexual preference or orientation, gender identity, gender expression, national origin, marital status, parental status or veteran’s status. No hazing or discrimination will be used as a condition of membership in the Sport Club Council organization.

## Gender Participation Policy

The SCC and the Recreation and Wellness Center recognizes and encourages UCF’s transgender student population and enables students to participate in gender specific clubs based upon their personal gender identity. Students should note that participation in external competition is often regulated by policies of various national governing bodies and outside of the purview of the SCC. Transgender students are encouraged to contact the Coordinator of Sport Clubs for more information.

## Diversity Statement

The University of Central Florida (UCF) Recreation and Wellness Center (RWC) aspires to create an environment in which we celebrate the differences we share across the spectrum of human diversity. Diversity is vital to an individual's holistic development and the social fabric of the university. We are committed to creating an inclusive environment through hiring and developing culturally competent staff members, outreaching to under-served populations and providing facilities and programs that support all members of the UCF community. Our expectation of the RWC community is to embrace an open-minded and respectful attitude toward individual differences.

## Anti- Hazing Statement and Information

Hazing is considered to be any activity, committed against or required of any individual that humiliates, degrades, demeans, endangers, abuses, or harms, regardless if the individual does not protest or is a willing participant.

All Sport Clubs are expected to abide by the **Florida State Anti-Hazing Law 10006.63** (<http://archive.flsenate.gov/>) and the **University of Central Florida Anti-Hazing Policy**.

### UCF Hazing Policy

The University does not condone hazing in any form and defines hazing to include but not limited to:

- (a) Any action or situation which recklessly or intentionally endangers the mental or physical health and/or safety of a student for the purpose of initiation or admission into, or affiliation with, any organization operating under registration with the University. Hazing may result in felony charges.



# UCF Sport Club Council

(b) Brutality of a physical nature such as whipping, beating, branding, forced calisthenics, exposure to the elements; forced consumption of any food, liquid, liquor, drug, or other substances; or other forced elements; or other forced activity which could adversely affect the mental or physical health or safety of the individual.

(c) Any activity which could subject the individual to mental stress such as sleep deprivation, forced exclusion from social contact, forced contact which could result in embarrassment, or any other activity which could adversely affect the mental health or dignity of the individual.

(d) Forcing or requiring the violation of University policies, federal, state, or local law.

(e) Any activity, as described above, upon which the initiation or admission into or affiliation with a University of Central Florida organization may be directly or indirectly conditioned, shall be presumed to be a “forced” activity, the willingness of an individual to participate in such an activity notwithstanding.

## Reporting Hazing

### 1. File an Incident Report

To file a hazing incident report, please use OSC's Incident Reporting Form.

### 2. Call the Anti-Hazing Hotline

To report a hazing incident by phone, call the 24 hour, seven day a week anti-hazing hotline at 407-823-4518.

### 3. Email the Anti-Hazing Account

To report a hazing incident by email, please send your concerns to [antihazing@ucf.edu](mailto:antihazing@ucf.edu).

Don't be a bystander when it comes to hazing. If you feel a matter needs to be addressed immediately, don't hesitate to contact the police by dialing 911 or UCF's Police Department at (407) 823-5555

## What is the Sport Club Council (SCC)?

The Sport Club Council (SCC) was created through a Resolution of the 35<sup>th</sup> Student Senate in the Spring Semester of 2003. The SCC was created as an agency of the Student Government Association (SGA) to provide funding, training, facilities, and other administrative services to all eligible sport clubs that are members of the agency. Following the creation of the SCC as an agency, the Recreation and Wellness Center (RWC) partnered with the SCC under the programs department of the RWC. The RWC Sport Clubs Coordinator also serves as the program advisor to the SCC. The Sport Club Council's budget is requested directly from the SGA and the RWC provides facilities, administrative support, and the Sport Club Coordinator.

## Sport Club Council Purposes and Responsibilities:

1. To approve all SCC business.
2. To elect a SCC Executive Board.
3. To make suggestions to the Executive Board.
4. To act as a liaison between each club and the University.
5. To provide a venue through which clubs can market and promote their organization, including assistance with fundraising by offering ideas and suggestions.
6. To understand the sport club policies and procedures.
7. To be aware of all dates, deadlines, and meetings.
8. To be legal under University, local, state, federal, and national governing body laws and codes.

## The Executive Board

### Purpose and Responsibilities

1. To review all existing university policies and procedures and express the collective viewpoint on said policies and procedures in the interest of all clubs represented by the SCC.
2. To notify and educate clubs of all policies, procedures, meetings, events, and dates.
3. To uphold the Golden Rule, acting as a conduct board responsible for reporting to the Student Conduct Office and governing all indiscretions and violations of policies and procedures and make recommendations for penalties, including:
  - a. Monetary – loss of funding
  - b. Membership – probation or expulsion of clubs and/or their participants.
  - c. Facilities--loss of fields, court space, etc.
  - d. Activities – suspension from competition for a member or entire club.
  - e. Resources – loss of advertising, publicity, or press
  - f. Holds – place a student or students on academic hold through the university.
4. To make recommendations on the allocation of funds allotted to the sport clubs by SGA.



# UCF Sport Club Council

5. To consider the best interest of all sport clubs and to carry out recommendations made by the SCC for the prosperity of the sport club program.
6. To create sub-committees that may work on special projects and/or perform a study.

## Titles and Duties

The officers of the organization shall include (in order of succession) President, Vice President, Treasurer, Secretary, Recruitment Coordinator, and the SGA Comptroller. No officer will be permitted to hold more than one officer position. All officers shall retain voting rights, however, the President will only vote in the case of a tie for Executive Board voting procedures. Any officer may be re-elected, however, not for more than two consecutive terms. Officers cannot reappoint themselves for a second term; they must be re-elected. For more information see the Sport Club Council constitution on [www.imleagues.com/UCF](http://www.imleagues.com/UCF).

## SCC Meetings

SCC Meetings will be held at a minimum of once a month during the fall and spring academic semesters. Other meetings will be held as necessary, including but not limited to, budget meetings. Members will be notified via email or telephone at least 48 hours in advance.

## How to Become a Sport Club

In order for an organization to be considered for membership in the Sport Club Council (identifying the organization as a Sport Club) the sport or recreational group must first become a Registered Student Organization.

\*Status of a RSO becoming a Sport Club may be contingent on the time and activity as an RSO.

## Steps in Becoming a Registered Student Organization

In order to become a Registered Student Organization, there are four steps that must be fulfilled.

1. **KnightQuest Consultation** - [Schedule your appointment](#) by choosing the “New Org Consultation” option
2. **Authorized Officer Webcourse** - Assign 2 (maximum of 4) officers to be “Authorized Officers”. Complete the RSO authorized officer quiz on Webcourse with passing score ([Self-Enroll Here](#))
3. **Register your Organization on Knight Connect** - After logging into Knight Connect, scroll to the bottom of [this page](#) and click the blue box that says “Register A New Organization”. Follow the instructions on the registration process and submit for approval. The primary contact of the organization (president) will fill out the registration information
4. **Submit and Wait for Approval** - Allow for 2 weeks to process. If denied, review comments on Knight Connect and resubmit. If approved, congratulations! You are a registered student organization!

Once the sport or recreational group has become a Registered Student Organization, that group is now eligible to apply for membership status within the Sport Club Council.

In order to be considered for Sport Club Council membership, the following criteria must first be met by the organization:

1. The organization’s purpose and activity must be consistent with the philosophy and objectives of the Sport Club Council.
2. The organization must engage in a sporting activity.
3. The organization must provide balance or add to the variety of sporting activities on campus.
4. The number of students interested in participating in the proposed activity is either (1) a minimum of twelve, or (2) the minimum number over twelve needed to participate in the activity.
5. Suitable facilities and equipment must be available such that the club can meet, practice, and hold competitions.
6. The organization must not create a demand for resources (i.e. staffing, facilities or monetary) greater than that which can be met by the Sport Club Office.
7. The organization must provide all required documentation to be considered.
8. The Executive Board may place the prospective Sport Club under probationary status contingent on factors such as completed paperwork, participation, budget, etc.

## Steps in Applying to the Sport Club Council

1. Apply to become a Registered Student Organization through the Office of Student Involvement
2. Submit New Club Application online for review with all required documents.
3. Meet with the Sport Club Council President ([sports@ucf.edu](mailto:sports@ucf.edu)) in presence of the Sport Club Graduate Assistant.
  - a. Assist with completion of Application, Budget, Risk Management Plan
  - b. Review requirement for sport clubs to maintain status in SCC
4. Meet with Sport Club Coordinator
  - a. The Sport Club Coordinator will consider the feasibility of accommodating the new sport club



# UCF Sport Club Council

- b. Review Application and Risk Management Plan
5. Meet with the Associate Director of Programs at the RWC
6. Appear before the Sport Club Council Executive Board for approval
  - a. The Executive Board considers the clubs compliance to the listed criteria
  - b. The Executive Board presents a recommendation to the Sport Club Council
7. Present the club in front of the Sport Club Council
  - a. Final vote made by all members of the Sport Club Council (one representative from each club)
  - b. A new club will need 2/3 approval vote from the SCC

## IM Leagues profiles & Sport Club Participation Waiver

Prior to participating in a sport club, new club members must completely fill out an IM Leagues profile and join their desired club portal. The member must fill out all information on the profile page (phone number, emergency contact info, etc). The profile is good for as long as the participant is part of the club. Interested participants can find out how to join IM Leagues by going to the Sport Clubs website for more information.

Each sport club participant must complete a Waiver and Release Form found on IM Leagues. This form is a component of the IM Leagues profile and is a requirement of participation. The Waiver and Release Forms are for a student's academic career at the University of Central Florida.

All members practicing and traveling with a sport club must have a complete IM League profile and waiver submitted to the Sport Club Office. **No member will be allowed to travel or practice if they have not turned in the forms.** Due to the sensitive nature of the information on the participant's IM League profile, information can only be seen by the staff of the Sport Clubs Council (coordinator, graduate assistant, president, and supervisors).

All Coaches must fill out a Coach's agreement form; which can be found on the website.

### Rosters

All clubs must have active members on an official roster by a date given by the Coordinator each semester. Active members are those who attend at least one practice per week.

Information required for a completed roster include the participants first and last name, UCFID, phone number, emergency contacts first and last name, relationship to the participant, and emergency contact phone number.

## Intramural Sports Eligibility

The Intramural Sports Program is open to all currently enrolled UCF students who have paid the Activity and Service fee. Students must be enrolled at the time of participation. Members of Sport Clubs are eligible to participate in their sport or related intramural sport as long as they meet the following requirements:

1. The Sport Club member must participate on a team that is competing in the most competitive division for that particular sport. (Competitive or Competitive A).
  - a. For individual sports such as tennis and racquetball sport club members will be permitted to play in the division designated for sport club members.
2. Teams are only permitted to have one Sport Club member on their roster. You cannot remove or replace a player once they are on the active roster.
3. If the member of the Sport Club has any conduct or sportsmanship issues they will be subject to possible intramural sports and sport club disciplinary actions.

All questions of eligibility should be referred to the Intramural Sports Assistant Director. Decisions relating to eligibility are at the discretion of the Intramural Sports Assistant Director.





# UCF Sport Club Council

## Sport Club Council Disciplinary Action Plan

### Membership Probation

Members may be reprimanded after failure to meet the guidelines and regulations set forth by the SCC.

#### 1st Degree Infraction

Alcohol/drug abuse, theft, physical abuse, vandalism, hazing or any other violation of the law, repeat 2nd degree offenses.

#### 1st Degree Penalty

Immediate suspension of facilities and reservation privileges in addition to funds being frozen by Sport Club Coordinator (up to two weeks). SCC Executive Board has two weeks to review the case and submit their recommendations to the advisor. The advisor can accept and the club can serve their punishment. Or, the advisor can reject and the Executive Board would have to vote unanimously (7-0 or quorum present) to uphold the penalty. The club also has the right to appeal the penalty to the advisor within two weeks of the decision. Following the club's appeal, the Sport Club advisor may reduce or uphold the penalty.

Minimum: 2 weeks

Maximum: 1 year from date of notice of disciplinary sanction.

Probation: 1 additional calendar year

#### 2nd Degree Infraction

Harassment or discrimination, threats, intimidations, acts of physical aggression (game situation), misrepresentation to university staff/SCC Executive Board, repeated disregard for facility/SCC policies, team disregard for intramural/SCC policy, repeat 3<sup>rd</sup> Degree infractions.

#### 2nd Degree Penalty

Immediate Suspension by Sport Club Coordinator (up to two weeks). SCC Executive Board has two weeks to review the case and submit their recommendations to the advisor. The advisor can accept and the club can serve their punishment. Or, the advisor can reject and the Executive Board would have to vote unanimously (7-0 or quorum present) to uphold the punishment. The club has the right to appeal the penalty to the advisor within two weeks of the decision. Following the club's appeal, the Sport Club advisor may reduce or uphold the penalty.

Minimum: 1 Week

Maximum: 6 Months

Probation: 1 additional semester

#### 3rd Degree Infraction

Disregard for facility/Sport Club Council procedures.

#### 3rd Degree Penalty

Incident submitted to SCC Executive Board for review.

Minimum: Warning

Maximum: 2 week suspension

\*All penalties may be subject to Student Conduct review

### SCC Membership Revocation

Membership may be revoked without mutual agreement for non-participation, misconduct, or violations of any provisions of the Constitution. The club executive board will be notified in writing of the possible revocation at least 72 hours prior to the vote and will be allowed to address the organization in order to relate to members any relevant defense prior to the voting for removal. Membership can only be revoked upon a 2/3 majority vote of present eligible members. Clubs without the minimum member count can be revoked from status at any time per the discretion of the SCC Executive board.

\*In addition to the discipline policies of the Sport Club Council, each club, including all officers and members, are required to know and adhere to the policies detailed in the UCF Golden Rule Handbook. In the event that a club officer, member, or event is believed to be in violation of the UCF Golden Rule, the Sport Club Council Executive Board and Coordinator will file an incident report with the Office of Student Conduct. The Sport Club Council Executive Board and Office of Student Conduct may work in conjunction with one another regarding discipline incidents and sanctions.

\*The RWC professional staff reserves the rights to restrict, revoke, expel, and ban any person that may be in relation to a UCF Sport Club. This includes, but is not limited to: coaches, volunteers, spectators, students.



# UCF Sport Club Council

## 2. SUPPORT SERVICES & MARKETING

### Sport Clubs Mailboxes:

Mailboxes are provided for each sport club in the Recreation & Wellness Center Student Office. Clubs are responsible for checking their mailboxes for updated information and sport club player interest forms. The mailing address for these boxes is as follows:

Recreation and Wellness Center  
Club Name  
P.O. Box 163548  
Orlando, FL 32816-3548

It is recommended that each club have any bank statements sent directly to the address listed above.

If you need a physical location for shipping purposes, please use the following address:

Recreation and Wellness Center  
C/O Club Name  
4000 Central Florida Blvd.  
Building 88, Room 204  
Orlando, FL 32816-3548

### Equipment Storage:

Limited space is available for clubs in the outdoor building (Building 25 – located near the Sport Club Field), Ferrell Commons, and the Recreation and Wellness Center. Limited storage may be available for indoor clubs. Storage of equipment should be discussed prior to ordering new equipment.

All club equipment storage must be approved by the SC Coordinator in advance of storing or purchasing equipment. Clubs are responsible for keeping the storage area clean. Storage privileges may be taken away if a club does not keep their area clean or causes damage to those storage facilities.

### Website:

The SCC webpage is available to post highlights, results, links, and upcoming events of each club. Each club is responsible for sending updated information to the SCC President to post on the SCC website.

There may also be limited availability to “host” your club’s website pictures on the SCC Website Server. All requests for server storage should be discussed with the Sport Club Council President who is responsible for managing the SCC website.

IM Leagues is also host to many forms for requesting events, meeting space, and renting SCC equipment.

SCC also has a Twitter (@UCFSportClubs), and Instagram (@ucfsportclubs) page that clubs can become fans of and post results, upcoming events, and other things related to their club or SCC in general.

### Copying and Fax Machine:

The Recreation and Wellness Center does have a fax machine that is available for sport club use. The fax machine is located in the RWC Student Workspace (room 246). The fax number is (407) 823-6494. All incoming faxes should have a cover sheet with an attention to the specific club. All faxes must be done through RWC staff, including the communication (front desk) staff, Sport Club Supervisors, Sport Club President, Sport Club Graduate Assistant, or Sport Club Coordinator. Limited printing and copying is available to sport clubs in the Student Workspace and all printing and copying must be approved by the Sport Club Coordinator in advance.

### Promotional Items

**The Sport Club Coordinator and the Marketing and Communications Manager must approve all promotional items for clubs.** All clubs are encouraged to bring trophies and awards to the RWC for display in the SCC trophy case. All fliers and posters to be displayed in the RWC must be submitted to the Sport Club Coordinator at least one week in advance and must include the SCC logo displayed in the upper left corner and the SGA logo on the bottom. To ensure the necessary logos are used, clubs are encouraged to submit fliers and posters in electronic format to the Sport Club Coordinator.

**Student Government Statute 800.11 A states the following:**



# UCF Sport Club Council

“All agencies and organizations budgeted through A&SF funds must credit all funding in any and all brochures, clothing, pamphlets, programs, posters, mailings, promotional items, and advertisements, by the conspicuous inclusion of the Student Government Association logo, supplied by Student Government, not to be reduced to under one-half (1/2) inch in size, unless otherwise approved by the Operations Review Committee.”

All clubs should fill out the Marketing Request Form (MRF) found on IM Leagues for proper facilitation and approval of items requested. This form requires information such as materials desired, date needed, and allows for attachment of any artwork/graphics already started.

## Contracts

Contracts are legally binding agreements that should be entered into with caution. **Neither students nor RSOs can sign contracts on behalf of UCF or in any way represent that they are agents of or signing on behalf of UCF.** Such action may constitute civil or criminal fraud. All contracts should be forwarded to the Sport Club Coordinator to be submitted to the General Council for signing. Send contract information to include name, email, and phone number for the outside party.

## Coaches

SCC Coaches/Instructors serve at the discretion of their club's members and the Recreation & Wellness Center (RWC) staff and will be considered as volunteers and guests to the UCF campus and RWC facilities. As such, the Coach/Instructor is expected to adhere to the following guidelines:

- The Coach/Instructor must be aware of, follow, and help enforce all University of Central Florida and Recreation & Wellness Center policies and procedures relative to Sport Clubs and the Sport Clubs Council, including the *Golden Rule* and *Sport Club Handbooks*.
- Coaches/Instructors will provide safe, organized instruction and training for various skill levels, up to their level of expertise.
- Coaches may provide input concerning club business, but the final decision regarding club matters (i.e. hosting events, officer elections, and monetary choices) will be made by the club officers based upon the club's constitution. The philosophy and key to the success of the Sport Club Council and the sport club officers has been the continued emphasis placed on student leadership and participation.
- Coaches/Instructors are not permitted to use University of Central Florida equipment for private off-campus lessons even when coaching/instructing University of Central Florida students.
- The Coach/Instructor shall not use University of Central Florida facilities for private instruction.
- It is **HIGHLY RECOMMENDED** that all Coaches/Instructors purchase personal medical and liability insurance and have some type of certification and/or expertise in the sport which they are coaching/instructing.
- Coaches/Instructors are not employed by the University of Central Florida (UCF) and this Agreement does not imply any binding relationship between the Coach/Instructor and UCF.
- Written agreements between the team and coach are highly recommended so both parties are clear on expectations, compensation, etc.
- Coaches should not have access to club bank accounts
- Coaches are required to fill out a Coach/Instructor Agreement Form on IM Leagues each fiscal year (July 1 – June 30) and attend a mandatory coach's meeting.
- Coaches needing access to the RWC will be required to obtain a coach's pass. In order to receive the pass, an agreement needs to be on file as well as confirmation from the club's president. Each club will have a maximum of 2 coach's passes. The administrative office will distribute the coach's pass.



# UCF Sport Club Council

## 3. SPORT CLUB COUNCIL TIER/POINT SYSTEM

The Sport Club Council Tier/Point system should be a reflection of a club's involvement, accountability, leadership, success, and expenses. **The budget points are used as a budgeting guideline to assist SCC executive board members in allocating funds and are not considered an absolute criterion when funding.** A club's points and tier level may also be taken into consideration when determining practice times and post-season or discretionary allocations.

### Earning Points

The SCC President is responsible for monitoring the point system, but individual clubs are responsible for submitting documentation. Documentation is **not** necessary to receive the attendance and administration points, these will be documented by the SCC President and SCC Secretary. If a club wishes to find out how many points they have earned they can e-mail the Sport Club Council President for a detailed description.

Updates on points will be available at each Sport Club Council meeting.

### How Does It Work?

The Sport Club Council Programming budget comes from the Student Government Association (SGA). The amount is tentatively allocated in December for the following academic year and finalized in spring. The Sport Club Council separates the programming budget into three categories: 75% for Regular Season, 22% for Post Season, and 3% for Discretionary. Every June, the SCC Exec Board will split the Regular Season Budget in half. One half will be allocated to Need Based Funding and the other half will be allocated to Point Based Funding.

Prior to the budget hearings, the SCC Executive Board will finalize all points and tier levels. The amount of money that will be allocated by the SCC Executive Board to Points-Based Funding is half of what is allocated to the Regular Season Budget. The amount allocated to clubs from the Points-Based Budget cannot be adjusted by the SCC Exec board unless the club did not meet OSI requirements, then the club will be zero-funded. The current "points dollar value" is \$10/per point as voted on by the Executive Board.

### Point Categories

All recommendations are approved by the SCC Executive Board and are to be implemented during the same calendar year.

- Officer Training
- Student Organization requirements
- Attendance at SCC meetings
- Fundraising
- Documentation
- Travel
- Discipline
- Community Service
- National Qualifying Comp.
- Involvement
- Additional events approved by the SCC Executive Board and the SCC Coordinator

### Classification/Tier System

A club must fill out a tier application at least one month before budget hearings if they are requesting to move up a tier. Justification of each characteristic should be based on the season most recently completed and should not be based on a prediction for the next competition season. A change in a club's tier requires a majority vote from the SCC Executive Board. If a club is elevated in their tier level, the new tier will take effect prior to the budget hearings. Both tier 1 and tier 2 clubs can also be moved down in their tier level with a majority vote by the Executive Board prior to the budget hearings. The tier levels are as follows:

#### Characteristics that define **Tier 1**

*(Clubs must meet all 6 characteristics)*

- Must have 12 Registered Participants with SCC
- Must participate in 3 Community Service Events (must be 12 members or 50% of roster to count)



# UCF Sport Club Council

- Host/Travel to 5 or more collegiate competitions, exhibitions, seminars
- Be a member of a national or college league
- Fundraise 200% of SCC allocation (SCC allocation must exceed minimum Tier 3 allocation voted by Exec Board)

*(Clubs must meet 2 out of 3 characteristics)*

- Practice 3 days a week while in season
- Require attendance to practice or has tryouts in order to compete
- Have a SCC registered coach/instructor

## Characteristics that define **Tier 2**

*(Clubs must meet all 4 characteristics)*

- Must have 12 Registered Participants with SCC
- Compete/Host in at least 3 tournaments, competitions, exhibitions, seminars
- Must participate in 2 Community Service Events (must be 12 members or 50% of roster to count)
- Fundraise 150% of SCC allocation (SCC allocation must exceed minimum Tier 2 allocation voted by Executive Board)

*(Clubs must meet 2 out of 4 characteristics)*

- Practice twice a week while in season
- Require attendance to practice or has tryouts in order to compete
- Have a SCC registered coach/instructor
- Be a member of a national or college league

## Characteristics of **Tier 3**

*(Clubs must meet all 3 characteristics)*

- Must have 12 Registered Participants with SCC
- Must participate in 2 Community Service Events (must be 12 members or 50% of roster to count)
- Fundraise 125% of SCC allocation (SCC allocation must exceed minimum Tier 1 allocation voted by Executive Board)

*(Clubs must meet 2 out of 4 characteristics)*

- Practice twice a week while in season
- Host/Attend at least instructional seminar, event, competition
- Have a SCC registered coach/instructor
- Be a member of a national or college league

SCC Tier Classification as of 5/9/2019 can be found in the Appendix.

## **End of the Year Report**

Following the completion of the academic year, every club must submit an End of the Year Report. This report allows the Sport Club Council to collect information, highlights, membership, fundraising, significant events, and inventory on the many different sport clubs. This form should be submitted via IM Leagues by the due date specified by the SCC President or Coordinator.



# UCF Sport Club Council

## 4. MANAGING SPORT CLUB FINANCES

Each sport club has two different mediums of club finance, the Sport Club Council Account (allocated by the Sport Club Council Executive Board and managed by the Sport Club Coordinator and the A&SF Office) and an individual club bank account. Each club is responsible for monitoring/ managing their individual club account, however each club will receive a statement of their university club account at each Sport Club Council meeting. The SCC Treasurer will send out monthly emails to update clubs on their remaining allocation balance. Also, all SCC funds must be spent or reverted by the date the Sport Club coordinator and Sport Club President chooses each year. If funds are not spent by this date, all funds will be reverted to the SCC Operations Account. There is no time limit for spending funds maintained in a club's individual club account (SunTrust, UCF Federal Credit Union, etc).

If a club does not have an individual club account through an outside bank, they may deposit club money to their university Sport Club Account; however these funds then become subjected to the standard spending procedures of the university (including reversion).

If a club has not used 75% of their SCC allocated budget by **March 8<sup>th</sup>**, they must submit justification/ purpose for use of the remaining funds. If a club fails to submit justification for use of their remaining funds or if the SCC Executive Board does not accept a club's justification, all remaining club funds will revert to SCC Operations. This policy is to avoid nonuse of allocated funds.

### Sport Club Council Accounts

Prior to the budget hearings the SCC Executive Board will decide how the SCC programming budget (determined by the Activity and Service Fee Committee) will be divided between the regular season, post-season and discretionary account. The SCC Executive Board will also decide the min and max allocations for each tier.

Although each sport club is a RSO under SGA, all sport clubs are prohibited from requesting funding directly from the A&SF Committee or through a SGA Senate bill. Special conditions may exist where sport club funding may come from outside of the SCC budget, however these conditions should be in conjunction with the Sport Club Council Executive Board, the SGA Executive Branch and the SGA Senate.

#### Regular Season Account

The SCC Executive Board will fully allocate these funds at the budget hearings based on a club's budget, points/tier from the past academic school year, and club presentation. These funds will be allocated between equipment, home events, away events, association fees and facility costs.

The maximum a club may receive from the Regular Season Account is determined every year before budget hearings.

#### Post-Season Account

This account is to be used for national competitions or for the national qualifying series that follows your regular season. Once a club qualifies for nationals or a national qualifying competition, they must fill out a post season form on IM Leagues, attaching any documentation that may help us with our allocation process.

Post-season allocations for clubs guaranteed participation in the national tournament (e.g., NIRSA) can be determined by the SCC Executive Board at the budget hearings; however these funds will still be allocated from Post-Season Account.

A Sport Club can present to the SCC Executive Board at any board meeting for post season funding.

Due to the nature of uncertainty in post season travel, Sport Clubs can present for post season funding but may return the money if travel funding is no longer needed.

The maximum a club may receive from the Post-Season Account is determined every year before budget hearings.

#### Discretionary Account

This account, also determined prior to budget hearings, is intended for new or under-funded clubs and any unforeseen emergency expenses. A club may submit a request from the Discretionary Account at any time; however all requests may not be approved or fully funded. A majority vote from the SCC Executive Board is necessary for these allocations. All requests should be sent via email to the SCC President.

A new club is eligible for no more than \$1000, however if the club qualifies for nationals they may request funds from the Post-Season Account. A new club is defined as a club in their first academic year in the Sport Club Council. New Club Status is lost once a club is able to present at Sport Club Council's budget hearings.



# UCF Sport Club Council

## Financial Training

Financial training is required for spending all A&SF funding or funding through the club's SCC account. The President, Treasurer, Risk Management officers and any Group Leader from each club are required to complete financial training for the current fiscal year. Financial training is required every year and must be re-completed every fiscal year.

Financial training is completed online through UCF Webcourses after being requested through A&SF. These directions are found on their website: <http://asf.sdes.ucf.edu/training>.

## Purchase Request Form

Any registered club officer must turn in Purchase Request Forms for all budget expenditures with an invoice attached to the form. All areas of the form must be complete for the purchase order request to be processed. All forms must be turned in at least two weeks in advance. Items will not be purchased until after the purchase order request has been approved by the Sport Club Coordinator. If the payment must be made by check, rather than credit card, the purchase request form and invoice will require 30-60 days for processing.

All Purchase Request Forms must be completed on IM Leagues. The graduate assistant then processes the Purchase Request Form. In order for a request to be processed, all information should be fully completed. Please remember that:

- Club officers do NOT sign the PRF. These forms are signed by the Sport Club Coordinator and the Associate Director of Programs.
- For PRF's requiring a check and P.O., a W9 must be filed along with the PRF:
  - The W9 must have the correct name of the vendor. Be careful; often vendors' names are different than their advertised name (e.g., UCF Dominos vendor name is Knightime Pizza).
  - The PRF should list the vendor's official name, not necessarily their advertised name.

*A Sample PRF can be found on IM Leagues.*

**All SCC purchases must adhere to the policies defined in ASF Financial Training manual.**

## Club Budget Hearings

Each club is required to submit a budget packet, which is due in mid-May for the following fiscal year (July 1 – June 30). Budgets will be sent via email per the SCC president and should be downloaded and submitted electronically to the Sport Club Council President. A club that fails to submit a budget request will not be eligible for funds for the following year and must request funds from the Discretionary Account. Each club's budget must be spent on the items it was allocated towards, unless a reallocation of funds is approved by the SCC President and/or Executive Board. All Clubs must be registered and in good standing with the Office of Student Involvement to receive and spend funds.

Budget hearings will be held in June. Each club should attend their budget hearing with the following items:

- Club budget packet
- Fundraising reports and club bank account statements
- Post-trip reports
- Results/highlights
- Tentative schedule for upcoming season
- Club officer contact information
- Officer CPR/AED and First Aid Certifications

Each club's budget must be discussed and approved with a majority SCC Executive Board vote. The budget hearing process is as follows:

- Club introduction, review of points earned, and club presentation of budget (10 minutes)
- SCC Executive Board question and answer (5 minutes)
- Board discussion and allocation (5 minutes)

All allocations are tentative until the end of budget hearings when the SCC Executive Board votes on the budget as a whole.

## Club Bank Account

For the protection of the RSO and its members, it is strongly encouraged that the group creates a bank account if it has any form of income (for example, dues or fundraising). While setting up a bank account should be in accordance with the RSO's constitution, it is suggested that the RSO consider using a bank that requires 2 signatures on all monetary transactions, and that no more than 3 people be allowed to



# UCF Sport Club Council

sign those transactions. These signatures should be changed during officer transition. Requiring 2 signatures protects the organization from unauthorized spending or misuse of members' money.

In order to set up a bank account, an RSO will need to obtain an Employer Identification Number (EIN) and a letter from OSI confirming its registration and officers. To request this letter, e-mail OSI with the organization name and names of three signature permissions that will be attached to the bank account (typically the President, Treasurer, and Advisor on the most recent Update Form).

Organizational funds may be spent on things like office supplies, publicity, conference travel, and events, but may not be spent on anything illegal under University, local, state, and national law (this includes alcohol). Misuse of funds is a violation of the Golden Rule and is subject to disciplinary action at both the University and local level.

**Sport Clubs DO NOT qualify to use the University's non-profit status.**

## Employer Identification Number (EIN)

An EIN is an identifying number given to an organization by the Internal Revenue Service (IRS). Simply stated, it serves as a Social Security Number for a group. An EIN is needed to open a bank account and apply for tax-exemption. Obtaining an EIN does not mean that an RSO is tax-exempt. Obtaining an EIN is a simple and quick process. Organizations with a local/national affiliation should ask their parent organization if they are allowed to use the parent's EIN. Because of the importance of this number, the organization should save it in a safe place, where it will get passed on from year to year. It might be beneficial for the organization to give a copy of its EIN paperwork to the Sport Club Office.

An EIN can be obtained online at: <https://sa1.www4.irs.gov/modiein/individual/index.jsp>  
To select the appropriate classifications, consider the following determinations:

Type: "Sports Teams (Community)"

Physical Address: 4000 Central Florida Blvd – BLDG 88 Orlando, FL 32816

Mailing Address: PO Box 163548 Orlando, FL 32816

Legal Name: BLANK Club at UCF

Date Team ("Business) Acquired: Use the date the club's constitution was approved

Business Activity: "Other" than select – "Organization (Athletic)"

\*If you do not have access to/are not sure what your clubs EIN number is go to the website [charitycheck101.org](http://charitycheck101.org) and follow the prompts

## Appropriate Fund-Raising

Groups are required to raise their own funds to support organization functions. RSOs are granted the privilege of establishing membership dues (as determined by their constitutions), which can be a major source of funding. There are a variety of ways to fundraise, and many of them have legal or UCF policy implications (including, but not limited to, poker tournaments, raffles, guessing games, and bake sales). Fundraising companies may, from time to time, contact organizations regarding their fundraising opportunities. Sport Clubs should always consult with the SCC office to determine if the opportunity is legitimate and within the values of the Sport Club Council.

In addition to making sure the fundraiser follows law and policy, the RSO needs permission to hold said fundraiser in the desired location (see Room and Facility Reservations and Publicity and Promotion).

For guidance on fundraising and the law, contact OSI prior to beginning the fundraiser. The OSI website is especially helpful for specific fundraising regulations. A club may also contact the Sport Club Office for additional fund-raising ideas and opportunities in the community. Visit [osi.ucf.edu](http://osi.ucf.edu) for more information regarding fundraising regulations.

## Fund-Raising Reports

Prior to participating in fundraising activities, each club should contact the SCC Coordinator for approval. Following the completion of fund-raising activity or sponsorship/donation, the sport club must complete a Fundraising Report in order to receive points. This report is used to both assist with officer transition as well as tracking a club's fund-raising efforts for SCC points and tier. This form can be found on IM Leagues.

Sport Club fundraising regulations matches the OSI fundraising regulations as stated on the OSI website.





# UCF Sport Club Council

## 5. SPORT CLUB TRAVEL

### Travel Request Form – SCC Funds

This form is used for spending SCC allocated funds. At least two weeks prior to travel a Travel Request Form (TRF) must be turned into the Sport Club Coordinator. The Sport Club Coordinator is not responsible for making all travel arrangements; this is the responsibility of the travel group leader. The form must be completed correctly and signed before the travel will be processed, therefore it is very important to follow the sample Travel Request Form (Appendix B). The completed TRF should be turned into the SCC Graduate Assistant with a travel roster, any invoices for travel (e.g., airline group travel agreement), and an itinerary for the event. Before departing for the travel, the group leader should pick up the travel packet from the Sport Club Office.

Below are some suggestions for completing Travel Request Forms:

- Coaches may ride in vehicles rented by the club with SCC funds, but may not drive them.
  - SCC funds must NOT be used to pay for any travel related items for a non-student coach. This is to include hotel rooms, registration of any kind, coaching fees, airline tickets or any other form of separate transportation.
- A “P.O.” line item must be created on the TRF for all expenses being charged to the sport club account.
  - Do not include items that the club is paying for out of outside club account in the breakdown of costs on the TRF.
  - Always include the hotel information on the TRF in the description area of the TRF (i.e., regardless of whether we are paying, we need to know where the group is staying).
  - Once a line item is created on the TRF (e.g., gas line item), it is an estimate and does not get finalized until the receipts are turned in; nothing has to be exact on the line items, but all items must be included on the TRF. For example, if gas was not included as a line item on the TRF, gas reimbursements CANNOT be made.
- All of the final forms for travel (i.e., receipts, agenda, results, and final roster) must be submitted at the same time at the close of the travel. We cannot send travel documents to A&SF Business Office in segments.
  - If no agenda/schedule was provided by the host institution, an agenda must be created by the club president. The agenda/schedule is proof that the group attended the event.
  - All paperwork must be submitted within two days following the travel return date.
  - The group leader is also responsible for turning in a Post Travel Form on IMLeagues after each event.
- The “Group Leader” must attend the trip, is the only one who can receive the reimbursements, and must be the one who signs the bottom of the trip roster form and TRF. The Group Leader must also be financially trained and have a W-9 form on file with A&SF.
- If the roster should change after the TRF is first submitted, a new SIGNED roster must be submitted up to two days before departure.
- Reimbursements can only be made for gas, tolls and mileage. These reimbursements cannot process until the group leader signs the “Group Summary Report”. If the gas reimbursement is not estimated on the original TRF, the club cannot request a gas reimbursement upon returning from the event.
- The address on the TRF for the group leader MUST match the address on MyUCF. Full names including middle initials must be provided for the Group Leader. Do not put middle names or nick names on the TRF.
- If the group leader is an employee of UCF, their reimbursement will be directly deposited and no social security number has to be provided. **A social security number is only needed for non UCF employees requesting a reimbursement fulfilled via a completed W-9 form which can be filled out in the Student Office.**
- If a club runs a toll, Enterprise charges the university P-Card, but the charge does not list the club responsible for the charges. A manual search must be completed to find the corresponding rental ([www.e-tolls.com](http://www.e-tolls.com)). This is a slow and difficult process of elimination that SHOULD be AVOIDED. Clubs are permitted to use a removable e-pass in their rental car under a personal account. Visit <https://www.sunpass.com/en/tolls/rentalVehicles.shtml> for more information regarding how you can set up your e-pass transponder in a rental vehicle. Accidents do happen, so if your club does run a toll, send an email to the Sport Club Graduate Assistant with the time and location of the missed toll. Upon return your club will be responsible to reimburse the SCC via check or money order (made to the order of UCF) for the related charge.
- Sport Clubs and members are responsible for reimbursing UCF and the SCC for any unused airline tickets.



# UCF Sport Club Council

## All SCC travel must adhere to the policies defined in ASF Financial Training manual, including:

- Enterprise is the only contracted rental car company. Gas reimbursements will be processed after the accountant receives all the gas receipts at the conclusion of the trip. Traveler may only be reimbursed up to the amount of the allocation for gas. **If a club uses their personal vehicles, mileage, not gas, may be provided for reimbursement.**
- Hotel rooms exceeding \$200 per night will need a justification. Examples of justification might be conference hotel, peak period travel, or expensive area.
- Unless there is an exception given by the university president, or his designee, hotels are not reimbursable expenses if the overnight or longer stay is less than 50 miles from the traveler's headquarters or home, whichever is farther, on an approved trip.
- If the cost of travel exceeds the approved allocation/bill, the organization or individual will be responsible to deposit the excess cost prior to travel. The individual or group leader's student record will be placed on hold for any outstanding balance or if required paperwork is not submitted.
- The Group Leader is required to complete Financial Training via Webcourses and is responsible to complete the travel request form (TRF) and group travel roster of travelers. The Group Leader's student record will be placed on hold if there is an outstanding balance or if necessary documentation is not submitted.
- Funding provided by the Student Government Association does not imply or express liability. Students and registered student organizations utilizing Activity & Service Fee funds for travel are not covered by University of Central Florida insurance unless travel is for official SGA business.

## Travel Roster

A Travel Roster should be turned in with the TRF. However, in the event the traveling group changes prior to departure, an updated roster must be submitted up to two days before departure. All group travelers must be registered club members, meaning the SCC Coordinator must have a Personal Data Sheet and waiver on each traveling member. All traveling members must be registered Activity and Service Fee paying students in good standing with the university. When entering information in a travel roster, all full names and UCFID must be filled out LEGIBLY. Failure to do so will result the club having to fill out a completely new travel roster.

\*Clubs may have tryouts for a travel roster but are not permitted to revoke membership to any participant unless they are no longer eligible to participate in an RSO via the OSI website or for any reason barring them entrance to the RWC.

## Travel Request Form – Non SCC Funds

If a club is traveling using club fundraised money, they must still complete a non SCC funded trip request found on IM Leagues. Since there is no payment being made for this travel, this form is due one week before travel.

## Travel Packet

Whenever a club is traveling a travel packet will be created and available in the club's mailbox 2 days before traveling. The travel packet will include:

- A copy of the TRF (including confirmation numbers/reservations, travel roster, and any other submitted information)
- A blank roster form in the event the traveling group changes before departure
- An emergency contact list for RWC and Sport Club staff members
- Safe travel tips/requirements
- A copy of the Serious Incident Protocol
- A copy of the travel itinerary that is on file with RWC staff (traveling members with phone numbers and emergency contacts, destination arrival and departure, hotel and flight information)

The travel packet also includes a check list of items to be returned in the travel packet. The required return items will always be highlighted.



# UCF Sport Club Council

## Reserving Hotels

Hotel reservations should be made prior to turning in the TRF and confirmation numbers should be provided on the TRF. It is recommended that the hotels be guaranteed by the group leader with a club/personal credit card and, after the travel is processed, the clubs/personal credit card will be released and the university's P-Card will be used. If the group leader chooses not to guarantee the rooms at the quoted rate, the Sport Club Coordinator also cannot guarantee those rates and availability. When planning an event, the group leader should check with the host school to find out if a host hotel is being used with a group rate.

Because every city has different hotel taxes, it is important to ask what the tax on the rooms will be so an accurate dollar estimate can be used on the TRF. All hotels in the state of Florida cannot charge the university P-Card for taxes. Before checking out it is important to 1) make sure the hotel charged the correct credit card and 2) make sure a Florida hotel did not charge the university P-Card for state taxes.

Lastly, it is recommended that the group leader designate one group member to assist in getting itemized hotel receipts at checkout.

## Reserving Airfare

When making airfare reservations, it is recommended that the group leader check the airline's group travel policies. Generally, making arrangements with a group travel department allows for one free name change on each ticket, free cancellation on 10% of the reservation, payment (sometimes with a deposit) to be made after reservations, and discounted rates. Every airline company is different, so it is recommended that the group leader contact the airline at least one month prior to departure. Most group travel contracts require 10 or more travelers and do not require any payment to make a temporary reservation (i.e., courtesy hold).

If the traveling group is smaller than the number required for group travel, payment for tickets may need to be made at the time of the reservation. In this case, the group leader should make arrangements to meet with the Sport Club Coordinator to make payment for tickets at the time of reservation. Using this method does not allow for free name changes. The club will be responsible for any name changes and unused tickets.

The group leader must keep all airline boarding passes as proof that each member used their ticket. These passes should be turned in with the travel packet.

Sport Clubs and members are responsible for reimbursing the SCC for any unused airline tickets.

## Enterprise Reservations

UCF has a state contract with Enterprise Rent-A-Car, which allows students over the age of 21 to rent vehicles at the state contracted rate. The number of vans/cars needed from Enterprise should be indicated on the Travel Request Form along with the names of the drivers for each vehicle. Additional drivers 21 and older may be added with the reservation as additional drivers. If the renter is 18 – 20 only the sedan vehicle class can be rented.

The RWC does not have the ability to loan RWC vans to RSO's; these are for RWC staff use only.

The rental contract includes 100% coverage for all collision damage to vehicles. Be sure to take the following actions if an accident should occur:

1. Report accident to rental vendor (i.e., Enterprise)
2. Obtain a police report
3. Advise UCF Sport Club Department
4. For serious or life threatening accidents, follow the Serious Incident Protocol (page 43)

\*Traffic violations and tickets are the sole responsibility of the driver.

If the club chooses to include gas & tolls on the TRF, they should be included with the estimate cost of the Enterprise rental and thus indicated on the TRF. Gas & tolls are the only reimbursement that is done with SCC funds. **A club should never pay for anything in advance, other than gas & tolls, with the expectation of being reimbursed.**

## Personal Vehicles

If a club chooses to travel using personal vehicles, it is recommended that the group leader verify that each person driving has insurance coverage suitable for group travel and a valid driver's license. It is also recommended that each personal vehicle undergo a safety inspection prior to departure.



# UCF Sport Club Council

A minimum safety check should include:

Seat/ Shoulder Belt	Headlights (low & high)	Taillights/ Brake Light	Horn
Windshield Wipers	Window Operation	Parking Brake	Mirrors
Tire Tread Depth	Turn Signals/ Hazards	Brake System	Engine Oil (service date)
Door Latches	Visual Hose Inspection	Floorboard Integrity	Defroster/Heat/AC
Visual Belt Inspection	Fluid Levels	No Battery Corrosion	Tire Inflation

If a personal vehicle does not pass the basic check listed above, it is strongly recommended that the vehicle NOT be used for a club travel event. UCF, the Recreation and Wellness Center, and the Sport Club Council is NOT responsible for vehicle damage while on a trip or event.

## Registration

If a club chooses to have their travel registration fees paid for by the university with SCC funds, it is recommended that the registration be paid by credit card (university P-Card). However, if registration must be paid by check it is necessary to allow 30-60 days for a university check. For this purpose, it is recommended that if registration fees cannot be paid by P-Card, the club use fundraised money for these costs.

\*Anytime the university makes payment with a check a W9 must be submitted to university Finance and Accounting. All W9 forms are kept on file with the university and need to only be submitted once.

Registration fees that are linked to travel CANNOT be paid with a PRF. The registration payment must be included on the TRF.

Any links or specific information (names, special codes, etc.) should be emailed to the Sport Club Coordinator directly.

## Post Travel Report

After returning to UCF, all travel paperwork is due by the second business day following the event. Following an event, each club must submit online a Post Travel Report and results from the event.

All forms and receipts can be turned into the Sport Club Office in the Recreation and Wellness Center.

\*Failure to return all items required for post travel may result in full suspension of club operations until all items are turned in to the Graduate Assistant in the Student Office.



# UCF Sport Club Council

## 6. FACILITY USAGE & RESERVATIONS

### General Policies

Practice schedules will be made on a semester basis; in the event of a conflict due to available facility space, priority will be based on:

- Competitive Season > non-competitive season
- Tier Level (Tier 3>Tier 2>Tier 1> Probationary)
- # of points
- Tie Breaker – Number of years belonging to the SCC

Clubs may reserve appropriate indoor or outdoor facilities for meetings, practices, and competitions. Requests must be made through the Home Event form on IM Leagues at least two (2) weeks in advance in order to accommodate club and Recreation and Wellness Center needs. Reservation requests will be processed based on availability of facilities, type of event, status of the club, and time of request. Requests made within two (2) weeks of desired date may result in scheduling conflicts and other organizations will not be bumped in order to accommodate sport club requests, therefore should be avoided.

Complete schedule/itinerary of the event must be turned to Sport Club Office two weeks prior to the event, with a list of the team(s) that will be attending and the approximate number of participants and spectators. If any changes are made within two (2) weeks of the event, the Sport Club Coordinator must be notified.

#### **Clubs are responsible for cleaning up their event area upon completion of the event.**

No alcohol, tobacco, or pets are permitted in the Recreation & Wellness Center or outdoor facilities at any time, with the exception of service animals.

If policies and procedures are not followed prior to or during the event, the club may not be allowed further facility use, and may have other disciplinary actions taken against them.

Admission cannot be charged to UCF Students for any sport club event unless the event is facilitated by a third party in non-UCF owned facilities.

Visiting clubs/teams may use locker room facilities if a one (1) week notice is given. Visiting clubs/teams must bring their own shower supplies, including towels.

Recreation and Wellness Center Staff have the right to remove anyone not following policies and procedures.

If a club cancels a home event within two business days prior to the competition, the club may have to pay a fine for staffing charges. If the competition is cancelled by the Recreation & Wellness Center staff due to inclement weather, clubs will not be charged.

\*Space cannot be guaranteed and all reservations are subject to change. The earlier the request is made, the better we are able to accommodate your club.

\*\* If clubs do not follow proper procedures disciplinary action may be taken against the club/club members by the Sport Clubs Council and may be referred to Student Conduct.

## Spaces Available for Reservation

### Indoor Events

Ferrell Commons

College of Education Gym

- 2 Multi-Purpose Courts
- 3 Volleyball Courts
- 4 Badminton Courts

RWC

- 6 Multi-Purpose Courts
- Room 206, 249
- Wet Classroom
- Lap Pool
- 4 Racquetball Courts



# UCF Sport Club Council

- Climbing Tower
- RWC Park

## Outdoor Events

### RWC Park Complex

- 1 Sport Club Field
- 2 IM Grass Fields
- 6 Lighted Turf Fields

### RWC

- Lap Pool
- Leisure Pool
- 9 Tennis Courts

### Lake Claire Pavilions



# UCF Sport Club Council

## 7. RISK MANAGEMENT & SAFETY

The safety of the Sport Club participants and their spectators are of the utmost importance. A good risk management plan will increase the safety for both the participants and the spectators. The Sport Club Staff will provide clubs with the resources needed to implement a comprehensive risk management plan. Team leaders and coaches/instructors are ultimately responsible for insuring that games, practices, competition, and club activities are safe. Club members must act in a safe and responsible manner.

Each club is required to keep an updated Risk Management Plan outlining the club's management of risk as it relates to injury prevention. A Risk Management Plan Template can be found on IM Leagues.

### Elements of Risk Management

1. Identification – Prior to hosting an event, traveling to a competition, or competing in any other activity clubs should work to identify the risks associated with that activity. Risks do not include only those things that can lead to injury, but also include risks to club's finances, image, etc. This plan will include the elements of risk management most closely associated with injury prevention, safety and response.
2. Evaluation – Once you have identified the risks associated with the club's activities, these risks should be evaluated to determine their severity and probability. A proper evaluation of these risks will assist the club in determining the best way to handle each risk.
3. Treatment – Once the risks have been evaluated, clubs must determine the most effective method for managing each risk. Clubs may choose to do one of three things after evaluation: eliminate, limit, or accept the risks. All sport clubs, by their nature, involve risks; therefore, the answer should not always be to eliminate the activity simply because the risk exists. Instead, clubs should work to determine how to best manage and minimize the risks.
4. Implementation – Once the most effective method for managing the risk has been identified clubs should implement the risk management plan. This could include physical modifications, proper signage, extensive advertising, pre-event planning, etc. The Implementation possibilities are endless and should be discussed with the Sport Club Staff.

In addition to the policies found in this handbook, the Sport Club Staff has developed the following guidelines to reduce the risk to the students participating in Sport Clubs.

### Athletic Trainers

The RWC employs both full time NATA Certified Athletic Trainer and Part Time NATA Certified Athletic Trainers. Trainers will be provided for most home events and tournaments. If more than one event is taking place, the trainers will be placed at the higher risk game/tournament as indicated by the NCAA Sports Medicine Handbook. Athletic Trainers can be requested for off-campus events. Requests must be made at least 2 weeks in advance. Scheduling is not guaranteed and is made at the discretion of the AT coordinator. Athletic Trainers will also be available during the week. Although not stationed at specific practices, they can be contacted in the event there is a severe injury during practices. The Athletic Trainers may be in the Athletic Training office for coverage hours or located at an Intramural Event. RWC athletic trainers will have full medical jurisdiction at sport club home events. The protocol for contacting an Athletic Trainer during practice times is as follows:

#### Athletic Trainer – Coverage Hours

- Call the AT Office at 407-823-2408
- Check RWC website (rec.ucf.edu)

#### Athletic Trainer – Located at an Intramural Event

- Call the RWC main office at 407-823-2408.
- Give the Office the name of your club, location of practice, and nature of injury
- Ask Office to radio the Athletic Trainer at 900 and relay information

#### Athletic Training Open Hours – AT Room in the RWC

- Open Clinic Hours: Mon-Fri 2:00pm-5:00pm
- Sport Club Clinic Hours: Wed 1:00pm-6:00pm

\*For additional information regarding Athletic Training services at the RWC refer to <http://rwc.sdes.ucf.edu/>



# UCF Sport Club Council

## First Aid Kits/AED

It is a requirement that each sport club have a first aid kit accessible during all practices and competition events. First Aid kits are available to check out during travel. The RWC provides first aid kits in the following locations:

- RWC First Aid Station (first floor near athletic training office)
- Building 25 in both the men's and women's locker/storage room
- RWC Park (during open hours with Park Attendants)
- RWC Pools
- Ferrell Commons (in main room, right of the door leading to parking lot)
- College of Education Fitness Center

While most clubs do not have the resources to own/purchase an AED (Automated External Defibrillator), each club should note in their Risk Management Plan the nearest AED location. Below are nearest AED's for sport club practice locations:

- Ferrell: in main room, right of the door leading to parking lot
- Sport Club Field: RWC Park (Turf Fields)
- RWC Pool: On Site
- RWC Courts: RWC (RWC First Aid Station)
- College of Education Gym: ED 179 (Wellness & Research Center – C.O.E. Workout Center)
- Off-Campus: Check with facility

## CPR/AED/First Aid

It is required that at least two (2) officers obtain current CPR/AED/First Aid certifications, the Risk Management Officer has to be one of the two officers. Copies of the current certifications for each club must be kept with Sport Club Coordinator and/or Sport Club Council President. The RWC offers CPR/AED and First Aid classes at a \$7 reduced rate. The RWC extends this service to sport club coaches who are not A&SF paying students. This rate covers the cost of the certification card. Students can sign up for classes by calling or visiting the RWC Administrative Office. Practice labs are also offered for students who hold current certifications. Club officers are eligible to sign-up for the blended First Aid/CPR/AED and should make these arrangements in the Administration Office at the RWC. A list of certification classes and labs can be found online at <http://rec.ucf.edu/>

## Incident & Injuries

In the event there is an injury or incident, it must be documented for the club, the participant, and the University's protection. The injury/incident should then be reported to the Sport Club Coordinator. If the injury/incident does not require EMS to be called, please follow the protocol outlined below:

### *When to fill out an **Incident Report**:*

An incident report should be completed when an atypical situation occurs. For example:

- Physical altercations
- Removing someone from the facility
- Damage to property
- Report of stolen property, etc.

### *When to fill out an **Injury Report**:*

- Someone is injured
- Someone is ill/sick.

### Writing an Effective Incident Report or Injury Report

When it becomes necessary to write a report, gather all possible facts concerning the incident or injury. Avoid accusations and search out facts systematically and objectively. If there are any doubts about real facts of a situation, the benefit of the doubt belongs to the patron. Clearly indicate what fact is and what suspicion is.

1. The report form should be filled in as completely and accurately as possible. The report must be turned in to the Sport Club Coordinator.
2. Neatness does count! Please make sure your handwriting is legible, this is an official university document.





# UCF Sport Club Council

3. Try to accurately determine the time, date, and location where the incident/injury occurred.
4. Fill out the **entire** report and be sure to include the phone numbers of all the parties involved and/or any witnesses to the incident/injury. Use an additional page if necessary.
5. Remember that you are responsible for protecting the confidentiality of students.
6. Obtain a case number for situations where the police or EMS is called.
7. At the bottom of the injury report, print, sign, and date the report as the sport club officer/witness and document your title in the place of “employee” (i.e. President, Risk Manager).

## Writing description of events on an Incident/Injury Report

1. The key to a good incident/injury report is to be concise, clear, and logical.
2. Describe the events in chronological order. Trace the steps and describe the events of an incident/injury: what was seen, heard, or smelled, and by whom.
3. Information from another person should be noted as such and that person’s name should be listed on the report as a witness.
4. Whenever you have made a judgment about a person’s behavior, support your judgment by an observation. For example, “It seemed that John was slurring his words as he stumbled down the hallway to the basketball courts”.

## Important

Keep in mind that the incident/injury report is an official document! Stick to the facts of the situation. If you feel the need to make personal or editorial comment about the incident, please write these comments on a separate sheet, and give it to your supervisor. It is not appropriate to make such comments on the report.

## **Calling EMS**

You should call 911 from a University Phone immediately in the following situations:

1. The victim is unconscious, not breathing, or shows no signs of life
2. You suspect a head, neck, or back injury
3. A victim is having trouble breathing or shows signs of a heart attack
4. Unusual or severe bleeding
5. Seizures
6. A victim is near drowning
7. Severe burns
8. The victim is in shock

**After EMS has been called, immediately call the Sport Club Coordinator and Athletic Training Coordinator.**

## **Inclement & Severe Weather**

To ensure the fields are maintained properly careful consideration will be made when programming events during rain or on wet fields. If standing water is visible or the possibility of damaging the fields exists, events will be cancelled and rescheduled. For weekly practices, the decision to close the fields will be made prior to the start of the first scheduled practice – if there is any question or doubt, reschedule your event. Stay up to date with the Intramural and Sport Club Council Twitter feed or call the RWC. During inclement weather listen to the Park staffs direction and clear the fields into designated areas as quickly and safely as possible. An all clear will be given when it is safe to re-enter the facilities.



# UCF Sport Club Council

## 8. Appendix

### Sport Clubs

ADAPTIVE & INCLUSIVE	2019	TIER 3
BADMINTON	2005	TIER 3
BASEBALL	2000*	TIER 2
BOWLING	2001*	TIER 2
BRAZILIAN JIU JITSU	2005	TIER 3
CUONG NHU	2005	TIER 3
CYCLING	2009	TIER 3
EQUESTRIAN	2011	TIER 1
FENCING	2005	TIER 3
GAMING KNIGHTS	2018	TIER 3
GOLF	2012	TIER 2
ICE HOCKEY	1997*	TIER 1
JUDO	2016	TIER 3
KENDO	2008	TIER 3
KITEBOARDING	2003	TIER 3
MEN'S LACROSSE	1997*	TIER 1
WOMEN'S LACROSSE	1998*	TIER 2
PAINTBALL	2013	TIER 2
RACQUETBALL	2011	TIER 3
ROCK CLIMBING	2001*	TIER 2
ROWING	1972*	TIER 1
MEN'S RUGBY	1998*	TIER 1
WOMEN'S RUGBY	1998*	TIER 2
RUNNING	2011	TIER 2
SAILING	2019	TIER 3
SCUBA	2012	TIER 3
MEN'S SOCCER	2003	TIER 3
WOMEN'S SOCCER	2004	TIER 3
SOFTBALL	2008	TIER 3
SURF	2004	TIER 3
SWIM	2006	TIER 2
TABLE TENNIS	2003	TIER 3
TAE KWON DO	2009	TIER 3
TENNIS	2001	TIER 2
TRIATHLON	2006	TIER 2
MEN'S ULTIMATE FRISBEE	2004	TIER 1
WOMEN'S ULTIMATE FRISBEE	2009	TIER 2
MEN'S VOLLEYBALL	2004	TIER 2
WOMEN'S VOLLEYBALL	2007	TIER 2
WAKEBOARDING	2009	TIER 2
MEN'S WATER POLO	2004	TIER 3
WOMEN'S WATER POLO	2002*	TIER 2
WRESTLING	2001*	TIER 1

THE SPORT CLUB COUNCIL WAS FOUNDED IN 2003. THOSE WITH AN ASTERISK WERE FOUNDED PRIOR TO ITS INCEPTION.