CLUB SPORTS PROGRAM

POLICIES AND PROCEDURES

Approved

By

Recreational Sports and Fitness

AMERICAN UNIVERSITY

Washington, District of Columbia

2012-2013
Revised August 2012

All changes for the 2012-2013 school year will be in this type.

INTRODUCTION

The Club Sports program is sponsored by Recreational Sports and Fitness, a unit of the Department of Athletics and Recreation, and consists of all recognized clubs. The Club Sport program compliments the University's intercollegiate athletic programs, intramural activities, physical education class offerings, and fitness center programs. The Club Sport Program is administered by the Director of Intramural and Club Sports who offers professional guidance to the clubs. Each club is formed, developed, governed, and administered by the student membership of that particular club working in conjunction with the Club Sport Office. The key to success with this program is student leadership, interest, participation and involvement. Club Sports are governed by the rules and regulations established for all recognized student organizations on the American University campus and by those established by the Office of Recreational Sports and Fitness.

This handbook has been prepared to assist clubs in the administration of their program. The officers of each club are expected to become familiar with this handbook. Situations involving Club Sport business or any activities that are not covered in this handbook should be referred to the Club Sport office. Information in this handbook is subject to change. New policies, procedures or additions/changes to existing policies or procedures made due to unforeseen circumstances during the academic year shall be deemed official even though not printed in this publication. These additions/changes will be available on the Club Sports website and distributed through e-mail to the Club presidents.

PURPOSE OF THE CLUB SPORT PROGRAM

The Club Sport Program promotes student participation in a variety of physical and athletic activities and gives students opportunities to engage in the activity of their choice at various skill levels. Club Sports contributes to the development of student leadership and provides a common bond between individuals. While the Office of Recreational Sports and Fitness assists in the development and growth of Club Sports, the emphasis of the program is on student leadership and involvement. The existence of each Club Sport and the degree, to which they are successful, is dependent upon student interest and involvement.

DEFINITION OF A CLUB SPORT

A Club Sport is defined as a registered student organization that exists to promote and develop interest in a particular sport or physical activity with competition against other institutions of higher education. Club Sports are strictly voluntary. Involvement in a Club Sport enhances the student's college experience and contributes to the student's overall education. Club Sports are officially sponsored by American University through the Office of Recreational Sports and Fitness. Sponsorship requires supervision and assumption of responsibility for all Club actions and activities.

ROLE OF THE DIRECTOR OF CLUB SPORTS

The Assistant Director of Intramurals & Club Sports serves primarily as an advisor and resource person for Club Sport leaders and is available to assist student representatives with Club business. It is the Assistant Director's responsibility to monitor Club activities to ensure all University procedures are being followed, to assist Clubs in implementing sound safety practices, to manage Club funds in accordance with University fiscal policy, to facilitate Club activities and to ensure the policies and procedures are followed. The Assistant Director will allow Clubs as much freedom to operate as possible, provided they operate within the regulations and guidelines herein. The director shall have the ability to make decisions on items not specifically covered in this manual with the consultation of the Director of Recreational Sports & Fitness.

CLUB RESPONSIBILITIES AND REQUIREMENTS

The responsibilities listed below should be considered guidelines and not a complete listing of the representative's duties. Anything pertaining to the relationship between the Club and the Office of Recreational Sports and Fitness is the responsibility of the student representative. Each Club should appoint or designate a responsible student representative to perform the following duties:

1. Assure that all club members have personal health insurance and submit a copy of their insurance card to the Club Sport Office.

2. Develop and maintain an accurate membership roster at the beginning of each semester and submit it to the Club Sport Office. Update it throughout the semester as needed.

3. Check, on a weekly basis, the Club's mailbox located in Sports Center Room G-03.

4. Inform Club members of policies, procedures, expectations, emergency procedures and other regulations that must be followed. Monitor all Club events, assuring that all policies and procedures are followed.

5. Meet with Director to plan and obtain approval for travel, publications, equipment, t-shirt designs and other Club business.

6. Submit required forms complete and on time.

7. Assure that all club financial obligations are met.

8. Report any injury that occurs at any Club event to the Club Sport Office within 24 hours.

9. Compile a semester report and submit to the Club Sport Office at the end of each semester.

10. Maintain complete inventory records and update the Club's inventory when requested by the Club Sport Office.

11. Every Club must submit a current copy of the Club's constitution at the beginning of the Fall Semester to the Club Sport Office and update the constitution for approval by the membership as needed.

CLUB OFFICER ELECTIONS

All clubs are required to have their officer terms run from May 15 until May 14 of the following year. All students wishing to run for office for the upcoming academic year must be present for the entire academic year (cannot be abroad for a semester). Club elections will be held no later than February 15th for the upcoming year. Election procedures will be set by each individual club's constitution.

SAFETY PROCEDURES

To provide a safe and positive recreational experience for all participants, it is necessary to anticipate situations to prevent accidents and injuries. It is strongly recommended that every Club Sport develop, implement and practice the following safety policies:

1. Club Sport officers, Club members, coaches, and instructors should emphasize safety during all Club-related activities.

2. Encourage all Club members to have a **physical examination prior to participation**. The national associations governing some sports offer supplemental accident and liability insurance for members. Check to see if your activity provides or offers this type of coverage.

3. Review the Club's emergency procedures with the Club Sport Office.

4. Inspect fields and facilities prior to every practice session, game, or special event. Report unsafe conditions to the proper managing authority. **Do not use facilities or equipment if they appear unsafe.**

5. Have at least two members certified in First Aid and CPR available at Club practices, games, and events.

6. Submit an injury report for injuries that occur to Club members during Club events or practices. **These reports must be submitted to the Club Sport Office within 24 hours after the occurrence.** Injury Report form is available in the Club Sport Office or online.

7. Swim Tests: All club members involved in an aquatic activity should pass a swimming test prior to becoming accepted into the Club. Arrangements for pool time for testing and suggestions for the appropriate swim test to be administered should be discussed with the Club Sport Office. The following Clubs must conduct swim tests: Crew, Sailing, and Water Polo.

8. Have a first aid kit available at all Club practices and competitions.

American University and the Office of Recreational Sports and Fitness cannot be responsible for any injury or property loss incurred by participants while involved in any Recreational Sports program.

ELIGIBILITY

All guidelines governing the Club Sport Program are written to protect the rights and safety of each participant and are designed to provide fair and equal opportunity for all persons eligible to participate in Club activities.

Membership

1. All currently enrolled American University students must be given the opportunity each semester to join a Sport Club. Members must recognize that only a certain number can realistically engage in competition. Only **student** members of a Club may hold an office in the Club and vote on Club matters. Some Clubs may have participation restrictions due to conference and/or league affiliation.

2. Members of the faculty/staff may apply for affiliate Club membership. Faculty/Staff Club affiliate members may **not** hold an office within the Club, or **vote** on Club matters or in elections.

3. Each member and coach (including affiliate members) of a Club Sport must complete a Membership packet, submit a copy of their current medical insurance card (both must be on file with the Club Sport office), pay club dues, and be listed on the Club's membership roster before he/she is recognized as an official member of the Club Sport.

4. Athletic scholarships are not awarded by the Office of Recreational Sports and Fitness for Club Sport participation.

5. Intercollegiate athletes are eligible for membership in a Club Sport without restrictions due to intercollegiate team affiliation except by any regulations set by the NCAA and/or the varsity team.

Certification of Eligibility for Competition

1. All Club Sport teams must abide by Conference, Regional, State, NIRSA or NCAA rules and regulations in competition that has such guidelines.

2. Teams competing in NIRSA Sport Club tournaments must meet the eligibility requirements set forth by NIRSA. These requirements can be picked up in the Club Sports Office.

3. Club teams desiring to enter competition may be required to obtain certificates of eligibility from the University before entries are accepted. Individual Club members should request certification

in person at the Registrar's Office, located in the Asbury building Room 200. Please allow up to three weeks for the certification process to be completed.

CLUB STATUS

The Club Sport program is structured with two tiers of Club membership status:

I. Conditional Membership
II. Full Membership

Conditional Membership
The conditional tier is designated for Clubs in their first year of organization within the Club Sport program. Conditional Clubs will have one year to demonstrate stability in terms of Club administration, student interest, and support in terms of having the appropriate number of active Club members. **Financial assistance from the Office of Recreational Sports and Fitness is NOT available for conditional Clubs.** Upon successful completion of conditional status, a Club will automatically be elevated to the Full level.

Criteria

- Ability to maintain a membership of at least 10 (or the minimum number required by the activity) active student members
- Demonstrate effective Club leadership
- Complete financial self-support

Full Membership
The full tier is designated for all Clubs not under the conditional tier. Clubs submitting a budget proposal according to the guidelines set forth in the Budget Appropriation section will be able to receive some funding.

Criteria

- Demonstrated effective Club leadership for one year or longer
- Primarily self-supporting organization with most funding raised by the Club
- Demonstrated commitment to Recreational Sports and Fitness and American University by following prescribed policy and procedures.

Maintaining Full Membership

In addition to the criteria listed above, a Club's continued Full Membership status depends on the purpose, goals, and longevity of the Club. The Club Sport Office will review each Club's status at the end of each spring semester.

To retain sponsorship, the following general requirements must have been met:

1. Student interest in the Club was demonstrated by a membership of either (1) seven active members, or (2) the minimum number of members (over 7) needed to participate in the activity.
2. *The Club is actively participating in tournaments or part of a league. Clubs that do not compete within the academic year will be dropped to conditional status for one year. During the 'conditional year' the club must compete locally or regionally (will not be eligible for national tournaments) to regain full membership.*
3. *Clubs that are inactive for two years will lose accrued funding*
4. The Club was represented at all meetings.
5. The Club's purpose and activity continued to be consistent with the Office of Recreational Sports and Fitness' purpose and philosophy.
6. University and Club Sport guidelines as outlined in this manual were followed.
7. Collect at least $25 from each active member each semester.
8. An accurate inventory of equipment was maintained and kept on file in the Club Sport Office.
9. All Club equipment was maintained, issued, accounted for and stored adequately.
10. The Club Sport Office continues to have the necessary resources to supervise the Club and its activities.
11. All appropriate forms were filed as directed at the specified time during the year.

BECOMING A SPONSORED CLUB SPORT

Any group of students with a collective interest in a sport or activity has the ability to start a new Club Sport. The process for doing so is outlined in the steps below. If you have any questions, comments, or concerns with the process, please feel free to contact the Club Sports Office for assistance.

1. Ensure that students are willing to serve as "Officers" for the Club. Officers are the main leadership of the Club. The required officers are President, Safety Officer and Treasurer.

2. Recruit interested athletes by promoting and conducting an informational meeting on campus.

3. The new Club will be required to collect dues from each member of at least $25 to cover any start-up costs for the club.

4. The new Club will be required to meet monthly with the Director of Intramural and Club Sports to discuss the progress and status of the Club.

5. The Club will be under evaluation for an entire year in regards to meeting attendance, paperwork compliance, and following of policies and procedures.

6. Clubs serving their 1 year Conditional Period are not eligible to receive funding.

PARTICIPATION IN CLUB SPORT NATIONAL CHAMPIONSHIPS

American University is an institutional member of NIRSA, Leaders in Collegiate Recreation. NIRSA conducts national championship events for Club Sports. If NIRSA is conducting a national championship in a particular activity, the Club Sports office will only support a Club Sport's participation at the NIRSA event. **A Club Sport may not represent American University at a non-NIRSA sponsored national championship unless there is no championship in that activity conducted by the NIRSA**. The NIRSA currently conducts championships in Flag Football, Basketball, Soccer, and Tennis.

Clubs competing in national championships will incur the cost of the Assistant Director, to serve a chaperone to the event. Clubs are strongly encouraged to contact the Assistant Director at the beginning of the season to discuss plans to participate in national tournaments.

Only Clubs with Full Membership status are eligible to participate in national tournaments.

THE COACH'S ROLE AND RESPONSIBILITY

<u>Securing a Coach/Instructor</u>

If a Club wants to use the services of a coach/instructor, prior to the semester the prospective coach/instructor must complete the following forms:
1. Professional Service Agreement (coaches receiving payment)
2. Coach's Agreement (non-paid coaches)
3. Coach's Application
4. Participant Registration Form
5. Waiver Form
6. Proof of Medical Insurance (both sides)
7. Copy of Driver's License (both sides)

Coaches will not be permitted to participate in any club activities until the above forms are received

The coach or instructor is neither an employee of the Department of Athletics and Recreation nor American University.

Coach/Instructor Conduct

Although coaches/instructors are not employees of the University, they will be expected to adhere to all University policies including sexual harassment.

Responsibilities

1. *Each coach must complete a participant registration form, waiver form and submit a copy of their driver's license and current medical insurance card.*

2. It is recommended that all coaches possess personal medical and liability insurance.

3. The coach must be aware of and follow **all** University and departmental procedures relative to the Club Sport program.

4. The coach should restrict his/her contributions to coaching and **refrain from activities involved in the Club's management**. A Club Sport is first and foremost a student organization and, as such, **the student representative (not the coach) must serve as the liaison between the Club and the Club Sport Staff**. The philosophy and key to the success of the Club Sport program has been the continued emphasis placed on student leadership and participation.

5. Club business matters (hosting tournaments, submitting forms, equipment requests) must be handled by the student members with the coach serving in an advisory capacity. Club activities and events should be a team effort and not left solely to the coach or student representatives.

6. Participation in the Club Sport Program is completely voluntary; therefore monetary rewards or scholarships shall not be promised or given to any member or prospective member by the coach.

7. Coaches must help ensure good sportsmanship at all times. Individuals must always conduct themselves in a manner that does not detract from the reputation of the University. This includes behavior in game situations, contact with other teams and even interaction with staff. When involved in off-campus events or when traveling, be aware that the Club is still representing the University.

8. Coaches should refrain from making appointments with Athletics and Recreation Department staff without first informing the Director of Intramural and Club Sports. Coaches should refrain from contacting the Director of Intramural and Club Sports without first talking to the club president.

9. The Club Sport staff has the right and obligation to protect the Club, and if, in the staff's opinion, the coach is not working in the best interests of the Club, the coach will be relieved of his/her coaching duties.

10. Coaches must be recommended by Club members and must submit a new information form each academic year in order to coach. **Continuation of coaching status is not automatic.**

THE PRESIDENT'S COUNCIL

The American University Club Sport President's Council is a student advisory group that assists in the Club Sport Office in administering the Club Sport program.

Duties

1. Serve as an appeal board and rule on Club appeals regarding decisions made by the Club Sport staff.

2. Make recommendations regarding revisions to the Club Sport Manual for the following year.

3. Make recommendations, offer advice and assist in the decision making process in other matters when requested to do so by the Club Sport staff.

Membership

1. The Assistant Director of Intramural and Club Sports, the Director of Recreational Sports & Fitness and all Club Presidents.

2. The Directors will be non-voting on the council, but may take part in discussion.

3. The Director of Intramural and Club Sports or his/her delegate will serve as chairperson for regular meetings. For appeals, the chair will be rotated among student members.

4. Club Presidents may designate a representative from their Club to serve in their place.

5. In cases of tie votes in regular meetings, the Director of Intramural and Club Sports or their delegate will vote to break the tie.

CLUB SPORT RIGHTS AND EXPECTATIONS

Each Club Sport has the obligation to have the approval of the Club Sport Office prior to acting on items, issues, or ideas that are not covered in this handbook. If a Club chooses to act independently, they risk losing sponsorship. **Club social events are not sponsored by Recreational Sports and Fitness and must NOT be advertised as part of the Club's official activities.**

STANDARDS OF CONDUCT

The basic concept underlying the University's code of conduct is that students, by enrolling in the University, assume an obligation to conduct themselves and their organizations in a manner compatible with the University's function as an educational institution. Individuals must always conduct themselves in a manner that does not detract from the reputation of the University. This includes behavior in game situations as well as contact with other teams and event staff. When involved in off-campus events or when traveling, be aware that the Club is still representing the University and bound by the Student Code of Conduct.

DISCIPLINE PROCESS

Violation of or non-compliance with University policies, campus regulations, Club Sport procedures, or standards of conduct may result in loss of membership or other disciplinary action against the Club Sport involved. The discipline process has been developed to assist Club leaders in correcting mistakes that have caused problems for the Club and the University.

Minor Infractions (examples would be non-attendance at meetings or failure to submit required forms on time)

1. First Infraction – if the violation is the Club's first during the current academic year, and the Club is not on probation from violations committed the previous year, the following steps are taken:

    a. The Club is placed on probation for a designated period of time or until the Club corrects the situation.

    b. The Club Sport staff will notify the Club stating:
        - The reason for the probation
        - The length of the probationary period
        - The possible consequences the Club will face if additional infractions occur

2. Two or more Minor Infractions

    a. The Club's funds may be frozen and/or a part of the Club's allocation may be forfeited.

    b. The Club Sport staff may take any action deemed appropriate, including determining the amount of allocation forfeited by the Club.

c. The Club is notified in writing.

d. The Club is notified of their right to appeal.

Major Infractions (these include Club actions that are outside of acceptable standards of conduct or are in violation of the Club Sport or University's rules, guidelines or Code of Conduct)

1. Examples of major infractions include, but are not limited to, the following situations:

    a. Displaying conduct that is incompatible with the University's function as an educational institution and the purpose of the Club Sport program (i.e. unsportsmanlike conduct toward officials or opponents or disruptive behavior on trips).

    b. Misusing Club funds and/or abusive use of Club funds.

    c. Allowing ineligible individuals to participate in Club activities.

    d. Compromising the safety of club members while traveling.

    e. Transporting and/or consuming alcohol or illegal substances while on official club trips.

2. For all major infractions:

    a. A meeting with the Club officers and the Club Sport staff is scheduled.

    b. Input from appropriate administrators and staff members is solicited when appropriate.

    c. The Director of Intramural and Club Sports and/or the Director of Recreational Sports and Fitness determine(s) the disciplinary action to be taken.

    d. The Club is notified in writing of the decision and is advised of their right to appeal the decision.

Disciplinary Actions

Possible disciplinary actions that may be taken against a Club for infractions include:

1. Probation

2. Frozen funds

3. Loss of funding

4. Loss of travel privileges

5. Loss of Club sponsorship

Notification of disciplinary action is placed in the Club's mailbox in the Club Sport office. In the case of extreme misconduct, clubs and/or individuals will be referred to Student Conflict and Conflict Resolution Office.

APPEAL PROCESS

The appeal process exists to insure that all disciplinary actions taken against club organizations are equitable. The person/council to whom a disciplinary decision is appealed will review the previous decision and rule on its appropriateness given the infraction(s) committed. With the concept of equity in mind, be forewarned that appeal of a disciplinary decision that seems extreme to the Club could result in an even stiffer penalty being levied by the person/council who hears the appeal. To file an appeal, follow the appropriate steps listed below:

1. Decisions of the Director of Intramural and Club Sports *on minor infractions* may be appealed to the President's Council by following these procedures:

    a. Written notification from the Club representative to the Director of Intramural and Club Sports indicating the Club's reason for the appeal and any circumstances related to the situation that caused the infraction must be submitted within (72) seventy-two hours after the notification is placed in the Club's mailbox and by e-mail to the Club president.

    b. A hearing will be scheduled with the *Executive* Council. Copies of the Club's appeal statement will be distributed to the Council members. Upon hearing the case, the Council will uphold, reject or modify the Director's decision.

    c. Decisions by the executive council are final except in cases where the Club's sponsorship is in question or any other major infraction at the discretion of the Director of Recreational Sports and Fitness.

2. Decisions regarding loss of sponsorship or major infractions may be appealed to the Director of Recreational Sports and Fitness as outlined below:

    a. Written notification from the Club representative to the Director of Recreational Sports or his/her delegate indicating the Club's reason for the appeal and any circumstances related to the situation that caused the infraction must be submitted within (72) seventy-two hours after the notification is placed in the Club's mailbox and by e-mail to the Club president.

    b. The Director of Recreational Sports & Fitness may choose to hear the appeal or deny the request.

    c. If the Director chooses to hear the appeal, then a meeting will be scheduled in order to present an oral appeal to the Director of Recreational Sports and Fitness.

    d. The decision of the Director of Recreational Sports and Fitness is final.

THE CLUB SPORT OFFICE

Director of Intramural and Club Sports

The Director will provide assistance in planning the Club's activities and scheduling competitions with other universities' Club Sports and teams. Prior approval of Club activities including travel, events, publicity, budget expenditures and facility reservations is required. The Director is available for consultation regarding any aspect of your organization. If the Director cannot assist the Club, the Club will be referred to an office that can. **The responsibility to seek assistance of the Director is that of the student representatives**. Club representatives should schedule an appointment with the Director to assure needed attention is provided. Call or e-mail at least 24 hours in advance to make an appointment.

Mail Collection

Mail boxes for each Club are provided in Sports Center, Room G-03. Any letters, phone messages, or notes regarding the Club that come to the Department of Athletics and Recreation or the Club Sports office will be placed in the Club's box. Mailboxes should be checked at least once a week. Letters from prospective students interested in American University and in a particular sport should be answered by the Club secretary, student representative or a Club member appointed to respond to these letters. The Club Sport Office will type the responses if legible drafts are submitted. Each Club will be provided a reasonable amount of postage to mail out official Club material.

Mailing Address

Attn: Club Sports Director (name)
Sports Center G-03

4400 Massachusetts Ave, NW
Washington, DC 20016

Telephone Procedures

Long distance phone calls concerning a Club's business (competition, equipment order, etc.) can be made in the Club Sport office. The Club Sport staff will assist in placing the calls for the Club.

Typing and Duplication Services

Typing and duplication services are available through the Club Sports office. All requested work must be approved by the Director of Intramural and Club Sports and at least five working days' notice should be given. The services will be done if the work schedule of staff allows time and if the original copy is well written and legible. Clubs may request duplication services from the Club Sport office. The availability of this service is based upon copier load and amount to be copied. Clubs will be allotted a fixed amount of white paper for duplication each academic year. Once a Club has used its allocation, it may purchase paper to use in the process and bring in to the Club Sports office or the Director of Intramural and Club Sports will charge the club at a rate equal to the cost of the paper per copy.

FACILITY RESERVATIONS

Club Sports may request the use of Recreational Sports facilities for activities. **Requests must be made through the Club Sport Office and approved by the Director through coordination with the Director of Facilities and Operations**. Clubs must complete and submit the Facility Request form to the Club Sports office as far in advance as possible to improve the likelihood of available space. All facilities are shared with Athletics and the Department of Health & Fitness which makes availability somewhat limited. It usually takes one to two weeks before a facility reservation request can be confirmed or denied. Dates will be set aside for Club competition on campus. Clubs will be notified of the dates and number of times that are available to them prior to each semester. Clubs wanting to reserve meeting space in other spaces on campus should use the room reservation process through the University portal.

Expectations When Using University Facilities

Any time a Club has reserved a facility, it must be used. If the Club cancels a practice, game, or any reservation, the Club representative must contact the Club Sport staff at least 24 hours before the reservation is in effect. Failure to use a reserved area jeopardizes the Club's ability to reserve facilities for future use. Clubs are responsible for set-up and cleanup of all sites. Club's are not allowed to have amplified sound at any outdoor sporting event on campus without prior approval by the Director of Facilities and Operations. Misuse of equipment and facilities (including not using reserved space, and/or neglect in following facility-use procedures) as well as inappropriate conduct and actions while participating in any Club Sport related activity, will jeopardize the Club's continued sponsorship as a Club Sport. **Alcoholic beverages are not permitted at any Athletic facility. It is the Club's responsibility to monitor all Club events (including the actions of spectators) to assure that alcoholic beverages are not on site. Games may be delayed until the problem is corrected or may be canceled if the situation is not addressed.**

Any Club hosting an event on campus may be required to have a Club Sport Supervisor to be onsite during the match. This supervisor will be responsible for making sure that Clubs follow proper Club and University procedures. Clubs may be required to cover the cost of having a Club Sports Supervisor at their contests.

CLUB FINANCES

Funding

Because Club Sports receive limited funding from the University, each Club Sport should develop a revenue plan to fund operations. Club Sport funds must be used for the benefit of the entire group. Revenue for Sport Clubs will normally come from the following sources:

1. Membership dues

2. Fundraising activities

3. Budget allocation from the Club Sports office

4. Donations from individuals and corporations

All fund raising activities (whether on or off-campus) require specific prior approval from the Club Sports office. A fund raising proposal form must be completed and submitted for review.

Each club has their own account through the University. There are two parts to each account, the allocation and the general. **Clubs may not have personal checking or savings accounts off-campus.** ***Clubs are not permitted to obtain accounts outside the university to include PayPal, online accounts, etc. Clubs found in violation of this policy could result in the freezing of club funds.***

1. **Allocation Account:** Clubs seeking financial assistance from Recreational Sports and Fitness must submit a budget request to the Club Sport office. The Club Sport office is allocated a budget each year. From this budget the funds are divided among the Clubs using the budget appropriation process. The fiscal year runs from May to April. Requests for each fiscal year are due in early spring. Additional requests may be made at any time during the year, but there is no guarantee that funding will be available for the Club after the February deadline. Any remaining funds not spent **will not** carry over to the next fiscal year.

2. **General Account:** This portion of the Club's account will hold all money deposited by the Club. This money will carry over from year to year.

Note: Money will be spent from the allocation before money from the general account will be spent.

Dues

Each club is required to collect at least $25 per member per semester.

Appropriate/Inappropriate Expenditures for University Funds

All expenditures for Club Sports must have **prior approval** of the Club Sport Office. Clubs not receiving prior approval will not be reimbursed from Club funds to cover costs. Possible expenditures for a Club are: equipment, travel, officials, entry fees, dues, t-shirts, coach's stipends, and uniforms. **Funds may not be used for social events.**

Returned Checks

Any Club Sport submitting a check that is returned for any reason will be charged a $25 returned check fee, as well as the money being deducted from their account. In order to resubmit that money, the Club must submit the original amount and the $25 returned check fee separately in cash.

Fundraising

All fundraising must be approved by the Director of Intramural and Club Sports prior to the fundraiser. The fundraising proposal form must be submitted at least three weeks prior to the proposed dates. All clubs must fundraise each semester. Clubs must fundraise 75% of their allocation per academic year.

Each club will be required to conduct 2 fundraisers per semester and 5 for the academic year. Failure to comply with this policy will result in loss of Full Membership privileges for the next year and a loss in funding.

Donations

Clubs are encouraged to conduct donation campaigns to alumni, businesses, or entities not associated with American University. Clubs are not permitted to solicit door-to-door or conduct mail campaigns to

residents in the any community. The office of development works in concert with the Assistant Director to draft donation letters for clubs to use. Clubs interested in participating in a donation campaign are encouraged to meet with the Assistant Director.

Clubs should use the following information as guidelines for fundraising on campus. This information is taken from the Student Activities handbook:

Sales of Goods or Services

This includes car washes, bake sales (items from a licensed kitchen only), candy sales, etc. A housecleaning or odd job service is acceptable. If you plan to sell any sort of product on campus, you will need to submit a Vending Approval Form to the Club Sports office. This form should be turned in at least 3 weeks prior to when you would like to sell the items. This approval form ensures that you are not selling an item already available on campus or violating any campus contracts.

Sponsoring Sales/Marketing Groups on to Campus

Student groups may sponsor an outside vendor to come to campus in order to sell items or market their products. If groups do this, they can receive either a portion of their profits while on campus, or part of the fee charged for the outside vendor to market their products or services on campus. In order to do this, you will need to submit a Vending Approval Form to the Club Sports office. Again, these forms must be submitted three weeks prior to when you would like the vendor to come to campus. The vendors cannot conflict with any contracts the university already has, nor can they sell items already available on campus. If you have any questions, contact the Director of Club Sports.

Special Events/Raffles

We recommend that you meet with the Club Sports office before trying innovative fund-raisers, so that your group can investigate any potential pitfalls before proceeding. Many ideas may require a D.C. Government license. A drawing or other random method of distributing prizes may be used for fund-raising only if it is possible to obtain a chance without purchasing a ticket. If the only way to win a prize is by purchasing a chance, then this is gambling and is prohibited unless a permit is obtained from the DC Lottery and Charitable Games Control Board. Work with the Club Sports office to obtain the permit.

THE BUDGET APPROPRIATION PROCESS

Budget requests are submitted by Clubs and forwarded for review to the President's Council in early spring. The council's recommendations are then forwarded to the Director of Intramural and Club Sports. Allocations are finalized during the summer and the final amount is announced to the Club in August. Budgets requests must be balanced when submitted.

General Information

Budget requests are for the following academic year. Base projected budgets on the best information available – what the Club has done **this** year. If major changes are expected in the future, indicate why. Attach as much supporting documentation as is feasible. Make requests self-explanatory. Each Club's previous year budget request is available for review.

Completing the Budget Request Form

1. Club Operating Expenses
   List expenses associated with the daily operation of the Club. Include expenses incurred in recruiting new members, communicating with the membership, publicity and any other costs associated with maintaining the Club.

2. Competition Expenses
   Include all expenses to participate in these contests, such as League/Association dues, officials/judges costs and facility rental fees.

3. Travel Expenses

Calculate transportation to and from the site (vehicle rental, airfare, fuel, mileage, and lodging). **Do not** include meals. Listed below is some useful travel information.

Van Rental: $75-90/day plus mileage
Lodging: $80-100/room/night, 4 persons to a room.

Estimated fuel costs (vans)

Under 50 Miles	$ 15	150-200 Miles	$ 35
50-100 Miles	$ 20	200-300 Miles	$ 50
100-150 Miles	$ 25	Over 300 Miles	$ 60

4. Equipment
   List any equipment the Club would like to purchase for general Club use. This list should not include any "personal equipment" such as t-shirts or shoes. Please also indicate the life expectancy of this equipment. Any equipment purchased with University funds becomes the property of the Department of Recreational Sports and Fitness for the Club's use.

5. Dues
   How many members are expected? What amount of dues will the Club charge? Will this be a yearly charge or a charge per semester?

6. Donations
   Does the Club plan on soliciting donations? If so, list all estimated donations both corporate and private along with how they will be solicited.

7. Corporate Support
   List all potential corporate support, including cash donations, equipment or discounts the Club expects to solicit next year. Include the company's address and contact person.

8. Fundraising
   List all potential fundraisers including expected expenses and revenue.

<u>Timeline</u>

1. Each club submits a budget request to the Club Sport Office. Budget requests will be submitted in early spring.

2. Each request is reviewed and analyzed by the President's Council to determine each Club's adjusted request. A presentation is scheduled mid-Spring Semester with the President's Council for each Club submitting a budget request. At that meeting, the Club will make an oral presentation of their budget for the upcoming year. Inappropriate and unjustified expenditures will be deducted from the original request.

3. The President's Council will use the following criteria in determining the recommended funding level:

   a. Number of participants and dues charged
   b. Fundraising activities
   c. Costs associated with the Club
   d. Anticipated needs

4. The recommended funding levels will then be forwarded to the Director of Intramural and Club Sports who, in consultation with the Director of Recreational Sports and Fitness, will make the final budget allocations using above recommendations and criteria. The Club will then be notified of their allocation for the upcoming year.

PURCHASING PROCEDURES

If the Club desires to purchase equipment, arrange a meeting with the Director to seek approval and process the order. All purchases **must first receive approval of the Sport Club staff. Do not purchase any item before meeting with staff to have proper purchasing procedures outlined**. It takes time to process purchase orders; seek approval well ahead of the date an item is need. There are several ways in which goods/services can be purchased. **All equipment purchases become the property of American University.**

Purchase Order

To obtain goods/services through a purchase order the following steps must be used:

1. Complete a Purchase Request form including the Club treasurer's signature.
2. Attach the price quote including the vendor's name, date, items requested with serial/model number, and amount of purchase (all new vendors must submit a W-9 form).
3. Submit the form to the Director of Intramural and Club Sports.
4. A purchasing request will be created.
5. A purchase order will then be sent to the vendor from the University.
6. The product will then be shipped to the Club Sport office and the Club will be notified upon arrival.

Credit Card

A University credit card may be used to purchase goods/services with a total cost under $500 or when traveling to cover travel expenses. The use of credit cards is limited and secured in the order in which completed paperwork is received. *Clubs may not use the card for Zip Car transactions.*

1. Complete a Credit Card Request Form including treasurer's signature.
2. Attach the price quote including the vendor's name, date, items requested with serial/model number, and amount of purchase if not for travel expenses.
3. Submit the form to the Director of Intramural and Club Sports.
4. Pick up the credit card from the Club Sports Office on the day of use by either the club president or treasurer.
5. Collect all receipts and complete the Credit Card Use form.
6. Submit the Credit Card Use form as well as all original receipts by noon on the first business day upon completion of use.

Pre-Payment

Pre-Payment is used to purchase goods/services for which payment is needed prior to receiving them.

1. Complete a Purchase Request form including the Club treasurer's signature.
2. Attach the price quote including the vendor's name, date, items requested with serial/model number, and amount of purchase (all new vendors must submit a W-9 form).
3. Submit the form to the Director of Intramural and Club Sports.
4. A purchasing request will be created.
5. A check will be mailed to the vendor directly from the University.
6. The product will then be shipped to the Club Sport office and the Club will be notified upon arrival.

Petty Cash

Petty cash is used to reimburse Club members for purchases under $100.

1. Purchase the item and receive an itemized receipt.
2. Fill out the Petty Cash form and attach the original itemized receipt taped to a sheet of paper.
3. Submit the form within 14 days of purchase to the Director of Intramural and Club Sports.
4. The form will be processed by the Director of Intramural and Club Sports.
5. The member requesting the cash must then take the returned forms to Student Accounts to receive their cash.

Disbursement Request

Disbursement requests are used to reimburse Club members for travel costs over $100.

1. Complete the disbursement request form including the Club treasurer's signature.
2. Attach all original receipts taped to a sheet of paper.
3. Submit the form within 14 days to the Director of Intramural and Club Sports.
4. Check will be mailed to Club member within 3 weeks.

All requests for reimbursement must be submitted within fourteen (14) days of the purchase/trip, or it will not be reimbursed. Failure to submit the proper form will delay in the reimbursement process.

EAGLEBUCK MACHINE USE

Clubs may request use of the Wireless Eaglebuck machine to use during fundraisers. The machine is reserved on a first come, first served basis throughout the semester. Clubs wishing to use the machine need to complete the following steps. Clubs failing to follow proper procedure may be prohibited from further use of the machine.

1. Complete the Eaglebucks Machine Checkout Request Form.
2. The form must be signed by both the club president and treasurer.
3. Submit the form to the Director of Intramural and Club Sports
4. Receive confirmation from the Director of Intramural Club Sports regarding date and pick-up time.
5. President or Treasurer must pick-up machine and all accessories at assigned time.
6. President or Treasurer must return machine and all accessories by the assigned time. Money will be credited to club account within 3 days upon return.

AUDIT OF CLUB ACCOUNT

During each academic year, each Club Sport may be audited by the Club Sports Office to ensure that proper paperwork is being maintained. Club treasurers will be notified in writing one week prior to the meeting. At that meeting, the treasurer will be required to submit all financial paperwork and documents showing the accounting of the Club's finance through the current fiscal year.

EQUIPMENT AND STORAGE

All equipment should be kept in good working order. Any unsafe equipment should be reported (returned, if possible) to the Club Sport office immediately.

Limited storage space is provided for Clubs to store their equipment during the summer. *All equipment stored at the university must be picked up by a club representative on the first day of classes at the beginning of the Fall Semester.* All Clubs should return equipment to the office for storage when not in use. For Clubs that have a separate storage location, equipment need not be turned in to be stored in the Club Sport office.

Approved Logos
Club Sports as part of the unit of Recreational Sports & Fitness in the department of Athletics & Recreation only has access to the logos below. Unique logos can be used in very special circumstances but must first approved by the Assistant Director.

Uniforms

Clubs may purchase uniforms to be worn during competitions. All uniforms become property of American University Recreational Sports & Fitness. Uniforms may only use the approved secondary logos of the department of Athletics & Recreation. Clubs may use their name on the uniforms however the text must read 'Club' on the uniform. Many clubs use their name under the approved logos for their uniforms. The Assistant Director has final authority as it relates to all club uniform procedure.

Inventory

An equipment inventory form for each Club is kept on file in the Club Sport office. The Club Sport staff will monitor the equipment inventory list. The Club representative is expected to conduct a thorough, hands-on inventory and complete the inventory form at the end of each spring semester. This includes jerseys, balls, pads, boats, and motors, etc.

Laundry Services

At this time there is no mechanism for club laundry to be done. All clubs are responsible for laundering their uniforms.

TRAVEL REGULATIONS AND PROCEDURES

The Club Sport staff will assist Clubs with their travel plans. Club members must receive approval **prior** to departure and have sufficient funds to cover travel expenses prior to the trip. All clubs must make travel arrangements through the Club Sports Office. Clubs failing to make travel arrangements through the Club Sports Office will not be allowed to use University funds for the trip along disciplinary action being taken.

Approvals

The Club Sport staff must approve all travel whether or not the Club intends to use University funds.

Travel Roster/Itinerary Forms

Travel Roster/Itinerary Forms for any trip must be completed and filed in the Club Sport Office 48 hours prior to departure or on the Thursday prior to departure for weekend trips, whichever is earlier. If this form is not on file, the Club will not be eligible to receive University funding for the trip and sanctions may be taken against the Club.

Travel Binders

Each Club will be provided with a Travel Binder with all relevant information to include: Participant Registration, Waivers, Proof of Insurance, Driver's Licenses, Hotel Information, Rental Car information, etc. Travel Binders must be picked up from the Club Sports office by 5pm on Friday and must be returned by 12pm on Monday after the date of travel. Failure to comply with this policy will result in a suspension of travel privileges. Clubs are encouraged to contact the Club Sports office in the event of special circumstances.

Alcoholic Beverages/Illegal Substances

The transportation and/or consumption of alcoholic beverages or illegal substances are prohibited while traveling on University-sponsored Club Sport trips. Failure to abide by this policy will jeopardize the Club's sponsorship status. *Students found in violation of this policy will be subject to university disciplinary action through the department of Public Safety, Student Conduct & Conflict Services, and the Dean of Students.*

Reimbursement

To receive reimbursement for travel from the Club's account, original receipts must be submitted to the Club Sport Office upon return. An original receipt is one on the company's letterhead with the correct date clearly indicated and the billing amount itemized and clearly stated.

Upon return, the Club representative will fill out the appropriate paper work for members to be reimbursed. For reimbursements of under $100, petty cash will be used. For reimbursements of over $100, a disbursement request will be submitted. These procedures can be found in the Purchases section. **Disbursement requests generally take between 14 and 21 days.**

Methods of Travel

American University Transportation Organization (AUTO)

All clubs are given the privilege of being able to reserve AUTO vans through the Student Government. AUTO vans may not be requested or reserved for personal or individual use and can only be requested for official club purposes. Additionally, only an AUTO-certified individual is allowed to operate an AUTO van. AUTO vans may not be requested for use during University Study Days or during the Finals Period. AUTO vans may not be driven outside of a 50-mile radius of the university. AUTO requests must be approved by the Director of Intramural and Club Sports prior to the reservation being made. All costs associated with the use of AUTO will be passed along to the club. Clubs must have available funds in their accounts prior to reserving AUTO vans. Each driver is responsible for the tickets and/or fees (lost gas cards) that they receive while operating the vans.

Rental Vehicles

The Athletic Department has a special agreement with Enterprise Car Rental to provide a discount for any department rentals. In order to rent a vehicle for Club use, the Club must provide the following details submitted in writing by e-mail to the Director at least 4 weeks prior to travel. The information needed will be the date and time of departure, number of vehicles, type of vehicles, driver names, and date of return. *Enterprise will give each club a rental agreement upon pickup. The rental agreement must be placed in the Travel Binder and turned in by 12pm on Monday. Failure to file rental agreement will result in loss of travel privileges for future events.*

Athletic Vans

The Athletic Department has vans available on a periodic basis for Clubs to use within a 120 mile radius of the University. Clubs wishing to use these vans must submit a request in e-mail writing to the Director at least 4 weeks prior to use. The information needed will be the date and time of departure, number of vehicles, type of vehicles, driver names, and date of return. Clubs must understand that Athletic teams have first priority to the vehicles, and Clubs may lose their reservation due to lack of vans. Clubs are responsible for returning the vehicles with full gas tanks or be subject to the cost of refueling plus a 25% fee.

Personal Vehicle

If a Club wishes to travel by vehicle (personal or rental) the following requirements must be met:

1. Each driver must have a copy of their driver's license and automobile insurance on file with the Club Sports office prior to travel.

2. Each driver must be certified through the Student Government's AUTO certification program.

The following safety policies must be followed when traveling by vehicle:

1. All travelers MUST wear seat belts or other approved safety restraint devices required by law while the vehicle is in operation.

2. Passengers should help keep drivers alert and watch for signs of drowsiness.

3. Drivers must adhere to the posted speed limits, and must obey all traffic laws and regulations.

4. A designated club member will serve as the navigator. The navigator will sit in the front passenger seat and will remain awake throughout his/her duty as navigator.

5. Drivers are forbidden from using a cellular phone for any purpose while operating the vehicle.

6. Drivers are responsible for determining that no objects in the vehicle obstruct rear or side views.

7. Driving between the hours of 12:00 a.m. (midnight) and 6:00 a.m. is strongly discouraged except in an emergency situation.

8. The following regulations concerning the balance of driving, sleeping, and breaks should be followed:

    a. For every 4 hours of driving, drivers must take a 20 minute break.
    b. For every 12 hours of driving, drivers must take a least a 4-hour rest period.
    c. Alternate drivers must be provided, on file, and certified for trips expected to take more than eight hours.

Airline Tickets

The Director of Intramural and Club Sports will aid Clubs in securing airline tickets for travel. Clubs wishing to travel by air must begin the process at least twelve weeks prior to travel.

Charter Bus

The Athletic Department has a special agreement with Scenic America Bus Company to provide a discounted rate for bus rentals associated with the Athletic Department. Buses are available in 31, 48, and 57 passenger capacities. In order to secure a bus for Club use, the Club must submit in writing the following details to the Director at least 8 weeks prior to travel. The information needed will be the size of bus, date and time of departure, destination, and date and time of return. The fee for the bus includes all costs except gratuity for the driver.

Driver's Information

All drivers requesting to drive for any club sports activity must submit the following to the Club Sports Office:

1. Copy of valid driver's license
2. Copy of valid vehicle insurance
3. Copy of vehicle registration (if driving personal vehicle)

All drivers must also be AUTO certified to drive a vehicle for any club sport activity.

Lodging

An accommodation (hotel/motel) for four to a room is the norm. Exceptions: when male/female ratios make this impossible or when coaches travel with the Club, they may have a separate room.

Food

Clubs will not be reimbursed for team dinners while traveling. Participants must be prepared to incur the cost of food while traveling with the club. Items directly related to athletic competition (sports drinks, protein bars, water, etc) do not apply to this policy.

PUBLICITY

All promotional materials (including entry forms) require the approval of the Club Sports office prior to printing and duplication. Club social events are not sponsored by Recreational Sports and Fitness and must not be advertised as part of the official activities. All approved promotional materials must include the approved stamp.

Web Pages

All Clubs **MUST** maintain a Club website. The following is the minimum expectation for information on the website:

1. Must be updated by the first week of each semester.
2. Must provide representative's contact name and e-mail for prospective members.
3. Must give an overview of the Club and its activities.
4. Must provide the current practice schedule with location and times.
5. Must provide the current competition schedule with location and time (if applicable).
6. Must have a statement on the front page stating the "_____ Club is sponsored by the Department of Athletics and Recreation at American University" and provide a link to www.american.edu/recfit or the Recreational Sports and Fitness logo that links to the site.

If there are pictures on the website, they must be relative to the sport or activity of the club. DO NOT post pictures of parties or social occasions.

Posting Fliers, Posters, and Publicity Materials in Jacobs Fitness Center

Limited bulletin board space is available in Jacobs Fitness Center to display Club posters, pictures, flyers, and other information. Check with the Club Sport staff for permission to have materials posted in the facility.

Posting Fliers, Posters, and Publicity Materials on Campus

For posting materials on campus the following guidelines must be followed:

- All Club posters, pictures, flyers, and other information must be approved by the Club Sport Staff prior to duplication and posting.
- All items are to be posted only on bulletin boards. Materials may not be posted on a bulletin board administered by a department unless approved by that department.
- All posted material must specify in English the date, time, and location of the event as well as the name of the Club.
- Posted material should not cover any publicity posted for other events. However, outdated information may be removed to make space for current information.
- Posted materials are to be affixed with tacks or staples.
- Posted materials may not advertise alcohol, drugs, gambling, or anything else that would be in violation of University policies, either through language or artwork.
- The Club is responsible for taking down all posted material upon completion of its event.

For more information about posting on campus contact Student Activities in the Mary Graydon Center 271 or 202-885-3390. For information on posting in Residence Halls contact Housing and Dining Services, Anderson 1st Floor 202-885-3370.

ADMINISTRATIVE COMPLIANCE PROGRAM

The Administrative Compliance Program is designed to rewards Clubs that follow club sport policy and procedure and also submit forms on time with additional university funds for the following academic year. For the 2011-2012 year, $7000 will be the amount for the program. This money will be divided among the clubs based on the number of points that each club earns during the 2010-2011 academic year. The total number of points will be added up among all clubs and then divided by $7000. This will determine the value of one point. Clubs will then receive money based on their accumulated point total.

Example: Club A accumulates 542 points throughout the academic year. The total amount of points from all clubs for the academic year is 7000. This means that each point is worth $1. Therefore, club A will receive an additional $542 in addition to their allocated amount through the budget allocation process.

Points can be earned through a variety of items being properly submitted on-time and attendance at required meetings.

Officer Training

Each club is required to have at least two club members attend the training meetings at the beginning of each semester. The treasurer and president of the club must attend the treasurer's training in the fall and spring. The president and one other officer must attend the club officer training in the fall and spring.

- Attendance at both Treasurer and Officer training in fall **5 points**
- Attendance at both Treasurer and Officer training in spring **5 points**

Meeting Attendance

Each club is required to have their president or designate attend each President's Council meeting throughout the year. Other meetings may be made mandatory as well throughout the year. Each meeting will be worth **5 points**.

Fundraising Activities

Club Sports encourages all clubs to remain active in fundraising activities throughout the year. Each club must raise 75% of their allocation each year in order to minimize individual member costs. It is the responsibility of the club to have fundraisers approved by the Club Sport office prior to the fundraiser. Points will be awarded to the teams according to the number of fundraising activities that the club plans and completes.

In order for a club to receive points for a fundraiser they must complete the following:

1. Register the fundraising activity and obtain approval in the Club Sports office by submitting the form at least 3 weeks prior to the scheduled date.
2. Results of the fundraiser must be reported to the Club Sports office for deposit within one week of the conclusion of the event.
3. The fundraising activity must result in a minimum of $100 being deposited into the Club's account.

Point Breakdown:

- Fundraising profits valuing $100-$499 = 2 points
- Fundraising profits valuing $500 and up = 5 points

The top six fundraisers will be counted towards ACP point accumulation only.

Documentation

Throughout the year, the Club Sports office requires that all clubs complete and turn in a number of forms and reports. The deadlines for these forms are listed on the forms. These forms are extremely important for both record keeping and risk management/liability purposes. All forms are available on the Club Sports website at www.american.edu/recfit/clubs
Points will be awarded for completing the following documentation by the deadline:

1. Fall Semester Forms: Team Roster, Team Contact, Equipment Inventory and Game Schedule
    a. To be turned in at the Club Sports Office by September 15
    b. If the club fails to turn in any of the forms by the deadline a hold will be placed upon the club's account until the form is received. No points will be awarded to the club.

    3 Points for each form

2. Spring Semester Forms: Team Roster, Team Contact and Game Schedule
    a. To be turned in at the Club Sports Office by January 31
    b. If the club fails to turn in any of the forms by the deadline a hold will be placed upon the club's account until the form is received. No points will be awarded to the club.

    3 Points for each form

3. End of Semester Reports
    a. An End of Semester Report is required for the fall and spring semester.
    b. To be turned in to the Club Sports Office by the date listed on the form.
    c. If the club fails to turn in the report by the deadline a hold will be placed on the club's account until the form is received. No points will be awarded.

    5 Points for each report

4. CPR/FA Certification
    a. Copies of CPR and First Aid Certification Cards must be submitted for the Safety Officer and an alternate member before the deadline.
    b. To be turned in to the Club Sports Office.
    c. If the club fails to turn in the report by the deadline a hold will be placed on the club's account until the form is received. No points will be awarded.

    10 Points for both members' certifications

5. Budget Request
    a. Each club must submit a complete and balanced budget request for the upcoming school year by the date specified by the Director of Club Sports.

    5 Points for Budget Request Form

<u>Travel Itinerary/Roster Forms</u>

Club Sport teams travel frequently for competitions. It is important for risk management, liability and record keeping purposes that the Club Sports Office is aware of every instance that a Club or a member of a Club travels for a Club related function.

a. A Travel Itinerary/Roster Forms must be submitted to the Club Sports Office at least 48 hours prior to departure or Wednesday at noon for weekend departures.
b. If Travel Itinerary/Roster Form is submitted on time but is incomplete or has members traveling who have incomplete paperwork, the forms must be completed prior to departure or the club will not be awarded any points.
c. The club must pick up its travel binder on Friday between 10am and 4pm or at least 24 hours prior to departure.
d. If a club fails to submit a completed Travel Itinerary/Roster Form, a hold will be placed on their club account and they will not be able to receive reimbursement for expenses incurred during that trip.
e. Upon return, the club must return the travel binder by 4pm on Monday.
f. Following each trip, each club must submit a Post Competition report within 48 hours of return from the trip.

5 Points – Each Travel Itinerary/Roster and Post Competition form turned in **On-Time**.

End of Year Survey

Club Sports asks all participants to complete a survey at the end of each academic year about their experiences in the program. Teams are required to have at least 75% of their members complete this survey. More than 75% completion by a club will result in **15 Points.**

<u>Discipline</u>

As students of American University, club members have an obligation to conduct themselves and their organization in a manner compatible with the University's philosophy and function as an educational institution. Members of Club Sports are expected to act in a mature and responsible manner both on and off campus especially while participating in club activities. Furthermore, club members who participate in inappropriate activities that violate University policies, campus regulations or state or federal laws will be subject to disciplinary action by Recreational Sports & Fitness, American University and/or appropriate legal authorities. A more detailed description of disciplinary actions and consequences is listed in this manual. Points will be awarded to those clubs that have no disciplinary violations:

Point Breakdown:

- No disciplinary violations **10 points**
- One or more disciplinary violations **0 Points**

Special Events & Community Service

The Club Sports Program encourages clubs to become involved in hosting Special Events and to participate in Community Service projects. Involvement in these unique opportunities can provide an excellent learning experience for a club and its members. Special events such as hosting a tournament will provide the club members with experience in organizing events, sponsorship, marketing, leadership, time management and many more skills. Involvement in Community Service projects helps to create a positive image of the club and Club Sports program.

In order for the club to receive points for the activity:

1. Register the Special Event of Community Service activity with the Director of Intramural and Club Sports at least 3 weeks prior to the event.
2. Results of the event must be reported to the Club Sports Office within 1 week of the conclusion of the activity. As a guideline for Community Service activities, at least one-quarter of the team members must participate in order to receive points.

A SPECIAL EVENT will be defined as an activity that is primarily planned and organized by an American University Club Sport. This event will be something that is not typically considered a regular function of the Club or similar clubs and is fairly large in scope. An event may be considered for ONLY ONE of the following: Fundraiser OR Special Event OR Community Service. The Director of Intramural and Club Sports will ultimately decide if an event fits into any of the classifications.

A COMMUNITY SERVICE EVENT will be defined as an activity in which at least one-quarter of the team members on the official roster participate. The main goal of participating in the event will be to serve a community or philanthropic group. The Club itself shall not receive any personal benefits for its involvement in the activity.

Point Breakdown

- **Special Event: 20 Points (Up to a MAX of 60 Points per year)**
- **Community Service: 5 points for every 20 "person-hours" committed to an event (Up to a MAX of 40 points per year)**

–