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Introduction

Sport Clubs Policy & Procedure Guide
This Sport Clubs Handbook is designed to assist the clubs in the organization, management, execution, and administration of their respective clubs. The guidelines contained within this handbook have been adopted to ensure the safety and interest of each participant. All club officers are asked to read this guidebook thoroughly as club officers are responsible for all of the information included in this document. In addition, this guide will serve as a supplement to the Student Organization Handbook that is distributed by the Office of Student Involvement.

The Intramural Sports & Sport Clubs Coordinators can make changes to this document at any time and the clubs are responsible for complying with any changes immediately.

Sport Clubs Program @ UWM
Statement of Purpose
The University of Wisconsin – Milwaukee (UWM) Sport Clubs Program’s purpose is to provide students the opportunity to participate in sport competitions against clubs of other universities as a means to enhance their university experience and provide a vehicle for a well-rounded education through physical, social, and leadership development.

Sport Clubs @UWM
A UWM Sport Club is a group of students that is voluntarily organized to further their common interest in an activity through participation and competition. UWM Sport Clubs are meant to be a learning experience for the members through their involvement in fundraising, public relations, organization, administration, budgeting, and scheduling, as well as the development of skills in their particular sport. The key success of the sport clubs program and each club are student leadership, interest, involvement, and participation.

What makes a sport club unique to other student organizations on campus? Below are some potential examples of the unique nature of a sport club:
1. Physical nature of participation and risks of injuries
2. Necessity for proper skill level and physical conditioning to participate.
4. Consistency of practices/competition throughout the year.
5. Extensive travel related to activities.
6. Interaction with other universities and colleges.
7. Adherence to affiliations and governing bodies.
8. Operational requirements, such as facilities, equipment, as well as event management needs.
   a. Includes usage of external facilities and distance from campus for basic activities, and the need for documented inventory/maintenance of equipment.

The UWM Sport Clubs Program is designed to enhance the student experience while participating in a sport of their choice. It is not intended to be a path leading clubs to varsity status under the UWM Intercollegiate Athletics Program. In addition, it is not intended to be a path for an individual to making a varsity roster under the UWM Intercollegiate Athletic Program.
Department of University Recreation

The Department of University of Recreation (UREC) has full administrative authority and supervision of the Sport Club Program. Sport Clubs are accountable to the requirements and expectations established by UREC.

UREC will be an advocate across campus for all active and any prospective/potential sport clubs. UREC will provide the reasonable expertise and resources to allow the individual sport clubs to be successful. Examples of services the department can provide on a mutually agreed upon basis are as follows:

1. Budget assistance and guidance
2. Inventory and storage services
3. Game management assistance
4. Marketing and promotion program
5. Equipment procurement
6. Facility scheduling
7. Fundraising advisement
8. Athletic Training Services
9. Office services (copy, fax, etc.)
10. Risk Management assistance

Mission

UREC is recognized on campus and professionally for excellence in programs, services, and facilities. We enhance the quality of life for the UWM community by providing opportunities to develop and maintain healthy lifestyles, lifelong learning, leadership skills, and personal success through comprehensive recreation and wellness programs in quality facilities.

Vision

UREC is committed to inspiring students and members to achieve a healthy, balanced lifestyle through recreational pursuits. We will achieve this through:

1. Coordinating events in safe and inviting facilities
2. Providing cutting-edge, well-rounded fitness resources and programs led by highly-qualified and certified staff that help our students and members reach their goals
3. Providing a wide variety of recreational opportunities that encourage competition and camaraderie through professionally organized and executed intramural and sport clubs programs
4. Providing aquatic opportunities to help members cultivate their love of the water and develop water safety skills
5. Offering challenging outdoor programs that allow creative opportunities for self-discovery and meaningful connections with others and natural environments
6. Providing excellent customer service
7. Identifying and incorporating next practices in our industry

Values

The UREC staff is a professional, dedicated team committed to:

1. Inclusion
   a. We actively support an open and welcoming environment
   b. We offer diverse programming that meets a myriad of interests and needs

2. Personal Growth
   a. We help our students and staff develop their leadership potential and life skills
3. Enjoyment  
   a. We provide a safe place to have fun, relieve stress, develop relationships and enjoy activities
4. Sportsmanship  
   a. We emphasize respect, celebrate our victories and learn from our defeats
5. Health  
   a. We teach and encourage healthy lifestyle choices for our students, members and ourselves
6. Sustainability  
   a. We take action to conserve and be stewards of our natural resources  
   b. We manage facilities and programs in an environmentally friendly manner

Professional Program Staff
UREC employs full time professionals to provide administrative support to all Sport Clubs. These professionals are responsible for advising clubs on their day-to-day operations, as well as ensuring that the individual clubs operate in a safe manner, and follow university policies and procedures.

The Sport Clubs professional staff manages the daily operations of the Sport Clubs Program and serves as liaisons between the sport clubs participants and the University’s administration. Additionally, the Sport Clubs professional staff advises and collaborates with the Sport Clubs Leadership Council to implement program polices and initiatives.

ASSISTANT DIRECTOR – INTRAMURAL SPORTS & SPORT CLUBS
Valentyn Potapenko  
Klotsche Center, Room 320  
414-229-3063 (phone)  
414-229-4990 (fax)  
valentyn@uwm.edu

COORDINATOR-INTRAMURAL SPORTS & SPORT CLUBS
Skyler Harmon  
Klotsche Center, Room 328  
414-229-6955 (phone)  
414-229-4990 (fax)  
harmons@uwm.edu

COORDINATOR-INTRAMURAL SPORTS & SPORT CLUBS
Brandon Altenburg  
Klotsche Center, Room 324  
414-229-3384 (phone)  
414-229-4990 (fax)  
altenbur@uwm.edu SCLC

Executive Board  
The SCLC Executive Board is comprised of seven elected students who are current members of active SCLC/UREC recognized sport clubs. The SCLC Executive Board meets regularly during the fall and spring semesters. Anyone is welcome to attend these meetings.

PRESIDENT:  
Austen Vail
Sport Club Supervisors
The primary responsibility of the Intramural Sports & Sport Club Supervisors will be to provide on-site supervision of Sport Clubs practices, competitions, and special events. Intramural Sports & Sport Club Supervisors have the final say in regards to UREC policy and enforcement during all club events.

Department Approval
As an affiliate of UREC, each Sport Club is obligated to obtain the approval from the Sport Club Program staff prior to acting on items, issues, or ideas that are not covered in this guide. If a Sport Club chooses to act independently, that club will risk losing its designation as a Sport Club in good standing and all the rights and privileges associated with that status. Furthermore, depending upon the situation, individuals involved may be subject to university sanctions and/or criminal sanctions.

Other Important Phone Numbers

<table>
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<tr>
<th>Service</th>
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<tbody>
<tr>
<td>UWM Campus Information</td>
<td>414-229-4525</td>
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<tr>
<td>Klotsche Center &amp; Pavilion – Information Center</td>
<td>414-229-3914</td>
</tr>
<tr>
<td>UREC Fax Number</td>
<td>414-229-4990</td>
</tr>
<tr>
<td>UWM Police</td>
<td>414-229-4627</td>
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<td></td>
<td>9-911 (emergency campus phone) 414-229-9911 (emergency from cell)</td>
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<tr>
<td>Norris Health Center</td>
<td>414-229-4716</td>
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<td>Athletico</td>
<td>414-962-4400</td>
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Participant Eligibility
The guidelines for membership into a Sport Clubs are as follows:

Students
1. UWM undergraduate and graduate students who are currently enrolled and have paid Segregated University Fees (SUF) qualify to participate in UWM Sport Clubs.
2. Club leagues or associations may further limit participation of graduate students and may require a minimum enrollment status or GPA for participation in league or association competition.
3. All club members MUST complete the following forms before participating in any club activity. These below items MUST be completed annually.
   a. SPORT CLUBS PROGRAM — AGREEMENT FOR ASSUMPTION OF RISK AND RELEASE
   b. PARTICIPANT AGREEMENT
4. In order to participate in any club activities, students must be listed on the official roster for their respective club (excluding scheduled tryout dates sanctioned by UREC).

Faculty/Staff
1. Faculty/Staff are not permitted to participate in UWM Sport Clubs.
2. Faculty/staff are permitted to serve as the faculty/staff advisor.
3. Faculty/Staff are permitted to coach.

Alumni
1. Alumni are not permitted to participate in UWM Sport Clubs.
2. Alumni are not permitted to serve as the faculty/staff advisor.
3. Alumni are permitted to coach.

Anyone who is NOT a current UWM Segregated Fee-paying student does not qualify to participate in UWM Sport Clubs.

Rosters

Roster Submission
1. Rosters must be submitted to each club's designated Coordinator/Liaison by a minimum of 10 business days prior to the club's first activity (practice, competition, etc.)
   a. Exception: scheduled team tryouts approved by UREC
   b. Following tryouts, clubs will have 5 business days to submit their official roster
   c. A roster template can be found on the Sport Club Officer Resources page of the UREC website
2. Additions and Removals to/from the club roster must be submitted via the "Roster Addition/Removal Form" on the Sport Club Officer Resources page.
   a. This must be done at least 3 business days prior to an added club member's participation in a practice, and 10 business days prior to participation in a competition.

Roles & Responsibilities

Sport Club Officers
It is vital that the club officers work closely with the Intramural Sports & Sport Club Coordinator to insure that all responsibilities and goals are being met. Among other things, the Sport Club Officers are required to:
1. Keep Intramural Sports & Sport Club Coordinators informed of all club activities. This includes but is not limited to:
   a. Any incident that involves any injury to a person (players and spectators included) or damage to property (minor damage included)
   b. Changes in club leadership
   c. Competition and practice schedule changes
2. Complete required reports/forms by the deadlines listed on the Sport Clubs Officer Resources page.
3. Complete and present a budget presentation at the end of each season to the SCLC Executive Board in order to receive funds for the next year.
4. Represent UWM in a professional manner at all times.

Faculty/Staff Advisor
All registered student organizations are required to have a Faculty/Staff Advisor in compliance with University of Wisconsin System Financial Paper 50 (UWS Policy F50) and the Student Involvement Manual. The members of the organization choose the faculty/staff advisor. Advisors are not allowed to make club management decisions for the club, and are subject to approval annually by Student Involvement. The Intramural Sports & Sport Clubs Coordinator can serve as the advisor for any club in need of one.

Coaches
Some Sport Clubs operate with student coaches while others are coached by volunteers, graduate assistants, or full-time staff members. It is considered the responsibility of each sport club to secure the services of their coach. There is no limit on the number of coaches a club can have on file with UREC, but all coaches are subject to approval by UREC.

All coaches must complete all forms (3) in the SPORT CLUB COACH’S PACKET and return it to the Intramural Sports & Sport Clubs Coordinator prior to attending any club practice or event. All coaches are also required to attend an annual Coaches’ Training, at either the beginning or the fall or spring semester. Coaches needing access to Klotsche Center & Pavilion must also submit the COACH AFFILIATE AGREEMENT. All Coaches must be recommended by the Sport Club’s President and approved by University Recreation annually.

Intramural Participation Policy
Members of Sport Clubs are eligible to participate in the Intramural Sports Program in related sport(s). Intramural team rosters are limited to 50% or less of the maximum number of players allowed on the field/court for a team to play that specific sport. In COED Leagues, intramural team rosters are limited to 50% or less of the maximum number of players of each gender that is allowed on the field/court for a team to play that specific sport. This rule applies to any “member” of a student organization of that related sport. Sport Club membership will be determined by the Assistant Director of Intramural Sports and Sport Clubs along with rosters that each club must turn in at a time determined by the Sport Club Leadership Council and the Sport Club Coordinator. "In-season" or “off-season” status has no bearing on being a member of a Sport Club.

Example 1: The maximum number of players on the volleyball court is six, therefore three club volleyball members may be on an Intramural ROSTER for volleyball.

Example 2: The maximum number of players on a volleyball court for COED Volleyball is six, 3 Males & 3 Females, therefore one member of the Men’s Volleyball Club and one member of the Women’s Volleyball Club is allowed to be on the roster.
Expectations of Each Sport Club

Clubs must maintain good standing with both UREC and the Sport Clubs Leadership Council (SCLC) to be afforded complete club sports privileges. Clubs must complete the following criteria to remain in good standing:

1. Act in a manner that is appropriate for the UREC and UWM.
2. Attend all Sport Club officer trainings and specific club meetings.
3. Keep up-to-date information on the club (constitution, officers, advisors, etc.) on file with the Intramural Sports & Sport Clubs Coordinator.
4. Signed waiver and participant agreements for each club member on file with the Intramural Sports & Sport Clubs Coordinator.
5. Clubs must be in good standing with the regional or national organization or league in which they compete.
6. All clubs must provide a safe environment for participation. This should include but not be limited to: safe playing area for practices and competitions, not subjecting members to any form of hazing or bullying; and providing proper instruction and supervision during practice and competitions.
7. Emails will be the primary form of communication between UREC and the Sport Club officers. Sport Club officers are expected to check their UWM student email often.
8. Abide by all SCLC governing documents.
9. Have a club officer attend all SCLC meetings.
10. Submit all required paperwork by the deadlines listed in this guide and the Student Organization Handbook.

Standards of Conduct

Alcoholic Beverages and Illegal Drugs

Sport Club participants are representatives of UWM, and as representatives, they are expected to conduct themselves in a manner that reflects positively on the institution. This expectation includes adhering to the following rules relating to alcohol and illegal drugs:

1. Alcoholic beverages and illegal drugs are not allowed in any UREC facility.
2. Alcoholic beverages and illegal drugs are prohibited at sport club events, including practices, competitions, or other sponsored activities, irrespective of whether such events are held on or off campus. It is the responsibility of the club officers to see that visiting teams and its own members adhere to this policy.
3. Absolutely no club funds may be used to purchase alcoholic beverages or illegal drugs. This prohibition includes a club’s segregated university fee funds and/or money held in any off-campus account.
4. Club members are not permitted to wear UWM Sport Clubs apparel while drinking alcoholic beverages and/or using illegal drugs while in a public place.
5. Club members are not permitted to drive UWM-owned, rented, or leased vehicles while under the influence of alcohol or drugs.
6. Underage consumption of alcohol is prohibition at sport club events, including practices, competitions or sponsored activities, on or off-campus.
7. Sport Clubs are prohibited from selling or serving alcoholic beverages, drugs, or drug paraphernalia as a fundraiser, either on or off-campus.
8. Individual club members are required to comply with all local, state, and federal laws relating to illegal drugs and consumption of alcohol.
9. Clubs are collectively responsible for individual members of their team.

Failure to follow the above rules may result in sanctions to the Sport Club, including but not limited to: referral to Dean of Student's Office, limited or suspended travel privileges, freezing of SCLC allocated funds, loss of campus practice space, and/or loss of club status. Infractions may also result in a sanction(s) to the relevant individual(s) including but not limited to: removal from a Sport Club event, being barred from club membership, being referred to the UWM's Dean of Students office for further disciplinary action, and potential criminal sanctions.

Non-Discrimination

All student organizations must be in compliance with applicable anti-discrimination laws and with UWM's Discriminatory Conduct Policy. UWM strictly prohibits discrimination and harassment based on protected characteristics such as race, color, creed, religion, sex, sexual orientation, gender identity/expression, ancestry, national origin, disability, age, pregnancy, marital status, political affiliation or belief, arrest or conviction record, veteran or disabled veteran or Vietnam-era veteran status.

If any student believes that he/she has been discriminated against or harassed, or if any student has questions about these requirements, he or she may contact UWM's Dean of Students (229-4632) or the Office of Equity/Diversity Services, (229-5923). A copy of the complete policy is available at https://www4.uwm.edu/secu/docs/other/5_47.pdf or available from the Office of Equity/Diversity Services.

Hazing Policy

UWM and UREC will not tolerate any type of hazing by student organizations. Hazing, in any form, by a student organization, including a sport club, or members of a student organization is prohibited.

Any student organization or person found to have engaged in hazing shall be subject to appropriate disciplinary action at UWM, and may be referred to the police for criminal sanctions under Wisconsin Statute 948.51.

Hazing is any planned or spontaneous activity or situation, whether on or off campus, that is intended to be demeaning to an individual; is calculated to produce ridicule or harassment; is designed to produce physical or mental duress; reduces a person to a state of subjection by physical or psychological means; or is in any way intended to threaten or endanger the health or safety of an individual. Such activities or situations include, but are not limited to:

1. Any form of paddling, beating, whipping, or branding;
2. Forced confinement;
3. Forced consumption of food, liquor, drugs, or other substance;
4. Any activity which is intended to cause extreme physical discomfort or excessive fatigue;
5. Any activity that is calculated to be demeaning, embarrassing, or humiliating;
6. Any activity that produces physical, psychological, or emotional duress;
7. Any unnecessary mandatory activity which interfere with academic class schedules or other scholastic activities.

Suspected hazing activities MUST be reported IMMEDIATELY to the UREC Staff, the Dean of Students office (229-4632) or the UWM Police (Emergency 229-9911, on campus phone 9-911 or for non-emergency call 229-4627).

Sportsmanship

The development of team and individual sportsmanship is of fundamental importance in all Sport Club activities. Behavior before, during and after any contest reflects on the individual players, the team, the UWM Sport Clubs
Program, UREC, and UWM. A club is collectively responsible for the actions of the individual club members and spectators related to their club. All club members are responsible to calm difficult situations and to appropriately control upset teammates. All clubs and individuals are expected to maintain the highest level of sportsmanship during all contests and club activities.

**UW System Student Code**

As a representative of the institution, individual club members are required to comply with UWM’s Code of Conduct (Wis. Admin. Code section UWS 17), even when participating in off-campus, club related activities. Individual members who fail to conduct themselves in an appropriate manner during any club-related activity may face disciplinary action. All such incidents that involve violations of the UW System Student Code (Chapter 17 & Chapter 18) will be referred to the Dean of Students Office for investigation.

CHAPTER 17 — Non-Academic Misconduct – UW System Student Code

CHAPTER 18 — Conduct on University Lands – UW System Student Code
[https://docs.legis.wisconsin.gov/code/admin_code/uws/18](https://docs.legis.wisconsin.gov/code/admin_code/uws/18)

**Discipline**

All Sport Clubs and their members are expected to comply with all applicable UWM policies, the SCLC Constitution and Bylaws, and all UREC expectations outlined in this Handbook. In addition, all clubs are expected to reflect well on UWM at all times. Violation of or non-compliance with University policies, sport club policies, or standards of conduct may result disciplinary action against the sport club and/or the individual member(s) involved.

**Determination of Discipline Action**

Depending on the level of infraction, the Intramural Sports & Sport Clubs Coordinator will determine the appropriate disciplinary action or will consult with the Dean of Students Office to determine how to proceed. This could include whether an investigation is appropriate, and if so, who should conduct such investigation (such as the Intramural Sports & Sport Clubs Coordinator, the Dean of Students Office, or a third party). The Intramural Sports & Sport Clubs Coordinator and Dean of Students Office will also consult regarding what disciplinary action(s) may be appropriate and if individual participant(s) and/or the entire club should be disciplined.

1. If it is determined that the Dean of Students Office should handle the matter, the Intramural Sports & Sport Clubs Coordinator will submit the DOS Incident Reporting Form to the Dean of Students Office.
2. Any major infractions that are not handled by the Dean of Students Office will utilize the following process:
   a. The Intramural Sports & Sport Clubs Coordinator will schedule a meeting with the club officers to discuss the matter as soon as reasonably possible. The purpose of this discussion is to permit the Intramural Sports & Sport Clubs Coordinator to review with the club officer the basis for the Coordinator’s belief that the Club and/or individual members engaged in a major infraction and to afford the officers an opportunity to respond. If as a result of this discussion or review of available information, the Coordinator determines that a major infraction did not in fact occur, or that no disciplinary sanction is warranted under the circumstances, the matter will be considered resolved without the necessity for further action.
   b. After the meeting has taken place, or if the officers do not respond in a timely manner to the
Intramural Sports & Sport Clubs Coordinator's offer to discuss the matter, the Coordinator will determine if a major infraction occurred. If the Coordinator determines that a major infraction has occurred he/she will present his/her findings and sanction recommendation to the SCLC Executive Board.

c. The SCLC Executive Board may provide an opportunity for the club in question and any other relevant persons to present a brief statement about the matter at SCLC Executive Board meeting.

d. After the SCLC Executive Board has reviewed all information, it will discuss with the Coordinator the recommended sanctions for the club in question. The Coordinator and Assistant Director will make the final determination as to sanctions.

e. The Intramural Sports & Sport Clubs Coordinator will notify the club of their right to appeal the decision.

**Disciplinary Actions**

Disciplinary actions may include any of the following (although discipline is not limited to the list below):

1. Referral to the Dean of Students Office for investigation
2. Probation
3. Temporary loss of facility space
4. Suspension from club activities
5. Temporary freeze of funds
6. Suspension of travel privileges
7. Partial loss of funds
8. Complete loss of funds
9. Suspension from the Sport Clubs Program and removal as a registered student organization

**Appeal Process**

Clubs may appeal disciplinary decisions the Director of UREC if the club feels the appropriate process was not followed, new information is available, or the decision was based on factors proscribed by State or federal law. The appeal must be in writing and state the following items:

1. Describe the matter and the club's involvement in the matter.
2. List the names and telephone number of any club member involved in the matter or witness whom you believe has relevant information regarding the matter as well as a brief description of the information you believe he/she possesses.
3. State the reasoning for your appeal and what you believe the appropriate outcome would be.
4. Describe any actions that you or the club is going to take to correct the situation.

The appeal must be submitted in person to the Director of UREC within 5 business days of the receipt of the SCLC's decision. Once the appeal is received, the Director of UREC will review the appeal along with all relevant information. The Director may, in his or her sole discretion, contact those involved or may conduct his/her review based on the record. After reviewing the appeal, the Director will issue a written decision. All decisions made by the Director of UREC are final.

**Risk Management**

The Sport Clubs Program endeavors to provide an environment that limits accidents and injuries. The following is a list of measures that must be taken to minimize the possibility for accidents and injuries:

1. Sport Clubs officers, club members, and coaches should emphasize safety during all club related activities.
2. Each participant recognizes that they are responsible for their own well-being and the well-being of the group of which they are a part.

3. Sport Clubs officers are expected to inspect fields and facilities prior to every practice, or game, or special event. Unsafe conditions must be reported immediately to either the on-duty Sport Clubs Supervisor and/or the Intramural Sports & Sport Clubs Coordinator. Sport clubs activities should not proceed if facilities or conditions are deemed unsafe.

4. It is mandatory that each club have at least two members who are American Red Cross CPR, AED, and First Aid certified. (See SAFETY OFFICER REQUIREMENT). At least one Safety Officer must be present at all practices, competitions, scrimmages, and away club events.

5. The Sport Clubs Program Staff will provide Sport Clubs Supervisors who will be present at all home events sponsored by UWM Sport Clubs. This person is to observe the activities of both the club members as well as the spectators present. This person is to also serve as an emergency contact in case of an accident or injury.

6. All Sport Clubs must have a first aid kit at each practice session, game, and/or special event.

7. If inclement weather arises (i.e. lightning, ice, snow, etc.) prior to or during outdoor events, the event may be postponed or cancelled, as appropriate. Rain stoppage will be based upon the severity of the storm. Weather-related decisions will be made by the staff on duty.

Sport Clubs Program Waiver
There are inherent risks involved in all recreational and competitive sport programs. The participants in the Sport Clubs program should be aware that involvement is voluntary.

Each individual club member must read, complete, and sign a SPORT CLUBS PROGRAM – AGREEMENT FOR ASSUMPTION OF RISK AND RELEASE prior to participating in any club activities. Sport Clubs members who are under the age of 18 must also have a parent or legal guardian sign the waiver. New waiver forms need to be completed each year.

Reminder: Individuals who have not completed a SPORT CLUBS PROGRAM – AGREEMENT FOR ASSUMPTION OF RISK AND RELEASE may not participate in any club activity.

Insurance
UWM does not provide medical, hospital, catastrophic injury, or any other type of insurance designed to cover Sport Club activities. It is each participant’s responsibility to provide personal medical and dental as well as personal liability insurance. Information about health insurance available to UWM students can be found on the Norris Health Center's website at http://www4.uwm.edu/norris/. Individuals who take part in activities without maintaining a proper insurance coverage on themselves, or others they may injure are solely responsible for all financial obligations, including health care expenses, arising from their participation in a Sport Clubs activity. As such, UWM strongly recommends that all participants have health, accident, and personal liability insurance coverage in effect.

Safety Officer Requirement
A Safety Officer is an active club member who is American Red Cross CPR, AED, and First Aid certified. All sport clubs are required to have at least two Safety Officers. A list of each club’s Safety Officers and proof of certification is required to be filed with the Intramural Sports & Sport Clubs Coordinator prior to the start of club activities each semester.

American Red Cross Adult CPR, AED, and First Aid courses are offered by UREC. These classes are offered free of charge to Safety Officers. The Intramural Sports & Sport Clubs Coordinator will communicate with club officers
about the class registration procedures and upcoming American Red Cross training dates as soon as they come available.

At least one Safety Officer must be present at all practices, competitions, scrimmages, and away club events.

**First Aid Kits**

1. Safety Officers must check out First Aid Kits at the Klotsche Center by making an appointment with the Intramural Sports & Sport Clubs Coordinator. Only club-designated Safety Officers may check out a First Aid Kit from the Intramural Sports & Sport Clubs Coordinator. A valid UWM Panther Card must be presented at time of check out. These should be checked out before each club first practice, tryout, or competition.
2. UREC issued First Aid Kits and AEDs must be present at all Sport Club hosted practices, competitions, and tryouts.
3. Safety Officers are responsible for making sure that the First Aid Kit is present at all club activities and is adequately stocked with supplies. When supplies are needed, Safety Officers must set up an appointment with an Intramural Sports and Sport Club Coordinator to refill the First Aid Kit.
4. A hold may be placed on the Safety Officer's PAWS account if First Aid Kits and AEDs are lost, damaged, or not returned to the Intramural Sports & Sport Clubs Coordinator by the due date every semester.

**Injury/Incident Reporting**

In the event of an injury or incident during a club-related event, the club’s Safety Officer is required to do the following:

1. Injuries
   a. Within one (1) business day, the Safety Officer must complete and submit an INJURY/INCIDENT REPORT FORM to the Intramural Sports & Sport Clubs Coordinator.
   b. As soon as you become aware of an injury, stop the activity. Follow CPR/AED/First Aid Training as appropriate. At the Safety Officer’s discretion, based on the severity of the injury:
      i. Call the Intramural Sports & Sport Clubs Coordinator on his/her cell phone immediately after the situation is stable to inform the Coordinator of the injury. If the Intramural Sports & Sport Clubs Coordinator does not answer, then leave a message as well as call the information center at the Klotsche to inform the Building Manager.
2. Incidents (fights/altercations, car accident, theft, and/or weather emergencies, etc)
   a. At the Safety Officer’s discretion, based on the severity of the incident:
      i. Call the Intramural Sports & Sport Clubs Coordinator on his/her cell phone immediately after the situation is stable to inform the Coordinator of the incident. If the Intramural Sports & Sport Clubs Coordinator does not answer, then leave a message as well as call the information center at the Klotsche to inform the Building Manager.
   b. Within one (1) business day, the Safety Officer must complete and submit an INJURY/INCIDENT REPORT FORM to the Intramural Sports & Sport Clubs Coordinator

**Athletic Training Services**

1. The Intramural Sports & Sport Clubs Coordinator will schedule an athletic trainer(s) to attend tryouts and “home” sport club events as deemed necessary.
2. To ensure that the event does not get cancelled due to lack of athletic trainer availability, make sure to provide practice and competition schedules to the Intramural Sports & Sport Clubs Coordinator at least 10 business days in advance of activity.
3. Athletic Trainers will arrive at the event site at least 45 minutes prior to the start of a competitive event. If any member of the club needs to be taped prior to competition, he/she should be advised to arrive early as
there may be several requests.
4. Office Hours will be staffed by Athletico throughout the week during the academic year at the Klotsche Center.
5. Athletico will be the primary provider athletic training services for all UWM Sport Club activities during the 2017-2018 Academic Year.

Sport Clubs Leadership Council (SCLC)

The Sport Clubs Leadership Council (SCLC) is a student advisory group that assists the Intramural Sports & Sport Clubs Coordinator and UREC in the administration of the Sport Clubs Program. It was established in September 2013 to discuss and advice on issues related to the various sport clubs at UWM. In addition, it provides student members the opportunity to govern themselves and to collectively voice their concerns in an organized campus forum.

The SCLC is made up of officers or appointed members from active sport clubs. Each active club is eligible to be represented by one voting member on the council. Typically, the SCLC will meet at least once per month during fall and spring semesters. During these meeting all SCLC members will be briefed on current and proposed revisions of policies/procedures, upcoming events, student leadership development initiatives, and community outreach opportunities. Each club is responsible for having their representative present at every SCLC meeting. SCLC meetings are led by the SCLC Executive Board.

Officer Transitioning

A smooth transition between incoming and outgoing officers is essential for the survival of any club. For this reason, it is helpful to keep a binder for the club to pass along to the next president. This binder should include:
1. Important contact information (officials, affiliated businesses, referee assignors, league representatives, etc.)
2. Budget summaries from previous years
3. Needs and ideas for the following year
4. Previously used marketing materials
5. Evaluations of previous events, fundraisers, and special projects

Each club should keep in mind the future of their club when making critical decisions. Not only is it important to be successful during the current academic year, officers should also think of the future success of the club and continue to set the foundation for the next generation of officers and members.

Equipment & Uniforms

Uniform & Club Apparel Approval
The Intramural Sports & Sport Clubs Coordinator must approve all uniform, club apparel, and club equipment designs prior to purchase. Clubs must submit a Design Approval Form for review by University Recreation and University Relations. Following written design approval from an Intramural Sports & Sport Clubs Coordinator, clubs
may then place orders. Contact the Intramural Sports & Sport Clubs Coordinator for approved Sport Clubs logos, setting up a club online storefront, and available state contracts.

There are available discounts through certain local and national vendors. Please contact an Intramural Sports & Sport Club Coordinator in order to utilize these discounts.

**Equipment & Uniform Orders**

All equipment & uniforms MUST be shipped to the Klotsche Center in order for the Sport Clubs Coordinator to properly record all new equipment and uniform items.

**SHIPPING ADDRESS**

UW-Milwaukee UREC
Attn: Sport Clubs
Klotsche Center
3409 N Downer Ave
Milwaukee, WI 53211

**Purchased Equipment & Uniforms**

Equipment and uniform items purchased with segregated fees will become property of the UWM. These items will be tracked by the UREC. **Items purchased using segregated fees may not be used for academic, personal, political, commercial gain, or other purposes not authorized by UWM.**

**Equipment & Uniform Check-Out/Return**

1. Sport Clubs equipment and uniforms may be checked out at by determining group equipment check-out date(s) with the Intramural Sports & Sport Clubs Coordinator. Individuals failing to check out equipment on the determined date(s) may not be able to check out equipment.
2. A valid UWM Panther Card must be presented at time of check out.
3. Only active club members designated by the club president may check-out equipment and/or uniforms.
4. Sport Clubs equipment and uniforms may be checked in at by determining group equipment check-in date(s) with the Intramural Sports & Sport Clubs Coordinator. Individuals failing to check-in equipment on the determined date(s) will be charged a $15 late fee.
5. Items are to be returned to the Intramural Sports & Sport Clubs Coordinator in the same condition received or with reasonable wear and tear.
6. Equipment is the responsibility of the individual checking out the equipment. The individual checking out the items will be required to pay for the repair/replacement for any damaged or missing equipment/uniform.
7. A student account HOLD may be placed if equipment and uniforms are not returned by the deadline designated for your club by the Intramural Sports & Sport Clubs Coordinator.
8. A student account HOLD may be placed if the replacement cost for all damaged or missing equipment/uniforms isn’t received by the Intramural Sports & Sport Clubs Coordinator by the deadline designated for your club.
9. **Students will be responsible for paying a $15 late fee for all equipment returned after the equipment & uniform deadline designated for the club by the Intramural Sports & Sport Clubs Coordinator.**

**Uniform Check In**

Uniforms being checked-in by Sport Club members must be washed and clean or they will not be accepted at check-in. Late fees will still be enforced, if applicable.
Competition Supplies

Contact the Intramural Sports & Sport Clubs Coordinator if your club is interested in reserving competition supplies. Currently, we the following available for check-out for up to 4 days:

1. Canopy Pop-up Tents
2. Camping Tents
3. Gatorade Cooler with dispenser (7 gal & 10 gal)
4. Travel Benches (3-seat & 5-seat)
5. Bow Banner Flags (8ft & 11ft)

Scheduling/Space Reservations

UREC Facilities

1. Active sport clubs are permitted to reserve practice space in UREC facilities. The UREC spaces that are available to active Sport Clubs are:
   a. Engelmann Gym
   b. Engelmann Field (if permitted by Athletic Department)
   c. Pavilion Courts
   d. Klotsche Arena
   e. Klotsche Swimming Pool
   f. Racquetball Courts
   g. Klotsche Arena Indoor Track
   h. Spin Room
   i. Classrooms/Meeting Space
   j. Room 104 - Group X Studio

2. All UREC reservations for Sport Clubs must be submitted directly to the Intramural Sports & Sport Clubs Coordinator. The Intramural Sports & Sport Clubs Coordinator will accept space requests in the summer (for fall semester) and in the fall (for spring semester).

3. Because of the frequent changes in UREC services and programs, each semester the Intramural Sports & Sport Clubs Coordinator will determine the max number of weekday hours each club is permitted to reserve in UREC facilities.

4. A request made does not guarantee a space, even if available at the time of the request. Clubs should not arrange advertising for the event until they receive written notification of space approval from the Intramural Sports & Sport Clubs Coordinator.

5. Cancellations/No Show: Teams MUST notify the intramural/sport clubs coordinator ahead of time before cancelling their practice, otherwise their practice counts as a “No Show”: The following times are required notice:
   a. Afternoon practices: must notify by noon the day of
   b. Late night practices: must notify by 5pm the day of
   c. Early morning practices: must notify the night before practice by 5pm
   d. Weekend practices/Monday morning practices: must notify Friday by 5pm

6. Consequences for no shows will be as follows:
   a. 1st Offense: At the discretion of the Coordinator, from a warning up to $35/hr. All future reservations will be suspended until the fee is paid.
b. 2nd Offense: The offending club will be billed $35/hr. for each hour of the original reservation. All future reservations will be suspended until the fee is paid.
c. 3rd Offense: Forfeiture of all reservations for the rest of the semester in which the 3rd offense occurs.

7. It is the responsibility of the sport club to leave the space in the same condition it was prior or better, from their arrival to their reserved space. Sport Clubs are responsible for the removal of trash and reporting space concerns to the Intramural Sports & Sport Clubs Coordinator immediately.

8. Clubs must vacate the space immediately at the end of their reservation.

9. The Building Manager and/or the Sport Clubs Supervisor have final say on any facility related issues.

**On-Campus**

1. On-Campus Space/Facilities – As registered student organizations, sport clubs are permitted to reserve the following space on-campus:
   a. Library – Reserve a Group Study Room here:
      http://www4.uwm.edu/libraries/commons/html/grouprooms.cfm
   b. Union – Call Union REPS at 414-229-4828 or visit in person at Union W119.

**Off-Campus**

The Sport Clubs Program Staff will gladly assist clubs in identifying potential off-campus practice facilities.

1. A club should not sign any facility agreements/contracts without consulting with the Sport Clubs Program Staff.
   a. If it is determined that UWM Purchasing will need to review the contract, it could take up to 8 weeks to process. PLAN AHEAD!!!

2. Inform the Sport Clubs Program Staff of every practice, even those that will take place off-campus.

**Home Games/Tournaments/Scrimmages**

Before hosting a home game, tournament, or scrimmage the club must check with the Sport Clubs Program Staff at least 30 days in advance to ensure that space and appropriate personnel are available.

It is required that appropriate emergency personnel be on duty during all home games, tournaments, and scrimmages. The Sport Clubs Program Staff will determine the appropriate personnel that are required for each event. If appropriate personnel are not available to staff an event, the event will be cancelled. Depending on the type of event, the club may be responsible for cost associated with staffing and supplies.

**Engelmann Gym Rules**

Gym Usage Rules

1. All participants entering the facility must have a valid UWM ID or hand geometry scanned to enter the facility (NO ACCEPTIONS WILL BE MADE).

2. SLIDETACKLING IS NOT ALLOWED (including goalies).

3. Field etiquette should be adhered to at all times.

4. Soccer is the primary activity that is allowed in this space during open recreation. If there is no interest in soccer, the UREC staff person has the discretion to allow alternate activities appropriate for the space.

5. When your field time/turn is up please leave the field as soon as the next team/players arrive.

6. NO Food, Gum, Smoking, Chewing Tabaco, Alcoholic beverages and/or drinks are allowed in the gym. (ONLY WATER IS ALLOWED IN THE GYM)

7. Private instruction for personal gain is not allowed.

8. No sport activities or bouncing balls in the hallways.
9. UREC staff has full authority to ask participants to leave the facility.
10. Activities or behavior not covered in the Field Usage Rules will be interpreted at the management's discretion. In the absence of an Administrative Staff Member, the Building Supervisor will make all interpretations.

Facility Equipment/Attire Regulation
1. Turf shoes, indoor shoes and/or tennis shoes are required to play in the facility (NO OUTDOOR CLEATS ALLOWED).
2. Goals will be provide by the department.
3. Soccer balls and pinnies are available for check-out at the entrance.
4. Shin guards are not required but recommended. If shin guards are worn, socks must be worn and must completely cover the shin guard.
5. Proper attire, according to UREC Attire Policy, required at all times. This includes proper shirts and shorts/pants.

*These rules may be changed at any time when deemed necessary by UREC.

Laura Moynihan Field (Engelmann Field) Rules
In order to be able to use the field for practices, games, tournaments, etc., you must set it up with a Intramural Sports & Sport Clubs Coordinator as well as get approval from the Athletic Department. All must abide by the following field rules:
1. A single adult supervisor must maintain a ratio of (1 adult to 15 children i.e. any person under the age of 18 at the time of usage) at all times when using Laura Moynihan Field.
2. Person(s) using any of the field must wear proper shoes (no heels, steal cleats, or street shoes).
3. Associate Director of Athletics must approve activity advertisement posters for facility bulletin boards.
4. Disorderly conduct, lewd or lascivious behavior or inappropriate behavior, including verbal or physical abuse of an employee or other user, will result in immediate removal from the field with possible loss of your group / organization facility rental privileges and may include an investigation by the UWM Police Department.
5. Food, chewing gum, energy drinks, soda, metal equipment, and tobacco products are not permitted within the fence of the field.
6. University Policy prohibits the possession and consumption of alcoholic beverages on University facilities without authorized permission.
7. UWM, the Athletic Department, and its employees or agents are not responsible for lost or stolen items left unattended in or around any of the facilities.
8. Groups will be assessed a clean-up fee if any area is left cluttered or messy after events. This will not apply to groups that have made an agreement with the Department of Athletics.
9. Safety Officers for your event shall be solely at the discretion of the UWM administration and the Department of Athletics Each group would be responsible for the cost of security in such situations. This determination will be based on the size and length of the event prior to reservation approval.
10. No temporary lines are to be added to the field anywhere.
11. All equipment used on the field must first receive prior approval from the Athletics Department. No equipment is ever to be stuck into the ground.
12. CONCESSIONS POLICY: Outside organizations using UWM facilities are limited in regard to the type and extent of food service that they may provide. In general, food service will be limited to pre-packaged non-perishable items (e.g., candy bars, canned soda, etc.). UWM strictly prohibits the sale of "home-cooked" foods. For more information on the policy please refer to:
http://www.uwm.edu/Dept/EhSRM/SOP/sanitation.html

13. The first right of refusal to provide concessions at all events will is retained by UWM Athletics.

14. LIABILITY INSURANCE POLICY: The user group must demonstrate financial responsibility in the form of a certificate of insurance to use Laura Moynihan Field that names the Board of Regents, its officers, employees, and agents as additional named insureds. The certificate of insurance must be received prior to the start of the event. Please see the attachment E outlining the insurance requirements that must be achieved.

15. The Department of Athletics reserves the right to enforce any reasonable policy and/or rule that is not mentioned on this form. By signing this policy description you and your group participants agree to adhere to all the above listed rules and guidelines.

Advertising & Promotions

Sport Clubs Fair
All clubs are required to take part in the Sport Clubs Fair, which takes place at the beginning of the fall semester. The Sport Clubs Fair is an opportunity for clubs to recruit new members, have demonstrations and talk about their club to new and existing students on campus. Each club must have at least one representative from their club in attendance; preferably a club officer.

Student Involvement Fair
No individual club booths are permitted, but one sport club program booth will be set up to represent all sport clubs. This takes place in the beginning of the fall semester for all student organizations to promote their clubs to students.

UWM Union Marketing
UWM Marketing located in the union offers student organizations a discounted price for making flyers, posters, etc. Utilizing this can help spread word about your sport club and announce specific events such as tryouts, fundraisers, competitions, and more.

Fliers, Posters, and Other Advertising Materials
For posting materials on campus, the following guidelines must be followed:

1. All club posters, fliers, and other information must be approved by the Intramural Sports & Sport Clubs Coordinator prior to duplication and posting.
2. Posted materials should not cover any publicity posted for other events.
3. Do not post fliers on walls, windows, doors, or railing on campus. Posting on campus is permitted in designated areas approved for that purpose.
4. Publicity must benefit the Sport Club and must specify the date, time, and location of the event as well as the name and contact information of the club.
5. Advertising materials may not defame any person, organization, or university/college, incite violence, be based on obscenity, or advertise alcohol, drugs, gambling, or anything else that would be in violation of University policies, either through language or artwork.

Social Networking Sites
As with any social networking site, positive and negative aspects exist. It is important that club officers and members understand how these publications can have possible ramifications that can impact a club and/or UWM.
Club members should take care not to put anything on these pages that will negatively impact the image of the club or the UWM as a whole. Club members should also keep their sites up to date on club officers, contact information, event schedules, and appropriateness.

**UREC Sport Clubs Webpage**
The UREC Sport Clubs Program has a webpage at uwm.edu/urec. Club contact information is located here as well as links to club social media pages, PantherSync profiles, and club websites. All of these websites must be approved before they will be linked to the UREC website. This means all links must be functional, and the content must be current and comply with the above-referenced advertising rules.

** PantherSync**
PantherSync is an online environment for student organizations, including sport clubs at UWM.

Student organization officers must use PantherSync to complete renewal registration (each September) and to change officers and membership. In addition, some required forms can only be completed using the PantherSync system.

The online system also creates an on-going opportunity for clubs to attract new members by allowing students to browse currently registered student organizations and send join requests to the organization electronically. Clubs can make the most of this opportunity by uploading welcome page graphics and a welcome message.

** PantherSync training**
New and reactivating student organizations must completed training on how to use PantherSync as part of the registration process. All organizations are welcome to request training as needed to get the most out of the system. This might include training for new officers, training for candidates seeking office or a refresher on the system first thing in the fall. Contact the Office for Student Involvement at activities@uwm.edu or by calling (414)229-5780 to request training sessions.

# Financial Operations

**Segregated University Fees**
Segregated University Fees (SUF) are charges, in addition to instructional fees, assessed to all students for student services, activities, programs, and facilities that support the mission of UWM. Only student organizations which meet the institutional qualifications for official recognition and University departments may receive SUF support.

**SUF Expenditures**
SUF may only be expended for items and activities that are related to the mission of the institution and to the purposes of the organization. Expenditures of SUF must also conform with all applicable state and federal laws and policy requirements including, but not limited to, the decision of the United States Supreme Court in Board of Regents v. Southworth, 529 U.S. 217, 120 S. Ct. 1346 (2000), current Wisconsin Statutes, Wisconsin Attorney General’s opinions, Board of Regents’ administrative rules and policy documents, and UW System policy papers.

Items allocated to or purchased for a student organization using SUF are UWM property and may only be used for purposes allowed by State and UWM regulations. These items may only be used for the organization’s activities and must remain on campus, unless UREC has approved off-campus use and/or storage of the item(s). Items purchased
with SUF may not be used for academic, personal, political, commercial gain, or other purposes not authorized by UWM and UW System policy.

Student organizations which receive SUF funds must comply with special regulations and procedures relating to expenditures. Certain purchases, such as alcoholic beverages, cannot be made using SUF funds. State and UWM contracts also stipulate that specific vendors be used to purchase certain items. In addition, a request/authorization statement from the student group, signed by an officer, is required before any requests for payment will be processed. None of a group’s SUF allocation may be used without the proper forms being prepared and submitted to the UREC Intramural Sports & Sport Clubs Coordinator. This is only a general outline of the expenditure process. Consult with the Intramural Sports & Sport Clubs Coordinator for details.

**Ineligible SUF Expenditures**

1. Academic credit-producing activities
2. Contracts between a UW institution and a recognized student organization, except as permitted in UWS Policy F50 Section I.B.(6)(a)
4. Cost of legal services, except where the governor has approved hiring an attorney to provide student legal service at an institution.
5. Awards to UW faculty or staff, other than non-monetary, de minimis items such as certificates, plaques, etc.
6. Individual membership.
7. Lump sum payments to student organizations (as opposed to payments for specific purposes supported by invoices).
8. Overhead costs of student organization in facilities not owned, leased or subject to control by the university, except as permitted in UWS Policy F50 Section I.B.(6)(a). As used in this section, overhead costs means those general organization expenses which cannot be charged as belonging exclusively to any particular part of the organization’s activities or work, including without limitation because of enumeration, salaries of the organization’s employees who are not UW employees, rent, taxes, insurance, lighting, heating and similar expenses.
9. For the benefit of non-segregated fee-paying students – except for speakers or performers
10. Fines, cancellation fees, traffic citations, parking tickets, or late fees of any kind.
11. Alcoholic beverages.

**Responsibility for Keeping Records of Student Organization Funds**

*Segregated university fees:* Sport Clubs SUF accounts, which are maintained by the UREC and other UWM offices, are considered public records in accordance with State law. As such and upon reasonable notice, these records are open to inspection by any interested person. Copies of these records are available with the expense of duplication to be paid by the requester.

Other Funds: All student organizations receiving segregated university fee support along with any student organization using UWM facilities must agree, as a condition of such support or use, to provide financial records, if requested, indicating specific revenues and expenditures for the particular event for which they received support or used the UWM facility. This is required by UWS Policy F50. Guidelines for sport clubs financial record-keeping are available from the Office of Student Involvement (OSI). Under no circumstances are personal and organizational funds to be mixed. Failure to keep accurate student organization financial records could result in various penalties.

**Debts Owed UWM by Student Organizations**

Organizations failing to pay for services rendered by the UWM, such services having been properly authorized by
the group, shall be denied the use of UWM facilities and placed on an “outstanding debt” list until such time as the
debt is cleared or satisfactory arrangements for payment have been made.

Financial Responsibility of Student Organizations to
Agencies/Organizations/Vendors
Except under extraordinary circumstances, the UWM is not responsible for debts or other liabilities of student
groups. All new and continuing members of groups, as well as businesses where products and services are ordered,
should be informed of this. Officers of groups are the only members eligible to authorize club expenditures and may
be held personally liable for financial obligations incurred by the group.

Student Segregated Fee Allocations
Each fall semester the Executive Board will make a presentation on behalf of the SCLC member organization to the
Senate Finance Committee (SFC) to receive monies for the upcoming year. SFC provides funding to University
departments or registered student organizations to provide a specific and identifiable educational benefit and
service to UWM students. Once SFC allocates monies to the SCLC, the Executive Board is responsible for distributing
the monies to the SCLC member organizations.

Any funds distributed by Executive Board must be spent during the fiscal year (July 1 to June 30) in accordance with
UWM budget procedures as administered by UREC. If the organization becomes inactive or the money is not used,
the funds are returned to SCLC. Funds must be used for student organization benefit, not for personal or non-UWM
student use. Allowable expenditures from segregated fees include:

1. Tournament/Competition Entry Fees
2. Officiating
3. Supplies
4. Equipment
5. Conference League Dues
6. Facility Rentals
7. Travel Expenses (Transportation/Lodging)

Eligibility
In order to be eligible for segregated fees, a sport club must meet the following conditions:

1. Chartered at the UWM through both the Student Activities Office and UREC
2. Determined eligible by UREC in accordance with the laws of the State of Wisconsin.
3. Determined eligible by the SCLC in accordance with the SCLC Constitution.
4. All officers are enrolled UWM students currently enrolled on a fee-paying basis for at least half- time. (As
   used in this policy, “half-time” status means enrollment for a minimum of six credits as an undergraduate
   student, and enrollment for a minimum of four credits as a graduate student). The organization is also
   required to have a Faculty/Staff advisor. (UWS F50)

SCFC Application/Approval Procedures: Funding request forms for student organizations are available from the
SCFC and online at www urec uwm edu. Eligible organizations must submit an accurate funding request form by the
posted due date. An officer of the organization requesting funds must attend the SCFC meeting at which the
request will be considered. Recommendations made by SCFC for funding are forwarded to the SCLC General Body
for final approval. Funds will become available July 1.

Reallocation of Funds
There are certain restrictions imposed on clubs looking to reallocate funds. They are as follows:

1. Club reallocation requests must be presented to and approved by the SCLC Executive Board.
2. Clubs may only reallocate funds within their initial budget category (i.e. hotel funding must continue to be used for hotels, rental vehicle funding for rental vehicles, etc.)
3. Clubs may only reallocate funds to and from future events.
4. The exceptions to this rule are if a tournament host or organizer cancels an event without prior notice, or circumstances out of the clubs control occur (weather, emergencies, etc.)
5. Remaining funds from previous spending may be reallocated by the Intramural Sport and Sport Club Coordinators within the same budget categories without the need to present to the SCFC Executive Board.

SAC Grants

SAC Grants are allocated by the Senate Appropriations Committee. Member organizations of the Sport Clubs Program are not eligible for SAC Grants.

Methods of Payment

The Intramural Sports & Sport Clubs Coordinator must approve all sport club purchases and expenses that are made using student segregated fees. Do not purchase items and expect to be reimbursed, or make any verbal or written agreements for the purchase of any items or equipment without first receiving approval from the Intramural Sports & Sport Clubs Coordinator. Agreements made without approval are not binding to UWM or the UREC, which means the party involved in the agreement may be held personally liable for all expenses.

The following methods may be utilized when making purchases or paying for services:

1. UW-Milwaukee Purchase Credit Card
   The Intramural Sports & Sport Clubs Coordinator has a credit card that can be used to purchase items and prepay hotel rooms for club use. This method is HIGHLY recommended and greatly expedites the purchasing process. To use the credit card:
   a. Request the expenditure through your Coordinator in writing with information that includes:
      i. The vendor's name, phone number and complete address
      ii. A detailed description of the item to be purchased, including model/catalog number, price, color, size, quantity, etc.
      iii. Whenever possible, attach a copy of the catalog or webpage print-off
   b. The Intramural Sports & Sport Clubs Coordinator will place the order using the information provided on the request
   c. All orders placed with the credit card will be shipped to UREC
   d. The complete cost of the purchase will be subtracted from the club’s SCLC account.

2. Invoiced Payments
   In some instances, clubs may choose to be invoiced for services or for the purchase of items. The following procedure should be followed for the payment of club invoices through the SCLC account:
   a. Obtain written approval for the payment from the Intramural Sports & Sport Clubs Coordinator.
   b. Attach an invoice with a detailed description of the item(s) to be purchases, including price, quantity, duration of the reservation, color, etc.
   c. Obtain a completed W9 form from the vendor to submit to your Coordinator.
   d. Allow 7-10 business days for the processing of payments made this way
   e. All orders should be delivered to:
UW-Milwaukee UREC
Attn: Sport Clubs
Klotsche Center
3409 N Downer Ave Milwaukee, WI 53211

f. Once the items have been received, the accuracy of the shipment will be verified.
g. The complete cost of the payment will be subtracted from the club’s SCLC account.
h. Referees/Officials – follow this procedures to use your SCLC account for payment.
   Reimbursements are not permissible for referee payments.
   i. **PAYMENT AFTER COMPETITION** – Complete **REFEREE INVOICE FORM** at site of the
      competition. If the referee/official doesn’t have a current W9 on file with the University,
      he/she will need to complete one and submit along with the **REFEREE INVOICE FORM**. The
      Sport Clubs Supervisor will have blank copies of the **REFEREE INVOICE FORM** and W9 forms
      available on site. A check will be mailed to the address they listed on the form within 10
      business days.
   ii. **PAYMENT PRIOR TO COMPETITION** – Work with your Coordinator to obtain an invoice
       from the official. It is not always possible to pay officials prior to services being rendered to
       the club. If the referee doesn’t have a current W9 form on file with the University, he/she
       will need to complete one and submit along with the **REFEREE INFORMATION FORM**. The
       Sport Clubs Event Staff assigned to the event will distribute the checks to the
       referees/officials prior to the beginning of the competition.

3. **Reimbursement**
Reimbursements can ONLY be made to individuals and will only be used for travel-related expenses. UREC
cannot reimburse money directly to the club under any circumstances. To request a reimbursement:
   a. Obtain approval for the payment from the Intramural Sports & Sport Clubs Coordinator through a
      Travel Itinerary Form.
   b. Submit the **REIMBURSEMENT FORM** to the Intramural Sports & Sport Clubs Coordinator within 5
      business days of returning from the scheduled trip. Attach a receipt showing the name of the
      individual who made the purchase or paid for the service (this name must match the name of the
      individual being reimbursed).
   c. Reimbursement checks should be received 3-4 weeks after all paperwork has been submitted
   d. The total reimbursement amount will be subtracted from the club’s SCLC account

**Contracts**
No club participant, advisor, or coach may sign a contact on behalf of the UWM or UREC. All contracts are to be
submitted to the Intramural Sports & Sport Clubs Coordinator to coordinate with the Purchasing Office and any
other appropriate University office. This includes but is not limited to, facility usage contracts, sponsorship
agreements, purchasing agreements, coaching or referee contracts, transportation contracts, etc. This process may
take up to two business weeks.
Types of Accounts

There are two types of accounts that may be used by UWM sport clubs. Each of these accounts has very specific guidelines for utilizing the funds.

**SCLC Account**

The SCLC receives funds from the SA Segregates Fee Committee (SFC) that are annually allocated to SCLC member organizations. These funds are distributed by the SCLC Executive Board based on the needs and request of the clubs. Funds not used by the end of each academic year will not carry over to the next academic year.

Examples of appropriate expenditures from the SCLC allocation include:

1. Equipment purchases
2. Tournament entry fees
3. Supplies
4. League or association fees
5. Referee fees
6. Approved travel expenses (car rentals, hotel, air travel, etc.)
7. Services rendered by another University department
8. Uniforms (Non-Personalized)
9. Other expenses as approved by the Intramural Sports & Sport Clubs Coordinator

Examples of inappropriate expenditures from the SCLC allocation include:

1. Individual/personal equipment needs (such as socks, shoes, team sweats, warm-up suits, undergarments, etc.)
2. Coaching stipends
3. Awards or gifts
4. Club t-shirts or other personal apparel items
5. Fines, parking tickets, or late fees of any kind
6. Food and refreshments
7. Website hosting fees/subscriptions
8. Gas

**Outside Bank Accounts**

Clubs may use the “banking” services provided by the UW Credit Union (Union, 1st floor, 800-533-6773) or any local financial institution of their choice for non-segregated university fee revenue. If a club decides to open an account, it is recommended that the club have a business checking account. The club will need at least two signature holders (club officers) and an Employer Identification Number (EIN) in order to set up a new account. To have an individual added to the signature card a current signature card member must be present.

**Please note:** This account should ONLY be used for club business.

The revenue received from club activities such as dues, fundraisers, donations, or sponsorships must be placed in their outside bank account. Typically, these funds are utilized for coach stipends, awards, banquets, refreshments, meals, travel expenses, uniforms, etc. This account should not be used to purchase alcoholic beverages, drugs, or personal expenses (i.e. rent payments, utility bills, etc.). Because funds in these accounts carry over from year to year, it is not necessary for the club to spend all funds in
the account each year.

**Outside Bank Account Audits**
The Intramural Sports & Sport Clubs Coordinator may perform periodic audits on the outside bank accounts of all sport clubs. The Intramural Sports & Sport Clubs Coordinator will have an audit meeting with the President and Treasurer of your club to discuss the transactions of the club’s outside bank account. At least 48 hours prior to the audit meeting the Treasurer must provide the Sports Clubs Coordinator with copies of the last three of bank account statements and cleared checks.

## Club Revenue

### Membership Dues
Limited funding is provided for sport clubs via the annual SCLC allocation of SUF. Clubs should set membership dues based on the perceived amount needed to operate effectively and provide the benefits the member will obtain from the club. When collecting dues, clubs should set an amount of money on a regular basis (e.g. once per semester or once per year). Make sure the rules regarding the collection of dues, refunds, penalties for late payment or nonpayment, and procedures for being exempt from dues is clearly written in the club’s constitution and/or bylaws. Self-support and out-of-pocket cost are an essential principle of any sport club.

All membership dues must be deposited in the club’s outside checking account. As discussed above, this money should never be used for alcohol, drugs, or personal gain.

### Sponsorships
Sponsorship is another option for resources. If your club is attached to a university department, talk to the department chair about making an investment in your group. Do not focus only on money; let them know what the club can offer in return. Remember donations such as phone use, office supplies, copying, typing, and other free materials are helpful. If your club needs equipment, talk to local distributors about giving you a deal on the price in exchange for displaying the company name. Student groups contribute many things to UWM, in addition to the surrounding community, so do some brainstorming and go find some sponsors!

### Fundraising
Each club is encouraged to take part in fundraising efforts to help support and fund activities of the club. Fundraising can be fun, as well as a learning experience for those involved. It works to unify the group and helps everyone get to know one another. To be successful, these efforts must be well organized. Below is a list of fundraising tips clubs should review before planning a fundraising event/activity:

1. Start early and start now.
2. Dream Big and Ask Big: Timid request = timid gifts
3. Select the correct season and time for the fundraising event. Be aware of conflicting events and take weather into account.
4. Be energetic, creative and enthusiastic.
5. Keep records of everything the club does.
6. At the conclusion of the fundraising activity an evaluation should be completed. This evaluation should go beyond a simple comparison of the dollar goal to the amount raised. It should include a qualitative analysis and conclude with recommendations for future fundraising activities.
7. Thank contributors sincerely and in a timely manner.
How to organize a fundraising event:
1. Meet with members to discuss where the club wants to fundraise and what type of event it wants to hold.
   a. Start the planning process 5-6 weeks before the anticipated event date.
2. Secure enough members who want to help out with the event.
   a. “Don’t have enough?”
      i. Work with other clubs for a joint the event
      ii. Offer first priority for tournaments/trips to those who assist with fundraising events.
3. Talk with the company or site location where you want to have the event.
4. Meet with the Intramural Sports & Sport Clubs Coordinator to discuss the event no later than 3 weeks prior to the event
5. Create fliers for the event if necessary. (See UWM Sport Clubs Graphic Standards manual and encouraged to have help from UWM Union Marketing)
6. Purchase equipment/prepare for the event.
7. After your event, complete the Fundraising Summary within 5 business days and make deposits into your club checking account if available.

Additional Fundraising Guidelines
1. A UWM Food Sales permit is required in order to sell food (brats, hot dogs, roaster corn, baked goods, etc.) on UWM campus. Failure to obtain the proper permit(s) could result in the sale being stopped and/or fines imposed.
2. The selling of subscriptions, memberships, tickets to events, conference registrations, and other fundraising activities carried out by clubs need permission from the UWM prior to being held on campus.
3. Some fundraising activities may require a seller’s permit.
4. Clubs must be aware that they may be liable to pay sales tax on some of their fundraising efforts. Even if your club has a tax-exempt number, sales tax may need to be collected.
5. Some activities are restricted or prohibited under the University policy or state law.
6. Clubs may not generate revenue from tryouts (fees from potential players).

A fundraising event may not be associated with alcohol, drugs, or promote unhealthy lifestyles.

Travel

The travel of Sport Clubs is governed by the regulations of the UREC, UWM, and the State of Wisconsin. The Sport Clubs Staff can assist clubs in making their travel arrangements in compliance with these regulations. Clubs must receive approval prior to departure and have sufficient funding to cover travel expenses.

Competition Schedules
At the beginning of each semester each club should send their competition schedule to the Intramural Sports & Sport Clubs Coordinator. Make sure to include opponent name, location, date, time, and format (i.e. scrimmage, tryouts, tournament, game, etc.).
Travel Itinerary Form

A TRAVEL ITINERARY FORM must be completed and submitted for any trip regardless of distance, at least 8 business days in advance of departure date. If this form is not on file, or the form is incomplete or inaccurate, the club’s travel request will be denied. In order for clubs to request reimbursement for any travel expenses including gas, hotel accommodations, vehicle rental, or airfare, the club must have prior approval for travel through the TRAVEL ITINERARY FORM. The Travel Itinerary Form will be audited on each club’s roster entered on IM-League submitted to the IM/SC Coordinator. If waivers are not filled out, members will not be able to play. Each member on the TRAVEL ITINERARY FORM must be listed on the club roster (via PantherSync club profile) and have a WAIVER FORM as well as a PARTICIPANT AGREEMENT FORM on file with UREC.

Hotel Accommodations

If the club needs to stay in a hotel/motel, a designated officer should CALL several hotels, to receive the best price for accommodations. After deciding on a hotel, the officer is to reserve the rooms over the phone. Most hotels will request a credit card to hold the reservation. This should be done at least 8 business days before the departure date. Make sure to ask the hotel to email a confirmation to you. DO NOT USE A THIRD PARTY TRAVEL BOOKING WEBSITE (PRICELINE, ORBITZ, TRAVELOCITY, HOTELS.COM, etc.). REIMBURSEMENTS ARE NOT POSSIBLE IF YOU USE A THIRD PARTY TRAVEL BOOKING WEBSITE.

To use your club’s SCLC account funds for hotel accommodations, the following information must be included on the TRAVEL ITINERARY FORM:
1. The complete name, mailing address, and phone number where the club has made reservations.
2. The name under which the reservation is placed (i.e. John Smith or UWM Bowling Club).
3. Confirmation number for reservation.
4. The dates the club has rooms reserved, the number of rooms reserved (cannot go over quad occupancy), and the names of people staying in each room.
5. The room rate that the club was quoted and if necessary, the date the reservation was made.

UREC Travel Policies

1. All occupants of the vehicle are required to wear a seat belt at all times. The number of passengers must not exceed the number of operational seatbelts.
2. Nothing is permitted to be stored on or outside of the vehicle.
3. Cell phone usage by the driver while operating the vehicle is prohibited at all times.
4. See the chart below for the required number of authorized driver needed for travel.

<table>
<thead>
<tr>
<th>Length of Trip</th>
<th>Number of Required Drivers</th>
</tr>
</thead>
<tbody>
<tr>
<td>less than 4 hours one way</td>
<td>UREC Program trips that are less than 4 hours one-way require one authorized driver per vehicle plus an extra authorized driver.</td>
</tr>
<tr>
<td></td>
<td>Example: Outdoor Pursuits rented 2 vehicles for their trip to Devil’s Lake State Park in Baraboo, WI. Outdoor Pursuits must have at least 3 authorized drivers.</td>
</tr>
</tbody>
</table>
| 4 – 8 hours one way | Each vehicle must have at least 2 authorized drivers per vehicle.  
Example: Black Cat Ultimate is driving to Iowa City, IA for a tournament. They have rented 5 mini vans. Black Cat will need a total of 10 authorized drivers for this trip. |
|---------------------|---------------------------------------------------------------------------------------------------------------|
| 8 or more hours     | Each vehicle must have at least 3 authorized drivers per vehicle.  
Example: A few intramural officials travel to attend a clinic in Columbus, Ohio. They are taking one SUV and Columbus, OH is 10 hours one-way. At least 3 authorized driver are required for this trip. |

5. Drivers may not drive more than four consecutive hours. The driver must take at least a 4 hour break in between driving shifts. Each driver is only permitted to drive up to 8 hours in a 24 hour period.

6. A passenger sitting in the front seat must be awake at all times to assist the driver with maps, directions, and communicating with other vehicles in the trip convoy.

7. **Driving between the hours of Midnight – 5am requires a detailed driving plan filed with the appropriate UREC Program Director prior to departure.** The detailed driving plan must include the reason for driving through the night, list of authorized drivers, the amount of driving that will be expected of each driver, and driving route. In addition, drivers must talk to or receive a response from the Program Director to alter a driving plan once on the road.

8. **Drivers must not drive under the influence of any alcohol or drugs, or any prescription or over-the-counter medications that cause drowsiness.** No occupant of a vehicle may smoke or use drugs while a passenger in a vehicle used for UREC Program travel.

9. No alcohol or drugs which are illegal in the State of Wisconsin are permitted inside University Fleet vehicles, charter buses, rental vehicles or personal vehicles while on UREC Program travel.

10. ONLY UW-Milwaukee registered student Sport Club participants, faculty, staff, and UREC student employees are permitted to be passengers in rental vehicles and personal vehicles during official UREC Program Trips.

11. Drivers must seek information about weather conditions impacting the trip. The driver has discretion at any time to stop driving or not to begin a trip based on weather conditions, including heavy rain, fog, ice and/or snowy conditions that limit visibility and the driver's ability to safely operate the vehicle.

12. Drivers must immediately report all accidents, damages or violations incurred or caused while operating a University vehicle, personal, rental or other vehicle during sanctioned travel, to the local police and UWM University Recreation within 24 hours.

13. The driver is personally responsible for any citations.

14. It is STRONGLY encouraged that groups/programs take charter buses, trains, or airplanes for trips that exceed 500 miles in one day.

15. Drivers must operate the vehicle in accordance with all state and federal laws, ordinances, and regulations.

16. Notwithstanding any other University policy, the University reserves the right to deem any individual ineligible to drive under this UREC Program Travel Policy based on driving conduct during past UREC Program travel, any charge of driving under the influence or reckless driving, a motor vehicle accident, or any other circumstance in the University's sole discretion.
Methods of Travel

Personal Vehicles
Use of personal vehicles is approved for all club travel purposes within 35 miles of the Klotsche Center. The individual driver is responsible for passengers who may have limited control over their driver’s actions. Drivers should carry their own vehicle insurance to cover liability. While private automobiles provide a cost effective means of transportation, there are disadvantages to this means of transportation. Liability issues must be considered. Be sure of the following safety measures:
1. The driver has been authorized to drive by University Safety and Assurance (see “Driver Authorization”)
2. Individuals traveling in private vehicles understand that it is at their own risk.
3. The designated drivers have experience and are licensed to drive the vehicle.
4. The vehicle and its operator have appropriate insurance.
5. The vehicle has been adequately serviced with preventative maintenance and check-ups.
6. Driving time of the trip is reasonably offset with meal breaks, sleep time, etc.
7. The driver and passengers have an emergency plan in case of breakdowns or accidents.
8. Alcohol and/or drugs are not a part of the drivers’ or the trip participants’ experience.
9. When in doubt, use common sense when driving.
10. If involved in an accident, make sure any injured persons get the requisite medical treatment.
11. If you are traveling to an event that is 35 miles or more outside of campus, you cannot use a personal vehicle and will have to contact the Intramural Sports & Sport Clubs Coordinator to rent vehicles.

Rental Vehicles
Vehicles will need to be rented for travel if the event you’re traveling to is 35 miles or more outside of campus. The preferred vendor for rental vehicles is Enterprise, which has a state contract providing for reduced rental rates and eliminating cost for insurance on the vehicle. Clubs wishing to reserve vehicles through Enterprise are required to submit the TRAVEL ITINERARY & RENTAL VEHICLE REQUEST FORM to the Intramural Sports & Sport Clubs Coordinator.

Reserving Enterprise Rental Vehicles
1. A RENTAL VEHICLE REQUEST FORM must be submitted along with their TRAVEL ITINERARY FORM.
2. Only UWM-authorized drivers are permitted to operate the rental vehicles, including picking up the vehicle.
3. Clubs are responsible for paying for all toll expenses and parking fees. These expenses can be reimbursed if receipts are submitted in the Travel Binder by the appropriate deadline.
4. Parking tickets, toll penalties/fines, speeding tickets, and car washes are not eligible for reimbursement. In the event these are charged to the UREC’s Enterprise account, the authorized driver will be required to pay back the UREC (segregated fees cannot be used).

NOTE: ONLY club members are permitted in rental vehicles.

12/15-Passenger Vans
Only students over the age of 25 that meet all UW System driving requirements and complete required training can operate 12/15-passenger vans. See the UW System website for more information, http://www.uwsa.edu/fadmin/fppp/15pasvan.htm
Air Travel & Coach Buses

In the event that a club should need to use either an airline or coach bus for their travel, the Intramural Sports & Sport Clubs Coordinator will work with the club to research and secure the best option. Reservations should be made as far in advance as possible. As you get closer to your departure date, rates will increase. See the Intramural Sports & Sport Clubs Coordinator for additional information. In addition, see

1. The AIR TRAVEL SET-UP FORM for instructions on how to book airline tickets. This form should be submitted to the Intramural Sports & Sport Clubs Coordinator at least 45 days prior to departure date.

2. The COACH BUS RESERVATION FORM for instruction on how to reserve coach buses. This form should be submitted to the Intramural Sports & Sport Clubs Coordinator at least 30 days prior to departure date.

Driver Authorization

In order to drive a personal, UWM, State or rental vehicle for any club event, the vehicle must be driven by an authorized driver. Authorized drivers must hold a valid driver’s license and submit for renewal each year. Clubs are encouraged to submit DRIVER AUTHORIZATION APPLICATION well in advance, as it may take up to ten business days for processing. Clubs will not be approved to drive on UWM business, reserve or rent vehicles with ‘pending’ driver authorizations.

Students wishing to be an approved driver will need to complete the DRIVER AUTHORIZATION APPLICATION. Submit the complete application to the Intramural Sports & Sport Clubs Coordinators so that UREC can provide the required department name, code and signature. UREC will then forward the application to University Safety and Assurances.

Out of State Driving Record

Due to increased difficulty in obtaining out state driving records, the university now requires applicants whom hold an out of state license (or have held one in the last two years) to request their own driving record. To obtain the out of state driving record, contact the state DMV that the license is/was held. A non-certified copy of the driving record is acceptable.

International Drivers

With the exception of Canadian drivers, all international student drivers are required to obtain a Wisconsin driver’s license in order to be approved to drive on UWM business.

Trip Leader

Before traveling on any Sport Clubs related activity, at least one club officer must be designated as the Trip Leader. On the Wednesday before travel the Trip Leader will be issued a Travel Binder that must be returned within 3 business days of returning from the scheduled trip along with all receipts (hotel, parking, rental van, etc.), REIMBURSEMENT FORM (if necessary) and a completed POST TRIP REPORT. It is the responsibility of the Trip Leader to notify the Intramural Sports & Sport Clubs Coordinator immediately of any changes to the approved travel request (who is traveling, itinerary, or travel route) and any accidents or incidents that occur while traveling, at the event, or the hotel.

The Trip Leader is responsible and will be held accountable for knowing all policies and procedures relating to travel. This includes, but is not limited to:
Submitting a **TRAVEL ITINERARY FORM**
Serving as the University contact on the trip and enforcing all applicable policies (no alcohol or drugs)
Ensure accuracy and compliance with travel regulations (waivers, driver authorization, etc.)

**Receipts**
In order to be reimbursed for anything, a legible receipt is **REQUIRED**. The following items are needed on each receipt:

1. Name of person who paid (must be a current segregated fee paying student)
2. Amount paid
3. Date of transaction
4. Method of payment
5. Description of item or service
6. Name of organization, business, or person that received the payment

**Excused Class Absence Requests**
Occasionally, club members will need to be absent from classes in order to attend scheduled sport club competitions. The Intramural Sports & Sport Clubs Coordinator can provide an informational memoranda for your instructor explaining when you will be traveling for competition. It is the responsibility of the club’s officers to request these informational memoranda at least 10 days in advance of departure from the Intramural Sports & Sport Clubs Coordinator. This letter cannot be created after the trip has taken place. THIS IS ONLY A REQUEST FOR THE INSTRUCTOR TO WORK WITH YOU; UREC CANNOT EXCUSE PLAYERS FROM ANY ACADEMIC OBLIGATIONS. THUS, IT IS WITHIN THE SOLE DISCRETION OF THE COURSE INSTRUCTOR WHETHER OR NOT TO EXCUSE ANY ABSENCE FROM CLASS DUE TO A CONFLICTING SPORT CLUB EVENT.

Your request must be accompanied with the following information:

1. Club Name
2. Name of scheduled tournament or opponent
3. Location of tournament/contest date
4. Time of departure and return
5. Name (first and last) of all students who will be traveling

**Tax Exemption**
Clubs may purchase goods and not pay sales tax within the state of Wisconsin as long as it is for club related business. To utilize the University’s tax exempt status, all purchases must be made on the club’s behalf by the Department of University Recreation. Clubs may be required to deposit funds from their club’s outside bank account into their university fundraising account to pay for such invoices. Please contact the Intramural Sports & Sport Clubs Coordinator for more information regarding tax exemptions.

**Additional Travel Guidelines**

1. When traveling, clubs are required to have their first aid kit with them. In addition, clubs assigned AEDs are required to have it with them while traveling.
2. When traveling as a club, you are representing the university from the time you leave campus to when you return. Remember to act professionally and responsibly. (See “Standards of Conduct”.)
3. Only UWM students are permitted in rental vehicles.
4. Hotel receipts must be itemized and turned in with the Travel Binder within 3 business days of trip return.
5. In the event of a change in travel plans or an emergency, clubs are required to notify the Intramural Sports & Sport Clubs Coordinator immediately. If the club is unable to reach the Intramural Sports & Sport Clubs Coordinator, the club is to continue down the Emergency Contact list leaving messages until they speak with someone. The Emergency Contact list can be found in the Trip Binder.
6. SCLC funds cannot be used to pay for room service, laundry, in-hotel phone calls, movies, food, or entertainment.
7. Club Officers will be personally responsible for damages that occur during travel.
8. SCLC funds cannot be used for “No Shows” or late cancellations of hotel rooms. Club Officers will be personally responsible for such fees.

Forming a New Club

The Sport Clubs Program is always growing to meet the needs of the UWM student population. Students interested in forming a new sport club must meet all listed criteria and need to follow the listed steps in the recognition process. Please note the entire process may take several weeks, months, or even years from start to finish depending upon your club and the time of year.

Criteria
1. Must compete against other institutions of higher education in a “sport.”
2. Be a member of a governing collegiate sport club league or association.
3. The mission, charter, and bylaws cannot be a duplication or inherently similar to that of an existing UWM Sport Club.
4. Operate as a not-for-profit organization, as demonstrated by evidence that the organization uses any income or profit for organizational purposes, not for any individual or commercial gain.
5. Agree to abide by policies set forth in the Student Organization Manual, Student Handbook, Sport Clubs PPG, and UWM and UW-System Administrative policies and regulations.
6. Entire membership consists of UWM undergraduate and/or graduate SUF paying students.
7. Identify a faculty or staff advisor employed by UWM (Student Employees, Teaching, Research, or Graduate Assistants do not qualify). The Intramural Sports & Sport Clubs Coordinator can serve as the advisor for any club sport clubs in need.
8. Prepare and file governing documents for the club with UREC.
9. Agree to abide by local, state, and federal laws and ordinance and to avoid unlawful actions in connection with any of their activities;
10. Identify at least four UWM student officers currently enrolled in a degree program, on a fee-paying (Segregated University Fee) basis for at least half-time. As used in this policy, “half-time” status means enrollment for a minimum of six credits as an undergraduate student, and enrollment for a minimum of four credits as a graduate student;
11. As required by UW System Regent Policy 30-06, Policy on Recognition of Student Organizations, extend membership and all membership privileges, including voting and eligibility to hold office, to all students without regard to age, race, sex (except as otherwise permitted by Title IX of the Education Amendments of 1972), pregnancy, marital status, parental status, disability, color,
national origin, ancestry, religion, sexual orientation or veteran status, except those student organizations that select their members on the basis of commitment to a set of beliefs (e.g. religious or political beliefs) which may limit membership and leadership positions in the organization to students who affirm that they support the organization’s goals and agree with its beliefs.

Recognition Process
1. Fill out the Application for New or Reactivation Student Organization online at: http://orgsync.com/21733/forms/show/34016
2. Contact the Office of Student Involvement via activities@uwm.edu to schedule training in the use of PantherSync, powered by OrgSync, the online student organization system. The individual(s) who attend the training and are officer(s) will be authorized as the Portal Administrator(s) for the organization.
3. After completing PantherSync training, the Portal Administration should instruct all officers and advisors of the organization to create user accounts in PantherSync and invite them to join the organization online.
4. Each student organization must provide the full names, phone numbers, and email addresses of four UW-Milwaukee students currently enrolled at least half-time (to serve as officers). At least one of the contacts for the organization must agree to have his or her name and phone number or email address released as the public information for the group. This information is recorded in the Org Profile in PantherSync which can be accessed by the Portal Administrator under “settings”.
5. After submitting a completed Org Profile electronically, the Student Involvement staff will email the Org Profile back to the submitter in a PDF format.
   a. The Org Profile must then be printed and signed by all officers and advisors (UREC can print this document if you wish).
   b. The individuals listed as contacts must agree to the position indicated and meet the student enrollment status eligibility requirements.
   c. Signatures indicate that individuals have read, understand, and agree with the RSO Contract which is available online at www.rsocontract.uwm.edu. It also indicates that they have read and understand the Organization Verification and Liability section of the RSO Contract, and that each individual will take responsibility for the actions of the organization. You will be held accountable for any lost/stolen University equipment or any debt incurred by the organization.
6. All sport clubs organizations must also complete and submit the New Student Organization Charter Application. These forms are located in the “Forms” tab in PantherSync on the left side of the screen. These documents are submitted electronically. (Reactivating organizations may be permitted to continue using a previous charter if it is less than three years old and meets current charter requirements.) The New Student Organization Charter Application includes the organization’s official purpose statement.
7. The purpose statement should be broad enough to encompass all of the activities in which the organization intends to engage but not too broad so that there is no focus to the organization. This requires some thoughtful reflection to strike the right balance. Organizations registered at UWM must also be organized for a legal purpose and one that is consistent with the UWM’s position as a nonprofit educational institution.
8. Once all officers and advisors have signed the Org Profile, submit it to the Intramural Sports & Sport Clubs Coordinator in Klotsche 324. The Intramural Sports & Sport Clubs Coordinator will verify enrollment of officers and employment of advisor(s).
9. Schedule a meeting with the Intramural Sports & Sport Clubs Coordinator for a review of University policies and procedures. Allow two business days from the date you drop off the Org Profile for verifications (see #8 above) before this meeting. The Intramural Sports & Sport Clubs Coordinator will try to answer any questions you may have about operating a registered student organization at UWM. (This meeting is approximately 1 hour).

10. Once the Intramural Sports & Sport Clubs Coordinator approves the registration paperwork, it will go to the SCLC Executive Board for review. If the Executive Board deems that all registration paperwork is complete, a “NEW CLUB HEARING” will be added to the agenda of the next regularly scheduled SCLC general body meeting.

11. Have at least one officer attend the regularly scheduled SCLC general body meeting in which the SCLC will have a “NEW CLUB HEARING” on your club’s behalf. At the conclusion of the hearing, the SCLC will vote to either to approval or delay membership.
   a. A delayed membership decision is permissible under the following circumstances:
      i. Recognition paperwork is missing information and/or
      ii. No officer attends the New Club Hearing.
   b. If the New Club Hearing ends with a delayed membership decision, the prospective organization will have to email the ECLC Executive Board to be added to the agenda of an upcoming regularly scheduled SCLC meeting.

12. Once the SCLC approves a new club, a Welcome to the Sport Clubs Program/SCLC letter will be sent to the organization acknowledging the organization has been granted Sport Clubs Program membership and SCLC voting rights. In addition, the club than has permission to operate on campus. All campus service providers who provide access to resources for registered student organization will be notified.

**Student Organization Names**

UWM should never precede the name of the club in any published or public record. The name must not suggest endorsement by the UWM of the club’s purpose or activities, or imply the club is speaking on behalf of the University or any of its divisions or departments. Student organizations including sport clubs may not use UWM’s name or logos in any advertisements, web pages, or other printed materials without permission.

**Examples of Unacceptable Student Org Names**
- UWM XYZ Club
- UW-Milwaukee Club XYZ
- University XYZ

**Example of Acceptable Student Org Names**
- Milwaukee XYZ Club

**Organization Renewal**

All student organizations including sport clubs shall register annually each September by filing an updated Student Organization Profile (Org Profile) with UWM’s Office of Student Involvement. The electronic update of the Org. Profile in the PantherSync system begins in August with notifications sent to all organizations through PantherSync news, emails, and postings.

On the renewal Org Profile, all organizations must list, in order of importance, at least for registered
student members (officers), what positions they hold, and provide phone numbers, UWM email address, and student ID number for these students. Student organizations must submit a current membership roster. Unless otherwise directed, the membership roster in PantherSync will be considered the current membership roster (all members should be in the organization portal in PantherSync). Only registered/recognized student organizations may have access to programs, services and the use of the UWM facilities.

Organizations failing to renew their registration on time will have their registration canceled and will be listed as inactive. Inactive organizations lose access to all university resources, such as Union office space, use of UWM facilities, and/or segregated university fees that the group has been allocated. Organizations whose registration has been canceled may reactivate their organization and regain university recognition by submitting the appropriate updated Org. Profile (with signatures) to the Intramural Sports & Sport Clubs Coordinator and completing a re-activation process.

Sport Clubs are encouraged to complete this process as early as possible. If there are errors or other issues with the Org Profile or renewal, the club will need to make corrections before the stated deadline.

Renewal Steps

1. Update and renew organization’s profile in PantherSync
   a. After logging in at www.panthersync.uwm.edu, the portal administrator must enter the organization’s portal and select “Settings” from the menu on the lower left side of the screen [only the student officer(s) serving as portal administrator(s) will be able to see this option]. The portal administrator updates the names and contact information for the organization’s public contact, primary four officers and the faculty/staff advisor. If the organization has additional officers or advisors, they must also be updated in the Org Profile. Once the information has been updated, the portal administrator submits the revised Org Profile via PantherSync.

2. Have officers and advisor(s) read contract terms online
   a. Have each officer and the faculty/staff advisor(s) visit www.rsocontract.uwm.edu and read the contract terms and conditions that they are agreeing to when they sign the Org Profile.

3. Print, sign, and submit updated organization profile to the Intramural Sports & Sport Clubs Coordinator by the announced deadline.
   a. After the Org Profile has been updated and submitted via PantherSync you will need to print it and have each officer and advisor sign the printed copy that will then be turned into the Intramural Sports & Sport Clubs Coordinator. If you wish, the Student Involvement Staff can print your submitted Org Profile for you in our office or email a PDF copy to the portal administrator. Remember, once printed, each officer and the advisor(s) should sign, date, and provide their Student ID# on the appropriate line.

4. The Intramural Sports & Sport Clubs Coordinator will verify of enrollment status for student officers and employment status of the faculty/staff advisor.
   a. Once verified, the organization will have completed renewal registration and will be notified by UWM email.

Student Organization Kickoff

Student organizations leaders are to attend the mandatory Student Organization Kickoff. This special event is designed to provide you with the tools to better your organization and start on the right foot. At
At least one officer from each sport club is expected to attend this event as part of annual Registration Renewal, but any organization members or upcoming leaders are encouraged to attend. This is your chance to learn about funding events and conferences, planning events and booking space, PantherSync, and techniques for running your organization. The event will also feature a keynote speaker.

Additional Resources
SCLC/UREC Approved Sport Clubs Logos

Scratch M

Milwaukee

MILWAUKEE

Shield
Ratification:

President of SCLC

Date

Director of University Recreation

Date