

Sport Clubs Handbook



University of Wisconsin-Milwaukee

Department of University Recreation

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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 University Recreation (UREC) Administrative Staff 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.
3. Necessity for proper coaching/instruction.
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.

Sport Club Leadership Council

The [Sport Clubs Leadership Council](#) (SCLC) is a student advisory group that assists UREC administrative staff 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.

Sport Club Supervisor

The primary responsibility of the of the Intramural Sports and Sport Club Supervisors will be to provide on-site supervision of Sport Clubs practices, competitions, and special events. Supervisors have the final say in regard 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 administrative 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

UWM Campus Information	414-229-4525
Klotsche Center & Pavilion – Information Center	414-229-3914
UREC Fax Number	414-229-4990
UWM Police	414-229-4627 9-911 (emergency campus phone) 414-229-9911 (emergency from cell)
Student Health and Wellness (SHAW)*	414-229-7429

*The Student Health and Wellness Center is here to help you through their medical care, counseling services, health promotion, and victim advocacy. Students enrolled at UW-Milwaukee can access these services provided they are currently registered for classes and have fulfilled the requisite segregated fee payment in addition to their tuition.

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.
 - a. **This does not include students at the UWM Waukesha locations.**
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
 - c. CONCUSSION PROTOCOL
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.

Intramural Sports 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. This rule applies to any “member” of a Sport Club of that related sport. Sport Club membership will be determined by the official sport club roster. “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.

Rosters

Roster Submission

1. Rosters will be tracked online utilizing [DSE software](#). If a player is not on the official roster, they will not be allowed to participate in any club event or activity (practice, games, travel).
 - a. Exception: scheduled team tryouts approved by UREC
 - i. Waivers for all participants at tryouts must still be completed
 - b. Following tryouts, club officers are expected to invite members to their club roster. Members must register to the club and be approved by an officer.
2. Approval and Disapproval to/from the club roster must be made by the club president and/or officers.

Recruitment

Student Organizations, including Sport Clubs, are only permitted to recruit new student members who have fully matriculated to UWM. In this sense, matriculation will be defined as the date that students are first eligible to move into on-campus housing facilities for the fall semester (typically the last week of August). No incoming student should be offered organizational membership or asked to represent a student organization until they have fully matriculated to UWM.

The following are examples of practices that are not allowed per UWM and UREC policy:

- Attending high school, college, or community practices/games in order to speak with non-UWM Students about club involvement.
- Holding “prospect” or community recruitment events.
- Communication and information intended to influence a potential student’s decision to attend UWM.

This policy applies to all club members, volunteer coaches, and other club affiliates.

Roles & Responsibilities

Sport Club Officers

It is vital that the club officers work closely with the UREC Sport Club Administrative Staff to ensure that all

responsibilities and goals are being met. Among other things, the Sport Club Officers are required to:

1. Keep Sport Club professional staff 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 committee 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 820](#)) 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 UREC administrative sport club staff can serve as the advisor for any club in need of one.

Coaches

Some Sport Clubs operate with club members serving in traditional coaching roles, while others may have non-club members who help to facilitate practice, manage playing time/substitutions during competition, and create/implement game strategies. Under no circumstances can a coach make financial decisions, travel arrangements, contractual agreements, recruit participants, or submit official Sport Club Program forms, etc. on behalf of a club. This is in direct violation of the Coaching Agreement and can lead to suspension/removal from coaching duties.

It is considered the responsibility of sport club's student leadership to secure coaching services if they so choose, however, this is not required by the Sport Club Program. There is no limit on the number of coaches a club can have on file with UREC, but all coaches who are not segregated fee-paying students at UWM and listed on the current club roster are subject to annual background checks and approval by UREC. Clubs are responsible for covering all costs associated with background checks.

Aside from passing the mandatory background check, coaches and club presidents must also complete all forms (3) in the **SPORT CLUB COACH'S PACKET** annually and return it to the UREC Sport Club Administrative Staff. Coaches are also required to attend Sport Club Coaches Training facilitated by UREC Professional Staff with at least one of their club officers in attendance. These training dates will be set up on an individual club basis and will be agreed upon by UREC Sport Club Administrative Staff and club officers. All aforementioned requirements must be completed prior to attending any club sanctioned events (tryouts, practices, games, travel, etc.).

Sport Clubs Expectations

Clubs must maintain good standing with both UREC and the Sport Clubs Leadership Council (SCLC) to be afforded complete sport club 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 Student Involvement.
4. Signed waiver and participant agreements for each club member on file with UREC.
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. Submit all required paperwork by the deadlines listed in this guide and the Student Organization Handbook.

Competition

Sport Club competition and activity shall be limited to competition against other collegiate sport clubs/collegiate divisions.

1. An activity shall be deemed a sport club event/competition in any of the following situations:
 - a. University of Wisconsin-Milwaukee owned equipment/supplies are used by sport club members.
 - b. Segregated fee/university expenditures for facility rentals, travel costs, athletic trainers, and University Recreation program staff are utilized.
 - c. University of Wisconsin-Milwaukee insurance is utilized.
 - d. Sport Club coaches are present.
 - e. An activity is marketed/promoted as a "club event".
2. Activities/competitions against non-collegiate club teams/organizations will not be allowed. This includes but is not limited to the following:
 - a. Semi-professional teams
 - b. NCAA/NAIA affiliated teams
 - c. Recreational league teams
3. Clarification on activities related to the policy above should be sought from University Recreation full-time staff.
4. All competitions and travel must be approved by UREC professional staff. Even if competition meets and follows the above criteria, approval to participate is not guaranteed as other risk factors and information will be considered.

Standards of Conduct

Alcoholic Beverages and Illegal Substances

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 substances are not allowed in any UWM facility.
2. Alcoholic beverages and illegal substances 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 substances. 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 substances 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 illegal substances.
6. Consumption of alcohol is prohibited 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, illegal substances, 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 substances and consumption of alcohol.

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 compliant 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, and 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://uwm.edu/equity-diversity-services/policies/discriminatory-conduct-policy/> or available from the Office of Equity/Diversity Services.

Hazing Policy

Hazing, in any form, by a student organization or members of a student organization is prohibited. Any student organization or person found guilty of violations of the hazing policy shall be subject to appropriate disciplinary action. In addition, the officers and members of an organization found guilty of hazing can be subject to fines and/or imprisonment under Wisconsin Statutes.

[Wisconsin Statute 948.51 Hazing](#)

Hazing is any planned or spontaneous activity or situation, whether on or off campus, that is demeaning to an individual; is calculated to produce ridicule or harassment; produces physical or mental duress; reduces a person to a state of subjection by physical or psychological means which impair or destroy an individual's freedom of thought; or, in any way threatens or endangers the health or safety of an individual. Such activities or situations include, but are not limited to:

- Any form of paddling;

- Any activity which causes extreme physical discomfort or excessive fatigue;
- Any morally demeaning, embarrassing or humiliating experience;
- Activities which produce physical, psychological or emotional duress;
- Any unnecessary mandatory activities which interfere with academic class schedules or other scholastic activities;

Suspected hazing activities must be reported to the Dean of Students office (414)229-4632 or the UWM Police Emergency (414)229-9911, on campus phone 9-911 or for non-emergency call (414)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. 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.

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 Sport Club 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 UREC Administrative Staff will determine the appropriate disciplinary action or will consult with the Dean of Students Office to determine how to proceed.

1. If it is determined that the Dean of Students Office should handle the matter, the Sport Club full time staff will submit Incident Reporting Form to the Dean of Students Office.
2. Any infractions that are not handled by the Dean of Students Office will utilize the following process:
 - a. The UREC Sport Club full time staff 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 Sport Clubs staff to review with the club officer the basis for the Sport Clubs staff'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 Sport Club full time staff determines that 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. A formal email will be send to the officers and those involved.
 - b. After the meeting has taken place, or if the officers do not respond within 7 days of being notified by email, the UREC Sport Club Administrative Staff will determine if an infraction occurred. If the UREC Sport Club Administrative Staff determines that an infraction has occurred, he/she will present his/her findings during the weekly SCLC meeting.
 - c. The SCLC may provide an opportunity for the club in question and any other relevant persons to present a brief statement about the matter at SCLC meeting.
 - d. After the SCLC has reviewed all information, it will discuss with the UREC Sport Club Administrative Staff the recommended sanctions for the club in question. SCLC committee will recommend the

- appropriate actions to the Sport Clubs full time staff.
- e. The SCLC will notify the club, through email, of their sanctions in a timely manner and will advise the club of their right to appeal the decision.

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

http://docs.legis.wisconsin.gov/code/admin_code/uws/17.pdf

CHAPTER 18 --- Conduct on University Lands – UW System Student Code

https://docs.legis.wisconsin.gov/code/admin_code/uws/18

All Student Conduct Resources can also be located at <https://uwm.edu/studenthandbook/policies/student-conduct/>

Sport Club 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 to 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 emailed 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. If applicable, describe any actions that you or the club is going to take to correct the situation.

The appeal must be submitted by email 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 UREC Sport Club Administrative Staff. Club 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 TWO 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 competitions 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 are encouraged to 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, referee or the sport club leadership.

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 SHAW website at [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 on the official roster in DSE, 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 UREC Administrative Staff 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 may check out First Aid Kits at the Klotsche Center by making an appointment with the Sport Club staff. Only club-designated Safety Officers may check-out a First Aid. A valid UWM Panther Card must be presented at time of check out.
2. UREC issued First Aid Kits and AEDs (Engelmann practice?) are encouraged to be present at all Sport Club practices, competitions, and tryouts.
3. Safety Officers are responsible for making sure that the First Aid Kits are adequately stocked with supplies. When supplies are needed, Safety Officers must set up an appointment with an UREC Sport Club Administrative Staff to switch out First Aid Kits.
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 UREC Administrative Staff 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 UREC Sport Club Administrative Staff.
 - 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 UREC Administrative Staff on Microsoft Teams immediately after the situation is stable to inform them of the injury. If the UREC Administrative Staff does not answer, then leave a message.
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 UREC Administrative Staff on Microsoft Teams immediately after the situation is stable to inform them of the incident. If the UREC Administrative Staff does not answer, then leave a message.
 - b. Within one (1) business day, the Safety Officer must complete and submit an [INJURY/INCIDENT REPORT FORM](#).

Athletic Training Services

1. The UREC Administrative Staff 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 UREC Administrative Staff at least 15 business days in advance of activity.
3. Athletic Trainers will arrive at the event site at least 30 minutes prior to the start of a competitive event. If any member of the club needs to be taped or tended to prior to competition, he/she should be advised to arrive early as there may be several requests.

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/on-line folder (TEAMS) for the club leadership 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 UREC Sport Club Administrative Staff 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 UREC Full Time staff, clubs may then place orders. Contact UREC Sport Club Administrative Staff 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 UREC Sport Club Administrative Staff 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 Administrative Staff 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 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 UREC Sport Club Administrative Staff.
2. A valid UWM Panther Card must be presented at time of check out.
3. Only active club members who are on the official team roster 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 UREC Sport Club Administrative Staff. Individuals failing to check-in equipment on the determined team date(s) may be charged a \$15 late fee.
5. Items are to be returned to the UREC Sport Club Administrative Staff 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 PAWS HOLD may be placed if equipment and uniforms are not returned by the deadline designated for your club by the UREC Sport Club Administrative Staff.
8. A student PAWS HOLD may be placed if the replacement cost for all damaged or missing equipment/uniforms isn't received by the Sport Club staff 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 UREC Sport Club Administrative Staff.**

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 UREC Administrative Staff if your club is interested in reserving competition supplies. Currently, we the following available for check-out:

1. Canopy Pop-up Tents
2. Camping Tents and other gear (At outdoor pursuits for an additional cost)
3. Gatorade Coolers with dispenser (7 gal & 10 gal)
4. Travel Benches (3-seat & 5-seat)
5. Bow Banner Flags (8ft & 11ft)
6. Video/Photo Camera

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. Classrooms/Meeting Space
 - i. Fitness Studio's (RM 104 & 110)
2. All UREC reservations for Sport Clubs must be submitted directly through [DSE Software](#) 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 Sport Clubs full time staff 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 events until they receive approved message next to the event that is requested.
5. **Cancellations/No Show:** Teams MUST notify the Sport Club staff by emailing sweeneyd@uwm.edu ahead of time before cancelling their practices, otherwise their practice counts as a "No Show": The following times are required notice:
 - a. Afternoon practices: must notify **by 10am** the day of
 - b. Late night practices: must notify **by 12pm** 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 12pm**
6. **Consequences for no shows will be as follows (Apply when Sport Club staff is schedule for practices):**
 - a. **1st Offense:** At the discretion of the UREC Sport Club Administrative Staff, from a warning up to \$35/hr fee. 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 they have reserved in the same condition it was prior to their arrival or better. Sport Clubs are responsible for the removal of trash and reporting space concerns to the sport club staff by emailing sweeneyd@uwm.edu
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** –<https://uwm.edu/libraries/commons/grouprooms/>

- b. **Union** – <https://uwm.edu/union/evs/reservations-and-pricing/student-organizations/>

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.
 - 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. Every practice, even those that will take place off- campus, must be entered and approved in [DSE](#).

Home Games/Tournaments/Scrimmages

Before hosting a home game, tournament, OR scrimmage the club must check with the Sport Clubs full time 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 canceled. Depending on the type of event, the club may be responsible for cost associated with staffing and supplies.

All facility rules and policies at hosted events must be adhered to by clubs and their members.

Advertising & Promotions

Sport Clubs Fair

All clubs are encouraged 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. Contact URec marketing specialist to learn more: Sam Gobert: gobert@uwm.edu

Flyers, Posters, and Other Advertising Materials

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

1. All club posters, flyers, and other information must be approved by the Sport Club full time staff prior to duplication and posting.
2. Posted materials should not cover any publicity posted for other events.
3. Do not post flyers 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 www.uwm.edu/urec/programs/sport-clubs/ Club contact information is located here as well as links to club social media pages 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.

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 Sport Club Administrative Staff. This is only a general outline of the expenditure process. Consult with

the UREC Administrative Staff 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)
3. Gifts, donations and contributions.
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. Supplies
3. Equipment
4. Conference League Dues
5. Facility Rentals

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 Sport Clubs full time staff.
 - a. The Sport Club full time staff has the final say into exceptions that are not listed above.

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 UREC Administrative Staff 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 UREC Sport Club Administrative Staff. 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 UREC Administrative Staff 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 UREC Sport Club Administrative Staff 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 UREC Administrative Staff 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 UREC Sport Club Administrative Staff.
- 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 UREC Sport Club Administrative Staff.
- 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.

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 UREC Administrative Staff through a Competition Itinerary Form.
- b. Submit the [REIMBURSEMENT FORM](#) 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

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

Contracts

No club participant, advisor, or coach may sign a contract on behalf of the UWM or UREC. All contracts are to be submitted to the UREC Administrative Staff 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.

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 UREC Sport Club Administrative Staff for more information regarding tax exemptions.

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. Approved travel expenses (car rentals)
6. Services rendered by another University department
7. Uniforms (Non-Personalized)
8. Other expenses as approved by the UREC Sport Club Administrative Staff

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
9. Parking Fees

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 UREC Administrative Staff may perform periodic audits on the outside bank accounts of all sport clubs. The UREC Administrative Staff 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 UREC Sport Club Administrative staff 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 UREC Administrative Staff 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, roasted 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 submit their practices, tryouts, home and away game through https://uwm.dserec.com/online/clubsports_widget Make sure to include all of the required information. The event will be in pending until approved by Sport Club staff. All home events must be requested at least 15 business days prior to the event and all away competitions must be

submitted at least 8 business days prior to competition.

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 competition event. In the notes area please include the following information:

1. The name under which the reservation is placed (i.e. John Smith or Milwaukee Bowling Club).
2. Confirmation number for reservation.
3. The room rate that the club was quoted and if necessary, the date the reservation was made.

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 drivers needed for travel.

Length of Trip	Number of Required Drivers
less than 4 hours one way	Sport Club trips that are less than 4 hours one-way require one authorized driver per vehicle plus an extra driver. 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.
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 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 drivers 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 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

Rental Vehicles

Sport Clubs may rent vehicles for competition travel. The preferred vendor for rental vehicles is Enterprise and National, 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 **it thought the club event page**.

Reserving Enterprise Rental Vehicles

- 1) Clubs must submit their itineraries through DSE website (only officers can create events)
 - a) All required areas must be filled in before it can be approved/reserved by sport club full time staff.
 - b) Only UWM-authorized drivers are permitted to operate the rental vehicles (all drivers

- will need to be approved on the roster and selected to drive specific vehicles)
- c) Club are responsible for paying are violation or parking fees.
 - i) Parking tickets, toll penalties/fines, speeding tickets, and a car washes are not eligible for reimbursement. In the event these are charged to UREC's purchase card, the club will be required to pay back UREC (segregated fees cannot be used)

NOTE: ONLY APPROVED CLUB MEMBERS WHO ARE LISTED AND APPROVED ON THE OFFICIAL ROSTER ARE PERMITTED IN RENTAL VEHICLES.

12/15 Passenger Vans

Only student over the age of 25 that meet all UW System driving requirements and complete required training can operate 12/15 passenger vans. See UWM Risk Management website for more info <https://uwm.edu/risk-management/drivers/>

Air Travel & Coach Buses

In the event that a club should need to use either an airline or coach bus for their travel, the UREC Sport Club Administrative Staff 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 administrative sport club staff for additional information. Please plan for busses at least 30 days prior to any trip.

Trip Leader

Before traveling on any Sport Clubs related activity, at least one club officer must be designated as the Trip Leader. It is the responsibility of the Trip Leader to update [DSE](#) event 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:

Serving as the University contact on the trip and enforcing all applicable policies (no alcohol or illegal substances)

Additional Travel Guidelines

1. When traveling, clubs are encouraged to have their first aid kits with them.
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 and UWM employees are permitted in vehicles.
4. Receipts must be itemized and turned in for any purchase paid for by UREC. This includes items the club is seeking to be reimbursed for.
5. In the event of a change in travel plans or an emergency, clubs are required to notify the UREC Sport Club Administrative Staff by emailing sweeneyd@uwm.edu immediately.
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 and possibly reported to Dean Office.
8. Sport Clubs funds cannot be used for "No Shows" or late cancellations of hotel rooms, flights,

busses, etc. Club Officers will be personally responsible for such fees.

Excused Class Absence Requests

Occasionally, club members will need to be absent from classes to attend scheduled sport club competitions. The UREC Sport Club Administrative Staff can provide an informational memorandum 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. 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

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 UREC Administrative Staff can serve as the advisor for any club sport clubs in need.
8. Agree to abide by local, state, and federal laws and ordinance and to avoid unlawful actions in connection with any of their activities;
9. 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;

10. 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. Follow all steps in the Student Organization registration process with Student Involvement. <https://uwm.edu/studentinvolvement/student-organizations/start-an-organization/>
2. Schedule a meeting with the UREC Administrative Staff for a review of University policies and procedures. The UREC Administrative Staff will try to answer any questions you may have about operating a registered student organization at UWM. (This meeting is approximately 1 hour).
3. Once the UREC Administrative Staff approves the registration, it will go to the SCLC Executive Board for review.
4. Once the UREC Administrative Staff approves a new club, a Welcome to the Sport Clubs Program/SCLC email will be sent to the organization acknowledging the organization has been granted Sport Clubs Program membership and SCLC voting rights. In addition, the club then 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

Additional Resources

SCLC/UREC Approved Sport Clubs Logos

Scratch M



Milwaukee



Shield

