

The University of Wisconsin-Madison Division of Recreational Sports



2009-2010

CLUB SPORTS HANDBOOK

www.recsports.wisc.edu

TABLE OF CONTENTS

INTRODUCTION.....	4
CLUB SPORT OBJECTIVES	4
ORGANIZATIONAL CHART	5
ROLES AND RESPONSIBILITIES	
CLUB SPORTS DIRECTOR.....	5
CLUB SPORTS COORDINATOR.....	5
CLUB SPORTS STUDENT COORDINATOR.....	5
CLUB SPORT COUNCIL EXECUTIVE BOARD.....	6
CLUB SPORT COUNCIL REPRESENTATIVES	6
CLUB SPORT MEMBERS.....	6
FACULTY/STAFF ADVISOR.....	7
COACH/INSTRUCTOR.....	7
RESOURCES ..	9
BUDGET REQUESTS ..	10
MEMBERSHIP AND REQUIREMENTS	
MEMBERSHIP ..	12
SUBMITTING REPORTS AND FORMS ..	12
CLUB COUNCIL MEETINGS.....	13
CODE OF CONDUCT.....	14
VIOLATIONS.....	14
DISCIPLINARY ACTION AND APPEALS PROCESS.....	15
STATE AND LOCAL LAWS.....	15
FACILITIES	
POLICIES.....	16
CANCELLATIONS	16
OUTDOOR FACILITIES.....	17
FACILITY SUPERVISORS	17
VALID COMPETITION.....	18
DEMONSTRATIONS, EXHIBITIONS, & SEMINARS	18
INSTRUCTOR/COACH PASS.....	18
KEYS.....	19
LINING OF FIELDS.....	19
TRAINERS	19
ACCIDENT REPORTS ..	20
CONTRACTS.....	20
EQUIPMENT	
PURCHASING/SALES.....	21
INVENTORY/MAINTENANCE.....	21

STORAGE.....	22
FINANCIAL OPERATIONS	
OFF CAMPUS FUNDS ..	22
CAMPUS FUNDS	22
TAX EXEMPTION	23
EXPENDITURES	23
REIMBURSEMENTS	24
SOURCES OF INCOME	24
ADVERTISING AND MARKETING	
ADVERTISING ..	26
USE OF UW NAMES, LOGOS, SYMBOLS, & MARKS	26
TRAVEL	
DRIVER AUTHORIZATIONS.....	28
GUIDELINES	28
HOW TO RESERVE A FLEET VEHICLE	28
FLEET POLICIES	28
HOW TO USE A FLEET VEHICLE.....	29
HOW TO USE A DOA FLEET.....	30
ACCIDENT REPORTS ..	30
TRAVEL VIOLATIONS/CONSEQUENCES	30
EMERGENCY CONTACTS	31
SPECIAL EVENTS	
OVERVIEW.....	32
CONCESSIONS	33
SPECTATORS..	34
GUESTS.....	34
TRAINERS	34
ACCIDENT REPORTS ..	34
CONTRACTS.....	35
HEALTH AND SAFETY	
MEDICAL EXAMS AND INSURANCE.....	36
BLOOD BORNE PATHOGENS ..	36, 39
CPR AND FIRST AID.....	36
WEATHER RADIOS	36
SEVERE WEATHER GUIDELINES.....	36
SEVERE WEATHER SHELTERS	37
EMERGENCY PROCEDURES ..	37
FIRST AID PROCEDURES	38
TABLE OF APPENDICES.....	41

INTRODUCTION

The University of Wisconsin-Madison Club Sport Program is comprised of various student organizations focused on a particular sport. Many clubs are organized for the primary purpose of competition; whether it is intercollegiate or between other club members, while other clubs are recreational or instructional in nature. All clubs practice regularly in order to promote and develop the skills and interests of their members.

Each club has their own elected student officers who are assisted by a volunteer faculty advisor. A representative from each club constitutes the Club Sport Council, which is headed by an elected student Executive Board. The Executive Board assists in the budget allocation process.

The clubs are organized and administered by students with the officers providing the organizational leadership for their club's activities. Although the clubs are encouraged to be self-supporting, the Division of Recreational Sports (DRS) provides limited financial support, facility usage as well as guidance. The Club Sports Director assists the clubs in fulfilling their goals and objectives.

This Club Sport Handbook is designed to assist the clubs in their organization, management, execution, and administration. It serves as a supplement to the Student Organization Handbook distributed by the Center for Leadership and Involvement (CfLI), and University policy.

The University of Wisconsin-Madison Club Sport Program is designed to enhance the student experience while participating in a sport of choice. It is not intended to be a path leading clubs to varsity status under the UW Intercollegiate Athletics program.

CLUB SPORT OBJECTIVES

1. To provide students, faculty, and staff the opportunity for instruction and participation in a wide variety of sports of which one may develop sound, lifelong leisure values.
2. To develop leadership skills by providing opportunities for students to organize, administer, and manage through individual clubs and/or the Club Sport Council.
3. To provide an avenue for camaraderie and to develop a sense of belonging among individuals in the shared pursuit of sport.
4. To provide an outlet for advanced participation and competition in a particular sport.
5. To secure funds, facilities and equipment necessary to learn and practice skills of a particular sport.

ORGANIZATIONAL CHART

Dale Carruthers - Director of Recreational Sports
..... John Horn - Program Director
..... Becky Dahl - Assistant Program Director/Club Sports Director
..... Nick Lumpkin- Club Sports Coordinator
..... Club Sports Student Coordinators
..... Club Sport Executive Board
..... Club Sports Council
..... Club Representative
..... Club Members

ROLES AND RESPONSIBILITIES

Club Sports Director

The Assistant Program Director for Intramural and Club Sports serves as the Club Sports Director for the Division of Recreational Sports. One of the responsibilities of the Assistant Program Director is the operation of the Club Sport Program. In this role, the Club Sports Director will:

1. Promote the Club Sport program to the University community.
2. Be available for administrative support and guidance in the operation of each club.
3. Process facility, financial, and transportation requests.
4. Assist the Club Sport Executive Board in preparing agendas for all Club Sport Council meetings.
5. Have the final authority in all club business. This includes monitoring and approving of the budget, travel, facility requests, discipline, policies, procedures, and other items not specifically listed.

Club Sport Coordinator

The Program Coordinator for Intramural and Club Sports serves as the Club Sports Coordinator for the Division of Recreational Sports. One of the responsibilities of the Program Coordinator is to assist in the operation of the Club Sport Program. In this role, the Club Sports Coordinator will:

1. Promote the Club Sport program to the University community.
2. Be available for administrative support and guidance in the operation of each club.
3. Process and track paperwork of each club through the Club Sports Priority Points System.
4. Maintain Badger Club Sports Newsfeed in conjunction with Club Sports Executive Board and Division of Recreational Sports Webmaster.

Club Sports Student Coordinators

The Club Sports Student Coordinators will serve as the primary Club Sports contact person for assigned clubs and act as a liaison between the club and the club sports department. In this role the Club Sports Student Coordinator will:

1. Assist club with administrative functions and ensure club compliance with Club Sports policies and procedures, including collection of all paperwork.
2. Compile weekly, monthly and yearly reports on all assigned clubs.
3. Foster relationships with individual club sports to facilitate improved customer service and human relations.
4. Serve as the on-call student coordinator for assigned weekends
5. Monitor and maintain accurate information on all club activities, schedules, facility needs, fundraisers, community service projects and priority points status for each assigned club.

Club Sport Council Executive Board

The club sport representatives elect a student president, vice-president, treasurer and secretary to form the Executive Board of the Club Sport Council. These elected student members serve in an advisory role and meet with the Club Sports Director to discuss ideas, problems, budget allocations, and the agenda for the Club Sport Council meetings. The Executive Board is to carry out the Club Sport Council constitution and their duties as defined therein. (Appendix K)

Club Sport Council Representatives

Each club chooses a Club Sport Council representative. It is recommended that an elected officer of that club serve as the representative. A representative is responsible for:

1. Passing information from council meetings to club officers and members.
2. Serving as the liaison between the club and the Club Sports Director.
3. Attending all meetings of the Club Sport Council. Meetings are held only during the academic year.
4. Informing the next club representative of the routines and guidelines for club operation prior to assumption of duties. This includes the transfer of the Club Sport Handbook and arranging a meeting between the new representative and the Club Sports Director.

The club president and advisor will be notified of any club representative that does not fulfill these specific responsibilities. If immediate corrective action is not taken, suspension of club recognition is possible.

Club Sport Members

Students have unlimited opportunities to become directly involved in the administration and supervision of their respective clubs. They collectively have responsibility for:

1. Writing club by-laws (optional).
2. Establishing and collecting club dues.
3. Obtaining a club advisor(s).
4. Establishing officers' duties.
5. Selecting volunteer instructor(s) and/or coach(s).
6. Developing and administering the club's budget.
7. Representing the club at each scheduled Club Sport Council meeting.
8. Renewing registration by the 3rd week of classes each academic year (Appendix B).
9. Inventorying all University equipment of the club as requested (Appendix L).
10. Keeping the following information current in the Club Sports Director's Office:

- a. Registration form information. (Appendix B)
 - b. Facility Request forms.
 - c. Membership roster.
 - d. Contact information.
11. Fulfilling requirements for driver authorizations, car fleet reservations and travel payments.
 12. Obtaining officials and completing the necessary forms for payment in advance.
 13. Programming games, tournaments, clinics, instruction, practices and other events.
 14. Requesting field/facility space in advance for all competition and other events.
 15. Submitting an annual report to the Club Sports Director at the end of the spring semester summarizing club activities. (Appendix I)
 16. Fulfilling other administrative responsibilities as needed or requested.
 17. Voluntarily serving on sub-committees established by the Club Sports Council or Executive Board.
 18. Ensuring a consent form for each member is on file with the Club Sports Director's Office.
 19. Having personal health/medical insurance. The University provides no insurance coverage.
 20. Maintaining an adequate level of personal health and fitness.
 21. Following the rules and developing the skills needed to participate/compete in a safe manner.
 22. Understanding and accepting the risks inherent to the sport.

Faculty and Staff Advisor

The club sport members may choose a faculty/staff advisor. The advisor must be a full-time faculty or staff member. The purpose of the advisor is to be available during the development of plans and programs for the club, to provide expertise and mature judgment, and to help ensure that the activities and undertakings of the club are sound and reflect favorably on the University. The role of an advisor is considered to be an important link between the club president and the Club Sports Director. The advisor is considered the first step of counsel for all measures of the club and for all fund expenditures. Whenever possible, the advisor should have a common interest in the sport that the club is promoting. Retaining a club advisor is optional as per the Club Sport Council (October 5, 1994). Faculty and Staff Advisors do serve in their roles relative to the clubs as University employees and are provided liability protection while acting within the scope of their University employment.

Note: Faculty and staff members may serve as an advisor and as a coach; however, they must be aware of the difference between the two activities, since their actions as an **advisor** are considered *within* the scope of their University employment, while their actions as a coach or instructor would *not*.

Coach/Instructor

Each club sport has the option to secure the services of an instructor/coach. If a club chooses to have an instructor/coach, it is the club's responsibility to find and secure a qualified instructor. Instructors/coaches will not be paid for their contributions to the club sport program. An instructor/coach may be a student, faculty or staff member. However, the individual does not have to be associated with the University.

A student representative must submit the following on behalf of each instructor/coach:

1. **Signed Instructor/Coach Agreement (Appendix H)**

2. **Short biography on the coach to include their experience in the sport**
3. **2 reasons as to the benefit this instructor/coach provides the club and why the club recommends them**

The instructor/coach is responsible for providing organized and safe training for all club members. He/she is expected to be highly knowledgeable within his/her specific area of instruction. Clubs must be completely administered by the student club members. He/she may advise the club members on operational tasks such as executing a tournament. The instructor/coach is not permitted to submit paperwork on behalf of the club such as facility requests, funds requests or vehicle requests. Those requests submitted by the instructor/coach will not be accepted. The instructor/coach must help insure good sportsmanship and safety on and off the field/court. Use of facilities by non-University instructors and coaches is limited to the reserved time and activity area indicated on the back of the instructor pass. **Approved non-University instructors/coaches will receive an 'Instructor Pass' from the Club Sports Director to gain access to the Recreational Sports facilities.** For more information, see the instructor/coach pass policy.

Coach/Instructor Duties:

1. To abide by all of the rules and regulations of the University of Wisconsin-Madison, the Division of Recreational Sports, the Club Sports program and the governing bodies of the particular sport.
2. The primary role is to provide coaching and instruction. Participation in the sport is secondary and only allowed for coaches with a University affiliation (University employee or student). Club business matters must be handled by the student members with the coach serving in an advisory capacity.
3. To restrict contributions to coaching and refrain from activities involved in the Club's management. A club is first and foremost a student organization and, as such, the student representative must serve as the liaison between the club and the Program staff.
4. All services and contributions are voluntary. Coaches/instructors will not be paid for their services.
5. To provide organized and safe training for all members no matter the skill level.
6. To promote good sportsmanship and safety on and off the field/court. Individuals must always conduct themselves in a manner that does not detract from the reputation of the University. Be aware that you are representing the club and Program when traveling or involved in off-campus events.
7. The Club Sports Director/and or Club may at their discretion eliminate this position at any time without cause or justification. It is the right and obligation for the Club Sports Program to protect the club and if, in the staff's opinion, the coach/instructor is not working in the best interests of the club, the coach/instructor may be relieved of his/her coaching duties.
8. Coaches/instructors, the same as members, are not covered by any medical coverage through the University. It is recommended that coaches/instructors purchase their own personal medical and liability insurance.
9. Coaches/instructors are not considered employees or agents of the University of Wisconsin-Madison.
10. Coaches/instructors must be recommended by Club members and must submit a new agreement each academic year in order to coach. Continuation of coaching status is not automatic.

RESOURCES

Approved Club Sports have access to many University resources and benefits for use in Recreational Sports-sponsored activities that are related to practice and competition (“Sponsored Activities”). These resources and benefits are a privilege and not guaranteed due to budgetary constraints, club standing, availability and other factors.

Sponsored Activities

1. Use of Recreational Sports facilities for practices and/or competition (approved activity areas, field space, locker rooms, and meeting places).
2. Ability to represent the UW at competitions.
3. Ability to incorporate the name of the University of Wisconsin-Madison into the Club name, but only if the name of the University follows the name of the organization and only if the organization is clearly designated as a student organization, (Ex: Volleyball Club at the University of Wisconsin; Volleyball Club, University of Wisconsin; Volleyball Club (University of Wisconsin)). However, in using the University name, clubs do not officially represent the University or the Division of Recreational Sports other than for the limited purposes of competition. Clubs may not offer or represent the University’s endorsement, approval, or sponsorship of any activities except as specifically authorized by the Club Sports Director.
4. Use of the Recreational Sports logo on all advertising, marketing, promotional or fundraising materials related to a Sponsored Activity. Such materials must also contain the statement: “Member, Division of Recreational Sports Club Sports Program.”
5. Use of University Car Fleet vehicles. See travel policies for regulations.
6. Limited financial support through segregated fees. Each club is expected to raise at least two-thirds (2/3) of their budget through self generated revenue.
7. Administrative support and guidance by Recreational Sports through the Club Sports Director in the operation of each club.

Non-Sponsored Activities

Club Sports may also engage in non-sponsored activities, such as social events and fundraising activities. Recreational Sports resources and benefits (other than the ability to incorporate the University name into the club name as provided by section 3 above) are not available for non-sponsored activities. Advertisements, solicitations, sales, or contractual materials that do not relate to sponsored activities should prominently display language that indicates that the UW-Madison is not a party to or sponsor of the contractual agreement and that it neither endorses nor in any way warrants that the obligations of any party to any agreement made in the event will be met.

Handbook

This Handbook details the policies and procedures for the DRS Club Sports Program. All participants in the DRS Club Sports program must adhere to the Handbook. As an RSO, the clubs must also follow the Student Organization Handbook. Both handbooks provide the club with many resources that will assist in an effective and efficient means of organization. Policies not addressed by the Club Sports Handbook, SOO Handbook or University policies will be handled on a case-by-case basis with the Club Sports Director and appropriate university staff.

Emergency Staff Contact Information

If an emergency occurs, contact the Club Sports Director or Program Director to inform them of the situation after the appropriate EMS personnel have been contacted and the situation is under control,

Club Sports Director – Becky Dahl

Cell: 608-215-7285

Club Sports Coordinator – Nick Lumpkin

Cell: 512-844-0721

Program Director – John Horn

Cell: 608-215-0798

BUDGET REQUESTS

Approved club sports are eligible for limited financial support from University funds through the Division of Recreational Sports. A budget request must be submitted at the request of the Council each year to receive consideration for funding for the upcoming fiscal year by November 1st.

The procedure for budget requests is as follows:

1. Secure budget request forms from the Club Sports Director.
2. Develop a budget projection for the coming year in accordance with criteria governing club expenditures.
3. Complete and return forms together with all necessary documentation to Club Sports Director by November 1st.
4. The Club Sports Director, the Club Sports Coordinator, and the Executive Board of the Club Sport Council will review budget proposals. Approval of each budget is based on the following criteria. (For more information regarding the Priority Points Program see Appendix S):
 - a. Number of participants.
 - b. Number of years in the program.
 - c. Priority points total.
 - d. Accuracy and detail in showing revenue vs. expenditures
 - e. Positive assessment of initiative, morale, responsibility, etc.

- f. Consistency of previous years' requests with actual expenses.
 - g. Equipment needs.
 - h. Extent of travel to competitions, clinics, and seminars.
 - i. Required payments for facilities, equipment, supplies, etc.
 - j. Payments to officials and special guest instructors.
 - k. Projected fund raising activities.
 - l. Current and anticipated growth.
 - m. Attendance at Club Council meetings.
5. The club will be notified of their DRS allocations for the next fiscal year by the end of the spring semester. The funds for the next fiscal year will not be available until after July 1st.

Note: Special financial requests may be made at any time. These clubs must contact the Club Sports Director or the Club Sport Council Executive Board president for consideration and action.

Membership and Requirements

Membership

Membership is open to currently enrolled University of Wisconsin-Madison undergraduate and graduate students. Faculty and staff with paid Recreational Sports Membership fees may be club members, but not officers. All Student Organizations (including Club Sports) must be made up of 75% student membership. Students from other colleges and/or universities and high schools are not permitted to participate in any club activities. The Club Sport Program is a nondiscriminatory, equal opportunity organization. It is the responsibility of the club officers to enforce the membership policies. Any club found in violation will likely have privileges suspended and other sanctions if necessary.

Other than instructors and coaches, membership is not open to individuals outside the university. No one under the age of 18 may participate in club activities unless they are a current UW-Madison student. The reasons for this policy per the Recreational Sports Board (12/5/85) are as follows:

1. Only University of Wisconsin - Madison personnel should be involved with programs financed by segregated fees.
2. Club members may still compete against local clubs and individuals.
3. Clubs exclusive use of facilities and fields prevents other student use.
4. There would be increased pressure on the already crowded facilities if non-university membership were allowed.

Clubs sponsored by the Division of Recreational Sports Club Sports program must be a Registered Student Organization (RSO) with the Center for Leadership and Involvement (CfLI). As an RSO, clubs must follow the policies and guidelines established by CfLI in their handbook. <http://cfli.wisc.edu/handbook.htm> . There is lots of great information besides the policies in the handbook. In addition, clubs must also follow the policies and guidelines written in this handbook.

Submitting Reports and Forms

Consent Forms

Each club member must sign a consent form that must be on file with the Club Sports Director. The club officers are responsible for ensuring that each member has signed the consent form and provide the copy to the Club Sports Director. A revised roster must also accompany any new consent forms. If a consent form is not on file for a club member, the member will not be considered a member of the club. A name on the roster without a consent form does not qualify that individual as a club member. The consent forms are available on the Recreational Sports – Club Sports - Forms website.

Annual Registration

All clubs must submit an Annual Registration Form (Appendix B) to the Club Sports Director within the first two (2) weeks of classes. The club must also register with Center for Leadership and Involvement (CfLI) within the first two (2) weeks of classes. Register online on the CfLI web site at

http://cfli.wisc.edu/student_org_registration.htm. If the forms are not completed and returned to the appropriate offices, the club will become inactive until the paperwork is submitted. The club must notify the Club Sports Director as soon as possible of any contact information changes during the year.

Annual Report and Semester End Report

The club officers must submit an annual report to the Club Sports Director by the end of spring semester exams. The report must include detailed information about the club's activities during the school year. An accurate count of participations that occur is required as well as a roster listing the club members by name, status and sex. This information is used in the DRS Annual Report which is presented to the University. Clubs that do not submit a complete annual report by the deadline will lose 10% of next fiscal year's DRS allocation. (Appendix I)

The club officers must submit a report by the end of fall semester exams to the Club Sports Director. The report will include information about the fall semester activities, including participation counts, event outcomes, and financial status. (Appendix U)

Post-Event Summary

With so many clubs hosting events and competing, information about the event has not been communicated back to the Club Sports Director in a timely manner or at all. The CSD knows about the event or trip as requests were submitted but does not find out how the club fared at the event. To assist with this communication, a new post-event summary has been created on the Club Sports webpage. This online form is easy to complete and submit. The form should be submitted within 48 hours of the completion of the event. This form is to be used for both home and away events.

Accident Reports

Club officers are required to submit an individual accident report for injuries, which occur during club activity. These reports should be submitted to the Club Sports Director within 24 hours of the injury, or immediately upon return to Madison. Keep a report in the club files and submit a copy to the Club Sports Director. (Appendix J)

Club Council Meetings

Clubs that do not have a representative present at the Club Sport Council meetings will lose 15% of their original DRS allocation for the first absence and 25% of the remaining for each additional absence. Any club found in violation without budget allocation will lose priority for space allocation, and perhaps recognized club status. The club president and advisor will be notified of any club representative that does not fulfill these specific responsibilities. If immediate corrective action is not taken, suspension of club recognition is possible. *Revision: The Club Council approved the recommendation to meet two (2) times per semester on 9/23/03.*

Code of Conduct

Club members are ambassadors of UW-Madison as participants of a university sponsored club. As an ambassador, club members are expected to act in a mature and responsible manner both on and off campus in all club related activities in accordance with University policies, their club constitution and the spirit of the sport.

Clubs or individual members may face disciplinary action for inappropriate behavior while participating on or off campus in any club related activity. Disciplinary action may likely result in revocation of recognition as a club sport. The Club Sports Director, Director of Recreational Programs and Director of Recreational Sports will handle all disciplinary action. Incidents that involve violations of the UW System Student Code ([Chapter 17](#) & [Chapter 18](#)) will also be referred to the Dean of Students Office for investigation.

Violations

Violations of the following and other University regulations and/or unwillingness to abide by the policies of the UW-Madison Division of Recreational Sports Club Sport Program such as: falsification of documents, failure to submit changes of information, failure to submit appropriate paperwork by deadlines, utilization of University facilities without prior authorization, and failure of club officers to fulfill their designated responsibilities may result in loss of club sport status for a designated amount of time. **AT ANY TIME FOR ANY REASON, THE CLUB SPORTS DIRECTOR CAN TAKE ACTION AGAINST ANY CLUBS FOR THESE VIOLATIONS AND MORE.**

Alcohol and Other Drugs

University, city and state laws concerning alcohol specifically prohibit the purchase, consumption, or furnishing for consumption of alcohol, except where explicitly authorized. The use of drugs, except for established medical purposes determined by prescription of a physician, or the distribution of drugs is prohibited. University policies also prohibit alcohol and drugs in state owned vehicles.

Guests or fans in attendance at a club event must follow the same guidelines and it is the responsibility of the club officer's and members to enforce such policies.

Hazing

Hazing is defined as "any action taken or situation created, intentionally, whether on or off campus, to produce mental or physical discomfort, embarrassment, harassment, or ridicule." Advisors and students should be aware that, if found guilty, students who engage in hazing others where an injury results could be dismissed from school, fined, imprisoned, and be assessed damages. (UW-S00 Advisor's Handbook)

Sexual Harassment

Sexual harassment will not be tolerated. If you have been harassed, there are resources on campus to help. The university policy and resources for sexual harassment are found at <http://www.wisc.edu/edrc/sexualharassment>.

Disciplinary Action and Appeals Process

The Club Sports Director, Director of Recreational Programs and the Director of Recreational Sports will handle all disciplinary action of the individual club or its' members if deemed necessary. The University may also take additional disciplinary action if necessary.

Individuals or clubs wishing to appeal the Club Sports Director's decision regarding disciplinary action can appeal that decision in writing to the Director of Recreational Programs, clearly stating the reasons for appeal and the circumstances related to the situation causing the disciplinary action. This must be done within 72 hours of the notice of disciplinary action. The Director of Recreational Programs will review the information presented and, if necessary, meet with the individual(s) or club representatives. The Director of Recreational Programs will rule on the appeal after investigation and may uphold, reject, or modify the action taken.

With the concept of equity in mind, be forewarned that appeal of a disciplinary decision that seems extreme to the Club could result in an even stiffer penalty being charged by the person who hears the appeal.

Any Club that is suspended will forfeit their DRS allocation and any opportunity to apply for additional funds from the Council, Gift, and Foundation accounts.

State and Local Laws

Clubs must abide by all Federal, State and local health and safety regulations and laws. Clubs are expected to conduct regular, safe training for members. They are to follow regulations and laws, which govern their sport.

FACILITIES

Facilities

1. When using any facility, please leave it in a state that is better than when you arrived. Please make sure you clean up all trash and place it in the proper receptacles. This also applies to car fleet or rental vehicles.
2. Requests for fields/facilities must be via the [online request form](#) at least two weeks in advance of the event. If a club chooses to cancel a practice or general club activity, the club must notify the Club Sports Director 72 hours in advance.
3. Clubs that request Recreational Sport facilities that require staffing (expenses) must have sufficient funds to cover said costs. The club also must not have an outstanding balance with the Recreational Sports Facilities Office. If so, the Club Sports Director will not approve the facility request. The club may have to reduce practice time or pre-pay to cover the cost of the facility usage.
4. Rental of non-University recreational facilities is not justifiable when adequate University facilities are available at the same or lesser cost. Any facility rental to be financed by DRS funds must be adequately justified. If DRS funds are to be used, the rental must be pre-approved by the Club Sports Director.
5. Due to the large nature of the program, fairness to other clubs, and the impact it has on other users of the facility, the clubs that use the indoor facilities may host only one (1) event per semester. (See Indoor Special Event policy.)
6. For a club to host a special event, the request must be made well in advance (90 days is recommended) with a special event coordinator assigned by the club to manage the event. If additional costs will be associated with the event, the club must have sufficient DRS funds for approval. If the funds are not available, a deposit for the cost must be made to the Club Sports Director two weeks prior to the event. If the deposit is not made, the reservation will be cancelled. These circumstances will be handled on a case-by-case basis.
7. Each club will receive a confirmation for an approved special event. Clubs are required to follow the policies outlined in this handbook and any other direction given by the Recreational Sports staff. Club may be billed for the following: failure to pick up trash, failure to return equipment, damage to the facility, removal of paint from the walls from using tape or cancellation of the event after the 72 hour deadline.
8. Some events may require the club to purchase or provide evidence of insurance. The Club Sports Director will make this determination, in consultation with the Risk Management and Recreational Sports Facilities offices. The club is responsible for the purchase of the insurance if necessary.
9. The Board of Regents prohibits the use of facilities or monies for personal or club financial gain.

Cancellation by Recreational Sports

The safety of participants and liability to the University is the utmost concern in determining the playability and accessibility of any Recreational Sports facility for practice or competition. The decision is not based solely upon the preservation of the facility; however, any damage will impact the future use of the facility for

all user groups. The Director of Recreational Facilities in concert with the Assistant Program Director for Intramural and Club Sports will make the cancellation decision upon reviewing existing conditions of the space in question as well as what impact the weather will play, if it is a factor.

In the event that a facility reservation is canceled because of an occurrence, which is beyond the control of the University of Wisconsin-Madison Division of Recreational Sports (University), such as an "Act of God", civil disturbance, mechanical failure, weather or other like cause; the University shall not be liable to the event sponsor for any damages caused by the cancellation.

In the event that inclement weather occurs during the event, the event sponsor will be responsible for clearing the area if lightning or life-threatening conditions exist, please review direction on pages 40-42 for more information. It is highly recommended that those clubs reserving outdoor space should identify a backup plan in anticipation of inclement weather and the possibility of a facility reservation cancellation.

If a club fails to attend a regularly scheduled practice in a facility managed by the Division of Recreational Sports three times during a semester without proper notification, that specific time will be cancelled. Clubs must notify the Club Sports Director or Coordinator with a minimum of 48 hours notice of cancelling practice.

Cancellation by Recreational Sports Timeline

The Division of Recreational Sports will strive to give the event sponsor notification twenty-four (24) hours in advance stating that conditions are not favorable and the possibility of canceling the event is present. The conditions will be reevaluated and a decision will be made as late as four (4) hours prior to the scheduled start time of the event. *Note: Conditions may warrant that the event may be canceled at any time without advance notice.*

The cancellation decision will be posted on the Division of Recreational Sports Hotline at 262-4756 (option 8), Club Sports/Outdoor Field Space Cancellation option.

Outdoor Facilities

When an activity is canceled due to inclement weather, clubs and participants must stay off the facilities. Damage that is done to the activity space impacts not only your team but the entire Club Sports program, Intramural Sports program and the campus community. One hour of playing in the mud can ruin an entire field for 2-3 years. Please help us to preserve the limited amount of outdoor space that is available to us for our programs.

Facility Supervisors

The Facility Supervisor is the acting building manager on duty. Please request the assistance of the Facility Supervisor if there is a problem with the way the facility is set-up, someone using the reserved space, or maintenance issues. The Facility Supervisor also has the final authority in all situations, if a club or club member is found using an unauthorized space; they will be removed by the Facility Supervisor. Please defer to the Facility Supervisor in all emergency situations.

Criteria for Determining Valid Competition

Clubs should make every attempt to limit their competition to other university clubs in the Midwest region. If sufficient competition is not available at the university level, then competition against other types of clubs is permitted within the following parameters:

- the members have similar skill and knowledge of the sport
- the members are similarly equipped
- the members are affiliated with a club or organization
- the members have the approval of that club organization to compete against your club

It is strongly recommended that clubs not compete in off-campus events against individuals younger than 17 years of age. Clubs will not be allowed to host competitions, which include anyone younger than 17 years of age. The Club Sports Director will determine approval on a case-by-case basis.

Clubs may not allow other groups to host events on the UW-Madison campus. All events conducted by clubs must specifically be for the benefit of the UW-Madison club members.

Demonstrations, Exhibitions & Seminars

A demonstration, exhibition or seminar is defined as an event for club members during regular scheduled practice times. If the club must request additional space and time, the event will be considered a special event, which must follow the special event guidelines. If a club is planning to host a demonstration, exhibition or seminar, the club must seek permission from the Club Sports Director in writing at least one week in advance. If non-affiliated guests will be attending, a list must be provided to the Club Sports Director well in advance. A guest instructor may be invited and he/she must submit an activities waiver. The guest instructor for the demonstration, exhibition or seminar will not count toward the number of instructor passes. If the club has invited non-affiliated guests to attend, each guest must purchase a \$5 daily guest pass at the Nat or SERF. Those guests on the list will not need to be sponsored in order to purchase a guest pass. If additional guests would like to attend, they may purchase a guest pass with a sponsor present. If a demonstration, exhibition or seminar is held at Lathrop Hall, a guest pass must be purchased from the Nat or SERF. The guest must present the dated receipt for entrance to Lathrop. Any non-affiliated guest that will be participating in a demonstration, exhibition, or seminar must complete an activities waiver. (A sponsor is a current UW-Madison student or faculty/staff who have paid their Recreational Sports Membership Fee.)

Instructor/Coach Pass

An instructor/coach pass may be issued to those who do not have any University affiliation or those who are faculty/staff. The pass will allow an instructor or coach access into a Recreational Sports facility **only** for the club's scheduled activity area and times. The instructor or coach may only use the scheduled activity area and locker rooms. Any instructor or coach found using unauthorized activity areas or during non-scheduled times will have their pass revoked and privileges suspended. Individuals using an expired pass will receive one warning for attempting unauthorized use of the facility. The pass will be revoked at attempted point of entry.

Also, the club will not be allowed any more instructor/coach passes for the rest of the academic year. Each club will be limited to two (2) instructor/coach passes per year for non-university affiliated individuals. Current and retired faculty and staff members may serve as an instructor or coach but must purchase the Recreation Membership Fee. If a club feels that they have a need for one (1) or two (2) additional passes, the club must submit written substantiation for need to the Club Sports Director for approval. Each club will be limited to four (4) instructor/coach passes. When submitting the written substantiation, please provide reasoning for the request.

The pass must be presented to the ID checker with a photo ID to allow admittance into the Recreational Sports facility.

Keys

1. Activity areas and storage areas at the Nat, Serf, and Lathrop will be opened for the clubs by the Facility Supervisor. Keys will not be available for checkout from the Towel Room or ID Checker.
2. Clubs will only be allowed access to storage areas during designated practice times unless specific arrangements are made in advance with the Club Sports Director or Coordinator.
3. For outdoor clubs, keys to access the Far West Shelter bathrooms may be checked out from the Towel Room with a University ID. If the key is not returned when designated or if damages occur, the Club will be held financially responsible.
4. The Schuman Shelter key must be checked out with a UW ID and returned on a day-to-day basis from the Nat Towel Room.
5. The Club Sports Director must have a copy of the key or keys for any club cabinet in any Recreational Sports facility.

Lining of Fields

The clubs may request Recreational Sports to paint the lines of the outdoor fields. The request must be made to the Club Sports Director in advance. The club must have the field measured and pre-lined. All outdoor fields have been 4-cornered; clubs must request the stakes and line to pre-paint the field accurately. Recreational Sports will then paint over the existing lines. The request will be honored when other fields must be painted for other Recreational Sports programs. For large special events, arrangements may be made with the Recreational Sports Facilities Office to use field chalk to line the fields. Any additional cost may be assessed to the club. All requests must be made at the time of the field reservation and lining must be completed 5 business days prior to reservation.

Trainers

It is the responsibility of the club to make arrangements for athletic training services and/or first aid supplies for practices and/or games. Although not required, it is recommended that a trainer or EMT be on duty during home games, tournaments and events. If a trainer is not available, then an individual with CPR and First Aid certifications should be on duty.

Club Sports and Student EMS has formed a partnership to supply EMS/First Responders at all major events hosted by clubs for 2009-2010. Clubs are required to abide by their direction during all medical emergency situations when present. Assignment of S-EMS personnel at each event will be determined by the Division of Recreational Sports, S-EMS, and University Police.

Accident Reports

Club officers are required to submit an individual accident report for injuries, which occur during club activity. These reports should be submitted to the Club Sports Director within 24 hours of the injury, or immediately upon return to Madison. Keep a report in the club files and submit a copy to the Club Sports Director. (Appendix J)

Contracts

If a club is required to sign a contract, the contract must be submitted to the Club Sports Director for the University to review. The club must allow a minimum of four weeks for this review. Any club member signing a contract requiring the club to pay the business or organization will be the responsibility of the person signing if the club does not have the financial means to pay. Examples: sponsorship agreement or lease. Clubs may sign their own game/match agreements. Note: The club must list the club name first i.e. Baseball Club – UW.

EQUIPMENT

Purchasing/Sales

1. Equipment purchases shall be limited to that which is retained by the club and used only during club activities. It should not include personal items, which are used exclusively by one individual. **All equipment shall remain property of the Division of Recreational Sports.**
2. Equipment purchases should be considered in relation to the club's current inventory and its necessary maintenance and/or replacement.
3. All equipment purchases and the disposal of surplus equipment shall be made by DRS following University purchasing procedures.
4. The Board of Regents prohibits the use of monies for personal or club financial gain. Equipment or supplies purchased with DRS funds may not be in turn sold to club members.
5. Club equipment is to be used exclusively for the benefit of the Club and must not be removed for the personal benefit of any Club member. Equipment no longer needed may be sold with the permission of the Club Sports Director (See Sources of Income).
6. Used equipment may be purchased by the Club from an individual. Check with the Club Sports Director for approval.
7. The Club Sports Director must approve all equipment requests. **Equipment received without prior approval will not be paid with DRS funds.**

Inventory/Maintenance

1. All club equipment must be inventoried and a list submitted to the Club Sports Director as requested.
2. If club members fail to return club equipment, contact the Club Sports Director. A hold may be placed on their academic record which will help recover the loss.
3. It is the clubs responsibility to maintain all club equipment. Services and supplies needed to maintain the club equipment can be paid for with club funds, once approved by the Club Sports Director.

Storage

1. All equipment must be stored in its proper space. Clubs that use the outdoor spaces must lock-up their equipment (goals, sleds, etc.) when not in use. A cable with a lock and key has been provided by Recreational Sports. If equipment is not put in the designated space or locked up, the equipment will be confiscated or locked up without club access. It is especially important to lock up equipment at the Far West Fields due to the space being unsupervised.
2. Minimal storage is available through the Club Sports Program, contact the Club Sports Director for more information.
3. Uniforms that are required for play and are retained by the club on a year-to-year basis may be a justifiable expense, as is the maintenance of such items. These jerseys are also considered the Division of Recreational Sports property.

FINANCIAL OPERATIONS

OFF CAMPUS FUNDS

Clubs are required to keep accurate and detailed financial records. Clubs should have two signatures to sign off on checks and list two names on the signatory card. It is advisable not to have an ATM/Debit card for the account or write checks to CASH. These are not sound accounting practices for organizational checking accounts. Club should reconcile their checking account statements on a monthly basis. Failure to do so could result in fraudulent charges appearing and costing the club hundreds of dollars. If suspicious charges appear on your account, contact your bank immediately. All assets (money or equipment) remain the property of the club and pass to the club in the next school year. Good record keeping practices which include a system of checks and balances is very important as the club checking account is the major responsibility of the club and its officers.

Club funds should never be held or deposited into member(s) personal checking accounts. If a checking account is needed, the club must create their own account. Information about creating a checking account is available in the RSO Handbook ([RSO Financial Management Resources](#)).

Clubs will be required to provide copies of off campus bank account statements at the end of each semester.

CAMPUS FUNDS

Division of Recreational Sports (DRS) Account

The Division of Recreational Sports, specifically the Assistant Program Director for Intramural and Club Sports (Club Sports Director), administers the DRS account. Most clubs are given an allocation from this account. The Executive Board advises the Club Sports Director in the allocations to the club. Any club wishing to make a purchase using DRS funds must submit a Funds Request Form (Appendix M) to the Club Sports Director three to four weeks prior. This fund will not be used to pay past due invoices the clubs may have. All purchases MUST be pre-approved. DRS funds may not be used if the purchase is not pre-approved. Notification will be given to the clubs if they will be allowed to be reimbursed for expenses (See Reimbursement). The payment or reimbursement process will take anywhere from two to four weeks.

Gift Accounts

The Division of Recreational Sports, specifically the Assistant Program Director for Intramural and Club Sports (Club Sports Director), administers the Gift accounts. All clubs are eligible to open a Gift Account. This account is available from the University to hold tax-deductible donations and these funds carry over through each fiscal year. These funds may be used in the same manner as DRS accounts, but it can also be used to pay for club memberships to organizations. These funds must also be pre-approved and the reimbursement process takes anywhere from two to four weeks.

Clubs wishing to establish a gift account should set up a meeting with the Club Sports Director. All donations for this account should be sent to the Club Sports Director at 2000 Observatory Drive Room 1186A, Madison, WI 53706. All checks should be made out to UW-Rec Sports with the beneficiary club listed in the memo line.

Foundation Accounts

The Division of Recreational Sports, specifically the Assistant Program Director for Intramural and Club Sports (Club Sports Director), administers the Foundation accounts in conjunction with the UW Foundation. Foundation accounts are generally set up through the Foundation work with identified donors. This account is available from the University to hold tax-deductible donations and these funds carry over through each fiscal year. These funds may be used in the same manner as DRS accounts, but donors can specify what the funds may be spent on. Any specified funds cannot be spent in any other manner. These funds must also be pre-approved and the reimbursement process takes anywhere from two to four 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. The club must apply for a tax exempt number to do so; this process can be found at the Student Organizations website ([Tax Exempt Status](#)).

Expenditures

Club funds are intended for the benefit of the entire club. Funds will not be approved for the individual use or personal gain. The Board of Regents prohibits the use of facilities or monies for personal or club financial gain. The Club Sports Director will determine appropriateness of all DRS expenditures.

Entry Fees/Memberships

1. Team entry fees are a justifiable expense when required for competition.
2. Individual memberships or entries are not justifiable expenses, except when the individual is participating as an official representative of the club for an official, sanctioned event.
3. Team memberships and individual memberships to leagues and organizations are not justifiable expenses.
4. DRS funds will not be used to cover the expenses when entry fees are collected. This includes tournaments held on university property when entry fees are collected. Clubs must pay for their expenses with the money collected from the tournament.
5. Requests for entry fees must be submitted three to four weeks in advance with a Expense Request Form (Appendix N) with information about the event including who to make the check out to, mailing address, tournament location, date and fees. A roster of the club members attending is also required. If the club fails to attend, all entry fees must be reimbursed.

Equipment

1. Equipment or supplies purchased with DRS funds may not be in turn sold to club members
2. Uniforms purchased with DRS funds are property of the Division of Recreational Sports. If a club member fails to return a uniform to the club, see the Club Sports Director. A bill will be sent to the

former member and a hold will be placed on their academic record until the uniform is returned or reimbursed for the replacement cost.

Officials

1. Payment for officials shall not exceed standard rates set by the local associations.
2. Reimbursement for officials must be pre-approved and local association rates must be supplied.

Travel

1. All Car Fleet bills are paid from the club's DRS allocation and if overspent, must be reimbursed within 7 days of notification.
2. Hotel, mileage, and gas can be reimbursed, follow all policies outlined below.

Miscellaneous

1. **Club funds are not to be used to purchase alcoholic beverages.**
2. DRS Funds cannot be spent on food or beverages.

Reimbursement

Clubs must first receive approval from the Club Sports Director for reimbursement of funds by submitting a Reimbursement Request Form (Appendix N) in advance. In order to be reimbursed by the University, the club must provide:

1. Original receipt (see below)
2. Information about the event (a website or registration form)
3. A list of those attending the event (travel itinerary)
4. The name, mailing address and last of 4 digits of their SSN of the person being reimbursed.

**The original receipt must show form of payment. If the payment is paid with check, the number of the check must be included and signed by a representative of the event. For hotel reimbursement, the club must provide the original, detailed receipt from the hotel. A copy of the hotel credit card receipt giving the total amount will not suffice.

After all the information has been submitted and depending upon whether the person is employed by the university, a PIR (Payment to Individual Report) or a TER (Travel Expense Report) will be generated by Recreational Sports. (It generally takes 48 hours to generate the form.) If the person is employed, they will be required to sign the TER in order to be processed. The TER is placed in the club's mailbox for the individual to sign all 4 pages. The TER is to be returned to the Clubs Sport Director's mailbox. It takes approximately 4-6 weeks for the university to process a check.

Sources of Income

Income obtained by the clubs is considered either non-University or University income. All non-University club income must be deposited in a club account with a local financial institution; never deposit money in a personal checking or savings account. Good internal control practices must be maintained regarding the handling of cash and checks. All University income must be deposited with the Division of Recreational Sports and will be made available for use by the club generating the income.

Non-University

1. Dues are established by each club and are considered non-University income.

2. Fund-raising is encouraged but must remain within the guidelines of University policy and the UW-Madison Student Organization Handbook. Proceeds of fund raising are considered non-University income (unless dictated by the fundraising agreement).
3. Proceeds from the sale of T-shirts concerning your sport, bumper stickers, insignias, sweatshirts, visors, coats, jerseys, etc. are considered non-University Income. The Club Sports Director must approve all sales. Approval to use University logos may involve payment of a royalty fee.
4. Raffles may be held, but they must be licensed by the State of Wisconsin and require the University's review and authorization. A license is not easy to obtain and your club must obtain its own tax exempt status to apply for a raffle license. There is a fee and it can take up to 30 days for approval or denial. The Club Sports Director must approve all raffles prior to the initiation of the licensing process. Raffle proceeds are considered Non-University income.
5. In no way may clubs sell, distribute or promote alcohol or tobacco as a fundraiser. This includes a drinking establishment allowing the club to raise money by distributing their containers to customers. If the club is found using alcohol or tobacco as a fundraiser, the club will be deemed inactive and all activities will be canceled.

University

1. Admission fees for contests and exhibitions are good sources of income, but must have prior approval of the Club Sports Director and are considered University income. The money collected must be processed through the university accounting system via the Division of Recreational Sports.
2. Seeking donations and gifts from parents, alumni and friends of the University may be a good source of income for any club and are considered University income in order to allow the donations and gifts to be tax deductible. All such campaigns must be approved and coordinated with the Club Sports Director.
3. Selling of club owned equipment must be approved by the Club Sports Director. Proceeds are considered University income.
4. Solicitation of sponsorships. A variety of commercial enterprises are willing to contribute to clubs in exchange for some recognition. The Club Sports Director must approve all sponsorship arrangements. If the sponsorship is of an event to be held in University facilities, the sponsorship income will be University income. Even if the event is not held in University facilities, if the sponsor wants to receive a tax deduction for their sponsorship, since the clubs are not tax exempt entities, all sponsorship agreements must be with the University (DRS) and proceeds are considered University income. See Section IV of the Campus Advertising Policy for more information. This policy can be found at: [University Legal Ad Policy](#).

ADVERTISING AND MARKETING

Advertising

The Club Sports Director must approve all posters, flyers and newspaper advertisements before distribution and posting. Any advertisements (flyers, posters, banners, programs, newspaper ads) produced for sponsored activities must contain the Recreational Sports logo and clause "Member, Division of Recreational Sports Club Sports Program". (See Appendix O for a flyer template or the Club Sports - Form website.) All web pages must also recognize the Division of Recreational Sports on their main page. The clubs may advertise in all of the Recreational Sports facilities, but only on approved bulletin boards and after the advertisement has been approved. At no time are postings to be placed on doors, walls or windows within the Recreational Sports facilities. The Recreational Sports Staff will destroy all advertisements not following the following this policy.

The club must also follow the university policy on advertising at www.wisc.edu/legal/AdPolicy.pdf.

There are many avenues to advertise on campus. The Registered Student Organization handbook includes information about this under the headings: Postering/Posting Procedures, Mailings & University Housing.

Use of UW-Madison Names, Logos, Symbols & Marks

The University's names, logos, symbols, and other identifying marks are trademarks owned by the Board of Regents. The use of University trademarks on any goods, merchandise or service or as a part of a promotion or advertisement, must comply with the University's licensing policy as established by the Licensing Office and Legal and Executive Affairs. See Section VI of this website for more information – <http://www.wisc.edu/legal/legalservices/AdPolicy.pdf>.

If a club wants to use the University name or any logo, you must meet with the Club Sports Director for guidance in following the proper procedure. Any merchandise with the University name or any logo must be approved by the Licensing Office prior to placing the order with an approved vendor. Clubs may use the University's trademarks on internal publications and other non-commercial items (i.e. posters) as long as their use conforms to established design specifications. Please see the Licensing & Trademark Office website for simplified policies and contact information. www.wisc.edu/licensing

Any item being sold by the club for profit is subject to a 10% royalty being collected by the Office of Trademark & Licensing if any of the University's names, logos, symbols, or other identifying marks are used. Clubs **MUST** use approved vendors for all of these orders

Contracts

If a club is required to sign a contract, the contract must be submitted to the Club Sports Director for the University to review. The club must allow a minimum of four weeks for this review. Any club member signing a contract requiring the club to pay the business or organization will be the responsibility of the person signing if the club does not have the financial means to pay. Examples: sponsorship agreement or lease.

Clubs may sign their own game/match agreements. Note: The club must list the club name first i.e. Baseball Club – UW.

Driver Authorizations

In order to drive a university, state or rental vehicle for any club event, the vehicle must be driven by an authorized driver. Please follow the instructions in Appendix C for Driver Authorizations.

Guidelines

1. Funds may be used to assist with transportation costs and over night accommodations.
2. Club members must pay for food.
3. 15-passenger vans are not available for clubs to rent or lease from Car Fleet or outside agencies.
4. Clubs desiring to use rental cars with DRS money must make arrangements with the Club Sports Director at least 3 business days prior to departure.
5. A travel itinerary must be submitted to the Club Sports Director with all the names of the members going on the trip. This itinerary must be submitted by 12:00 (Noon) the day prior to leaving. If the itinerary is not submitted by the time required, the Car Fleet vehicle reservation will be cancelled. A travel itinerary is also required to be submitted as stated above even if the travel will be by personal vehicle. Failure to submit a travel itinerary, regardless of mode of travel, will result in the club losing permission to attend the event and club activities will be suspended. (Appendix G)

How to reserve a University Fleet vehicle

1. A Vehicle Request Form is submitted to the Club Sports Director by a club officer at least six weeks prior to the trip. It is recommended that the request be made 3 months in advance. The request form is available on the Club Sports – Forms web page.
2. A minimum of two authorized drivers will be required for each vehicle prior to departure. The request must have at least one authorized driver for each vehicle requested at the time the request is made. (See the Appendix C for more information regarding driver authorization procedures.)
3. The club must have sufficient funds in their DRS account to pay for the vehicles. Requests will be denied if there is not enough money to cover the costs of the vehicles.
4. On a case-by-case basis, clubs may submit a request for vehicle usage when their DRS funds are depleted; however, a deposit must be made in the amount of the trip expense two weeks prior to the trip. If the deposit is not made, the reservation will be canceled. The expense of using the vehicles must be repaid to Recreational Sports.

Fleet Policies

1. Cancellations must be made 24 hours prior to the scheduled departure by contacting the Club Sports Director. If this is not done, you will be charged for the trip.
2. The vehicles are to be used for University business only. Personal and/or unauthorized usage will result in the termination of usage by the club. Vehicles are not permitted to be taken home for any reason per state guidelines.

3. Only UW-Madison students, faculty/staff and approved volunteers are permitted to ride in university vehicles.
4. Fleet staff will not make changes to any reservations. All changes must be done through the Club Sports Director or Rec Sports staff.
5. It is the responsibility of all UW drivers to comply with [State Fleet Policies](#), state traffic laws as well as display common courtesy to others while operating state vehicles. All occupants must obey Wisconsin seat belt laws on the trip.
6. All drivers are personally responsible for citations.
7. In case of an emergency or accident, the glove box contains all the required documentation. The police must be contacted as a police report must be completed and submitted.

How to use University Fleet vehicle

1. Receive a confirmed reservation from the Club Sports Director as outlined above.
2. Pick up the vehicle requested from 27 N, Charter St. Room 110. The authorized driver must have a valid driver's license to pick up the vehicle.
3. Vehicles should be picked up by 3:30 pm on Friday. If you must pick up a vehicle on after hours, you will need to access the key dispensing machine in the lobby of the Fleet Office.
 - a. Enter the six digit reservation on the keypad next to the customer service door on the south side of the building. After entering the reservation number, press pound (#).
 - b. The green light on the wall will illuminate to indicate success and the fleet building door will unlock.
 - c. Enter through the door and the key dispensing machine will be beeping. Open the dispensing machine door and the authorized key will have a red light on, surrounding its security fob.
 - d. Remove the lit-up key, close the door, sign the log book, and travel.
4. University Fleet Hours: Monday through Friday 6:00 AM to 3:30 PM Phone: 608-262-1307
5. Reservations begin at 6:00 AM and end at 5:59 AM. Please keep in mind that if you pick up a vehicle on Friday, you will automatically be charged for Saturday and Sunday.
6. Fill the vehicle up and clean out the trash before returning it. You will be charged for not cleaning the vehicle. Gas is available at the Fleet Fuel Island. The pump uses the fuel card like a regular pump.
 - a. Each vehicle has a gas card. This must be used when filling up the vehicle. The mileage and password must be entered for the pump to work. You must also find a gas station that accepts the card. (The decal is usually displayed with the credit cards they accept.) Before you begin pumping gas, make sure the station takes the fuel card. If a gas station does not accept the fuel card and there are no other alternatives, you may use a personal credit card. This receipt must be submitted to the Club Sports Director for reimbursement. Please see the guidelines for reimbursement.
 - b. Vehicles may be returned anytime to Lot 50. Look for the area near the fuel pumps with 'Return Cars Here' signs, pull the vehicle in as far forward as possible to allow for more returns, lock the car, and leave the keys in the drop box on the building. It is OK to park-in other fleet vehicles next to the fuel island. Do not back in with a returning fleet vehicle.

Vehicles parked to the east of the fuel island in nice neat rows that have been backed in should not be blocked. If you are not sure where to park, then leave the fleet car in the permit area of lot 50 and the fleet staff will find it.

- c. Can I park my car while using a fleet vehicle? Yes. No-charge parking will be available in Lot 50. No reservation is needed, but a permit will be required. Lot 50 is a tow away zone and cars parked without a fleet reservation and fleet-issued permit will be enforced. Fleet staff will issue permits only at time of dispatch.

How to use DOA Fleet

1. The Club Sports Director will notify you if a DOA fleet vehicle will be used for your trip as there are different procedures and policies. Please note that DOA fleet charges are higher.
2. DOA Fleet is located at 201 S. Dickinson St. There dispatch hours are 7:00 AM to 5:00 PM Monday through Friday. Vehicles must be picked up by 5:00 PM for weekend travel as there is no alternative pickup location.
3. A DOA fleet form signed by the Club Sports Director is required to pick up a vehicle. They will not dispatch a vehicle without the signed form. The individual picking up the vehicle must also be an authorized driver and bring their driver's license.
4. Vehicles picked up on Friday will automatically be billed for Saturday and Sunday usage.
5. Each vehicle has a gas card. This must be used when filling up the vehicle. The mileage and password must be entered for the pump to work. You must also find a gas station that accepts the card. (The decal on the card is usually displayed with the credit cards they accept.)
6. Fill the vehicle up and clean out the trash before returning it. You will be charged for not cleaning the vehicle.
7. Returns can be made at any day and time. They should be parked inside the fence area as far forward as possible past the fuel island unless the fence area is closed. If the fence area is closed, park return vehicles along the rail road tracks as close to Dickinson Street as possible. Keys are left in the keys drop slot either inside the fence at the door to the dispatch office or at the main entry door on Dickinson Street.

Accident Reports

Club officers are required to submit an individual accident report for injuries, which occur during club activity. These reports should be submitted to the Club Sports Director within 24 hours of the injury, or immediately upon return to Madison. Keep a report in the club files and submit a copy to the Club Sports Director.

(Appendix J)

In the event of an accident or citation, the following actions may be taken against the club/driver:

- Driver receives a traffic citation
 - Driver's authorization is revoked
 - After second offense club is placed on Fleet probation
 - After third offense club's Fleet privilege is revoked
- Club is in a traffic accident and is found at fault

- After first occurrence, Club is placed on Fleet probation
- After second occurrence, Club's Fleet privilege is revoked
- Club fails to properly report a traffic accident
 - After first occurrence, Club is placed on Fleet probation
 - After second occurrence, Club's Fleet privilege is revoked
- Driver fails to report a traffic citation
 - Driver's authorization is revoked
 - Club is placed on Fleet probation
 - After second occurrence, Club's Fleet privilege is revoked
- Club is found using an unauthorized driver
 - Club's Fleet privilege is revoked
- Club is found traveling with non-club members in University vehicles
 - Club's Fleet privilege is revoked
 - Club is placed on probation
- Club is found traveling with members not listed on travel itinerary
 - Club is placed on Fleet probation
 - After second offense, Club's Fleet privilege is revoked

Any situations not specifically addressed will be handled on a case by case basis by the Director of Club Sports.

EMERGENCY CONTACT

- University Fleet: 608-262-1307
- UW Police (if after hours): 608-262-2957
- Club Sports Director – Becky Dahl
 - Office: 608-262-9696
 - Cell: 608-215-7285 (Emergency Only)
- Club Sports Coordinator – Nick Lumpkin
 - Office: 608-890-1493
 - Cell: 512-844-0721 (Emergency Only)
- Program Director – John Horn
 - Office: 608-890-0158
 - Cell: 608-215-0798 (Emergency Only)

Special Events

A special event is defined as an event held indoors or outdoors at a Recreational Sports Facility outside the club's designated scheduled practice time. This includes a scheduled game or tournament. A [facility request form](#) must be submitted via the [website](#) to the Director of Programs and Facilities at least 90 in advance. An event coordinator should be identified to work closely with Recreational Sports on all aspects of the event including on site coordination throughout the event. It is preferred that this person not be an active participant in the event. At no time is an event to be conducted without a representative of the sponsoring club present.

Each club will receive a confirmation for an approved special event. Clubs are required to follow the policies outlined in this handbook and any other direction given by the Recreational Sports staff. Club may be billed for the following: failure to pick up trash, failure to return equipment, damage to the facility, removal of paint from the walls from using tape or cancellation of the event after the 72 hour deadline.

Any person not affiliated with the club that participates in the special event must sign an activity waiver. This waiver is not required for UW-Madison club sports members who have a membership consent form on file. The waivers must be submitted to the Club Sports Director by 10 am the next business day. An [individual](#) or [group](#) activities waiver is available on the Recreational Sports – Club Sports website. Failure to submit the waivers on time may affect future special event requests.

Indoor Special Event

1. Due to the large nature of the program, fairness to other clubs, and the impact it has on other users of the facility, the clubs that use the indoor space may host only one (1) event per semester.
2. Only one (1) club request will be accepted per date, unless the requests are at separate facilities or in two (2) distinct areas (i.e. pool and racquetball courts).
3. A club may request a maximum of two (2) gymnasiums at the Natatorium/Gym Unit II per event.
4. Indoor special events may include additional costs such as staffing, lifeguards, and liability insurance. The use of Recreational Sports facilities is available to UW-Madison club sports at no charge; however, if a club is requesting use of a facility outside of the normal operating hours, the club will be required to pay for the overtime staffing costs incurred by Recreational Sports.
5. Clubs are only allowed access to reserved facilities during the times specified in their event confirmation. If additional time for set-up or clean-up is needed, this should be included with the original event request.

Cancellation by Clubs

If a club chooses to cancel a special event, the club must notify the Club Sports Director 72 hours in advance. If the special event requires Recreational Sports staff to work the event, the club must give 72 hours notice; otherwise, the club will lose their deposit.

On-Campus Event

Those clubs that wish to host a special event in a non-Recreational Sports Facility, must contact the Central Reservations Office (CRO) in the Memorial Union. Those clubs must contact the Club Sports Director prior making the request. In most cases, the CRO requires a letter from the Club Sports Director stating that Recreational Sports will sponsor the event on behalf of the club.

Concessions

The following concession and vending guidelines must be followed for all special events being conducted in Division of Recreational Sports facilities or on the outdoor fields. Please note that these facilities do not have an area which can be solely dedicated as a concession or vending stand or that can meet the applicable health standards for vending food or drinks.

General Guidelines

1. Organizations wishing to operate concession and/or novelty/equipment sales in conjunction with their approved special event must submit a drink, food, and novelty/equipment list to the Director of Programs and Facilities in the Division of Recreational Sports for approval prior to the date of the facility use. The Division of Recreational Sports Program maintains the right to exclude any item from being sold, distributed, or advertised.
2. Prior approval must be granted by the Director of Programs and Facilities for pre-packaged concession items not mentioned in these guidelines.
3. All novelty/equipment sales must comply with all University licensing policies when applicable and be approved through the appropriate University offices.
4. The sponsoring organization will be responsible for cleaning all areas of the facility used for concession as detailed in the Facility Reservation Form or other related documents.
5. In the event that facilities are not cleaned or are damaged as a result of an event, cleaning or maintenance fees will be charged to all groups holding special events.
6. A Vending Agreement must be completed and signed by the requesting party and the Director of Programs and Facilities.
7. Vendors must maintain a Sales and Reconciliation Form (Attachment A) and submit the completed form to the Director of Recreational Programs and Facilities after the completion of the event.
8. The Division of Recreational Sports will receive a negotiated percent, beginning at a minimum of 20 percent, of the gross sales.

Concession Sales

1. All concession items must be approved by the Director of Recreational Programs and Facilities prior to the opening of the concession stand.
2. Only professionally prepared, pre-packaged food items that do not require refrigeration can be sold or given away. Ice chests cannot be used as a food refrigeration device.
3. Candy and food with staining color agents or that create a maintenance problem such as M & M's, Skittles, Frito Pies, etc. cannot be sold and/or distributed in Division of Recreational Sports facilities.
4. Most professionally pre-packaged candy bars will be acceptable.
5. Homemade food items cannot be sold or given away.
6. The concession stand must be operated under all applicable State Health Department Codes and Standards.

Novelty/equipment Sales

1. All novelty/equipment items must be approved by Director of Recreational Programs and Facilities prior to the opening of the vending stand.
2. All items displaying University of Wisconsin marks or logos must meet the standards and regulations of the University of Wisconsin Trademark Licensing policy.
3. All items sold must pertain to the event being conducted.

Spectators

Spectators are welcome to observe at club special events only. Spectators are not allowed to attend club practices. Special circumstances may arise and will be reviewed on a case-by-case basis by the Club Sports Director. Special circumstances must be submitted in writing for consideration at least 48 hours in advance which includes their name, age and reason for observing. Spectators must abide by all University and Recreational Sports policies. A club participant may not bring anyone under the age of 18 into a Recreational Sports building unsupervised.

Guests

A guest is considered a person who is not a current UW-Madison student, faculty/staff who have paid their Recreation Membership Fee or approved instructor. Guests are not permitted to participate in club practices. Guests will be allowed to participate in an approved special event and required to sign a participation waiver as stipulated by the Facility Use Agreement. Guests will also be permitted to purchase a guest pass to attend an approved demonstration, exhibition or seminar.

Trainers

It is the responsibility of the club to make arrangements for athletic training services and/or first aid supplies for practices and/or games. Although not required, it is recommended that a trainer or EMT be on duty during home games, tournaments and events. If a trainer is not available, then an individual with CPR and First Aid certifications should be on duty.

Club Sports and Student EMS has formed a partnership to supply EMS/First Responders at all major events hosted by clubs for 2009-2010. Clubs are required to abide by their direction during all medical emergency situations. Assignment of S-EMS personnel at each event will be determined by the Division of Recreational Sports, S-EMS, and University Police.

Accident Reports

Club officers are required to submit an individual accident report for injuries, which occur during club activity. These reports should be submitted to the Club Sports Director within 24 hours of the injury, or immediately upon return to Madison. Keep a report in the club files and submit a copy to the Club Sports Director.

(Appendix J)

Contracts

If a club is required to sign a contract, the contract must be submitted to the Club Sports Director for the University to review. The club must allow a minimum of four weeks for this review. Any club member signing a contract requiring the club to pay the business or organization will be the responsibility of the person signing if the club does not have the financial means to pay. Examples: sponsorship agreement or lease. Clubs may sign their own game/match agreements. Note: The club must list the club name first i.e. Baseball Club – UW.

HEALTH AND SAFETY

Participation in the Club Sports program is strictly voluntary. Individuals participate at their own risk and assume responsibility for their own health and safety.

Medical Exams and Insurance

It is strongly recommended that all club members have an annual physical examination. It is further strongly recommended that all club members have a medical/health insurance plan in effect. The University Health Service does not pay for Emergency Room treatment or hospital stays. The UW and Division of Recreational Sports do not provide any type insurance for club sport participants.

Blood Borne Pathogens

Only those people that have received Blood Borne Pathogens training is allowed to clean blood borne pathogens (bodily fluids – blood, urine, etc.). Recreational Sports will facilitate the cleanup within the Recreational Sports facilities. Contact the Facility Supervisor in the Recreational Sports facility for assistance. It is highly recommended that each club have members trained in Blood Borne Pathogens at each practice and competition. Clubs may contact the Club Sports Director for training. See Precautions for Blood Borne Pathogens below.

CPR and First Aid

It is recommended that at least one member from each club be certified in CPR. It is also recommended that one of these individuals be present at all club functions at home or away and that each club has a first aid kit at each practice or event. It is highly recommended for those clubs that travel and do not use Recreational Sports buildings to have a first aid kit at each practice or event. First Aid kits are available for check-out from the Nat towel room.

Weather Radios

There are several weather radios available for daily check out from the Nat Towel Room. These are available for exclusive use by Club Sports. Clubs may check them out for practices or outdoor events to assist in identifying severe weather threats so that participants can be evacuated to the appropriate shelter.

SEVERE WEATHER

Severe Thunderstorm Watch – A severe thunderstorm watch means conditions are right for severe weather. Continue normal activity, but monitor radio broadcasts from facility supervisor or check out a weather radio from Nat Towel Room to monitor conditions during practice.

Severe Thunderstorm Warning – Heavy rain, lightning, and/or strong wind gusts may affect club activities. Check local weather stations by radio or TV to see if a severe thunderstorm is in the area. Activities may be

suspended in the interest of safety for the participants. If threatening weather approaches quickly, seek shelter in a building or a vehicle.

Tornado Watch – A Tornado Watch means conditions may be present for a tornado. Check local weather stations by radio or TV to stay updated. Activities may be suspended in the interest of safety for the participants.

Tornado Warning – A tornado siren will blast to notify participants that a tornado has been sited or indicated by Doppler radar in the immediate area. The siren means participants must take shelter immediately. Indoor participants should move to areas at the lowest level of the building and away from all windows, facility staff will direct all participants to a safe area. All open areas must be cleared and activities suspended in the interest of safety.

Flooding – High water and fast rising water may affect some club activities. Check local weather stations by radio or TV to stay updated. Activities may be suspended in the interest of safety for the participants.

Lightning - When a lightning flash is detected, count to 30 and if thunderclaps are heard within those 30 seconds, all participants should seek shelter immediately. Good judgment should be used for a flash-to-bang time of longer than 30 seconds or lightning that is not cloud-to-ground, consulting the weather radio for weather alert updates. When considering restarting the activities, participants must wait 30 minutes after the last flash of lightning or thunderclap before returning to the field.

SEEKING SHELTER DUE TO SEVERE WEATHER

Far West Fields – Clear the fields and take shelter in the Nielsen Tennis Stadium. In case of immediate danger, it may be necessary to have participants lie flat in the nearest ditch or other low area and shield their head with their hands or put people in their vehicles. Attempt to keep away from trees.

Nat/Gym II – Clear the activity area and proceed to the locker rooms.

SERF – Clear the activity area and proceed to the locker rooms.

Lathrop Hall – Clear the activity area and proceed to the basement hallway.

SHELL – Clear the activity area and proceed to the area between the bleachers and locker rooms.

Nielsen Tennis Stadium – Clear the activity area and proceed to the squash courts.

Off-campus – While at an off-campus site, check with the site supervisor for designated shelters or safe zones. Always beware of your surroundings and the weather forecast for the area.

EMERGENCY PROCEDURES

When someone is injured or becomes ill, begin first aid immediately. If assistance is needed, report to the Recreational Sports Office when in or near the Nat, SERF, Lathrop Hall, Shell or Nielsen Tennis Stadium. If

you are on the Far West Fields, a telephone is available at the shelter. You will need to summon EMS on your own. Within one of the facilities, the facility supervisor will assist as needed. The office clerk will call EMS and let them know who will meet them and where. This should be arranged between you and the facility supervisor. In the pool, the lifeguard on duty will be the first contact and support. Facility supervisors and lifeguards are trained in CPR, First Aid, AED, and emergency procedures.

<u>Life Threatening Emergency & Fire</u> (heart attack, unconscious victim)	911
<u>Non-Life Threatening Emergencies</u> (sprained ankle, broken arm)	262-2957
<u>Security Problems</u> (unruly participant, theft)	262-2957

Give the following information when calling one of the emergency numbers:

1. Your name.
2. Nature of emergency.
3. Required assistance (ambulance, fire, police).
4. Location and telephone number from which you are calling.
5. Location where emergency personnel will be met and method or description by which emergency personnel will recognize individual who will meet them when they arrive.
6. Suggested approach route (entrance to facility, e.g. front, rear, side)

Do not be the first one to hang up the phone. Wait until the emergency personnel say that they have all the information needed.

Club Sports and Student EMS has formed a partnership to supply EMS/First Responders at all major events hosted by clubs for 2009-2010. Clubs are required to abide by their direction during all medical emergency situations when present. Assignment of S-EMS personnel at each event will be determined by the Division of Recreational Sports, S-EMS, and University Police.

FIRST AID PROCEDURES

BLEEDING

- Put on protective equipment i.e. gloves, and goggles.
- Apply direct pressure with a clean towel.
- Elevate the affected area.
- If the dressing becomes blood soaked, do not remove the pad, but add an additional layer.
- If bleeding is severe or the wound is deep, call University Police (264-COPS).
- Clean up. (See Blood Borne Pathogens section)

CHOKING

- Ask, "Are you choking?"
- If victim cannot breathe, cough, or speak they are choking.
- Before giving care, ask permission and identify yourself.
- Call 911
- Perform the Heimlich maneuver:

- Stand behind the victim.
- Wrap your arms around the victim's waist.
- Make a fist with one hand. Place your fist (thumb side) against the victim's stomach in the midline just above the navel and well below the rib margin.
- Grasp your fist with your other hand.
- Press into stomach with a quick upward thrust.

DIABETIC EMERGENCY

- Call 911
- Put on protective equipment i.e. gloves, and goggles.
- Monitor the airway, breathing and circulation.
- If conscious, give the victim some form of sugar.

SEIZURE

- Call 911.
- Prevent victim from hurting him/herself by pushing away nearby objects.
- Do not restrain movements or force any object between the victim's teeth.
- After convulsions are over, loosen clothing.
- Keep him/her lying down or comfortable position.
- Monitor the airway, breathing and circulation.
- Allow the victim to rest, do not give the victim anything to eat or drink.

HEAD AND NECK INJURY

- Call 911.
- Put on protective equipment i.e. gloves, and goggles.
- Minimize movement of the head, neck, and back.
- Place hands on both sides of the victim's head and support the head as you find it.

SHOCK

- Call 911.
- Have victim lie down and elevate legs.
- Maintain normal body temperature: if cold, cover; if hot, remove or loosen clothing.
- Do not give anything to eat or drink!
- Symptoms:
 - Restlessness and irritability
 - Altered consciousness
 - Pale or ashen, cool, moist skin
 - Rapid Breathing
 - Rapid Pulse

SPRAINS

- If the victim's ankle or knee is affected, do not allow them to walk.
- Elevate affected area.
- Apply ice or a cold compress. Protect the victim's skin from direct contact with the ice.
- Call University Police (264-COPS) for transportation if the victim requests assistance.

BLOOD BORNE PATHOGENS

(Recommended precautions against blood borne pathogens)

As a first aid provider, you can greatly reduce your risk of HIV (or other fluid borne) infections by following some common-sense guidelines.

1. GLOVES - Disposable gloves are available in the Towel Room, at the Recreational Sports office, and in first aid boxes. They should be worn when in contact with blood. When possible, let the injured person hold the towel or bandage to the wound him/herself.
2. HAND WASHING - after contact with a bleeding person carefully remove gloves and thoroughly wash your hands with hot water and soap. You may also wash the gloves first before removing them, but have another person turn on the faucet so you don't contaminate the fixtures.
3. ACCIDENTAL EXPOSURE TO BLOOD OR BODY FLUID - an exposure that penetrates the skin (percutaneous exposure) can occur by getting blood on skin that has a cut, scrape, open sore, or chapping. This type of exposure poses a small-but real-risk of Hepatitis and HIV transmission, for example, if the blood was infected. Medical evaluation and follow-up are necessary following this type of exposure. Mucous membrane exposure occurs when blood is splashed into the eye, nose or mouth. Although the risk of Hepatitis or HIV transmission is extremely low, medical evaluation and follow-up are necessary.
4. WHAT TO DO AFTER A SIGNIFICANT EXPOSURE - following a percutaneous exposure, the wound should be thoroughly cleansed with soap as soon as possible. For mucous membrane exposure, the eye, nose or mouth should be thoroughly rinsed with water. The hands and face should be washed with soap and water.

For medical and liability purposes you should report all significant exposures to your immediate supervisor.

At this point, University Health Services will be called upon to assist further.

1. CLEAN UP - after the injured person has been attended to, the walls, floor, equipment, etc. that has blood spills must be cleaned. A Biohazard cleaning kit is provided at your facility. Always wear gloves. After cleaning the areas, dispose of any exposed item and gloves in a Biohazard bag. Take the Biohazard bag to the proper disposal area. Place in any trash bag your biohazard bag. Always wash your hands after.

APPENDICES

ADMITTANCE FORM	Appendix A
ANNUAL REGISTRATION FORM	Appendix B
DRIVER AUTHORIZATION INSTRUCTIONS	Appendix C
VEHICLE REQUEST FORM	Appendix D
REC SPORTS FACILITIES FOR CLUB USAGE	Appendix E
EXPENSE REQUEST FORM	Appendix F
TRAVEL ITINERARY	Appendix G
INSTRUCTOR/COACH AGREEMENT	Appendix H
ANNUAL REPORT	Appendix I
ACCIDENT REPORT FORM	Appendix J
CLUB SPORT COUNCIL BY-LAWS	Appendix K
CLUB SPORT COUNCIL CONSTITUTION	Appendix L
INVENTORY FORM	Appendix M
REIMBURSEMENT REQUEST FORM	Appendix N
ACTIVITIES WAIVER	Appendix O
FLYER TEMPLATE	Appendix P
INSTRUCTIONS FOR THE MAT IN ROOM 3220	Appendix Q
ROSTER FORM	Appendix R
PRIORITY POINTS SYSTEM	Appendix S
EXCUSE LETTER REQUEST FORM	Appendix T
FALL END OF SEMESTER REPORT	Appendix U

**The University of Wisconsin-Madison
Division of Recreational Sports – Club Sports
ADMITTANCE FORM**

Submit typed form to the Club Sports Director. This form will remain on file until changes are made by the club at which time a new form is to be submitted.

_____ (Name of club) requests permission to become a registered club sport with the Division of Recreational Sports Club Sports program at the University of Wisconsin-Madison for the _____ academic year.

Check: ____ New Admittance request or ____ Change of Admittance form with change of section (fill out entire form along with the section change).

Submitted by:
Position/Title in Club: _____
Date: _____

Please attach required documentation with the following headings:

Statement of Purpose of Club Sport:

Demonstration of safety:

Demonstration of need:

Membership requirements:

Continuity procedure:

National Governing Body and regional league information:

Club officer titles and responsibilities:

Club Constitution & By-Laws:

Proposed Budget (Income & Expenses):

Space Requirements:

Membership Roster with Name, ID number and status (student, faculty/staff):

Other:



The University of Wisconsin-Madison
Division of Recreational Sports - Club Sports
ANNUAL REGISTRATION

Name of Club _____

Submitting Officer _____ Date _____

Club Website Address: _____

Faculty/Staff Advisor (if applicable):

Name _____

Position _____

Campus Telephone _____

Email Address _____

I understand and accept the responsibilities of an advisor as designated in the Club Sport Handbook.

(Signature)

(Date)

Does your club utilize Instructor(s) or Coach(es)? YES NO

This does not substitute for the Instructor/Coach policy and submittal for approval that must be accepted prior to working with your Club.

Does your club have an Off-Campus Bank Account? YES No

If Yes, what bank? _____

Membership Dues (designate per year or semester) _____

Is your club affiliated with a national, regional, or state organization? YES NO

If yes, what is it? _____

Anticipated Number of Members:

Students _____ Faculty/Staff _____

When are your club's elections? FALL SPRING SUMMER

CLUB OFFICERS RESPONSIBILITIES

1. Officers agree to abide by all University of Wisconsin, Division of Recreational Sports and Club Sport rules and regulations.
2. Officers agree to inform all members of the above and to assure their compliance.
3. Officers will inform all members of the inherent risks in the sport and will inform of all safety requirements and submit a Membership Consent Form for each participant.
4. Officers will secure a qualified instructor/coach/supervisor, as necessary or available.
5. Officers will complete all necessary forms and maintain all necessary records with the Division of Recreational Sports and the Student Organization Office.
6. Officers will establish ongoing contact with the club advisor and the Club Sport Director and Coordinator concerning club affairs.

STUDENT OFFICERS:

1. Title: _____ Name: _____
Phone: _____ Email: _____
Signature: _____

2. Title: _____ Name: _____
Phone: _____ Email: _____
Signature: _____

3. Title: _____ Name: _____
Phone: _____ Email: _____
Signature: _____

4. Title: _____ Name: _____
Phone: _____ Email: _____
Signature: _____

DRIVER AUTHORIZATION INSTRUCTIONS

The Student or Volunteer Driver Authorization form and the Notarized Statement form are located on the Recreational Sports – Club Sports – Forms page at

<http://www.recsports.wisc.edu/clubs/forms/clubforms.htm>.

INSTRUCTIONS:

- A. Review video on Learn@UW and take accompanying quiz.
 - a. Individuals must score at least 80% to pass
 - b. Emailed results must be attached to driver authorization form
- B. Fill out the driver authorization form from the website above completely. Include the name of the club in the Purpose for Traveling box.
- C. Complete the notarized statement if you meet the conditions:
 - a. Individuals holding out-of-state driver's licenses.
 - b. Individuals having Wisconsin driver's license less than 3 years, due to previously being licensed in another state/country.

NOTE: For those members that must fill out a notarized statement, a copy of your driver's license must accompany your application.

- D. All forms **must** be submitted to the Club Sports Director for signature. Please do not fax them to Risk Management as this will delay your application.
- E. The form must be submitted at least four weeks prior to departure.
- F. Incomplete forms will not be processed and returned to the club's mailbox.

A submitted application for authorization may be denied due to:

1. Two or more moving violations and/or at-fault accidents within a three-year period.
2. Less than 1 year of driving experience.
3. Assessment of 6 points in a three year period; please note that no credit is given for Motor Vehicle point reductions.

Clubs may also check the authorized driver database by driver name or see the entire club sport program listing using the UDDS code A801500 at

<http://riskinfo.bussvc.wisc.edu/DrAuth/DriverAuth.aspx>

STUDENT OR VOLUNTEER DRIVER AUTHORIZATION GUIDELINES

GENERAL INFORMATION:

Insurance protection for use of University-owned vehicles is through the State's self-funded Liability and Property Programs. Accordingly, it is a requirement that any student, volunteer driver, or LTE must have an approved "Student/Volunteer Driver/LTE Authorization Form" on file in the campus Risk Management Office, prior to using a University vehicle. If an individual holds a *valid* driver authorization from another department, it is not necessary to re-authorize until that card expires. Cards are issued for a maximum of one year. When a privately owned vehicle is to be used, the owner's coverage is primary.

**UNIVERSITY OF WISCONSIN - MADISON
DIVISION OF RECREATIONAL SPORTS - CLUB SPORTS
VEHICLE REQUEST FORM**

Date: _____ Club: _____

Officer making request: _____ E-mail: _____

Authorized Drivers* (Minimum of one per vehicle) and phone number:

- | | |
|----------|----------|
| 1. _____ | 5. _____ |
| 2. _____ | 6. _____ |
| 3. _____ | 7. _____ |
| 4. _____ | 8. _____ |

Number of vehicle(s) requested: _____

Type of vehicle(s) desired:

1st choice: 4 passenger wagon Mini-van (7 passengers)

2nd choice: 4 passenger wagon Mini-van (7 passengers)

Number of people traveling: _____

Destination (City & State): _____

Date picking up vehicle(s): _____

Date returning vehicle(s): _____

Estimated time of pick up: _____

Estimated time of drop off: _____

* All drivers must be listed on the approved driver database on the Risk Management web site at <http://riskinfo.bussvc.wisc.edu/DrAuth/DriverAuth.aspx>.

Office Use:	Approved: _____	Denied: _____	UW	DOA
Confirmed:	_____			
Wait List:	_____			
Cancelled:	_____	Cost:	_____	
Log: _____	Budget: _____	Mileage:	_____	

**UW-Madison Division of Recreational Sports
Facilities for Club Usage**

APPENDIX E

Facility	Room Name	Number	Activity
Natatorium	Multipurpose	1065	Multipurpose
	Racquetball Courts (5)	1-4, 6	
	Spinning Room	5	
	Classroom	2204	General
	Gym 1	2160	Volleyball
	Gym 2	2171	Group Fitness/Badminton
	Gym 3	2110	Volleyball
	Gym 4	2117	Badminton
	Mat Room	3220	Martial Arts
	Racing Pool	1221	
Diving Well	1221		
Schuman Shelter	Classroom		General
Nielsen Tennis Stadium	Outdoor Tennis Courts (6)	13-18	
	Indoor Tennis Courts (12)	1-12	
	Squash Courts (5)	1-5	
Shell	Ice Rink		Hockey
	Track		
	Basketball Courts		
SERF	50M Pool	Deep/Middle	
	Racquetball Courts (10)	1-7, 9-12	
	AV Room	261	General
	Gym 1	350 E	Volleyball
	Gym 2	310 W	Volleyball
	Gym 3	103	Volleyball
	Gym 4	303	
	Group Fitness Studio	401	General
	Spinning Room	8	
Lathrop Hall	B101	B101	Multipurpose
	249	249	Multipurpose
	510	510	Multipurpose
Far West Outdoor Fields	U-Bay	2	General/Ultimate Frisbee
	U-Bay	3	General/Lacrosse
	U-Bay	4	General/Lacrosse
	U-Bay	5	General/Rugby
	U-Bay	6	General/Rugby
	U-Bay	7-8	General/Intramural Sports
	U-Bay	9-14	General/Intramural Sports
	U-Bay	19	General
	U-Bay	20-21	Sand Volleyball Courts

All gymnasiums and outdoor fields are multipurpose.

The University of Wisconsin-Madison
Division of Recreational Sports – Club Sports
EXPENSE REQUEST FORM

Club: _____ Date: _____

Club Officer Submitting Request: _____

E-mail: _____ Phone: _____

Vendor Information:

Company Name: _____ Contact Name: _____

Street Address: _____

Phone: _____ Fax: _____

Payment Details:

Total Cost: _____ Estimate Actual

Account: DRS Gift Fundraising Club Council Other: _____

What is the club purchasing/paying for?

Who is this purchase for? Who benefits from purchase?

When and Where (for events- include dates/locations. For items- include how they will be used)

Note: checks may take 4-6 weeks to process.

Office Use Only	Approved: _____	Denied: _____	Int Req.	Ex Req.
Amount Approved: _____	Fund: _____	DP	CC	

**The University of Wisconsin – Madison
Division of Recreational Sports – Club Sports
TRAVEL ITINERARY**

Club Name: _____ Today's
 Date: _____
 Club Officer's Name: _____
 Phone: _____
 Date of Departure: _____ Time of
 Departure: _____
 Destination: _____
 Reason for travel: _____
 Vehicle(s) to be used _____ (i.e. rented van, private cars)
 Date of Return: _____ Time of
 Return: _____
 Contact name and phone # at destination:

 Or Cell Phone of Club member (s) on trip:

Club Members traveling (list here or attach list)

1.	18.
2.	19.
3.	20.
4.	21.
5.	22.
6.	23.
7.	24.
8.	25.
9.	26.
10.	27.
11.	28.
12.	29.
13.	30.
14.	31.
15.	32.
16.	33.
17.	34.

35.
36.
37.
38.
39.
40.
41.
42.



The University of Wisconsin-Madison
Division of Recreational Sports

CLUB SPORTS
INSTRUCTOR / COACH AGREEMENT

Club Sport: _____

Instructor / Coach:

Name _____

Address _____

Telephone Number _____

E-mail Address _____

Employment:

Title _____

Address _____

Telephone Number _____

UW: Student _____ Faculty _____ Staff _____ Non-University _____

Certifications Held:

First Aid _____ Expiration Date _____

CPR _____ Expiration Date _____

Goals and Expectations of coaching/instructing this club:

Coach/instructor agrees:

1. To abide by all of the rules and regulations of the University of Wisconsin-Madison, the Division of Recreational Sports, the Club Sports program and the governing bodies of the particular sport.
2. The primary role is to provide coaching and instruction. Participation in the sport is secondary and only allowed for coaches with a University affiliation (University employee or student). Club business matters must be handled by the student members with the coach serving in an advisory capacity.
3. To restrict contributions to coaching and refrain from activities involved in the Club's management. A club is first and foremost a student organization and, as such, the student representative must serve as the liaison between the club and the Program staff.
4. All services and contributions are voluntary. Coaches/instructors will not be paid for their services.
5. To provide organized and safe training for all members no matter the skill level.
6. To promote good sportsmanship and safety on and off the field/court. Individuals must always conduct themselves in a manner that does not detract from the reputation of the University. Be aware that you are representing the club and Program when traveling or involved in off-campus events.
7. The Club Sports Director/and or Club may at their discretion eliminate this position at any time without cause or justification. It is the right and obligation for the Club Sports Program to protect the club and if, in the staff's opinion, the coach/instructor is not working in the best interests of the club, the coach/instructor may be relieved of his/her coaching duties.
8. Coaches/instructors, the same as members, are not covered by any medical coverage through the University. It is recommended that coaches/instructors purchase their own personal medical and liability insurance.
9. Coaches/instructors are not considered employees or agents of the University of Wisconsin-Madison.
10. Coaches/instructors must be recommended by Club members and must submit a new agreement each academic year in order to coach. Continuation of coaching status is not automatic.

The pass provided to the coach/instructor allows the coach/instructor limited access to the Recreational Sports facilities. The limitations of the activity areas and times are specified on the back of the pass. If the coach/instructor does not follow those limitations, the pass will be revoked and all privileges suspended.

Instructor/Coach Signature

Date

The club feels the above-mentioned individual is a qualified instructor/coach whose services would be valuable to the organization.

Club Officer's Signature

Date

Revised: 08/07



University of Wisconsin - Madison
Division of Recreational Sports – Club Sports
ANNUAL REPORT
2009-2010

CLUB _____ DATE _____
 PERSON FILING REPORT _____

A. MEMBERSHIP COMPOSITE

TOTAL NUMBER OF MEMBERS

Women _____ Students _____
 Men _____ Faculty/Staff _____
 Non-University Instructors _____

B. PARTICIPATIONS

1. _____ X _____ = _____
 # of club meetings Average # of participants Total

2. _____ X _____ = _____
 # of club practices Average # of participants Total

3. _____ X _____ = _____
 # of competitions Average # of participants Total

4. _____ X _____ = _____
 # of non-competitive events Average # of participants Total

GRAND TOTAL: _____

C. REGULAR SEASON

(Record number for each)

_____ WON _____ LOST _____ TIED

D. TOURNAMENT

(Record number for each)

_____ WON _____ LOST

E. COMPETITION/CLINICS ATTENDED

(Record number for each)

_____ Hosted at HOME

_____ Attended AWAY

F. LIST FUND RAISERS AND AMOUNT OF PROFIT

G. CLUB GOALS FOR NEXT YEAR

- 1.
- 2.
- 3.

H. SPECIAL CLUB ACCOMPLISHMENTS

I. SPECIAL MEMBER ACCOMPLISHMENTS

J. ADVANCEMENT TESTING (Martial Arts Club members)

Number of club members who have tested and advanced to the next skill level _____

Please attach list names and to what level they advanced.

K. OFFICERS

List Officers and contact information for Summer 2010 and going into Fall 2010

L. What equipment was acquired by your club during 2009-2010?

M. Please describe your strengths and weaknesses of your club for 2009-2010?

(fundraising, recruitment, practices, leadership, etc.)

APPENDIX J

Date of Accident (Mo/Day/Yr)	Time of Accident <input type="checkbox"/> AM <input type="checkbox"/> PM	911 Called? <input type="checkbox"/> Yes <input type="checkbox"/> No	Transported to clinic or hospital? <input type="checkbox"/> Yes <input type="checkbox"/> No
Name: Last Middle Initial		First	Date of Birth (Mo/Day/Yr)

Street Address		City		State		Zip Code		Phone Number			
Gender <input type="checkbox"/> Male <input type="checkbox"/> Female		Status (Check one) <input type="checkbox"/> Faculty <input type="checkbox"/> Staff <input type="checkbox"/> Student <input type="checkbox"/> Spouse <input type="checkbox"/> Guest <input type="checkbox"/> Other				UW ID#:					
Nature of Injury/Illness/Accident (Bleeding, Possible Break, Possible Sprain, etc.)											
Part of body injured (check ALL that apply and circle appropriate position) (Thumb = Finger 1, Big Toe = Toe 1)											
	Abdomen		Back U M L		Finger 1 2 3 4 5		Head		Mouth		Shoulder R L
	Ankle R L		Eye R L		Foot R L		Knee R L		Neck		Toe 1 2 3 4 5
	Arm R L		Elbow R L		Hand R L		Leg R L		Nose		Wrist R L
Other (please specify):											
Exact location of accident (inside, outside, building name, room, etc.)											
Describe the activity the victim was engaged in at the time of the accident (explain in detail)											
Describe care given (ice, bandage, etc.)											
Refusal of Care--Did the victim refuse attention? <input type="checkbox"/> Yes <input type="checkbox"/> No Reason:											
Victim Signature (Guardian if victim under 18 years of age):					Employee Signature:						
Witnesses (names, addresses, telephone numbers)											
Program Area of Participation (check) <input type="checkbox"/> Intercollegiate Athletics <input type="checkbox"/> PE Class <input type="checkbox"/> Informal Rec <input type="checkbox"/> Intramural Sports <input type="checkbox"/> Club Sports <input type="checkbox"/> Special Event <input type="checkbox"/> Other (specify):											
Date			Employee Signature and Title								

BY-LAWS

ARTICLE I: RECOGNITION OF CLUBS

- A. The Club Sport Council shall accept for membership, those Club Sports who have fulfilled all requirements for Recognition and Registration (refer to Club Sport Guide).
- B. The Club Sport Council shall reserve the right to recommend recognition for Club Sport and recommend withdrawal of this recognition.
- C. When a new club is accepted by the Club Sport Council it will serve a one fiscal year probationary period. During that year the club will:
 - 1. be last on the facility priority list.
 - 2. receive no DRS funding.
 - 3. be required to attend all council meetings during that year.
 - 4. have full voting privileges.

At the end of the probationary period, the club will be re-evaluated and receive either full club status, continued probation, or be dropped from the program. This will be decided by a vote of the council.

ARTICLE II: FACILITIES

- A. The Club Sport Council shall work actively for the acquisition and development of more and better recreational sports facilities.
- B. The Club Sport Council shall cooperate with various University officials in setting priorities and coordinating use of facilities.

ARTICLE III: FINANCES

- A. Any request for additional Club Sport Council funds must be approved by a quorum vote of Club Sport Council members.
- B. Budget requests shall be submitted to the Club Sport Council at the request of the Club Sports Director each year. They must be accompanied by an audit of the previous year's financial records, a record of the club's activities for that period, and a schedule of activities proposed for the coming year. No club may request or receive more than 15% of the total segregated fees allocated to Club Sport.
- C. The Executive Board of the Club Sports Council shall have limited authority to give additional funds from the Council account to any current club. The Board must hold a special meeting to discuss all requests for additional funds. All Council members must be given notice of the meeting. Members have a right to attend and offer input. Funds will be awarded by a simple majority vote of the Executive Board.
- D. The Club Sports Director has the final authority in all financial decisions.

ARTICLE IV: MEETINGS

- A. A quorum shall consist of 2/3 of the accepted club's voting representatives.
- B. General meetings shall be called as needed to conduct business of the Club Sport Council.
- C. A reasonable attempt will be made to notify clubs of Club Sport Council meetings.
- D. Business transacted by the Club Sport Council shall become official when passed by 2/3 of the quorum.
- E. A meeting may be called by a signed petition of 50% of the voting members of the Club Sport Council.

ARTICLE V: REMOVAL OF OFFICERS

An elected officer can be removed from office by a petition signed by 50% plus one of the voting Club Sport Council members and a 2/3-majority vote of a quorum at the next Club Sport meeting.

ARTICLE VI: ELECTIONS

- A. Criteria to become an officer:
 - a. Undergraduate junior or less or graduate students with more than one year of school remaining.
 - b. One year of club sport participation.
 - c. Ability to meet once per month or more if necessary.
- B. All nominations for office must be submitted to the Club Sports Director or Executive Board president by October 31, 2005. The nomination form must include name, office of choice, year in school, club, and the number of years as a club member.
- C. The election will take place at the November Club Sport Council meeting. All those running for a position must make a 1-2 minute presentation to the council. Those not present will not be allowed to run for office.
- D. All candidates for a position will make their presentations then the vote will be made on paper and collected by the Executive Board Secretary. This will take place for all 4 positions in this order: Treasurer, Secretary, Vice-President, and President.
- E. Each club will only be allowed one vote. The club is allowed to have up to 4 members present to hear the presentations.
- F. The Executive Board and the Club Sports Director will have a closed-door meeting immediately following the final vote to tally the votes. The results will be announced as soon as the results are tallied.
- G. The new members will take office beginning January 1st. The term will be one (1) calendar year.
- H. Special elections may be called by the President to fill any vacancies.

CLUB SPORTS COUNCIL CONSTITUTION

PREAMBLE: The students of the University of Wisconsin-Madison, recognizing the contributions of sports participation to physical and emotional well-being as well as the appreciation of the pleasure of physical recreation, thereby establish and support and organization to be known as Club Sport Council for the purpose of promoting and coordinating club sports on the campus.

ARTICLE I: MEMBERSHIP

- A. Club Sport Council recognized club sport must be a member of the University of Wisconsin-Madison Club Sport program.
- B. Each recognized club sport on campus shall have one vote at Club Sport Council meetings.
- C. Ex officio (non-voting) members shall be representatives of Recreational Sports and Advisors of all affiliated clubs.

ARTICLE II: OFFICERS

- A. Elected officers of the Council shall be a President, Vice President, Secretary, and Treasurer; they shall form the Executive Board.
 - 1. The President shall:
 - a. Preside at all Club Sport Council meetings
 - b. Have the power to call special meetings
 - c. Coordinate all Club Sport Council activities
 - d. Appoint whatever committees deemed necessary to conduct the business of the Club Sport Council.
 - 2. The Vice President shall:
 - a. Preside at Club Sport Council meetings in the President's absence
 - b. Assist the President in conducting the business of the Club Sport Council
 - c. Have the power to call special meeting if more than one month lapses between Club Sport council meetings called by the President
 - 3. The Secretary shall:
 - a. Keep minutes of all Club Sport Council and Executive Board meetings and prepare copies
 - b. Circulate well in advance copies of the agenda for any scheduled meeting
 - c. Keep records of all Club Sport Council business
 - d. Keep a file of club membership and officers as well as copies of constitutions for clubs that have them
 - e. Handle and keep a file of all Club Sport Council correspondence
 - 4. The Treasurer shall:
 - a. Maintain Club Sport Council financial records and have them available at all Club Sport Council meetings
 - b. Assist the Club Sports Director with the budget requests and financial records of clubs
 - c. Obtain financial statements and budget requests from all member clubs

- d. Prepare an annual financial statement for the Club Sport Council including income and disbursements for individual member clubs
- e. Take care of all monetary transactions

B. Officers shall be elected by voting members.

ARTICLE III: ADVISOR

The Club Sports Director for the University shall act as faculty advisor to the Club Sport Council and serves as ex officio (non-voting) member of the Club Sport Council Executive Board.

ARTICLE IV: AMENDMENTS

The constitution and by-laws, or any part thereof, can be amended by a two-thirds (2/3) majority vote of quorum at two consecutive meetings without change of the amendment in question.

ARTICLE V: RATIFICATION

The constitution and by-laws, or any part thereof, shall be established and become effective upon two-thirds (2/3) majority vote of the quorum present at one meeting.

The University of Wisconsin-Madison
Division of Recreational Sports – Club Sports
REIMBURSEMENT FORM

Form must be submitted for approval prior to expenditure. Club will be notified of approval and responsible for submitting receipts by appropriate deadline.

Club Name: _____ Date: _____

Club Officer Submitting Request: _____

E-mail: _____ Phone: _____

(Please Circle)

Reimbursement Recipient Information:

Full Name: _____ Phone: _____

Street Address: _____

Email Address: _____ Last Digits of SSN: _____

Are you currently employed on campus? YES NO
(If you were employed at the time of the expenditure, we will be in contact to obtain your signature on the reimbursement forms)

Purpose: Travel Equipment Entry Fee Special Event Other:

Account: DRS Gift Fundraising Club Council Other:

Justification of Reimbursement: (Who, What, Why, When, Where)

Five horizontal lines for justification of reimbursement.

MUST ATTACH ALL ORIGINAL RECEIPTS
Completed submittal must be submitted within 10 business days of expenditure

Total Amount Requested: _____

Checks may take 4-6 weeks to process

Office Use Only Approved: _____ Denied: _____ TER PIR DP
Amount Approved: _____ Fund: _____

**UW-MADISON RECREATIONAL SPORTS
ACTIVITIES WAIVER**

I, _____, and my heirs, in consideration of my participation in various Recreational Sports activities, hereby release the Board of Regents of the University of Wisconsin System, its officers, employees and agents, from any liability for damage to, or loss of personal property, sickness and injury from whatever source, legal entanglements, imprisonment, death, loss of money, etc., which might occur while participating in any recreational and/or club sports activities. I understand the risks of such participation, which include broken bones, strains, sprains and fatigue, to name but a few. I agree to abide by posted safety rules, adhere to the wearing of appropriate clothing and safety equipment and to conduct myself in a safe and responsible manner. I attest and verify that I am physically fit to participate in these activities. I further understand that the University provides no medical coverage for these activities. Should I incur medical expense, I understand that I am solely responsible for such costs. I understand that participation is voluntary and I freely choose to participate. I have read the above information thoroughly and voluntarily agree to the terms and conditions.

Name (Please Print)

Signature

Date

Signature of Parent/Legal Guardian, If under 18

Date

Name of Club Sport

APPENDIX P



Member, Division of Recreational Sports Club Sport Program





How to Clean and Care for the Mat in Room 3220

Cleaning of Blood and other Blood Borne Pathogens:

Incidents that cause participants to bleed while using the mat are common. The contaminated area must be cleaned immediately. Do not leave your mess for another group to clean.

In order to clean the mat, you must be trained to handle blood borne pathogens. If you are not trained, do not attempt to clean the mat.

For those trained in blood borne pathogens:

1. Stop all activity in contaminated area.
2. Identify the source and stop further contamination by using the necessary means.
3. A club member who is trained to handle blood borne pathogens will get the 'Biohazard Supplies' box from the red cabinet and follow the procedure below. This box of supplies is to be used for primarily small spots of blood on the mat. If the contamination area is large in quantity and/or area, please ask the Facility Supervisor for assistance and use the "Biohazard Bucket" located in the Towel Room.

PROCEDURE FOR CLEAN-UP OF BLOOD SPILLS

- A. Consider all bodily fluids to be potentially infectious.
- B. Use work practice controls and protective equipment at all times to minimize exposure.
- C. Always wear gloves and a mask to prevent the possibility of fluid getting into mouth and eyes. **KEEP MOUTH CLOSED WHILE CLEANING.**
- D. Block off area to protect other users.
- E. Apply the bleach solution to disinfect the contaminated area. If the spill is large in quantity and/or area, use the absorbent material in the 'Biohazard Bucket' from the Towel Room.
- F. Use the paper towels in the box to clean the contaminated area and place them in the red, Biohazard bag.
- G. Disposal
 - i. Any material containing bodily fluids must be bagged and properly disposed of by tying or taping the red Biohazard bag. Then, the bag is to be taken to Recreational Sports Program Office (Room 1180)

and placed in the Biohazard waste container. Handle with care and alert any secondary handler of need for safe handling.

- ii. Blood or blood-contaminated materials, which are in a saturated form, which could be wrung out, shall be double bagged.
 - iii. Sharps – Any sharp objects that are contaminated with blood shall be placed in a sharps container. A sharps container is located in the 'Biohazard Bucket' in the Towel Room. **DO NOT PICK UP SHARPS WITH YOUR HANDS.**
- H. If the absorbent material is used and disposed of, clean the area using general cleaning procedures.
 - I. Clean all cleaning utensils with a 10% bleach solution immediately after clean up.
 - J. Remove and properly dispose of personal protective equipment in the red Biohazard bags and container.
 - K. Wash hands thoroughly with antiseptic hand cleaner or towelettes if soap and running water are unavailable.

For those NOT trained in blood borne pathogens:

1. Stop all activity in contaminated area.
2. Notify the Recreational Sports staff in the office (Room 1180) and a trained staff member will clean the contaminated area. Please keep in mind that the staff person will assist you at their earliest convenience.

General Care

Several Recreational Sports Club Sports and Kinesiology elective classes share the mat in Room 3220 of the Natatorium. Without the presence of this mat in Room 3220, most activities presently held there could not occur. Keeping the mat maintained is the shared responsibility of all the groups mentioned.

Mat Rules:

- Never wear shoes on the mat, or allow others to do so. It breaks down the mat material.
- As a courtesy to the next group, sweep the mat after your group is done using it.
Brooms are in the red cabinet. (The key to the cabinet is on the key stick for the room.)
- Especially in winter, street shoes, book bags, coats, or anything else that might be wet or have mud on them should be left on the rugs by the door.
- Periodically, the mat needs to be re-taped so that sections don't separate. There should be tape in the cabinet. If there isn't, notify Recreational Sports Club Sports Director. You will know when it's time to re-tape when you can feel gaps in the mat.

- The black shields next to the mat are for training. They are not seats or pillows, and should not be used for such.
- Red toe nail polish can get smeared on the mat, and it looks like blood. Please clean up any smears on the mat.

Special Events:

Periodically the mat needs to come up so that the bleachers can be extended for special events and maintenance. This is typically done on Thursday night, though not always. **IT IS THE RESPONSIBILITY OF THE LAST GROUP SCHEDULED ON THE MAT PRIOR TO THE EVENT TO PUT UP THE MAT.** If that group is not going to practice at that practice, it is their responsibility to notify Becky Dahl in advance, at redahl@recsports.wisc.edu or 262-9696 so that the group prior knows to put the mat up. If the mat is not put away prior to a swim meet as requested, the group responsible will be charged \$50 for the labor.

Instructions for taking the mat up:

1. Retrieve the paint can from the red cabinet. The key to the cable locks on the wall is on the key stick. Unlock the padlocks on the cables.
2. Unhook the mat cover tension cable from the spools on the floor. Unscrew the bolts that hold the spools in place, and place the bolts and spools in the paint can.
3. Fold the mat cover.
 - a. Fold both long ends until they reach each other in the middle. Repeat until the cover is folded into one narrow strip in the center of the mat.
 - b. Fold the long ends of the cover to the middle twice, and then fold the cover in half. You should end up with an oblong bundle. Carry it over to the wall between the cables, and stand it up against the wall (it will take at least two people to carry it so it doesn't come unfolded).
4. Cut the tape that holds the mat section closest to the wall to the rest of the mat.
5. Fold the bleacher side of the mat over on top of the center section. Drag the doubled section over to the wall by the cables (the more people the better for this).
6. Before stacking the mat against the wall:
 - a. Take the black kick shields that are by the mat and stack them where they will be covered by the mat sections (like the mat cover).
 - b. Lay the cables that are attached by the floor straight out perpendicular from the wall.
 - c. Keep six of the small carpet pieces out. Stack the rest on the shields or mat cover.
7. Stand the folded mat section on its' side and push it as close to the wall as possible.
8. Drag the remaining mat over, stand it on its' side against the other mats against the wall. Get everything as close to the wall as possible. You should

- now have all the mats stacked against the wall. The lower cables should be sticking straight out under the mats.
9. Use three of the small carpet pieces as barriers between the mats and the cables at the bottom where the cables reach up towards the ceiling. Tuck one under the edge of the outermost mat between the mat and each cable. This is important; otherwise the cable will cut the mat.
 10. Lock the cables together around the mats. Use the remaining three carpet pieces to protect the top edge of the mats from the cables.
 11. Put the paint can back in the red cabinet, lock the red cabinet.

Priority Points System

The Club Sports Priority Points System will be used to appropriate funds to each club sport. Points will be awarded based on areas such as number of members, fundraising, meeting attendance, completion of officer training, website maintenance, completion of paperwork by respective deadlines, travel and game/match participation, positive media and public relations, community involvement, dues revenue and lack of discipline issues.

When the total allocated amount is determined from SSFC and ASG in conjunction with the Director of Recreational Sports, the funds will be given a dollar amount based on the total number of points accumulated by the whole of the eligible clubs. This total will then be divided into the total sum of money to be allocated. Each point will then be assigned a dollar amount. For example: an allocation amount of \$33,000 will be dispersed to 24 clubs. Points allocated through the Priority System equals 1500. Therefore, each point would equal \$22.00. A club may have accumulated 100 points, thus the allocated budget amount would be \$2200 ($\$22 * 100$).

No more than 33% of a clubs estimated expenses or no allocation that would exceed a clubs actual need will be given. Any excess allocation will be distributed to the club sports executive board for distribution to clubs based on need.

Point Values and Explanations

- Number of Members
 - 1-9 **1 point**
 - 10-19 **3 points**
 - 20-59 **5 points**
 - 60-79 **7 points**
 - 80-100 **9 points**
 - 100+ **10 points**

- Fundraising
 - Teams will receive points based on the number and amount raised during among completed fundraisers throughout the year. Fundraising points will be allotted based on the teams top 5 fundraisers based on net profit. Teams must turn in the fundraising summary form to the Club Sports Director's mailbox within one week of the completion of the fundraiser.
 - Fundraiser Amounts
 - \$100-499.99 **2 points**
 - \$500-1499.99 **5 points**
 - \$1500-2999.99 **10 points**
 - \$3000 **15 points**

- Meeting Attendance
 - Attended all required meetings **20 points**
 - Missed/Arriving late only 1 meeting **10 points**

- Member Dues
 - If clubs receive 25 % of their club expenses through membership dues, clubs will receive **10 points**

- Paperwork turned in and completed by appropriate deadline
 - Annual Registration **5 points**
 - Membership Consent forms **5 points**
 - SOO Registration **5 points**
 - Roster **5 points**
 - Inventory Form
 - Fall **5 points**
 - Spring **5 points**
 - Facility Practice Requests
 - Fall **5 points**
 - Spring **5 points**
 - Competition Schedule **5 points**
 - Travel roster with only current club members **5 points**
 - Max of 10 travel rosters per semester will count for points
 - Budget Request **10 points**
 - *Clubs that do not turn in the budget request form by the deadline will not receive funding for the upcoming fiscal year.*
 - Annual Report **10 points**

- Travel to represent club at match/game/tournament (Maximum 10 trips)

- In State (within 200 miles) **5 points**
- Regional (within 500 miles) **10 points**
- National **15 points**
- International **20 points**
- *Clubs will not receive any points allocated for a given trip if there is a discipline problem related to trip, if vehicles are returned in less than acceptable condition or if travel roster is not turned in and filled out correctly.*
- *Trips must have a minimum of 10 members or 33% of club members traveling to receive full points.*
 - *Any trips not meeting the participation criteria will count for half points*
- Home/In Town Events (Maximum of 10 events)
 - Single Game (1-5 Teams)/Event (1-20 Participants) **5 points**
 - Tournament/Multi-Team Event(6+Teams/21+Participants) **15 points**
- Positive Media Recognition (Each club will only receive credit for the highest point valued media outlet per event/story)
 - Campus News **5 points**
 - Local/Regional Newspaper/Website **7 points**
 - Television Recognition **10 points**
- Community Involvement
 - Community Service Projects
 - Teams will receive points for community service projects based on the number of person hours (ex. 5 members working 5 hours would = 25 person hours) committed to the project.
 - **5 points for every 10 person hours, Max of 50 points per year)**
 - 150+ Spectators at tourney/game, not counting teams that are participating in the event **10 points**
 - Attendance at another club's event (min. 15% of club) **5 points**
 - Community service summaries must be turned in to the Clubs Sports Director or Coordinator within one week of the completion of the activity to receive points for a specific activity.
- CPR/AED/1st Aid Certification
 - Clubs will receive points for each member that is certified in all of the above throughout the year up to a maximum of 5 members. Proof of certification must be presented to the Club Sports staff by the 4th week of the semester that the club is active. **5 points**
- Website Maintenance
 - Website is maintained **5 points**
 - Website is kept current and up to date **5 points**
 - No inappropriate material is found on website **5 points**



The University of Wisconsin-Madison
Division of Recreational Sports - Club Sports
EXCUSE LETTER FORM

Name of Club _____

Submitting Officer _____ Date _____

Letters will be typed and signed by the Club Sports Director and placed in your mailbox at the Nat within 3 business days after submittal.

Date of Departure: _____ Date of Return: _____

Date(s) of Event: _____

Official Title of Event: _____

City, State of Event: _____

Host Organization: _____

National Governing Body (if applicable): _____

List of players attending (please use first and last name recognized by the University):

Please note: This letter is simply a request, the University does not require faculty to excuse you for Club Sports events.



The University of Wisconsin-Madison
Division of Recreational Sports - Club Sports
Fall Semester Report

Name of Club _____

Submitting Officer _____ Date _____

1. Approximately *how many hours per week* did the club meet and practice this semester?

2. Approximately *how many members attended* club events, meetings and practices, on a regular basis (at least once a week)?

3. Of the above, approximately how many are **Male?** _____ **Female?** _____

4. Approximate the total number of active members for this semester. _____

5. How often does your club update its website? _____

6. List the **three most challenging** aspects of leading your club during this semester.

1.) _____

2.) _____

3.) _____

7. Name **two improvements** your club needs to make

1.) _____

2.) _____

8. List any awards or achievements received by the club this semester. _____

9. How many **total** club events did you have this semester (competitions, trips, fundraisers, social)?

Competitions: _____ Trips: _____

Fundraisers: _____ Socials: _____

Other (please describe): _____

Total: _____

10. How many coach/instructors does your club have currently? _____

11. Will they be returning next semester? YES NO

12. If so, please provide their first and last names:

13. Please list all recruitment activities hosted by your club this semester:

14. Please list any other feedback regarding your club, the club sports program, etc.