

'22-'23

University of Miami Club Sports Handbook



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CLUB SPORTS OVERVIEW

The Federation of Club Sports is designed to promote and develop the interests and skills of individuals in different sports or recreational activities. The program emphasizes student leadership and the development of a sense of community while providing fun and enjoyable activities. In addition, we strive to celebrate the diversity of our participants, allowing the Club Sports program to function as an out of classroom experience that is reflective of the multicultural environment in which we live, work and play.

Mission Statement

Club sports embodies a holistic well-being environment that fosters positive social interaction through programs and services; we enhance the overall UM experience and provide recreational and educational opportunities for transformative lifestyles.

Vision Statement

- **Embodying the Well-Being initiative** by providing a place for all members of our Miami community an environment where they can personally thrive while contributing to the overall mission.
- **Embody lifelong learning**
- **Empower students** to be socially conscious leaders.
- **Create opportunities** and communities for student learning, involvement and engagement with peers, faculty staff and administrators.
- **Engage** University of Miami's diverse, global and multicultural community to enrich the educational environment, promote mutual respect and civility, and develop global citizens.

Who To Know

Federation of Club Sports Council (FCSC)

The FCSC consists of 7 members: A Chair, Vice-Chair and Senator; as well as four general representatives.

The council shall be responsible for the following:

- Recognition of new clubs and membership within FCS
- Hear and make recommendations on club disciplinary issues
- Review and make recommendations of Club Sport policies and procedures
- Oversight of budget allocation for FCS referendum and FCS travel



- Assist in the marketing and promotion of FCS
- Assist in the development of Club Sports service projects and fundraising opportunities

FCS Council members serve for one year, from August to May. Eligible members from all affiliated FCS Clubs are invited to apply to be on council. The selection is decided through an application process and then voting is conducted the final Presidents Council meeting of the academic year.

Committee on Student Organizations (COSO)

The Committee on Student Organizations is dedicated to advocating for all on-campus student organizations and their members.

Student Activity Fee Allocation Committee (SAFAC)

The Student Activity Fee Allocation Committee is a committee of 14 undergraduate students and two administrative advisors that was established in 1967 to help determine the distribution of the portion of Student Activity Fee designated to registered student organizations.

Department of Wellness and Recreation (DWR)

The Club Sports program is a component of the Department of Wellness and Recreation. All Sport Clubs must abide by the policies, procedures and rules set forth by DWR. The FCSC and the Recreational Sports Administrative Staff oversee the Club Sports program and serve as the official representatives of the program. Sport Clubs will have one point of contact for the Club Sports program, the Assistant Director of Recreational Sports.

Contact Information

Location: Patti and Allan Herbert and Wellness Center

Office Hours: Monday-Friday; 9:00am-5:00pm

Email: clubsports@miami.edu

Office: 305-284-1764

Website: wellness.studentaffairs.miami.edu/rec-sports/club-sports

Mailing Address:

Attention: Club Sports
University of Miami
1241 Dickinson Drive
Coral Gables, FL 33146



GENERAL POLICY AND PROCEDURE

Eligibility & Participation

Participation in club sports is open to all full-time and part-time students of the University of Miami, faculty, and staff with a valid Wellness Center membership. Eligibility for competition is based on the regulations set by each club's governing body (if applicable). All club officers, representatives, and members are required to abide by the policies, procedures and rules of the University of Miami and the Wellness Center. All participants are required to have an active Wellness Center membership.

Membership Requirements

- Full-Time Students - no membership fee required
 - Undergraduate (12 or more credit hours)
 - Graduate: (9 or more credit hours)
- Part-Time Students - all part-time students must purchase a Wellness Center membership
- Faculty & Staff - must purchase a Wellness Center membership
 - Faculty/staff members may not be eligible to compete for the club due to policies established by the sport's national governing body (NGB).

The following are prohibited from participating in Club Sports:

- Alumni
- Faculty/staff spouses and dependents
- Community members
- Non-members of the Wellness Center
 - Guest passes do not count as membership
- High school students

How to Join

The Club Sports program requires a series of documents, trainings, and forms for all new and returning

- Contact the club you are interested in by clicking [here](#).
- All students interested in joining a sport club must complete the Sport Clubs Participant Waiver prior to initial participation and/or trying out the club. Students must complete a separate waiver for each club they wish to join. Anyone younger than 18 will need to fill out the Sport Clubs Minor Participant Waiver and the waiver must be signed by a parent/guardian prior to initial participation/tryout.
- Each student has 14 calendar days to try-out a club.



Registration

Do Sports Easy (DSE)

Do Sports Easy is our registration platform for all club sport participants. All participants who join a sport club will have 14 days from the date of initial participation/tryout to be cleared and approved.

Participants are not allowed to participate in club-related activities after the two-week tryout period is over if they have not completed their Do Sports Easy registration.

Registration through DSE can be found [here](#) and by selecting the club you want to join and then completing the pre-participation forms.

Pre-Participation Forms

The Club Sports program requires a series of documents, trainings, and forms for all new and returning members on an annual basis. There is a great amount of risk associated with participation in any physical activity, and these requirements are in place to help ensure the safety of the participant and streamline the administrative procedures for the Club Sports program.

Each club member is required to complete the following before they will be recognized as an official member of a club:

1. Participation and Release
2. Field Trip Participation Waiver
3. Code of Conduct
4. Consent for Information Sharing
5. Concussion test: Baseline ImPACT testing (mandatory for high-risk clubs only)
 - a. Required before any involvement in club activities that present a risk for concussion (this may include competitions, practices, or tryouts).
 - b. Only required once during enrollment at UM
 - c. Open to members of clubs not classified as high-risk free of charge by scheduling an online appointment.

All forms can be found on Do Sports Easy.



Starting a New Club

To become a new student organization on campus you must first register with COSO. The process can be found [here](#). During phase I of the process COSO will inquire if you would like to be affiliated with another organization on campus (i.e. FCS).

The acceptance of new club requests falls under the jurisdiction of the FCSC. Anyone wishing to start a new club should follow the “New Club Checklist” and email the application to the FCSC. The FCSC will schedule a meeting with the individual(s) making the request. Following the in-person meeting, the FCSC will vote to accept or deny the request to join the Club Sports program. Clubs may only apply once per semester to start a new club.

Application Deadlines:

- **Fall:** April 1 *new clubs will be active for fall
- **Spring:** November 1 *new clubs will be active for spring

Criteria for Consideration

- Evidence that there is sufficient student interest in the activity.
- Evidence of responsible student leadership (ex. ability to meet deadlines, strong communication skills, etc.)
- A need for recognition, specifically through Club Sports, to participate/compete in regional events and leagues
- Availability of appropriate facilities (on or near campus) for practices and, if applicable, competitions
- Potential impact (ex. facility use, equipment, personnel, etc.) of the club on existing University of Miami programs and facilities
- The ability of the club to financially support its activities (ex., availability of adequate revenue sources)
- The degree of potential risk associated with club activities and the ability of club members to manage that risk in an acceptable manner
- The degree to which the club’s activities reflect the mission and goals of the Department of Wellness and Recreation, FCS, and the University of Miami

The above criteria provides a general guide for decision making regarding the recognition of a new club sport. However, the list is not exhaustive, FCS reserves the right to consider other relevant factors and to deny recognition to any club if the club’s activities present an unacceptable risk to students or recognition is not otherwise in the best interest of the University. Additionally, FCS reserves the right to not accept clubs into the Club Sports program if the club does not meet the



criteria mentioned above.

Presidents Council

The Club Sports Presidents Council is comprised of officers or appointed members from each active and University recognized club sport. Each active and recognized club is eligible to be represented by one voting member on the Council. Council members will always have the opportunity to present issues or state concerns to the FCSC. Meetings are held on a monthly basis, typically the first Sunday of each month throughout the academic year.

Council meetings provide the opportunity to share information regarding department policies, procedures, events, etc. The council is also responsible for electing new officers to the FCSC.

Meeting Requirements

Each club is required to have one member of their executive board present at each Presidents Council meeting, unless they have been granted prior written approval from the Recreational Sports staff. Attendance will be taken at each meeting.

Officers

To be a recognized club sport through the University of Miami, the student organization must be established, maintained and developed by volunteer student leaders. Leadership opportunities are available for club members through various officer positions. Club officers and contributing members are responsible for writing, editing, and upholding their constitution and bylaws. Other responsibilities include determining membership requirements and dues structure, establishing a consensus surrounding level and amount of activity, managing club budgets and fundraising. At minimum, clubs must identify the positions of a President, Vice President, and Treasurer. Other recognized positions may be created within the club operations.

Club Sports officers in mandatory positions must have a cumulative 2.0 GPA or above and be in good standing with their academic departments.

Service as a Club Sports officer offers many opportunities for the building of transferable skills that are valuable when seeking employment after graduation or applying for advanced educational opportunities. Skills gained can include communication, problem solving, ability to work on a team, leadership, and conflict management. Officers serve as leaders within high-functioning organizations and hone these skills through activities such as supervising club membership, managing complex budgets, resolving conflicts, coordinating with vendors and other external organizations, and organizing and executing events.

President:

- Serve as the liaison between the club and the Recreational Sports professional staff
- Inform club officers and members of the program's policies, procedures and resources including the handbook
- ☐ Utilize the club constitution to structure the club's activity and elections; preside over



club meetings

- ❑ Attend all Club Sports required trainings and meetings or appoint a representative
- ❑ Responsible for meeting all administrative requirements and working with the vice president and secretary to adhere to the program's deadlines
- ❑ Work with the treasurer to maintain a knowledge of the club's finances and submit the budget request report annually
- ❑ Work with other officers on the maintenance and timely replacement of club owned equipment and inventories items and their locations annually

Vice President:

- ❑ Assist the president in meeting Club Sports administrative requirements and deadlines
- ❑ Preside in the absence of the president
- ❑ Inform club officers and members of the program's policies, procedures and resources including the handbook
- ❑ Have a comprehensive knowledge of the handbook and attend club meetings to support the president in their responsibilities

Treasurer:

- ❑ Oversee all financial actions and maintain club financial records
- ❑ Follow the program's policies in regard to the use of purchasing cards, purchase orders, check requests and donations
- ❑ Complete the budget request form (annually)
Utilize actuals (sent each semester), the clubs' shadow budget (Google Sheets), and the individual club budgets to track of expenses and income

Additional Leadership Positions

Some clubs choose to utilize additional officer positions or committees to manage different aspects of the club's operations. Examples of areas that could be overseen by an internal committee or supplementary officer include: promotions, recruitment, social media, alumni relations, fundraising, travel, competition coordination, and equipment management.

Elections

Frequency of officer elections is dependent on each club's constitution. However, it is highly recommended that elections take place annually and near the end of the spring semester. At minimum, clubs must elect a president, vice president, and treasurer. The election should be announced well in advance and allow for all qualified applicants. At the election, nominations should be made and seconded.

Newly elected officers should be reported to the Club Sports office so records can be updated. It



is recommended that each club have provisions in the constitution for replacement of officers who are unable to serve due to personal situations, school requirements or other circumstances that may arise during their term.

Constitutions

Clubs are required to have an updated constitution on the club's Engage portal. This document contains club specific policies, procedures, and bylaws specific to each organization. Any changes to the constitution must be submitted to the Club Sports office and COSO for final ratification prior to implementation.

Club Email – Gmail Accounts

Clubs are required to have a Gmail account created for their organization. This account will be used to communicate with club officers and share documents with the Club Sports office.

It is extremely important that club officers check and respond to emails in a timely fashion. Potential club members will also use this email address to request information on your organization.

Clubs should make sure that the club sports administrative account clubsports@miami.edu has been set as your default account in the event of a misplaced or forgotten password. This will help ensure your club account stays active through periods of transition.

It is highly recommended that club officers set aside time each semester to review their constitution with their entire executive board. Important documents should be kept on the Google Drive account for each club.

ADVISORS & COACHES

Faculty Advisors

A good advisor can be a valuable asset to a club sport by providing mature judgment and advice based on experience and insight into University of Miami policies and procedures. Ideally, the advisor can help bridge the gap from year to year club operations without usurping the authority of the student leadership. The primary goal of club sports is student development; therefore, the advisor should encourage and allow students to make their own decisions with the guidance of the advisor.



The Assistant Director of Recreational Sports and the Director of Recreational Sports serve as the primary advisors for all clubs affiliated with FCS.

Role of Secondary Advisors

1. The advisor should be genuinely interested in the club/activity and play an active role in the development and operation of the club sport's administrative management.
2. The advisor will provide guidance in the development of leadership and responsibility of club sports members.
3. The advisor will provide guidance to the club sport by ensuring that all club activities are within University of Miami guidelines. The advisor should not take a formal leadership role or make decisions on behalf of the club.
4. The advisor should be knowledgeable of the club sport's affairs but should not dominate decision-making or administrative management.

Coaches and Instructors

The Recreational Sports program acknowledges that club sports often benefit from the assistance and direction of coaches and instructors. While we realize that the majority of coaches are volunteers, their participation in the University sponsored club requires that they uphold our standards, policies, and regulations.

The Club Sports program does not require club coaches. Knowledgeable coaches are appreciated to help clubs compete and learn sport skills. Each club sport coach must complete a coach form and required training before they begin practicing, instructing or coaching. Coaches should remember that all clubs exist to support student growth and leadership.

Coaches should also understand their role on the team as sport experts and mentors of students, and that they have no voting privileges within the club. Those selected as coaches must act in a supervisory role and abide by all Club Sports policies, Student Affairs and University guidelines. These include, but are not limited to, hazing, sexual harassment and alcohol policies. Please contact the Club Sports office if any questions, concerns or issues arise. All coaches must complete the steps listed below before they are allowed to begin any work with the club.

Clubs may utilize students, alumni or members of the community as paid or volunteer coaches/instructors by submitting the appropriate forms to the Club Sports office. There is a different set of forms for **paid** and **volunteer** coaches.

Volunteer Coaches:

1. Submit an application to the club and attach any certifications/resume.
2. The club shall review the application and share it with the Recreational Sports professional staff.
3. Upon approval, the candidate must sign the Volunteer MOU form and submit it to the club.



4. All coaches MUST complete the following on an annual basis prior to beginning work with the club:
 - Coach Agreement Forms
 - In-person training

Paid Coaches:

1. Submit an application to the club and attach any certifications/resume
2. The club shall review the application and share it with the Recreational Sports professional staff.
3. Determine a rate of pay. This must be an hourly rate for which the coach will be paid for their time. Tracking, reporting and approval of hours worked is the responsibility of the club.
 - It is important to note that coaches can only be paid twice per year by the University.
4. All coaches MUST complete the following on an annual basis prior to beginning work with the club:
 - Coach Agreement Forms
 - In-person training
 - University Performer's Agreement
 - FERPA Addendum
 - W-9
 - Invoice

After all appropriate forms are submitted to the Club Sports office, the club will be notified once the coach has been cleared to work. Coaches who begin working prior to approval from the Club Sports office will be terminated immediately.

Coaches/instructors may be terminated at any time for cause or no cause by either the club, the Recreational Sports program, or the University of Miami. Payment may be amended based on consultation between the club and the Club Sports Office.

CONDUCT, CLUB STATUS, AND DISCIPLINARY PROCEDURE

Standard of Conduct

Club Sports play a significant role within the University of Miami community and as a result serve as representatives of the University in all of their functions both on- and off-campus. Accordingly, Clubs Sports organizations and individuals are held to a high standard of conduct. Club officers should ensure that all of their clubs' membership adhere to policies and procedures set forth by



the Club Sports Handbook, Wellness and Recreation, Student Affairs, and the University. Individuals should always conduct themselves in a matter that does not detract from the image of the University.

Clubs or club members that fail to adhere to the appropriate standard of conduct will face sanctions determined by the Recreational Sports staff. Severe cases of misconduct and violations of the University's Code of Student Conduct will be referred to the Dean of Students Office. The University's Code of Student Conduct can be found here: https://doso.studentaffairs.miami.edu/assets/pdf/policies/student_rights_and_responsibilities_handbook.pdf.

Alcohol and Drug Use

Consumption of alcohol or illegal drugs is strictly forbidden during Club Sports practices, games, matches, and/or tournaments or during travel to and from a contest. Infractions of this policy will not be tolerated. It is the responsibility of the club to enforce these guidelines during activities.

Sanctions

Sanctions are applied when a club or club member violates University policies, department expectations or program requirements. Depending on the situation (incident, behavior, or violation), the club members, president, or entire club will receive notice that an investigation is being conducted. In some cases, communication could be conducted over email or in person.

Before taking action, the following information will be considered:

- ❑ The club's honesty and cooperation, or lack thereof, with the department; attitude of the club member(s)
- ❑ Whether the member(s) take responsibility for their actions; past disciplinary record of the member(s)/club
- ❑ The severity of the damage, injury or harm
- ❑ Potential risk/liability for the University

Possible sanctions include, but not limited to:

- ❑ Warnings, fines, program work project, probation
- ❑ Loss of funding, practice privileges, travel privileges, ability to host events
- ❑ Expulsion of the member(s) from the club or other department programs
- ❑ Suspension of the club



Strike System

Statement of Purpose:

The purpose of this Strike System is to clearly define the standards and precedents that Clubs Sports are expected to uphold, and the potential consequences for not abiding by them.

The FCS Chair or Recreational Sports Director will notify all clubs of any strikes acquired via email correspondence. The email will include the date and a description of the offense and the number of strike(s) resulting from it.

At the end of the academic year, any club with 1 strike will not have the strike carried over to the following academic year.

- **1 Strike**

- Submitting a travel form late (form must be submitted 72 hours before departure and approved before departure time).
- Traveling with members who have not completed the CSPF/Participate with members without concussion test (high impact sports only)
- Missing deadline for online concussion education (high impact sports only).
- Missed FCS Presidents' Meeting
- Return van keys late (after 1pm on Mondays), van without a full tank of gas, or dirty
- Report of discourteous, crude, or offensive behavior at games, practices, or organized club events.
- Unused van reservation (without prior notification)

- **2 Strikes**

- Drug/Alcohol related incidents while traveling or at home club events (additional probation)
- Complaints from hotel/airline/rental company while traveling as a club
- Violating van use policy.
- Traveling without submitting a travel form.
- Failure to report an incident that happened during a club event to the Assistant Director, Recreational Sports
 - An incident is something that requires more than just basic First Aid or an accident involving vehicles

- **Erasing a Strike – Must be done with approval by the Assistant Director, Recreational Sports.**

Sentence must match offense (examples include):

- Assisting at another club's event



- Participate in a community service activity
- Advisor approved activity
- **Consequences**
 - *1 strike* – Warning
 - *2 strikes* – Probation (No FCS referendum funding or van usage)
Begins immediately and is lifted when one strike is removed. Strikes carry over from each semester to the next. In addition, 20% deductions will be made to one trip in a travel budget submission after allocations have been made.
 - *3 strikes* – Semester-long FCS Probation (No FCS referendum funding or van usage)
 - Begins immediately and is in place for the remainder of the current semester. If a club begins a semester with 3 strikes then they are not eligible for FCS referendum funding/vans for the entire semester. In addition, 20% deductions will be made to the entirety of travel budget submissions after allocations have been made. In the probationary period, the club must remove at least two strikes in order to avoid becoming eligible for FCS expulsion and regain FCS resources.
 - *4 strikes* – Expulsion from FCS
 - After two full semesters following the semester of the offense, the club can reapply to be a club under FCS again.

Although this system lays out the basis, some things that come up will be taken on a case-by-case basis. The Federation of Club Sports Council, with the approval of the Assistant Director of Recreational Sports has the discretion to change or alter this system to fit each case as they see fit.

Club Status

In addition to adhering to the Club Sports program's policies and procedures, it is required that each club maintain either a minimum of 10 active members or 1.5X the number of players needed to field a team in their sport, whichever is higher, on their annual roster. For example, a Curling Club would be required to maintain a minimum active roster of 10 participants as that number is larger than 1.5X the team requirement in the sport ($10 > 4 * 1.5$).

Club activity occurs primarily during the fall and spring semesters, although some clubs practice during the summer and winter sessions. Individual club seasons can vary based on the sport and the governing body. Clubs that are only active during one semester are still required to attend training and meet administrative deadlines during their off-season semester to maintain recognition within the Club Sports program.

Active

Active clubs are in good standing with the Club Sports program and COSO. Active clubs adhere to all program guidelines. These clubs maintain the required roster minimums, with no more than



25% consisting of faculty and staff.

Provisional

All clubs new to the program will have provisional status for two semesters. Provisional clubs will not receive referendum funding from the department, limited travel funding, and are expected to majorly operate through club dues and fundraising initiatives. Clubs may move from provisional status to active status after two semester, pending all required meetings are attended, essential paperwork is submitted by the designated deadlines, and its members demonstrate commitment to ensuring the success of the club.

Probation/Suspension

Clubs are placed on probation when officers or members violate program or department, or university policies, procedures, and guidelines and/or fail to meet program requirements and expectations. Clubs may be placed on probation for reasons including, but not limited to: missing required training sessions, repeatedly missing program deadlines, non-compliance with safety and risk management practices, failure to adhere to policies and procedures outlined in the Club Sports Handbook, Club Sports standard of conduct, and/or University code of conduct. The Recreational Sports staff and/or FCSC determines the length of probation and sanctions to impose based on the severity of the violation.

Expulsion

Expulsion can be a result of a major violation or repeated smaller violations to the policies and procedures identified in the Club Sports Handbook, Club Sports standard of conduct, and/or University code of conduct. The club will no longer be recognized by FCS or COSO. Suspension can also be a result of inadequate improvements made during a club's probationary period. All club activity (including practices, events, socials, community service, meetings, travel, budget utilization and use of facilities) is suspended. Expulsion can last up to three years at the discretion of the FCSC and Recreational Sports professional staff. If the club wishes to return, they must re-apply to COSO and the Club Sports program.

Tier System

The Club Sport program utilizes a tier system to identify, accommodate and meet the needs of a diverse group of competitive clubs. This tier system defines programmatic, financial, and operational expectations for clubs. All clubs, regardless of tier, must be registered with the Committee on Student Organizations (COSO) and maintain full club sport program compliance. Campus Recreation and Wellness, as well as Student Activities reserves the right to evaluate and reclassify clubs at any point throughout an academic year.



Updated tier classifications can be found in the appendix or on the Club Sports resources page.

SAFETY AND RISK MANAGEMENT

Safety Officers (coming soon)

Due to the physical element of sports, all clubs are required to have at least two active Safety Officers certified in CPR, AED, and First Aid. Clubs are required to have at least one certified member at all practices and competitions. These certified members can provide care during practices, events, or travel emergencies.

Safety Officers are required to complete the following items before they may be active:

- ❑ Submit a copy of their CPR/AED/First Aid certification card to the Club Sports office
- ❑ Complete the mandatory Safety Officer training and quiz

Club officers should keep a copy of all certifications on file. It is recommended that these are scanned and saved on the club Google Drive.

CPR/AED/First Aid (coming soon)

Safety Officers are required to submit a copy of their certifications to the Club Sports office. The Department of Wellness and Recreation hosts several American Red Cross CPR/AED/First Aid classes each semester.

American Red Cross certifications are valid for two years.

First Aid Kit (coming soon)

Each club will be provided a first aid kit at the beginning of the school year. Clubs with multiple teams (i.e. and "A" and "B" team) will receive two first aids kits. Clubs are required to carry these kits with them at all events. Clubs should reach out to the Club Sports Office if any supplies need restocking throughout the year.

Injury/Accident/Incident Reporting

It is the responsibility of the club executive officers to report and document injuries that occur during club practices or events. A Club officer must complete an accident/incident report within 24 hours.

Reports are submitted through <https://wellness.studentaffairs.miami.edu/assets/pdf/club-sports/club-forms-pdfs/accident-report.pdf>.

Club officers are not required to document certain injuries during home games at which there is an athletic trainer assigned. Officers should check with the athletic trainer as to which injuries require additional reporting.

Documents should be complete and only use factual information. It is important to always ask



the individual if they wish for us to call EMS. Should they decline, please make note on the document and have them sign.

For serious injuries and other emergencies, call 911 and contact the Assistant Director of Recreational Sports.

911 for Medical Emergencies

During a medical emergency, 911 should be called for EMS. Calls placed from a landline or cell phone will be received by city dispatchers and then transferred to University Police. Be prepared to provide information like nature of the injury or illness, victim's location, identity of the victim, and suspected or known cause of the injury or illness.

Severe Weather

Thunderstorms and Lightning

Clubs must suspend outdoor activities anytime lightning or thunder is detected in the area. If you are on the Coral Gables campus the ThorGuard lightning prediction warning system features automatically activated air horns and strobe lights. Sensors monitor energy up to 8 miles out and evaluate lightning potential within a one-mile radius. Clubs are expected to evacuate and the field will remain closed until a 3-horn blast "ALL CLEAR" has sounded.

After the "all clear" horn blasts, inspect the field/courts for safe field conditions/standing water before returning to the field.

If there is a system failure or not a lightning detector present, clubs should utilize the 30/30 rule to protect themselves from lightning related injury:

- If 30 seconds or less elapse between the time lightning is seen and the subsequent thunder is heard, lightning is a threat to the area.
- Immediately seek shelter in enclosed building (open-air pavilions are not enclosed buildings). If an enclosed building is not accessible, seek shelter in a hard-topped vehicle.
- Play can be resumed 30 minutes after the most recent lightning or thunder is observed. Each lightning strike or sound of thunder restarts the 30-minute waiting period.

Extreme Heat

Extreme heat brings with it the possibility of heat-induced illnesses. Clubs should be aware of heat indices and adjust activities to allow for adequate hydration and cooling. Two dangerous heat related illnesses are heat exhausting and heat stroke:



- Heat Exhaustion – the body’s inability to cope with heat stress
 - Symptoms – faint or dizzy; excessive sweating; cool, pale, clammy skin; nausea or vomiting; rapid, weak pulse; muscle cramps
 - First Aid – have patient lie down in a cool place; loosen or remove clothing; apply cool, wet cloths; fan or move patient to air-conditioned place; provide water to patient to consume slowly; seek immediate medical attention if vomiting occurs or conditions worsen
- Heat Stroke – a life-threatening, heat-related condition
 - Symptoms – throbbing headache; no sweating; red, hot, dry skin; nausea or vomiting; rapid strong pulse; may lose consciousness
 - First Aid – **Call 911 for EMS immediately**; move patient to cooler environment; remove clothing; RAPIDLY cool patient with ice packs to the arm pits, groin, neck, and stomach; watch for breathing problems; use fans and air conditioners

ATHLETIC TRAINING

The Club Sport Athletic Training Services is dedicated to providing the best quality healthcare to all student athletes. In order to do this every participant who uses Athletic Training Services must understand and agree to follow all recommendations for limiting, postponing, or ending one’s participation in their club sport. Athletic Trainers will make every effort to return a participant back to play, but this must be done in a safe and appropriate manner.

The Club Sport participant **DOES NOT** have the right to make their own return to play decision without the consent of the certified athletic trainers coordinating their care. In the event that a participant ignores or chooses to disregard medical orders given by a certified athletic trainer the participant:

- Will be withheld from any competition, play, physical activity, or practice for an undetermined amount of time until the participant’s injury has resolved. This withholding period will be determined by the team physician and/or certified athletic trainer.
- At minimum, could be suspended from participating in all club sports events for one week (includes practices, games, tournaments, travel, etc.) regardless of the season or time of year.
- Any other disciplinary action will be at the discretion of Athletic Training Services and the Assistant Director of Recreational Sports.

Office Hours

Throughout the week, there will be office hours listed on the schedule for students to drop-in and be seen by an athletic trainer. These hours will be posted on the Club Sport Athletic Training Schedule. This time may also be used for Impact baseline testing, rehab, or evaluation.



Online Schedule: <https://wellness.studentaffairs.miami.edu/rec-sports/club-sports/athletic-trainer-schedule/index.html>

Email Address: umclubat@miami.edu

Important Deadlines

Participants wishing to play must have the following items submitted by **5:00pm the Wednesday prior to their event**. These deadlines are in place to ensure the athletic trainer and Recreational Sports staff have time to review all documents and update rosters. Individuals submitting documents after this deadline will not be eligible to participate until the following week.

- Concussion test: Baseline ImPACT testing (Mandatory for high-risk clubs only)
- DSE Forms (all club members)

Concussion Education & Management

FCS is dedicated and committed to providing excellent healthcare to all club sport participants. Concussions are serious medical conditions that must be managed properly. In order to keep a patient from further harm or damage after a concussion, it is imperative that the participant communicate all symptoms to the athletic trainer. It is also important for other teammates and coaches to spot abnormal behavior and concussive symptoms and report them to the athletic trainer immediately. Hiding or continuing to play while concussed can prolong recovery time, cause further damage to the brain, or lead to serious harm or death.

In accordance with NCAA recommendations, the following high-risk club sports will have baseline cognitive testing using the Immediate Post-concussion Assessment and Cognitive Testing program (ImPACT):

Basketball (M/W)	Ice Hockey (M/W)	Soccer (M/W)
Boxing	Lacrosse (M/W)	Taekwondo
Brazilian Jujitsu	Polo	Ultimate (M/W)
Cheerleading	Rugby	Wrestling



Return to Play Protocol

- STEP 1: REMOVE** Participants displaying concussion like symptoms or having sustained a suspected concussion **MUST** be removed from play immediately. Participants may not return to play until they have been evaluated by an athletic trainer or other qualified medical professional.
- STEP 2: REPORT** Schedule a follow-up assessment with a UM Club Sport athletic trainer within 24-72 hours. **There is no fee for this follow-up assessment*
- STEP 3: CLEARANCE** Obtain written medical clearance from a qualified health care provider stating you are eligible to return to play. Completed forms **MUST** be submitted to the Club Sports Office at the Wellness Center.
- STEP 4: VERIFICATION** Participants may not return to play until you have received a confirmation email from the Club Sports Office stating we have received your paperwork and you are cleared to return to play.

Please contact the Athletic Trainer if you have any questions or concerns regarding the return to play or classroom process: umclubat@miami.edu.



FINANCES AND PURCHASING

Clubs are NOT permitted to have off-campus checking/savings accounts under the club's name (i.e. club members may not open a business account at Bank of America on behalf of the club). Club members must not store any funds personally on behalf of the club.

Accounts & Financial Support

Currently, the Department of Wellness and Recreation and Department of Student Activities provides partial funding for the Club Sports program. Other avenues for club funding include SAFAC funding, hosting tournaments, clubs dues, fundraising activities, donations and Sponsorships. Clubs have (3) different accounts through the university.

- **SAFAC Account** – this account reflects the money allocated to the club by SAFAC through the budget hearing process. SAFAC's role is to subsidize organizations' expenditures. SAFAC is not responsible for fully funding the totality of student organizations' operations. Priority in SAFAC funding is given to student organizations that enhance student life, enrich the extracurricular experience, and/or improve the educational climate of the university. Funds remaining in this account are not eligible to carry over to the next fiscal year. For more information on SAFAC funding principles please visit the [Student Activities & Student Organizations page](#).
- **NON-SAFAC Account** – this account will reflect any revenue received by the club for dues, entry fees, sponsorships, and other revenue generated by the club. Funds remaining in this account may carry over to the next fiscal year.

FCS Funding: Travel

FCS oversees requests for supplemental funding from SAFAC requests and all FCS travel. Submission of a budget request does not guarantee that the items requested will be funded, even if the same items were funded from the previous years. All items need to be approved prior to purchase.

Clubs that purchase items prior to receiving approval from FCS or the Assistant Director of Recreational Sports do so at their own risk and may be required to reimburse the organizations' accounts from personal funds. FCS's role is to subsidize organizations' expenditures. FCS is not responsible for fully funding the totality of student organizations' operations.

FCS funds travel for all of Club Sports. Travel includes: hotels, charter buses, rental cars, gas receipts, and flights. FCS funds based off the following criteria:

- Hotels- funded at \$100 per room
- Flights- funded at \$200 per person
- Rental cars- Funded at \$50 per day (gas is NOT funded)
- Buses- Funded on a case by case basis



- Gas- 45 miles or more (FCS will not reimburse gas to Dade or Broward county)

FCS uses a separate form for travel requests which can be found on the Club Sport Resources [page](#). All travel budget requests should be emailed to clubsports@miami.edu.

FCS Funding: Referendum

Club Sports may request referendum funds from the FCSC once their budget has been reviewed by SAFAC. Clubs must provide the SAFAC budget expense sheet and items being requested to the council.

Clubs may make this request by emailing the FCS President at clubsports@miami.edu. The council will then follow up to schedule an in-person meeting to review the budget request. Emergency funds are intended for unforeseeable expenses, not to cover deficits due to improper planning or poor financial management.

Income/Deposits/Dues

Clubs are not permitted to open business accounts on behalf of their student organization; therefore, all income (opposing team entry fees, member dues, and sponsorships) must be deposited at the Club Sports Office. Members may make payment by cash or check. All checks should be made payable to the "University of Miami" and list the club name in the memo line.

Fees collected on-site for home events, fundraisers, and any other revenue must be deposited at the Club Sports Office the next business day following the event. Cash boxes may be checked out by contacting the Club Sports Office.

Purchasing Methods

Payment requests need to be submitted 10 business days in advance of desired purchase date.

Department Credit Card

The club sport administrators each have a purchase card that may be used to make payment for club related travel, equipment, food/beverage, lodging, apparel, and any other club related needs. Purchases over \$2,500 may need prior approval. Clubs seeking to make a purchase with department credit card should email all pertinent purchase information (website, quantity, items, etc.) to the Recreational Sports staff well in advance of the date the purchase is desired to ensure timely delivery.

Purchases involving use of the University or department logo MUST be preapproved by the Assistant Director of Recreational Sports.



Payment by Invoice

Payment by invoice can be made to pay entry fees, referee associations, and vendors that do not accept credit card.

Steps to Complete Payment:

1. Vendor/payee must provide an itemized invoice.
 - a. Purchases over \$2,500 may require pre-approval, please plan accordingly.
2. Vendors/payees that have not been paid previously by the University must provide a federal W-9.
3. Club officers should email the itemized invoice and W9 (if applicable) to the Recreational Sports staff

Reimbursements

Any purchases made by club members in which they are seeking reimbursement MUST be preapproved. Reimbursements require supporting documentation and take 2-3 weeks to process.

Reimbursement process:

1. Club officer should complete the [FCS Expense Cover Sheet](#) and email to clubsports@miami.edu
Club Officer should submit the [Non-Employee and Student Expense Reimbursement Form](#) on the behalf of the payee
2. Club officer and payee are required to attach the following documentation:
 - Proof of event (i.e. event flyer)
 - Itemized receipts
 - Proof of payment by the individual being reimbursed
 1. Credit card receipt, copy of validated check, or cash receipt
 2. Optional: copy of bank statement

Third Party Processors

Third party processors are not accepted or reimbursable. This includes Venmo and Cash App. PayPal is an acceptable form of payment and should only be used when a merchant will not directly accept credit card.

Purchasing- Special Conditions

Tax Exemption

The University of Miami is an IRS tax-exempt organization. Purchases of goods, services, rentals, and hotel rooms stays by the University are not subject to sales tax in the state of Florida. Club vendors should inform vendors of their tax-exempt status prior to requesting payment from the club sports office.



T-Shirts, Screen Printing, and Embroidery

UM has several contracts with local vendors to provide screen-printing and embroidery services. If your club is planning to purchase t-shirts or have screen printing/embroiders completed, you are required to use an approved vendor. Please contact the Club Sports Office for vendor contact information.

Clubs MAY NOT purchase any apparel without the design being approved by the Assistant Director of Recreational Sports.

Please see the University of Miami [Visual Identity Manual](#) for more information.

Logo Usage and Branding

The University of Miami is committed to strengthening the brand of The U. Clubs may request a copy of Sebastian or the Split-U from the Club Sports office.

The UM colors are PMS 1665 (orange) and PMS 3435 (green). These are the colors that must be used on the split-U and Sebastian.



OTHER IDENTITIES



	PRIMARY MARK	SEBASTIAN THE IBIS	HISTORIC MARK BASEBALL PRIMARY MARK	
MIAMI ORANGE PMS 1665 CMYK 0 80 100 0 RGB 240 90 0 WEB #F05A00				FIGHT SONG: "Miami U. How-Dee-Do" MASCOT NAME: "Sebastian The Ibis" FOOTBALL STADIUM: Hard Rock Stadium BASKETBALL ARENA: Watsco Center BASEBALL STADIUM: Alex Rodriguez Park at Mark Light Field LOCATION: Coral Gables, FL ESTABLISHED DATE: 1925 NICKNAME: Hurricanes CONFERENCE: Atlantic Coast Conference (ACC)
WHITE PMS WHITE CMYK 0 0 0 0 RGB 255 255 255 WEB #ffffff				
MIAMI GREEN PMS 3435 CMYK 100 0 81 66 RGB 0 80 48 WEB #005030				VERBIAGE University of Miami® Miami™ UM™ U of M™ Hurricanes™ University of Miami Hurricanes® Miami Hurricanes™ It's All About the U Canes®
				La Universidad de Miami™ Los Huracanes de Miami™ Huracanes™ Los Huracanes de la Universidad de Miami™ The New Miami™ #ItsAllAboutTheU #BuildingChampions TNM™

All apparel designs must be preapproved by the Assistant Director of Recreational Sports.

Equipment

All equipment purchased on behalf of a club becomes property of the University of Miami and will become part of the club's official inventory. A formal inventory of all University- purchased equipment will be conducted annually. Clubs will be held responsible for lost and/or damaged equipment. Individual club members and officers can also be held personally responsible for lost and/or damaged equipment.



TRAVEL

As representatives of the University of Miami, it is expected that all club members conduct themselves in a manner that aligns with the University's core values, the University's Code of Student Conduct, and the Club Sports Standard of Conduct at all times. Any behavior that reflects negatively on the University will be subject to disciplinary action. Club Sports has implemented the following travel policies to help clubs make safe travel arrangements for competitions off-campus. It is important that clubs follow all policies and procedures pertaining to each type of travel. Failure to do so may result in disciplinary action, including but not limited to, denial of reimbursements/funds or a travel suspension.

All club travel must be approved in advance by the Club Sports office. Prior to traveling, clubs must be in good standing with the Club Sports office and submit the appropriate paperwork.

Travel Forms

The following section includes a detailed description of travel forms, including their respective due dates and information requests. All forms can be found on DSE. Failure to complete required forms will result in sanctions. Information on how to submit a travel request can be found in the appendix.

Travel Itinerary Form

The travel itinerary form is due 72 hours prior to departure for any travel (Exception: home events and local practices). This deadline will typically be Tuesdays at 11:59pm for clubs traveling over the weekend. The purpose of this form is to detail all important aspects of the trip including:

- Trip leader contact information
- Reason for travel
- Destination address
- Departure date/time
- Arrival date/time
- Mode of transportation
- Drivers (if any)
- Lodging details



Any changes to travel plans prior to departure or while traveling must be reported to the Club Sports office by email or phone immediately.

Post-Competition Form

The post-competition form is due within 48 hours following club's return from travel or home event. This form is used to document results from club competitions and inform the Club Sports office of any injuries, problems, or incidents. Clubs are encouraged to submit videos and photos taken during the event to clubsports@miami.edu.

Class Absences

Club members who will miss classes due to club travel should discuss the situation with their instructors well in advance of the trip. When requested, the Club Sports Office can prepare a memo verifying the club's status within the Club Sports program and authenticate the trip. The memo does not excuse a student from academic obligations. The student's instructor chooses whether they will permit students to make up any missed work. Students requesting letters should notify the Club Sports Staff *at least* two weeks in advance to allow ample time for the letter to be drafted and sent to faculty members.

Hotels/Lodging

All hotels and lodging is booked through Lucid Travel. The University of Miami Club Sports program has a Lucid webpage dedicated to Club Sports booking: umiami.lucidhotels.us.

1. Clubs should research and select the most economical lodging option that fits their travel needs.
2. Clubs must select a refundable room rate that also indicates "Pay at Hotel."
3. Clubs will enter the required information on the booking page and select "Notify my administrator to approve and provide payment arrangements."
4. After submitting for confirmation, your club administrator will review and finalize the request if appropriate.
5. The Assistant Director of Recreational Sports will provide a credit card authorization to the hotel be used when checking into the hotel. This form gives permission for the club officers to make payment for room and tax only. Clubs are required to submit copies of receipts to their club sport administrator within 24 hours of their return to campus.



Drivers

Club teams may choose to drive to their destinations. The Assistant Director of Recreational Sports must preapprove any trips out of the state of Florida. Traveling members are expected to arrive at/depart from their destination as a team. Requests for individual members to travel separately are evaluated on a case-by-case basis and must be approved in advance by the Recreational Sports professional staff. Overnight stays are highly recommended for all trips involving 6+ total driving hours.

Restrictions

The University of Miami has the following travel restrictions in place to help ensure the safety of those traveling.

- Any trip that is longer than 350 miles, or four hours, must have at least two qualified drivers assigned to drive and must rotate every three hours
- The front seat passenger must be awake when the van is in operation
- Clubs may not depart before 6:00am or plan to arrive at their destination or back to campus after midnight.
- Although obtaining meals and lodging are reasonable deviations, the trip must be along the most direct route between designated sites and not involve ad hoc side trips.
- Club must plan to travel in groups and should refrain from departing at different times.
- All passengers are required to wear a seat belt at all times.
- Only approved club members, coaches, or volunteers are permitted to travel with a club. Anyone traveling with the club MUST be listed on your travel itinerary and have completed all necessary paperwork.
- Clubs must avoid driving in inclement weather and/or hazardous road conditions.
- Have an emergency plan for the competition site and knowledge of hospitals/urgent care facilities in the area.
- Have contact information for the host(s) of the competition and emergency contact information for all traveling members (emergency contact information is collected through DSE).
- University policies extend to the vans in regard to the consumption and possession of alcoholic beverages, and smoking. This policy is in effect regardless of age.

It is highly recommended that all vehicles have 2 qualified drivers, regardless of distance traveled



Club Sport Vans

The Club Sport program has a fleet of five (5) 12-passenger vans. Only Clubs in good standing have the ability to request to use these vehicles. Club Sport vans are the preferred method of transportation. All requests must be submitted at least 2 weeks in advance but no more than 1 month. Priority is given to clubs in-season.

How to Become an Approved Van Driver

To become an approved driver the following must be completed:

1. Complete the MVR request form, have it signed by the Assistant Director of Recreational Sports, and submit to riskmanagement@miami.edu
 - a. If you are from the following states you will have to individually request your driving records: AK, AR, AZ, CA, NH, PA, WA
2. Attend a Driver's Safety Class
3. Schedule a meeting with the Club Sports Office to complete a van walkthrough/driver's test

Van Use Procedures

All approved drivers must follow Club Sport, Risk Management, and University policies and procedures when operating the vans.

- Van keys are available for check out in the Wellness Center, 2nd floor Administrative Office. Keys may be picked up from the Club Sports Office after 12pm on Friday, unless pre-approved by the Club Sports Office. Keys must be returned the following business day before 1:00pm. This is typically Monday before 1:00 PM for weekend trips. The admin office is open Monday through Friday from 7:00 a.m. to 6:00 p.m.
- Note any issues (i.e. mess, stains, dents, scratches) with the van **BEFORE** leaving for a trip. Email clubsports@miami.edu to report issues before leaving.
- Proof of insurance and registration are located in each van's glove compartment. Check to ensure each document is present before leaving.
- The vans are located in Wellness Center lot by the Lennar Center. Always return the van to this location upon returning from your trip.
- Vans may not be driven to sites outside of Florida without prior approval and may never be driver between the hours of 12:00 AM & 6:00 AM.
- There is a Sun Pass available for use in each van that is paid directly by FCS.
- Vans must be returned with a full tank of gas
- Vans must be cleaned after use
- Retain gas receipts for reimbursement; mileage is not accepted.
- Use unleaded gas only (87 octane).
- The authorized driver is personally responsible for all traffic citations issued in connection with their operation of the van (parking violations, speeding, etc.).



- Each van is covered by Ford Roadside Assistance - please see the card in the glove compartment for more details if necessary.

Accidents

In the event of an accident in a personal vehicle, the driver must:

1. Ascertain injuries/take care of passengers/call 911 if necessary.
2. Get the insurance information and contact information from the other driver(s) involved in the accident.
3. Contact the Assistant Director of Recreational Sports
4. Fill out and submit an [incident/accident](#) form within 24 hours.

Personal Vehicles

Individuals traveling in personal vehicles understand they do so at their own risk. Drivers must be aware that by choosing to drive personal vehicles, they assume responsibility for the safety of those traveling in their vehicle. Drivers are responsible for ensuring they are properly insured at all times.

Accidents

In the event of an accident in a personal vehicle, the driver must:

1. Assist anyone injured and call for an ambulance if needed.
2. While the vehicle is at the accident scene, notify the State Police (911)
3. Follow the accident reporting procedure for their personal vehicle insurance policy.
4. Notify the Assistant Director of Recreational Sports of the accident.

Rental Vehicles

The University of Miami has an agreement with Avis/Budget Rental.

Minimum age for drivers:

UM students 18+ are eligible to use the University of Miami discount.

University Reservation Link:

<https://www.avis.com/en/association/S829800> and use code AWD #S829800

When using rented vehicles, only approved UM students, registered coaches, and staff may travel in the vehicle.



Motor Vehicle Report (MVR) Request and Release: [Link](#)

Due *at least two* weeks prior to departure. Club members who are driving rental vehicles must submit this form in-person to their club sport administrator on or before the indicated due date. Drivers must submit a copy of their driver's license prior to travel. Students are encouraged to bring their license when submitting the form for efficiency.

Drivers of Enterprise rental vehicles must be approved by the Office of Risk Management following their MVR check. Approved drivers must also register for and attend a mandatory driver education class.

Accidents

In the event of an accident in a rental vehicle, the driver must:

1. Assist anyone injured and call for an ambulance if needed.
2. While the vehicle is at the accident scene, notify the State Police (911)
3. Report the accident to the rental agency
4. Notify the Assistant Director of Recreational Sports of the accident so they can report the accident to UM Risk Management at (305) 284-3163.

Charter Buses

Clubs are encouraged to make use of charter services when traveling more than 350 miles. The costs associated with using a charter company should be considered prior to making plans to attend an event. There are no limitations for travel time when using charter services.

<u>Academy Bus LLC</u> 3595 NW 110th Street Miami, FL 33167- 3723 (305) 688-7700	<u>American/Horizon Coach Lines of Miami</u> 3595 NW 110 Street Miami, FL 33167 (305) 688-7700	<u>Endeavor Bus Line</u> 7915 NW 5 Court Miami, FL 33150 (305) 751-0529
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Airfare

Clubs are permitted to use airfare should there competition/event deem it necessary. All airfare must be individually purchased and is reimbursable with pre-approval.



FACILITIES

Facility Spaces

The Department of Wellness and Recreation oversees multiple facilities that are available for Club Sports use, pending the proper submission of forms through DSE and confirmation of reservation. When utilizing the facility spaces, clubs are required to adhere to all facility use guidelines. DWR spaces that may be reserved by Club Sports include:

- The Wellness Center (court spaces, multipurpose rooms, classrooms, courts, pool)
- Intramural Fields
- Tennis Courts

*** On rare occasions, a club may be able to reserve an Athletics' field. If this opportunity arises, additional preparation may be required to include staffing.**

Facility Use Guidelines

Clubs are expected to treat facility space with care. All spaces must be cleaned and returned to their normal settings following use. Upon completion of outdoor events, trash is to be picked up, bagged, and disposed of in the nearest dumpster. Any damage or maintenance problems with recreation facilities should be reported immediately to the Recreational Sports staff.

On-site staff has the authority to handle concerns with unruly participants, coaches and spectators. Alcoholic beverages, smoking and use of tobacco products are not permitted at any University of Miami practice or event. Persons under the influence of alcohol or drugs will be asked to leave the facility. Pets (except service animals) are not permitted at any University of Miami facility.

Facility Inspections

In cooperation with the Recreational Sports staff, each club shares a responsibility for its own safety at games and practices. A facility inspection should take place before all events. All hazards should be documented and avoided. Practices and games should be canceled if the safety of all participants involved cannot be guaranteed. If any hazards are found, notify staff as soon as possible.



Injury Reporting

It is the responsibility of the club to report and document any injuries that occur during club practices or events. A club safety officer or club officer must fill out the injury report and turn it into the Club Sports office as soon as possible. For serious injuries and other emergencies, call 911 and then contact the Recreational Sports professional staff immediately.

The injury report can be found on the Club Sport's website [here](#).

Inclement Weather Policy

The Recreational Sports and Facility staffs reserve the right to cancel indoor or outdoor practices and events if weather poses a threat to club participants. However, every effort will be made to provide ample notice. We will notify clubs of any weather related warnings via email and text message during normal business hours. On-site staff will have final authority in decisions to delay or cancel events in progress.

University Closures

Practices and events during University closures are not permitted. Clubs that are still in season (traveling or competing) are allowed to hold practices during the exam period but member attendance cannot be mandatory.

Practice Requests and Meeting Rooms

Practice Times

Prior to the beginning of each semester, a call-out for practice requests at the Wellness Center will be sent to all clubs. Clubs are expected to reply by the advertised deadline in order for their request to be considered. Based on the amount of requests and facility space, clubs may need to be flexible with their dates, times and location. Once the final practice schedule is set, it becomes an agreement between the club and the Department of Wellness and Recreation. Failure to notify the Recreational Sports staff of a canceled practice or event will result in disciplinary action.

Meeting Rooms

Clubs who want to have business/informative meetings may reserve the conference room or classrooms at the Herbert Wellness Center by contacting the Assistant Director of Recreational Sports.

Event Requests

Requests to host events such as games, tournaments, and seminars require a Game Request



Form on the Club Sports website. The form must be filled out completely at least one month prior to the event for tournaments and 10 business days for home games involving 1-3 teams.

In addition to requesting a facility, clubs should begin the process of contacting potential traveling clubs and any necessary officials and/or judges at least one month prior to the event. Clubs should not promote a tournament or special event until facility space has been confirmed.

Off-Campus Home Events

Clubs utilizing off-campus venues for home events are responsible for finding a venue and arranging with the Club Sports office to secure the reservation. Athletic trainers are provided as long as the booking was made for a competition at least one week in advance.

Cancellations

Clubs must notify the Recreational Sports staff of any reservation cancellations in advance by email or phone call. Failure to do so may result in fees and/or loss of privileges.

- Practice Reservation – 24 hour advanced notice
- Competition Reservation – 1 week advanced notice
- Inclement Weather Cancellation (Outdoor Facilities) – 4 hour advanced notice

Hosting Events

All Club Sports events hosted on- or off- campus must be approved by the Club Sports office. Pre-event meetings with Recreational Sports staff are recommended to ensure adherence to policies and aid in the staging of a successful event.

Pre-Event

Facility Reservation

Clubs obtain a facility reservation using the previously outlined procedure.

Event Staff

Athletic trainers are required for all home competitions both on- and off- campus. Athletic trainers should be requested one week prior to the competition date. Clubs requesting athletic trainers less than one week prior may be responsible for covering the full cost of the athletic training services.

Clubs are responsible for booking and arranging payment for any referees, judges, or other officials utilized in their sport.

Registration Fees

Clubs hosting events that require an entry fee from participants can collect advanced payment by check. Checks should be made out to the "University of Miami" with the club name written in



the memo line. The Club Sports office will inform clubs of any advanced payments received.

Event Equipment

Items like chairs, tables, coolers, and cash boxes are available for loan from the Club Sports Office. Any desired equipment should be included in the special requests section of the Home Game Request Form.

Visiting Team Information

In the lead up to the event, clubs should provide visiting teams with information relevant to their time at the event venue. This material can include directions to the facility, parking instructions, facility policies, athletic training/medical services, lodging, and nearby dining options. Providing visiting teams with useful information will help encourage them to return to your event in the future. The following are also required from approved visiting teams:

- Contact person for each visiting team/group
- Roster of participants/coaches prior at least 24 hours prior to the tournament to the Assistant Director of Recreational Sports
- Signed [guest waiver](#) from all visiting participants/coaches entering into the Wellness Center

Spectators will be charged a \$5 guest pass for daily entry and will sign the guest book

Event Operations

Set-Up/Break Down

Club members should be assigned to assist in the set-up and break down of the event. This function may include gathering any equipment from storage areas, filling water coolers, setting up game equipment, and posting signage. Set-up and breakdown time should be accounted for in the Home Game Request Form's arrival and departure times.

On-Site Payments

Clubs can collect on-site payments by cash or check at the venue. Clubs are required to store any money in a cash box provided by the Club Sports office. This money must be deposited to the Club Sports Office the following business day. Clubs should provide paper receipts for all transactions.

Policy Enforcement

Club officers and members should assist DWR staff in informing visitors of and enforcing any facility/programmatic policies. This enforcement can include areas like addressing irresponsible



behavior from fans, coaches, or participants; violations of drug and alcohol policies; and removing pets from restricted areas.

Post-Event

Final financial reconciliation should occur directly after the event. On-site collections should be recorded and deposited the following business day. Any event registrations that were not paid prior to playing should be invoiced immediately to ensure timely payment. Official receipts should be emailed to anyone who paid by cash or check and may be seeking reimbursement from their university.

Equipment Storage

Various options for storing equipment are available to clubs at no cost. Club teams can utilize the Wellness Center, Fieldhouse, and UC Pool with permission.

Clubs are required to maintain an accurate inventory of all items. **Equipment must be kept neat and organized.** Clubs are not permitted to store personal belongings in University of Miami facilities. Only equipment purchased with club funding may be stored in Wellness facilities/spaces. Equipment purchased with club funds is considered property of the University and must be picked up and returned from storage annually.

It is highly recommended that clubs do not allow players to keep uniforms, as it is very difficult to track them down and they often go missing. Clubs will be held accountable for missing equipment and it may be reflected on their allocation from the FCSC.

MARKETING & PROMOTIONS

Club Sports Webpage

The Club Sports [webpage](#) is available as a resource for clubs to access all of the forms needed to conduct club sport business. There are resources available to aid clubs in planning events, traveling, or finding important information from other campus departments.

Social Media

Club Sports are encouraged to promote themselves via social networking sites such as Facebook, Twitter, Instagram, etc. Groups must be left public to those in the University of Miami network to allow interested individuals to join the group. Groups that are not made public are in violation of this policy. Any pictures, events, and/or discussions on the group page must uphold the proper image of the club and the University, must not use inappropriate language, express any negative attitudes towards individuals/staff, or display any inappropriate behavior by club members. Club pages MAY NOT be used to promote parties, socials in which alcohol will be consumed, or anything of that nature. Any information found on group pages are subject to all policies and



sanctions outlined in this handbook.

Creating Fliers

Limited promotional material can be provided free to all Sport Clubs. Fliers and copies can be made and distributed through the Club Sports Office. Some restrictions may apply depending on job size and timelines.

LEADERSHIP SKILLS

An officer does not have to necessarily be the most talented on the field, but does have to be a leader on and off the field. This year is a great opportunity for you to further develop your leadership skills. Here are some important points about leadership to keep in mind.

- Set an example – as a leader of your club, other members will look up to you as a player, a person, and a leader. Be sure to set a good example for them to follow as a student, an athlete, and a person.
- Good attitude – the attitude and team work of the officers will have a great impact on the attitude and culture of the club as a whole. A team of officers who are involved, motivated, and committed to the team will find this will soon become the culture of your club as well.
- Know your strengths and weaknesses – be aware of your strengths and weaknesses in your personality and your leadership style. This leadership opportunity will give you the chance to develop your leadership style and improve on the quality you may have already developed.
- Delegate responsibility – as a student-athlete and an officer it will be important to learn how to delegate not only amongst the team of officers but other members of the team. This can mean creating other leadership opportunities within your club such as a travel coordinator, game/match coordinator, webmaster, and so on.
- Take Initiative – this is your club and your program and you can take it as far as you want. The Sport Clubs staff is here to assist you in any way we can. Get other members of your club involved to start an alumni weekend, a newsletter, or a fundraising event, and leave your mark on YOUR club!
- Communication skills – as a representative of your club, you will be dealing with a variety of people from new and returning members, visiting teams, Sport Clubs staff, school officials, governing bodies and more. It is a great opportunity to work on your communication and people skills. Always maintain professionalism and realize you are representing not only your club, but the Club Sports program, Department of Wellness and Recreation, and the University of Miami.



- **Goals** – it is important to set goals for your club and yourself at the beginning of each semester. Be sure to think about what is most important to your club and consider the big picture of where your club came from, and where it will be when you leave. Always strive to leave your club in a better position than when you became an officer. It is helpful to set long-term goals for your club as well as short term goals to keep you focused throughout the year. Good goals can follow the SMART method (specific, measureable, achievable, realistic, and time sensitive (making a deadline) become familiar with the various funding you can be provided through the Club Sports program, find out where your club is financially. Sit down as a team of officers, and plan out what you want to do for the year, what financial resources you have available, and what additional funding you will need. From there, you can develop fundraising activities that will help you achieve your goals for the year. Consult with past officers, the Recreational Sports staff, and other teams for ways to raise additional funds or to cut expenses.
- **Ask for help** – if you ever have questions, need ideas, or have problems within your club, know there are people and resources available to you. Coaches, faculty advisors, and the Recreational Sports staff are all great resources to utilize and here to serve you.

How will being an officer help me in my future?

No matter what your academic major or future career plans, being an officer of your Sport Clubs will provide you with life lessons that carry over into any career. Whether your plans are to continue onto Graduate School or enter the work force, be aware of the skills you learned as an officer and how it will help you stand out amongst the crowd. These skills usually include but are not limited to:

- Taking a leadership role
- Managing people
- Managing a budget
- Planning and organizing events
- Handling conflict
- Delegating tasks
- Participating in volunteer opportunities/community service



APPENDIX

Do Sports Easy Participant User Guide

Finding the Club

Step 1: Go to Do Sports Easy [here](#)

Step 2: Scroll to find the club you want to join

Step 3: Click "Registration"

Registering for the Club

Fill out all fields

Personal Info

- Complete "Personal Details", "Address," and "Emergency Contact" sections

Additional Info

- Select your position in the club

Driver Info

- Choose whether you want to become an approved driver
 - If yes, read all of the information and follow the instructions
 - If you have already completed the training, we will review our records and approve you as a driver

Risk and Conduct

- Read the Participation & Release, Code of Conduct, Field Trip Participation Waiver, and Consent of Information Sharing. Sign all sections

Documents

- Upload all necessary documents
 - Those who want to become approved drivers need to follow instructions
 - Those who are members of IMPACT (high risk) sports need to follow instructions



- Those who are member of Scuba club will be required to upload their certification information
- Those who are under 18 will be directed to send the club sports waiver to their parent/guardian

Status

The status of each of the tabs can be seen under the Summary tab, and the status of your DSE can be seen at the top right of the page

Status of Each Tab:

- If the status is “Incomplete,” there are fields under the tab which have not been completed yet.

INCOMPLETE

- If the status is “Pending Approval,” you need to upload documents for that section

PENDING APPROVAL

- If the status is “Complete,” that section is complete.

COMPLETE

- If the status is “Approved,” the proper documents were uploaded and/or the medical requirements were fulfilled.

APPROVED

Overall DSE Status:

- If the status of your membership is “Incomplete,” there are parts of the registration that was not completed yet.

INCOMPLETE



- If the status of your membership is “Pending Approval” or “Missing Requirements,” you may have to upload documents and/or complete your medical requirements. If you have already uploaded these documents, the sport club administrative team will process the final approval.

PENDING APPROVAL

MISSING REQUIREMENTS

- If the status of your membership is “Approved,” you’re good to go!

APPROVED-ACTIVE

Adding Events

As per program policy, all clubs must submit documentation they hold and event. This includes all Practice and travel events. To add an event:

- Log into DoSportsEasy and click on your club
- Click the blue “Events” tab in the upper right hand corner
- Select “Add New Event” and complete the required fields

To request excuse letters for travel, simply mention it in the “Notes” field.

Some tips for using the system:

- If you know your entire season (or semester) schedule, submit all of your events now!
 - You do not need to complete the roster or itinerary portion of these events until 48 hours prior to departure.

Event Name/Opponent	Club	Event Type	Space/Field	Start	End	Event Status	
Scarlet Knight Open	Racquetball	Tournament (H)	Werblin Racquetball Courts	10/7/2017 10:30am	9:00pm	APPROVED L R	EDIT
ECRC Meet 1 - Albany	Racquetball	Tournament (A)		9/29/2017 6:00am	10/1/2017 5:00pm	APPROVED T R	EDIT
ECRC Meet 2 - Syracuse	Racquetball	Tournament (A)		10/20/2017 6:00am	10/22/2017 5:00pm	APPROVED T R	EDIT
ECRC Meet 3 - Maryland	Racquetball	Tournament (A)		11/17/2017 6:00am	11/19/2017 5:00pm	APPROVED T R	EDIT
ECRC Meet 4 - Albany	Racquetball	Tournament (A)		1/26/2018 6:00am	1/28/2018 6:00pm	APPROVED	EDIT

Key: Pending ->
 Approved
 L (Lineup, for Home Events)
 T (Travel, for Away Events)
 R (Report, post event)
 Yellow/Red is Pending Blue is
 Approved

APPROVED T R
APPROVED T
PENDING T
APPROVED

-Event Submitted and Approved, Travel Information Submitted and Approved, Report Submitted but Not Yet Reviewed

-Event Submitted and Approved, Travel Information Submitted, Not Yet Approved

-Event Submitted but Pending, Travel Information Submitted but Not Yet Approved
(You don't have to wait for approval to submit the roster!)

-Event Submitted and Approved, No Other Information Submitted Yet

2. If you are hosting a home event, the form submission will be different, but will still require you to select participants.

a. If you are hosting a home event, and the entire club is eligible (eg. a social) make sure you describe in detail in the notes on the Basic Info tab, and you can select your entire membership.

3. Once submitted, check back within a few days to confirm the event has been approved.

Event Name/Opponent	Club	Event Type	Space/Field	Start	End	Event Status	
Scarlet Knight Open	Racquetball	Tournament (H)	Werblin Racquetball Courts	10/7/2017 10:30am	9:00pm	APPROVED L R	EDIT
ECRC Meet 1 - Albany	Racquetball	Tournament (A)		9/29/2017 6:00am	10/1/2017 5:00pm	APPROVED T R	EDIT
ECRC Meet 2 - Syracuse	Racquetball	Tournament (A)		10/20/2017 6:00am	10/22/2017 5:00pm	APPROVED T R	EDIT
ECRC Meet 3 - Maryland	Racquetball	Tournament (A)		11/17/2017 6:00am	11/19/2017 5:00pm	APPROVED T R	EDIT
ECRC Meet 4 - Albany	Racquetball	Tournament (A)		1/26/2018 6:00am	1/28/2018 6:00pm	PENDING	EDIT

4. You must complete your Members and Travel tabs 48 hours prior to your trip departure.

Manage Men's Volleyball Event

Basic Info ✓ Members ✓ Travel ● Report Summary

Event type: ☐ Game ☒ Tournament ☐ Event ☐ Practice

Event/Opponent Name:

Event start:

Event end:

Location: ☐ Home ☒ Away

Notes:

☐ Event approved ☒ Event pending

DELETE EVENT

SAVE CANCEL

5. If there are issues, you will receive an email from the Sport Club Office staff either through the DSE system or our new email address: clubsports@miami.edu.

a. Our staff check this email frequently, so if you have questions, do not hesitate to ask, as this may cause in a delay in your event being approved.

b. Once you make the necessary changes and update your event you can let us know via email, but your event will also show the changes in our queue.

c. In addition, these changes are reflected in the summary tab of the event.



Manage Racquetball Event



Basic Info ✓ Members ✓ Report ✓ Summary

PRINT

Event created on 2017-09-06 09:51:28 (by Jason Rosenthal; jason.rosenthal@rutgers.edu)
Roster created on 2017-10-03 11:28:04 (by Matthew Fontanilla; matt.fontanilla@rutgers.edu)
Report created on 2017-10-03 11:28:04 (by Matthew Fontanilla; matt.fontanilla@rutgers.edu)
Roster updated on 2017-10-05 00:28:34 (by Jason Rosenthal; jason.rosenthal@rutgers.edu)
Report updated on 2017-10-05 00:28:34 (by Jason Rosenthal; jason.rosenthal@rutgers.edu)
Report updated on 2017-10-12 22:23:41 (by Jason Rosenthal; jason.rosenthal@rutgers.edu)
Report updated on 2017-10-16 15:38:09 (by Jason Rosenthal; jason.rosenthal@rutgers.edu)
Report updated on 2018-01-11 11:01:38 (by James Woods-Corwin; james.woodscorwin@rutgers.edu)

SAVE

CANCEL

All Club events must be submitted online through the DSE system. If you are planning a new event, we encourage you to speak with a Sport Club Staff member, in case there are issues or concerns, or you need assistance.

Any Club that fails to submit events online will be subject to sanctioning by the FCSC and may result in penalties. These may include the loss of access to vehicles, suspension from travel, or restriction on hosting home events.

Taking Attendance

Attendance at each event (practice, game, tournament, etc.) is required to be submitted within 24 hours of the listed start time of the event.

To record attendance:

1. Locate the specific event on your events list
2. Next to the "Edit" button, click the drop-down arrow
3. In the drop-down, select "Members"
4. Check off all the members who attended practice
5. Click "Save"

Event Name/Opponent	Event Type	Space/Field	Start	End	Event Status	
Practice	Practice (H)		9/8/2020 3:00pm	4:00pm	APPROVED	EDIT ▼
Practice	Practice (H)		9/9/2020 3:30pm	7:30pm	APPROVED	EDIT ▼
Practice	Practice (H)		9/10/2020 3:30pm	7:30pm	PENDING	EDIT ▼
Practice	Practice (H)		9/15/2020 3:30pm	7:30pm	PENDING	<ul style="list-style-type: none"> Basic Info Members Travel Report Summary
Practice	Practice (H)		9/16/2020 3:30pm	7:30pm	PENDING	
Practice	Practice (H)		9/17/2020 3:30pm	7:30pm	PENDING	
Practice	Practice (H)		9/17/2020 3:30pm	7:30pm	PENDING	



Tier System



Tier System

Black

Budget Pool Allocated to tier: 50%

This tier cannot exceed 25% of clubs in the program

1. Clubs in this tier are required to be affiliated with a regional/national governing body/association/league.
2. Club must travel to and represent the University of Miami for at least 2 events, not including a national event.
3. Required to have at least 2 safety officers
4. Club must fundraise at least 50% of its FCS Travel allocation from the current academic year.
5. Club must participate in community or campus service projects with a minimum of 32 total service hours, in at least 2 distinct events.
 - a. At least eight club members must participate in an event to be counted
 - b. If the club does a walk/run event (i.e. - Relay for Life, March of Dimes) there must be a minimum of 10 people.
 - c. A club member may not attend an event as a representative of 2 separate clubs
6. Two club members must be in attendance for at least 6 Workshops.
 - a. Club members will not be counted that show to a seminar more than five minutes late or leave prior to completion.
 - b. A club member may not attend an event as a representative of 2 separate clubs
7. Club members must attend Sport Club events as spectators abiding by the following regulations:
 - a. 10 members must attend 3 Sport Club events OR 8 members must attend 4 Sport Club events.
 - b. Must be 3 (or 4) distinct clubs
 - c. Must be in attendance for entire game or at least 2 hours to receive credit

- i. A club member may not attend an event as a representative of 2 separate clubs
- 8. Club must host 1 of the following each semester:
 - a. Competitive event
 - b. Non-competitive event
 - c. Three individual games
- 9. Club must host an alumni event (club must provide documentation showing event invite, activities during event, # of attendees & brief summary to club liaison).
- 10. Club must have an active alumni network (i.e. – Facebook/Twitter accounts, letter drive, newsletter)

Orange

Budget Pool Allocated to tier: 35%

- 1. Clubs in this tier are required to be affiliated with a regional/national governing body/association/league.
- 2. Club must travel to and represent the University of Miami for at least 1 event, not including a national event.
- 3. Required to have at least 2 safety officers
- 4. Club must fundraise at least 40% of its FCS Travel allocation from the current academic year.
- 5. Club must participate in community or campus service projects with a minimum of 24 total service hours, in at least 2 distinct events
 - a. At least eight club members must participate in an event to be counted
 - b. If the club does a walk/run event (i.e. - Relay for Life, March of Dimes) there must be a minimum of 10 people.
 - c. A club member may not attend an event as a representative of 2 separate clubs
- 6. Two club members must be in attendance for at least 5 Leadership Seminars.
 - a. Club members will not be counted that show to a seminar more than five minutes late or leave prior to completion.
 - b. A club member may not attend an event as a representative of 2 separate clubs
- 7. Club members must attend Sport Club events as spectators abiding by the following regulations:
 - a. 10 members must attend 2 Sport Club events OR 8 members must attend 3 Sport Club events
 - b. Must be 2 (or 3) distinct clubs
 - c. Must be in attendance for entire game or at least 2 hours to receive credit
 - i. A club member may not attend an event as a representative of 2 separate clubs
- 8. Club must host 1 of the following:
 - a. Competitive event (i.e., tournament)
 - b. Non-competitive event (i.e., outreach event or clinic)



- c. Three individual games (I.e., officiated or league sanctioned event)
- 9. Club must host an alumni event (club must provide documentation showing event invite, activities during event, # of attendees & brief summary to club liaison).
- 10. Club must have an active alumni network (i.e. – Facebook/Twitter accounts, letter drive, newsletter)

Green

Budget Pool Allocated to tier: 10%

- 1. Clubs in this tier are suggested to be affiliated with a regional/national governing body/association/league.
- 2. Club must host or travel to and represent the University of Miami for at least 1 event
- 3. Required to have at least 1 safety officer
- 4. Club must fundraise at least 30% of its FCS Travel allocation from the current academic year
- 5. Club must participate in community or campus service projects with a minimum of 16 total service hours, in at least 2 distinct events.
 - a. At least eight club members must participate in an event to be counted
 - b. If the club does a walk/run event (i.e. - Relay for Life, March of Dimes) there must be a minimum of 10 people
 - c. A club member may not attend an event as a representative of 2 separate clubs
- 6. Two club members must be in attendance for at least 4 Workshops
 - a. Club members will not be counted that show to a seminar more than five minutes late or leave prior to completion.
 - b. A club member may not attend an event as a representative of 2 separate clubs
- 7. Club members must attend Sport Club events as spectators abiding by the following regulations:
 - a. 10 members must attend 2 Sport Club events OR 8 members must attend 3 Sport Club events
 - b. Must be 2 (or 3) distinct clubs
 - c. Must be in attendance for entire game or at least 2 hours to receive credit
 - i. A club member may not attend an event as a representative of 2 separate clubs
- 8. Club must have an active alumni network (i.e. – Facebook/Twitter accounts, letter drive, newsletter)



White (Probationary/Conditional)

Budget Pool Allocated to tier: 5%

This tier is for first-year clubs that were accepted or clubs that did not meet the requirements in the higher tiers. Non-first year clubs cannot spend more than 1 academic year in this tier, otherwise they will be reevaluated as an FCS affiliate by the council.

1. Funding allocations for travel are based on SAFAC guidelines using the "N" number
2. Clubs are not eligible for referendum funding
3. Clubs have access to the Club Sport vans but have low priority
4. Required to have at least 1 safety officer
5. Clubs in this tier are suggested to be affiliated with a regional/national governing body/association/league
6. Club must host or travel to and represent the University of Miami for at least 1 officiated/official event per semester
7. Club must fundraise at least 20% of its FCS Travel allocation from the current academic year
8. Club must participate in community or campus service projects with a minimum of 10 total service hours, in at least 2 distinct events.
 - a. At least eight club members must participate in an event to be counted
 - b. If the club does a walk/run event (i.e. - Relay for Life, March of Dimes) there must be a minimum of 10 people.
 - c. A club member may not attend an event as a representative of 2 separate clubs
9. Two club members must be in attendance for at least 4 Workshops.
 - a. Club members will not be counted that show to a seminar more than five minutes late or leave prior to completion.
 - b. A club member may not attend an event as a representative of 2 separate clubs
10. Club members must attend Sport Club events as spectators abiding by the following regulations:
 - a. 10 members must attend 2 Sport Club events OR 8 members must attend 3 Sport Club events.
 - b. Must be 2 (or 3) distinct clubs
 - c. Must be in attendance for entire game or at least 2 hours to receive credit
 - i. A club member may not attend an event as a representative of 2 separate clubs
11. Club must establish an active alumni network (i.e. – Facebook/Twitter accounts, letter drive, newsletter) by the end of the academic year



Tier Transition

To move up to the next tier, clubs must meet all requirements of the higher tier during the current year. Clubs who do not meet their current year's tier requirements are lowered a tier next year. Clubs may only move up one tier at a time. First-year clubs in the white tier can apply for either the green or white tier. Tier transitions take effect in the following year, and clubs will be notified of transitions during end of year meetings.

FCS main criteria when auditing current clubs and reviewing new petitions:

- The Club cannot significantly duplicate an existing sport club or other campus program.
- The Club must demonstrate financial stability through fundraising and other sources of revenue.
- Clubs must demonstrate the necessity to have affiliation and support by club sports through financial and risk factors.
 - Clubs seeking affiliation solely for use of facility space in the wellness center will not be considered.
- Unique contributions to FCS
- Mission/goals of the club (recreational or competitive)
- Leadership structure