

**UNIVERSITY OF FLORIDA
DEPARTMENT OF RECREATIONAL SPORTS**

SPORT CLUBS POLICY AND PROCEDURE MANUAL

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I. Organization & Structure

Defining a Sport Club

Sport Clubs are registered student organizations, designed to bring together students with similar sporting interests. The Sport Clubs Program offers a wide variety of sporting activities, including team sports, individual sports, aquatics, and martial arts. Many of the clubs teach activities that can be practiced for a lifetime. Previous experience is not a prerequisite for membership. Sport Clubs must be competitive, but are open to all skill levels and include instructional and social-recreational elements.

Mission Statement and Program Structure

The mission of the Sport Clubs Program at the University of Florida is to provide diverse, competitive sports opportunities for students across a broad range of skill levels and experiences. The Sport Clubs Program is a training ground for leadership, organizational development, and teaching. Ultimately, the mission is realized through a program that promotes an opportunity for all students to participate, and reach their full potential.

The Sport Clubs Program at the University of Florida promotes opportunities for students to engage in sporting events, activities, and competitions in the state of Florida, the Southeast, as well as throughout the United States.

Sport Clubs are a component of the Department of Recreational Sports. The Program is funded with Activity and Service (A&S) fees allocations by Student Government and supervised by the Division of Student Affairs. The Department of Recreational Sports is divided into several components: Fitness, Facility Operations, Intramural Sports, Lake Wauburg, Aquatics and Sport Clubs.

Sport Clubs, unlike varsity sports, are run by students for students, with a **No Try-Out** policy. In certain clubs there may be limitations on how many team members a club can carry to an event. To allow for maximum participation, many clubs offer different levels of competition, such as an "A Team" and a "B Team." The Sport Clubs program at UF is supported by the Activity and Service (A&S) fees that all students pay as part of their tuition. In conjunction with funding provided by Student Government, no membership dues will ever be required and only minimal expenses may need to be contributed by the participants. **Sport Clubs at the University of Florida are not permitted to charge membership dues,** however, some expenses will be borne by the participant. Nevertheless, funding from Student Government helps to make participation affordable for any and all UF students. **In accordance with SG guidelines, members/officers may not use off campus or personal savings/checking accounts for club business.** The officers/members of each club are responsible for all management decisions related to the club. Event scheduling, instruction and budget expenditure issues are decided by the members. In some cases, competition schedules are issued by a sports governing body.

This *Sport Clubs Policy and Procedure Manual* is intended to assist the sport club officer in club governance and protocol. Every club officer should be familiar with this document and refer to it frequently. Ask our staff or the Sport Clubs Coordinator if you have any questions or concerns.

Sport Clubs Coordinator

The Department of Recreational Sports employs a full time professional to supervise Sport Clubs and their activities. The Sport Clubs Coordinator is responsible for insuring that the individual clubs operate in a safe and mature manner benefiting both the club participants and the university community as a whole.

The Sport Clubs Coordinator serves as a consultant to clubs on both their day-to-day operations and special events. The Coordinator acts as an advisor to the Sport Clubs Council and is responsible for insuring that their efforts benefit all Sport Clubs participants equally. The Sport Clubs Coordinator ensures that all rules and regulations are followed according to Department of Recreational Sports, Student Government and University of Florida guidelines. The Sport Clubs Coordinator also serves as a liaison between the sport clubs programs' participants and the University's administration. The Coordinator is responsible for development and oversight of the budget, distribution of money to the clubs, club purchases, safety and special events/tournaments.

Sport Clubs Council

The Sport Clubs Council (SCC) is the governing body of the Sport Clubs program and is overseen by the Sport Clubs Coordinator. Specifically, the SCC is involved with hearing budget requests and determining annual budget allocations, the addition and removal of clubs from the program, representing the membership to the Student Senate and other campus entities, as well as administering disciplinary actions. All money awarded comes from Student Government through the Department of Recreational Sports and the Sport Clubs budget.

The Sport Clubs Council is made up of 8 sport clubs members. Council members are selected for either a 2-year or 1-year term. There may only be one person nominated from each club. The selection is decided by the current year's SCC through an application process. Once the newly elected Sport Clubs Council convenes, it will elect a President, Vice President, and Secretary. The remaining members will be at-large members. The Sport Clubs Council meets about every other week based on the amount of pending business, and all meetings are open. Typically, the SCC will not conduct business during the summer semesters, unless warranted by circumstances. For further details about the SCC, please see the Sport Clubs Council constitution.

Accountability of Sport Clubs Officers

Club officers and members are responsible for all policies and procedures outlined in the *Sport Clubs Policy and Procedure Manual*. It is the student's responsibility to be familiar with its contents as they go about their business in administering the club. Failure to know is not an excuse for those not observing policies and procedures.

Clubs or individual members who fail to conduct themselves in an appropriate manner will be sanctioned. All cases of discipline will first be reviewed by the Sport Clubs Coordinator to determine appropriate actions. At the discretion of the Sport Clubs Coordinator, the Sport Clubs Council may be involved as an advising body. Clubs or its participants receiving sanctions may appeal the decision to the Associate Director of Recreational Sports Programs. Organizations or individual students filing such appeals should be aware that the Associate Director of Recreational Sports Programs might choose to levy a sanction greater than the one appealed. Extremely severe infractions will be referred to the Dean of Students Office.

Sport Clubs function as part of the University of Florida campus community and are representative of the University as they travel throughout the state or nationwide. Consequently, they are held to a high level of conduct both as collective organizations and as individuals. The parameters of acceptable behavior have been established by the Department of Recreational Sports, Student Government, the University of Florida and the governing bodies of each individual sport. Club officers need to be aware of these expectations and ensure their members adhere to all policies and procedures.

Hazing

Organizations must be aware of and adhere to the policy on hazing. Hazing is any intentional or reckless action or situation created to produce emotional or physical discomfort, harassment or humiliation. This includes any negative or harmful actions for the purpose of "testing" the student's loyalty prior to becoming or as a member of the group. Historically related to fraternities/sororities, hazing actually may occur within any organization. Such actions include, but are not limited to the following examples:

- All forms of strenuous physical activity, not a part of an organized, voluntary athletic contest or not specifically directed toward constructive work that might reasonably be expected to bring physical harm to the individual.
- Paddling, beating, pushing, or in any other way permitting anyone to strike a student.
- Activities that interfere with a student's academic program (loss of sleep, study time, etc.).
- Coercing a student to eat or drink amounts of any substance.
- Abduction, road trips, etc. which are conducted in a manner which endangers the health or safety of a prospective or active member.
- Subjecting a student to cruel psychological conditions.
- Behavior, which disrupts the normal functioning of the University or is disruptive to the normal living environment.

- Any requirement which forces a student to participate in any activity which is illegal, publicly indecent, morally degrading, or contrary to the rules, policies, and regulations of the University of Florida.

The “Hazing” section was taken from the UF Student Activities Center Handbook (online edition).

Image and Perception

Sport clubs, as with any organization, need to be aware of the image they may portray to the general public and campus community. In addition to representing themselves, Sport Clubs represent the entire Sport Clubs program, Department of Recreational Sports, Division of Student Affairs, and University of Florida. Common sense and good taste should be employed when a club or its members divulge information about the club via websites, message boards, chat rooms, or other medium – electronic or otherwise. Sport Clubs who are discovered to be engaging in inappropriate behavior or presenting themselves in poor taste, will be sanctioned. Examples of this type of behavior include lewd acts, alcohol consumption, hazing, sexually explicit images, or a general disregard for a standard of decency.

II. Basic Rules and Regulations

1. Sport Club participants must be fee-paying University of Florida students, faculty, staff, or spouses of fee-paying UF students, faculty and staff. Dependents (children) are not eligible for participation. Alumni and members of the local community are not eligible to participate.
2. All Sport Club participants must have a Sport Clubs Waiver on file for each club they are involved with for the current school year. If the club involves aquatics, a swim test must be taken and passed.
3. All coaches/instructors (paid or volunteer) must complete an Independent Contractor Release and Contract.
4. Clubs may not charge dues to its participants.
5. Clubs may not have outside or personal bank accounts.
6. Clubs may not “cut” or disallow anyone, who meets the eligibility criteria, the opportunity to participate with a club.

Eligibility

1. All current fee-paying University of Florida students are eligible to participate in the Sport Clubs Program. This includes undergraduate, graduate, professional, full-time, and part-time students.
2. Faculty (and their spouses), staff (and their spouses), and spouses of students may participate in sport clubs. However, faculty and staff may not receive A&S funded benefits or subsidies (i.e. entry fees, travel, league membership). Faculty and staff may not hold offices in the club or participate in collegiate sanctioned events. They may only participate in "Open" events or tournaments.
3. Contact the sports governing body to confirm exact eligibility requirements. Many sports have specific standards for collegiate competition.

Officer Eligibility

1. The following are minimum eligibility requirements for any student to hold a leadership position in an officially registered student organization at the University of Florida. Student organizations are encouraged to consider higher requirements if appropriate for their specific group. In order to hold an elected or appointed office in a student organization, a student must:
 - a. Be enrolled in a degree-seeking program at the University as an undergraduate, graduate, professional, or postgraduate student. Postgraduate student shall include enrollment as a post-baccalaureate student
 - b. Meet requirements for full-time registration and academic standing described below:
 - i. Undergraduate students must be registered for twelve (12) credits in the Fall and Spring semesters, have a minimum 2.5 cumulative academic average and cannot have an academic warning or be on academic probation
 - ii. Graduate and professional students must meet the requirements for full-time status for the graduate or professional program in which they are enrolled, or be registered for

- eight (8) credits if appointed to a half-time graduate assistantship, or nine (9) credits if appointed to a one-third time graduate assistantship. Graduate and professional students must also have a minimum of 3.0 cumulative academic average, or at least the minimum grade point average required to remain in good standing with the graduate or professional program in which they are enrolled, and otherwise be in good academic standing
- iii. Postgraduate students, including post-baccalaureate students, must be enrolled for at least twelve (12) credits. Postgraduate students may not hold an office in a student organization for more than one semester while in postgraduate status.
 - c. Correspondence courses will not be considered for (a) or (b) above. Students will be allowed to enroll for one in-residence course at another college or university and have those credits count toward full-time status only if that course is a required course and is either not offered at the University in the current semester, or is full during that semester. The foregoing provision may only be used by a student for one semester, and the student must present documentation from the academic department showing the course was either not offered at the University or was full as described above
 - d. Have no late or delinquent obligation for fees or other late or delinquent debts owed to the University
 - e. Be free of conduct probation
2. Notwithstanding subsections (2)(a) and (b) of this regulation, students in the last semester before graduation are eligible for participation in campus activities if they are enrolled for the required number of credits needed for graduation that term.
 3. Students who otherwise meet the requirements of subsection (2) (a) and (b), but who have received approval from the Dean of Students' office to have a reduced course load due to a registered disability, are eligible to hold leadership positions in student organizations as described herein.
 4. Students not meeting the eligibility requirements as outlined in this policy will be required to relinquish their office. If a student no longer meets the eligibility requirements, he or she must notify the faculty/staff advisor and the highest ranking officer in the organization other than the student, in writing of the student's ineligibility at the time he or she becomes ineligible. If, however, the ineligibility is due to the student's cumulative academic average, the student is required to notify the Center for Student Activities and Involvement prior to the first day of classes of the next semester. Appeals of this policy must be filed within ten (10) days of when the basis for the ineligibility occurs.
 5. The Dean of Students Office shall conduct eligibility checks for each of the student positions outlined in section (7) each term. Students not meeting the eligibility requirements will be notified by the Dean of Students Office that they must relinquish their offices. Appeals of any such notice must be filed within ten (10) days of the date on the notice and will be heard by the Student Activities Appeals Committee, chaired by the Dean of Students, and consisting of staff from the Reitz Union, the Department of Housing and Residential Education, an academic advisor, and two students appointed by the Student Body President.
 6. Elected or appointed student leadership positions to which this regulation applies are student leadership positions in student organizations that are all-University in their scope and responsibility. A list of these organizations is available in the University of Florida Center for Student Activities and Involvement.

III. Starting the Year

Club Administrative Responsibilities

1. All Sport Clubs must complete the registration process every year. Registration forms will be made available about 2 weeks before the start of Fall classes at the Center for Student Activities & Involvement located on the 3rd floor of the Reitz Union. The current president needs to fill out the forms and re-send them back to the Center for Student Activities & Involvement.
2. **Any club that does not register with the Center for Student Activities & Involvement by the deadline set by the Sport Clubs office will lose practice time and receive a financial penalty for that school year. Only practice times may be reinstated with late registration.**
3. Prior to participation each year, all sport club participants, regardless of status within the club, must complete a Sport Clubs waiver.

- a. New waivers **can** be completed beginning Summer B of the new academic year, **but must be completed prior to Fall participation**.
 - b. If waivers are not submitted by the specified deadline, financial penalties may occur at the discretion of the Sport Clubs Council.
 - c. Because sport club participation is open year round, clubs should always keep some waivers on hand at practices. As new participants join throughout the year, the club officers must have those individuals complete a waiver prior to participation.
4. Club officers must provide the Sport Clubs office with updated officer contact information, and make sure all officers are added to the Sport Clubs listserve.
 5. Practice schedules will be posted on your club's web page at <http://www.recsports.ufl.edu/sportclubs.aspx>
 6. Find out when the MANDATORY Officer Training will be at the beginning of the Fall term and make plans to attend them. Announcements will usually be made via the Sport Clubs listserve.
 7. Club officers must hand in any other required paperwork, which may include tentative event schedules, facility request forms, or other information as specified in the Officer Training by the Sport Club staff.

Constitution

Sport Clubs, like all UF student organizations, must have an approved constitution on file with the Center for Student Activities & Involvement. The University has established strict guidelines and a generic sample constitution can be obtained from the Sport Clubs office.

Officer Training

There are typically 3 to 4 officer training meetings each year. Each club is REQUIRED to attend these meetings. Club representatives should be present for the entire meeting. Roll call will take place at the beginning and end of each session. Locations and reminders will be sent out over e-mail. **Failure to attend Officer Training meetings will result in a financial penalty (per occurrence) from the current budget. If the budget has been spent at the time of occurrence, the penalty will be assessed in the next budget year.**

Sport Clubs Waiver

Every Sport Clubs participant must complete and sign a Sport Clubs Waiver for each club they are participating in **BEFORE** starting any activity with that club.

The purpose of this form is to make the participant aware that playing or practicing in any sport can be a dangerous activity involving many risks of injury. The participant also acknowledges that the University of Florida and the Department of Recreational Sports do not carry ANY type of accident or health insurance policy on individuals participating in Sport Clubs activities and that sports injuries can be catastrophic for those without proper medical coverage.

Passing a basic swim test is a requirement for anyone wanting to become a participant of an aquatic sport club. Tests are offered during recreational swim times at the Florida Pool or O'Connell Center Pool. We will not accept Lifeguarding or WSI certifications nor SCUBA cards and other swim tests.

Rosters

The Sport Clubs staff will compile a master club roster based on the waivers turned into to the Sport Clubs office. Rosters will be e-mailed to the club officers on a regular basis. The roster will be kept on file and updated by the Sport Clubs staff. This roster should be used as a check system to ascertain who is at practice without a waiver. **All clubs are subject to random waiver/roster checks at practices and/or special events.** If discrepancies exist between the roster and waivers on file or members present at practices, the Sport Club Council may assess monetary or other penalties.

Club Communications

Mail Service

Each sport club has a mailbox located in Room 120 at the SWRC. All correspondence, announcements and memos between the Sport Clubs office and individual sport clubs go through the mailbox. The individual sport clubs should also receive outside mail through this mailbox.

The Sport Clubs Address is:

[Name of Sport Club]
Univ. of Florida, Recreational Sports
120 Southwest Recreation Center
P.O. Box 112760
Gainesville, Florida 32611-2760

E-Mail

An important means of communication for the sport clubs office is e-mail. All important messages and reminders are sent out to the club's officers through a sport clubs listserve. It is in the club's best interest to have all club officers e-mail addresses registered with the Sport Clubs Office. E-mail is also one of the easiest ways to get in contact with the Sport Clubs Coordinator and staff to discuss problems. General e-mail inquiries can be sent to: EricA@recsports.ufl.edu.

Web Page

The Sport Clubs program has a web page to disseminate important information:
<http://www.recports.ufl.edu/sportclubs.aspx>

The web page is the place for club participants and officers to find important forms and documents, a special event calendar, general information on each club, contact information for the staff and SCC. The Sport Clubs web page is viewed by students seeking information about the Sport Clubs program. Therefore we encourage your club to keep club information current. The web page can be a successful way to recruit new members to your club. All sport clubs have a web page attached to the main Sport Clubs page.

Results from recent competitions can be posted on the Sport Club home page as requested by individual clubs. To post results or update information, e-mail a brief summary to the Sport Clubs staff.

Due to limited space, the Sport Clubs web pages contain only the basic contact information for the club. If your club would like a more elaborate web page it needs to be maintained by the club. The UF Computing Help Desk can set your organization up for a website and e-mail address, but they will only work with the organization president, as listed on the Center for Student Activities & Involvement website. You can visit the UF Computing Help Desk at their new location in the HUB next to Starbucks. You can also call 352-392-HELP(4357) or email them at helpdesk@ufl.edu.

Websites should follow University guidelines and be in good taste. Sport club sites may not be directly linked to commercial vendors.

Elections

Frequency of officer elections is dependent on each club's constitution. However annual appointments are the norm. The information provided in this section serves as a general guideline for officer elections. If this information should conflict with a club's particular constitution, the constitution holds precedent.

Elections generally are held each school year either at the end of Spring semester or the beginning of the Fall. Clubs should elect a president, vice president, secretary and treasurer (also see "Officer Eligibility"). After elections, the new officers should nominate or appoint the Director/Chair positions (see "Inter-Club Committees").

The election should be announced at least three weeks in advance and allow for all qualified applicants. At the election, nominations should be made and seconded. After nominations and speeches, an anonymous written ballot should be taken. Upon counting the results, place the ballots in an envelope and seal the flap by

signature. This is part of the club's annual records and should be kept in a safe place. Report election results to the Sport Clubs office including each officer's name, phone number, and e-mail. If elections take place at the end of the year, make sure to also include a summer address and phone number for each of the officers. 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.

Inter-Club Committees

Some clubs utilize internal committees to allow more members to be involved in club governance and normal operations. Such committees may assist the club in recruiting new members, staging events, developing budgets, alumni relations, etc. Committee suggestions that other clubs have been using include:

- Public Relations: reports club accomplishments to Sport Clubs Office, alerts local media of events and results, and uses PR for recruitment on campus.
- Inventory: checks the equipment to make sure that it is not lost or damaged, and reports status to Sport Clubs Office.
- Historian: takes pictures, collects articles, and keeps the scrapbook up to date.
- Social: provides the members with social outlets other than the usual club activities, ranging from intramural teams to trips to the beach.
- Alumni: Keeps track of past alumni, alumni newsletters, solicits donations and plans alumni events.

Coaches and Instructors

Clubs may utilize students, alumni or community persons for paid or volunteer coaches/instructors if the following are submitted to the Sport Clubs Coordinator:

- Independent Contractor Release and Contract
- Copies of any pertinent certifications. Including but not limited to: Resume/Vitae
- Certificates of Rank (where applicable)
- National Governing Body certification (where applicable)

The Independent Contractor Release and Contract needs to be signed and submitted before the person may take part in assisting/instructing/coaching the club. Clubs can receive a maximum of \$1200 a year in Student Government allocations to pay their coach(es). If a club wishes to pay their coach(es) more than that, it must use fundraised money.

Coaches/Instructors serve at the pleasure of their club's members and the Department of Recreational Sports. Their services may be terminated at any time for cause or no cause at all. It is expected that coaches and instructors will teach to the level of the participants in the club. Novice participants should not be expected to perform skills or drills beyond their level of experience and knowledge.

Faculty Advisor

Each club must have a faculty advisor. That person should be a full time employee (Faculty, TEAMS, USPS) of the University and have an up to date understanding of club operations and governance. Graduate Assistants are NOT eligible to serve as advisors.

Competent advisors lend their experience and expertise to help each club mature and reach its full potential. The advisor should help the club's officers and members plan effectively and realistically. The advisor can insure that the club achieves its aspirations on and off the field. However, the advisor/coach/instructor should offer guidance and support rather than interfere with the student decision-making process.

The advisor should be consulted as one part of the decision-making process on a regular basis and should be aware of obvious concerns expressed by members in the club. They should be informed of all communication and regularly invited to practices, games, and business meetings. Advisors need not be full-time coaches or instructors to make a contribution to the club.

Practice Times

Regular facility and practice times for Sport Clubs use are limited by the Department of Recreational Sports. To reserve practice times and facilities each club should contact the Sport Clubs Coordinator near the end of the Spring semester. Each club will request their summer and subsequent academic year schedules at this time. These are ONLY REQUESTS. There is no guarantee your club will receive what it has requested because we seek to be fair to all clubs who request practice times and facility space. Consideration is given to equitably accommodate all clubs.

It is the club's responsibility to request the needed times and facilities. Once the club receives confirmation of the requested time, the practice time is a binding agreement between the club, the Sport Clubs Office and the Department of Recreational Sports. If practice should be canceled for any reason, a club officer must contact the Sport Clubs Office as soon as possible. If the club is negligent by either not using their practice time or canceling too many practices, with or without notification, the club will be asked to stand before the SCC where the club's status with the Sport Clubs Program may be in jeopardy.

IV. Participant Safety, Prevention and Emergency Response

Insurance

The University does NOT hold a blanket insurance policy on Recreational Sports participants. Consequently, all club participants are encouraged to purchase some type of comprehensive accident-health insurance. All financial responsibility rests with the participant. Club officers should notify their members of this fact. The Athletic Training and Sports Medicine Center, located in the SW Recreation Center is staffed by a certified graduate assistant athletic trainer. Office hours are posted on their door. Students injured during practices or games should utilize the services of the ATSMC. The staff can evaluate, treat, and set-up rehabilitation programs for athletic injuries.

Athletic Trainers (AT's)

Graduate Assistant athletic trainers are required for certain high and medium risk sports as determined by the Recreational Sports staff along with guidelines provided by the governing body of that sport. The Sport Clubs office will secure AT services for your event if it is deemed necessary. If your event requires AT service, and we cannot provide such service, the club may be asked to get local EMT service or locate appropriately licensed staff. Otherwise, the event will need to be held on an alternate date. The Sport Clubs office must approve of any non-Rec Sports AT service.

Prevention through Conditioning

There are several places on campus to condition yourself and your club through workouts and education. These include the O'Connell Center Weight Room and pool, Student Recreation and Fitness Center (SRFC), Florida Pool, and the Southwest Recreation Center (SWRC). Within the SRFC and SWRC is a Health and Wellness Center. These programs provide education, incentive programs, personal fitness profiles, exercise logging, and nutritional and dietary analysis. The fitness centers can also provide a one-on-one training appointment for those interested in setting up a workout program. A comprehensive conditioning program can both enhance performance and prevent injury.

CPR and First-Aid

It is recommended that each club have at least two people at every practice that have training in CPR/AED and First-Aid. These people should be able to administer basic first responder assistance in the event of an injury or emergency. There are classes offered through the Student Health Care Center, as well as local agencies. For assistance in locating these agencies, contact the Sport Clubs Coordinator.

EMERGENCY ACTION PLAN (Supervised Facilities)

RECOGNIZE THE EMERGENCY / ACCIDENT - All Club and Staff Members

- Witness the event.
- Sounds, Sight, Smells
- Identify yourself as a rescuer trained in emergency care and ask permission to assist patient
- **NOTIFY THE ATHLETIC TRAINER, LIFEGUARD, FACILITY MANAGER, OR GRADUATE ASSISTANT AND ASSIST AS NEEDED. Request the AED.**

ASSESS THE SITUATION - All Staff Members

- Life threatening? – Unconscious, NO Breathing, NO Signs of Circulation, Severe Bleeding
- IF CPR IS NECESSARY, BEGIN IMMEDIATELY AND USE THE AED
- Not Life threatening? – Conscious, Breathing, Minor or No Bleeding, Bone or Joint Injury
- Threat to self or others? – Drug and Alcohol Use, Psychological Problems
- Facility damage? – Fire, Explosion, Severe Weather

CALL EMS (Dial 9-911) - Staff Member

- LIFE THREATENING EMERGENCIES / SEVERE ACCIDENTS OR INJURIES / FACILITY DAMAGE
- Inform the Dispatcher that a staff member will meet the Emergency Vehicle
- Designate and send a person to meet EMS personnel and direct them to the appropriate location.
- CONTACT (UPD) THE UNIVERSITY POLICE DEPARTMENT (DIAL 392-1111) AND TELL THEM EMS HAS BEEN CALLED. NOTIFY SPORT CLUB COORDINATOR.

PROVIDE CARE - Athletic Trainer, Lifeguard, Facility Manager

- Use Universal Precautions to Prevent Disease Transmission
- Athletic Trainer, Lifeguard, Facility Manager will administer Rescue Breathing, CPR, AED Shock, and/or First Aid.
- Treat for Shock

INJURY REPORT FORM - Athletic Trainer, Lifeguard, Facility Manager

- Completed by the staff person as part of treatment for non-life threatening and/or minor injuries.
- Completed by the staff person or designated club member during treatment for life threatening and/or severe injuries.
- An Injury Report Form MUST be completed before an injured person is allowed to leave the facility under his or her own power. Give them the pink copy of the form.
- Record the injury on the Daily Report Form, and include the injury report form with the rest of the nightly paperwork.

FOLLOW-UP - Athletic Trainer, Lifeguard, Facility Manager

- Contact Sport Clubs Coordinator and Graduate Assistant
- Refer all questions to UPD or designated UF Spokesperson
- Clean area and equipment by wiping with an absorbent cloth to remove blood or body fluids
- Place all materials soiled by blood or body fluids in a RED Biohazard bag
- Disinfect area **at least 20 minutes** with a commercial disinfecting solution (DISPATCH) or bleach (¼ cup) and water (1 gallon) mixture
- Use absorbent cloth to remove disinfectant solution and place in a Biohazard bag
- Wash hands and take Biohazard to the Southwest Recreation Center, Student Health Care Center or Shands Emergency Room
- Staff Debriefing – Maintain confidentiality regarding patient injury/accident

EXPOSURE TO BLOOD BORNE PATHOGENS

- Exposed employee will immediately call the **Needlestick Hotline (1-866- 477-6824)** and follow their directions
- When you are exposed to blood or another body fluid, wash the affected area for approximately 15 minutes as soon as possible
- Tell the Graduate Assistant and Sport Clubs Coordinator and write down what happened
- Graduate Assistant /Coordinator/you will notify Workers Compensation Office (352-392-4940) during regular business hours or first thing on the next business day, to complete a First Report of Injury or Illness form. Then follow their directions for care.
- Notify Diane James (352-392-0581 x236) and forward copies of all forms and paperwork to Room 206 in SRFC.

FIRE OR EXPLOSION IN SWRC OR SRFC

- Notify the Facility Manager of the emergency and your location. Assist the Facility Manager as needed. Notify the Sport Clubs Coordinator.

FIRE OR EXPLOSION AT OTHER LOCATIONS

RECOGNIZE THE EMERGENCY - All Club and Staff Members

- Witness the event.
- Sounds, Sight, Smells
- **Notify the Athletic Trainer, Lifeguard, Facility Manager or Graduate Assistant of the emergency and your location. Notify the Sport Club Coordinator.**

ASSESS THE SITUATION - All Staff Members

- Facility damage? – Fire, Explosion
- Fire alarm pulled?
- Athletic Trainer, Lifeguard, Facility Manager or Graduate Assistant will begin clearing the facility, having patrons exit through the nearest safe door or gate.

CALL EMS (Dial 9-911) - Staff Member

- CONTACT (UPD) THE UNIVERSITY POLICE DEPARTMENT (Dial 392-1111) AND TELL THEM THE FIRE ALARM HAS BEEN SOUNDED OR FIRE RESCUE HAS BEEN CALLED. NOTIFY THE GRADUATE ASSISTANT AND SPORT CLUBS COORDINATOR.

PROVIDE CARE - Athletic Trainer, Lifeguard, Facility Manager

- Athletic Trainer, Lifeguard, or Facility Manager will assist disabled individuals to the exits
- All staff members will exit through each safe door to maintain building security and crowd safety
- Notify UPD and Fire Rescue regarding person(s) still in the building or unaccounted for, and their possible location within the building
- Athletic Trainer, Lifeguard, or Facility Manager will administer care for injuries as designated in this Emergency Action Plan

INJURY REPORT FORM - Athletic Trainer, Lifeguard, Facility Manager

- Completed by the staff person as designated in this Emergency Action Plan

FOLLOW-UP - Athletic Trainer, Lifeguard, Facility Manager

- Contact Sport Clubs Coordinator and Graduate Assistant
- Refer all questions to UPD or designated UF Spokesperson
- Do not leave the area. Help keep people away from the building and do not hinder Emergency Personnel
- **DO NOT** re-enter the building or fields until Emergency Personnel give the "All-Clear" and the fire alarm has been turned off.
- Staff Debriefing – Maintain confidentiality regarding patient injuries/incident

EMERGENCY ACTION PLAN (Un-Supervised Facilities)

RECOGNIZE THE EMERGENCY / ACCIDENT - All Club Members

- Witness the event.
- Sounds, Sight, Smells
- Identify yourself as a rescuer trained in emergency care and ask permission to assist patient

ASSESS THE SITUATION - All Club Members

- Life threatening? – Unconscious, NO Breathing, NO Signs of Circulation, Severe Bleeding
- IF CPR IS NECESSARY, BEGIN IMMEDIATELY
- Not Life threatening? – Conscious, Breathing, Minor or No Bleeding, Bone or Joint Injury
- Threat to self or others? – Drug and Alcohol Use, Psychological Problems
- Facility damage? – Fire, Explosion, Severe Weather

CALL EMS (Dial 9-911) - Club Member

- LIFE THREATENING EMERGENCIES / SEVERE ACCIDENTS OR INJURIES / FACILITY DAMAGE
- Inform the Dispatcher that a club member will meet the Emergency Vehicle
- Designate and send a person to meet EMS personnel and direct them to the appropriate location.
- ON CAMPUS, CONTACT (UPD) THE UNIVERSITY POLICE DEPARTMENT (DIAL 392-1111) AND TELL THEM EMS HAS BEEN CALLED.

PROVIDE CARE - Certified Club Member

- Use Universal Precautions to Prevent Disease Transmission
- Administer Rescue Breathing, CPR, and/or First Aid.
- Treat for Shock

FOLLOW-UP - Certified Club Member

- Notify the Sport Clubs Coordinator and Graduate Assistant about severe injuries or illness.

SEVERE WEATHER EMERGENCY ACTION PLAN

RECOGNIZE THE EMERGENCY - All Club and Staff Members

- Pay close attention to the weather
- Sounds, Sight, Smell
- Check computerized weather forecast: www.weather.com; www.wunderground.com
 - Where is the storm? Which way are they moving? Are more storms on the way?
- It is the RESPONSIBILITY OF All Club and Staff Members to be aware of severe weather

ASSESS THE SITUATION - All Club and Staff Members

- Dark Clouds, Wind, Lightning and/or Thunder Present?
- When you see lightning, count the seconds until you hear thunder
- **If this time is 30 seconds or less, STOP PLAY IMMEDIATELY!**
 - Just hearing thunder is a good backup rule to use to take cover
- Clear the fields and have all participants and staff seek shelter
 - Proper shelter is a fully enclosed substantial building
 - Enclosed vehicle with solid metal roof and metal sides is a second choice
 - Stay away from electrical appliances, corded phones, and plumbing
- **DO NOT HOLD METAL OBJECTS OR STAND UNDER TREES**

FOLLOW-UP – All Club and Staff Members

- Wait 30 minutes after seeing the last lightning flash or hearing thunder before you return to normal activities
 - **IF YOU ARE NOT SURE, STAY IN THE SHELTER!! BE CONSERVATIVE!**
- If playing conditions are unsafe, games will be canceled and/or postponed
 - Check for standing water, slick softball bases, debris and limbs on the field.
- **DO NOT JEOPARDIZE THE PARTICIPANTS' SAFETY!**
- Activities should be cancelled on an hourly basis, not necessarily for the entire day/evening

Facility Inspection

In cooperation with Facility Operations staff, each club shares 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 the Sport Clubs Coordinator as soon as possible.

V. Budgets and Allocations

Sport Clubs Budget

The purpose of a budget is to establish a sound financial record for club activities. Once the budget is created, it is used as an instrument to plan for future events, provide an accurate historical record for new officers, and finally, as a means to determine to what extent support is needed in the form of an "Allocation." Funding is provided by the Department of Recreational Sports through Student Government to support four major areas:

1. FEES
2. EQUIPMENT
3. TRAVEL
4. PERSONNEL

Applying for an Allocation

Clubs can request a budget in the Spring semester for the following school year. Beginning and ending dates for spending money will be established by the Sport Clubs Office. The budget request is divided into four major categories: Fees, Equipment, Travel, and Personnel. A detailed list and justification of what the money will be used for should be submitted as part of the overall budget packet. Budget packets, along with directions for completing, them will be explained at the first Officer Training in the Spring semester. Deadlines for submitting the packet will be given at that meeting.

All Clubs must present their budget to the Sport Clubs Council, in addition to their written request. After the presentations, the Sport Clubs Council will determine individual club allocations as a recommendation to the Sport Clubs Coordinator.

Types of Budget Items

Fees

This budget line does not roll over to the subsequent year, and cannot be combined or transferred to another line. This budget line is used to pay for local, regional or national governing body fees and/or dues for the entire club – not for individual club members.

Equipment

This budget line does not roll over to the subsequent year, and cannot be combined or transferred to another line. This budget line is used for equipment only. Facility rental can also be paid from this line. The Equipment Order form needs to be filled out completely (including a fed ID#). After the form is submitted and approved, the Sport Clubs office has to receive a purchase order. Then the Sport Clubs Senior Secretary will order the product(s) and make delivery arrangements with the vendor. Upon the Sport Clubs office receiving the equipment, a check will be processed by the university and sent to the vendor. Do NOT order equipment without a purchase order and expect to be reimbursed.

***You CANNOT buy t-shirts or trophies with equipment funds. However, these items may be purchased with money from the Foundation Account or Outside Revenue.

Travel

This budget line does not roll over to the subsequent year, and cannot be combined or transferred to another line. This budget line is used for tournament entry fees, vehicle rentals, gasoline, road tolls and hotel (incidentals not included). **Due to the expense of airline tickets, airfare will not be funded with SG allocated funds. Only Outside Revenue and Foundation Account funds can be used to cover the cost of airline tickets.** Food CANNOT be paid for. These funds are REIMBURSEMENT only. NO CHECKS WILL BE ISSUED IN ADVANCE. You must turn in all receipts, and the hotel receipt must be itemized. Never spend personal money and expect to be reimbursed without prior written approval.

Personnel

This budget line does not roll over to the subsequent year, and cannot be combined or transferred to another line. This budget line is used to pay for coaches, instructors, or judges who are working with the club during regular practices or as a one-time guest instructor. A limit of \$1200 will be allocated to a club for a given fiscal year. This money may also be used to pay for referees and officials when a club hosts an event. Additional payment may be made using Outside Revenue or Foundation Account funds.

Foundation Account

- This line rolls over from year-to-year and includes all money received in the club's name via donations.
- These are typically tax-deductible donations made by parents, friends, alumni, or businesses.
- Funds in this area may be used for equipment, travel, coaching, food, trophies, and t-shirts. **ALCOHOL MAY NOT BE PURCHASED WITH THESE FUNDS.**
- The same procedures for accessing Department-allocated funds apply to Foundation

Outside Revenue

- This line rolls over from year-to-year and includes entry fees collected when hosting events, t-shirt and memorabilia sales, car washes, group work, yard clean-ups, candy sales, and restaurant promotions. Please clear ALL fundraising ideas with the Sport Clubs Coordinator
- The same procedures for accessing Department-allocated funds apply to Outside Revenue
- Clubs generating money through fundraising efforts must deposit these funds into the club's Outside Revenue with the Sport Clubs Office during the first business day following the event's conclusion.
- These funds should never be deposited in a personal bank account or kept in one's private residence. In the case of a weekend event, it is highly recommended that clubs make arrangements with the Sport Clubs office to secure the money in the office safe. If the office staff is unavailable or logistics do not allow for safe deposits to be made, clubs should take due care of money by locking it in a secure place. In either case, all money must be delivered to the Sport Clubs office the first business day following the event.
- Clubs should inform the Sport Clubs office if a deposit must be made during a weekend-long event.

- During an event, all entry fees, t-shirt sales and other financial transactions must be properly documented via receipts, log book, or cash register. The Sport Clubs office has cash boxes, receipt books, and money bags for usage.
- Proper financial documentation via receipts, log book, or cash register must accompany the outside revenue deposits.
- This money may be used to acquire equipment for the club, pay for fees, officials, travel, and food. NO OTHER MEANS OF HANDLING THESE FUNDS IS PERMITTED. ALCOHOL MAY NOT BE PURCHASED WITH THESE FUNDS.

Procedure for Accessing Funds

Travel

These funds are used for payment of event entry fees and travel expenses such as gas, tolls, vehicle rental, and hotel. **Due to the expense of airline tickets, airfare will not be funded with SG allocated funds. Only Outside Revenue and Foundation Account funds can be used to cover the cost of airline tickets.** Never spend money without prior written approval of the Sport Clubs Coordinator and the Student Government Treasurer. Submitting a request does NOT mean approval.

TWO WEEKS PRIOR TO TRAVEL DATE

- a.) A Travel Form needs to be completed by the club Treasurer.
- b.) There must be a waiver on file for each individual traveling. If there is no waiver for one of the individuals traveling, the entire Travel request will be denied.
- c.) After verifying that all travelers have waivers on file, see the Sport Clubs Coordinator for approval of your travel funds. Once the travel has been approved it will be processed.

WITHIN 5 DAYS OF RETURN:

- d.) Entry Fee Receipt with signature of host-school representative. If you do not use this receipt, you must obtain a receipt from the school that charged the entry fee on school letterhead.
- e.) ALL original receipts with name of payee written on the top of the receipt. Please turn in all receipts together from the entire trip.
- f.) An expense report will be generated by the Sport Clubs office and will require the signature of the person being reimbursed.
- g.) Reimbursement checks will be available for pick-up at the Sport Clubs Office.

***For a more detailed checklist of what documentation is required as far as receipts, please see the [Travel Reimbursement Checklist](#)

Equipment

The Equipment Order Form is used to purchase equipment or facility rental only. All equipment purchased becomes property of the University of Florida. The delivery instructions must state that the equipment is to be delivered to the Sport Clubs Office at the SWRC. If equipment must be picked up locally, arrangements must be made with the Sport Clubs office staff to have the items picked up. **You cannot be reimbursed for equipment that has been purchased without prior authorization. Purchases must be made through the university procedures.**

Please provide the following information on the Equipment Order Form.

- a.) Full name of business
- b.) Contact name
- c.) Street address (full)
- d.) Federal ID number
- e.) Phone and Fax number
- f.) If first time business with UF, we will need a Consulting & Professional Worksheet.
- g.) Supporting documentation (copy pages from a catalog or web page)
- h.) Club contact information needs to be complete.
- i.) Description needs to be complete and legible (we have to be able to read this information or it will not be processed.)

- j.) This must be pre-approved by the Sport Clubs Coordinator before your request can be processed.

Fees and Officials

In order to pay governing or sanctioning body fees, clubs must submit invoices in advance of the time they need to be paid. Simply contact the Governing Body, have them fax or mail an invoice for the "league dues" to our office for payment. Do not hold onto an invoice and expect to turn it in "whenever you get a chance". Also, our office cannot pay these costs on a reimbursement basis. It is recommended clubs contact their governing body early in the school year and have the invoice sent to our office.

***The University does not pay for any individual's governing body fee, insurance, or application for promotion.

Coaching

All coaches and instructors must complete the Independent Contractor Release and Contract prior to their annual involvement with the club. If a coach is to start working with the club on September 1st, the contract should be turned in 3 weeks prior to that date. Similarly, if the coach/instructor is for a one-time special event, the Independent Contractor Release and Contract should be turned in 3 weeks in advance of the event. All coaches must have a valid driver's license and social security card.

When payment of officials, judges, or tournament directors is necessary for an event, Independent Contractor Release and Contracts must be submitted to the Sport Clubs office at least 3 weeks prior to the event. If it is determined a sufficient amount of officials are not "on contract" in advanced time, the event will be cancelled. If the payee is a University of Florida employee (student employee or full-time staff), he/she must inform the Sport Clubs office as an "Additional Compensation Form" must also be completed.

This form is not meant to include Travel costs for the one-time instructor. If a club wishes to pay for a guest instructor or event official's travel costs (lodging, car rental), contact the Sport Clubs office.

Outside Revenue and Foundation

A club's Outside Revenue or Foundation Account can be accessed in the same manner as indicated in each of the aforementioned budget lines. Any and all expenditures a club wishes to make with Outside Revenue or Foundation Account funds must still be pre-approved. Please see the previous section on how to properly document and deposit funds that are meant for Outside Revenue or Foundation Account.

Outside Accounts & Charging Dues

University of Florida Sport Clubs are not permitted to charge membership dues or maintain funds in off campus checking accounts. This is University policy and Student Government law. There will be NO exceptions to this rule. Sport Clubs at UF are funded by Activity and Service fees. Activity and Service fees are paid by all students so additional dues would constitute double billing. Student Government is responsible for allocating A&S funds. Clubs are encouraged to conduct fundraising activities to help defray the cost of participation. The revenue from fundraising activities is to be deposited in the club's Outside Revenue.

VI. Fundraising

Fundraising, though not required, is critical in order for a club to offset expenses not provided through its annual budget provided by the Sport Clubs Council.

Hosting special events have proven to be a consistent and successful means of raising money. Car washes, monetary or product donations from local businesses, and t-shirts sales are a few other suggestions. Bake sales

and raffles are banned by University Policy or deemed illegal by state law. Any functions that involve the sale of alcohol are also against University policy.

All money earned from any fundraising activity (t-shirt sales, entry fees, etc) must be deposited in the club's Outside Revenue. Monetary donations from alumni, parents, businesses, etc are tax-deductible and should be deposited in the club's Foundation Account.

If an organization chooses to stage an event on campus, which is not a Recreational Sports facility, it must first complete a "Program Planning Form" with the Center for Student Activities & Involvement (located on the 3rd floor of the Reitz Union). All money collected for the activity (entry fees, t-shirts, etc) must have receipts. All money spent must be documented with receipts as well. Fee paying University of Florida students cannot be charged for on campus seminars or similar functions. A "Program Planning Form" must be filled out after the program. Consult the "Hosting an Event" section of this handbook for more details.

Sponsorships are permitted if conducted appropriately. A business may wish to sponsor an event hosted by a club either through donating t-shirts or providing other equipment. Businesses may NOT capitalize on the event through naming rights, banners placed on location, or the sale or giveaway of products or coupons. Sponsoring businesses may place their logo on T-shirts or other items the club has decided to sell for fundraising. A banner may be on location that states "Gator Club Invitational, with special thanks to XYZ business". A banner naming only the sponsor without mention of the host club is not permitted. If an organization is interested in sponsoring the club as a whole, it may do so through giving special discounts, listing its logo on T-shirts, and/or recognition on a club banner. Sponsors may not express sole ownership over or contracted benefits with a Sport Club.

All revenues generated must be deposited with the Sport Clubs office the business day immediately following the conclusion of the event. Those funds will be deposited into the club's Outside Revenue or Foundation Account. Inform the donor that he/she may receive an income tax credit for their in-kind donation. The offering of a student discount can be considered a charitable donation. Please consult the Sport Clubs office to insure that all transactions are conducted in such a way that both the club and the donor receive the maximum benefit.

The sale of t-shirts has seldom proven to be a dependable fundraiser. There are so many shirts available on campus that people can be extremely selective in their purchases. Clubs have avoided debt by taking pre-orders for shirts before any purchases are made. Once again, revenue must be deposited in the club's Outside Revenue or Foundation Account, whichever one is applicable.

Fundraising requires time, effort, and creativity. Some untapped resources at the University of Florida include gifts from alumni and former club members. Before undertaking any type of fundraising campaign, please consult with the Sport Clubs Coordinator to ensure that all efforts are conducted in a proper manner.

VII. Practices Times, Special Event Requests, and Equipment

Practice Times

Regular facility and practice times for Sport Clubs use are limited by the Department of Recreational Sports. To reserve practice times and facilities each club should contact the Sport Clubs Coordinator near the end of the Spring semester. Each club will request their summer and subsequent academic year schedules at this time. These are ONLY REQUESTS. There is no guarantee your club will receive what it has requested. There are many clubs who request practice times and facility space. The goal of the Sport Clubs Coordinator is to equitably accommodate all clubs – not just what is convenient for one club.

It is the club's responsibility to request the needed times and facilities. Once the club receives confirmation of the requested time, the practice time is a binding agreement between the club, the Sport Clubs Office and the Division of Recreational Sports. If practice should be canceled for any reason, a club officer must contact the Sport Clubs Office as soon as possible. If the club is negligent by either not using their practice time or canceling too many practices, with or without notification, the club will be asked to stand before the SCC where the club's future practice hours may be in jeopardy.

Special Event Requests

Requests for special events such as league games, tournaments, and seminars require a Facility Request Form. In addition, a "Special Event Game Plan" must be completed and discussed with the Sport Clubs Coordinator and Graduate Assistant.

The Facility Request Form must be filled out completely and returned to the Sport Clubs Coordinator **at least three weeks prior** to the event. However, it is highly recommended clubs begin the process as soon as it knows it wishes to host an event. In addition to requesting a facility, clubs should begin the process of contacting potential traveling clubs and any needed officials and/or judges at least 6 months prior to the event.

All facilities are reserved on a first come, first serve basis. Other campus organizations reserve the facilities as well, so it is very important to get your request in as soon as possible. Three weeks advanced notice may be too late, so plan ahead. The office will take reservations up to one semester in advance.

Field Marking

Clubs may request field lining for on-campus facilities as part of their Facility Request. If the maintenance staff cannot accommodate the request, or if the event is off-campus, contact the Sport Clubs Coordinator to check out a field liner, measuring tape and spray paint.

CLUBS SHOULD NEVER LINE -- UVS FIELD, SW FIELDS or MAGUIRE FIELD without prior approval. Certain types of paint will damage the grass.

Equipment

Each club must prepare and maintain an inventory of all the club's equipment. Annual verification will be conducted between the clubs and the Sport Clubs office.

All awards earned by teams and/or individual sport club participants will become property of the University of Florida, and made available to the general club membership immediately upon receipt. Equipment or cash awards cannot be retained by individuals, and must be used to support the entire club. All equipment must be inventoried and all cash awards must be deposited in the club's Outside Revenue account. The rationale is that the club operates as a UF sport club and is funded by student fees provided by student government.

Exception: T-shirts, hats, individual ribbons or certificates may be retained by individuals. Team trophies may be housed in the private residence of a team member but should be passed on to the club or brought to the Sport Clubs office upon graduation.

VIII. Marketing

Advertisement

Limited advertising is provided for free to all Sport Clubs. Fliers, copies, and signs can be made and distributed through the Rec Sports Marketing Office. If a club wants to design their own fliers and distribute them, they must follow the proper guidelines per the University regulations. All such materials must credit Student Government and the Division of Student Affairs.

The Department of Recreational Sports has a full service Marketing Office at the clubs disposal. The Marketing/PR Department can provide clubs:

- Flier design and distribution
- Tournament Brochure design
- Press Releases
- Event Media Coverage
- Event Planning

The services are free to clubs but some restrictions may apply depending on job size and time lines. Fliers are done on a weekly basis. Tournament brochures, press releases etc. may take up to two weeks notice. Plan ahead and utilize this free service.

Designing Your Own Fliers

The Sport Clubs Coordinator must approve all fliers before distribution. No flier may ever have any reference to alcohol at any event.

All fliers must have the following statement:

Recreational Sports is funded by Student Government and is a department of the Division of Student Affairs – *Educating Leaders for a Global Community*

When creating fliers be sure to include the required information listed above, the name of the event, the club, the day and date (Monday June 6), the time (6PM - 8PM), location of the event and a contact name complete with an e-mail address and phone number. After designing your flier you can make copies at the Sport Clubs Office.

Posting Your Own Fliers

All fliers must be posted only on official bulletin boards. Fliers are can be distributed to several on-campus locations, including SWRC, SRFC, residence halls, the Reitz Union, and campus bulletin boards.

Fliers may not be posted on walls, trees, car windshields, or other prohibited areas. Your flier must have required information.

IX. Event Management

Hosting an Event

All events hosted by Sport Clubs, whether on campus or off campus, must be approved by the Sport Clubs office as the sponsoring and responsible University department.

Hosting an event - game, match, seminar, tournament - is one of the most popular functions of any Sport Club. However, there are a number of policies and procedures that must be followed to ensure that all events meet University standards. The best way to insure compliance and quality is to stay in constant communications with the Sport Clubs Coordinator throughout the planning, implementation, and evaluation phases.

Prior to the Tournament

Facility Reservation

Securing the facility is the first responsibility in staging any event. Facility reservations are booked on a first come, first serve basis and must be done through the Sport Clubs Coordinator. Reservations for the following facilities are made in the Sport Clubs Office: any outdoor field, Florida Pool, Florida Gym, Southwest Recreation Center and the Student Recreation and Fitness Center. The various facilities at Lake Wauburg can be reserved by calling 466-4112. It is strongly recommended that you consult with the Sport Clubs Coordinator before attempting to reserve facilities for any on-campus event.

Paying Officials, Referees, Judges, Instructors, Police/Security and other Personnel

When payment of officials, judges, tournament directors or any other personnel is necessary for an event, Independent Contractor Release and Contracts must be submitted to the Sport Clubs office at least 3 weeks prior to the event. If it is determined a sufficient amount of officials are not "on contract" in advanced time, the event will be cancelled. If the payee is a University of Florida employee (student employee or full-time staff), he/she must inform the Sport Clubs office, as an "Additional Compensation Form" must also be completed.

Charging Entry Fees

If you are intending to charge some type of entry fee for the event, please note that fee paying University of Florida students cannot be charged to participate in on-campus activity. Contact the Sport Clubs Coordinator for a full explanation of this important policy. You must maintain accurate complete records of ALL financial transactions concerning your event -- before, during, and after. Use a receipt book to maintain an accurate financial record.

The recommended procedure for receiving any pre-paid entry is to have it sent directly to the Sport Clubs office. Make sure the mailing address is indicated in any pre-event correspondence to potential teams or individuals.

Event Marketing

Marketing can be the key to a successful event. No one will attend if no one knows about it. Many sports governing bodies publish event calendars that can be very helpful in planning and scheduling. Others make available mailing lists to their members. Such lists are an excellent means of marketing an event.

The Recreational Sports Marketing/PR Department can be a huge asset to clubs planning anything from small events to large ones.

The pre-event planning phase should also include a pre-event meeting with the Sport Clubs Coordinator, Marketing/PR coordinator and the Sport Clubs graduate assistant.

Special Equipment Needs

The purchase of any special equipment, including t-shirts and trophies, is essential to planning an event. The turnaround time between ordering and delivery of items purchased with A&S funds can be extensive. Please plan accordingly!!!

The SWRC Equipment Room may have items that can be useful for a club's event. Any UF student with a valid Gator 1 card can check out coolers, cones, corner flags, tape measures and other sporting goods. The SWRC Equipment Room is typically open evenings and weekends. However, equipment will be reserved on a first come, first serve basis. Once again, planning ahead can insure you get the items needed.

Athletic Trainers

Depending on the sport or activity, Graduate Assistant athletic trainers may be needed for your event. The Sport Clubs office will coordinate coverage, but keep in mind when choosing a date for your event, that the availability of the AT's may determine if your event can be approved. The AT's will be scheduled to arrive 30 minutes prior to the event start time. As a courtesy, we ask that your club provide lunch and refreshments since in many cases the AT will be at your event for several hours. We also ask that the club provide its own athletic tape if athletes which to have taping done by the trainers.

Maps and Directions

One final note on pre-event preparations -- always include a map to the special event's particular venue on any off campus publicity. Finding Hume Field can be a difficult task for people not familiar with the facility or field.

Day of the Tournament

Setting-Up

It goes without saying that the day of any major event is a hectic one. Someone from the club should be on site well in advance of the scheduled starting time and conduct a comprehensive safety inspection of your venue and benefit set up.

Some clubs prefer to set up the night before. This is a very efficient use of time, especially if you have an early start time or extensive preparation needs. Clubs that choose to do their set up the night before need to make those arrangements with the Department of Recreational Sports when they are making their facility reservations. Safety inspections should still be conducted the morning of the event.

Registration Tables

In addition to safety inspections, a club should also set up the check-in/registration table. The following items need to be a part of all registration tables:

- Change (ones and fives)
- Participant waiver forms
- Receipt books, sales log, cash register, or money bag.

Receipts must be written for all money that changes hands. This includes T-shirts, entry fees, or other fundraising items. These receipts are more for University accounting purposes than the people paying the entry fees. The Department of Recreational Sports has a cash register, which can be used in lieu of writing receipts.

Off-Campus Participants

Off campus participants should sign a Sport Clubs liability waiver before competing. This includes any and all traveling clubs or individuals who participate in a Sport Club event on campus. Many sports governing bodies have their own liability waiver forms for a sanctioned event. Both these and the UF document should be used. Off campus participants must be informed that the University of Florida DOES NOT carry any type of accident/health insurance. Any injured participant will be responsible for any and all medical expenses they may incur.

After the Tournament

Event Accounting and Summary

Financial documentation should be completed ASAP. Receipts and other records should be delivered to the Sport Clubs office the **first business day** following the conclusion of the event. Clubs should also write an evaluation for their history file. This will greatly assist the operation of the event in future years.

Some Things to Remember when Planning an Event

- Reserve your facility early.
- Utilize your sport's governing body's resources in scheduling and marketing.
- Consult with the Sport Clubs Coordinator and Graduate Assistant frequently. Don't be afraid to ask any questions.
- Keep accurate records.
- Require all your members to contribute their time and effort.
- Receipts must be kept for all purchases. Write receipts for all entry fees, t-shirts, and other money received.
- Arrive early the day of the event and be prepared to stay late. Do not risk the safety of participants in order to complete an event. (i.e., lightning, rain, fight)
- Remember that the Recreational Sports staff (full-time, GA's, trainers, building supervisors) will be on site during your event and are there to help.
- Be punctual and timely.
- Put as much effort into clean-up as you put into the other more enjoyable aspects of the event.
- Complete all financial reports ASAP.
- Utilize all available resources (Rec. Sports, UPD, Office of Student Activities) at all stages of your program.

X. Travel Safety – taken from the UF Student Activity Center Handbook (online edition)

Almost all organizations plan some type of travel. Statistically, traveling is one of the most risky things you can do. Over forty-five percent (45%) of all traffic fatalities in 1992 involved an intoxicated or alcohol-impaired driver or pedestrian. The US Department of Transportation estimates that 240,000 accidents are caused by drowsy drivers every year, and that falling asleep behind the wheel may cause up to 10,000 fatalities a year.

Student organizations often need to travel to conferences, tournaments, or field trips. As we become more "liability conscious," students should be aware of their liability in traveling as well as the various alternatives available. An example will illustrate the liability questions. Members of the Verbose Speakers Team were traveling to a verbosity tournament when their privately owned van, driven by a student team member, skidded off the road into a ditch. Several of the team members were injured in the accident. Is the driver solely responsible for the injuries? Is the team responsible? The University? Should individual team member's health insurance cover their own injuries? These are the types of questions facing student group members when they travel with their organization.

The following plan has been designed to offer University of Florida student organizations a guide to follow when planning, organizing, and implementing programs or other activities that involve travel requirements (i.e., conferences, competitions, retreats, etc.). This plan provides information and procedures that will assist you in planning off campus functions in a safe manner. Leaders of all organizations intending to travel should be trained in travel risk management and emergency procedures. For advice and preparation on travel procedures please contact the Sport Clubs office.

Preparing for the Trip

Prepare a travel list containing names of all people traveling, departure and arrival times, the destination, a general itinerary, phone numbers at location and cell phone number of participants in the van (not only for the traveling student to reach the university, but also for friends or family who may need to reach the traveling party). This list is to be given to a minimum of two people who . . .

1. Will be accessible during the trip's duration: Sport Clubs Coordinator, faculty advisor, a fellow student designated as the emergency contact, or other student or staff member familiar with the program as well as the persons traveling.
2. The traveling group should have a list of at least three contacts (e.g. advisors, fellow students not traveling) home and office phone numbers in order to notify them about any emergency situation. This should be the same people who have the participant list.
3. Signed liability waivers. Although a signed consent form does not necessarily relieve one from any liability, it does show the effort to inform participants of any possible hazards. The Office of Student Activities can provide waiver samples. The waiver form should also ask for disclosure of possible medical conditions that may affect a participant.
4. The vehicle to be used should pass a comprehensive safety inspection conducted by a qualified mechanic. In addition, the people driving the vehicle should also conduct a visual inspection to detect any obvious problems such as poor tire tread, burned out lights, or worn wiper blades.
5. Make sure you also have the following:
 1. Good, detailed map of the entire area to be traveled, including any possible alternate routes to accommodate unforeseen circumstances (construction, accidents, weather).
 2. First aid kit, flares, flashlights and batteries, safety warning device, extra oil.
 3. Cellular phone and number to emergency roadside assistance.
 4. Have the phone number and location of area hospitals of the destination, if possible. Recommended certifications for the activity e.g. first aid, water safety. CPR and First Aid certifications may be acquired through the American Red Cross. The Reitz Union Leisure Courses frequently teach these classes, call 392-1655 ext. 282 for class schedules or check the web www.union.ufl.edu/leisure.

GENERAL TRAVEL RISK MANAGEMENT PLAN

Each student organization should develop their own travel risk management plan. Below is an edited version of the risk management program checklist used by the OSA's TRiP Program. Respond to each question or comment and keep in trip planning folder.

1. Record the dates and times of the trip.
2. What are the activities planned (i.e., conference, outing, museum) and the itinerary?
3. What is the physical exertion level of the activity (i.e., beginning, intermediate, advanced)?
4. Know the skill levels required of the participants (i.e., do they need prior experience?).
5. What is the overall terrain of the area you have chosen to go to and are there any special hazards such as snow?
6. What weather and climate conditions should you expect in the area (i.e., rainy season, dry conditions in forests, hunting season, excessive heat)?
7. Determine the distances to be traveled; there should be at least two drivers for every 500 miles to be driven.
8. Plan the routes, hotels, and campsites you will be using. Consider secondary routes, and alternative campsites. (Note: a clearly marked map and a backup map are a must).
9. Plan the starting and ending times of major activities or events.
10. What is your mode of transportation: Rental van, bus, or personal cars?
11. Know the maximum and minimum number of participants who will be going on the trip to determine how many vehicles are needed.
12. Do a safety check on the vehicle.
13. Ensure all drivers have a valid driver's license and have the reputation as safe drivers.
14. Verify current certifications and experience needed to staff the activity (i.e., CPR/First Aid and extensive knowledge driving in the area you're traveling).
15. Establish the policies and procedures to use during emergency situations (i.e., carrying waiver forms, insurance and emergency contact numbers for participants).
16. Know the types and amounts of equipment you will bring on your trip and check equipment before you leave.
17. Plan the dates, times, and agendas of pre-trip meetings.
18. Share lists of clothing and equipment required of participants.
19. Plan how you will work with the group to have control of trip (buddy system, messages).

Before the Trip Check List: At Least One Month Before

1. Get cost estimates for all reservations, rentals, gas, etc.
2. Submit to Sport Clubs office for approval and arrange for encumbrance of funds.
3. Schedule a pre-trip meeting with club members who will be attending the trip.
4. Make reservations with hotels, car rental companies, outfitters, vendors, campgrounds, etc.; record reservation numbers, date they were made and to whom you spoke.
5. If SG funded, submit Travel Forms to Sport Clubs office. Make copies for folder.

Week Before Trip

1. Review itinerary and call participants or other organization members to remind them about pre-trip discussion at your meeting. Hold pre-trip meeting to gather any needed information from participants (i.e., insurance policy #, signing of liability waiver, health issues), provide details and answer questions. Discuss the alcohol & drug policy, itinerary, dietary needs, risks involved, the activity.
2. Plan a buddy system to make sure no one gets lost.
3. Inventory first aid kit and vehicle emergency kit.
4. Confirm reservations with hotels, outfitters, vendors, campgrounds, etc.
5. Confirm reservations for transportation.

The Day Before the Trip

1. Check road and weather conditions for trip.
2. Pick up vehicle, do a visual check of lights, tires, etc. and check all fluids.
3. Load van or trailer: equipment, first aid kits, maps, alternate routes. (Making sure that they are accessible if there is an emergency).
4. Finalize an emergency contact list for Sport Clubs Coordinator and/or faculty advisor or local contact to hold during trip. Include the date of return, the trip leaders and participant names, cell phone and phone numbers at the trip destination.

Day of Trip

1. Do a participant roll call. Make sure you have everyone's insurance, waiver and phone number (who to be contacted if there is a problem) information.
2. Put trip folder containing participant information, copy of liability waivers, insurance numbers, medical conditions, and directions maps, phone numbers of destination, emergency numbers, and cell phone numbers of other vans (if applicable), etc. in van.
3. Double check maps, alternate routes and cellular phone, if available.
4. You're off! Record the mileage of vehicle before departure. Drive safely at or under speed limit. (Note: For both vehicles and trailers, trailers are rated at not more than 55 mph).

Post Trip

1. Record mileage after trip
2. Unload & clean out van.
3. Notify advisors of safe return.
4. Return vehicle/keys and receipts.

Types of Vehicles Listed below are the basic means of traveling available to student groups and the advantages or disadvantages associated with each.

1. Personal Automobiles: The most flexible and possibly least expensive method, with fewer arrangements necessary. The individual driver is responsible for passengers who may have limited control over their driver's actions. Drivers should carry their own insurance to cover liability. While private automobiles provide a very cost effective means of transportation, there are disadvantages to this means of transportation. Liability issues must be considered. Be sure that:
 - a. Individuals traveling in private vehicles understand that it is at their own risk.