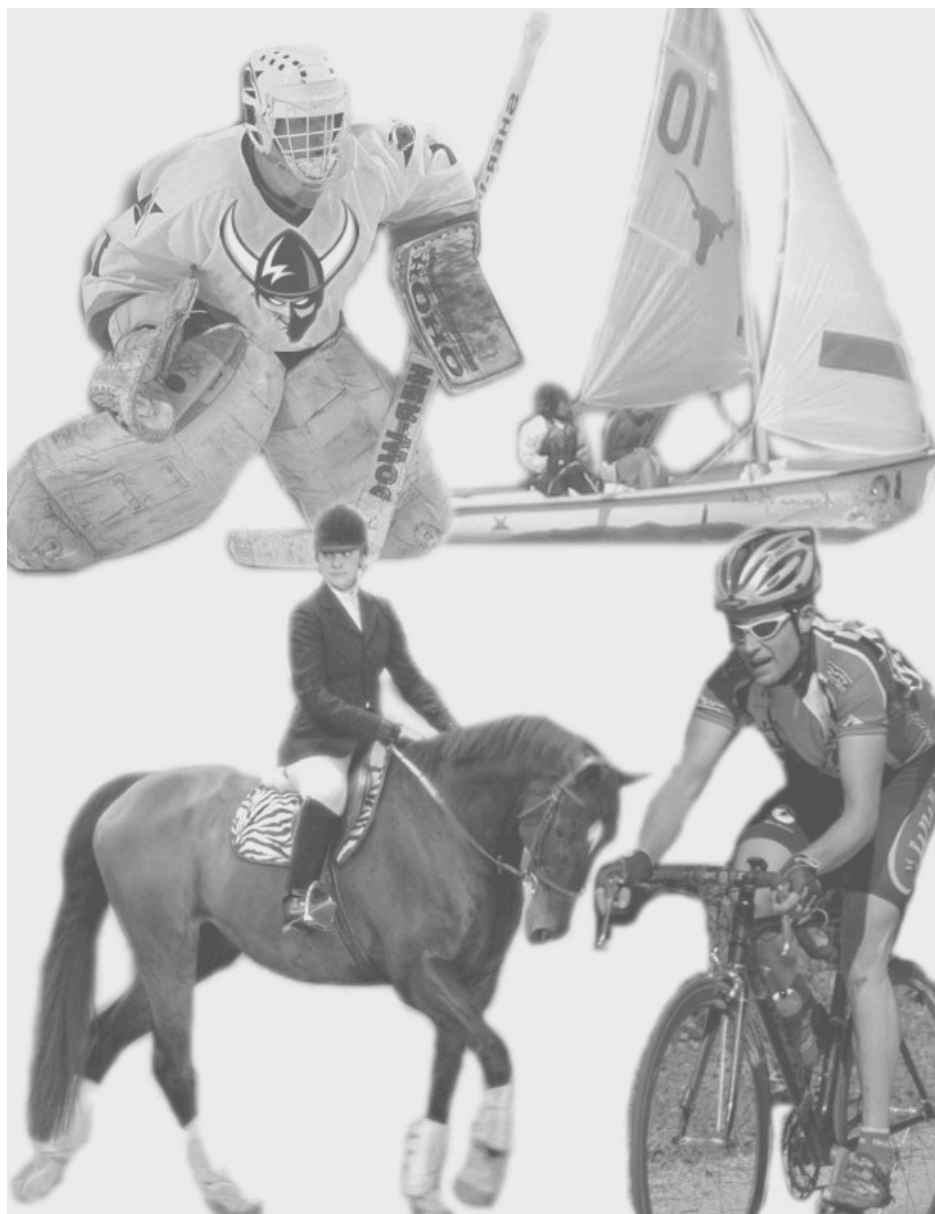


## SPORT CLUB REFERENCE HANDBOOK



# Sport Club Reference Handbook

---

## Sport Club Mission Statement

The Sport Club Program at Western Washington University exists to promote student leadership development through group participation. This is achieved by fostering competitive sport club teams lead by the students who participate in them. Campus Recreation Services is committed to providing resources to campus community members as they strive to attain their goals both academically and through their sport club involvement. Western currently offers 21 sport clubs including baseball, men's crew, climbing, cycling, equestrian, fencing, ice hockey, judo, men's lacrosse, women's lacrosse, men's rugby, women's rugby, sailing, swimming, tennis, men's ultimate, women's ultimate, women's volleyball, women's water polo, water skiing, and wrestling. Sports clubs are distinguished as student-initiated and student-run programs that allow many opportunities for leadership and decision-making. Sports clubs are allotted a small budget from Western but raise funds primarily by team dues, fundraising efforts and donations. Each club sport has a set of eligibility requirements and verification procedures for national competition and members are responsible for knowing and understanding the contents of the Sports Club handbook. This handbook includes information on membership and eligibility, sportsmanship and conduct standards, club accounts (state/foundation), finance and risk management, sponsorship, travel and transportation, volunteer service requirements, equipment, and required forms. Ninety percent of club membership must consist of full-time Western students and operations of the club must be by student membership.

## Philosophy Statement

The philosophy within Campus Recreation Services is to develop and support a student focused Sport Club Program. This philosophy is consistent with the structure of the teams being lead by current students. Campus Recreation staff exist to assist whenever needed for the clubs. There are rules and guidelines set forth for the sport clubs by Campus Recreation Services to adhere to as these teams serve as representatives of the university. The administrative staff and the leadership teams for each club has enhanced the opportunities for the campus community to enjoy and participate in recreational activities. The Sport Club Program relies heavily on student initiative, enthusiasm, organization and financing to make the program successful. Campus Recreation Services considers its role as advisory in nature with the purpose of fostering growth in student involvement and leadership.

Campus Recreation Services, under the umbrella of the Department of Student Affairs, is responsible for providing recreational services and programming to the students, faculty and staff of the Western Washington University community. Sport Club teams and their members are representatives of the campus community by participating in local, regional and national competitions. Each year teams travel all over the country competing in their sport discipline as Western Washington University Viking student athletes.

Sport Clubs are student organizations run by, and for, students. Although many clubs allow faculty, staff, and alumni, as well as community members, to participate, operations of the club must be by student membership. Ninety percent (90%) of all Sport Clubs must consist of full-time Western Washington University students. Some teams also have their own coaches that are responsible for practices and instruction, however the main decisions of the team for travel, apparel and other items exist as responsibilities of the students involved with the teams.

Sport Club leadership participation opens doors for students to develop leadership skills while they're involved in recreational and social interaction with others who have the same interests. Campus Recreation Services continuously provides development opportunities for not only students involved in leadership positions, but for all participants in the Sport Club system. Each team have their own culture associated with the sport they compete in and the university which they attend creating unique opportunities for social inclusion. It also allows students to have a more competitive athletic experience while attending Western.

A determined effort is made to create an environment where students can develop their own goals and ideas and create their own programs within the larger structure of Sport Clubs, Campus Recreation Services and the University. Another essential goal for sport clubs involved in competition is to be recognized as a legitimate athletic team outside the structure of the intercollegiate Athletic Department.

# Table of Contents

---

<b>DATES AND DEADLINES</b> .....	<b>5</b>
<b>STAFF ROLES AND CONTACT INFORMATION</b> .....	<b>6</b>
<b>CURRENT SPORT CLUBS</b> .....	<b>6</b>
Forming a New Club.....	8
<b>MEMBERSHIP &amp; ELIGIBILITY</b> .....	<b>9</b>
Registrar Verification .....	9
Academic Eligibility .....	9
Student Membership.....	9
Associate Membership .....	10
Coaches, Instructors, Consultants.....	10
<b>SPORTSMANSHIP AND CONDUCT STANDARDS</b> ..	<b>ERROR! BOOKMARK NOT DEFINED.</b>
Branding Identity .....	11
<b>ORDERING TEAM APPAREL</b> .....	<b>11</b>
Branding .....	11
Ordering.....	11
Uniforms and Equipment.....	11
Nike Ordering Processes .....	12
Athletic Code of Conduct .....	12
Hazing.....	13
Probation .....	14
Motion for Probationary Review.....	14
Non Probation Decision.....	14
Probation Decision.....	14
Sport Club Websites .....	15
Team Development.....	15
<b>SPORT CLUB ACCOUNTS (STATE/FOUNDATION)</b> .....	<b>16</b>
State Funds .....	16
Allocations .....	16
Matching Funds .....	17
Foundation Account .....	17
<b>FINANCE MANAGEMENT</b> .....	<b>18</b>
Fundraising .....	18
Donations .....	18
Cash Handling .....	18
Entry and Registration Fee .....	19
Expenditures .....	19

Outside Personnel.....	19
Annual Report.....	19
<b>SPONSORSHIP .....</b>	<b>20</b>
<b>ALL ABOUT TRAVEL.....</b>	<b>22</b>
Travel Authorization.....	22
National Travel.....	23
Hotels.....	23
Travel Expenses.....	24
Reimbursement.....	25
<b>TRANSPORTATION.....</b>	<b>25</b>
Authorized Drivers.....	25
University Vehicles/ Rental Vehicles.....	25
<b>VOLUNTEER SERVICE REQUIREMENTS .....</b>	<b>26</b>
Proposal Submission and Approval.....	26
Finding Volunteer Opportunities.....	26
Confirmation.....	26
<b>EQUIPMENT .....</b>	<b>27</b>
Inventory.....	27
Equipment Purchases for Club.....	27
Selling Club Goods.....	27
<b>RISK MANAGEMENT.....</b>	<b>28</b>
Insurance.....	28
Physical Examinations & Health.....	28
Acknowledgement of Risk & Hold Harmless.....	28
Medical/Health Insurance Provided By Participant.....	28
Proof of Insurance.....	28
Participant Responsible for Their Own Liability.....	28
Life Insurance Provided By Participant.....	29
<b>PAPERWORK EXAMPLES AND PENALTIES.....</b>	<b>29</b>
Penalty Details.....	29
Hold Harmless.....	29
Travel Authorization Form.....	29
Travel Roster.....	29
Competition Results Report/Press Releases.....	29
Facility / Equipment Request Form.....	30
Injury Report Form.....	30
Registrar's Player Certification Form.....	30
End of the Year Report.....	30

## Dates and Deadlines

Event/Document	Date/Deadline
Leadership Training	Weekend before 1 <sup>st</sup> day of school (September 21 <sup>st</sup> )
Coaches Meeting with Assistant Director of Sport Clubs	Prior to first competition
Monthly Leadership Meeting	1 <sup>st</sup> Tuesday of Every Month at 5pm, Council Meeting is 2 <sup>nd</sup> Tuesday of Every Month
Hold Harmless Forms	Must be turned in before team member can participate in ANY games or practices (2 <sup>nd</sup> Friday of each quarter)
Driver's Authorization Forms	Prior to driving for any event or competition for the team
Volunteer Proposals	Prior to Volunteer activity, Volunteer plans for the year no later than November 1
Travel Authorization Travel Roster	Two weeks before date of travel 48 hours before team travels – if late, no reimbursements will be given
Updated Roster	Every quarter or when there is a change
Field Request	Within 2 weeks of expected date, note that field space will be granted based on availability
Annual Report	May 28
Purchase Forms	3-4 weeks prior to the items being needed, must have coordinator approval for reimbursement
Coaches Forms	By first practice with coach
<p>*Failure to meet these deadlines may result in disciplinary action*</p> <p>Fines for missing any meeting is \$50 first offense, \$100 second offense, \$150 third offense, etc.</p> <p>Fines for missing paperwork is \$50 first offense, \$100 second offense, \$150 third offense, etc.</p> <p>Fines for not turning in Annual Report or turning in late is \$200</p> <p>Fines for not having paperwork in for coaches on time is \$100</p>	

## Staff Roles and Contact Information

The Assistant Director for Sport Clubs serves as the official representative of Campus Recreation Services and supervisor of the Sport Club Program. In the absence of the Assistant Director for Sport Clubs, the Associate Director of Campus Recreation has full authority.

Assistant Director for Sport Clubs Clark Cripps 360-650-4191 Clark.Cripps@wwu.edu  Men's Rugby	Sport Club Liaisons 360-650-2780 <a href="mailto:wwusportclubs@gmail.com">wwusportclubs@gmail.com</a>		
	Haley Lannom Men's Lacrosse Equestrian Sailing Cycling Tennis Women's Water Polo Fencing	Hanifah McGovern Women's Rugby Men's Crew Women's Ultimate Water Ski Wrestling Climbing Volleyball	Jessica Wilcox Women's Lacrosse Baseball Hockey Men's Ultimate Swimming Men's Water Polo Judo

## Current Sport Clubs

Baseball	Men's Crew	Cycling	Equestrian
Fencing	Ice Hockey	Judo	Men's Lacrosse
Women's Lacrosse	Rock Climbing	Men's Rugby	Women's Rugby
Sailing	Swimming	Tennis	Men's Ultimate
Women's Ultimate	Women's Volleyball	Men's water polo	Women's Water polo
Water Ski	Wrestling		

### Club Binders & Other Resources

Each Club has a binder located in the Sport Club office in the Wade King Recreation Center. These binders need to remain updated and are done so through constant communication between each club and their respective liaison. Referencing this binder along with keeping backup documents is the most efficient way of keeping your club organized and up to date. They are available during regular business hours, however they are to remain in the Sport Club office at all times for record keeping purposes.

All resources for Sport Club teams are available on the Campus Recreation Services website: <http://www.wwu.edu/campusrec/sportclubs.shtml>. There are sample documents for every administrative process that Sport Clubs and their leadership will need throughout the year. These include the Leadership Contact for all Sport Clubs, required member forms, roster and schedule forms, travel forms, volunteer planning, and other miscellaneous forms and documents.

## Sport Club Council

The Sport Club Council serves as the representative body of the Sport Club Program. Council representatives are nominated by teams and approved by the Assistant Director for Sport Clubs. Terms are one academic year, but may be renewed at the discretion of the Assistant Director for Sport Clubs. The Council has jurisdiction over all Sport Clubs and their members. The Council exists to facilitate the successful operation and development of the Sport Club Program. The Sport Club Council rules on matters of tier delegation, budget, club standing, amendments to the constitution, and other related Sport Club Program issues including judicial review. Each club representative serving on the Council must be a full-time student at Western and in good academic standing.

All Council members must be present at a Council meeting to ensure the integrity of the Council. Each Council member is entitled to one official vote on matters of the Council. Sport Club liaisons also serve on the council and are entitled to one official vote on matters of the Council. Other team members and coaches are welcome to attend Sport Club Council meetings as non-voting observers. The Assistant Director for Sport Clubs, Assistant Director of Programming, and Director of Campus Recreation will serve as a non-voting Council member with the authority to veto Council decisions. Any decision by the Council will be released to the clubs at the following Sport Club meeting, which is also when the decision will take effect, assuming it has been approved by the Management team of Campus Recreation Services.

### Sport Club Council Meetings

Regularly scheduled meetings of the Council are held the 2<sup>nd</sup> Tuesday of each month, during fall, winter and spring quarters. Special meetings may be called at the discretion of the Assistant Director for Sport Clubs. One-week notice will be given to clubs if a special meeting is called. Minutes will be taken at all meetings to provide any information that other members of Sport Clubs may make inquires about.

The Sport Club officers are invited to attend all Council meetings, but it is not a requirement. All meetings will be held in the Conference Room of the Wade King SRC. **Unexcused absences** by Council members can result immediate dismissal from the Council.

### Sport Club Council Members Responsibilities

- The Sport Club Council consists of members from the Sport Club teams nominated then approved of the by the Assistant Director for Sport Clubs.
- The officers are responsible for attending SC Council meetings in conjunction with the Assistant Director for Sport Clubs.
- Nominations may be made by or to the Assistant Director for Sport Clubs prior to the first meeting and will be accepted from the floor during the meeting.
- Candidates running for office will be given the opportunity to address the Council. Officers are selected by majority vote of the Council.
- Elected members will serve one-year terms, effective from the time of selection, until the next year's selection.
- The members of the council or Assistant Director for Sport Clubs may call special elections to fill emergency vacancies.
- Council members are encouraged to interact with other Sport Club teams and their members to determine if there are any outlying issues within the program they would like address
- Sport Club participants are also encouraged to lobby to the Sport Club Council for issues they would like to have address in the Council meetings.

**\*The duties of the Executive Board are defined in the previous statement, however there may also extended duties at the request of the Assistant Director for Sport Clubs.**

## Forming a New Club

If you have an interest in forming a sport club that does not already exist at the University, you may attempt to create one by taking the following steps. It is the policy of Campus Recreation Services that we do not offer duplicate competitive teams for sport disciplines. This means if there is a varsity team for a specific sport we no longer will support creating a sport club team in that discipline.

### Step 1 – Contact Assistant Director for Sport Clubs

Contact the Assistant Director for Sport Clubs located in the Wade King Recreation Center Office complex. Tell the Assistant Director for Sport Clubs what your Sport Club idea is. The Assistant Director for Sport Clubs can also be reached via telephone at (360) 650-4191.

### Step 2 – Provide Roster

One must provide the Assistant Director for Sport Clubs a roster with at least **10** members that would be interested in joining your new club.

### Step 3 – Proposal to Council

After the Assistant Director for Sport Clubs has approved your idea and roster, one must then present to the Sport Club Council. Included in the presentation must be a statement as to why this club will be beneficial to the University Club Sports Department, and the students participating in the club as well. Be sure to demonstrate the ability of competition in the area (ie: Baseball competes in the NCBA, which is comprised of over 120 teams with 4 other teams in WWU's league). Sell yourself as to why it is necessary to take your club on.

### Step 4 – Council Majority Vote

After the presentation the Sport Club Council will take a vote to see if the proposed club is right for Western Washington University and the Sport Club Department. The vote will be of a majority in which 51% will have the vote.

\*If you have any other questions or concerns feel free to contact the Assistant Director for Sport Clubs!



## Membership & Eligibility

---

Membership and participation within Sport Clubs must be free of discrimination based on race, religion, sex, age, national origin, or disability. Each club constitution must contain a statement to this effect. Beyond the preceding restriction, each Sport Club may set their specific membership requirements. For example, individual leagues or divisional rules set membership restrictions in some clubs. The philosophy of the Sport Club program is to provide opportunities to the entire university community. Sport Clubs are not permitted to restrict the number of individuals allowed to join. However, limitations may be imposed on membership due to lack of facility space and time. In addition, it is recognized that only a part of the membership can realistically participate in competitive contests. It is the responsibility of each club to develop a fair and equitable method that accommodates the desires and ambitions for competition of club members. Methods can include tryouts if there is a specific limitation on the number of members for a competitive team. In most cases, if club competition is of an intercollegiate nature, then Associate Members will not be allowed to compete. Whereas, if a club is competing against a city team, or informal club, the eligibility rules may be flexible enough to allow Associate Members participation. All club members are eligible to participate in club training sessions and other activities not specifically regulated by the association/league rules. Teams can also develop necessary protocol in their constitution to assess any conflicts that may arise between or because of team members; these protocols can end in dismissal from team as long as that team member is compensated for their dues.

### Registrar Verification

The Assistant Director of Sport Clubs is responsible for submitting paperwork to the Registrar's Office for registration verification. Each Sport Club will need to provide participating team roster with a description of what is needed by the governing body for qualification to participate in National or Playoff competition. For verification to be completed by the Registrar's office Sport Club participants must supply their W#, legal name and signatures, for each participant they need verified. They also need to supply the Registrar's Office with the paperwork required by each governing organization of their respective leagues. Each student's signature is an acknowledgement of release of their academic information to verify them to compete. To ensure that the verification gets done by the time the students compete, please turn in your paperwork within 3 business days of when the forms are needed. You should turn these forms directly into the Assistant Director for Sport Clubs and give email notification within 24 hours of when you will be submitting the paperwork.

If you have any further questions or need further clarification, contact the Assistant Director for Sport Clubs. These verification forms must be turned into the Assistant Director for Sport Clubs who will then take them to the registrar's office. No team should turn in their registrar verification directly to the Registrar's Office, they will only be excepted through the proper channels.

### Academic Eligibility

To participate in Sport Club activities for any team students must be in good academic standing with the University. Any student on academic probation or warning is not eligible to compete in Sport Club activities. A student who completes a quarter under a 2.0 GPA will go on academic probation and is immediately ineligible. A student with an accumulative GPA under 2.0 will be restricted by academic warning and not eligible for Sport Club activities. Sport Club leadership is responsible for communicating with the Assistant Director of Sport Clubs about any team members that could be in violation of the academic eligibility rules. If a member continues to participate while under academic probation or warning puts the Sport Club team in violation. The first violation is a warning. The second violation is a fine of \$50 to the Sport Club's Foundation account. The third violation is a fine of \$100 and any other violations after that within an academic calendar year could result in probation or suspension for the Sport Club team. The Assistant Director of Sport Clubs will contact students directly to inform them of academic ineligibility. It is the student's responsibility to inform their Sport Club team or leadership.

### Student Membership

All registered undergraduates and graduate students at Western Washington University are eligible for membership in any Sport Club. Only full-time students in good academic standing may serve as club officers. In addition, since student fees support the Sport Club Program, Western students have membership priority over associate members. Students on

academic or disciplinary probation are ineligible for membership in any Sport Club. Participating student members in the Sport Club program must also provide insurance information to be eligible to participate.

### Associate Membership

Any member of the university community with valid campus identification can choose to become a Sport Club member. This includes faculty, staff, alumni, Whatcom Community College students, Bellingham Technical College students, Northwest Indian College students, and members of the community. All participants must be at least 18 years of age. **The associate members can only make up 10% of the club's membership.** These members are required to have valid insurance and sign the roster. Associate members are required to follow the same protocol while representing Western Washington Universities and Campus Recreation Services as written in this handbook. Participating associate members in the Sport Club program must also be able to provide insurance information to be eligible to participate.

### Coaches, Instructors, Consultants

Because of the nature of a specific club and the level of competition, coaching may be a major responsibility necessary for the continued success of the club. However to stay within the mission of the Sport Club program these teams are student run and student lead. Any coaching position for a Sport Club team is considered a volunteer position, **NO SALARY** or reimbursement is provided other than for directly incurred expenses (i.e. gas costs during competition travel). The agreement to the coach does not imply employment by Western Washington University or Campus Recreation Services. If a club wishes the services of a non-student coach, members should seek an experienced individual who possesses the technical knowledge of the sport and the ability. The résumé of the coach, Campus Recreation Services information sheet and a copy of the agreement between the club and the coach must be submitted to the Assistant Director for Sport Clubs. All non-student coaches must fill out the Volunteer Information sheet to be kept on file with Human Resources. The club's constitution must outline the roles and responsibilities of the coach or instructor. The section should list expectations; coach evaluations, the agreement made between the team and coach, and reasons the coach could be terminated. All coaches must submit a Volunteer's Hourly Time Record each month. Seasonal coaches are also expected to comply as above. The coach/consultant is to be involved only with coaching the team in practice and competition, all other administrative duties are solely the responsibility of the students of the Sport Club team. Here is a list of the expectations for non-student volunteer coaches in the Sport Club program:

#### This includes:

- Teaching techniques to develop and improve skills.
- Determining practice schedules with officer approval and input.
- Providing a plan and course of action for the safety and risk management of club activities.
- Providing proper supervision.
- Being a role model of appropriate conduct and sportsmanship to club members.
- Establishing relevant exercises.
- Ensuring that ground, facilities and equipment are free from hazardous conditions, and are in proper working order.
- The coach/consultant must be aware of, and follow, university procedures. The officers should schedule an appointment with the Assistant Director for Sport Clubs if they have questions the team captain cannot answer.
- Coaches and consultants must provide evidence of personal medical and liability insurance coverage by completing the Acknowledgement of Risk and Hold Harmless form before involvement.
- The policies regarding travel with the club should be stipulated in the contract of agreement between the coach and the club officers. This contract should state whether there is to be any reimbursement of funds in regards to hotel and transportation.

This does NOT include:

- Directly seeking funds or sponsorships for the club without consent from the team.
- Influencing use of club funds for any types of purchases.
- Determining which individuals are on the team roster unless they provide a facility for practice, then safety of the team members is at their discretion of the facility manager or coach.

For clubs that have them, coaches/consultants are required to meet with the Assistant Director for Sport Clubs at the beginning of each academic school year, or prior to their involvement with the team if they are hired seasonally. This will be a time for the Assistant Director for Sport Clubs and coaches to discuss issues that come with coaching a Sport Club and review the expectations and rules regarding their role/s with each club.

At the close of the year/season, club members are asked to turn in an evaluation of each coach to the Campus Recreation Services for a performance review.

Sport Club members select the coach, instructor, or consultant, with approval granted by the Assistant Director of Sport Clubs. Therefore team officers or leaders at any time can dismiss a coach, instructor or consultant at any time during the year. If the coach is dismissed, a dismissal letter must be sent. However, before the dismissal letter is sent by the Assistant Director for Sport Clubs, the team will be required to inform the coach or coaches. The club may then begin to search for a new coach. The club must provide a copy of the coach agreement, explanation letter, and dismissal letter to the Assistant Director for Sport Clubs. Campus Recreation Services has an obligation to protect the club. If, in the Assistant Director for Sport Clubs' opinion, the coach, instructor or consultant is not working in the best interests of the club, he/she will be relieved of all duties.

---

## Branding and Ordering Team Apparel

---

### Branding

As a sport club you are a representative of Western Washington University and the Vikings and are required to identify as such. All uniforms must fit into university standards for printing and design including color and logos. Your team may identify itself under another name, but all gear purchased with sport club funds must represent your team as Western Washington University Vikings.

### Branding Identity

Upon recognition as a certified Sport Club, the club will be recognized as a Western Washington University Sport Club team in affiliation with the respective club title. When using the name of the university, the club is responsible to comply with the rules and regulations of the Sport Club program. As a representative of Western Washington University, club members have an obligation to conduct themselves and their organization in accordance with Western's Student Rights and Responsibility Code (the code can be found at <http://www.leg.wa.gov/WAC>). Sport Club members should exhibit the highest standards of sportsmanship and act in a mature and responsible manner both on and off the field. In respect to the legacy of internal team names within the Sport Club program, teams are allowed to use team nicknames internally. This may include team nicknames or logos on such items as apparel. For example the WWU Women's Rugby team has the nickname "Flames" and may use this as an identifier of the team internally. However when competing or marketing externally as the Sport Club team they will be recognized as WWU Women's Rugby without the internal team nickname. This is expected for all league paperwork, publications, websites or any other external representation of the Sport Club team.

### Ordering

The process for ordering anything through sport club accounts is overseen by the Assistant Director for Sport Clubs. All purchases must be made from approved vendors and through the Assistant Director for Sport Clubs. If a team makes a purchase without approval from the Assistant Director to Sport Clubs or makes places the purchase themselves they will have to pay for the items out of pocket.

### Uniforms and Equipment

The steps to successfully ordering uniforms and equipment are as follows:

1. Formulate a budget break down of the items that you wish to purchase. Be as detailed as possible.
2. Set up a meeting with the Assistant Director for Sport Clubs to get your budget and items approved.
3. Once a team's purchase has been approved by the Assistant Director for Sport Clubs, teams may contact the vendor and get an invoice for the purchase.
4. Submit the invoice to the Assistant Director for Sport Clubs for payment

## Nike Ordering Processes

The sport club program has a contract set up with Nike. Nike has options for shoes, warm-ups, uniforms and accessories. If your team is interested in ordering gear through this contract there are set steps to placing your order.

1. Set up a meeting with the Assistant Director for Sport Clubs to look through the Nike catalog. Come prepared with ideas for what you want to order, there are a lot of options and you will need to limit your search.
2. Set up a spreadsheet or list detailing the amount and description of each item that will be ordered. (See Appendix for examples)
3. If you plan to have a design printed or embroidered on the apparel the artwork must be approved by the Assistant Director for Sport Clubs and the printing must be set up with the screen printer or embroiderer prior to placing the order.
4. Submit the order to Assistant Director of Sport Clubs including the detailed spreadsheet and the approved artwork.
5. Allow 2-3 weeks for gear to arrive and more for printing artwork.

# Sportsmanship and Conduct Standards

---

## Athletic Code of Conduct

When visiting another campus, club members are expected to respect local regulations and authority. The same standard holds true for teams being hosted on Western's campus. It is the responsibility of the Sport Club team officers to monitor and control situations to avoid potential behavioral problems. Students are expected to respect University rules and federal, state and local laws. Some of the areas of misconduct specific to Sport Clubs include, but are not limited to, the following examples:

- Falsification of registration information.
- Utilization of University facilities without prior authorization.
- Misuse of motor vehicle.
- Misuse of state or foundation budgets.
- Failure to keep accurate budgeting records. Misrepresentation of budget and spending records. Using budget money without prior approval or using of club money for non club activities.
- Failure of the club officers to fulfill designated responsibilities.
- Failure to abide by the University non-discrimination policy.
- Failure to file roster and insurance information with Assistant Director for Sport Clubs before starting any team practices.
- Furnishing false information to the University with intent to deceive.
- Physically abusing or intentionally inflicting severe emotional distress upon another member or non-member of the University community, whether occurring on or off campus. This includes rituals for new members in any form.

- Theft, malicious destruction, damage, or misuse of University property or private property whether occurring on or off campus.
- Possession or use of intoxicants, illegal drugs, and/or alcohol on campus, or during sanctioned club activities off campus (including abuse of prescription drugs). Under no circumstances may alcohol or drugs be in a motor pool or sport club vehicle. This includes the entire duration of any travel authorization.
- Unacceptable behavior includes the use of obscene gestures, profane or disrespectful language, and intentionally engaging in or inciting participants and/or spectators to engage in abusive or violent action. **Violence or the threat of violence against any participant, official, team leader, or spectator at any sport club activity on or off campus. (This will result in immediate expulsion from the sport club program for a minimum of one year and referral to campus Student Judiciary Office.)**
- Any form of hazing or forcing members to participate in activities against their better judgment. Rituals that might bring harm to club members such as activities to initiate members for scoring or playing their first game are forbidden.

Any, or all of the above mentioned infractions can result in up to a two year suspension from University privileges or recognition for any Sport Club. Sport Clubs need to be aware that sexual harassment is in violation of university policy. Sport Clubs should also be aware that discriminating against persons with disabilities violates the Americans with Disabilities Act of 1990.

Sport Clubs and/or individual club members will face disciplinary action for inappropriate behavior while participating in any Sport Club related activity. The Sport Club staff and Sport Club Council may institute a variety of sanctions depending on the severity of the act of misconduct. After a meeting with club personnel, the Assistant Director for Sport Clubs may decide that the club will forfeit some or all of the following benefits:

- Campus Recreation services.
- Facility space for practice and/or competition.
- Participation at competitions off campus.
- Equipment privileges.
- Removal of officers or coaches from their positions.
- Removal of budget allocations.
- Probation period, the club functions under the rules and regulation of a probationary team.
- Loss of Sport Club status.
- Letter to the club national governing body, if applicable.
- Referral to the Office of Judicial Services for campus discipline

Sport Club activities are defined as:

Any function, contest, practice, or gathering involving members of the Sport Club, in an effort for or of the Sport Club, whether being social, competitive or otherwise.

All Sport Club members are also responsible for adhering to the Student Rights and Responsibilities Code along with Washington State Standards of Conduct. Sport Club members accused of violating the *Code* during any Sport Club activity can face disciplinary action from the University Judicial Office.

## Hazing

Hazing is defined as any act by members of a student club or individuals which endangers, or is likely to endanger, the mental or physical health or safety of a student, for the purpose of initiation, affiliation with, and as a condition for continued membership and/or participation in an activity, a group, or university organization. Hazing is defined as any activity that includes one or more of the characteristics described below:

- Activities that expose personal values to compromise or ridicule.
- Activities that abuse the trust a club is striving to build between its members and prospective members.

- Activities, which have no meaningful relationship to the objectives of the club.
- Activities that humiliate or subject individuals to circumstances with which they are not comfortable, or of which they are fearful.
- Violation of laws or the destruction or removal of public or private property as requested by a club.
- Activities, which interfere with academic pursuits or normal life functions.
- Some examples of prohibited activities are forced swallowing of uncommon substances, forced consumption of alcohol or drugs, excessive exercise, and sleep or sensory deprivation.
- Questions or complaints regarding hazing may be referred to the Assistant Director for Sport Clubs or Assistant Director of Programming.

## Probation

Violation of, or non-compliance with, University policies, campus regulations, Sport Club Council procedures, Sport Club Council standards or any policy outlined within this handbook may be subject to a probationary status or other disciplinary action.

\*Remember that the monetary allocation granted to each club is just that, an allocation provided by the University for the purpose of running the organization and may be frozen or confiscated at any time.

## Motion for Probationary Review

Clubs may be subject to a probationary review process if a motion is made by a Sport Club Leadership representative, any member of the Sport Club Council, the Campus Recreation Staff, or a member of the University Staff. Motions are to be made in private with the Assistant Director for Sport Clubs. The motion for probationary review is then brought to the Sport Club Council for an initial review. This process is to review the reasoning for a motion for probation and make a decision whether or not to pursue probation. During the Probationary Hearing a decision can be made to place a club on any of the club status tiers.

## Non Probation Decision

If the Executive Board decides **not** to pursue probation with the club in question the motion will be closed. No public mention is to be made regarding the motion after this point.

## Probation Decision

If the SC Council decides **to** pursue probation with the club in question the process will continue as follows:

- The Assistant Director for Sport Clubs will notify the club in question a minimum of 48 hours prior to any further action to allow the club time to review the motion and prepare for a hearing.
- Officers from the club in question will meet in a formal Probationary Hearing with the Assistant Director for Sport Clubs and the SC Council.
- This meeting will discuss the reasoning behind the decision to place the club on probation; allow the club officers with an opportunity to address the topic; and decide what Tier the club will be moved to.
- Probation will be effective immediately and be in effect for the remainder of the academic year.
- At the Annual Club Report presentation, prior to the Fall Quarter, the Assistant Director for Sport Clubs will review the probation status and come to a conclusion on what action to take.
- A club can be left at the same Tier level or be moved up or down.



# Resources as a Sport Club

---

## Sport Club Websites

One of the most effective tools a club has at their disposal is their Sport Club team website. The team websites are maintained by the Campus Recreation Services webmaster. Each club is responsible for maintaining updated information for their website each quarter. If a club has a privately run website, they may keep it as long as it is updated with current information and does not misrepresent the University as previously stated. To update or make changes to websites run through the University server teams can send requests to:

Kip Leonetti-Webmaster (360) 650-4883 [Kip.Leonetti@wwu.edu](mailto:Kip.Leonetti@wwu.edu)

### Acceptable Use

It is important for clubs to understand the website provided for them by the University must adhere to the University's Acceptable Use Policy.

### Marketing

A variety of marketing resources are available for Sport Club teams through the office of Campus Recreation Services. All designs for apparel or marketing for events must be approved through Marketing before being used to advertise for the Sport Club teams. Requests for apparel designs or marketing pieces can be made through the Assistant Director of Marketing in Campus Recreation Services. For the upcoming 2013-14 school year those requests can be made via email to:

Bob Hofstetter  
Assistant Director of Marketing  
[Robert.Hofstetter@wwu.edu](mailto:Robert.Hofstetter@wwu.edu)

### Promotional Opportunities

A variety for promotional opportunities exists on Western's campus. The Sport Club Calendar, Western Front newspaper, *KUGS campus* radio, Viking Union administration office (VU 206) and Campus Recreation Services are good resources for publicity.

The Western Front will cover important competition and events involving Sport Clubs. Clubs need to contact the sports editor to give the newspaper the information they will need to consider covering your club story. Each week the sport newsperson contacts the Assistant Director for Sport Clubs for up-coming events. It is strongly recommended that clubs keep schedules and records up to date with the Assistant Director for Sport Clubs so the Western Front is alerted to club activities.

KUGS can be a great resource for advertising throughout campus and the Bellingham community. The KUGS radio team will work with clubs to create information broadcasts or news spots.

The Viking Union administrative office (VU 206) is where you can make reservations for poster space, kiosk space or A.S. bulletin boards. This office must approve all posters hung in the campus poster areas. Residence Life poster areas and other campus poster areas are cleared through the Viking Union office. Questions about posters can be directed to 650-3452.

## Team Development

The Prevention & Wellness Services (PWS) department is a resource on campus that can assist with team development and cohesiveness in a structured format. The Lifestyle Advisor (LA) program within PWS provides peer educational programs that support team bonding while presenting information in a positive and safe environment. The Sport Club program utilizes a partnership with this office to create educational opportunities during Sport Club Leadership meetings. Topics covered

include Effects of Alcohol, Nutrition, Team Intervention, Hazing and other items related to the holistic education of the students involved with leadership for Sport Clubs.

## Sport Club Accounts (State/Foundation)

---

Self-support is an essential principle of the Sport Club Program. Requiring clubs to earn a portion of their budget assures that members take an active and serious interest in the continued existence of the club. The responsible management of funds received from dues, student fee allocations, donations, and fundraising events is critical to the successful operation of a club. Club officers are responsible to work with the Sport Club staff to ensure the financial stability of the club and the management of funds according to the University fiscal policy. Clubs are expected to maintain accurate records of all income and expenditures and to operate within an approved budget.

All purchases must be approved by the Assistant Director for Sport Clubs, regardless of the amount. Any purchasing over \$1000 will be run through the accounts payable department. Any purchase not approved will not be reimbursed. This includes any product that will be used by any member of the Sport Club for any and all Sport Club activities.

### State Funds

The Sport Club Program is part of the fund allocation process, which happens each spring through the S & A Fee Committee. These funds are available through the collection of student fees.

State funds are a restricted form of funding. These funds must be spent by June 1<sup>st</sup> or the funding will be returned to the general fund. No club may end the year with a negative budget amount. If your State Account is in the negative, funds will be transferred from your Foundation Account to bring the State Account back to \$0.

### Uses

- Travel reimbursements with proper documentation.
- Entry fees to team contests and tournaments.
- Team dues to league affiliations.
- Referee costs.
- Facility rentals for competition or practices.
- Team equipment (balls, goals, chalk, training tapes, mats etc.)
- Team operational costs and supplies (copies, paper/envelopes, room rental, etc.)

**\*The Assistant Director for Sport Clubs must approve all expenditures prior to use or there will be no reimbursement.**

### Restrictions

- Original receipts **required** for reimbursement.
- Receipts for reimbursement must be turned into the Assistant Director for Sport Clubs within two weeks of return from trips.
- No purchasing of food items.
- No purchasing of uniforms or give away items.
- All equipment bought by state funds is property of the state. These items cannot leave campus property without authorization from the Assistant Director for Sport Clubs.
- No items that will benefit an individual.
- No reimbursement or support to non-Western Washington University Club members.
- Without proper documentation of expenditure, there will be **NO** reimbursement.

### Allocations

In the spring of each year, every active club is required to create and present an End of the Year Report. This report will detail all the activities of your club throughout the prior year. As part of this report, each club will do a State Fund Allocation



Request. After hearing all of the reports, the Assistant Director of Sport Clubs will make determinations for each club's allocation for the upcoming year. Funding for each of the Sport Club will be based upon criteria including, but not limited to:

- Year-end budget reports and budget proposal requests received by each club in the spring.
- Value of the club to the University; how long the club has been active.
- Level of organization demonstrated by the club.
- Commitment to generating revenue through fund-raisers, donations, sponsorships and tournaments.
- Matching of state fund allocation by 50% through revenue generating activities.
- Number of active members.
- Previous year's allocation and allocation from S & A Fees in the spring.
- Operating costs, equipment, facility rental, league dues, travel.
- The compliance to the Sport Club program policies and procedures demonstrated by the club during the previous year.

\*Remember that the monetary allocation granted to each club is just that, an allocation provided by the University for the purpose of running the organization and may be frozen or confiscated at any time.

### Matching Funds

All Sport Clubs are required to match their State Fund Allocation at 50% of the full allocation by fundraising. This 50% match must be in the budget before June 1<sup>st</sup> or the following year's allocation will be cut from the previous year's allocation. This fund matching does not include club dues paid yearly by team members.

### Foundation Account

The foundation account is established for the banking of any funds not acquired through state sources. Clubs will primarily operate out of this account. The account is made available to clubs upon recognition by the Sport Club Council and funds may be carried over from one fiscal year to the next.

#### Uses

- Travel reimbursements with proper documentation.
- Entry fees to team contests and tournaments.
- Team dues to league affiliations.
- Referee costs.
- Facility rentals for competition or practices.
- Team equipment (balls, goals, chalk, training tapes, mats etc.)
- Team operational costs and supplies (copies, paper/envelopes, room rental, etc.)
- Team awards and banquets.
- Team uniforms, team building clothing, etc.
- Outside Personnel
- \*The Assistant Director for Sport Clubs must approve all expenditures prior to use or there will be no reimbursement.

# Finance Management

---

## Fundraising

The Assistant Director for Sport Clubs must approve fundraising events before the event occurs. All generated income by clubs must be accompanied with a written report on expenditures and revenue. Money generated during a fundraiser must be deposited into the clubs foundation account. Again, fundraising does not include club team players dues.

Deposits must be brought to the Campus Recreation Services office by 5pm the business day following the fundraiser. Misuse or the non-reporting of funds generated by the club will be subject to disciplinary action. Clubs failing to report any generated income or spending money without going through the proper procedures will lose their funding access.

The Assistant Director for Sport Clubs is available as a resource for developing alternative funding strategies. Funding of club activities is primarily the responsibility of club members. Successful operation of a Sport Club requires members who are active and willing to work. Clubs are encouraged to take advantage of every available option and avenue of assistance. Coordination with The Western Foundation, the Alumni Association, other administrative offices, clubs, and community groups can help to attract additional funds for Sport Clubs. Sport clubs may not raise funds through methods, or with activities, which are in violation of University regulations, state or federal law; nor may a club raise funds for financial gain of the individual members.

## Donations

Sport Clubs are strongly encouraged to solicit donations from various resources. These include: parents, club alumni, community members, business, etc. Clubs can contact the Alumni Office to ask for assistance in finding files on potential donors. To ensure that individuals donating receive the benefit of a tax deduction, a donation card should be sent with the club donation letter. Donation cards are available through the Western Foundation Office. The Assistant Director for Sport Clubs and The Western Foundation must approve all letters for donation and mailing list. All donations are sent to The Western Foundation for processing. Checks should be made to the Western Foundation, with the club name on the memo line of the check. These donations are automatically transferred to the teams account.

Donations should be sent to:

Western Washington University Foundation  
516 High Street—Old Main 445  
Bellingham, WA 98228-9034

## Cash Handling

When handling any cash related to a club, there are several steps that must be taken. These steps are crucial to your club's existence and are taken very seriously. The steps include:

- Whenever something is paid for, whether it is cash, check or credit, a receipt must be given to the person(s) at that time. Keep one copy for the club and give one to the person(s).
- After receiving payment your club has exactly **1 BUSINESS DAY** to turn in the payment. Please give the payment plus the original receipt to the Campus Recreation Receptionist, located in the Wade King Student Recreation Center
- Finally, be sure that the check is made payable to Western Washington University, with the name of the specific club in the Memo Line on the check.

## Entry and Registration Fee

Tournament fees, entry fees, and league dues need to be submitted to the Assistant Director for Sport Clubs as soon as possible and at least two weeks before the event. The entry form must contain information regarding the name of the tournament or entry deadline. It must contain the price of the entry and the name and location of where the check is to be sent. Affiliation membership dues for either regional or national affiliations should be submitted to the Assistant Director for Sport Clubs. The information needed to process the payment is the name, address of where the check is to be sent. The check will be sent directly to the affiliation, not to the team.

## Expenditures

The club officers, particularly the treasurer, should be aware of the procedure outlined in this section for the expenditure of funds from the state and foundation accountants. Each club treasurer is to ensure the club operates within an approved budget. The club treasurer must approve all team expenditures. All club expenditures and reimbursements must be done through Campus Recreation Services. The procedure for using club funds is explained in the following section. Any questions regarding expenditures should be directed to the Assistant Director for Sport Clubs. (For travel reimbursements see the section on travel.) No equipment, materials, facility rental or services can be purchased without the approval of the Assistant Director for Sport Clubs. Equipment purchased before approval or with personal funds cannot be reimbursed.

## Outside Personnel

Clubs must pay outside personnel using funds from the Foundation account. Clubs should submit a complete job description, mailing address, social security number, and signatures for any persons being reimbursed for services. This form must be on file with Campus Recreation Services before the individual provides any service to the club, otherwise, the individual will not be paid from club funds. Campus Recreation Services prefers to pay referees, officials, judges, etc., through their affiliated associations, with one payment per quarter. Clubs should submit the times of service for each individual on the form.

## Annual Report

Each club is responsible for submitting an Annual Report at the end of the academic year. This report is used by the Sport Club Staff during the budget allocation process for the coming academic year. Prior to the Fall Quarter each club will have a maximum of 20 minutes to present their reports from the previous year. They will also present on the goals and objectives of the Sport Club team for the upcoming year for the Sport Club Leadership members, Assistant Director for Sport Clubs, Assistant Director of Programming, and Program Manager. Clubs must turn in both a hard copy and e-copy (either by email or disk) to the Assistant Director for Sport Clubs at the time of their presentation.

## Sponsorship

---

Teams are encouraged to approach off-campus organizations and companies as prospective sponsors of club activities. The Assistant Director for Sport Clubs must approve all sponsorships. Please let your sponsors know that you are not associated with Western Washington University Athletic Department. Clubs may offer potential sponsors the following benefits:

Sponsorship on a field or court during a tournament.

A display of the company logo or banner may be used at the playing area.

Company name, product name and logo are allowed on printed material (such as event programs or flyers) at a reasonable size, but not larger than the club name. In addition, sponsors may be acknowledged on club uniforms or T-shirts (subject to size restrictions).

Sponsors may be publicly acknowledged at home games.

Teams can give free tickets to home events.

Teams interested in seeking corporate sponsors should arrange a meeting with the Assistant Director for Sport Clubs. Before a company or corporation can be contacted for sponsorship, teams must get the businesses approved by the Western Foundation Office. When you know whom you want to contact, submit a list to the Foundation Office. All donations and contributions from sponsors must go through the Western Foundation.

### For Sale

Contrary to popular belief sponsorship is not a gift. A sponsorship is a **BUSINESS AGREEMENT**, which benefits both parties. Financial assistance without expectation of return of the part of a donor is PATRONAGE or TRUST or DONATION. Sponsorship on the other hand is an agreement where services, products, discounts or money is offered in return for promotion (generally) for the sponsor.

Western Washington University Sport Clubs actively seeks to attract large corporate sponsorship deals with suppliers of major goods and services which may be of great value to the Sport Club Council and which may reduce the individuals cost to play. Major sponsorships for products such as uniforms, medical supplies and minor equipment are currently being pursued. Therefore it is important for the Sport Club Council to ensure that the process of seeking sponsorships at club or corporate level is consistent, cohesive and well planned ensuring that at all times the integrity of the Western Washington University Sport Club brand is not compromised. It is doubly important that existing club sponsors are not put off through 'Ambush marketing' or by the signing of competitor sponsors. All sponsorship arrangements, regardless of whether its value or size, that are entered into by any member of the Sport Club is valued and all sponsors should be respected for the contribution that they make.

### Guidelines

All clubs seeking sponsorship are expected to adhere to these guidelines when considering approaching potential sponsors.

The guidelines include:

- Clubs have the authority to seek and negotiate sponsorship within these prescribed guidelines. They do not have the authority to offer the name of the University or Sport Clubs or Western Washington University Sport Clubs for use by a sponsor. Sponsorship advertising may contain the words "Western Washington

University (Sport) Club" as long as there is no suggestion that the sponsor or its product is supported, endorsed or approved by the Sport Clubs or University.

- Sponsorship by tobacco products is prohibited due to health legislation, community attitudes, Western Washington University Sport policy and the University's ban on smoking in all buildings.
- Sponsorship by breweries, wineries and distilleries is discouraged by the Sport Clubs due to community attitudes, WWU policy, health considerations and the link between misbehavior by sporting groups and over consumption of alcohol.
- No racist, sexist, or in any other way offensive material is to be printed on T-shirts, posters or other promotional materials associated with the club which may attract criticism or diminish the reputation of the Sport Clubs or University in any way.
- Clubs have no authority to enter into contracts or give undertakings which place an obligation upon the Sport Clubs, or offer the use of Western Washington University facilities, or give the sponsor any control over the affairs of the club. A Sponsors Register, identifying the sponsor and valuing in-kind and cash based arrangements, will be maintained and updated at least once annually by Western Washington University Sport Clubs. This register will be used as an information guide to prevent clubs approaching the same potential sponsor individually and to identify sponsor affiliations with clubs.
- Clubs intending to enter into any sponsorship proposal which links, both directly and/or indirectly, Western Washington University Sport Clubs to the sponsor and /or where potential contravention of the any of the above guidelines must be approved by the Assistant Director for Sport Clubs before any agreement is entered into.
- Examples where prior approval is required include but is not limited to:

A sponsors name/brand being posted on a clubs uniform, web site, display signage, promotional items and stationery. Where the potential sponsor is already affiliated to another WWU sports club or where the potential sponsor may directly compete with a corporate sponsor either at Western Washington University Sport Clubs or Western Washington University Athletic Department.

## All About Travel

---

Sport Clubs will need to travel to games, tournaments, scrimmages, and practices throughout the year. The state budget is primarily intended to assist clubs with travel expenses. In order to be reimbursed for travel costs, clubs must follow the travel regulations and procedures outlined in the handbook. Off campus, travel requires advance planning; clubs are advised to plan. Last minute travel will not be approved. Allow at least one month to process out-of-state travel if the team is playing and two weeks for all other travel.

### Travel Authorization

Club representatives must get approval and coordinate travel arrangements with the Assistant Director for Sport Clubs. The Assistant Director for Sport Clubs will work with each club to schedule air travel reservations, motor pool vehicles, rental cars and lodging. Clubs that make unauthorized reservations will not be reimbursed. Washington State, Western Washington University and the Campus Recreation Services regulate club travel. Clubs are responsible to follow all policies and procedures of these institutions. Only team members who have filled out the release of liability form and insurance form may travel with the team.

If a club is traveling overnight, or wants reimbursement for their travel, the club must complete a state travel authorization form. **The state travel form requires two weeks to be processed. A travel roster must be submitted 48 hours before any trip.** The Assistant Director for Sport Clubs approves the travel authorization forms for travel to be approved. Once the forms are complete, the club is authorized to travel as a representative of the University. Names on the travel roster must match the Official Roster, Release of Liability form, and insurance form. Travel without prior approval will not be reimbursed. Unapproved travel may result in the revocation of travel privileges.

Here are some things to remember when traveling:

- The Assistant Director for Sport Clubs must approve all travel in state and out of state.
- State Travel Authorization forms must be filled out when traveling overnight and/or out of state. These forms must be submitted a minimum of two weeks in advance.
- Travel roster must be submitted 48 hours before the trip
- Plane tickets cannot be purchased until the travel authorization goes completely through the approval process.
- To be reimbursed for lodging the club must bring an itemized receipt from the hotel. The receipt must show room charges and the number of occupants per room, per night. Phone or other amenities used by the team while staying at the hotel will not be reimbursed. Ask the hotel for a Room Folio for each room stayed in.
- An itemized receipt and the car rental contract must be turned in to be reimbursed for out-of-state car rental
- Students that pay in advance for lodging or car rental must make an appointment with the Assistant Director for Sport Clubs to complete reimbursement papers.
- If you use a personal credit card to pay for any travel expenses be sure to get a receipt itemizing your expenditures.
- A complete team travel itinerary must be submitted when going out of state.

## National Travel

A national travel fund is set up to assist club teams with travel expenses to national competition. Club teams can only access this loan account once during a fiscal year. Clubs need to apply for national travel funds through a Letter of Request, which is to be submitted to the Assistant Director for Sport Clubs.

Information to include in this letter of intention is:

- Team name and how many people will be traveling.
- Where national competition will be held.
- Nationals sponsoring school and contact person and telephone number.
- The team or individual record, qualifying your club for Nationals.
- Travel expenses, including an estimate of airfare, driving expenses, lodging, etc.
- Give a total amount the team is requesting.
- Give a copy of this letter to the Assistant Director for Sport Clubs.

## National Team Fees (Required)

Any team that qualifies to compete in Nationals, or participates in the National Tournament for their sport will be required to have all the participants on their team attending pay a National Fee. This fee will go directly into the Team's Foundation account and help to offset the costs. The teams have the right to name the cost of this National Fee as it pertains to their team, and the team's financial status. However there are required minimums for the National Fee. If a team is flying to Nationals, each player must pay a minimum of \$100. If a team is driving to Nationals, the minimum drops to \$50.

## Hotels

There are two options for hotel payment, you can place a Purchase Order with the hotel, and the hotel can charge the school after your stay, this works best in state. Or someone on your team can pay upfront and be reimbursed. A Travel Authorization must be filled out before a reimbursement can occur.

To place a Purchase Order:

**Many hotels won't take Purchase Orders, but we find hotels within the state and are nicer about it.**

Even those hotels that will bill us, will still require a credit card to 1) hold the room; 2) charge in case the Purchase Order invoice is not paid; 3) charge incidentals.

## Booking

When booking a room, with the intent to use a Purchase Order, have the following handy:

- Blank Purchase Form
- Dates of Stay
- Person staying in room
- WWU's billing address:  
WWU Accounts Payable; PO Box 29420; Bellingham, WA 98228-1420

Ask the hotel, at time of reservation, if they would take a Purchase Order # and direct bill us.

If the answer is yes, give them the Purchase Form # and WWU's billing address (invoices must come to Accounts Payable).

Remind them to reference the Purchase Form # on the invoice.

If they say this requires the creation of a direct bill account, ask for a contact and phone # for us to call to set-up such an account. Email that information to me, including the hotel name, and I can work with their business office to set-up an account.

Tell the hotel that the direct bill is for room fees only; incidentals should be charged to the credit card.

Before hanging up get these pieces of information:

- Name of the person at the hotel who you talked to

- Fax # of the hotel, for Purchase Orders
- Confirmation # for reservation
- Cost per room per night
- Amount of taxes to be added
- Total cost for stay

## Purchase Form

After reserving the room, fill out the Purchase Order completely, including budget authority signature, and mail to MS 1420 - ASAP (if possible, at least two weeks prior to stay).

The Purchase Form should include all of the following information:

- Section I should be marked "Purchasing", and filled in completely with Department Contact, et al.
- Section II should have the Travel Authorization web form # written in
- Section III should have the hotel name, address, phone #, and the name of the person you talked to
- Section V -- if the hotel has asked for a copy of the Purchase Order, mark the box "Requires Confirming Copy - Yes", and write in the Fax#
- Section VI should have:
  - Name of the person staying in the room
  - Dates of stay
  - Confirmation #
  - Cost of room per night
  - Number of rooms reserved
  - Amount of taxes to be added
  - Total cost for stay
- Section VII should have the budget string and signature of budget authority

## Purchase Order

The Purchase Order is a form only the department of Purchasing and the Travel Desk can create, based on the information on the Purchase Form.

If the Purchase Form indicates we should send a copy to the hotel, we will create a Purchase Order, and fax a copy to the hotel AND to the department.

## Checking In

The traveler should take a copy of the Purchase Order (which was faxed to the department), when they go to check in at the hotel. The hotel should be reminded that the Purchase Order is for the cost of the room (and related taxes/fees) only. Incidentals should be charged to the credit card holding the room.

## Invoicing

The hotel should send Accounts Payable the invoice, and, if it matches the Purchase Order, Accounts Payable will pay the bill.

## Travel Expenses

Club finances are limited; club members should be prepared to assume an equitable portion of trip costs. With prior approval, budget funds may be used for payment of private or state vehicle use, public lodging, entry fees and gasoline. Club funds cannot be used to pay for expenses such as food, entertainment, souvenir purchases, and repairs to personal vehicles and personal telephone calls. State regulations set the allowable amounts for lodging. **All reimbursements must be turned into the Assistant Director for Sport Clubs within two weeks of returning from the approved trip.** It is the responsibility of the club to divide other expenses among themselves. It is the responsibility of all traveling members to pay part of the outstanding travel costs. When submitting receipts for reimbursement, it takes about three weeks for processing. Reimbursements will be applied first to recipient's Student Account. If you have any outstanding charges in your Student Account, the reimbursement amount will be applied to that balance. If you have no balance in your Student Account, you will be mailed a check. For any questions regarding travel not mentioned in this manual, contact the Assistant Director for Sport Clubs.



## Reimbursement

In order to get reimbursed on anything there are a few things that each club member must remember. First, you must have a receipt from your purchase that contains the date, cost, and place in which the item(s) was purchased. Second, in most cases, to be reimbursed you must first speak about the item(s) in which your club wishes to receive with the Assistant Director for Sport Clubs. If you have a question about whether or not you need to ask the Assistant Director for Sport Clubs, then you need to ask the Assistant Director for Sport Clubs.

If a purchase is made in **excess** of \$75, a club team representative must see the Assistant Director for Sport Clubs to fill out the appropriate paperwork. For large amounts, there are two types of paperwork that may need to be filled out. The first is called the **Travel Expense Voucher** and the second is called a **Services/Reimbursement Form**. The Assistant Director for Sport Clubs will go through the process with a Club Representative and determine which form is correct for that particular situation. You should consult with your Assistant Director for Sport Clubs prior to making a purchase of more than \$75. Without the proper paper work, the University Travel Desk will not reimburse your sport club.

## Transportation

---

### Authorized Drivers

All drivers must have a valid driver's license, a good driving record (no more than two moving violations or accidents within the past year) and liability insurance. In the event that an unauthorized club member drives a vehicle on club business, the Assistant Director for Sport Clubs will impose a fine of 20% of the club's state funds. Club members are **not** to ride in the vehicle without approval. Clubs traveling on approved activities must limit their travel between 1:00am and 6:00 am; no driver may operate a vehicle for longer than ten hours without an eight-hour rest period. Multiple vehicle groups should travel together and adhere to the travel itinerary submitted to the Assistant Director for Sport Clubs.

### University Vehicles/ Rental Vehicles

Remember the following when using a campus/rental vehicle:

- Any damage to a state vehicle or to other vehicles or property, resulting from inappropriate or illegal use shall be the responsibility of the sport club. Check the van over before leaving campus for damage previously made. Please to not leave campus without reporting any damage, however small. Your club does not want to pay for others damage.
- All accidents must be properly reported to local police or the State Highway Patrol. It is the driver's responsibility to ensure that all appropriate reports are filled out and filed with police and the Assistant Director for Sport Clubs.
- **Driving at excessive speeds in a state vehicle is illegal.** The campus vehicles are marked as state property and citizens report misuse of state property frequently. If your driver does get a driving violation, it is up to the driver to pay for the infraction.
- Law prohibits use of alcoholic beverages or controlled substances while using a state vehicle by both passengers and drivers.
- Exhibiting behavior which would reflect unfavorably on Western Washington University or Campus Recreation Services is prohibited. This can include reckless driving, rude gesturing to other drivers and road rage.
- Vehicles will be maintained and returned in a clean condition. Any cost incurred due to violations in the maintaining of the rented vehicle will be paid for by the club.

### Private Vehicles

---

When rental vehicles are unavailable, or their use is not appropriate, teams have the authorization to utilize private vehicles of team members for club transportation. Gas costs for private vehicles can be reimbursed if proper gas receipts are turned

into the Assistant Director for Sport Clubs. The dates of travel on the gas receipts must coincide with documented travel dates. (For example: driver cannot fill tank the day after recorded date of return.) Gas receipts must be turned in within two weeks of return date.

## Volunteer Service Requirements

---

As we hope that the community will come out and support our clubs, we as a Sport Club Program feel it is important to support our community. The expectation with volunteer service is that teams participate in service as a whole and choose volunteer opportunities that benefit the community. Teams are to submit proposals of their intentions for volunteer service no later than November 1, 2013. These proposals will be reviewed and approved by the Sport Club liaisons. The amount of hours required for each team varies. Sport Clubs with over 20 active members on their roster are required to complete 200+ hours by the time end of year reports are due. If a Sport Club has less than 20 active members on their roster they are required to complete 150+ hours by the time end of year reports are due. Community service must be authorized before the event by team's respective Sport Club liaison. Volunteer hours that are from class assignments are not eligible for Sport Club hours. Also volunteer hours must be completed with 2 or more members from a respective team.

\*Failure to complete required volunteer hours will result in a \$100 fine to the Sport Club team.

### Proposal Submission and Approval

By November 1, 2013 a comprehensive proposal involving all future volunteer events and activities must be submitted to the Sport Club Liaison for approval. This proposal should include events and activities for the 2013-2014 season. This proposal should include time, location, sanctioning body, emergency contact at the location, and a brief description of what the activity will include for all events. If a Sport Club plans to volunteer before November 1, 2013 a proposal must be submitted at least 7 days prior to the start of the event or activity. Any activity or event that a Sport Club wants to volunteer in after the November 1, 2013 submission deadline will be dealt with on a case-by-case basis.

\*If a sport club receives any sort of monetary compensation for their time it is not considered volunteer hours.

### Finding Volunteer Opportunities

The Sport Club office has records of previous partnerships for volunteer service as well as a brief list of organizations pre-approved to partner with. Pre-approved meaning they are community organizations but the agreed service being done for them still needs to be proposed to the Sport Club Liaison and approved before volunteer service is completed. Your Sport Club liaison is a great resource for finding opportunities however they are not responsible for making the initial contact for your team, facilitating the details of your service, or following through with the completion of the event. It is each team's responsibility to pursue opportunities and make arrangements.

There are many opportunities to volunteer in Whatcom County. An excellent resource outside the Sport Club office is the Whatcom Volunteer Center website (<http://www.whatcomvolunteer.org/>). If you are having difficulties communicating with any of the organizations from the Whatcom Volunteer Center website, Katy Nydam is the Outreach Coordinator and an accessible resource. Her email is [katyn@whatcomvolunteer.org](mailto:katyn@whatcomvolunteer.org) and her phone number is 360-734-3055.

### Confirmation

For the day of volunteer service, team leadership must bring the 'Volunteer Event: Team Record' document and have all members sign in and log their time. At the end of the volunteer service the event supervisor from the organization needs to sign confirming the said people attended for stated hours.

\*This must be submitted within two business days of the service.

## Equipment

---

### Inventory

Clubs are responsible for maintaining an equipment inventory including all club equipment. The inventory records should list the item name, condition and quantity of each piece of equipment. Club inventory records will be audited throughout the year; notice of equipment audits is provided a minimum of 7 days prior. At the conclusion of the academic year clubs must include the inventory records with the Annual Club Report.

### Equipment Purchases for Club

All equipment that is needed by the club must be approved and purchased by the Assistant Director for Sport Clubs. For all purchases three quotes directly from possible vendors must be sent to the Assistant Director for Sport Clubs. Once quotes are received the Assistant Director for Sport Clubs and club will decide which vendor to purchase the equipment from.

When finding quotes, investigate reputable vendors which will take a purchase order number as proof of payment. Ask them to FAX an estimate to Campus Recreation Services at (360) 650-7394, with an attention to your club. You must get at least three estimates (from three different companies) for all equipment purchased. Purchase requests need to indicate the size, brand, color and quantity to ensure the correct equipment is ordered. After the Assistant Director for Sport Clubs receives a work order from the vendor with price totals, the vendor will be called and the order will be made based on the information given by the Assistant Director for Sport Clubs. It is the responsibility of the Assistant Director for Sport Clubs and the club to ensure that vendors have the correct billing and invoice information.

Invoices should be sent to:           Western Washington University  
  Accounts Payable: Administrative Services Building  
  P.O. Box 29420  
  Bellingham, WA 98228-1420

Deliveries should be sent to:       Western Washington University  
  Campus Recreation Services  
  1880 Bill McDonald Parkway  
  Bellingham, WA 98225-9098

Allow several weeks to process a purchase order. If a purchase request exceeds \$1000.00 dollars, Western's Purchasing Department must solicit bids, which may take up to 4-5 weeks. In addition, allow time for delivery of the equipment. Clubs are advised to assign one of their members to act as an equipment manager with the responsibility of issuing, maintaining, repairing, inventorying, and replacing the equipment and supplies purchased by the club. Records should be kept in the budget report of all purchases. Any equipment purchased utilizing State accounts becomes the property of Western Washington University and must be inventoried and stored as such.

### Selling Club Goods

Clubs may choose to resell some equipment (i.e. jerseys, apparel, etc.) at any time. Purchases for this equipment must come out of the clubs Foundation Account. All equipment is held by the Assistant Director for Sport Clubs and is given to the team once they provide the Assistant Director for Sport Clubs with a receipt for the purchase.

Purchases can be made in the Campus Recreation Main Office or directly to the team. For every item sold the purchaser must receive a receipt at the time of purchase.

## Risk Management

---

The safety of all participants, including club members, students, coaches, consultants, faculty, staff and alumni, is of the utmost importance and concern to the Campus Recreation Services and Sport Club Program. Campus Recreation Services attempts to protect and ensure a safe, positive environment for all participants. However, due to the nature of sport club activities, the possibility of physical injury exists. Club members, students, coaches, consultants, faculty, staff and alumni are encouraged to act safely and take precautions.

### Insurance

***Participants must have adequate medical/health and life insurance and be responsible for their own liability. No individuals will be allowed to participate in Sport Club activities or competitions without proof of insurance.***

### Physical Examinations & Health

The University strongly recommends that individuals have regular physical examinations before and during participation in Sport Club programs, and to avoid participation when feeling ill, physically injured or has other harmful health conditions. An individual Sport Club may establish a physical examination as criterion for membership, but the University assumes no responsibility for the health condition of participants.

### Acknowledgement of Risk & Hold Harmless

All sport club members are required to complete an Acknowledgement of Risk & Hold Harmless Agreement prior to participation. Copies of all Agreements are to be kept in the sport club's notebook in the Campus Recreation Office.

### Medical/Health Insurance Provided By Participant

Western Washington University does not provide medical and health insurance for the participants of a Sport Club program, so it is the participant's responsibility to obtain medical and health insurance as a dependent under their parent's insurance or by the participant's own insurance. **STUDENT HEALTH INSURANCE DOES NOT COVER INTERCOLLEGIATE COMPETITION.**

### Proof of Insurance

The Sport Club Program and Campus Recreation Services requires club members to complete the entire Acknowledgement of Risk and Hold Harmless form demonstrating that members have adequate medical/health insurance coverage. The club officers are responsible for ensuring that all club members complete the Proof of Insurance form before participating in any team practice or game.

### Participant Responsible for Their Own Liability

Participants in a Sport Club Program are responsible for the liability resulting from their own acts. However, there may be ways to obtain insurance protection. For example, some sport associations provide liability insurance protection for the negligent acts of their members, and a homeowner's or renters insurance policy may provide some protection as well. Western Washington University strongly recommends to the participant to obtain some form of liability insurance protection.

## Life Insurance Provided By Participant

Western Washington University does not provide life insurance coverage to the participant of a Sport Club Program. Again, the participant must determine if life insurance is necessary and obtain the appropriate amount.

# Paperwork Examples and Penalties

---

## Penalty Details

It is crucial that all clubs submit the appropriate paperwork on time. Failure to do so may result in a penalty at the discretion of the Assistant Director for Sport Clubs. In the following section many of the penalties associated with important documents are outlined. Please note that these penalties are subject to change at any time by the Assistant Director for Sport Clubs' discretion. Any financial penalty will be deducted from the club's State Account unless there are insufficient funds, in which case the penalty will be assessed to the club's Foundation Account.

## Hold Harmless

This form may be the most important thing to an athletes' participation in the sport club program. If someone on your club does not have this form filled out and turned in, he/she cannot participate under any circumstances in any activity involving club sports!

This form is mandatory! The sport club is in violation of the participant's rights.

**PENALTY:** If a player is found to be participating without a hold harmless agreement the sport club will be assessed a \$50 fine per violation.

## Travel Authorization Form

This form must be completed **2 weeks** prior to the competition. A good idea for the travel authorization form is to layout a set schedule prior to when the season actually starts. In doing so, your club can fill out as many travel forms as needed at one time. By getting these out of the way you will save your club time.

This form is mandatory!

**PENALTY:** Trip may be considered unofficial, which would result in no reimbursements for the trip. The team will also be responsible for setting up their own hotels and other travel needs.

## Travel Roster

The Travel Roster must be submitted at least 48 hours before the date of the trip as stated on the Travel Authorization. By getting this form done, the Assistant Director for Sport Clubs knows who is going and where they will be in that time period.

**This form is mandatory!**

**PENALTY:** Trip will be considered unofficial and no reimbursements will be issued for any members of the club.

## Competition Results Report/Press Releases

The Competition Results Report is crucial for the publicity of your club. By submitting this form, no later than **48 hours**, your Sport Club liason can then give your results to the Western Front, along with various others.

This form is mandatory!

**PENALTY:** First offense will result in warning.

Second offense will result in \$25 fine.

Further offenses will result in \$50 per event.

### Facility / Equipment Request Form

Whenever a club needs a facility such as the turf field or equipment such as a table, chairs or even cones, this form must be completed. The sooner you turn in this form the better off your chances are at obtaining that facility/equipment. This form must be completed no later than **7 days** prior to the event. Once the form is submitted it will then be approved or denied and your club will receive confirmation.

This form is mandatory when a facility/equipment is needed!

PENALTY: Request will be denied and/or field priority will be lowered.

### Injury Report Form

An Injury Report form must be filled out when any injury occurs at a club related event. This ranges from practices to events, games, and matches, etc. Please complete this report *within 24 hours* of all accidental injuries or occupational illnesses/exposures. This report is submitted to Assistant Director for Sport Clubs for the sole purpose of fulfilling state and University notification requirements. This report is not an admission of fault nor has any determination of fault been made. The information reported is a brief summary of known facts at this time and is subject to change.

This form is mandatory when injury has occurred!

PENALTY: First offense will result in \$25 fine.

Further offenses will result in \$100 fine and may result in possible club probation.

### Registrar's Player Certification Form

Some leagues require approval from the University Registrar's Office to confirm eligibility of the student player. Be sure to check with the league to determine requirements for eligibility. Please see the Assistant Director for Sport Clubs with any questions regarding approval from the Registrar's office.

PENALTY: Player ineligible to play.

### End of the Year Report

End of the Year reports are due on a specific date set by the Sport Clubs Coordinator. Teams that turn these in late will be assessed a fine. Teams that don't present or show up to the presentations will also be assessed a fine.

PENALTY: \$150 for late End of Year Report, \$250 for not turned in before the end of Spring Quarter, unless another deadline is given, \$300 for not attending or presenting at End of Year presentation meeting.

