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 led by the students who participate in them. Campus Recreation Services is committed to providing resources to WWU Sport Club participants as they strive to attain their goals both academically and through their Sport Club involvement. Western currently offers 24 Sport Clubs including Baseball, Men’s Crew, Climbing, Cycling, Equestrian, Fencing, Figure Skating, Ice Hockey, Men’s Lacrosse, Women’s Lacrosse, Men’s Rugby, Women’s Rugby, Sailing, Swimming, Tennis, Men’s Ultimate, Women’s Ultimate, Men’s Volleyball, Women’s Volleyball, Men’s Water Polo, Women’s Water Polo, Water Skiing, Wakeboarding 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. Sport Clubs are only available to full-time students at Western Washington University.

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 led by current students. Campus Recreation staff exist to assist whenever needed by 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 have 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. All participants in the WWU Sport Clubs must be active full-time Western Washington University students. Some teams also have their own volunteer 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 being 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 has 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 inclusive 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

**Staff Roles and Contact Information**
- 6

**Current Sport Clubs**
- Club Resources 7
- Sport Club Council 8
- Council Member Requirements 8
- Sport Club Leadership Meetings 8
- Forming a New Club 9

**Membership & Eligibility**
- Membership 9
- Student Membership 9
- Registrar Verification 9
- Academic Eligibility 10
- Western Washington University Club Sport’s Eligibility Criteria 10
- Eligible for Leadership Position 11
- Medical Insurance 11
- Coaches, Instructors, Consultants 11

**Branding and Ordering Team Apparel**
- Branding 12
- Branding Identity 12
- Ordering 13
- Uniforms and Equipment 13
- Eastbay Ordering Processes 13
- Screen Printing and Embroidery 13
- Pay Per Piece Options for Club Members 14
- Buying Gear to Sell for Fundraising 14
- Other Vendors 14

**Sportsmanship and Conduct Standards**
- Athletic Code of Conduct 14
- Hazing 16
- Probation 16
- Probation Decision 16

**Resources as a Sport Club**
- Orgsync 17
- Sport Club Websites 17
- Acceptable Use 17
- Marketing 17
**Staff Roles and Contact Information**

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

<table>
<thead>
<tr>
<th>Coordinator for Sport Clubs</th>
<th>Sport Club Program Assistants</th>
</tr>
</thead>
<tbody>
<tr>
<td>Caitlin Sommers</td>
<td><strong>Emily Elam</strong></td>
</tr>
<tr>
<td></td>
<td>General Operations</td>
</tr>
<tr>
<td></td>
<td>360-650-2780</td>
</tr>
<tr>
<td></td>
<td><strong>Kaylie Gladwell</strong></td>
</tr>
<tr>
<td></td>
<td>General Operations</td>
</tr>
<tr>
<td></td>
<td>360-516-9071</td>
</tr>
<tr>
<td></td>
<td><strong>Lisa Nguyen</strong></td>
</tr>
<tr>
<td></td>
<td>Finances &amp; Budgeting</td>
</tr>
<tr>
<td></td>
<td>206-588-9725</td>
</tr>
<tr>
<td></td>
<td><strong>Abby Bennett</strong></td>
</tr>
<tr>
<td></td>
<td>Travel &amp; Competition</td>
</tr>
<tr>
<td></td>
<td>530-417-4100</td>
</tr>
</tbody>
</table>

Caitlin.Sommers@wwu.edu

elame@wwu.edu

gladwek@wwu.edu

nguye61@wwu.edu

bennet58@wwu.edu
# Current Sport Clubs

## Active Teams

<table>
<thead>
<tr>
<th>TEAM NAME</th>
<th>PRESIDENT</th>
<th>EMAIL ADDRESS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Baseball</td>
<td>TBD</td>
<td><a href="mailto:western.baseball@yahoo.com">western.baseball@yahoo.com</a></td>
</tr>
<tr>
<td>Men's Crew</td>
<td>Stuart Doty</td>
<td><a href="mailto:wwurowing@gmail.com">wwurowing@gmail.com</a></td>
</tr>
<tr>
<td>Climbing</td>
<td>Maddy Marinkovich</td>
<td><a href="mailto:wwuclimbing@gmail.com">wwuclimbing@gmail.com</a></td>
</tr>
<tr>
<td>Cycling</td>
<td>Benjamin Peterson</td>
<td><a href="mailto:westerncycling@gmail.com">westerncycling@gmail.com</a></td>
</tr>
<tr>
<td>Equestrian</td>
<td>Johanna Duell</td>
<td><a href="mailto:wwuquequestrian@gmail.com">wwuquequestrian@gmail.com</a></td>
</tr>
<tr>
<td>Fencing</td>
<td>Cole Vanderschaegen</td>
<td><a href="mailto:wwuufencing@gmail.com">wwuufencing@gmail.com</a></td>
</tr>
<tr>
<td>Figure Skating</td>
<td>Ella Caplan</td>
<td><a href="mailto:wwufigureskating@gmail.com">wwufigureskating@gmail.com</a></td>
</tr>
<tr>
<td>Ice Hockey</td>
<td>Brett Baker</td>
<td><a href="mailto:wwuicehockey@gmail.com">wwuicehockey@gmail.com</a></td>
</tr>
<tr>
<td>Men's Lacrosse</td>
<td>Zane Sharif</td>
<td><a href="mailto:wwu.mlax@gmail.com">wwu.mlax@gmail.com</a></td>
</tr>
<tr>
<td>Women's Lacrosse</td>
<td>Delia Dolan</td>
<td><a href="mailto:wwuwomenslax@gmail.com">wwuwomenslax@gmail.com</a></td>
</tr>
<tr>
<td>Men's Rugby</td>
<td>Tripp Marrotto</td>
<td>wwu <a href="mailto:rugby@gmail.com">rugby@gmail.com</a></td>
</tr>
<tr>
<td>Women's Rugby</td>
<td>Emily Elam</td>
<td><a href="mailto:westernwomensrugby@gmail.com">westernwomensrugby@gmail.com</a></td>
</tr>
<tr>
<td>Sailing</td>
<td>Carter Erickson</td>
<td><a href="mailto:officers@wwusailing.org">officers@wwusailing.org</a></td>
</tr>
<tr>
<td>Swimming</td>
<td>Caroline Baber</td>
<td><a href="mailto:westernswimming@gmail.com">westernswimming@gmail.com</a></td>
</tr>
<tr>
<td>Tennis</td>
<td>Alex Lok</td>
<td>wwu <a href="mailto:tennisclub@gmail.com">tennisclub@gmail.com</a></td>
</tr>
<tr>
<td>Men's Ultimate</td>
<td>TBD</td>
<td><a href="mailto:wwu.mens.ultimate@gmail.com">wwu.mens.ultimate@gmail.com</a></td>
</tr>
<tr>
<td>Women's Ultimate</td>
<td>Kelsea Kilbride</td>
<td><a href="mailto:wwuwomensdisc@gmail.com">wwuwomensdisc@gmail.com</a></td>
</tr>
<tr>
<td>Men's Volleyball</td>
<td>TBD</td>
<td>TBD</td>
</tr>
<tr>
<td>Women's Volleyball</td>
<td>Abby Bennett</td>
<td>wwu <a href="mailto:womens.vballclub@gmail.com">womens.vballclub@gmail.com</a></td>
</tr>
<tr>
<td>Men's Water Polo</td>
<td>Chad Kuleszca</td>
<td><a href="mailto:westernwaterpolo@gmail.com">westernwaterpolo@gmail.com</a></td>
</tr>
<tr>
<td>Women's Water Polo</td>
<td>Chanel Long</td>
<td><a href="mailto:western.womens.waterpolo@gmail.com">western.womens.waterpolo@gmail.com</a></td>
</tr>
<tr>
<td>Wakeboarding</td>
<td>Alex Barber</td>
<td><a href="mailto:barbara8@wwu.edu">barbara8@wwu.edu</a></td>
</tr>
<tr>
<td>Water Skiing</td>
<td>Sami Miller</td>
<td><a href="mailto:westernwaterski@gmail.com">westernwaterski@gmail.com</a></td>
</tr>
<tr>
<td>Wrestling</td>
<td>Nathan Swanson-Dinsmore</td>
<td>wwu vikings <a href="mailto:wrestling@gmail.com">wrestling@gmail.com</a></td>
</tr>
</tbody>
</table>

## Club Resources

All resources for Sport Club teams are available on OrgSync. All students of WWU have access to OrgSync via their universal login. 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 forms, travel forms, volunteer planning, team renewal, player registration, injury reports, competition reports, access to view your club accounts and other miscellaneous forms and documents.
Sport Club Council

The Western Washington University Sports Club Council (SCC) is an advisory group that will assist in policy revision, strategic planning and the allocation of resources. This council’s guidance will not only impact their own organization but also the Sport Club program as a whole. The council members will meet once a month during the academic year (excluding summer, academic breaks, and finals weeks)

Council Member Requirements

Must be an active member of a sports club (min. 1 year involvement) Must be knowledgeable about the sport club program Must attend regularly scheduled council meetings

To apply: Must submit a resume and letter of intent to Caitlin.Sommers@wwu.edu explaining:
1. Why you are interested in being a part of the SCC
2. How you would contribute to the Sport Clubs Program
3. 1-2 goals you would like to accomplish as a council member

The SCC Members will be appointed by the Sports Club Office.

Members will serve a term of one academic year and be eligible to reapply for the next academic year.

Responsibilities:

Regularly attend monthly SCC meetings
Provide input for the creation and revision of program policies and procedures
Assist the sport club staff with events or other duties when needed
Assist with projects related to:
  o Risk management
  o Leadership development
  o Financial management
  o Club/Program awareness
  o Alumni engagement
  o Officer training/transition
  o National travel funding
  o Need-based funding
  o Allocation system

Sport Club Leadership Meetings

Regularly scheduled meetings of the Leadership Team are held once a month - schedule to be determined - during fall, winter and spring quarters. Special meetings may be called at the discretion of the Coordinator 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 inquiries about.

A minimum of one representative from each team is required to be at the meeting. If they are unable to attend they must schedule a makeup meeting with the Sport Club Coordinator within 48 hours of the missed meeting. All meetings will be held in the Conference Room of the Wade King SRC. Unexcused absences by club leadership will be noted and may result in a
decrease in funding allocations for the following year. **Repeated unexcused absences will lead to probation or suspension for the team itself.**

**Forming a New Club**

Occasionally the Sport Club Program will accept new clubs. If you are interested in starting the process to add a club, please contact the Sport Club Coordinator via e-mail [Caitlin.Sommers@wwu.edu](mailto:Caitlin.Sommers@wwu.edu) for information.

---

**Membership & Eligibility**

**Membership**

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.

**Student Membership**

All registered undergraduates and graduate students at Western Washington University are eligible for membership in any Sport Club. Only full-time undergraduate or graduate students in good academic standing may serve as club officers. In addition, since student fees support the Sport Club Program, only full-time students are considered eligible for participation. Students on academic or disciplinary probation are ineligible for membership in any Sport Club.

**Registrar Verification**

The Coordinator of Sport Clubs is responsible for submitting paperwork to the Registrar’s Office for registration verification. Each Sport Club will need to provide a participating team roster with a description of what is needed by the governing body for qualification to participate in National or Playoff competition. They also need to supply the Registrar’s Office with the paperwork required by each governing organization of their respective leagues. 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. Each student will also need to complete an individual signature page acknowledging the release of their academic information to verify them to compete this form is available on OrgSync. To ensure that the verification gets done by the time the students compete, please turn in your paperwork one week prior to when the forms are needed. You should turn these forms directly into the Coordinator 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 Coordinator for Sport Clubs. These verification forms must be turned into the Coordinator 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 accepted 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 a cumulative 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 Coordinator 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 will result in probation of the club. The third violation within an academic calendar year could result in suspension for the Sport Club team. The Coordinator 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.

Due to the requirements of different leagues, some eligibility paperwork is not due until a club makes it to playoffs. In order to make sure there are no surprises for eligibility, grade checks will be done at the start of winter quarter each year.

**Western Washington University Club Sport’s Eligibility Criteria:**

Applies to ALL club and intramural sport teams

These player’s eligibility rules override /or are in addition to the specific organization bylaws.

It is the student’s responsibility:

- To understand and meet ALL eligibility requirements
- Understand and sign the release form that permits Western Washington University to release academic and financial information to determine eligibility
- To be listed clearly and legible in alphabetical order by last name on the team’s roster
- Correct student W# to be provided

Each player is required to meet the following criteria to be eligible:

1. Accepted in a regular matriculated degree program at Western Washington University.
2. Obtain a minimum of cumulative and quarterly GPA of 2.0
3. Currently enrolled in attempt to complete at least 12 credits and maintain full-time (12 credits) status
4. Completed full-time (12 credits) for the previous quarter
5. On academic Good Standing
6. Paid all appropriate fees (tuition/mandatory fees) or good faith to resolve outstanding balances

Exception:

- First term (quarter) student at WWU (Freshman or transfer)

Registration criteria for pending graduates must meet BOTH to be eligible with the above rules:

1. Taking at least the minimum coursework that is required to graduate.
2. Submitted graduation application and is pending to graduate at the conclusion of the current quarter.

Graduate Students are required to meet the following:

1. Admitted into a Graduate program at Western Washington University
2. Obtain a minimum of cumulative and quarterly GPA of 2.0
3. Currently enrolled in attempt to complete at least 8 credits and maintain full-time (8 credits) status
4. Completed full-time (8 credits) for the previous quarter
5. On academically Good Standing
6. Paid all appropriate fees (tuition/mandatory fees) or good faith to resolve outstanding balances

** If you do not meet these criteria at any time during the season, you will be ineligible to participate.

** If any information is falsely given, consequences may follow.

**Eligible for Leadership Position**

Any participating member of WWU Sport Club is eligible to obtain a leadership position with that Sport Club team if they are a full-time undergraduate or graduate students in good academic standing as previously outlined. Some leadership positions have other requirements that the officers must adhere to such as Safety Officers being First Aid/CPR Certified. All leadership positions are elected positions however, each club has a different process to electing new officers.

Teams must name leadership positions for the following year by the middle of Spring quarter in order to allow new leaders to go through transition training. It is recommended that incoming officers start taking on some responsibility at the end of the season.

**Medical Insurance**

Any participating member of a team must provide proof of current primary health insurance to compete for a WWU Sports Club team. If a student does not have or cannot obtain medical insurance they are ineligible to participate in any capacity.

**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 Coordinator for Sport Clubs. All non-student coaches must fill out the Volunteer Information sheet to be kept on file with Human Resources (Link to Volunteer form: [https://orgsync.com/96439/forms/118193](https://orgsync.com/96439/forms/118193)). 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. 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:

- 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 Coordinator 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.

Sport Club members select the coach, instructor, or consultant, with approval granted by the Coordinator 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 Coordinator 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 Coordinator for Sport Clubs. Campus Recreation Services has an obligation to protect the club. If, in the Coordinator 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.

Brand 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 either purchased with Sport Club funds or used in competition 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 Coordinator for Sport Clubs. All purchases must be made from approved vendors and through the Coordinator for Sport Clubs. If a team makes a purchase without approval from the Coordinator 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 Coordinator for Sport Clubs to get your budget and items approved.
3. Once a team’s purchase has been approved by the Coordinator for Sport Clubs, teams may contact the vendor and get an invoice for the purchase.
4. Submit the invoice to the Coordinator for Sport Clubs for payment.

Eastbay Ordering Processes

The Sport Club program has a contract set up with Eastbay. Eastbay has options for shoes, warm-ups, uniforms, other apparel and accessories. Clubs will receive a discount of up to 40% off for both Nike and Under Armour, as well as discounts for other brands. If your team is interested in ordering gear through Eastbay, adhere to the steps laid out here:

1. Contact the Coordinator for Sport Clubs to obtain a link to the Eastbay catalog.
2. Set up a spreadsheet or list detailing the amount and description of each item that will be ordered. Order requests must include product number, color, name, and sizes.
3. If you plan to have a design printed or embroidered on the apparel the artwork must be approved by the Coordinator 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 Coordinator 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.

Screen printing & Embroidery

There are a number of options for screen printing and embroidery. The company used most frequently is Amjay, Inc. Teams may seek consultation directly from Amjay by setting up a time with them to come and discuss what apparel/items a team needs. This is the contact information for Amjay, Inc.

Amjay, Inc.
1420 N Forest St.
Bellingham, WA 98225
(360) 676-1165

Other recommended Vendors include:

International Athletics
2044 Main Street
Ferndale, WA. 98248
Pay Per Piece Options for Club Members

Many clubs choose to charge members additional costs for team gear purchased outside of what is included in dues. Clubs must receive money for these items **BEFORE** they distribute the items. If you are collecting money as people receive their items you must turn the money into the Rec Center Reception desk 24 hours after collecting cash or check. If you are having team members come in separately and pay, they must bring you a receipt as proof of payment before collecting their items.

Buying Gear to Sell for Fundraising

Clubs are welcome to purchase gear to sell for fundraising. Because Western logos are trademarked, any gear that has Western logos or uses official WWU Vikings Font should be produced by a company that is licensed to sell official gear. The office has a list of these companies and new companies can be added by completing necessary steps to become officially licensed. All three of the vendors listed above are licensed to sell official gear.

Other Vendors

If any team would like to use an alternative vendor than what is provided they must first seek approval from the Coordinator of Sport Clubs. Any alternative vendor must provide a unique product not available through other contracted vendors.

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 Coordinator 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 Coordinator 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 Coordinator for Sport Clubs or Coordinator 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.*

In the event that a violation with regards to the University’s Alcohol and Drug Policy occurs, clubs will be suspended from competition immediately and may be required as a team to complete Mandatory Drug and Alcohol training.

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

- The Coordinator 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 Coordinator 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;
- 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 Coordinator for Sport Clubs will review the probation status and come to a conclusion on what action to take.
Resources as a Sport Club

Orgsync
This is where all sport club organizations can find information on how to fill out documents and complete different tasks. To view this information, please visit: https://orgsync.com/96439/chapter. Each club will be able to access the following on Orgsync: Team paperwork, car rental/hotel and reimbursement information, fundraising and volunteer information, how to order team gear and apparel, player registration packer, competition result report, budget proposal forms, accident/injury report form, private vehicle forms, and sport club roster submission form. All of these documents will be found under the file and forms tabs on the WWU Sport Club page. If for some reason you cannot find a specific document on orgsync, please contact Caitlin Sommers.

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

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 Coordinator of Marketing in Campus Recreation Services. For the upcoming 2017-18 school year those requests can be made via email to:

Bob Hofstetter-Coordinator of Marketing 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 Coordinator for Sport Clubs for up-coming events. It is strongly recommended that clubs keep schedules and records up to date with the Coordinator 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.

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. All purchases must be approved by the Coordinator for Sport Clubs, regardless of the amount. Any purchasing over $1000 will be run through the accounts payable department.

**State Funds**

The Sport Club Program is part of the fund allocation process, which happens each spring through the Student Activities 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 15th 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 Coordinator 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 Coordinator for Sport Clubs within the same quarter that the travel took place.
- 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 Coordinator 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**

Each year clubs are allocated a certain amount of money from S&A fees allocated to the department.

In Spring 2017 Sport Clubs switched to a new process for Allocation. This process allocates funding to clubs based on their commitment to their club and the Sport Club Community over the year. This way the clubs have EARNED their allocated amounts instead of receiving them as a handout.

Step 1: Late Winter/Early Spring submit budget proposal via OrgSync
Step 2: Sign up for Budget Proposal presentation mid-late April
Step 3: Allocations will be decided in the start of the new Fiscal Year (early July)

The proposal process will give leadership members the opportunity to get a better handle on their budget and a head start on planning for the upcoming year. All fundraising amounts, dues amounts, and costs should be estimated prior to leaving campus for summer.

This allocation process is based on a percent compliance structure. The compliance structure is based on completion of a task. Each club will end the year with a percentage value for their level of compliance and that will determine what their allocation amount will be.

Each club has a different level of competition including varying travel requirements. Because of this, the clubs have been broken down into 3 distinct tiers based on level of competition and cost of operation.

**Highly Competitive/High Cost of Operation ($4500)**
Baseball
Crew
Equestrian
Hockey
M LAX
W LAX
M Rugby
W Rugby
Waterskiing
Moderately Competitive/Moderate cost of operation ($2500)
Cycling
Figure Skating
Sailing
M Ultimate
W Ultimate
M Volleyball
W Volleyball
M Waterpolo
W Waterpolo

Low Competition/Low cost of operation ($1500)
Climbing
Fencing
Tennis
Wakeboarding
Wrestling

Based on the tier a club falls into, they will be eligible for a MAXIMUM dollar amount for allocation - based on 100% compliance. The actual amount allocated will be a direct correlation to their percent compliance.

Ie. the Maximum dollar amount is $1000, a club falls into 66% compliance at the end of the year, they will receive $660.00 in allocated funds.

All remaining funds will go into a contingency fund which all clubs can apply for throughout the year to assist in costs of leagues and travel.

Instead of a separate stipend for travel, clubs will need to budget their allocation to cover cost of travel expenses/rental cars. However, there will be a separate stipend to help cover league costs and association fees.

The items that must be completed may change on an annual basis depending on need or changes to structure/programming. This is a “living” process meaning that it will change as needed.

Factors going into the ‘17-‘18 Allocation
- Rosters Submitted Fall ‘16
- Rosters updated Winter ‘17
- All Player Registrations done on OrgSync
- Attendance at leadership meetings
- Participation in Student Involvement Fair Fall ‘16
- Completing OrgSync Renewal by deadline (10/28/16)
• Having 2 representatives at Concussion Training in January
• Fall 1 on 1 meetings ‘16
• Submission of Winter Practice requests by deadline (12/1)
• Quarterly budget meeting with Caitlin
• Submit budget proposal via orgsync
• Budget presentation
• Complete Officer Transition training
• 100 volunteer hours
• Support of other clubs at 4 events
• Fundraise equivalent of ½ your allocation amount
• Submit End of Year Report
• Submit updated team photo

Factors to be added for tracking to go towards the ‘18-’19 allocation
• Mandatory 2 safety officers
• Safety officers trained in First Aid/CPR
• Coaching forms submitted (for clubs with coaches)
• CASAS/Bystander Intervention Training
• Driver forms
• 16 passenger van forms
• Dues paid by deadlines
• Paperwork submitted on time (injury reports, competition reports, travel authorizations)

Additional items can be added as needed

**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.
- *The Coordinator for Sport Clubs must approve all expenditures prior to use or there will be no reimbursement.*
Finance Management

Fundraising
The Coordinator 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 Coordinator 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 Coordinator 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 acquired to show proof of purchase. (Keep one copy for the club and give one to the Sport Club Office).
- 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 Coordinator 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 Coordinator 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 Sport Club leadership, should be aware of the procedure outlined in this section for the expenditure of funds from the state and foundation accounts. 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 Coordinator 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 Coordinator 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, Coordinator for Sport Clubs, Coordinator of Programming, and Program Manager. Clubs must turn in both a hard copy and e-copy (either by email or disk) to the Coordinator 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 Coordinator 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 Coordinator 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 not supported 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 Coordinator for Sport Clubs before any agreement is entered into.

Examples where prior approval is required include but is not limited to:

A sponsor’s name/brand being posted on a club’s 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 required to set up a meeting to plan their travel minimally prior to their first trip and meet with either their liaison or the Coordinator of Sport Clubs. 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 Coordinator for Sport Clubs. The Coordinator 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 an e-sign travel authorization form. The state travel form requires two weeks to be processed. If there are any changes to your roster, an updated travel roster must be submitted 48 hours before any trip. The Coordinator 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 Coordinator for Sport Clubs must approve all travel in state and out of state.
- E-sign 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.
- If your roster changes, a new 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.
- If you use a personal credit card to pay for any travel expenses be sure to get a receipt itemizing your expenditures.
**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 Coordinator 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 Coordinator 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**
Hotels can be booked the following ways:

1. You may send a link to a hotels.com or other online booking site for the hotel you want and include the names for the rooms and number of rooms as well as dates needed. Through some sites we can pay for this upfront. Other sites/over the phone hotels must provide a 3rd party credit card authorization to have the funds charged to the department card.
2. You may book and pay out of pocket and as long as a Travel Authorization was submitted, you can be reimbursed for room, taxes, and fees. Any incidental charges may not be reimbursed. Reimbursement requires a detailed receipt or "Room Folio" which you may ask the front desk for at checkout.

**Booking**
When booking a room, contact the Travel Program Assistant at least 1 week before your first night of stay:

- Travel Authorization #
- Destination
- Per Night Costs
- Dates of Stay
- Person staying in room

Whenever possible the Sport Club office will use an online booking tool and pre-pay for the hotel at the time of reservation to limit the risk of paperwork not arriving at the hotel before check in to approve charges to department credit card.

The Sport Club office will book rooms for you through our 3rd party vendors for hotels. Please book all hotel and rental accommodations through the Sport Club program Assistants. If you choose to do otherwise you will be required to pay out of pocket for the upfront expenses and be reimbursed after the conclusion of your trip.
Checking In
The traveler should take a copy of the reservation or have it accessible via phone, when they go to check in at the hotel. The hotel should be reminded that the credit card authorization is for the cost of the room (and related taxes/fees) only. Incidental should be charged to the credit card holding the room.

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 completed online or in the Sport Club Office the same quarter as the trip was completed otherwise it may not be reimbursed. 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. If students are employees of the University they have the option to receive direct deposit, otherwise they will receive a check. For any questions regarding travel not mentioned in this manual, contact the Coordinator for Sport Clubs.

Reimbursement
THERE ARE NO REIMBURSEMENTS ON TRAVEL FOR FOOD ITEMS PURCHASED FOR OR BY THE TEAM FROM AN ESTABLISHED RESTAURANT. IF A TEAM WANTS TO GET GROCERIES AND PURCHASE FOOD FOR THE ENTIRE TEAM THAT WAY IT WILL BE APPROVED.

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 Coordinator for Sport Clubs. If you have a question about whether or not you need to ask the Coordinator for Sport Clubs, then you need to ask the Coordinator for Sport Clubs.
Starting in fall of 2017, all travel related reimbursements will be processed through an online system. Any student wishing to submit reimbursements at any point in the year will need to become a registered traveller through the University’s TEM system. Upon return from trip, students can upload an image or scanned copy of receipts and submit a reimbursement. The TEM system allows users to see where their reimbursement request is at any given time.

TEM/online Reimbursement Instructions
1. Create a Traveler Profile
2. The office will create a blanket Travel Authorization (TA)
3. Traveler will update the TA for the trip (Estimated expenses, location, dates)
4. The Office will approve updates and generate an expense report
5. The traveler will approve it and submit
6. It will be processed!

Hosting Events

Reservations of Facility
Contact the Sport Club Office as soon as you know dates for your event. It is best if club leadership has at least three options in mind as the facility space requested is not always available on the preferred date. All requests must come through the Sport Club Office a minimum of two weeks prior to your event. Late requests are put on low priority list.
Please be sure to include dates, times, set up requirements, and if you need an Athletic Trainer for your event.

All events, including those at our off campus facilities, must be approved by the Sport Club Coordinator. Failure to do so will result in a written warning.

**Use of the Wade King Student Recreation Center**

Clubs may be charged for use of space within the Wade King Student Recreation Center. Charges are based on reason for event, and times of event. Please include your event name, purpose, and times as well as the space requested for all inquiries.

---

**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 Coordinator 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 Coordinator for Sport Clubs.

**University Vehicles/ Rental Vehicles (Sport Club VAN)**

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 do 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 Coordinator for Sport Clubs. Sport Club Coordinator should be contacted immediately.
- University Risk Management has a form that is required to be filled out in the event of an accident, once you have contacted Sport Club Coordinator you will be sent the required documents.
- **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 (ie. Marijuana) while using a state vehicle by both passengers and drivers. This includes if/when the vehicle is parked. Rental vehicles are under state contracts and therefore fall under this policy as stated.
- 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.
Club members wishing to drive 12 passenger vans must complete an Online course provided by the University. Drivers for 12 passenger vans must be 21 or older and have had a full license for 5 years or more.

All drivers must submit a Driver Form on orgsync prior to driving rental, university owned, or personal vehicles and submit a photocopy of their current drivers’ license.

When clubs use the University Vehicle, or a Rental, they will be reimbursed the full cost of gas. Receipts must show the purchase was paid and the date the purchase was made. No Receipt = No Reimbursement. A photo of the gas pump WILL NOT be accepted as proof of payment.

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. Reimbursements for personal vehicles are provided via flat rate mileage. Flat rates are determined based on one way mileage and average cost of a tank of gas. All club leadership have a copy of the table for flat rates. If you are towing boats or bikes there is an updated flat rate please contact the Sport Club Office. Reimbursements for flat rate mileage will only be accepted in the quarter the costs were incurred.

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. There is no requirement for the amount of hours a team completes, however every team can increase their state allocation with the more hours they complete the previous year. Sport Clubs should aim to complete an average of 8 hours per team member throughout the course of the year. A volunteer record sheet must be turned in within one month of volunteer service. Also volunteer hours must be completed with 2 or more members from a respective team, a picture of the event is required to get credit for the volunteer service.

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 Program Assistant and approved before volunteer service is completed. Your Sport Club Program Assistants are great resources 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 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.
**Must include a picture of all team members who volunteered.**

---

**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**
Follows same guidelines as ordering apparel and other items for team. See section above on Ordering.

**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 Coordinator for Sport Clubs and is given to the team once they provide the Coordinator 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.*

**Acknowledgement of Risk & Hold Harmless**
All Sport Club members are required to complete an Acknowledgement of Risk & Hold Harmless Agreement with the Player Registration Packet prior to participation. This also includes the Concussion Agreement, Medical Disclosure and Academic Verification. Copies of all packets are kept on OrgSync through the WWU Sport Clubs portal.

**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.

Home Competitions
All home competitions must be approved by the Sport Club Coordinator. Home competitions not associated with a league may require a Hold Harmless Agreement to be signed by all visiting participants. In order to make sure these are ready in time for your event, please have competition requests in no later than 2 weeks prior to your event.

Concussion Management
WWU Campus Recreation is working with Head Check Health to provide access to Sideline Concussion Management. All members will be required to set up a profile on Head Check Health in order to complete a baseline questionnaire to allow for better sideline management by student coaches and leaders.

All concussions must be reported immediately via the Injury Report form on OrgSync. Players sustaining any and all head injuries must provide a Clearance letter from a physician prior to stepping foot back on the field. These letters must be submitted in person to the Sport Club office.

Players, Coaches, and Student Leaders must follow proper return to play protocols including a visit to a physician and any follow up visits that are requested until they are approved to return to their sport. We are aware that head injuries can impact academics as well and are happy to provide a letter of support to the Disability Resource Center if needed.

All safety officers, leaders, and coaches must take part in in-person concussion

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.