

CLUB SPORTS



OPERATIONS HANDBOOK

UNIVERSITY OF WISCONSIN-WHITewater

**OFFICE OF RECREATION SPORTS & FACILITIES
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**UW-W REC SPORTS APP
AVAILABLE FOR FREE
APPLE APP STORE AND GOOGLE PLAY**

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Contact Club Sports

The Office of Recreation Sports & Facilities
100 Williams Center
262-472-1145 (front desk)
262-472-5654 (professional staff)
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clubsports@uww.edu

Campus Mailing Address

UW-Whitewater [Club Name]
800 W. Main Street
100 Williams Center
Whitewater, WI 53190
Attn: Matt Schneider

Select Club Sports information is also available via the FREE UW-W Rec Sports app

[Download via the Apple App Store here](#)

[Download via Google Play for Android here](#)

Staff are available via email and during most business hours during Williams Center Hours of Operations

Appointments are preferred; walk-in appointments are not guaranteed

Meet with professional staff via Webex; request a meeting via email at clubsports@uww.edu

More, comprehensive information is available via the [Club Sports website](#)

NOTE: This handbook intends to serve as a guiding reference for basic administrative operations for all organizations (i.e. “clubs”) identifying as a club sport. Clubs all have individual constitutions, or operational outlines, filed with the UW-Whitewater Student Activities & Involvement Office. In some instances, clubs may also report to governing bodies and/or conferences (hereby referred to as “governing bodies”) external to UW-Whitewater operations. Not all items outlined in this handbook may be applied to all clubs in the same manner due to the nature of said club’s constitution and/or possible standing with a governing body. Club Sports administrative staff reserve the right to address situations on a club-by-club basis and will be as fair and equitable as possible.

Introduction

Club Sports are opportunities for the campus community (students, faculty, staff, etc.) to be involved in activities in a more competitive and structured manner, typically in the form of joining a team. Club teams compete/recreate and/or practice their respective disciplines/activities on a regular basis. Each club must be a recognized student organization meeting standards established by the Student Activities & Involvement Office. Depending on the club, teams may travel, host events on-campus and compete for state, regional and/or national championships. Teams operate out of the Club Sports program, a subsidiary of the UW-Whitewater Office of Recreation Sports & Facilities (i.e. Rec Sports).

Mission Statements

Club Sports teams all follow missions and visions of the University of Wisconsin System and the UW-Whitewater Office of Recreation Sports & Facilities.

The mission of the University of Wisconsin System is to develop human resources, to discover and disseminate knowledge, to extend knowledge and its application beyond the boundaries of its campuses and to serve and stimulate society by developing in students and heightened intellectual, cultural and human sensitivities, scientific, professional and technological expertise and a sense of purpose. Inherent to this broad mission are methods of instruction, research, extended training and public service designed to educate people and improve human condition. Basic to every purpose of the UW System is the search for truth.

The mission of the UW-Whitewater Office of Recreation Sports & Facilities is to provide facilities, programs and services that address all physical, recreational and leisure pursuits of the university community. Emphasis is placed on participation, increasing knowledge of wellness and physical fitness and promoting healthy lifestyle behaviors.

Statement on Inclusion

All individuals meeting established eligibility standards are welcome to participate with as many individual club teams as they wish. Although club team operations are facilitated by individual clubs and their student leaders, all club teams report to Rec Sports and are encouraged to be moral, ethical, fair and welcoming at all times. Teams may have specific roster rules related to travel and official competition/operations as outlined by a governing body, however there are no restrictions on roster limitations as it relates to on-campus involvement. Roster cuts are not permitted but are not to be confused with roster size limitations and/or other rules imposed by governing bodies.

Some clubs are single-gendered. Unless noted on official club documentation on an annual basis, all remaining teams are to be considered co-ed. For the purpose of on-campus involvement, individuals may participate with clubs under the classifications as they identify. Governing bodies may have guidelines contradictory to those stated in this handbook. Classification situations (i.e. gender) impacting a member’s eligibility are subject to review on an individual basis. Reviews are conducted as determined appropriate by Club Sports administrative staff, applicable governing bodies and other UW-Whitewater administrative personnel/departments (as determined appropriate).

No club may restrict its membership on the basis on experience, race, gender, sexual orientation, religion, race, national origin, age, political affiliation, disability, and/or military service.

Governance

All clubs and their campus participation are governed on-campus both by the Student Activities & Involvement Office and Rec Sports. Student leaders for all clubs work directly with Club Sports administrative staff.

In addition to their on-campus reporting structure, some clubs are members of a state, regional or national governing body. Individual clubs are not required to be a member of a governing body, although membership may help with certain operations related to club competition structures and contest/event facilitation. Clubs must abide by all rules and policies outlined by the University of Wisconsin-Whitewater (including student codes of conduct), Rec Sports and if applicable, their governing body/bodies.

Rec Sports is not responsible for individual club compliance with each governing body and its operations. Each club holding membership with a governing body is responsible for adhering to governing body rules, policies and expectations, including financial obligations. Club Sports administrative staff will assist with governing body membership and affiliated operations and serve in consulting roles in situations determined appropriate by administrative staff.

Communication & Assessment

In order to facilitate as positive of a club experience as possible, administrative staff must be in constant communication with club leadership. Club leaders are expected to check their various communication outlets regularly and respond in a timely manner. Phone calls, in-person and/or online meetings may also be frequently requested.

In addition to meeting communication expectations, clubs will be asked to complete various assessment tasks throughout the course of a season/year. Assessment opportunities are presented to clubs in an effort to help administrative staff collect data and information in a way that will benefit all of UW-Whitewater Club Sports and student involvement. Club leaders are welcome to consult the data and information collected by Club Sports administrative staff, but are, however, encouraged to keep their own data and information related to their club's individual operations. It is not guaranteed that Club Sports administrative staff will keep data/information related to all facets of an individual club's operations (i.e. equipment check-out, contest/event performance, etc.).

Section 1: Recognition & Leadership

Student Activities & Involvement

All club teams report directly to Club Sports administrative staff, however each club must also fulfill certain obligations established by the UW-Whitewater Student Activities & Involvement Office (SAI), located in the University Center. Messages and communication attempts made by this office must not be ignored and are to be considered essential to club operations. Club teams are welcome to utilize resources provided by SAI, just like all of UW-Whitewater's recognized student organizations.

Student Organization Acknowledgement

By university definition, each club team is a student organization. This means day-to-day club operations are facilitated by a group of student leaders appointed/elected under the guidelines of each individual club's constitution. Each student organization, regardless of department affiliation, must also be recognized by SAI in order to receive institutional support.

Recognition Process & Status

Each academic year, club teams must go through the official recognition process, which allows SAI and Rec Sports to confirm clubs acknowledge and understand the roles and responsibilities bestowed upon student organizations. These roles and responsibilities include, but are not limited to member eligibility, conduct/behavioral, operational, fiscal and risk management-related items.

The recognition process, designed and facilitated by SAI, must typically be completed by two student leaders (a president and financial officer) and usually consists of multiple steps ensuring student leadership certification, identifying key factors of being a student organization, finding a faculty advisory, updating online resources and information for public access and updating the club's constitution (along with other items assigned at the discretion of SAI and/or Club Sports administrative staff). SAI announces the anticipated timeline for recognition each spring semester and recognition must be completed by spring Commencement in order for a club to be considered active for the following academic year.

Recognition only needs to be submitted once per academic year.

NOTE: SAI opens recognition during the fall semester for new clubs, or for returning clubs who may not have had the necessary resources to achieve recognition status the previous spring.

Clubs who do not complete steps in the recognition process are not considered active student organizations and are therefore to be considered inactive clubs. This means clubs may lose any/all of the following:

- the opportunity to receive support/assistance from Rec Sports
- receive practice/facility/storage space
- receive access to any allocated funding from SUFAC
- campus tabling, recruitment and involvement fair opportunities
- the opportunity to receive other benefits available to clubs that do achieve recognition status

Recognition is the responsibility of individual club leadership. Club Sports administrative staff cannot be responsible for completing recognition on behalf of any club, although assistance will be provided when it is appropriate to do so. If anyone has questions or concerns related to the recognition process and a club's official organization recognition status, please contact involvement@uww.edu.

Club-Specific Leadership Structure

Per requirements established during the recognition process, all club teams must have at least two (2) student leaders (i.e. officers). The two officers must hold presidential and financial officer titles of some sort. Club teams are welcome to have as many additional officer/leadership positions as they determine necessary. Officers may hold "Co-President" titles and responsibilities.

NOTE: Club Sports requires all club teams to have a Risk Management Officer. The Risk Management Officer does not need to be a stand-alone officer position. Any club leader holding another officer position is welcome to serve as a club's Risk Management Officer. More on this position can be found in [Section Five](#) of this handbook.

Club Sports administrative staff will gladly assist with day-to-day club operations, however final decisions, as they impact an individual club, are the responsibility of the club's student leadership team. Administrative staff may advise clubs and provide information necessary for club leaders to make informed decisions, however administrative staff will ultimately act in accordance to the wishes of the club leaders, permitted said wishes do not violate any established rules, guidelines, policies, etc. Administrative staff reserves the right to act on a club's behalf in the event a club's leadership team is unable to fulfill their responsibilities in a timely manner, based on circumstances. In the event administrative staff must act on a club's behalf, they will do so in the club's best interest and in ways that both represent UW-Whitewater well and treat all other clubs/student organizations fairly.

Club Officers

Club officers serve as general leadership and counsel for their individual clubs. The number of officers and their coinciding titles may certainly vary by club, as every club is different. Clubs should clearly have their officer/leadership positions, along with their coinciding roles, responsibilities and method of appointment clearly defined in their constitution. Common officer positions, other than the President (required from recognition), Treasurer (required from recognition) and Risk Management Officer (required by Club Sports), include, but are not limited to:

- Vice President
- Secretary
- Recruitment/Alumni Relations
- Social Media/Marketing
- Equipment Manager

Common roles and responsibilities bestowed upon club officers include, but are not limited to (in no particular order):

- serving as a liaison between the club and Club Sports administrative staff
- attending all necessary meetings and trainings
- knowing and understanding campus emergency action plans
- scheduling and sharing club competitive schedules and practice intentions
- ensuring all UW-Whitewater policies, procedures and codes of conduct are followed at all times
- confirming member eligibility, that no roster cuts are being made and that all member forms are filed
- submitting the necessary club operational forms and plans to Club Sports administrative staff
- accurately updating and maintaining the club's constitution and Connect page
- ensuring the club meets all recognition standards established by SAI
- monitoring club finances, which may include the collection of membership dues
- maintaining accurate club equipment inventory records
- representing UW-Whitewater and all affiliated branding/identities appropriately

Club presidents are ultimately responsible for ensuring all operational items are addressed in a timely manner. In the event any officer is not meeting their responsibilities and requirements, club leaders and/or Club Sports administrative staff reserve the right to remove an officer from their leadership role

Faculty Advisors

All club teams must have a faculty advisor, per the recognition process. The faculty advisor position must be filled by someone who is currently a member of the faculty/staff at UW-Whitewater (main campus or Rock County campus). This position is intended to assist a club with UW-Whitewater operational compliance and to provide additional resources/support/advocacy/perspective/context for a club. While club teams receive support and advisement from Rec Sports and Club Sports administrative staff, faculty advisors are great resources and can be as active with a club as they or the club see fit.

The length of service of each advisor is assumed to be one (1) academic year, although advising can be renewed on an annual basis. Advisor resources are available with SAI.

Coaches & Volunteers

Club Sports teams are welcome to appoint coaches at the discretion of their individual student leadership team. Coaches are not required in order for a club team to be recognized and in many cases, coaches are not required by governing bodies. Many student leadership teams serve in traditional coaching roles when it comes to assembling rosters, designing practice plans, formulating competitive strategies, etc.

If a club team does appoint a coach and/or coaching staff, the coach(es) must complete the applicable membership paperwork like all other rostered club members and therefore are added members to a club's roster, even if they do not actively "play" or "partake" in the traditional activities involved in the individual club. The appointment of any coach must be authorized by Club Sports administrative staff to ensure that all UW-Whitewater policies and procedures are followed, which may include those set by the Office of Human Resources with respect to "Persons of Interest." Background checks and additional administrative/clerical items may be needed. Club teams are responsible for covering the expenses for any activity related to the appointment of a coach that requires financial support/payment.

Compensation for any coach, which also includes travel assistance, lodging, team-issued apparel/uniforms, payment for services, etc., must also be approved by Club Sports administrative staff and included in applicable budget proposals.

Club teams are responsible for raising the funds to cover the agreed upon compensation amount(s). Coaches do not receive insurance/liability/medical coverage for serving in their role with a club team. All other terms and conditions any coach may need to agree to will be addressed in additional and separate documentation, which is to be presented to the individual in-question at the appropriate time.

Clubs can also utilize individuals who wish to volunteer their time, receive field experience, receive college credit for their assistance, etc. Like coaches, volunteers must also complete membership paperwork and will be added to the club's roster just as any other club member.

Clubs are strongly encouraged to have position descriptions filed for any/all coaches, volunteers, instructors, etc. Expectations for these individuals and how they fill their roles within the club should be clearly communicated before their service to the club in-question begins. Coaches, volunteers, instructors, etc. must abide by the same rules, policies and procedures as rostered members/participants, including those related to becoming authorized drivers.

Constitutions

All clubs must have a constitution filed with SAI, which is intended to serve as the official governing document for club-specific operations and intentions. It is at the discretion of each individual club when it comes to what a constitution entails. It is strongly encouraged that all club constitutions include definitions for leadership positions/responsibilities, election/appointment procedures and expectations related to paying dues.

Connect & Club Websites

Part of being a recognized student organization includes receiving a club page via Connect, UW-Whitewater's student organization portal. A club's Connect page can be considered its official website if the club so chooses, although access to the site may require UW-Whitewater-specific login credentials. Clubs are welcome to have their own websites, which must be approved by Club Sports administrative staff.

For good customer service, member recruitment/retention and fan engagement purposes, the following information is strongly encouraged to be included on any individual club site:

- club synopsis/overview/introduction
- contact information for leadership team
- practice/meeting schedule
- competition/event schedule
- membership roster
- social media links
- link to constitution

Publicity

Publicity is incredibly important but often is an under-appreciated aspect to facilitating a club experience. All clubs have opportunities to promote themselves and raise awareness around campus. Popular means of doing this include, but are not limited to (in no particular order):

- Club Sports Awareness Day
- UW-Whitewater Involvement Fair
- on-campus tabling
- Williams Center display cases, message boards and bulletin boards
- posters in residence halls and other campus buildings
- *The Royal Purple* and UWWTV
- Social media outlets

Section 2: Eligibility & Rosters

General Eligibility

In order to be eligible for Club Sports participation, prospective members must meet at least one (1) of the following requirements:

- currently enrolled as an undergraduate or graduate student at the UW-Whitewater or Rock County campuses
 - Per Rec Sports: there are no limits to the number of credits in which a student needs to be enrolled
 - Per Rec Sports: there are no grade point average requirements for participation
 - **NOTE:** governing body rules regarding credit enrollment and grade point average may apply to specific clubs and supersede Rec Sports policies when it comes to eligibility for competition and certain events
- currently employed as a faculty or staff member at the UW-Whitewater or Rock County campuses
- current member of the community (includes alumni)
 - Community members cannot comprise more than 25% of an individual club's roster in order to receive consideration for SUF eligibility

Other eligibility guidelines include, but may not be limited to:

- a prospective member **MAY NOT** participate in any club-related activity until an approved Member Information & Waiver Form is on-file with the Office of Recreation Sports & Facilities. The member must also be added to the club's official roster
- individual club members may participate in more than one club, provided they comply with regulations established by each club's constitution (and possible governing body)
- any individual violating any general Club Sports and/or campus policies is subject to having their eligibility status revoked for the entire Club Sports program
- community members and alumni are permitted to participate in Club Sports, however members meeting those classification standards are not permitted to serve in leadership roles reserved for students. Community members and alumni are, however, eligible to coach or volunteer a club. Individual facility and/or other special access will not be granted to community members or alumni without "Persons of Interest" documentation filed with the UW-Whitewater Office of Human Resources
- governing bodies may further limit participation of graduate students, faculty and staff, depending on the circumstance(s)

General Recruitment

Clubs are strongly encouraged to actively recruit at all times, as roster additions may be made at any time during a year, even if a club's active season has concluded. Officers are expected to be mindful of club operations and the impact of all potential recruiting opportunities at all times. As a result, officers are also expected to monitor emails, voicemails, texts and other communication methods and respond to inquiries in a timely manner. Clubs are welcome to recruit in any way they determine necessary, permitted codes of conduct and Club Sports policies are followed.

Online Interest Forms

Club Sports administrative staff encourages prospective club members to complete an online interest form, which is utilized to connect the prospective club member with current club leadership. These forms have yielded effective results in relation to recruitment efforts and officers are expected to reply to the interested individual within two-three business days to best capitalize on the interest.

Online interest forms are accessible via the Club Sports website, the FREE UW-W Rec Sports app and via scannable codes/images on various materials distributed around campus.

Club Sports Awareness Day & Involvement Fair

Club Sports Awareness Day is an event organized by Rec Sports specifically for club teams with the intent to bring awareness of Club Sports opportunities to the campus community. This Club Sports-only involvement fair typically takes place within the first two weeks of the fall semester and is only held once per year. Club teams are strongly encouraged to attend but are not required. Clubs do, however, need to RSVP with their attendance intentions in order to have a spot reserved.

SAI organizes the UW-Whitewater Involvement Fair, which is a much larger event for all recognized student organizations and student involvement opportunities. Club teams must be recognized to participate in this event and must also RSVP with their attendance intentions. Involvement Fairs are typically scheduled to take place in the early stages of each semester. While optional, attendance is strongly encouraged; especially during the fall semester Involvement Fair.

These events are great ways to meet students in-person, answer questions and assemble lists of interested persons.

Campus Tabling and SOAR Events

As recognized student organizations, clubs are also welcome to apply to table on-campus at any time throughout the academic year. Tabling opportunities, traditionally facilitated in the University Center (UC), Williams Center and dining facilities, are offered on a first-come, first-serve basis. To reserve space in the Williams Center, please contact Club Sports administrative staff. To reserve any other spaces on-campus, please speak to the UC Reservations staff.

Clubs are represented by Rec Sports professional staff at other campus events like SOAR and UW-Whitewater preview days. Clubs are not permitted to register to table at these events.

Waivers, Roster Composition & Membership

Prior to any Club Sports participation, a member information and waiver form is required to be filed with Club Sports administrative staff. Members are not permitted to participate without this form on-file and clubs are subject to heavy administrative discipline for having members participating while ineligible. Only one member information and waiver form is required per year and can be applied to any/all clubs an individual wishes to join. Forms must be accurately completed or they will be deemed invalid. Member information and waiver forms are good for a maximum of one calendar year period, beginning no earlier than July 1 and ending June 30. Member information and waiver forms must be filed each year in order for an individual to be eligible to participate.

Once a member information and waiver form is accepted and filed, the individual member is considered to be on the club's official roster, which is also active for the time period of July 1 to June 30. An individual is considered to be on a club's roster no matter how many practices, meetings, competitions, events, etc. that person may attend. A member may request to be removed from a club's roster, which must be authorized by club leaders via majority vote.

Rosters are kept internally by Club Sports administrative staff and are traditionally made viewable to the public via the Club Sports website. Although Club Sports administrative staff will assist when they are able, individual clubs are also encouraged to update their rosters via Connect.

Statement on "Cuts" and Roster Size

Per the student organization code of conduct, club teams are not permitted to cut any member from its roster and all members are welcome, regardless of previous experience(s), skill and abilities.

Clubs may, however, have certain roster size limitations given their activity/sport/discipline rules and/or governing body. Clubs are welcome to organize tryouts for their competitive rosters only and all members are welcome to attend practices, meetings and on-campus events.

Due to budget concerns, clubs may not be permitted to travel with all of their rostered members without making the necessary fundraising arrangements.

Members are asked to please understand the difference between roster cuts and size limitations.

Registrar's Office & Requests

In some cases, specific roster and eligibility forms may be requested by a governing body and/or event. These forms may require an official institutional seal and signature from a Registrar's Office representative. The UW-Whitewater Registrar's Office is responsible for keeping official university enrollment records and is able to assist with fulfilling these requests.

If a club needs assistance from the Registrar's Office, please contact Club Sports administrative staff and supply the staff with the documentation needed by the governing body and/or event. When deemed appropriate to send to the Registrar's Office, Club Sports administrative staff will notify a Registrar's Office representative that forms are coming over to their office in the Roseman Building.

NOTE: UW-Whitewater will not authorize the sharing of social security numbers (including last four digits) or phone numbers. Student ID numbers will be shared instead of any social security number(s). Other personal information determined to be in violation of student privacy will not be completed in their entirety. Clubs are also asked to verify that all institutional information is accurate (i.e. some forms are shared universally within a governing body and may have wrong addresses, institution names, etc.).

When submitting a request, clubs must also be very specific with the Registrar's Office that their request is not related to Intercollegiate Athletics or NCAA operations.

The Registrar's Office **MUST** have at least five (5) business days of notice in order to process and complete necessary documentation. Clubs are expected to plan ahead for these requests, as Registrar's Office requests for Club Sports will not be expedited or prioritized over other UW-Whitewater business.

Varsity Participation

Club members may not be on the current roster in a corresponding sport offered by UW-Whitewater Intercollegiate Athletics. Former varsity athletes may be permitted to join a club team. Clubs belonging to a governing body may have additional eligibility rules related to current and/or former varsity college athletes. Athletes who are red-shirted, grey-shirted, cut from a varsity roster, etc., may participate in a corresponding club activity permitted any eligibility policies are not violated.

Current varsity athletes wishing to participate with a club in a non-corresponding sports are encouraged to consult with their coaching staff prior to joining a club.

Intramural Sports Participation

Individuals on a club roster are permitted to participate in Intramural Sports activities (including those in a corresponding activity). However, activity-specific rules related to the number of active club members on an intramural roster in a corresponding team activity may exist. For the purpose of this rule, an "active" club member is defined as someone who is listed on the official club roster with a member information and waiver form filed with Club Sports administrative staff.

Section 3: General Operations & Facilities

Administrative Oversight

All club operations are facilitated by Rec Sports and Club Sports administrative staff. Club Sports administrative staff includes a designated professional staff member and up to two (2) student coordinators for Club Sports. Although all clubs are student organizations and should be self-governed as best as possible, administrative staff members are happy to help and be available to assist with anything related to a club and its members.

For certain Club Sports home events, a student from the Intramural Sports staff may serve as the supervisor for the event. Administrative and supervisor staff are trained by Rec Sports and are expected to be respected at all times.

All items related to eligibility, travel, risk management, finances, equipment and facility reservations must be filtered through a member of the administrative staff. This includes other items determined to be situationally appropriate.

Meetings and Events

Club Sports administrative staff host various meetings and events throughout the course of an academic year and all clubs are expected to have at least one (1) representative present. These events, listed in historic chronological order, include, but are not limited to:

- officer and leadership training (usually two to three sessions)
- organization recognition meeting (typically held during fall semester leadership training)
- Risk Management Officer training (usually one session)
- Club Sports Awareness Day
- UW-Whitewater Involvement Fair
- Club Sports monthly meetings (typically the first Monday of every month during an active semester)
- SUFAC budget hearings
- one-on-one club meetings with administrative staff

Club leaders will receive reminders of upcoming meetings and events requiring their attendance and/or attention. More information on semester meeting and event dates are intended to be listed on the Club Sports website.

Facilities & Reservation Requests

Clubs are not guaranteed facility space outside of their regularly-assigned practice times. All requests related to facility space(s) must be submitted to Rec Sports well in-advance for consideration. Requests not submitted in a timely manner may not receive approval and/or consideration.

Please be advised club teams are encouraged to consider academics, Intercollegiate Athletics, Intramural Sports, revenue generating events and other UW-Whitewater events prior to submitting their facility requests.

Campus Building Access & Keys

If a club believes they require building access via card swipe privileges during non-traditional hours of operations, they must contact Club Sports administrative staff. Examples of this may include club practices/meetings/events taking place in Esker 108 and the Roseman Gym.

For clubs operating out of the Esker 108 combatives room, up to two (2) keys are permitted to be rented for an academic year. Keys must be returned by the individual(s) they are rented to by a deadline established by Club Sports administrative staff. Individual clubs may be responsible for replacing locks and/or keys.

If clubs operate out of the Roseman Gym, a student supervisor assigned by Club Sports administrative staff will be required. Impacted clubs may be financially responsible for covering staffing fees.

In the event club teams wish to operate out of facility spaces outside the normal/traditional hours of building operations, clubs may be financially responsible for staffing expenses.

Clubs must abide by all building-specific policies and procedures of the facility they are occupying.

Practice Times & Attendance

Club teams traditionally receive two-three practice sessions per week. On average, practices can last anywhere from 90 minutes to three (3) hours, depending on the club and its roster size. Practice schedule precedence is given to clubs who are more active during a specific period of time than others.

Practice schedules are published on a semesterly basis and include two practice schedules for each semester (one for the first eight weeks and one for the second eight weeks of a semester, as facility availabilities may change with the academic schedule). Schedules are posted on the Club Sports website, via the FREE UW-W Rec Sports app and in various places in and around the Williams Center. Hard copies of practice schedules are available upon requests. Additional information related to practice schedules can be found within the posted schedules themselves.

Assigned practice times traditionally follow historic practice schedules although clubs are welcome to request changes to their schedules. Requested changes are not guaranteed to be honored given the impact a requested change may have on other clubs, programs and/or services.

If a club cannot practice during its scheduled time, club leaders are encouraged to speak with Club Sports administrative staff. In the event practice time is lost due to unfavorable playing conditions, day-of facility requests may be made but space may not be available.

All clubs are strongly encouraged to hold scheduled practices, even if they are out of season, as practices are great ways for clubs to stay engaged with their members and continue to recruit new members.

Club teams are required to submit attendance after all practices and meetings, which must be done by 5:00 pm the following business day. Reminders are typically sent to clubs who do not submit their attendance in a timely manner. Clubs that do not hold regular practices despite receiving allocated time and space are subject to losing out on their day and time preferences for future scheduling.

Competition & Event Schedules

Competition & event schedules must be submitted to Club Sports administrative staff in as timely a manner as possible. Schedules may be submitted in-person or online via email and/or the campus Google Drive.

Schedules must be on-file with Club Sports administrative staff in order for clubs to request facility space or travel accommodations.

If a club participates in any competition or event without sharing information with Club Sports administrative staff, the club in-question is subject to facing heavy administrative discipline.

Parking

All club members and opponents must abide by UW-Whitewater Parking Services rules and regulations. Clubs are not exempt from following parking regulations; especially during periods of practice times where parking rules are enforced.

Rec Sports will not file an appeal of a parking violation on behalf of a club or individual club member. Rec Sports will also not seek exemption from parking rules and regulations unless a circumstance warrants at the discretion of Club Sports administrative staff.

Any club or opponent receiving a parking violation is responsible for satisfying expectations and/or requirements established by UW-Whitewater Parking Services. Club funds may not be used to purchase parking passes, although visitor passes for opponents may be considered on days when parking situations are especially unfavorable (i.e. football games and Commencement).

Clubs are strongly encouraged not to host events when on-campus parking situations are expected to be unfavorable due to other large on-campus events.

[Campus Map with identified parking lots](#)

[Parking Services website](#)

[Parking FAQ](#)

Section 4: Conferences & Governing Bodies

In addition to reporting to UW-Whitewater Rec Sports and SAI, some club teams may elect to report to governing bodies on local/regional and/or national levels. Reporting to a governing body is not a requirement for a club team and governing bodies may not be possibilities for certain clubs.

In the event a club reports to a governing body, contact information for necessary representatives must be shared with Club Sports administrative staff. Governing bodies are not responsible for UW-Whitewater actions and conduct, nor are governing bodies expected to provide insurance coverage and athletic training assistance for their events.

Local/Regional

When reporting to a governing body at the local/regional level, clubs are likely to receive support with scheduling competitions and events that include other local/regional teams. Travel opportunities are likely to remain closer to the State of Wisconsin and Midwest region of the country. State and regional championships are also possibilities, with qualification requirements likely.

National

When reporting to a governing body at the national level, clubs are likely to receive administrative support related to contest/event facilitation rules, uniform and equipment requirements and receive eligibility considerations to participate in national championship events. Qualification requirements for national championship events are likely.

Specific Rules & Policies

Governing bodies may have additional rules and policies club teams and their members are expected to follow. Some of these rules and policies may contradict established rules and policies UW-Whitewater may have in-place. When a club team agrees to become a member of a governing body, they also agree to abide by the rules and policies that governing body has in-place. UW-Whitewater rules and policies are specific only to internal campus operations, whereas governing body rules and policies likely apply to all teams registered as members within that governing body, regardless of institution. UW-Whitewater Rec Sports and SAI are not responsible for decisions rendered by governing bodies given their specific rules, policies and by-laws. Governing body decisions are to be considered final.

If a club wishes to file an appeal with a governing body, Club Sports administrative staff will assist as they are able, however club leaders are strongly encouraged to review and understand/acknowledge governing body rules PRIOR to agreeing to governing body membership. UW-Whitewater Rec Sports and SAI are not responsible for rules and policies established and enforced by governing bodies and may not have values and philosophies that align with the governing bodies in-question. Clubs can elect to renew or decline membership with governing bodies at their discretion. Club Sports administrative staff will always be available to consult and advise on governing body by-laws, although advisement is to be considered strictly that. Administrative staff cannot and will not consider their decisions and preferred actions to be those that governing bodies will enforce and clubs are advised to do the same as interpretations and spirit and intent of rules may vary.

UW-Whitewater Club Sports does not report to the National Collegiate Athletic Association (NCAA). While teams under the Intercollegiate Athletics umbrella at UW-Whitewater are classified as Division III teams at the NCAA level, club teams may be classified differently by governing bodies and may not have competition and event participation limited to other institutions classified as NCAA Division III (i.e. NCAA division classifications do not necessarily matter or impact club teams).

Agreements & Contracts

No club representative is eligible to sign and/or return a contract/agreement to a governing body without consent and acknowledgement from Club Sports administrative staff. Contracts/agreements may apply to any/all governing body operations, which include but are not limited to membership terms and event participation. All contracts/agreements must be shared with Club Sports administrative staff, who will in-turn file and organize all governing body documentation.

Club Sports administrative staff reserve the right to consult with UW-Whitewater Risk Management personnel and other applicable departments before approving a governing body contract/agreement.

When returned to governing bodies, club teams are expected to uphold their end of the contract/agreement, which includes all financial and performance/attendance obligations. Club leaders are considered the main points of contact with governing bodies and Club Sports administrative staff cannot guarantee their availability to attend governing body meetings. Club leaders are expected to return all applicable governing body communication messages and Club Sports administrative staff must be copied on all correspondence.

Independent/Friendly Events

Club teams reporting to and receiving scheduling assistance from a governing body do not necessarily need to restrict competition and event participation to what their governing body outlines (circumstances may apply). Clubs may seek independent events, or “friendly” opportunities with other clubs at any time as long as schedules and situations permit.

Club Sports administrative staff encourages club leaders to find as many participation opportunities for their clubs as possible, which can help with membership recruitment and retention efforts. Results of independent/friendly events likely will not be counted with a governing body but will be filed with Club Sports for internal record-keeping and promotion. Clubs are independently responsible for fundraising to cover all costs of soliciting extra participation/involvement opportunities and administrative staff will not approve of adding extra events to schedules without having proper funding already in-place.

General Preferences & Timeliness

Governing bodies may distribute schedule requests and availabilities to their member clubs. Clubs are welcome to complete and submit their availabilities/preferences at their leisure, but are strongly encouraged to consult with Club Sports administrative staff and applicable UW-Whitewater schedules before sending scheduling materials back to their governing body representatives.

Working with governing bodies can be challenging for many reasons, given governing bodies work on behalf of many institutions and may not specifically adhere to timelines/preferences established by UW-Whitewater. Club Sports administrative staff specifically requests schedule information as soon as possible in an effort to ensure all club-specific requests can be adhered to. In the event a schedule is not made available in a timely manner, club teams are not guaranteed to have facility availability when they are scheduled to host events. If this is the case, Club Sports administrative staff will work with the club(s) in-question to find facility space to facilitate contests/events. Event hosting fees may apply to events hosted off-campus and are the responsibility of individual clubs.

Section 5: Risk Management & Medical

Officer Position & Training Requirements

The safety and general well-being of all club members are important and paramount to both the Club Sports and overall UW-Whitewater experiences. Because participation in any Club Sports activity can be accompanied by adherent risks, risk management is something Rec Sports and administrative staff take very seriously.

All club teams are required to have a Risk Management Officer (RMO) as part of their leadership structure. The RMO can be a stand-alone officer or be an officer who has another established position within the club’s leadership structure.

The RMO is responsible for assisting Club Sports administrative staff in assisting with basic risk management practices to ensure club members are as safe and well as possible. Basic responsibilities of the RMO include, but are not limited to:

- understanding Emergency Action Plans and how to call EMS personnel (i.e. calling 9-1-1)
- understanding signs and symptoms of major injuries and illness and their affiliated return to play protocols, which include concussions/head injuries, heat-related injuries and cardiac emergencies
- assisting with the driver authorization process for all members wishing to drive/operate motor vehicles on behalf of club business
- assist with travel planning and documentation submission
- serve as the point of contact in the event of an emergency during travel or on-campus club events

- complete and submit injury/incidents reports for every occurrence
- assist with making decisions regarding facility playability in the event administrative staff are unable to render decisions
- monitor club equipment use (i.e. safe to use, general wear-and-tear, etc.)
- complete CPR and first aid training as determined necessary by Club Sports administrative staff. Training will always be made available to clubs who seek it, although fees may applied

Club RMOs must also attend an informational meeting at the beginning of each academic year, which will be communicated to club leaders by administrative staff.

RMOs are also required to complete ongoing educational courses, which are provided to clubs free of charge courtesy of [NFHSLearn.com](https://www.nfhslearn.com). Clubs must complete three required courses related to concussions, sudden cardiac arrest and heat-related illness each fall semester. Come the spring semester, clubs must complete three (3) elective courses by choosing from courses pre-selected for approval by Club Sports administrative staff. Details on how to access these courses and submit course completion materials will be provided by Club Sports administrative staff at applicable meetings and via various communication outreach attempts.

In the event a designated RMO is unable to fulfill their responsibilities, any club representative may attend training or complete ongoing education courses in the RMO's place. If a club's RMO is unable to fulfill the requirements established by Club Sports administrative staff, the club is subject to receiving administrative discipline at the discretion of administrative staff.

Member Information & Waiver Form

As stated in [Section Two](#) of this handbook:

Prior to any Club Sports participation, a member information and waiver form is required to be filed with Club Sports administrative staff. Members are not permitted to participate without this form on-file and clubs are subject to heavy administrative discipline for having members participating while ineligible. Only one member information and waiver form is required per year and can be applied to any/all clubs an individual wishes to join. Forms must be accurately completed or they will be deemed invalid. Member information and waiver forms are good for a maximum of one calendar year period, beginning no earlier than July 1 and ending June 30. Member information and waiver forms must be filed each year in order for an individual to be eligible to participate.

Once a member information and waiver form is accepted and filed, the individual member is considered to be on the club's official roster, which is also active for the time period of July 1 to June 30. An individual is considered to be on a club's roster no matter how many practices, meetings, competitions, events, etc. that person may attend. A member may request to be removed from a club's roster, which must be authorized by club leaders via majority vote.

These forms have a few statements all prospective club members, regardless of classification, are asked to acknowledge and are stated as-follows:

Assumption of Risk

I understand not all risks can be foreseen and there are some risks which are unpredictable. I understand inherent risks cannot be eliminated regardless of the care taken to avoid injuries. I am aware of the risks of participation, which include (but are not limited to): the possibility of physical injury, fatigue, bruises, contusions, broken bones, concussion, paralysis and even death. I understand the University of Wisconsin-Whitewater has advised me to seek the advice of my physician before participating in any event(s) affiliated with Club Sports. I understand I have been advised to have health and accident insurance in effect and no such coverage is provided to me by the University of Wisconsin-Whitewater or the State of Wisconsin. I know, understand and appreciate the risks that are inherent to participating in the club(s) named above. I hereby assert that my participation is voluntary and that I knowingly assume all such risks.

Hold Harmless, Indemnity and Release

*In consideration of my participation in Club Sports activities, I for myself, spouse, heirs, personal representatives, estate or assigns, agree to defend, hold harmless, indemnify and release the Board of Regents of the University of Wisconsin System, the University of Wisconsin-Whitewater, and their officers, employees, agents, volunteers, and all other who are involved, from and against any and all claims, demands, actions or causes of action of any sort on account of damage to personal property, personal injury or death which may result from my participation in the above-mentioned program(s). This release includes claims based on the negligence of the Board of Regents of the University of Wisconsin System, the University of Wisconsin-Whitewater and their officers, employees, agents, volunteers and all other who are involved, but expressly does not include claims based on their intentional misconduct or gross negligence. **I understand that by agreeing to this clause I am releasing claims and giving up substantial rights, including my right to sue.***

Consent for Emergency Treatment

I authorize the University of Wisconsin-Whitewater and its designated representatives to consent, on my behalf, to any emergency medical/hospital care or treatment to be rendered upon the advice of any licensed physician. I agree to be responsible for all necessary charges incurred by hospitalization or treatment rendered pursuant to this authorization.

A member may request a copy of their submitted member information and waiver form at any time.

Medical Coverage, Assistance & Emergency Contacts

Rec Sports does not provide additional health/medical/accidental/liability insurance coverage for club members (applies to UW-Whitewater AND opposing clubs from other institutions). Members are encouraged to have their own insurance coverage, although such coverage is not a requirement for participation. Club members participate at their own risk and under their own volition. Club Sports administrative staff encourage all club members to consult with their physicians to ensure Club Sports participation is appropriate given their individual medical history.

In the event medical assistance is needed on-campus, all Rec Sports staff members are able to provide basic first aid, CPR and AED administration. Rec Sports staff members do not have the authority or training to diagnose injuries or provide medical assistance beyond the scope of the training they receive. Staff members are also trained on how to follow established campus emergency action plans and EMS protocol. Advisement provided by any staff member is not to be considered official medical advice and members should ALWAYS consult a physician when they feel necessary.

In the event EMS personnel are contacted, a member has the right to refuse treatment and any transportation. Just because EMS personnel are contacted does not mean a member will be charged for any medical assistance and/or ambulance/transport fees. All Rec Sports staff and Club Sports members are covered under "Good Samaritan Laws" and are expected to step in in the event of an injury and/or emergency. Some injuries and situations are far more serious than others, and in the unfortunate event a serious situation presents itself, Rec Sports staff and Club Sports members reserve the right to act in the best interest of the parties involved and request EMS assistance.

Basic first aid supplies and ice are available in the Williams Center upon request. Rec Sports staff members will not tape any part of an individual's body but may assist with ice wraps. In the event of any break or dislocation, staff will also not adjust the injury or "pop" something back into place, no matter how much an individual may request or consent to receiving that type of assistance.

Medical assistance is available on-campus via [University Health & Counseling Services](#). An urgent care facility is available off-campus and hospitals are located in Fort Atkinson ([Forth Health Care](#)) and Janesville ([Mercy](#)).

American Heart Association (AHA)

AHA CPR Reference Guide

General AED Operation Guide and Fact Sheet

(may not be applicable to the exact model/specifications of campus AEDs; intended to serve as a reference only)

State of Wisconsin Good Samaritan Laws

All club members are encouraged, but not required, to list an emergency contact in their member information and waiver form. Anyone can serve as an emergency contact, although it is recommended someone who can speak to the member's medical history, prescribed medications and/or insurance coverage serve in that role. Multiple emergency contacts may be listed in the event the preferred emergency contact lives further away and cannot provide immediate, in-person assistance as outlined by EMS or medical assistance providers. Other club members may assist a fellow club member, permitted the individual in-question consents. If consent cannot be provided, action will be taken with the individual's best interest in-mind.

Participating as a Minor

Individuals under the age of 18 (i.e. a minor) are eligible to participate with club teams, permitting all other eligibility guidelines and established codes of conduct are followed. In order for a minor to receive approval to participate from Club Sports administrative staff, a member information and waiver form signed by both the minor and at least one (1) parent/guardian must be filed. In addition providing their signature, the parent/guardian should clearly print their name.

In order to accomplish this, a paper copy of the member information and waiver form should be provided by Club Sports administrative staff. In the event a paper copy is unavailable, the parent/guardian can also sign the online version of the member information and waiver form, which must then be accompanied by a written statement confirming their authorization of the minor's participation.

Suspected Concussions/Head Injuries

Head injuries (i.e. concussions) are to be treated with extreme care and caution. All club members are encouraged to understand the signs and symptoms affiliated with concussions. In the event a suspected head injury occurs, club leaders are expected to pause activity operations and remove the individual(s) in-question immediately. An injury report is to be filed with administrative staff and it is suggested the individual experiencing the suspected injury seek medical attention as soon as possible.

Rec Sports and Club Sports administrative staff do not require baseline testing and it is up to the impacted individual(s) and club leadership to determine return to play status. Club Sports administrative staff may provide advisement and consultation, although any advisement/consultation is to be considered at face value and not to be considered official medical advice/expertise. Members are strongly encouraged to exercise caution and consult as many certified resources as they are comfortable with in order to reach a logical and safe conclusion.

Any Rec Sports staff member, per their training in first aid and safety management, reserves the right to refuse participation in any capacity if an injured member continues to exhibit signs and symptoms indicating participation could jeopardize safety and well-being.

[Concussion Handout from the National Athletic Trainers' Association](#)

[Return to Play Information from the Centers for Disease Control](#)

[Brain Injury Safety Tips and Prevention from the Centers for Disease Control](#)

Injury Reporting

Given the unpredictable nature of participation, all club activities are to be considered contact activities. Any injuries and/or other incidents related to Club Sports participation must be reported to Club Sports administrative staff within 24 hours of their occurrence. Injuries are to be reported to administrative staff so staff can assist the injured participant in as many ways as possible, which may include, but are not limited to receiving ongoing first aid support, referral to campus health and safety resources along with contacting the Dean of Students Office to assist with academic absences/impacts.

Failure to accurately report injuries and/or other incidents are considered large violations of Club Sports conduct expectations and subject to receiving disciplinary action applicable at the discretion of administrative staff. Clubs and their members do not get in trouble for reporting injuries, although activities leading up to any said injury are subject to internal review.

Athletic Training Services

Club Sports members do not report to Intercollegiate Athletics and are therefore not permitted to use equipment, resources and athletic training services offered via the Williams Center athletic training facility. Campus athletic trainers do not supervise Club Sports practices and will only assist in the event of emergencies.

Most home events involving high-impact activities are supervised by a trained member of the Intramural & Club Sports staff. The scheduled staff member will be certified in first aid, CPR and AED administration and will also be familiar with Rec Sports emergency action plans and EMS protocol. Staff members are NOT certified athletic trainers and would follow similar action plans as an athletic trainer would. Supervisors are to act as the first responder on-site in the event of an injury, although the supervisor is only able to provide services within the scope of their first aid training.

In the event a club wishes to have an athletic trainer on-site for their event, a request for a trainer must be made well in advance. Athletic trainers, if available, are hired as independent contractors and clubs are financially responsible for paying for athletic training services, which are typically contracted on a per hour basis. Athletic training services are not guaranteed to be available and the on-site supervisor's directions are to be respected and complied with at all times; especially with respect to facility playability and weather-related decisions.

Other Medical Personnel & Assistance

Opposing club teams and/or other institutions may provide their own medical professionals/staff on sidelines or at the site of competition. Club Sports administration and operations vary from institution to institution, and that is very visible given certain medical resources some clubs/institutions have more than others. UW-Whitewater currently does not have any ongoing agreement in-place with additional medical personnel, who are to be considered external resources, which may include, but is not limited to chiropractic care, massage therapy, strength and conditioning, nutrition assistance, etc.

Any club who reaches independent agreements with external medical professionals and/or services must include Club Sports administrative staff and UW-Whitewater Risk Management in said agreement discussions. Additional/external medical services are not permitted without authorization from UW-Whitewater Risk Management, Rec Sports and additional individual member acknowledgements on-file with Club Sports administrative staff. The external medical service provider(s) must also have written outlines of their intended services filed with applicable UW-Whitewater offices PRIOR to rendering their service(s).

First Aid Coverage & Supplies

Basic first aid coverage from Rec Sports staff members is available to all club teams and members at all times whilst on the UW-Whitewater main campus. Basic supplies, including those that can sanitize equipment, are available upon request. Rec Sports has designated first aid kits for Club Sports travel that club teams can reserve and bring with them whilst traveling to competitions/events.

Clubs are welcome to utilize funds to purchase their own first aid supplies and travel kits as they so choose. Clubs that are considered high impact and medium impact are encouraged to have their own first aid supplies and back-up uniforms in the event of exposure to blood and other bodily fluids.

Recovery Equipment & Rental

Club Sports has a select variety of [Hyperice®](#) recovery equipment available to rent on an individual basis. Equipment includes items that can be used via simple "plug and play" methods without the supervision of certified medical personnel, such as compression massagers, hand-held massage tools and cold/heat therapy sleeves.

Any rostered club member is welcome to use these devices, which must be checked out from Club Sports administrative staff. Items may be checked out for no longer than one (1) business day, which may include a weekend of use. Extended rental periods are permissible, permitted the items are not being requested by other users.

Upon being returned, the items will be sanitized via approved methods determined by Club Sports administrative staff. Items lost, damaged outside of the scope of general wear-and-tear or stolen are the responsibility of the individual and/or affiliated club who rented the item(s).

CPR & AED Administration

All Rec Sports staff members receiving training on CPR and AED administration under guidelines provided by the American Heart Association. In the event CPR and/or AED administration is necessary, staff members can provide the necessary treatment given their training and are covered under State of Wisconsin Good Samaritan Laws. See the “Medical Coverage, Assistance & Emergency Contacts” subsection of this handbook section for more information.

On the UW-Whitewater campus, all Club Sports activities are facilitated in buildings that are properly equipped with AEDs. All Rec Sports staff members also receive CPR and AED administration training, as facilitated by trained instructors under guidelines taught by the American Heart Association, as part of their employment.

Most Club Sports operations take place in and around the Williams Center, which has four (4) AED devices located throughout the facility:

- outside of Room 100, The Office of Recreation Sports & Facilities
- near Gym 4 on the main level (Russell Arena, Volleyball)
- near the Williams Center Pool
- on the second level lobby of the building by Gym 1 (Kachel Gymnasium), Gym 2 (Wrestling) and Gym 3 (Gymnastics)

[AHA CPR Reference Guide](#)

[General AED Operation Guide and Fact Sheet](#)

(may not be applicable to the exact model/specifications of campus AEDs; intended to serve as a reference only)

[Campus AED Locations](#)

Active Threat & Emergency Services

In the very unfortunate event of an active threat on-campus, club teams are expected to listen to campus announcements and follow campus resources, typically made available via public service announcements via on-campus devices. Club events currently planned or in-progress should cease immediately and all participating club members must take the appropriate action(s) and precaution(s) the determine are best.

If possible to vacate a facility a get to a safe place, of course do that. In the event that is not possible, many UW-Whitewater buildings, classrooms and meeting spaces are equipped with active threat resources and door barricades, which would be located via a mounted box by an affiliated entrance to the facility.

UW-Whitewater, often voted as one of the safest college campuses, is also equipped with various emergency services and other references. Contact University Police at 262-472-4660 in non-emergencies and dial 9-1-1 for emergencies.

[UW-Whitewater Police Website](#)

[UW-Whitewater Emergency Services Website](#)

[UW-Whitewater Emergency Status Website](#)

[Campus Emergency Resources](#)

[UW-Whitewater Active Killer](#)

[UW-Whitewater Bomb Threat](#)

[UW-Whitewater Fire](#)

[UW-Whitewater Inclement Weather](#)

[UW-Whitewater Overdose \(Narcan\) Kits](#)

[UW-Whitewater Tornado Guide](#)

Blood & Other Bodily Fluids

If blood or other bodily fluids come in contact with an individual and/or their equipment/articles of clothing/uniforms, play is to be immediately paused. This is also the case if any blood or bodily fluids become visibly present in any form.

The impacted areas and items are to be properly cleaned and/or changed/disposed of before play may be resumed the source of said blood/bodily fluids must be removed from participation. Participation may be resumed once the bleeding/fluid is properly and safely stopped/contained.

Any items saturated with blood and/or bodily fluids must be safely placed in a red biohazard bag and placed in the Williams Center Equipment Room. Rec Sports staff members will be trained on how to follow this procedure. In the event a saturated item belongs to an individual participant who wishes to take the item back home with them, they are permitted to do and should be advised they must take proper cleaning care of their item(s). If the presence of blood/fluids takes place in a facility/at an event off the UW-Whitewater campus, clubs are advised to follow the procedures outlined at that facility and/or follow their risk management training.

Any item(s) stained with blood and/or bodily fluids are to be considered dangerous and be removed from participation and/or club circulation until properly cleaned or disposed of.

Rec Sports laundry services are available and applicable staff are trained on how to properly handle saturated items.

Safe Arrival, Participation & Departure

All clubs and their members should feel safe at all times. In the event any club member feels unsafe, please notify campus police by calling 262-472-4660 or by utilizing the blue light service, which notifies campus police dispatch of your location. If someone would like assistance getting to a residence hall or other campus location, the campus police number may be called to request a campus walking escort. Club members are encouraged to arrive and leave their events in groups.

[Campus Blue Lights Information](#)[Campus Blue Lights Locations](#)[Campus Walking Escorts](#)[Campus Police Personal Safety Resources](#)**Contracts**

As found in [Section Four](#) of this Handbook:

No club representative is eligible to sign and/or return a contract/agreement to any entity without consent and acknowledgement from Club Sports administrative staff. Contracts/agreements may apply to any/all entity-specific operations. All contracts/agreements must be shared with Club Sports administrative staff, who will in-turn file and organize all affiliated documentation.

Weather Notices

Clubs who practice/compete outdoors will receive email communication from Club Sports administrative staff regarding the facility status of outdoor playing surfaces and coinciding weather forecasts every Monday thru Thursday during the outdoor practice seasons. Notices will also be posted online via the Rec Sports website and the FREE UW-W Rec Sports app.

In the event outdoor facilities are closed due to unfavorable weather and/or playing conditions, it should be assumed community spaces and parks are also closed. If Intramural Sports and/or Intercollegiate Athletics facilities are vacated, clubs must vacate their facility space(s) as well. Rec Sports staff members reserve the right to end club events for the fairness and safety of all students. This includes events that may be in-progress.

In the event of lightning and/or severe weather, club members must vacate their playing surface/area immediately. Rec Sports follows lightning guidelines established by the National Weather Service and American Softball Association.

Please be advised it is highly unlikely indoor practices or events will be canceled/postponed by administrative staff. Club leadership members are authorized to make decisions regarding their club's events if they feel situations may jeopardize the safety or enjoyment of club members, opponents and/or supporters. Any cancellations must be communicated to Club Sports administrative staff with as much notice as possible. Attendance reports are not required for cancelled practices if cancellation notices have been provided to Club Sports administrative staff.

Helpful weather resources may include, but are not limited to:

- [UW-Whitewater Weather Website](#)
- [National Weather Service \(NWS\)](#)
- [NWS Educational Resources](#)
- [The Weather Channel](#)
- [Weather Underground](#)
- [WeatherBug](#) and [SPARK Lightning Detection](#)

Driver Authorizations

Any club member intending to operate any type of vehicle on a roadway for club-related business must be an authorized driver. There are no exceptions to this rule, even if someone wishes to use their own vehicle. Violators and their affiliated club are subject to receiving disciplinary action determined at the discretion of Club Sports administrative staff.

The driver authorization process is not facilitated or maintained by Club Sports administrative staff, but rather the campus Risk Management Office. It is strongly recommended all possible drivers complete the authorization process as early as possible. Club Sports administrative staff will confirm authorizations before approving travel. Any member not on the authorized driver list, as maintained by the State of Wisconsin Fleet Portal website, will not be considered eligible to drive. To put it simply, either drivers are authorized, or they are not. The process cannot be expedited by Club Sports administrative staff. Pending authorizations cannot be confirmed by Club Sports administrative staff.

Clubs are encouraged to have two (2) authorized drivers per vehicle. Any member with access to an internet connection and valid UW-Whitewater login credentials can access the Fleet Portal website to look up authorized drivers.

[UW-Whitewater Risk Management Website](#)

[Vehicle and Driving Information](#)

[State Fleet Portal Website](#) – select “UW” from the dropdown menu – in the upper left corner of the page

Section 6: Financial Administration

Financial Oversight & General Philosophy

Financial oversight for all club teams is provided by Club Sports administrative staff, who follow policies and procedures as outlined by UW-Whitewater Financial Services, Cashier's Office, Procurement, UW System policies, Whitewater Student Government (WSG) and the Segregated University Fees Allocation Committee (SUFAC). Club Sports administrative staff have access to all club team accounts, regardless of account type. Due to some policies, access to specific accounts may only be available to administrative personnel. Club leaders are welcome to inquire about their account status at any time and updates are often sent throughout an academic year.

Club Sports administrative staff believes in transparency and open communication related to financial administration, account statuses, budget strategies, etc. While Club Sports administrative staff have the purchasing authority for all club teams, financial decisions and actions are not to be taken without club leadership knowledge, authorization and/or keeping the club's best interest and equity for all other student organizations in-mind.

Clubs are also welcome to consult with SAI administrative staff to ensure all student org code of conduct and financial administrative policies are followed.

Fiscal Year

Club Sports follows fiscal year timelines as they are established by UW-Whitewater and the UW System. Each fiscal year begins June 1 and ends July 31. Accounts requiring budget action must be addressed within fiscal year timelines to ensure proper organization and in order to follow intended operations.

Overview of SUFAC & Seg Fees

A portion of the fees students pay via the UW-Whitewater student bill is designated for the operation of various student services and organizations. These designated fees are called Segregated University Fees (i.e. SUF). The decisions of how these fees are allocated is the delegated responsibility of a branch of WSG called the [Segregated University Fees Allocation Committee \(SUFAC\)](#). SUFAC is comprised of student representatives and faculty advisors who advise WSG and the Chancellor on how student fees are to be utilized each fiscal year.

SUF funds are intended to supplement, but not completely support all club expenses and are not to replace fundraising efforts. Club Sports administrative staff places emphasis on fundraising, dues collection (when situations allow) and self-sufficiency for each club. Clubs must be recognized for the current academic year to receive their SUFAC allocations and request funding for the next fiscal year.

Per the preferences of Club Sports administrative staff and given traditional individual club expense, SUF allocations should mainly be considered to be used for things such as, but not limited to:

- governing body memberships
- tournament/event entry fee payments
- equipment purchases
- team uniforms
- lodging expenses and vehicle rental fees
- copy/print/advertising/mail services
- payment to individuals (i.e. officials, referees, umpires)
- non-employee expense reimbursements

Club Sports administrative staff are responsible for the act of spending SUF allocations, although said spending is done with club acknowledgement and approval. Any spending done on behalf of a club without a club's prior knowledge is done so in the club's best interest while following all appropriate guidelines and procedures. It is preferred expenses are paid via operations outlined by UW-Whitewater Financial and Procurement Services using the ShopUW+ system. Utilizing other programs/services to make payments may include processing fees, which are generally frowned upon since they can be avoidable and save clubs allocated and/or hard-earned money.

Any tangible items purchased using SUF allocated money are considered property of the State of Wisconsin and Rec Sports and must be added to a club's inventory list. Club members may not keep these items and items must be returned to club storage by the end of an academic year.

SUF allocations are distributed to individual club accounts, which are allocable accounts and often referred to as "org codes." These accounts are ten-digit accounts managed via an online accounting system called "WISER." Only Club Sports administrative staff have access to WISER accounts and therefore must micro-manage many facets of club budgets. Clubs may overspend their SUF account (i.e. WISER account), however negative balances at the end of a fiscal year will not be tolerated by Club Sports administrative staff. To supplement overspending, clubs can transfer SFO monies into their SUF/WISER account. Administrative staff assists with such operations.

SUF allocations are typically distributed once or twice per fiscal year, which is determined at the discretion of UW-Whitewater Financial Services personnel. If a club wishes to review their accounts, they are welcome to do so by making requests to Club Sports administrative staff. Account balances and statuses are not published to any public domain; however account updates are typically discussed during most individual club meetings with administrative staff.

Any SUF allocations not spent within a fiscal year are to be returned to the institution and are placed in the contingency fund, as long as the remaining amount is in excess of the figure determined for automatic carryover.

Bottom line: clubs should spend the SUF allocated funding down to as close to \$0.00 as possible while coming as close to their budget proposals as they can.

[SUFAC Key Budgeting Terms](#)

SUFAC Policies & Spending Guidelines

The SUF Allocation Committee requires student organizations and programs receiving seg fee funding support to follow specific policies and spending guidelines. Policies and guidelines are subject to change at the discretion of SUFAC and WSG.

[SUFAC policies are accessible here](#). In the event policies change and are outdated with this handbook, policies can be accessed via the [SUFAC website](#). Club Sports administrative staff members keep copies of current SUFAC policies in their office spaces in Williams Center Room 100 and will share said policies as part of Club Sports leadership training at the beginning of each fall semester.

[SUF Information for Student Organizations](#)

[SUF Information for Department Representatives](#)

Annual Budget Proposals, Affiliated Expenses, & Line Item Requests

Club teams wishing to receive SUF funding support must submit budget proposals to SUFAC following a timeline the committee establishes on an annual basis. The proposals, which are typically due to SUFAC between mid-late September and mid-late October, outline projected expenses and revenues for club-specific operations as they relate to the following fiscal year. Club Sports administrative staff assist with assembling these proposals and often request individual club meetings with club leaders to compile budget projections.

Clubs may submit any budget figures and projections they believe are necessary, however, clubs are advised to be mindful of allocation histories and previous requests in an effort to be equitable to other clubs and student organizations. Clubs requesting changes in their SUF allocations should expect to have their presence requested at the Club Sports portion of the SUFAC budget hearing (more on this below). Any allocation requests should be easily justifiable and reasonable in nature. Changes in allocations should revolve around access to club involvement, upgraded equipment and safety precautions and an increase in competition/event attendance. Clubs are advised to seek no more than 50% of their projected expenses to be covered by SUF allocations. Remaining expenses should be covered by club fundraising efforts, no matter how those are defined by each club. This helps display club sustainability efforts and equitable contributions from student members.

Once submitted, proposals are initially reviewed by SUFAC, who in-turn invite Club Sports administrative staff and select club leaders to a budget hearing to present and defend submitted budget proposals. SUFAC determines allocation amounts following budget hearings, and before approved, budget proposals are reviewed by WSG, The Office of the Chancellor, the UW System Board of Regents and finally, the Governor's office.

Approved budget allocations for the following fiscal year traditionally do not get revealed until the spring semester. Club Sports administrative staff documents all items related to SUF allocation proposals, awards and requests. Purchase and account histories are also available upon request.

Budgets include subsidiary line items, which include expense items such as travel, maintenance, supplies, equipment, programming, services/food, utilities and fellowships. Revenues are also considered subsidiary line items within a club's overall budget. These line items are all included as parts of the budget proposals and must include detailed information and breakdown of how expenses are to be accumulated.

Projecting budgets for future club operations can be a daunting task, however clubs should be as realistic and fair with their requests as possible, as clubs are expected to follow the nature of their projections as closely as possible. In the event current budgets are projected to have monies spent in excess of what has been allocated per an applicable budget line, line item requests must be requested with SUFAC in advance of the expenditure taking place. SFO account monies may be used to cover excess spending within a budget line.

Contingency Funding & Carryover Requests

Additional monies are available via a campus fund referred to as the "Contingency Fund." Contingency funding may be requested by recognized clubs currently receiving SUF allocations only, and such funds are to be requested for unanticipated expenditures and/or to expand programs and opportunities. Good examples of contingency fund requests include added equipment expenses to cover higher-than-anticipated levels of involvement, provide more opportunities to benefit the campus community and additional competition/event opportunities (i.e. postseason/playoffs).

NOTE: Clubs cannot include postseason events as part of their initial budget proposal if postseason opportunities are not guaranteed as part of their membership in a governing body. Any events requiring qualification should be carefully evaluated if they are to be included in a budget proposal and clubs should be able to speak to event inclusion in their proposal when prompted by any campus authority responsible for financial administration and operations.

In the event clubs have monies remaining in their SUF/WISER account at the end of a fiscal year, said monies are subject to being placed in the contingency fund. Monies under a specific dollar amount determined by campus budget authorities may receive automatic carryover into a club's budget for the subsequent fiscal year.

Monies in excess of the specific dollar amount for automatic carryover consideration are not guaranteed to receive carryover approval and said approval must be requested and justified to SUFAC. Allocated funds are expected to be used as they are intended, within the time period in which they are approved to be used. Clubs are not entitled to SUF allocated funds and are to treat their account balances and financial opportunities respectfully, professionally and in accordance with all policies and procedures as they are outlined by all applicable UW-Whitewater parties.

Student/Faculty Organization (SFO) Accounts

A Student/Faculty Organization (SFO) account is an active on-campus checking and savings account facilitated and processed thru the Cashier's Office in Hyer Hall. Only one organization may occupy an account and all funds in these accounts are privately raised by the club holding the account. Similar to private checking and savings accounts, clubs receive monthly and annual statements detailing account activity at most monthly leadership meetings during the academic year. Club Sports administrative staff preside over most SFO accounts and their activity and traditionally receive updated SFO account activity ledgers from a Cashier's Officer representative every two (2) weeks via campus email.

Most clubs have an SFO account and are encouraged to do so. Club leaders must complete authorized user access forms to be considered for account access and activity. Given the source of the funds in SFO accounts, these accounts, which are identified by a unique name and unique five-digit numerical code, do not need to be spent down to zero every fiscal year and remaining monies automatically carry over year to year. These accounts cannot be spent negatively and are not affiliated with any administrative credit cards. For a club to overspend (or continue to overspend) their SUF/WISER account, sufficient funds MUST exist in an SFO account in order for any additional expenditure to be considered by Club Sports administrative staff.

Negative SUF/WISER account balances and overspending of individual line items within a club's budget will be supplemented by SFO funds via a transfer facilitated by Club Sports administrative staff. SUF allocated funds cannot be transferred into SFO accounts.

Clubs will not receive any checkbooks or credit/debit cards affiliated with any of their accounts, including SFO accounts. Requests must be made via appropriate Cashier's Office forms. All SFO account requests require Club Sports administrative staff acknowledgement, per the Cashier's Office website and all SFO activity/forms are filed and tracked by Club Sports administrative staff as well. Faculty advisors who are not Club Sports administrative staff should not be signing any SFO forms.

Cashier's Office, Deposits & Cash Box

All SFO account operations are facilitated out of the Cashier's Office in Hyer Hall. If a club wishes to do anything related to their SFO account, they are strongly encouraged to meet with Club Sports administrative staff to ensure forms are completed accurately and that appropriate signatures are applied. Clubs are traditionally responsible for bringing forms and items to the Cashier's Office, however Club Sports administrative staff may be able to take items over for clubs depending on circumstance. Most SFO items require Club Sports administrative staff acknowledgement and clubs should not engage in any SFO-related activity without administrative staff knowledge (even if club members are authorized to do so). Club leaders should familiarize themselves with Cashier's Office personnel and procedures.

Most financial deposits are made into a club's SFO count, permitted the club has an SFO account (most do). Deposits require the appropriate documentation, which should receive assistance from Club Sports administrative staff. Deposits are subject to tax, depending on the type of funds received and method(s) in which they are raised. Cashier's Office personnel must assist with any ACH or direct deposits going into SFO accounts.

Clubs wishing to charge event admission fees, sell concessions, apparel, or other items determined to be appropriate by campus personnel may rent a cash box from Club Sports administrative staff. The Cashier's Office can provide a base change reserve for said cash box, however appropriate documentation must be provided well in-advance of when the change is needed. The change reserve will initially be deducted from a club's SFO account, and the exact amount of change must be returned to the Cashier's Office following the event, but can be returned in any form (i.e. does not need to be the exact number of coins and bills as the original base reserve). Clubs must have sufficient funds in order to make a change request.

[Cashier's Office Website](#)

[Student Organization Resources](#) – includes links to downloadable forms

many forms also available in Williams Center Room 100

Reimbursement & Check Requests

Individual club members are permitted to request reimbursement of personal/out-of-pocket expenses made on behalf of club business. Reimbursement requests may be facilitated in the form of a "Non-Employee Expense" if a club wishes to use SUF allocated funds, or in the form of a "Check Request" if a club wishes to use SFO funds. SFO check requests are much easier to process and follow quick turnaround timelines. Therefore, they are the heavily preferred method to choose when seeking reimbursement. Please be advised reimbursements may not be promised and/or guaranteed and may be denied for any reason. Members should not spend their personal money without understanding club budget situations and considering available options.

SFO check requests may be made to help pay for club expenses. Authorized officers and Club Sports administrative staff are eligible to complete and submit an SFO check request on behalf of a club. Administrative staff must examine the nature of the request and availability of SFO funds before any request may be submitted. Only items that are beneficial for club business/operations should be considered for a check request. Requests are considered approved once administrative staff apply their signature to the check request form. Multiple requests may be made at a single time and all requests must be properly completed given the information requested on the form. Any check request form missing pertinent information is subject to being denied.

Following administrative authorization, the requesting club must bring the request form to the Cashier's Office during their hours of operations. Clubs should allow 2-3 business days during traditional busy times for proper processing, although most requests can be turned around in one (1) business day. Individual clubs are responsible for returning to the Cashier's Office to pick up their check(s). Checks not cashed or properly deposited within the timeframe established by the Cashier's Office are subject to having a stop payment notice placed on them.

Check requests cannot be accepted to pay for individual services (i.e. coaching, officiating, etc.). In rare cases, applicable tax documentation may be required to complete an SFO check request.

Reimbursement and/or purchasing intentions should be clearly communicated with Club Sports administrative staff PRIOR to any monies being spent. No money advances will be considered unless a situation warrants at the discretion of Club Sports administrative staff.

Membership Dues & Collections

Club members, depending on the club and varying circumstances, may be asked to make financial contributions to their club(s) in the form of membership dues. Assessing and collecting dues from club members is a great way to raise some funds and offset expenses, but also can be a source of anxiety, stress and animosity within a club. All club leaders, members and advisors are encouraged to understand membership dues expectations as they apply to their individual club(s).

Clubs are welcome to collect member dues but must do so only if benefits of dues payments are clearly stated and reasonable for their members. Evidence of using membership dues for club operations should be clear and obvious to all club members. The amount of membership dues collected, methods of collection and their benefits vary by club based on several variables determined by club leadership. Club leaders are expected to establish the amount of membership dues and the preferred timeline dues are to be paid. Club membership cannot be restricted due to a member's inability to pay dues and payment plans may be arranged in a matter that is fair for all parties involved. Club leaders are responsible for collecting and tracking member dues.

It is strongly recommended that the methods of setting and collecting dues be established in individual club constitutions. It is also strongly recommended that clubs collecting member dues have their members acknowledge and sign the Club Sports dues agreement form. Club Sports administrative staff reserve the right to request an account freeze if a club member does not abide to their dues agreement with all applicable clubs.

Because clubs are individually recognized as student organizations, Club Sports administrative staff will honor the wishes of each club and the decisions rendered by their leadership teams as they relate to membership dues, permitted all applicable rules, policies and procedures are followed. Like constitutions, individual club membership dues policies may be changed at any time by club leadership, however current club members should ALWAYS be consulted and/or informed BEFORE any changes are implemented.

NOTE: Membership dues are collected by individual clubs and are allocated to club-specific accounts and operations. If a member participates with multiple clubs, they very well may be subject to paying multiple club membership dues, depending on the nature of their participation. Paying dues for one club does not make a member exempt from paying dues for all other applicable clubs (as situations warrant).

NOTE: Clubs are advised that in order to "do more things," they must have the necessary funding. Club Sports operations beyond the basic scope of practicing/meeting on-campus are not completely funded by UW-Whitewater and should never be expected to be provided to the campus community at no additional cost. The more a club wishes to be active, compete, travel, etc., the more they should be expected to raise/contribute in membership dues.

NOTE: Any club member wishing to simply attend on-campus club meetings/events (non-competitive or affiliated with actions beyond the basic scope of practices, meetings, etc.) cannot be responsible for paying membership dues unless the situation is authorized by Club Sports administrative staff under the advisement of WSG, SUFAC and/or SAI.

NOTE: Once membership dues are paid, refunds are not typically considered options, as dues are earmarked for specific purposes. Club Sports administrative staff may advise club leaders on refund situations as they arise on a case-by-case basis and not all issued refunds may be a result of situations that are similar in-nature. Club members are welcome to inquire about account statuses, balances and expense histories to verify their dues have been put to good use.

Fundraising & Donations

Fundraising is an important aspect each club must consider. There are countless opportunities for fundraising, which may include things such as:

- alumni or supporter donations
- online apparel stores
- raffles
- working camps or athletic events
- selling concessions at campus events
- assisting with event set-up and take-down
- event management assistance
- hosting events and requiring entry fees from clubs from other institutions
- collecting membership dues

Fundraisers must follow approved methods as determined by UW-Whitewater personnel and affiliated departments. Please consult with administrative staff to determine if your fundraiser concept is appropriate and/or if permits or licenses are required for facilitation.

Donations are permissible at any time but should be made via authorized platforms.

All funds raised should be deposited into a club's SFO account.

Concessions

Clubs are welcome to run a concessions stand at their home events. Concessions must follow proper protocol, which includes:

- notifying facility personnel of the intent to have a concessions stand
- consult with the contracted campus food provider to confirm they waive their right of refusal to lead your concession stand efforts
- utilize products under campus food vendor contracts (i.e. if sponsored by Pepsi, use Pepsi products; generic products cannot be purchased in-place)
- the possibility of being assessed a concessions stand operating/facility space reservation fee

Clubs should have a clear plan of what they intend to offer at a concession fundraiser outlined. Homemade goods and meals are permitted only if prior authorization is granted.

Clubs are responsible for operating their concessions stands, which includes providing all necessary equipment and protective wear. Club Sports administrative staff are not responsible for setting concession prices, cooking, distributing and/or maintaining concession stand items. Concession areas must be properly cleaned at the end of a club's event.

Venmo, PayPal, GoFundMe and Other Money Sharing Platforms

Clubs are not authorized to use money sharing platforms that are not approved by UW-Whitewater administration. Club business may not be conducted using platforms such as Venmo, PayPal, GoFundMe, etc. without clubs receiving authorization to use said platforms in advance. In most cases, UW-Whitewater is able to provide payment and fundraising platforms to clubs. In the event a club does use a money sharing platform for any reason, club officers are responsible for conducting business and making appropriate payments/deposits in a professional manner.

Holding Funds & Requests on a Club's Behalf

Williams Center Room 100 is not a location of any financial institution, nor is it an extension of the Cashier's Office. Club Sports administrative staff will not hold money for clubs, nor does staff intend to make financial requests on a club's behalf without club leadership being informed ahead of time.

Club leaders are responsible for ensuring all financial activity is completed in a timely manner. It is considered to be a violation of the student org code of conduct for club leaders/members to hang on to monies intended for club use for more than five (5) business days. Individuals should not schedule meetings regarding club finances with Club Sports administrative staff if they are not able to immediately complete any applicable follow-up actions/responsibilities.

Purchase Requests & Approved Vendors

Purchases may be made using SUF/WISER and SFO accounts.

If a club wishes to make a purchase using SUF funds, they should consult with Club Sports administrative staff. Administrative staff are the only agents who may make purchases for a club team using SUF funds.

If a club wishes to make a purchase using SFO funds, they should consult with Club Sports administrative staff to discuss the various methods SFO funds may be used for a specific purchase.

No matter how a purchase is ultimately made, clubs should send links to their desired items to Club Sports administrative staff for review. Administrative staff may refuse purchase requests due to lack of sufficient funds, appropriateness/application of desired item(s) to club operations, lack of available storage space and/or other items determined applicable at their discretion.

Only approved vendors should be utilized for purchases. A list of approved vendors is available via Club Sports administrative staff consultation. Using unapproved vendors may be approved, pending certain circumstances, however such transactions must receive proper authorization.

Tax-Exempt Purchases

Clubs and their members are exempt from all sales tax in the State of Wisconsin, as well as in some other states, when making purchases on behalf of a club (and if said items purchased stay with a club). Clubs are encouraged to carry a copy of the tax-exempt status certificate whenever they travel or conduct club business. Federal tax-exempt situations may apply to out-of-state purchases as determined necessary by the vendor/business being utilized.

Individuals may not take advantage of tax-exempt status for personal reasons/business. Items purchased for club use but intended to be kept by individuals are subject to tax rules. Vendors and businesses are responsible for charging/collecting tax given certain circumstances; even in the event clubs/Club Sports administrative staff inform said vendor/business that tax should be applied to a transaction.

Hiring & Paying Individuals

External, independent contractors may be needed to assist in facilitating club operations. These individuals may include contest officials/referees/umpires, athletic trainers, etc. Clubs are welcome to hire anyone they deem appropriate and are to work with Club Sports administrative staff to make sure individuals are properly appointed as approved vendors.

Please be advised governing bodies and/or opposing club teams may require contest officials/referees/umpires to have current certifications and meet specific requirements to work a contest/event. Club Sports administrative staff can assist with identifying qualified individuals to work contests/events, however individual clubs are responsible for securing commitments and agreeing to financial terms for assignments.

All independent contractors must complete a "Payment to Individual Report" each time they work on behalf of a club. Appropriate tax documentation may also be required. All applicable documentation will be provided by Club Sports administrative staff. Independent contractors MAY NOT receive upfront payment or on-site check payments the day of a contest/event. All payments must follow proper reporting procedures and documentation.

Staff Supervision Payments

If club events require supervision assistance beyond the basic scope of home event coverage, a member of the Intramural & Club Sports staff may be assigned to cover said event at the expense of the club. These situations are generally related to necessary assistance required to enforce and follow campus emergency action plans. These situations may include/apply to but are not limited to practice supervision in Perkins Stadium, the Roseman Gym and in other campus areas where building supervisors are not already actively staffed. These situations may also apply to events added to the Club Sports schedule in excess of already-established administrative staff expectations and budget projections.

Payments are likely to be facilitated in the form of a club specific SFO to General Club Sports SUF/WISER account transfer. These staff supervision payment statuses and amounts will be communicated to club teams with as much advance notice as possible.

Use of Personal Funds

Club members are permitted to use personal funds for club-related business. Please be advised reimbursements for the use of personal funds may not always be authorized and/or guaranteed and all spending must be appropriate. Receipts should ALWAYS be kept if personal funds are used. Members are advised to exercise caution BEFORE considering spending personal funds.

Off-Campus Accounts

No club is permitted to have a “third party” or “off-campus” account without approval of Club Sports administrative staff, as it is preferred all club finances are managed via SUF/WISER and SFO accounts. In the event an additional account is approved, Club Sports administrative staff must be involved in the account setup process and receive copies of all account documentation and any affiliated credit cards for continuity and sustainability assistance purposes.

Clubs holding third party and/or off-campus accounts are subject to disciplinary action determined by Club Sports administrative staff and/or applicable UW-Whitewater campus authorities.

Campus Mail

Clubs may send checks, documents and other applicable items via campus mail. Club Sports administrative staff will assist with sending outgoing mail. The Club Sports program intends to cover all mailing postage/expenses for club teams, however postage/other mail charges are subject to being charged back to club teams at the discretion of administrative staff. Clubs using campus mail services and accruing mail-related expenses more often than average are subject to being responsible for said expenses.

Most clubs also have individual mailboxes in Williams Center Room 100. These mailboxes are expected to be regularly checked. Mailboxes not regularly checked will be emptied by Club Sports administrative staff. Clubs are responsible for all items in their mailboxes, even in the event items are eventually discarded due to lack of attention. Club Sports administrative staff may open and examine mail on a club's behalf.

Section 6 Administrative Comments

Responsible financial administration of club operations is essential to a club's success. Each club is required to have a financial officer, as outlined via the student organization recognition process guidelines.

As essential as money is to operate a club, financial operations are often the leading causes of animosity and turmoil within individual clubs and their members. Not all members view financial operations and obligations similarly and ongoing education, evidence and communication are all vital to managing money-related tensions/affiliated situations. Situations involving money are to be treated respectfully and sensitively.

It is also important to acknowledge that not all clubs operate similarly with respect to finances. There are many ways to navigate financial situations, challenges, opportunities, etc. and situations are addressed on an individual club and case-by-case basis. It is impossible to outline all possible financial operations in this handbook. Financial advisement provided

by Club Sports administrative staff for one club may be very different compared to financial advisement provided to another club by the same staff. As club operations and timelines evolve, so may financial situations and advisements. In some cases, multiple financial options may be presented, and clubs are responsible for making the decision they determine to be best.

Section 7: Club Property & Storage

Inventory

All club equipment must be properly inventoried. Inventory should be recorded at the beginning and end of each academic year. Inventories may be changed at any time. Items that are no longer in safe operating condition should follow UW-Whitewater surplus procedures.

Uniforms & Laundry

Club teams using uniforms (i.e. jerseys and shorts/pants) are expected to properly inventory and manage all uniform sets. Uniforms should be properly laundered and neatly stored in designated storage spaces. Club teams are permitted to take their uniforms and distribute them to club members as they see fit, however collecting uniforms is the responsibility of club leaders. Uniforms must follow UW-Whitewater branding and identity standards and only licensed/approved vendors should be producing uniform items. Warm-up apparel and backpacks may also count as uniforms, depending on the club and how the items are used. Any uniform items expected to be returned to a club that may be lost, damaged, stolen or not returned are subject to being required to replace or pay for missing items and/or may receive a hold on their official UW-Whitewater account.

Clubs needing uniforms should make sure uniform identification meets their activity's standards (i.e. proper numbers and identification location). Clubs should also have back-up uniforms in the event uniform items become saturated with blood and/or other fluids during an event/competition.

Members are permitted to wear their own apparel during competitions/events and uniforms may not all match with 100% accuracy. Clubs are, however, strongly advised to review governing body by-laws, as strict uniform codes and policies may apply.

Clubs are welcome to use Rec Sports and Williams Center laundry services. If a club utilizes laundry services, proper notice and communication is expected at all times.

General Equipment

Club Sports administrative staff believes all clubs should be able to provide basic equipment needs for their members. As a result, most clubs have various equipment items available for their use. Equipment items are to be used as they are intended. Each club is responsible for obtaining, using, storing and maintaining its equipment.

Select equipment items may be available to rent from the Williams Center Equipment Room at no additional cost.

Storage Space & Upkeep

Many clubs have designated storage spaces in or around the main facility they utilize on-campus. Clubs **MUST** keep their storage spaces clean and organized, with no exceptions. Clubs not properly caring for and storing their equipment are subject to losing their equipment storage privileges and/or receiving disciplinary action determined at the discretion of Club Sports administrative staff. Club equipment may not be stored in unauthorized spaces and equipment not belonging to clubs, if used, must be cleaned and returned to the area the items were taken from. Taking and returning items should not be a process that is rushed and all clubs are expected to be good stewards of all storage spaces.

If a club uses a Rec Sports water cooler, the club is responsible for properly (and thoroughly) cleaning and drying the items.

Equipment Room access codes and keys will not be distributed to club teams. Only authorized Rec Sports staff members may allow club entry into the Williams Center Equipment Room.

These policies also apply to storage spaces in Esker 108 and the Roseman Gym, although access exemptions may be granted to clubs utilizing those spaces at the discretion of Club Sports administrative staff.

Return vs. Keep

Depending on the item and possibly how it was purchased/obtained, club members must return all club-issued equipment. Items purchased with SUF funds are considered property of Rec Sports and the State of Wisconsin and must be returned to club inventory. Items purchased with SFO funds may be kept by individual club members, permitted the items were purchased with the intent to be kept by their end user. Some items purchased with SFO funds are intended to be returned to clubs and items purchased with these funds are not subject to tax exemption.

Lost & Found

The Williams Center has two (2) main lost and found areas: in Room 100 and the Equipment Room. A general campus lost and found area is also available at the service desk in the University Center. If any personal items have been lost, please contact the Campus Police non-emergency number at 262-472-4660.

Rec Sports and Club Sports administrative staff are not responsible for items that are lost, stolen, damaged or missing in general (including personal items). Personal items are used at the discretion of the item's owner.

Section 8: Licensing & Marketing

All club teams are permitted to compete and participate under the nickname "Warhawks." Any use of University of Wisconsin-Whitewater name, likeness, images/insignias and/or any of its registered trademarks must be approved by University Marketing & Communications. In order to obtain approval, a licensing request must be submitted. Clubs must also seek out a licensed/approved vendor to provide products and services related to club operations.

Clubs are welcome to design their own logos and use their own desired nicknames, permitted proper licensing and other student organization codes of conduct are followed. Clubs are advised that any alteration of UW-Whitewater-affiliated names and/or logos is strictly prohibited. All club teams must also identify themselves as a club sport (i.e. "UW-Whitewater Men's Basketball Club" instead of "UW-Whitewater Men's Basketball").

Rec Sports can assist clubs with their marketing and promotional efforts. This includes designing/printing posters, creating digital displays, UWWTV & *Royal Purple* outreach, securing marketing tables, designing/distributing handouts, etc. Clubs are mostly responsible for their own marketing content and campus distribution efforts. Clubs must follow public posting policies and contact applicable building supervisors before hanging any banners/posters.

Section 9: Travel & Related Logistics

Event Schedule

All club competitions and events must be listed on the Club Sports events schedule; especially those being requiring travel, as Club Sports administrative staff must know where club teams are when off-campus conducting club business. For the purpose of this handbook section, event travel applies to all events taking place away from the UW-Whitewater main campus. Club teams are considered to be traveling for reporting purposes in the event they are serving as event hosts while utilizing off-campus facilities.

Travel Forms

Whenever clubs travel, they do so on behalf of UW-Whitewater business and must follow all applicable policies and procedures. Codes of conduct and other rules also apply when clubs are away from campus conducting business. As a result of this classification, proper documentation must be filed and may apply to situations before, during and/or after any traveling takes place. In order to travel and receive consideration for authorization, the following items are needed:

- | | | |
|---|----------------------|--|
| • Club Sports event schedule updates | NEEDED BEFORE TRAVEL | • REQUIRES TWO (2) WEEKS NOTICE |
| • updated Rosters and waiver forms | NEEDED BEFORE TRAVEL | • REQUIRED WITHIN 24 HOURS OF TRAVEL |
| • all drivers must be authorized | NEEDED BEFORE TRAVEL | • REQUIRED WITHIN 24 HOURS OF TRAVEL |
| • travel itinerary and roster form | NEEDED BEFORE TRAVEL | • REQUIRED WITH THREE (3) DAYS NOTICE |
| • post-travel report | NEEDED AFTER TRAVEL | • REQUIRED WITHIN TWO (2) DAYS OF TRAVEL |
| • proof of event/results | NEEDED AFTER TRAVEL | • REQUIRED WITHIN TWO (2) DAYS OF TRAVEL |
| • event receipts for reimbursement/filing | NEEDED AFTER TRAVEL | • REQUIRED WITHIN TWO (2) DAYS OF TRAVEL |
| • injury/incident report | NEEDED IMMEDIATELY | |

Club Sports administrative staff reserves the right to request additional information as determined necessary and may also deny a club's travel request if proper timelines are not followed.

Any individual club member who does not have proper documentation filed may not be authorized for travel. The same applies to clubs as a whole. Club leaders are responsible for ensuring proper steps have been taken so their clubs may participate in the event requiring travel. Events that are scheduled "on a whim" are also subject to receiving denial from Club Sports administrative staff. Please allow enough time for staff to process travel requests. The more information and preparation is required, the higher the likelihood that administrative staff will need more time to assist with travel accommodations and planning.

A travel checklist is available for clubs to consult. This checklist is intended to serve as a reference guide and does NOT need to be filed with Club Sports administrative staff.

Hotels & Lodging

Club Sports administrative staff requires at least two (2) weeks' notice for hotel/lodging requests. Lodging reservations must be made by administrative staff or by a club leader with administrative staff authorization. Reservation requests should always be made by administrative staff, however, so state and/or government/school rates can be negotiated, and tax application status be discussed. State of Wisconsin and tax-exempt statuses may not be honored if a club is traveling out-of-state. Lodging requests will be denied if a club has insufficient funds at the time of a traditional reservation.

When requesting lodging, clubs will be asked to provide the following information:

- name of up to three (3) preferred lodging locations and their addresses, phone numbers
- date of check-in
- date of check-out
- confirm the number of nights of the stay
- number of traveling members
- number of rooms needed (typically four (4) club members per room)
- type of beds needed (queen vs. king; queen typically used)
- additional names for check-in and or rooming lists

Please be advised of the following:

- hotel rates are subject to change based on vacancy, days of the week and other area events
- club members may be asked to supply a personal credit card for incidentals
- the Club Sports credit card cannot be used to charge for incidentals, per UW System policy
- clubs will not be permitted to travel with the Club Sports credit card
- Club Sports administrative staff may need to provide a credit card authorization
- credit card authorizations will not be shared with club members unless situations warrant
- Club Sports administrative staff will put all rooms in a reservation under their name
- other names listed on the reservation may be required to provide identification upon check-in
- team members may be required to check in together
- lodging reservations may not be changed, shortened or extended without administrative staff's consent
- clubs cannot violate lodging laws and are responsible for proper treatment of all hotel rooms

Reservation confirmations and supporting materials will be shared with applicable club leaders once received.

No third-party reservation services or websites may be used to secure lodging without institutional approval. The same applies to any lodging locations that are not classified as traditional hotels/motels. This is even the case if cheaper prices are displayed on any platform.

Club leaders must properly check out of all rooms and collect receipts/folios. Receipts/folios must be turned in to Club Sports administrative staff upon the club's return to campus.

NOTE: Hotel and lodging requests are strictly monitored by SUFAC. All SUFAC policies related to hotel and lodging expenditures must be followed with no exceptions. In the event room rates are in excess of SUFAC-approved policies, clubs are responsible for covering the difference of each room in-question using raised funds. This policy must be enforced, even if a club has any remaining SUF-allocated funds in their SUF/WISER account.

NOTE: Club Sports administrative staff will never approve of clubs staying in a hotel/lodging area that has a reputation of being unsafe and/or unclean. For club sustainability purposes, administrative staff will not approve of clubs staying at any location considered to be "luxury" unless a situation warrants at the discretion of staff.

NOTE: Club leaders are strongly advised to not consider prices listed for hotels/lodging businesses as final. When selecting places to stay, price is certainly something to be very mindful of, however location, cleanliness and safety should also be considered.

NOTE: Clubs are subject to receiving heavy disciplinary action determined at the discretion of Club Sports administrative staff if hotels are left in a state that violates policies in any nature. Clubs are responsible for using raised funds to reimburse Club Sports in the event additional room cleaning charges outside of the basic scope of hotel room cleaning service apply.

Lodging Policies

All traveling members and affiliated members (including families, friends and other supporters) represent UW-Whitewater at all times and are expected to act professionally while abiding by all policies established by the place of temporary residence. UW-Whitewater codes of conduct and applicable handbook policies must also be followed at all times.

Clubs are not authorized to charge incidentals or any items not related to room rates and applicable taxes to their stay. If any incidental items (i.e. rentals, room service, mini bar use, safe use, item theft, etc.) are charged to a stay, the club will be responsible for reimbursing Club Sports via the proper channels established by UW-Whitewater Financial Services.

Rental Vehicles

Many clubs opt to travel via rental vehicles when they must drive further distances. Given costs affiliated with rental vehicles, clubs should not consider using rental vehicles if they are not traveling overnight or within a two (2) hour drive. Rental vehicle requests should be made at least two (2) or three (3) weeks in advance to ensure vehicle availability.

Rental vehicles may only be requested and paid for by Club Sports administrative staff. Requested vehicles should fit no more than six (6) passengers, given safety, comfort and other equipment hauling needs a club may have. Rental vehicles typically come from the Enterprise office in Janesville, WI and get dropped off on-campus for an added fee. Clubs may opt out of having rental vehicles dropped off on-campus, however clubs would then be responsible for picking up the vehicles in Janesville. Large 12 or 15-passenger vans will not be rented. Once rented, vehicle rental information will be shared with club leaders.

Once vehicles are dropped off, Club Sports administrative staff will arrange for a meeting at the UW-Whitewater Facilities Planning and Management Office to pick up keys, sign rental agreements and to review vehicle rental policies with club leaders. Club leaders may not pick up vehicle keys or sign paperwork without authorization from administrative staff.

Clubs are to keep a copy of their vehicle rental agreement in their rental vehicle at all times and the agreement should be readily accessible at any time throughout the trip; especially in the event a vehicle is pulled over by law enforcement. Regardless of fuel level status, all rental vehicles must be returned to their pick-up location with a full tank of gas. Other vehicle rental procedures will be addressed as vehicles are requested.

Clubs are encouraged to take through visual inventory of rental vehicle condition and document any perceived issues both on their copy of the travel agreement and via a cell phone photo to be shared with Club Sports administrative staff.

Rental vehicles are to be treated with respect. Any actions that could impact any future rental of the vehicle being used without thorough cleaning should be avoided. These items include smoking, eating/drinking anything that could cause the vehicle to be easily stained, intentionally driving through excess dirt/mud/water, etc.

All drivers of rental vehicles must be authorized via the State of Wisconsin Fleet Portal System. Club Sports administrative staff assume no responsibility for the actions of any individual while operating a motor vehicle and all vehicle laws are to be followed. Drivers are to be advised that each state is subject to having its own regulations for speeding and subsequent violations/penalties. Drivers are to remain on-site with their clubs at all times during an event. Any payments made for gas can receive consideration for reimbursement. Other item(s) related to rental vehicles not addressed in this handbook may apply.

Personal Vehicles

Club members are permitted to use personal vehicles, which can help alleviate some trip-related expenses. Club members should not use personal vehicles if they are not comfortable doing so. Personal vehicles should be considered for use when travel-related trips are of shorter distance and duration.

All owners of personal vehicles permit the use of their vehicle at their discretion and all drivers must be authorized via the State of Wisconsin Fleet Portal System. Club Sports administrative staff assume no responsibility for the actions of any individual while operating a motor vehicle and all vehicle laws are to be followed. Drivers are to be advised that each state is subject to having its own regulations for speeding and subsequent violations/penalties. Drivers are to remain on-site with their clubs at all times during an event. Any payments made for gas can receive consideration for reimbursement. Other item(s) related to personal vehicles not addressed in this handbook may apply.

Fleet Vehicles

UW-Whitewater may have fleet vehicles available for reservation. Fleet vehicles typically charge a base usage fee plus mileage. Given the nature of how quickly expenses can add up when using fleet vehicles, these vehicles are often not considered for Club Sports operations.

All drivers of fleet vehicles must be authorized via the State of Wisconsin Fleet Portal System. Club Sports administrative staff assume no responsibility for the actions of any individual while operating a motor vehicle and all vehicle laws are to be followed. Drivers are to be advised that each state is subject to having its own regulations for speeding and subsequent violations/penalties. Drivers are to remain on-site with their clubs at all times during an event. Any payments made for gas can receive consideration for reimbursement. Other item(s) related to fleet vehicles not addressed in this handbook may apply.

Flights & Other Modes of Transportation

Clubs are permitted to use other modes of transportation, which may include flying and taking trains/public transportation. In the event a club wishes to fly to a location, meetings with Club Sports administrative staff should be had well in advance to review budgets, travel information and much more. Flights are generally not considered a preferred mode of transportation unless situations warrant at the discretion of Club Sports administrative staff and club leaders.

When utilizing UW System travel services to reserve flights, club leaders should make sure they have all full names, birthdates and other information for flight reservation for all traveling members on-hand.

Parking & Tolls

Parking is something that often goes ignored in travel planning but can play a large role in travel experiences. Club leaders should look into parking situations prior to traveling and plan ahead; especially if they are traveling to unfamiliar places or places that may be busy with other events happening simultaneously. Parking passes/temporary permits may be required and parking in specific areas may also be required. If so, drivers should have access to cash/credit cards to pay for on-site parking.

Clubs are responsible for following all parking rules when traveling, which includes being responsible for any parking violations that may occur. Parking pass/payment expenses are eligible to receive reimbursement at the discretion of club leaders and Club Sports administrative staff. Finances related to parking citations and violations are not subject to receiving reimbursement consideration and are the responsibility of the person(s) deemed responsible for committing said violation(s).

Clubs traveling out-of-state may be required to pass through a state using a tollway system. Most tolls no longer accept cash or coin on-site and it is likely clubs will drive thru a tollway without paying right away. To prepare for this, clubs are encouraged to utilize any personal iPass or toll processing items their members may have. Paying for tolls via this method is something that may be reimbursed. Club Sports does not have any iPass or toll processing items available for rent. Clubs are not required to have an iPass or toll processing item in their vehicles in order to travel, although drivers should then be checking tollway sites to see how/if/when tolls are processed in order to pay in a timely manner. Individuals driving Enterprise, personal and fleet vehicles are responsible for paying tolls. Club Sports administrative staff will not (and cannot) pay tolls for you although staff may assist in looking for tolls that may apply to Enterprise or fleet vehicle use.

Enterprise vehicle rentals typically process tolls following a timeline outside of the basic scope of a state tollway system. Therefore, clubs who check for tolls using their rental vehicle license plate number may easily miss any tolls that may be assessed. Enterprise toll processing costs clubs a significant amount of extra money. Being prepared for tolls ahead of time is essential to avoiding these fees.

In the event a vehicle paid for using SUF funds via Club Sports credit cards receives a fine or is assessed a financial penalty for any reason, including Enterprise toll violations, the club is responsible for reimbursing Club Sports in the full amount.

Officials & Referees

Traveling teams are traditionally not responsible for providing and/or compensating content officials/referees. Traveling club teams may, however, be asked to provide assistance with officiating operations. While this is uncommon, this practice may apply in some situations and is more likely to happen when teams travel to neutral site events or when multiple contests involving more than just a hosting opponent are scheduled. Club leaders are advised to talk about event expenses with their hosts before agreeing to travel.

Governing bodies may have specific guidelines about officiating operations and by-laws should be consulted before agreeing to travel.

Class Absence Requests

Club Sports contests and events are recognized university activities. Clubs may request letters confirming student member involvement in recognized activities that intend to notify instructors of intended class absence(s) due to club operations. These letters must be requested with a least two (2) weeks' notice prior to the event and will only be issued if a club has satisfied compliance standards established in this handbook and by Club Sports administrative staff.

Club Sports administrative staff and other Rec Sports personnel do not have the authority to excuse students from class and other academic-related obligations (including tests/exams, projects, papers, etc.). Instructors reserve the right to excuse students or not. Regardless, students are expected to complete all coursework and materials required of all students enrolled in a class.

Letters will be distributed via PDF (campus email) and/or in-person copy. Individual club members are responsible for distributing class absence letters to their instructors. Letters and absence requests will not be distributed on club or individual club member's behalf. Requests that do not follow preferred timelines may not be considered.

Travel-Related Emergencies

In the event of any emergencies during travel, club leaders are encouraged to contact Club Sports administrative staff and/or The Office of Recreation Sports & Facilities. Emergencies, while unfortunate, do happen and applicable staff may have the necessary resources to assist. Personal contact information for administrative staff will be shared with club leaders during their fall training sessions.

During travel, it is recommended club members have access to:

- first aid kit (available to rent for a trip)
- cell phone and/or extra charger (portable power banks are available to rent for a trip)
- sanitation supplies in the event someone spills something or gets sick in a vehicle
- an internet connection (clubs are responsible for supplying portable hot spots)
- personal identification and insurance cards/information
- tire repair and roadside assistance kit, including emergency roadside identification cones
- extra food/snacks, water and blankets
- sunscreen and bug spray
- source of funding (reimbursement may be possible)
- additional authorized drivers (suggested at least two per vehicle)

Members are strongly encouraged to closely examine the content in the member information and waiver form.

Travel-Related Conduct & Violations

Any conduct issue(s) or violation(s) that occurs while a club is traveling is/are subject to discipline action determined appropriate under the discretion of Club Sports administrative staff and the student org code of conduct. These unfavorable circumstances are considered severe violations of trust and may prohibit a club from future travel within the active academic year (possibly beyond). Club teams and members are expected to abide by all rules, policies, procedures and laws whilst traveling on behalf of club business. State-specific law violations are subject to review on a case-by-case basis.

Other infractions that could be considered "common" may sometimes occur. These infractions may include traffic violations such as speeding or driving with a broken light, etc. If citations are issued for common infractions, any financial penalties and pending actions are the responsibility of the guilty party and do not qualify for reimbursement.

More detail on club conduct and expectations may be found in [Section 11](#) of this handbook.

Post-Travel, Receipts & Results

Following any travel on behalf of club business, a club representative is required to complete a post-travel report and share all applicable event results/receipts. The post-travel report is due within three (3) days of the event's end date.

Section 10: Hosting & Related Logistics

Event Schedule

All club competitions and events must be listed on the Club Sports events schedule; especially those being hosted on-campus. For the purpose of this handbook section, event hosting applies to all events taking place on the UW-Whitewater main campus. Club teams may be event hosts and still utilize off-campus facilities. If this is the case, the event is considered an "away" or travel event.

Facility Requests & Other Forms

Facility requests must be submitted to Rec Sports facilities staff in order to have spaces reserved. Competitions and events may not be held without proper reservations in-place, which may be submitted via applicable facility reservation request forms found on the Rec Sports website. Please be advised facilities in and around the Williams Center are traditionally more available during the fall semester and tend to fill up very quickly for the spring semester. To ensure facility space as best as possible, clubs are strongly encouraged to make facility requests as early as possible. Precedence for facility reservation requests may be given to outside events that generate revenue.

Prior to a home event, clubs must submit a Club Sports-specific “Home Event Planning” form online, which is NOT the facility reservation request form and informs Club Sports administrative staff on event logistics and allows staff to determine if staffing and equipment assistance are needed.

Set-Up & Take-Down

Clubs and appointed staff (when applicable) are responsible for event set-up and take-down for home events. Hosting clubs must plan well in-advance to have enough time for proper facility actions.

On weekends, clubs have access as early as 6:00 am on Saturdays and 12:00 noon on Sundays. If additional time is needed before buildings are officially open, clubs are subject to being responsible for any staffing fees in-excess of what has already been planned for the day.

Event Supervision

High and medium-impact clubs hosting events where building supervisors are not readily available are required to have a member of the Intramural and Club Sports staff supervisor the event. If a supervisor is not available, the event may not be possible. This is another reason as to why home events must be request with as much advance notice as possible.

Event supervisors serve as on-site contacts in the event any questions or situations related to first aid and the UW-Whitewater emergency action plan arise, to assist with facility set-up and take-down, to assist with any independent contractor operations and to ensure all policies and procedures are followed.

Officials & Referees

Clubs hiring officials/referees/umpires for their home events are responsible for having sufficient funds to pay for their services. Officials should be communicated with regarding parking locations and any availability of locker rooms.

More information on officials can be found in the Hiring & Paying Individuals subsection in [Section 6](#) of this handbook.

Parking

All UW-Whitewater Parking Services policies and procedures must be followed, including by all guests. If a club is hosting and has parking-related concerns, please contact Parking Services directly. Club Sports administrative staff may be able to assist with the situation.

More information may be found via the Parking subsection of [Section 3](#) of this handbook.

Equipment

If any additional equipment outside of what clubs may have in their possession is needed to host an event, items may be requested via the Home Event Planning form. Any Rec Sports staff member may assist with club access to equipment. Depending on the equipment items(s) needed, a rental fee may be charged. Clubs are responsible for all equipment they rent, including any fees for replacing list, stolen, intentionally damaged or missing items.

Equipment items are traditionally distributed/reserved on a first-come, first-serve basis. If clubs need any equipment items that are not available, they are welcome to shop locally or online and may use club funding to reimburse expenses, so long as sufficient funds are available.

Listed alphabetically, items available to request include, but are not limited to:

- access to temporary storage
- bleachers, portable
- chairs, folding
- cones (various sizes available)
- corner flags
- garbage receptacles
- lightning (if outside)
- locker room/changing area
- padding/safety mats
- parking considerations (fees may apply)
- pinnies (i.e. jerseys)
- police walk-through
- pop-up tent
- restroom access
- scoreboard(s), portable
- stopwatches
- tables, portable
- towels (up to ten (10))
- water bottles (up to 12)
- water coolers (must be properly cleaned BEFORE being returned)

Club Sports administrative staff will take every action possible to ensure the requested equipment is available, however it is not guaranteed requested items may be available. Items must be returned in a timely manner and to the area in which they were rented from.

Campus Events

Clubs are encouraged to consult all campus event calendars, especially the calendar for Intercollegiate Athletics, to determine if hosting an event would conflict with UW-Whitewater operations and/or cause any logistical/safety issues/concerns.

Hospitality

All hosting clubs are expected to be good, positive representatives of UW-Whitewater. All visiting teams, their support staff and supporters are to be considered guests and treated with respect and reverence. Clubs should do everything they can within their means to provide the best experiences possible, which includes exhibiting above average sportsmanship and general customer service. Club members are expected to know where certain facilities and amenities may be located.

Club Sports administrative staff also have visitor's guides available for all guests, which outline a variety of things about UW-Whitewater and the surrounding communities, including lodging, eating, attractions, safety resources and more. Visitor's guides are available for download from the Club Sports website.

Post-Event & Results

Following any on-campus event hosted by a club, a club representative is required to complete a post-event report and share all applicable event results. The post-event report is due within three (3) days of the event's end date.

Section 11: Conduct & Expectations

UWS Chapter 17 & Dean of Students Office

Rec Sports, Club Sports administrative staff and the [Dean of Students Office](#) collaboratively follow and enforce UW System Non-Academic Compliance and Disciplinary Procedures, as outlined in [Chapter UWS 17](#). All club members are expected to engage in conduct that represents their club and UW-Whitewater in a manner that is "good for the game" and their activity/discipline. All actions and behaviors should also follow the "spirit and intent" of rules, policies and procedures from all applicable resources. These actions and behaviors include acting in a mature, ethical, rational and professional manner at all times, as well as respecting the rules staff members and other clubs/institutions are asked to apply.

General Expectations

In addition to what is outlined in the above subsection, clubs and their leaders are expected to meet the standards established by Club Sports administrative staff and SAI. These standards include, but are not limited to meeting/training attendance, submitting documentation in a timely manner, meetings various administrative deadlines (including recognition and budget-related items) and frequently communicating with appropriate personnel on an appropriate basis. Club leaders are also expected to serve as positive role models and are held to higher conduct standards compared to general club members.

All club members, regardless of roster status and classification, are also held to higher standards when participating in other Rec Sports programs and services, with great emphasis placed on Fitness Membership compliance and Intramural Sports participation.

Codes of Conduct

All UW-Whitewater Codes of Conduct are to be followed by all club teams and members. In addition to this handbook, common Codes of Conduct include:

[UW System Non-Academic Compliance](#) (UWS Chapter 17)

[UW-Whitewater General Student Code of Conduct](#) (conduct on university lands; UWS Chapter 18)

[UW-Whitewater Student Organization Code of Conduct](#)

All Wisconsin State and Federal laws must also be followed.

Please be advised not all situations may be perfectly outlined or defined in campus documents and all clubs/members will be treated as fairly as possible given presented circumstances. Any linked references that may become outdated do not excuse clubs and their members from compliance or lower expectation standards.

Hazing

Rec Sports and Club Sports administrative staff require all clubs and members to follow the UW-Whitewater Anti-Hazing Policy:

Students, student organizations, athletic teams and other student groups of the University of Wisconsin-Whitewater community are strictly prohibited from engaging in any type of hazing activity. Hazing is defined as "any action taken or situation created, intentionally, whether on or off-campus, that produces mental or physical discomfort, embarrassment, harassment, or ridicule." This includes any action that endangers the health or well-being of an individual, is personally degrading, has an adverse effect on the academic performance of the student, or which violates any federal, state or local statute or University policy. Individual or group consent to hazing activity in no way validates the activity or excludes those perpetuating it from being charged with a crime.

Individual members, organizations and groups who violate this policy are subject to University disciplinary action, as set forth in [UWS Chapter 17](#).

Additionally, any University student organization, group or individual student violating this policy or the Wisconsin Statute on hazing, is subject to sanctions that may be imposed by the judicial or coordinating body of which the organization is a constituent member and/or court of law. [The Wisconsin State Statute on Hazing, 948.51](#), is readily available for review at any time.

Enforcement of the UW-Whitewater Anti-Hazing Policy shall be the administrative responsibility of SAI. Any hazing accusations will be treated with the utmost sensitivity and respect and automatically referred to the Dean of Students Office. Club Sports administrative staff and applicable campus departments reserve the right to limit Club Sports and other UW-Whitewater participation during periods of investigation. Club Sports administrative staff will always refer to the judgment and decisions rendered by campus authorities when matters cannot be addressed and/or resolved internally with Club Sports.

Community Service

Club teams should always be actively seeking opportunities to give back to the UW-Whitewater and surrounding communities. All club teams reporting to Rec Sports are required to perform a minimum of ten (10) hours of community service each academic year (ten total hours per club, not per member). Once any community service is performed, it should be documented and filed with Club Sports administrative staff.

Clubs not meeting the community service requirement are subject to a club status review as outlined in the Club Sports conduct and behavior policy.

Social Media & Posting Policy

Clubs are not required to have their own social media accounts, however it is strongly encouraged they do. Club Sports administrative staff may support and promote club operations via Rec Sports department social media accounts but are not responsible for the management and oversight of club-specific accounts.

That being said, social media posts, whether written, visual or aural in-nature, must be positive and cannot contain any references to/indications of alcohol/substance abuse, consumption and/or mistreatment of individual members and/or opponents. If inappropriate posts are discovered, immediate disciplinary actions may be applied at the discretion of Club Sports administrative staff and/or the Dean of Students Office/SAI.

Clubs are encouraged to double-check posts and exercise both caution and good judgment before making any post.

Social media accounts are expected to be kept current and account information, including login credentials, should be shared with all officers and incoming leaders, as applicable.

Sportsmanship & Decorum

All clubs and their members are expected to maintain the highest standards of sportsmanship, both on and away from their respective playing surface/areas. This includes during participation in other Rec Sports programs and services.

Please note the following:

- allow contest officials and representatives to preside over contests without interference or harassment
- if a club has a grievance, voice it appropriately and respect those involved in said grievance
- seek assistance in mediating situations and do not be afraid to ask for help from administrative staff
- above all, be proud to be a Warhawk and be honorable while representing the institution

Clubs should always exhibit reasons as to why opponents would want to choose to come back to Whitewater when they elect to travel and as to why other opposing clubs ask clubs to be repeat participants in their events when clubs elect to travel. Governing bodies should ALWAYS be under the impression UW-Whitewater clubs will make great members!

All club teams are expected to follow all “decorum” policies. Decorum is defined as practicing appropriate/suitable treatment and sporting conduct while on the bench or in a designated team area. Decorum expectations also apply to team players participating on/in the playing surface area. More on what defines decorum can be found in the Intramural Sports Participant Handbook, Section 16. While program areas differ, policies remain the same.

Simply put, bench personnel should not leave their designated team areas and should not instigate in ways that negatively impact a contest/event.

Decorum is taken very seriously by administrative staff. Violations are to be considered serious violations of this handbook, expectations and may lead to [UWS Chapter 17](#) investigations. Decorum violations will automatically be referred to the Dean of Students Office.

Supporters & Fans

Sportsmanship and conduct policies also apply to fans, spectators and supporters (hereby referred to as “fans”) of UW-Whitewater club teams. In the event any fan(s) cannot properly demonstrate favorable sportsmanship and conduct, clubs with which they are affiliated are subject to sanctions determined appropriate at the discretion of Club Sports administrative staff, SAI and possibly institutions of any opponent(s) involved in the situation(s) at-hand.

Club Issues

Unfavorable situations may arise from time-to-time. If any club member experiences anything they feel is unfavorable, they should immediately consult their club leaders. In the event club leaders are part of the issue at-hand or cannot assist with the resolution process, Club Sports administrative staff can gladly serve as mediation assistance.

Club Sports feedback forms are available to report any issues and issues may be reported anonymously, although sharing contact information is preferred in order to address situations more effectively, accurately and efficiently.

Club Standing/Status

All club teams are expected to do their part to remain in good standing with all applicable UW-Whitewater departments and personnel. Club status is always subject to review on an ongoing basis and final standing is determined internally by Club Sports administrative staff at the conclusion of each academic semester.

The six (6) status classification types are as-follows:

- good standing (level 1)
- administrative probation (level 2)
- disciplinary probation (level 3)
- emergency suspension (level 4)
- disciplinary suspension (level 5)
- revocation of university recognition (level 6)

Clubs not receiving communication about their status and/or final standing are assumed to be in “good standing.” Club status is determined at the discretion of Club Sports administrative staff and may often involve consultation with SAI and the Dean of Students Office. Please be advised new clubs are likely to be placed on administrative probation until self-sustainability is proven.

Discipline

Any club, club leader, club member and other club personnel who fail(s) to comply with expectations, rules, policies and procedures may result in disciplinary actions determined at the discretion of Club Sports administrative staff. Consultation may be requested from SAI, the Dean of Students Office, WSG, SUFAC and/or other UW-Whitewater resources determined appropriate.

Common disciplinary actions include, but are not limited to:

- verbal and written warnings
- public apologies
- loss of practice time/space
- loss of travel privileges
- loss of event hosting and facility reservation privileges
- forfeiture of reimbursement privileges
- fines or loss of spending privileges
- loss of good standing status
- probation
- suspension
- revocation of Club Sports affiliation
- revocation of university recognition status

Individual members and clubs are subject to receiving disciplinary action. Any entity found disrespecting the university and/or club via any form of abuse will be removed from Club Sports participation. All disciplinary actions are subject to appeal. Once appeals are heard by parties determined appropriate given UW-Whitewater institutional processes, rendered decisions are to be considered final.

Club Sports Conduct & Behavior Policy

All clubs governed by Rec Sports and receiving administrative assistance from Club Sports administrative staff have their conduct and compliance operations governed by a six-strike system (i.e. three strikes per semester). Strikes are assessed and catalogued internally by Club Sports administrative staff using the following structure:

- 1st offense Warning
- 2nd offense Strike 1
- 3rd offense Strike 2
- 4th offense Strike 3 club leaders are required to meet with Club Sports administrative staff
- 5th offense Strike 4
- 6th offense Strike 5 final conduct meeting with Club Sports administrative staff
- 7th offense Strike 6 club is referred to proper campus authorities for conduct review

Strikes may be rescinded for correcting actions and operations, depending on the circumstance(s). Multiple strikes may be assessed for a single incident, depending on severity. It is intended all club leaders will be notified of strike assessments or worrisome accumulation of strikes. Strikes apply only to the current academic year and carryover from fall to spring semesters as the conduct policy applies from July 1 to June 30, just as the fiscal year and club roster time periods. Strikes reset once a new academic year begins, although a club may begin the new year under probation depending on its status review and strike accumulation from the previous year.

Clubs receiving five (5) strikes in a single academic year are automatically placed on administrative probation for the next academic year and must perform 20 hours of community service the next year. Probation status may be revoked at any time at the discretion of administrative staff.

Clubs receiving six (6) strikes in a single academic year are automatically placed on administrative probation for the next academic year and must perform 30 hours of community service the next year. These clubs also face a conduct review and must complete recognition one (1) week prior to the recognition due date established by SAI as this intends to show the club intends to act in good faith moving forward.

All strikes are subject to appeal. If an appeal is filed, Club Sports administrative staff will consult with SAI and refer to the decision rendered by SAI professional specialists.

Common reasons for strikes to be assessed include, but are not limited to:

- Expectations violation
- Missed meeting
- Missing attendance reports
- General club conduct ^
- General member conduct ^
- Missing documentation
- Home event violation
- Travel violation
- Code of conduct violation
- Other (including violations/penalties imposed by governing bodies)

^ due to the varying nature of conduct, conduct-related strikes are assessed circumstantially

Section 12: Starting a New Club

If anyone wishes to express interest in forming a new club, please contact Club Sports administrative staff to arrange a meeting to discuss the recognition process and other necessary steps to make your potential club a reality! Please be advised all new clubs must fit the mission, vision and values of The Office of Recreation Sports & Facilities and may be placed on probation in order to prove self-sustainability. New clubs wishing to report to Rec Sports are accepted at the discretion of administrative staff, given the availability of applicable resources determined necessary to put the potential new club in a position to be successful.

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Operations Manual Note

All items contained in this handbook have been written under certain spirits and intentions. Not all operations may be facilitated as intended and unforeseen/unwritten circumstances may likely occur. In the event something happens that is not specifically outlined/governed under the terms of this handbook, club-specific constitutions or other UW-Whitewater documents/codes of conduct, Club Sports administrative staff will act in a manner that is as fair, consistent, and equitable to all club teams and members as possible.

This handbook is subject to administrative review following each academic semester. Suggestions and feedback are welcomed at clubsports@uww.edu.

Campus Resources

- Academic Calendar • <https://www.uww.edu/registrar/calendars#calendars>
- Alumni Events & Travel • <https://www.uww.edu/alumni/events>
- Camps & Conferences • <https://www.uww.edu/ce/camps>
- Campus Directory • <https://wp.uww.edu/>
- Campus Events Calendar • <https://events.uww.edu/>
- Campus Map • <https://www.uww.edu/campus-info/campus>
- Cashier's Office • <https://www.uww.edu/adminaffairs/finance/cashiers-office>
- Dean of Students Office • <https://www.uww.edu/dean-of-students>
- Facilities Planning & Management • <https://www.uww.edu/adminaffairs/fpm>
- Financial Services • <https://www.uww.edu/adminaffairs/finance>
- First Year Experience • <https://www.uww.edu/fye>
- HawkCard Services • <https://www.uww.edu/uc/services/hawkcard>
- IMLeagues Login • <https://www.imleagues.com/spa/account/registration?schoolid=5537dae4ba154801992a76cc66e2e022>
- Intercollegiate Athletics Main • <https://uwwsports.com/>
- Intercollegiate Athletics Schedule of Events • <https://uwwsports.com/calendar>
- Intercollegiate Athletics Staff Directory • <https://uwwsports.com/staff-directory>
- Marketing & Communications • <https://www.uww.edu/umc>
- Parking Services • <https://www.uww.edu/adminaffairs/parking-regulations>
- Police Services • <https://www.uww.edu/adminaffairs/police>
- Registrar's Office • <https://www.uww.edu/registrar>
- Risk Management & Safety • <https://www.uww.edu/adminaffairs/riskmanagement>
- Segregated University Fees Allocation Committee • <https://www.uww.edu/sufac>
- Student Employment • <https://www.uww.edu/studentemployment>
- Student Organization Guides • <https://sites.google.com/uww.edu/orgleadershipguide/home>
- UC – Student Activities & Involvement • <https://www.uww.edu/uc/get-involved>
- University Health & Counseling • <https://www.uww.edu/uwcs>
- UW Credit Union • <https://www.uwcu.org/>
- UWS Chapter 17 • <https://www.uww.edu/dean-of-students/uws-chapter-17>
- UW-Whitewater Weather • <https://www.uww.edu/clis/departments/geography-geology-env-sci/weather>
- UWW Connect • <https://uww.presence.io/>
- Warhawks SOAR • <https://www.uww.edu/fye/freshmen/warhawks-soar>
- Whitewater Student Government • <https://uww-wsg.wixsite.com/uwwwsg>