

**University of Massachusetts/Amherst
Department of Athletic/Campus Recreation**

SPORT CLUB PROGRAM

I. INTRODUCTION

The Department of Athletics/Campus Recreation is charged by the Board of Trustees to implement intercollegiate athletics and intramural recreational sports programs that strive for the same level of quality expected in academic endeavors. Within the current framework, the Athletic/Campus Recreation provides guidance and assistance to sport clubs. The current Sport Club Program was formally established in 1974. It is the purpose of these articles to define the conditions under which the Department of Athletics/Campus Recreation will assist sport clubs and the rules and regulations under which the Sport Club Program operates.

II. DEFINITION

A sport club is defined as a registered student organization (RSO), which provides instruction, recreation, and/or competition in a specific sport activity. A sport club may petition for inclusion in the Sport Club Program when the nature of the club's activities is such that the Department of Athletics/Campus Recreation is uniquely equipped to provide logistical support in the form of funds, facilities, staff assistance, and equipment.

Sport clubs are primarily organized to engage in extramural/intercollegiate competition. The competitive experience includes other sport clubs, junior varsity teams, and varsity teams.

III. ORGANIZATION

The Sport Club Program of the Department of Athletics/Campus Recreation & Sport Clubs is administered by the Director of Campus Recreation & Sport Clubs and program staff. The Director of Campus Recreation & Sport Clubs reports to the Athletic Director. Recommendations on policy and advice on operations are provided by the University of Massachusetts Athletic Council, which reports to the University of Massachusetts/Amherst Faculty Senate. The Director of the Campus Recreation & Sport Clubs Program shall organize and convene a Sport Club Advisory Council, whose function shall be advisory.

Organizations included in the Sport Club Program of the Department of Athletics/Campus Recreation & Sport Clubs are permitted to use the name *University of Massachusetts/Amherst* in describing their clubs but **always** with the clear understanding by all involved that they speak only for their own members.

IV. AFFILIATION

To become affiliated with the Sport Club Program of the Department of Athletics/Campus Recreation & Sport Clubs a sport club must:

- A. Be organized in conformance and approved as a Recognized Student Organization (RSO).
- B. Be certified by the Director of Campus Recreation & Sport Clubs and the Athletic Director.

V. SPORT CLUB MEMBERSHIP

The sport club membership must be open to all undergraduates with same constituting a majority of the membership. Graduate students, continuing education students, faculty and staff are eligible for participation only upon payment of an optional recreation access fee. Honorary memberships may be conferred by individual sport clubs on any person deemed worthy of special consideration or recognition.

Membership may consist of all men, all women, both men and women, student only, or a combination of students, faculty, and staff. Membership and participation must be free of discrimination based on race, religion, ethnic affiliation, sexual preference, or national origin. The constitution of each sport club must carry a non-discrimination statement.

VI. SPORT CLUB REQUIREMENTS

The principal or designated officer shall be responsible for:

- A. Serving as liaison between the sport club and the Director of Campus Recreation & Sport Clubs.
- B. Informing the club officers and members about and complying with the policies and regulations for sport clubs.
- C. Submitting a *Sport Club Officers List* [appendix A] and a *Membership List* [appendix B] to the Director of Campus Recreation & Sport Clubs.
- D. Submitting an *Annual Report* [appendix C] to the Director of Campus Recreation & Sport Clubs upon completion of the sport club's season and no later than the end of the spring semester.
- E. Completing an *Incident Report* [appendix D] as described in section VIII.
- F. Returning any equipment on loan [appendix F] from the Department of Athletics/Campus Recreation & Sport Clubs.

VII. SPORT CLUB COUNCIL

A sport club council comprised of a representative from each affiliated club, a Campus Activities staff member, and a Campus Recreation & Sport Clubs staff member will be convened no later than November 1st of each year. Council members will establish a meeting schedule.

VIII. HEALTH AND SAFETY

- A. The Department of Athletics/Campus Recreation strongly recommends that all sport club members have medical insurance coverage. An annual physical examination is also recommended. The Department of Athletics/Campus Recreation will **not** assume any financial responsibility for injuries occurring in sport club competitions.
- B. Each sport club must designate a health and safety officer who will be responsible for enforcement of all safety regulations.
- C. The health and safety officer should complete an *Incident Report* [appendix D] for any incident requiring medical attention. Completed *Incident Reports* should be submitted to the Director of Campus Recreation & Sport Clubs at the conclusion of the sport club's season.
- D. Adoption of the following health and safety policies are strongly recommended:
 - 1. The presence of certified first aid personnel at all practice sessions.
 - 2. The presence of a certified trainer at all contests.
 - 3. Guidelines governing the return of an injured player to active status.
- E. Sport Clubs are expected to abide by all state and local health and safety regulations.

IX. DEPARTMENT OF ATHLETICS/CAMPUS RECREATION & SPORT CLUBS SERVICES

- A. Equipment Use
 - 1. Departmental equipment and clothing will be available for loan to the sport clubs as available.
- B. Facility Use
 - 1. Departmental facilities will be made available to sports clubs within the scheduling priorities established by the University. Requests for facility [appendix G] use should be submitted to the Associate Athletic Director for Facilities.
- C. Travel Assistance
 - 1. Departmental vehicles will be made available to sports clubs within the scheduling priorities established by the University. Vehicle requests should be presented to the Associate Athletic Director for Facilities. Assistance with bus rentals may also be provided.

- D. Staff Assistance
 - 1. The staff of the Department of Athletics/Campus Recreation & Sport Clubs is available for advice and counsel .
- E. Budgetary Assistance
 - 1. A system of proportional funding is used by the Department of Athletics/Campus Recreation & Sport Clubs to allocate funds to sport clubs. Of necessity each sport club must generate additional revenue to support their program needs.
- F. Budgetary Procedures
 - 1. Each sport club will submit an estimated *Line Item Budget* [appendix E], a complete projection of revenue and expenditures. This estimated budget must be presented to the Director of Campus Recreation & Sport Clubs prior to May 30th. Sport clubs that do not comply may be denied departmental funding.
 - 2. By September 30th of each year, each sport club should present a list of revenue deposited to their RSO account. The total of deposits will be confirmed by the Campus Recreation Director. The Campus Recreation Director will allocate the amount of departmental support available to each sport club. The Campus Recreation Director will authorize the transfer of funds to each sport club's RSO account.
 - 2. The Department of Athletics/Campus Recreation & Sport Clubs will fund only authorized sport club expenditures. The following expenditures are authorized:
 - a. Coach's stipend
 - b. Uniforms
 - c. Equipment purchases, care, and maintenance
 - d. Entry Fees/Tournament Fees
 - e. Officiating costs
 - f. Travel expenses, including:
 - 1) transportation vehicles such as vans or buses;
 - 2) mileage for use of private automobiles; the current state rate is 37.5 cents per mile up to a 150 mile radius of Amherst. Any mileage beyond this radius is at the Club's expense;
 - 3) lodging.
 - g. Site preparation
 - h. Miscellaneous expenses:
 - 1) office supplies;
 - 2) postage;
 - 3) printing and duplicating;
 - 4) telephone charges.

4. Items considered to be the financial responsibility of the individual sport club include:
 - a. awards;
 - b. meals and refreshments;
 - c. banquet expenses.

Sport club members share in the financial support of their clubs through dues, fund raising projects and special assessments. As a general guide, sport club members should generate fifty percent (50%) of the sport club budget.

X. CONDUCT

- A. Sport club members should conduct themselves as mature and responsible individuals in accordance with the regulations and polices detailed in the booklet entitled *Undergraduate Rights & Responsibilities*. Violations will be considered by the Sport Club Council. The Sport Club Council may recommend to the Director of Campus Recreation & Sport Clubs the withdrawal of Athletic Sport Club status until appropriate corrective action is taken.

Appendix A
University of Massachusetts/Amherst
Department of Athletics
Campus Recreation & Sport Clubs

SPORT CLUB OFFICERS' LIST

CLUB INFORMATION:

NAME: _____

ADDRESS: _____ PHONE: _____

E-MAIL: _____ WEB SITE: _____

SPONSOR/FACULTY ADVISOR:

NAME: _____

ADDRESS: _____ PHONE: _____

E-MAIL: _____ WEB SITE: _____

DATE ELECTED: _____ TERM OF OFFICE: _____

PRESIDENT: _____ VICE-PRESIDENT: _____

NAME: _____

ADDRESS _____

PHONE _____

E-MAIL _____

HEALTH & SAFETY: _____ OTHER (SPECIFY): _____

NAME: _____

ADDRESS _____

PHONE _____

E-MAIL _____

CLUB MEMBERSHIP:

NUMBER OF MEMBERS: _____

FREQUENCY OF MEETINGS: _____

MEETING HELD?: _____

SUBMIT THIS COMPLETED FORM TO THE DIRECTOR OF CAMPUS RECREATION & SPORT CLUBS. A NEW FORM SHOULD BE SUBMITTED ANNUALLY AND WHENEVER ANY CHANGES OCCUR.

Appendix D
University of Massachusetts/Amherst
Department of Athletics
Campus Recreation & Sport Clubs

SPORT CLUB INCIDENT REPORT

SPORT CLUB _____

PERSONAL	
NAME: _____	SS# _____
AGE: _____	GENDER: _____
STATUS: _____ <small>UGRAD, GRAD, FAC, STAFF, OTHER</small>	

DETAILS	
DATE: _____	TIME: _____
LOCATION: _____	
WITNESS(ES):	
NAME: _____	PHONE: _____
NAME: _____	PHONE: _____
DETAILED DESCRIPTION:	

SUSPECTED INJURIES-CHECK ALL THAT APPLY	
<input type="checkbox"/> ABRASION	<input type="checkbox"/> INTERNAL INJURY
<input type="checkbox"/> BLEEDING	<input type="checkbox"/> LACERATION
<input type="checkbox"/> BRUISE/CONTUSION	<input type="checkbox"/> PUNCTURE
<input type="checkbox"/> BURN	<input type="checkbox"/> SCRATCHES
<input type="checkbox"/> CONCUSSION	<input type="checkbox"/> SHOCK
<input type="checkbox"/> CRAMPS <small>(Type)</small>	<input type="checkbox"/> SPRAIN
<input type="checkbox"/> DISLOCATION	<input type="checkbox"/> STRAIN
<input type="checkbox"/> FAINTING	<input type="checkbox"/> SUFFOCATION
<input type="checkbox"/> FRACTURE	<input type="checkbox"/> OTHER _____ <small>(Specify)</small>

INJURY TO-CHECK ALL THAT APPLY					
<input type="checkbox"/> ABDOMEN	<input type="checkbox"/> FOOT	L R	<input type="checkbox"/> RIBS	L R	
<input type="checkbox"/> ANKLE	L R	<input type="checkbox"/> HAND	L R	<input type="checkbox"/> SHOULDER	L R
<input type="checkbox"/> ARM	L R	<input type="checkbox"/> HEAD		<input type="checkbox"/> THIGH	L R
<input type="checkbox"/> BACK		<input type="checkbox"/> HIP	L R	<input type="checkbox"/> TOE	
<input type="checkbox"/> CHEST		<input type="checkbox"/> KNEE	L R	<input type="checkbox"/> TOOTH	
<input type="checkbox"/> EAR	L R	<input type="checkbox"/> JAW		<input type="checkbox"/> WRIST	L R
<input type="checkbox"/> ELBOW	L R	<input type="checkbox"/> LEG	L R		
<input type="checkbox"/> EYE	L R	<input type="checkbox"/> MOUTH			
<input type="checkbox"/> FACE		<input type="checkbox"/> NECK			
<input type="checkbox"/> FINGER	L R	<input type="checkbox"/> NOSE			

SUPERVISION	
TRAINER/EMT: _____	
STAFF: _____	

OFFICIAL(S): _____	

REPORT PREPARED BY: _____	

ACTION TAKEN-CHECK ALL THAT APPLY	
<input type="checkbox"/> FIRST AID BY: _____	
<input type="checkbox"/> AMBULANCE CALLED BY: _____	
<input type="checkbox"/> TAKEN TO HEALTH CENTER BY: _____	
<input type="checkbox"/> OTHER _____	
<input type="checkbox"/> REFUSED ATTENTION	
_____, SIGNATURE	
_____, DATE/TIME	

Appendix E
University of Massachusetts/Amherst
Department of Athletics
Campus Recreation & Sport Clubs

SPORT CLUB LINE ITEM BUDGET

SPORT CLUB _____ **BUDGET REQUEST:** _____

EXPENSES

ITEM	DESCRIPTION	UNITS	UNIT COST	TOTAL
COACHING FEES				
OFFICIATING COSTS				
ASSOCIATION DUES				
ENTRY FEES				
EQUIPMENT				
UNIFORMS				
TRAVEL*				
MISCELLANEOUS				
			GRAND TOTAL	

*Use of private car-31.5 cents per mile

REVENUE

SOURCE	UNIT	PER UNIT	TOTAL
CLUB DUES			
ATHLETIC/INTRAMURAL DEPARTMENT FUNDS			
STUDENT GOVERNMENT ASSOCIATION FUNDS			
FUND RAISING			
		GRAND TOTAL	

University of Massachusetts/Amherst
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SPORT CLUB FACILITY REQUEST FORM

SPORT CLUB _____ DATE: _____

SUBMITTED BY _____

Phone _____ Email _____

PRACTICE

FIELD/FACILITY REQUESTED _____

BEGINNING DATE _____ ENDING DATE _____

DAY(S): ___ MONDAY ___ TUESDAY ___ WEDNESDAY ___ THURSDAY
 ___ FRIDAY ___ SATURDAY ___ SUNDAY

TIME: _____ TO _____

SPECIAL REQUEST: HOME CONTEST, TOURNAMENT, CLINIC, ETC.

DAY(S) & DATE(S) _____

TIME(S) _____

EVENT _____

Note: Notify the Campus Recreation Director of any changes in this request.

FOR DEPARTMENTAL USE ONLY

APPROVED _____ DENIED _____

APPROVED WITH CONDITIONS _____

CAMPUS RECREATION DIRECTOR

ASSISTANT ATHLETIC DIRECTOR FOR FACILITIES

Appendix H
University of Massachusetts/Amherst
Department of Athletics
Campus Recreation & Sport Clubs

SPORT CLUB TRANSPORTATION REQUEST FORM
[SUBJECT TO VAN AVAILABILITY]

SPORT CLUB _____ **DATE:** _____

SUBMITTED BY _____ **PHONE:** _____

EMAIL _____

PRIORITY	# OF VANS	LEAVE UMASS (DATE/TIME)	ARRIVE UMASS (DATE/TIME)	DESTINATION	DRIVER	APPROVED/ VAN NUMBER

PRIORITY:
1=HIGHEST
3=LOWEST

DRIVERS MUST BE:
OVER 21 YEARS OLD
UMASS/AMHERST STUDENT EMPLOYEE
SURRENDER UCARD AS KEY SECURITY

VANS/KEYS:
MUST BE PICKED UP ON TIME
MUST BE RETURNED ON TIME
LOG SHEET COMPLETED
CLEANED OF ALL TRASH

Note: Notify the Transportation Coordinator (413-545-3194) of any changes in this request.

CAMPUS RECREATION DIRECTOR