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Introduction

A Club Sport team is an organization formed by individuals with a common interest to participate in a particular competitive sport. More specifically, Club Sport teams are formed so the participants can learn new skills, improve existing skills, engage in competition, and enjoy recreational and social fellowship. This program emphasizes student leadership and offers opportunities for learning. Each team is responsible for the motivation, administration, support, and regeneration of their club.

The Club Sport Program at UMass Amherst is designed to offer opportunities for UMass students, and members of the 5 College Consortium to participate in a variety of competitive sports and recreational sports activities. Each team is organized and conducted by its members under the direction of the Student Government Association, Student Activities, and the Club Sport Council.

Purpose of Handbook

This document is intended to provide officers and members of UMass Club Sport organizations the basic information they will need to manage their activities effectively at UMass Amherst. As a leader of a club sport organization, you will face many new experiences and challenges, not the least of which is learning to operate successfully within the framework of a large public institution. As an officer and a member of a club sport it is important that you are aware of all levels of accountability and that you remember that you and your team represent the University and the student body at all times.

This handbook should be used to assist teams in the administration of their organizations and it outlines the standards, policies, and procedures to be followed. These guidelines are written to ensure fair and equal opportunity for all UMass Club Sport program participants.

The policies and procedures identified in this handbook are not all inclusive. The information presented was selected based on immediate concern for members of the Club Sport Program. Questions and concerns not addressed in the handbook should be directed to Brian Arnold, Assistant Director for Student Activities, the Club Sport Council e-board, the SORC, or the Student Activities & Involvement (SA&I) Office.

Club Sports Mission

The Club Sport Program is designed to meet the competitive athletic desires of UMass students, and members of the 5 College Consortium. Many student athletes choose Club Sport because their sport is not offered through the Varsity or Intramural Sports programs or they do not wish to make the time commitment necessary for a Varsity sport. Unlike Intramural Sports, Club Sports competes against other institutions of higher education from the local and regional area on a non-varsity level.

Each Club Sport team is a registered student organization (RSO) that provides instruction, organizes practice and schedules competition in a specific sport. As a student organization, each team is administered, developed and coached by students on that team. Teams must have a minimum of 10 members but may have larger membership based on the level of interest in that sport. Teams with fewer than 10 members will not be considered active. Club Sports are partially funded through the University and no student athletes are on scholarships.

We hope that our student athletes play for the “love of the game” and the lasting relationships established with their teammates.

Important Club Sports Dates

June 30th 2018 – Fiscal Year 18 Ends
July 1st 2018 – Fiscal Year 19 Starts
July 1st 2018 – SR and Event Planning Moodle Trainings Open
August 15th 2018 – Fall Practice Schedule Due
August 24th 2018 – Fall Game Schedule Due
September 4th 2018 – First Day of Fall Classes
September 7th 2018 – Fall Activities Expo
September 10th 2018 – Outdoor Practice Starts
September 13th 2018 – Fall CSC Welcome Back Meeting
September 16th 2018 – Player Liability Waivers Due
September 16th 2018 – Safety Officer Info Forms Due
September 16th 2018 – Moodle Trainings Due
December 12th, 2018 – Last Day of Fall Classes
January 22nd 2019 – First Day of Spring Classes
March 9th 2019 – First Day of Spring Break
March 15th 2019 – New Officer Elections Due
March 18th 2019 – Last Day of Spring Break
March 25th 2019 – Outdoor Practice Resumes (Weather Permitting)
UMass Club Sports Philosophy

Attracting and retaining students in competitive sports activity while providing leadership and development opportunities is the driving philosophy of the Club Sport Program. To meet this goal, the program provides leadership development through individual team leadership roles and the Club Sport Council. The CSC is comprised of two elected officer from each team, the CSC establishes and enforces all Club Sport policies and procedures. The Council strives to improve each team through leadership development presentations and activities by combining team resources.

Through this administrative process, the club leadership is better informed and more efficient. Subsequently, the club team’s members can get more from participation on their team. The Club Sport Program is a part of the University Student Activities & Involvement office, under the division of Student Engagement. Each Club Sport team is also recognized as an RSO within the UMass Amherst Student Government Association.

Student Activities

The Student Activities & Involvement Office at UMass Amherst directs its educational efforts at fostering the intellect and character of students by integrating in-class and co-curricular experiences. To accomplish this, the University provides a wide range of educational experiences through programs and activities that complement and support the academic experience in the classroom. Although the primary focus of these activities is to advance student learning, they also provide needed services, support and recreational opportunities to help students meet the challenges of college and to enhance the quality of student life. SA&I has been organized to achieve these aspects of the University’s mission. Improving student life is the focus of the programs and activities of the office.

Business Center

The Student Engagement Business Center helps departments and student groups learn to operate successfully within the university’s framework and policies, and provides oversight to ensure fiscal accountability of all activities.

The Business Center is where all deposit slips, Purchase Requests, Travel Forms and other financial transaction are processed.

Business Center website

Club Sports Learning Goals

These learning goals are the hoped for outcome for student athletes as a result of participating in UMass Club Sports programs and services.

1. Quality of Interpersonal Relationships
2. Financial Management Skills
3. Self-Esteem
4. Self-Efficacy
5. Leadership Ability
6. School Pride
7. Time Management Skills
8. Fostering Healthy Relationships
9. Appreciating Diversity and Different Perspectives
10. Understanding Community Responsibility

NIRSA: Leaders in Collegiate Recreation

NIRSA is a leader in higher education and the advocate for the advancement of recreation, sport, and wellness by providing educational and developmental opportunities, generating and sharing knowledge, and promoting networking and growth for our members.

NIRSA is the premier association of leaders in higher education who transform lives and inspire the development of healthy communities worldwide.

The NIRSA Mission & Vision statements, developed with extensive participation from Members, represent the highest goals and ideals that inform association practices & decision-making. These are the priorities that brought NIRSA in to being, and which motivate our Members to volunteer their time and resources to each other through the Association. NIRSA has adopted the tagline, Leaders in Collegiate Recreation, which clearly indicates our aim as an association: to set a powerful example and provide moving models for excellence in the collegiate recreation profession. This extends from the practices and knowledge shared by our professional Members to the issues and emerging trends that we support with new programs and research.

Areas in which NIRSA is dedicated to example-setting and development include:

Leadership, Sustainable Communities, Health and Wellbeing, Equity, Diversity, and Inclusion, Service, Global Perspective

www.nirsa.org
Club Sports Council

The mission of the UMass Club Sport Council is to develop leadership, sportsmanship, competition, and recreational opportunities for students. The Club Sport Council will strive to provide leadership, coordination, and cooperation among all UMass Club Sport teams.

The Council is an association of student-run Club Sport teams united to provide opportunities for competitive sport activities at all levels of ability and serves as a liaison between the member teams, the Assistant Director for Student Activities, Club Sport Executive Board, and the Student Government Association. The Council encourages members of the UMass and 5 College communities to experience responsibility and leadership challenges and establishes policies and procedures for the operation of all Club Sport teams.

The Executive Board is the administrative arm of the Council and ensures its smooth operation. The Executive Board will meet with the Assistant Director for Student Activities weekly to discuss key issues and assign tasks as needed. Each Executive Board Officer will have an equal voice/vote in all Executive Board decisions. The Executive Board Officers will not be allowed to officially represent their clubs in CSC General Body Meetings.

Club Sport Council Responsibilities
The responsibilities of the Club Sport Council are to provide the following:

- Administrative leadership to support the Club Sport Program.
- Regularly scheduled meetings.
- Recognition of new teams.
- Budget allocations.
- Disciplinary review and corrective action.
- Recommendations concerning policies, procedures, and participant concerns.

Club Sport Council Executive Board
The Executive Board serves as the peer elected board from within the Club Sport program. The responsibilities of the Executive Board include, but are not limited to the following:

- Assisting the Assistant Director for Student Activities, the Scheduling Coordinator, Athletics and Campus Recreation.
- Running all Club Sport Council meetings.
- Overseeing the Club Sport Council agenda, recording minutes and maintaining accurate records of CSC happenings.
- Maintaining official team roster database.
- Recording community service hours for all teams.
- Implementing Club Sport Council disciplinary actions.
- Compiling the Club Sport Program End-of-Semester and Annual Reports.
- Representing Club Sport teams on University committees as needed.
- Coordinating major program events throughout the year to include, but not limited to, Student Activities Fee Budget Allocations; Club Sport Expo; Club Sport End of Year Banquet.
Club Sports Council Executive Board

Executive Elections and Terms
- The Executive Board Officers must be elected by the Council prior to the last meeting in April for the upcoming academic year.
- The Executive Board Officers must meet the following requirements:
  - Current Club Sport program member and/or
  - Two (2) semesters recognized leadership experience within the Club Sport program
- Any officer failing to fulfill his/her responsibilities or found to be in violation of University policies may be removed from office with a two-thirds majority vote of the Council’s membership.
- If an officer steps down from his/her position, the candidate who received the next highest number of votes can accept the position. Otherwise, a new officer election is held among interested Club Sport members.

Meetings
- The CSC General Body will meet once a month during the regular fall and spring semesters, or as designated by the CSC Leadership.
- Each member team must be represented at all CSC meetings by their representatives. CSC representatives may have one excused absence per semester, but must be replaced by a recognized team officer.
- Absences - An absence is defined by arriving after ten minutes of the start time. Teams which arrive after the ten minute mark are encouraged to remain in attendance and participate actively in their current status. All penalties for absences will be enforced after the conclusion of the meeting. Penalties for absences are as follows:
  - First Offense - The team is given a written warning with repercussions if they continue to miss meetings.
  - Second Offense – The team is frozen for the period of one month and loses the ability to travel and make purchases.
  - Third Offense – The team is frozen for one full semester and loses the ability to travel or make payments or purchases.
  - Fourth Offense - The team will be dismissed from any affiliation with the Club Sport Council.
- Tardiness - Tardiness to a Club Sport Council Meeting is defined as arriving within ten minutes after start time recorded by the Club Sport Executive Board. Penalties for tardiness are as follows:
  - First Offense - The team is given a written warning with repercussions of continued tardiness.
  - Second Offense - The team will be given an absence from Club Sport Council. Please see above for penalties for absences.
  - Third Offense - The team loses ability to travel for one month.
  - Fourth Office - The team will be given an absence from Club Sport Council. Please see above for penalties for absences.

Voting
- Each team in good standing will have one vote per issue.
- One Club Sport Council Representative will serve as the voter from the team; if neither representative can be there, a recognized officer from the respective team will vote in their absence; an Executive Board Officer cannot serve as a voting representative from his/her team.
- In the event of a tie, the Executive Board will cast the deciding vote.
Club Sport Team Requirements for Active Status

Officer and Player Requirements
- The 5 recognized officers from each team must attend the Fall Orientation Meeting in the September.
- Treasurer and one other officer must complete Signature Responsibility and Event Planning Moodle annually.
- All teams must have representatives attend Budget Allocation Training in the fall.
- All teams must be represented at CSC General Body Meetings.
- All players must responsibly represent their team and the university.
- All team members must complete required documents and paperwork.
- All team members must complete 2 hours of community service per year.

Documents
Each team must file the following documents with the Assistant Director for Student Activities:
- An up to date constitution and bylaws on Campus Pulse.
- Verification of current team officers on Campus Pulse and Team App
- The following online forms:
  o Online Liability Waiver (every team member)
    Will be updated in the fall
  o 2 Safety Officer Info Forms
    Link to online form
  o Signature Responsibility Forms for Treasurer and one other officer.
    Will be updated in the fall
  o Summit Access Request (Treasurer)
    Will be updated in the fall
- Coaches Contract Request (if applicable).
- Practice Schedule
- Game Schedule
- Any other documents deemed necessary by the Club Sport program.

End-of-Semester and Annual Reports (Not required 2018)
- Each team must submit a Semester Report Form at the end of each semester. Additionally, at the end of the spring semester, each team is required to prepare an Annual Report consisting of its accomplishments, final record and future goals.
  o Link to Semester Report will be added in 2018-2019
  o Link to Annual Report will be added in 2018-2019

Other Items

Campus Pulse Active Status Registration – Each Club Sport team is required to re-register on Campus Pulse as active during the spring semester. Active status registration ensures that your team is listed as active for the following year and you must update your Campus Pulse page with new officer information. This is also where you register to participate in the Fall Activities Expo. Re-registration will appear as a blue button on your Campus Pulse page.

Summit Access Request – Summit is the University financial system. As an officer of a Club Sport team you can request access to the system to view your current account balances and transaction information. Access is granted annually, starting in July. You can request Summit access at any time but it does take 4-6 weeks for access to be granted. If you need to know your account balances you can also call the SORC at 413-545-3600 or contact your SA&I advisor.

Signature Responsibility Training – All transactions of money through your team accounts must be initiated by an officer with Signature Responsibility. Signature Responsibility is gained by taking the necessary trainings and completing the requirements presented through SA&I. Signature Responsibility training is currently done through an online Moodle course. You must contact your SA&I advisor to be added to the course. All Club Sport Treasurers are required to have Signature Responsibility. All team transactions should be made using your university accounts and students should not use personal funds to make payments.

Event Planning Training – All RSOs, Club Sport teams included, must have 2 officers who complete the Event Planning Moodle annually. This training is a way to ensure that all groups understand how to plan and host events at UMass. The training will be updated during the summer and will be active at the start of the fiscal year.

Community Service Hours – The CSC requires all Club Sport teams to complete 2 hours of community service per active, competitive, member. Community service hours must be reported to the CSC Internal Relations Officer by a designated date (usually sometime in April). Failure to complete community service hours will result in funding being cut, loss of practice and game space, and/or suspension of the Club Sport team.
Eligibility Guidelines

Team
All Club teams must have a minimum of 10 participants on the roster at all times. To be considered a participant, he or she must have all of his or her paperwork in to the office and paid dues.

No teams may cut a player based upon experience or ability. Individual Club Membership status is determined by each Club team’s Constitution.

Individual Member
All current-semester enrolled UMass Amherst students (full, part-time and graduate) and 5 College students are allowed to participate on Club Sports Teams. Individual conference and league requirements may vary; ex. Requirements as a fulltime student in good academic standing with the University.

Students who withdraw from UMass Amherst during a term are ineligible for continued participation in Club Sports events/practices from the date of their terminated enrollment.

Alumni not currently enrolled in classes or current employees of UMass Amherst are NOT allowed to participate in Club Sport team activities.

All team members must complete the following before they are eligible to participate in team practices or competitions:
- **Online Liability Waiver**
  - Must be completed by all members and potential members, before tryouts.
- **Title IX Training**
- **Insurance coverage through the university or private insurance.**

Current Varsity, Letter-Winners, Grant-in-Aid and “Red-Shirted” athletes of UMass Amherst are NOT eligible to participate on a Club Sport Team in their varsity sport. The Council reserves the right to assess the eligibility of these athletes individually.

Any student who tried out for a Varsity sport and was cut or dropped is immediately eligible for participation in that Club Sport.

Transfer or graduate students are eligible for Club Sport team participation and are subject to the same restrictions as listed above for UMass Amherst students.

Team officers are ultimately held responsible for checking the eligibility of their players.

The ignorance of guidelines, rules, regulations, and ineligible players is not considered an acceptable excuse for any Club Sport team member.

All team members are expected to represent their team and the university in an appropriate manner. The CSG encourages sportsmanship, respect and good conduct at all times and violations of the Code of Conduct or local/national laws may result in removal from the team and or the university.

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Developmental (B) Team Requirements

Club sport teams may have a developmental or B team, with approval from SGA and SA&I. B teams should consist of players who did not qualify for the A team or who need time to develop skills. B teams are considered developmental teams and should not be in direct competition with A teams. This means that A and B teams should not play in the same division or against each other and direct conflict may result in the B team being frozen by the CSC or SA&I.

A and B teams must work together to function well. A and B teams are considered one entity and they receive university support and funding as one organization. This means that the two teams must communicate with each other regarding facility needs for practice and games, travel needs, equipment needs, uniforms, and university policies.

Practice & Game Requests – Facilities are not to be used without proper approval and all requests for space must be submitted through the proper channels. B teams have the ability to request space for practice and games but A teams and other teams in season will have higher priority. Please see pages 11-16 of this document for facility information.

Team Officers – A and B teams should have separate leadership but the two teams must work together. The A team will have two officers with SR and one of them must approve all spending for both teams.

Team Finances – All UMass Club Sport teams are considered university representatives, including B teams. This means that all teams must follow proper financial protocols at all times. **No Cash transactions or reimbursements**. A and B teams will share university financial accounts. It is important to communicate with each other regarding spending and all B team spending must go through the proper officers at all time. A and B teams are expected to fundraise to cover a portion of team expenses. Please see pages 26-28 for additional financial information.

Travel – All university travel requirements must be met by teams who travel. This means submitting Travel Forms and meeting the necessary timelines. B team travel requiring financial support will not be processed without approval from the A team. Ideally, A and B teams will travel together to play against other A and B teams. Please see pages 23-124 for additional travel information.
Roles Within a Club Sport Team

Things to remember for each team:
- Constitutions must be updated every two (2) years
- Club Sport teams are also RSOs and tryouts must be open to all UMass undergraduate students.
- Team members are expected to follow all University, SGA and CSC policies.
- All Officers for each Club Sport team must be elected by the first CS Council meeting in April.
- Team Officers must ensure that all players have filled out and submitted their Liability Waiver online, as well as registered on the team’s TeamApp portal and Campus Pulse.
- Team members must complete the following items annually:
  o Individual Liability Waiver
  o Profile on TeamApp
- Team Officers must complete the following forms annually:
  o Team Registration Form (online via Campus Pulse)
  o Fall/Spring Practice and Game Schedule
- Team Officers must complete the following forms each semester:
  o Team Roster
  o Master Schedule
  o Semester Reports
  o Budget Request

Members
Within each Club Sport team, the members have numerous opportunities to become involved with the organization, administration and supervision of their team. The responsibilities of team members include, but are not limited to the following:
- Formulating and writing the team’s constitution and bylaws;
- Determining membership requirements;
- Development of team rules and regulations;
- Establishing dues;
- Electing of team officers;
- Selecting of an outside advisor and/or coaches/instructors;
- Upholding University and Club Sport Council policies;
- General organizing and administering of team activities, business, budget, etc.;
- Completing and returning all required forms and waivers within established deadlines;
- Providing proof of insurance;
- Generating funds.

Officers
Since Club Sport teams are self-administered, team’s officers are vital parts of individual team success. The range and effectiveness of Club Sport teams depends upon their team leadership.

The Club Sport Council will recognize and require the five (5) following positions as official officers for each club: President, Vice President, Secretary, Treasurer, and Safety Officer (2). Additional Officers which would like to be recognized by the Club Sport Council need to submit a list of duties and responsibilities. All officers for each Club Sport team must serve their term on campus: Fall & Spring. No officer can hold their position while studying abroad and all officers must be a current student in good standing at UMass Amherst.

It is the responsibility of each team to decide what administrative structure their team requires and how to delegate duties and responsibilities in their constitution. Listed below are some general officer guidelines. These should not be considered a complete listing of the officer’s duties and may vary among teams.

President
- Serve as the liaison between the team, CSC, and University.
- Assure that their respective team is complying with rules and regulations of UMass Amherst.
- Verify that all required paperwork is on file and up-to-date.
- Preside over team meetings.
- Assure that the team’s financial obligations are being met.
- Familiarize new officers with the routines and guidelines for team operations.
- Keep in his/her possession SA&I Emergency Contact information at all team functions.
Roles Within a Club Sport Team Continued

Vice President
- Work closely with the President in coordinating organization activities.
- Preside over team meetings and business during the President’s absence.
- Assume all duties of the President in the event the President cannot complete his/her term.
- Be the liaison between the team and other schools when scheduling competitions.
- Schedule facilities for team practices and competitions.

Treasurer
- Maintain accurate financial records for the team.
- Order any equipment, pay for tournaments, etc.
- Receive, record, and receipt dues from team members.
- Keep the team updated with financial activity.
- Hold Signature Responsibility for group and approve all spending.

Secretary
- Record and circulate minutes of team meetings.
- Conduct correspondence for the team.
- Update team roster as necessary.
- Circulate publicity information about the team.
- Oversee the handing and submitting of required forms and paperwork.

Safety Officer (2 required)
- Record and circulate minutes of team meetings.
- Conduct correspondence for the team.
- Update team roster as necessary.
- Circulate publicity information about the team.
- Oversee the handing and submitting of required forms and paperwork.

Coaches (if desired it is the responsibility of team officers to secure the services of a coach for their team.)
- Each Club Team must have all coaches sign a written contract with the university.
- Coaches should restrict their contributions to coaching and should refrain from activities involved in the club’s management. A club sport is first and foremost a student organization.
- Coaches must work with ALL participating members.
- Club business should be handled by student members with coaches serving in an advisory capacity.
- Coaches must help to ensure good sportsmanship at all times.
- A coach may not serve as the team’s liaison with the University or the Club Sport Council. Coaches should refrain from making appointments with the Chancellor, Athletic Director, or any other person to discuss club matters without first meeting/talking with club officers and SA&I staff.

Club Sport Representative (2, any officer or member)
- Attend and participate in all Club Sport Council Meetings
- Participate in Committee activity
- Report back to team officers regarding Council activities and requirements of individuals’ teams (i.e., forms and deadlines)

Team Elections & Officer Transition
The Club Sport Council requires all teams to hold elections in the spring, before Spring Break. This allows team leadership to transition smoothly and helps incoming officers learn from the outgoing officers. This timeline also allows the Treasurer of your team to be involved and/or aware of your budget request and allocation. This will make planning for the next academic year easier. The CSC will hold an Activation Training for all incoming officers after Spring Break. This training is mandatory and will teach officers specific skills and information they need to know to function within the university system.

Once your team holds elections your new officers will need to complete the following:
1. Update your Campus Pulse and Team App roster and contact information.
2. Email the names and positions of your new officers to the CSC and your SA&I advisor.
3. Incoming Treasurer and one other officer must complete Signature Responsibility Moodle for upcoming year.
4. Incoming officers must attend Spring Activation Training, Fall Orientation Training, and verify the completion of all necessary online forms.
Additional Club Sport Support

SA&I Advisor – located in the Student Union, room 416
Each Club Sport is assigned a Student Activities Advisor, this is the person that you will work with when planning events, traveling, and applying for funds. Your Student Activities Advisor is a resource that you and your teammates should stay in contact with on a regular basis. The SA&I Advisor currently responsible for supporting club sport organizations is Brian Arnold. Brian can be reached at arnold5@umass.edu, 413-406-6199 or through the SORC at 413-545-3600. Your advisor is located in the Student Union, room 416.

Faculty/Staff or Outside Advisor (not necessary if team has a coach)
All teams are encouraged to select a willing advisor of the UMass Amherst faculty or staff who has an interest in their activity. The advisor is an important aspect of the Club Sport Program. Acting in an advisory capacity, this person is not to assume leadership of the organization, but is encouraged to work closely with the officers and to offer input into the organization. His/hers role is to lend experience in helping each team mature and reach its full potential.

A good advisor will provide continuity in a team’s program by bridging the gap in student changes from year to year and supplying knowledge of University policies.

An advisor may assist a club in the following areas:
- Counseling and advising team members.
- Meeting frequently with the team’s officers.
- Attending team meetings and activities sponsored by the Club.
- Assisting in obtaining requested resources about the University concerning team matters.

Business Center – located in the Student Union, room 430
The Business Center helps departments and student groups learn to operate successfully within the university’s framework and policies. Business Center staff provides oversight to ensure fiscal accountability of all activities. All financial transactions are processed through the Business Center and your team as specific Business Center staff members who will work with you:

- **Account Specialist** – Each club sport has an assigned Account Specialist. Your Account Specialist is shown on your Campus Pulse page. An Account Specialist will process all SASP and Purchase Requests submitted for your team, once you receive approval from the SORC and your SA&I advisor.

- **Travel Coordinator** – The Business Center has one Travel Coordinator who processes all travel expenses. She reviews and processes all Travel Forms and works with you to make the necessary payments for your trips.

Scheduling Coordinator – located in the Student Union, room 416
The Scheduling Coordinator is a Student Activities and Involvement staff member who helps find space, request space and services, and coordinate with campus partners. The scheduling staff includes a number of student staff who helps review and process event request. The Scheduling Coordinator and her staff use Campus Pulse and will not help with an event if it is not submitted via an Event Request. The primary focus of the scheduling staff is event space in academic spaces and the Campus Center and Student Union. They also review all game requests and send them to your SA&I advisor and the Athletic department for approval.

SORC - located in the Student Union, room 208
The Student Organization Resource Center (SORC) provides a wide range of resources and support for Registered Student Organizations, Graduate Student Organizations, Agencies, and students who are interested in getting involved on campus. The SORC and its staff serve as liaisons for student organizations when it comes to planning events, securing meeting and event space, budget management, and overall organizational development. The SORC offers the following services free of charge to RSOs: event ticketing support, mailboxes, receiving packages, use of the SORC Conference Room, computers and a communal workspace, and banner making supplies. The SORC also has a lounge and television where students can relax in between classes and other activities. All Purchase and SASP Requests are processed through the SORC and the staff can assist you with account balance information, appointments with your SA&I advisor, and appointments with your Account Specialist. **You can contact the SORC at 413-545-3600.**
Scheduling UMass Facilities

The Club Sport program does not have identified facilities or areas exclusive for club sport use. All on-campus facilities are shared amongst other program areas. Varsity Athletics and/or Campus Recreation are the primary owners of most facilities used by Club Sport teams. Varsity and Campus Recreation programs have the first priority for use of space. Off-campus facilities are researched and secured by teams on an individual basis.

Club Sport Teams wishing to use UMass facilities for team-related activities must submit an Event Request form through Campus Pulse. The following are acceptable request for use of facilities:

- Practice, Instruction, and Coaching
- Competitions/Games
- Special Events
- Team Meeting

The use of some UMass facilities will require additional documents, such as a facility use agreement. Any additional requirements will be shared with you before you are approved to use a facility. You will not be allowed to use a facility until all required documentation is competed and on file with the appropriate office.

Expectations When Using University Facilities

Any time a club has reserved a facility, it should be used. If a club cancels a practice, game or any reservation, a club officer should contact your SA&I Advisor at least 24 hours before the reservation is in effect. If the cancellation is a last minute cancellation your SA&I Advisor should still be informed. Failure to use a reserved area may jeopardize the club’s ability to reserve facility space for future use. **Clubs are responsible for set-up and cleanup of all sites.**

Misuse of equipment and facilities, as well as inappropriate conduct and actions while participating in any club sport related activity, will jeopardize the club’s status. Any clubs using a facility are obligated to clean up after the activity and leave the facility in the same condition it was in when the activity started.

Athletic Department and SA&I staff will be monitoring facilities when appropriate. As employees of the University they have the authority to deny unauthorized persons, or persons abusing facilities or equipment access to the facility.

Alcoholic beverages are not permitted in or on University facilities. It is the club’s responsibility to monitor all events, including spectators, to assure that alcoholic beverages are not on site.

Any violation of University policies may cause events to be delayed until the problem is corrected or cancelled if the situation is not addressed.

Available Facilities – On-Campus

<table>
<thead>
<tr>
<th>Indoor Facilities</th>
<th>Outdoor Facilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Boyden Gymnasium</td>
<td>1. Boyden Fields (5 fields)</td>
</tr>
<tr>
<td>2. Boyden Squash Courts</td>
<td>2. Stadium Fields (5 fields + 2 rugby fields)</td>
</tr>
<tr>
<td>3. Boyden Pool</td>
<td>3. Dallas Mall</td>
</tr>
<tr>
<td>4. Rec Center Gymnasium *</td>
<td>4. Haigis Mall</td>
</tr>
<tr>
<td>5. Rec Center Activity Rooms*</td>
<td>5. West Pond Lawn</td>
</tr>
<tr>
<td>7. Mullins Center Practice Ice</td>
<td>7. Totman Field</td>
</tr>
<tr>
<td>8. Mullins Center Racquetball Courts</td>
<td>8. Garber Turf</td>
</tr>
<tr>
<td>9. Totman Gymnasium (not full gym)</td>
<td>9. Football Stadium Turf</td>
</tr>
<tr>
<td>10. Totman Pool</td>
<td>10. Field Hockey Turf</td>
</tr>
<tr>
<td>11. Curry-Hicks Cage</td>
<td>11. Track Complex</td>
</tr>
</tbody>
</table>

Due to currently facility shortage among athletic and physical activity areas, the sooner a request is discussed with staff and submitted, the better the chances are for approval. Requests can be submitted 6 months in advance, you are advised to submit your fall requests by August 15th and your spring requests by January 15th.

Facilities are shared with other program areas including Campus Recreation, academic departments, and the Athletic Department and facility requests must be made through Campus Pulse and approved by the Athletic Department and SA&I. Submitting a facility request does not guarantee your club will get the space.

* Requests to use Recreation Center spaces must be done directly with the Building Manger, Roger Heimerman. You can contact Roger at rheimerm@umass.edu.

Approval must be granted for all use of athletic facilities, including practices, tryouts, games and events. Using facilities without approval will result in restrictions to your club. The use of some UMass facilities will require additional documents, such as a facility use agreement. Any additional requirements will be shared with you before you are approved to use a facility. You will not be allowed to use a facility until all required documentation is competed and on file with the appropriate office.
Football Stadium, Boyden Gym, and Boyden Field Maps

Football Stadium Parking

Boyden Field Layout

Boyden Gym Parking & Entrance

Ultimate

Soccer

Rugby

Field Hockey/ Lax

Football Stadium Grass Fields
Varsity Facilities & Recreation Center Guidelines

Football Stadium
- Always conduct a facility safety check before use.
- Always check the online schedule for changes.
- Park only on the south side of the stadium.
- Do not interrupt Varsity practices.
- Do not schedule events without approval.
- Always wear the correct footwear; damage to the turf will render it off limits to club teams.
- Do not chew tobacco or spit sunflower seeds on the turf.
- Clean up after your practice or event.
- Report facility issues to Brian as soon as possible.
- If conditions are unsafe, do not use facility.

*Varsity programs have first priority for this space.*

Stadium Grass Fields
- Always conduct a safety check before use.
- Always check the online schedule for changes.
- Park only on the south side of the stadium or along Stadium Drive. Do not park on the grass.
- Do not interrupt Varsity practices.
- Do not schedule events without approval.
- Clean up after your practice or event.
- Report facility issues to Brian as soon as possible.
- Do not drive across grass fields and keep all player and spectator vehicles off the grass.
- If conditions are unsafe, do not use facility.

Boyden Grass Fields
- Always conduct a safety check before use.
- Always check the online schedule for changes.
- Park only on the west side of the fields on Mullins Drive or in Lot 33. Do not park in the Boyden parking lot, you will be ticketed and/or towed!
- Do not interrupt Varsity practices or Intramural events.
- Do not schedule events without approval.
- Do not use Intramural fields at any time.
- Clean up after every practice, game, or event.
- Report facility issues to Brian as soon as possible.
- If conditions are unsafe, do not use facility.
Varsity Facilities & Recreation Center Guidelines Continued

**Boyden Gym**
- Always conduct a safety check before use.
- Always check the online schedule for changes.
- Park in Lot 42 or Lot 71.
- Do not interrupt Varsity practices.
- Do not schedule events without approval.
- Always wear the correct footwear; do not wear cleats in the building.
- Enter through the rear, northeast door. The building is locked by 9:30pm.
- Clean up after every practice, game, or event.
- Report facility issues to Brian as soon as possible.
- If conditions are unsafe, do not use facility.

**Pools – Boyden, Totman, Curry Hicks**
- Always conduct a safety check before use.
- Always check the online schedule for changes.
- Do not use pools without a certified lifeguard on duty.
- Do not interrupt Varsity practices.
- Do not schedule events without approval.
- Do not chew tobacco or spit sunflower seeds on the pool decks.
- Clean up after every practice or event.
- Report facility issues to Brian as soon as possible.
- If conditions are unsafe, do not use facility.

*Pool facilities are scheduled through Brian and Dan Markowski.*

**Do not contact Russ Yarworth for pool access.**

**Recreation Center – Contact Roger Heimerman**
- Always schedule facility use through Roger.
- Follow all Recreation Center policies at all time.
- No team lighting is allowed in the Rec Center.
- Do not interrupt Campus Rec activities.
- Do not schedule events without approval.
- Always wear the correct footwear and attire.
- Only UMass undergraduate students and Campus Recreation members are allowed in the facility. You must purchase a membership for coaches and instructors who are not UMass students.
- Report facility issues to on site supervisor.
- Report injuries and accidents to on site supervisor.
- If conditions are unsafe, do not use facility.
Inclement Weather

To ensure the playability of outdoor facilities throughout the year, careful consideration will be given when programming during rain or on wet fields. If standing water is visible or the possibility of damaging the fields exists, events will be cancelled and rescheduled. For weekly practices, the decision to close the complex will be made by 3:00pm. Information about field conditions and closures will be posted on Google practice calendar and an email will be sent out.

The basic guideline for assessing the situation in the absence of an update from SA&I or Athletic staff is – if there is any question or doubt, reschedule. Damage done to UMass facilities may result in team suspension, loss of access to facilities, and/or impacting field use by other club sport teams. If there is damage to a facility before you use it you should document the damage and inform your SA&I advisor as soon as possible. You should never use a facility if conditions are unsafe or if your use will cause damage

When planning practices and games you should consider the weather at all times. Inclement weather can also impact travel and you are discouraged from traveling in hazardous conditions. Flights and bus schedules may also be impacted by weather and you should do your best to monitor the impact of weather on travel schedules.

Lightning - The ‘30-30 rule’ offers the best lightning safety guidance for the general public. When you see lightning, count the time until you hear thunder. If that time is 30 seconds or less, the thunderstorm is close enough to be dangerous. All outdoor activities stop and you should seek shelter immediately. You should wait for at least 30 minutes after hearing the last sound of thunder before you resume activities.

Available Facilities – Off-Campus

There are numerous options for practice, training, and game facilities off campus. Each facility will have its own requirements for use and payment options. SA&I can help you request, negotiate, and pay for off-campus facilities if you follow the proper timelines and guidelines. Off-campus facilities will need a Purchase Request or a Contract to be submitted for payment. Payment request can take 2-6 weeks to process, please plan accordingly. Options for off-campus facilities include but are not limited to:

<table>
<thead>
<tr>
<th>Indoor Facilities</th>
<th>Outdoor Facilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Allsport Indoor Soccer, Northampton MA</td>
<td>- The MacDuffie School, Granby MA</td>
</tr>
<tr>
<td>- Indoor Action Sports, Greenfield MA</td>
<td>- Amherst High School, Amherst MA</td>
</tr>
<tr>
<td>- Collins Ice Rink, Greenfield MA</td>
<td>- Look Park, Northampton MA</td>
</tr>
<tr>
<td>- Premier Sports Complex LLC, Winsted CT</td>
<td>- Groff Park, Amherst MA</td>
</tr>
<tr>
<td>- Olympia Ice Center, Springfield MA</td>
<td>- Mill River Recreation Area, Amherst MA</td>
</tr>
<tr>
<td>- Cyr Ice Arena, Springfield MA</td>
<td>- Amherst College Turf, Amherst MA</td>
</tr>
<tr>
<td>- Smead Arena, Springfield MA</td>
<td>- Williston Northampton School, Northampton MA</td>
</tr>
<tr>
<td>- Bay Road Tennis Club, Hampshire College</td>
<td>- South Deerfield Baseball, South Deerfield MA</td>
</tr>
<tr>
<td>- Williston Northampton School, Northampton MA</td>
<td>- Smith College, Northampton MA</td>
</tr>
<tr>
<td>- Pioneer Valley Crossfit, Hadley MA</td>
<td>- Amherst College Tennis Courts, Amherst MA</td>
</tr>
<tr>
<td>- Central Rock Gym, Hadley MA</td>
<td>- Oxbow Marina, Hadley MA</td>
</tr>
</tbody>
</table>

Additional Off-Campus Facility Information

A Certificate of Insurance (COI) is often needed when a club uses an off-campus facility for practice, games or events. A COI is proof that the club is insured by the University and that the organization providing the facility is insured for the specific event. A COI takes 3-5 days to be created and must be requested by an SA&I staff member. If you plan to hold practices, games or events at the Mullins Center, Deerfield Academy, or other off-campus facilities you will need to talk to your SA&I Advisor to request a COI. You will not be allowed to use the facilities without a COI.

When traveling to participate in events you may be asked to provide a COI, again you will need to talk to your SA&I Advisor and give them enough notice to request a COI for you. If you do not have a COI you will be unable to participate in the event.

Contract for Services - A Contract for Professional Services is used to make a legal commitment with an off-campus facility for a service when specific terms are needed to be defined or if the service involves risk. All contracts must be negotiated and signed by an SA&I advisor.
**Club Sport Practices**

Practice schedules should be submitted before the start of each semester. Fall practice schedules should be submitted by 8/15 and spring practice schedules should be submitted by 1/15. The Assistant Director for Student Activities will use the schedules to create a tentative weekly practice schedule based on the following:

- Facility availability
- Number of teams in good standing
- Teams in current competitive season
- Practice participations from the previous semester
- Any other means to determine the best use of the space for not only the Club Sport program, but for other University programs

This schedule will be the same weekly unless there is a change in the University schedule, change in the facility, change in the status of the club team; team selects to use the space, etc. due to whatever reason. The weekly schedule will be posted and updated on the Club Sport Council Google Calendar.

Teams considered on-campus and in good standing will have priority scheduling for available activity areas.

Off-campus teams will not be given priority to on-campus activity areas for practice. Off-campus teams operate and exist with the understanding that UMass does not have the facilities to fully support them. They understand that their competition and practices are scheduled outside of UMass and they must make their own accommodations. UMass does allow these teams to use facilities at times when they are available and these teams will be allowed to use varsity facilities when available.

Teams will not qualify for varsity facility priority if they have alternative space made available to them regularly or if the reason they are not on a normal schedule is the fault of the teams due to misuse of a facility, failure to get paperwork in on time, or meet other requirements.

A facility inspection should be done by a Safety Officer before every use of a facility for a practice. Facilities should be inspected for safety and risk management issues. If there are ANY safety issues then practice should be canceled and the issues should be reported to SA&I. Any minor damage or issues with the facilities should be recorded and reported to SA&I. If issues are not reported to SA&I, the assumption is often that Club Sport teams caused the damage or the issue.

Weather can also play a role in practice times and locations. On-campus spaces are often closed because of rain, snow, or cold temperatures but each team should also monitor the weather and make judgement calls regarding practice. Facilities should never be used if they have been closed or if they are wet or unsafe. See inclement weather information on page 15.

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**Club Sport Games & Competitions**

Facilities for games or competitions must be scheduled through Campus Pulse via the online Event Request form, no less than two weeks in advance. For major events, Event Request should be submitted at least one month in advance.

Do NOT advertise for the event prior to the approval of the facility. The approval will come in the form of a notification through Campus Pulse.

- Request to use Varsity facilities must go through Campus Pulse. (Do NOT contact Varsity Athletics to reserve a facility)
- Only officers of the team may reserve a facility.
- Requests to use Campus Recreation facilities requests must be done directly with Roger Heimerman. You can contact Roger at rheimerm@umass.edu.
- Failure to comply with any of the scheduling policies and procedures will jeopardize your privilege to use UMass facilities for hosting events.
- Requests will be reviewed and distribution will be based on the priority criteria decided on by the Athletic Department Once approved, arrangements must be made through the SORC for necessary facility preparation.

*Events requiring additional support from Physical Plant, EMS, UHS, UMPD, or other on-campus departments must complete an Agreement for Service (AFS) in the SORC.*

**Competition Specific**

- Request for a single team competition, the team must submit a Event Request at least two (2) weeks in advance. The officers will be notified if the request was approved or denied. If denied, the officers will be notified with the reason.
- Request for a multi-team/tournament competition, an Event Request must be turned in four (4) weeks in advance. The Officers will be notified if the request was approved or denied. If denied, the Officers will be notified with the reason.
- If requests are approved, the officer reserving the facility must schedule a meeting to complete an AFS in the SORC, prior to the event.

**Hosting Responsibilities**

- Spectators are encouraged at home events, but do not have facility use privileges. All spectators and visiting teams may be asked to present valid picture ID to enter a facility. They are restricted to the area of competition they have entered to watch. All spectators under 18 years of age must be accompanied by a parent or responsible adult.
- Teams desiring to sell any type of goods at the facility must do so with approval from Student Activities prior to the event.
- Alcohol and pets are prohibited at ALL university facilities. This includes indoor area and outdoor area.
- Visiting teams or competitors may be permitted use of locker facilities with approval from the appropriate office.
- Teams hosting events should have an Emergency Action Plan and backup for each event.
Practice & Game Risk Management

To provide a safe and positive experience for all, it is necessary to anticipate situations to prevent accidents and injuries. Every club must develop, implement, and practice risk management procedures and follow the following safety policies:

1. Club sport officers, members, and coaches should emphasize safety during all activities.
2. Encourage all club members to have an official Physical Examination.
3. Inspect field and facilities prior to every practice, game or special event. Report unsafe conditions to SA&I immediately. **Do not use facilities that appear unsafe.**
4. Have at least two safety officers certified in First Aid, CPR and AED available at practices, games and events.
5. For life threatening injuries/accidents call 911 and UMass Police immediately.
6. All team members must read and sign a Liability Waiver. All waivers will be kept with SA&I.
7. Request EMTs through UMass EMS or local Fire Department for games and events. UMass EMTs can be requested through the SORC by completing an Agreement for Service (AFS).

**Accidents/Injuries** – All accidents and injuries that occur during club activities must be reported to your advisor. If EMTs or UMPD officers are notified you can ask for a copy of their reports and submit it to your advisor. If your safety officer, coach or someone else handles the situation you must complete an Accident Report Form and submit the information to your advisor.

**Concussions** - Club Sport Safety Officers (each club must have two) should be able to recognize concussive-type symptoms. However, many concussions can go unreported. It is imperative that those student-athletes, who suspect they may be suffering from a concussion, seek treatment and report to a physician.

- A concussion is a brain injury that can affect your ability to perform everyday activities, and affect reaction time, balance, sleep, and classroom performance.
- You cannot see a concussion, but you might notice some of the symptoms right away. Other symptoms can show up hours or days after the injury.

**Accident/Injuries should be reported using the online Accident Report Form found [here](#).**

**Practice & Game Facility Safety**

Inspecting all facilities and fields used by your team is an important component of the risk management process. The condition of the facility or field contributes heavily to the overall safety of your participants. Therefore, ensuring the safe condition of the facilities and fields used by your team should be a priority in your risk management plan.

A thorough inspection of the playing surface/pool/field, bleachers, outer buildings, and restrooms should be done before a practice, game, or event begins. The playing surface itself should be inspected prior to the start of every practice or game. The entire playing surface should be free of any holes, depressions, raised sprinkler heads, and other hazards.

If the facility is used for other sports, inspect for fixtures or equipment that may have been left by the previous user.

**Important Notes:**

If the facility is used by a Varsity team, NEVER allow players or others to play on, hang from, or move varsity equipment.

If the facility is used for soccer or lacrosse and portable goals are on the premises, NEVER allow players or others to play on, hang from or move the goalposts. Portable soccer goals are prone to tipping over, and have been responsible for catastrophic injuries and fatalities in recent years.

You should always leave a facility in better condition than you found it. Pick up any trash that you see, even if it wasn’t yours, and report any damage that you notice. Club Sport teams are often blamed for damage to facilities because they are the last groups to use them. It is important that each team help fight any negative stigmas associated with club sport facility usage by treating each facility with respect and using it properly and safely.
Facility Safety Inspection Checklist - Example

Facilities Inspection Checklist

Name of inspector: ________________________ Date of inspection: ______________

Name and location of facility: ______________________________________________________

Note: This form is an incomplete checklist provided as an example. Use it to develop a checklist specific to your facilities.

Facility Condition

Circle Y (yes) if the facility is in good condition or N (no) if something needs to be done to make it acceptable. In the space provided, note what needs to be done.

Gymnasium

Y N Floor (water spots, buckling, loose sections) Y N Walls (vandalism free)
Y N Lights (all functioning) Y N Windows (secure)
Y N Roof (adverse impact of weather) Y N Stairs (well lighted)
Y N Bleachers (support structure sound) Y N Exits (lights working)
Y N Basketball rims (level, securely attached) Y N Basketball backboards (no cracks, clean)
Y N Mats (clean, properly stored, no defects) Y N Uprights or projections
Y N Wall plugs (covered) Y N Light switches (all functioning)
Y N Heating or cooling system (temperature control) Y N Ducts, radiators, and pipes
Y N Thermostats Y N Fire alarms (regularly checked)
Y N Directions posted for evacuating the gym in case of fire Y N Fire extinguishers (regularly checked)
Y N Playing Surface – Free of debris Y N First Aid Kit

Other (list): __________________________________________________________

Field or outside playing area

Y N Stands Y N Pitching mound Y N Dugouts
Y N Track and fences Y N Sidelines Y N Sprinklers
Y N Garbage Y N Security fences Y N Water fountain
Y N Storage sheds Y N Surface – Free of debris Y N First Aid Kit

Other (list): __________________________________________________________

Pool

Y N Equipment in good repair Y N Sanitary
Y N Slipperiness on decks and diving board controlled Y N Chemicals safely stored
Y N Regulations and safety rules posted Other: __________________________

Ring buoys

Y N 20-inch diameter Y N 50-foot rope length

Guard chairs

Y N Unobstructed view Y N Tall enough to see bottom of pool

Safety line at break point in the pool grade (deep end)

Y N Bright color floats Y N 3/4-inch rope

Lighting—adequate visibility

Y N No glare Y N Penetrates to bottom of pool
Y N Exit light in good repair Y N Halls and locker rooms clean and lit
Y N Light switches properly grounded Y N Has emergency generator to back up regular power source

Exits—accessible and secure

Y N Adequate size, number Y N Self-closing doors Y N Self-locking doors
Y N Striker plates secure Y N No obstacles or debris Y N Office and storage rooms locked
Club Sport Health & Safety

Student Activities and UMass Amherst strive to provide an awareness of the inherent risks involved in each activity. Often these elements of danger are beyond the control of the university. Participation in a Club Sport program is strictly voluntary and such participation involves the unavoidable risks of personal injury, loss or damage to personal property and the possibility of loss of life.

It is the individual’s responsibility to determine their own ability to participate and at what level they can participate. Club Sport teams are expected to abide by all local, state and national health and safety regulations.

Each member and or potential member of a Club Sport team must complete and submit the online Club Sport Liability Waiver and Anti-Hazing Form before they are allowed to participate in team activities, including tryouts.

All accidents/injuries, no matter how small, must be reported. The following forms must be completed and submitted immediately following the event.
- Online Accident/Injury Report Form for all injuries, on or off campus.
- Campus Recreation reporting: On site Supervisor on duty will complete necessary forms.

Failure to comply with the above rules will result in appropriate action by the Club Sport Council.

Safety Officers

Safety Officers are club members who are responsible for all safety-related issues for their own club. They are responsible for:
- Ensuring that all club members have submitted an online Liability Waiver to participate.
- Restocking the club’s First Aid kit when necessary and ensuring it is present at all practices and events.
- Being First Aid/CPR/AED-certified.
- Being aware of emergency protocols and filling out an Accident/Injury Report should an incident occur. **It is the responsibility of all Safety Officers to report accidents/injuries to the Club Sport office by submitting the proper form. Failure to do so in a timely manner may result in sanctions against the Club.**
- Showing up. Every club must have at least one safety officer present at every club practice and event.

Requirements

Each club must have a minimum of one safety officer present at every club practice and event (teams must have 2 safety officers). Failure to adhere to Safety Officer requirements may lead to sanctions for the club.

How to become a Safety Officer?

1. Complete the Concussion Education Module.
2. Fill out the online Safety Officer Info form.
   a. Attach a scanned copy of your CPR/First Aid/AED certification and CEM completion certification

Once you have completed these steps you are officially a club safety officer.

As part of our effort to maximize student safety, we have implemented a concussion educational module for all coaches and student safety officers involved with club sports. It only takes a few minutes, but be sure to wait for the certificate at the end of the video as proof of completion.

Concussion Education Module

To complete the concussion safety education just follow these easy steps:

1. Go to The Center for Disease Control and Prevention website: https://www.cdc.gov/headsup/youthsports/training/index.html
2. Click “Launch the HEADS UP Course” located on the right side of the web page.
3. Enter your full name as it will appear on your completion certificate.
4. Complete the module and save the completion certificate.
5. Attach the completed certificate to the Safety Officer Info Form here.

Medical Response

All on-campus practices and events must have two Safety Officers who are certified in American RedCross CPR/AED for the Professional Rescuer, Standard First Aid and Bloodborne Pathogens, or its equivalent. Teams hosting events are encouraged to hire UMass EMTs to handle injuries and emergencies. **EMTs are not trainers and will not provide pre-game taping or stretching.**
UMass Health Services

Club Sport Procedure
The CSC has established a relationship with doctors in UMass Health Services. These doctors will work with club Sport Athletes to help diagnose and repair sport related injuries.

If you sustain a sport related injury you can call Health Services at 413-577-5905 and tell them you are a club sport athlete and that you need to make an appointment with Dr. Rouzier, Dr. Smith, or Dr. Doe. This service is not for individuals in need of physical therapy.

Physical Therapy
If you sustain a sport related injury and you need to complete physical therapy you should contact Jeff Smith in the Athletic Training Department or go directly to an off campus provider.

Additional Resources
Safety Officers can become certified through UMass EMS:
UMass EMS Website
Safety Officer Info Form:
Link to form
Concussion information:
Link to Concussion Fact Sheet
Accident Report Form:
Link to report

Club Sport First Aid

First Aid
No Club Sport practice or competition should be without a first aid kit designed to treat the most common injuries and illnesses that might be encountered.

What Should A Sports First Aid Kit Contain?

- **Match the contents to the sport:** The type of first aid that may be required varies by sport. Because bruises, abrasions, and sprained ankles are more common in baseball, a baseball team's first aid kit, for instance, needs to be stocked with cold packs, elastic bandages, and Band-Aids, while a track team's kit needs to have plenty of supplies to treat blisters, abrasions, pulled muscles, and sprains. If your team is going to be in the sun, carry sunscreen; the cross-country coach needs to carry an allergy kit to manage bee stings.

- **Stock a realistic quantity:** Be prepared to treat more than one child at an event. For younger children, remember to stock pediatric doses (in liquid form, if necessary).

- **Ensure ready access:** First aid supplies should be placed where they are readily accessible, and marked clearly to allow rapid identification. Use Ziploc-type bags within the kit for extra materials and to sort your supplies. For instance, it is helpful to partition supplies into modules "for wound care," "for an allergic reaction," and so forth.

- **Protect against damage:** Carry supplies in a watertight container designed to withstand years of rough handling and extremes in temperature, such as a plastic (Pelican case or Otter Box) or metal container equipped with a rubber O-ring gasket for a tight, waterproof seal.

- Aspirin should never be given to an athlete who develops a headache from either a blow to the head or damage to the eyes, ears, nose, or throat.

Contents
Listed below are links to websites with items a sports first aid should contain. Go through lists carefully, and make a decision to include or exclude items from your first aid kit.

Preparing and packing the medical kit.

What should a first aid kit contain?

Creating a Coach’s First Aid Kit
http://onthepitch.org/2008/03/01/creating-a-coachs-first-aid-kit/
Suggested Concussion Management Plan

UMass Club Sport teams do not have Sports Medicine personnel to evaluate club athletes with a suspected concussion. Suggested evaluations are as follows:

**Injury Management**
The student will accept responsibility for reporting injuries and illnesses to safety officers, SA&I staff, and individual physician, including the signs and symptoms of concussions.

**Treatment**
If the student exhibits signs of a concussion, they CANNOT return to participation until cleared by a physician.

**Return to Play Recommendations**

**Step 1:** If student self-reports asymptomatic and is cleared by a physician.
- Cardiovascular exercise in controlled setting
  - Mode, duration and intensity dependent upon sport
  - Walking, swimming or stationary cycling, keeping intensity below 70% of perceived maximum heart rate; no resistance training
  - Monitor symptoms
  - If student becomes symptomatic, return to the concussed state / procedures until he/she reports feeling symptom free.

**Step 2:** If student self-reports asymptomatic after Step 1
- Sport-specific drills
  - Keeping intensity below 70% of perceived maximum heart rate
  - No resistance training
  - Interval Bike Ride and Body Weight Exercises
  - No head impact activities
  - No helmet for contact activities
  - Monitor symptoms
  - If student becomes symptomatic, return to the concussed state/procedures until they report feeling symptom free.

**Step 3:** If student self-reports asymptomatic after Step 2
- Shuttle Run, plyometric exercises, medicine ball throws, and/or vertical jumps
- Non-contact training drills
  - Begin more complex training drills
  - Resume wearing helmet for specific sports
  - Passing drills for specific sports
  - No head impact activities
  - Begin resistance training exercises
    - Monitor symptoms
    - If student becomes symptomatic, return to the concussed state/procedures until they report feeling symptom free.

**Step 4:** If student self-reports asymptomatic after Step 3
- Medical assessment by physician for medical clearance
- Pending medical clearance, resume normal sport participation
  - Assess physical skills by coaching staff
    - Monitor symptoms
    - If student becomes symptomatic, return to the concussed state/procedures until they report feeling symptom free.

**Step 5:** If athlete self-reports asymptomatic after Step 4
- Normal game play

**Academic Activities**
Symptomatic athletes may require active supports and accommodations in school, which may be gradually decreased as their functioning improves. Inform the athlete’s SA&I advisor of the athlete’s injury, symptoms, and cognitive deficits and the advisor can work with academic staff to request support. Athletes with temporary yet prolonged symptoms (i.e. longer than several weeks) or permanent disability may benefit from referral for special accommodations and services.

Appropriate university personnel should be advised to monitor the athlete for the following signs:
- Increased problems paying attention/concentrating
- Increased problems remembering/learning new information
- Longer time required to complete tasks
- Increased symptoms (e.g., headache, fatigue) during schoolwork
- Greater irritability, less tolerance for stressors
Suggested Concussion Management Plan Continued

Appropriate university personnel should be advised to monitor the athlete for the recurrence of symptoms from physical exertion and mental exertion, such as:

- Reading
- Phone texting
- Working on a computer
- Classroom work
- Taking a test

Until a full recovery is achieved, athletes may need the following support:

- Time off from school
- Shortened day
- Shortened classes (i.e., rest breaks during classes)
- Rest breaks during the day
- Allowances for extended time to complete coursework/assignments and tests
- Reduced homework/class work load (it is best to specify for teachers the percent of workload that the student-athlete can reasonably handle, e.g., 50% homework load)
- No significant classroom or standardized testing at this time

Physicians and academic support personnel should monitor the athlete’s symptoms with cognitive exertion (mental effort such as concentration, studying, etc.) to evaluate the need and length of time supports should be provided.

Additional Information
UMass EMS: Concussion information: Accident Report Form: NCAA CARE Study:
Link to website Link to Concussion Fact Sheet Link to report Link to CARE

Student Mental Health

The CSC believes mental health is a part of, not apart from, student health. According to the Sport Science Institute (SSI), mental health exists on a continuum, with resilience and thriving on one end of the spectrum and mental health disorders that disrupt a college athlete's functioning and performance at the other. The CSC, SA&I, and the University hope to improve access to quality mental healthcare with the goal of creating a culture where care seeking for mental health issues is as normative as care seeking for physical injuries.

UMass Center for Counseling and Psychological Health
The Center for Counseling and Psychological Health (CCPH) is an interdisciplinary counseling service, staffed by licensed mental health providers, including social workers, psychologists, psychiatrists, and clinical nurse specialists. CCPH provides short term individual, couple’s, and group psychotherapy; psychiatric medication consultation and treatment; psychological assessment (testing); behavioral medicine; and crisis intervention services. CCPH is open from 8:30a.m. to 5p.m. Monday - Friday and staff are also available 24 hours a day to provide crisis intervention services and assessment.

NCAA
Collaborating with the NCAA Student-Athlete Advisory Committees, as well as the most established medical, mental health and sports medicine organizations in the country, the SSI provides educational resources and inter-association best practices and tools which offer a model of care for student-athlete mental health. This guidance encourages athletic environments that support help-seeking and facilitate early identification through appropriate referral and care.

Student-athletes, coaches, and faculty athletics representatives play a critical role in creating an environment that supports the mental health and well-being of college athletes. That’s why the Sport Science Institute developed web-based educational modules to help normalize and destigmatize mental health help seeking for college athletes.

If you are a Club Sport student-athlete, coach, or officer, the interactive modules will provide information to help you promote mental wellness and resiliency on your team and to encourage and destigmatize help-seeking for mental health concerns. Click here for access to the interactive model.

Additional Resources
Sports Science Institute Mental Health Resources
http://www.ncaa.org/sport-science-institute/mental-health-educational-resources

CCPH Website
http://www.umass.edu/counseling/

UMass Women’s Health Clinic
https://www.umass.edu/uhs/services/womenshealth

Men and Masculinities Center
https://www.umass.edu/masculinities/
No Reimbursements!
The university will not reimburse parents, teammates or coaches for any expenses. Do not let people purchase flights, hotels, or other items with personal funds.

ALL travel items are processed via the Travel Form on Campus Pulse. You will not need to fill out additional purchase order forms in order to process these payments! This includes Field Trip Services busses, busses through other companies, car rentals requiring purchase orders, all registrations, and off campus programming spaces.

So how do you get started, and what’s needed from you?

All Travel forms must be submitted AT LEAST 2 weeks before 1st payment is due.

1. Prepare all of the information you need for your trip
   - See the information on the next page!
   - **DO NOT book anything ahead of time (except Enterprise)**
   - Call Travel Coordinator if you have any questions

2. Go to Campus Pulse and fill out your form [https://umassamherst.collegiatelink.net/form/start/109196](https://umassamherst.collegiatelink.net/form/start/109196)
   - Campus Pulse > Campus Links
   - Travel coordinator downloads and sends it to your SA&I advisor

3. SA&I advisor checks your financial accounts and the form
   - Sends it back to the travel coordinator with approval or denial
   - You will be notified of an approval or denial on Campus Pulse

4. If additional information is needed, Travel Coordinator will be in touch

5. Travel Coordinator will contact you to set up appointments:
   - One for any of the 3 in-office payments, if needed
   - One to pick up travel card, if needed

6. Trip Time!
   - Have fun!
   - Keep all itemized receipts
   - Make only pre-approved purchases. **No reimbursements!**

7. Post-Trip appointment
   - Travel Coordinator will collect and check all receipts

8. 1-2 weeks after trip
   - Expenses should show up on your Summit account
     - Prepay (hotel, airline, etc) will show up before trip
     - Checks may take longer

Payments that will require appointments at the SE Business Office:

- Hotel
- Airfare
- Registration
- Transportation tickets (bus tickets, train tickets, etc.)

Things to prepare before filling out the Travel Form on Campus Pulse:

- Official documentation – the where, when, why, and cost of your trip
- Possible Airline choices
- Enterprise reservation (to be done online) – see Enterprise guidelines
- Reservation for any other vehicle, including busses
- Mileage, MPG and$/gal
- Registration Information
- Hotel name and phone number
- Expected amount to be spent on meals
- List of any other possible expenses
- Department ID and Speedkey
- Cost Estimates
- Account balances

If you have any questions regarding travel processes, please contact your SA&I Advisor or the Travel Coordinator, Antonia Lynch at a.lynch@umass.edu.

How a Travel Form is Processed

The University travel process is not as simple as planning an individual vacation or trip. Because each club sport trip involves students and groups who represent the university there are a number of approvals that are needed. These approvals take time and it is important that you give the Travel Coordinator as much time as possible to process requests and ask for approvals.

Once you submit a Travel Form it must go through the following steps:

- Travel Form is submitted through Campus Pulse
- Travel Coordinator reviews form and documentation
- If form and documentation are complete the Travel Coordinator sends everything to your SA&I Advisor for review
- SA&I Advisor approves the form
- Once the form is approved by your SA&I Advisor the Travel Coordinator sends you an email with additional items needed for the trip
- Once you complete the additional items needed for your trip the Travel Coordinator schedules a time to meet and make payments
- You meet with the Travel Coordinator to make payments or pick up trip resources

If your form is incomplete, does not have the proper documentation, is denied by your SA&I Advisor or you do not complete the necessary additional items your trip will be delayed or canceled completely.
Club Sport Travel Continued

Travel Guidelines

No reimbursements!

Gas To estimate the gas used for your trip, please use the calculator that can be found in the travel form.

Registration Please be sure to include the total cost for all travelers in the travel form.

Airfare Do not book airfare ahead of time. The cost of airfare changes daily, so please use the maximum amount you are willing to pay when filling out the travel form. Kayak and Southwest Airlines are good places to start when planning to help you determine cost. Budget $50-$100 higher per person to ensure that you have enough funds to book your flights as some time can pass between submission of a travel form and appointments.

Rental Car UMass has two preferred vendors for rental cars - Enterprise and North Amherst Motors. A guide for booking with Enterprise is included in the travel form. When contacting either vendor, specify that you are with UMass Student Activities to get our contract rates. No 15 passenger vans.

Bus/Field Trip Services Preferred vendors include UMass Field Trip Services, Peter Pan, King Ward, FM Kuzmeskus and First Student. If you are unable to book with any of these vendors, please contact the travel coordinator for help. You will need a quote from the vendor in order to fill out the travel form.

Hotel Do not book hotels ahead of time. No Air BnB, timeshares, or rental properties allowed. Prepare several options for hotels and budget a maximum cost when filling out the travel form in case your preferred hotel sells out before your appointment. Consider rooming arrangements and travelers’ preference when selecting the number of rooms. You cannot exclude members of your group from traveling due to gender.

Meals All meals must come out of your revenue account. If you are looking to purchase groceries or snacks, you will need to fill out a SASP request form.

Off Campus Programming Space You will be required to attach a quote to the travel form.

Other This includes items such as parking, train and subway passes, shuttles, and taxis. No Uber, Lyft or tolls.

Officials Individual officials cannot be paid using a Travel Form. You will need to submit a Purchase Request or Contract Request with event information, an invoice and a W9 for new officials. Any officials who have been paid by the university in the past do not need to submit a W9 form.

Items to Consider

- No reimbursements!
- Travel Forms must be submitted two weeks prior to first payment due date
- Do not book anything before meeting with the Travel Coordinator
- There is a limited number of cards, so submit your form as soon as you know about your trip to ensure that you are able to have one
- Please allow 3 business days for your SA&I Advisor to approve the form
- You will be contacted by the Travel Coordinator once your form is approved with instructions to book appointments
- Transactions may take some time to show up in your account. Keep track of your own expenses to know your balances

How to Ensure a Successful Trip

Don’t forget to plan for things that might go wrong - poor weather, car accidents, sports injuries, etc. If you have a plan in place, dealing with these issues will be much easier. Emergency Action Plans are required before you travel.

For help completing the Emergency Action Plan, contact your advisor or the Travel Coordinator to set up a meeting.

Make sure to monitor the weather as you get closer to your trip. You will need to watch for event and flight cancellations, and may want to consider alternative travel plans. Contact your SAI Advisor and the Travel Coordinator as soon as possible to help with alternative arrangements. In the event of a trip cancellation, please notify both your SA&I Advisor and the Travel Coordinator.

Before you leave for your trip, you will need to submit a travel form, documentation of your trip, a list of travelers, an Emergency Action Plan, and signed liability waivers. Documentation must include the location and date(s) of your trip. If there is a registration cost associated, that will also need to be included. You will not be able to travel until all of these items are submitted. The travel form and documentation are due at least two weeks prior to the first payment due date and will need to be approved by your advisor before you can make any payments.
Club Sport Travel Continued

Travel Resources
- Enterprise
- Student First Bus Service
- Expedia
- Southwest Airlines
- North Amherst Rentals
- FM Kuzmeskus Travel
- JetBlue Airlines
- Peter Pan
- UMass Field Trip Services
- Trivago
- Pioneer Valley Transport

*AUMass groups cannot use Uber, AirBnB, or rent timeshares or property.*

A Certificate of Insurance (COI) is often needed when a club uses an off campus facility for practice, games or events. A COI is proof that the club is insured by the University and that the organization providing the facility is insured for the specific event. A COI takes 3-5 days to be created and must be requested by an SA&I staff member.

If you plan to hold practices, games or events at the Mullins Center, Deerfield Academy, or other off campus facilities you will need talk to your SA&I Advisor to request a COI. You will not be allowed to use the facilities without a COI.

When traveling to participate in events you may be asked to provide a COI, again you will need to talk to your SA&I Advisor and give them enough notice to request a COI for you. If you do not have a COI you will be unable to participate in the event.

Other
- Teams are responsible for all travel costs.
- Teams must comply with all University policies while traveling, including the Code of Student Conduct.
- The opportunity for University buses may be available upon request at a cost to the team via Field Trip Services.
- Teams must seek approval from personal vehicle owner prior to use for travel.

Links to Travel Forms (May Require Campus Pulse Log In)
Travel Form Day Trip Info Form
Click here in fall Click here in fall

Student Conduct & Representing UMass

Standards of Conduct
Individual Club Sport team members are obligated to conduct themselves in a mature and responsible manner that does not threaten the safety of others or detract from the reputation of UMass Amherst. Violations of federal laws, state laws, local ordinances or University policies, whether occurring on or off the UMass campus, are subject to disciplinary actions by the Club Sport Council or more and may jeopardize the individual’s/team’s membership status. All participants are expected to know and adhere to the Student Code of Conduct found here.

Hazing Policy
Every member of a club sport must read and sign the online non-hazing and non-alcohol agreement.

The term “hazing” as used in this section shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to weather, forced consumption of ay food, liquor, beverage, drug or other substance, or any other brutal treatment or physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation or sleep or rest or extended isolation.

Notwithstanding any other provisions of this section to the contrary, consent shall not be available as a defense to any prosecution under this action.

Whoever is the principle organizer or participant in the crime of hazing, as defined herein, shall be punished by a fine and/or imprisonment. Whoever fails to report such crime shall be punished by a sanction from the Dean of Students Office.

Alcohol is not allowed at Club Sport events. Club members should refrain from bringing alcohol to games, tournaments, or other club events. Club leaders are responsible for maintaining an alcohol free setting and should do their best to monitor club members, spectators and visiting teams. Additional UMass hazing information can be found here.

Title IX
Title IX protects people from discrimination based on sex in education programs or activities that receive Federal financial assistance. Title IX states that:

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance. Title IX violations should be reported immediately to SA&I or the Dean of Students Office. Additional Title IX information can be found here.

Alcohol Policy
No alcohol is permitted at any University facility. Alcohol is not permitted at any Club Sport activity, on or off campus.

Alcohol is not allowed at Club Sport events. Club members should refrain from bringing alcohol to games, tournaments, or other club events. Club leaders are responsible for maintaining an alcohol free setting and should do their best to monitor club members, spectators and visiting teams.
Club Sport Finances
The members of each Club Sport team are primarily responsible for the financial support of their team. Self-support is an essential principle for the Club Sport Program and each team must make every effort possible to raise funds for its program. This can be accomplished by assessing annual dues and sponsoring fund-raising activities.

It is essential for your organization to practice sound fiscal policies that reflect the integrity of your leadership.

No Reimbursements!
The university will not reimburse parents, teammates or coaches for any expenses. Do not let people purchase flights, hotels, or other items with personal funds.

All clubs are expected to maintain accurate records of their financial transactions. Specifically, the Treasurer of each club should have an understanding of the organization’s finances and should be able to answer these questions:
1. What is your club budget?
2. How much has the club spent or committed?
3. Will there be sufficient funds in the club accounts for upcoming events?
4. Have bills been paid?
5. Have all transfers been accounted for?

You do not want to put your team in a situation where you have received goods or services, only to find out that you do not have the funds or the University will not approve payment from your club account.

Your Student Activities advisor is the primary contact for approval but other approvals may be needed. Purchases over $5,000 require approval from the Procurement Department while some purchases require the approval of the University attorneys or even the Vice Chancellor.

Cash purchases are prohibited; they leave no paper trail in University records and can be subject to fraudulent activities. Do no purchase with cash!
The University has contracts with vendors for certain products, which means that all university departments and organizations should use those vendors as primary providers for specific products. Contracted vendors are expected to provide lower prices and better services for the University as a whole. Contracted vendors must be used whenever possible.

If you have questions about spending money you can contact the SORC or your SA&I advisor.

All club sport teams are expected to raise money to support them. Money can be raised through many options. SA&I encourages every club to collect member dues and investigate sponsorship opportunities.

Club Sport Financial Accounts
As a Registered Student Organization your group has 2 financial accounts at its disposal. Your club must use these 2 accounts and only these 2 accounts for group funds, outside accounts are not allowed.

Each club has an assigned Department ID# and two speedkey #’s (one for each account). These numbers identify your club and your club accounts within the University’s financial system and you will need them for almost everything you do. If you do not know your department ID# or speedkey #’s you can find them on your club’s Campus Pulse page. Click the About button and scroll to the bottom of the page.

All club funds are considered University funds, even though you may have raised money individually or contributed money from your own pocket. As such, spending is subject to the same policies and procedures for all University funds.

Revenue Account
Revenue accounts are assigned to all RSOs and contain any money not classified as Student Activities Fee money.

Sources of revenue may include:
1. Membership dues
2. Proceeds from sales
3. Fundraising money
4. Donations
5. Grant allocations
6. Ticket sales
7. Funds from other University departments

Purchases using revenue funds should be appropriate to your RSO purpose and mission.

Revenue money carries over from one year to the next. If your RSO has $200 in its revenue account in May, it will reflect as a $200 balance in September.

Fee Account
Fee money comes from the mandatory activities fee that each UMass undergraduate student pays. Fee money is allocated as an annual budget from the SGA Ways and Means Committee and the CSC Allocation Committee or as emergency funds from the SGA Finance Committee. Fee money is allocated yearly by the Ways and Means Committee and is available for use after July 1st.

Fee Accounts are separated from Revenue Accounts in order to monitor how RSOs spend their fee money. Fee money cannot be transferred to Revenue Accounts.

Fee money is allocated in specific budget categories and for certain purposes. It is your responsibility to spend the money responsibly and according to the purpose it was allocated.

Unspent funds in the Fee Account at the end of the fiscal year will be returned to the SGA.
Spending Money
Here at UMass there are a number of different ways to make purchases and pay for services. The process is not as simple as using a personal credit card but we do have a way to make every payment you may need to make for your club. The different forms of payments are:

Purchase Request
The Purchase Request Form is used to place an order for most purchases of goods and services from off-campus vendors, student businesses, other RSO’s and certain on-campus departments.

SASP Request
The SASP Card is a credit card that can be checked out by student groups. These cards can be signed out to a group member for shopping at area stores or an appointment can be made to use them in the Business Center for internet orders.

Travel Form
A Travel Form is used to pay for any travel related expenses, to include the following:
- Trips in and out of state
- Any off-campus event, including sit down dinners and banquets
- Any sort of registration fees, whether it’s on or off-campus
- Field Trip Services requests
- Bus requests
- Requests for hotels, airfare, etc., if bringing someone TO campus and not part of a “Contract for Professional Services” request

Contract for Services
A Contract for Professional Services is used to make a legal commitment with an off-campus vendor for a service or performance when specific terms are needed to be defined or if the service involves risk. All contracts must be negotiated and signed by an SA&I advisor.

Contracts – Coaches, Officials, Judges, Instructors, & Students
A contract is a binding agreement between two or more persons or parties. When your organization needs to pay an official, guest instructor, officials, and/or student for services it is important for you to know that a contractual agreement must be made between the University and the individual providing the service. Payments may take 2-4 weeks to process, once SA&I receives all necessary forms and documents.

As students, you do not have the authority to formally sign or agree to contracts either VERBALLY or in written form. Your organization is part of the University, and therefore the University is the legally responsible party for any formal contract. You must make an appointment with your SAI Advisor to follow through with the process. Your advisor must initiate contract negotiations in advance of the event date.

Personal contact information
- Name
- Address
- Telephone number
- Email address
- Current W9 form

Event information
- Event name
- Event date
- Event location
- Payment amount for services
- Description of services provided

Team information
- Team name
- Team Department ID#
- Account & speedkey being used
- Current account balance

Electronic W9 form found here.

Coaches
If a team wishes to have the services of a coach, a team officer should contact your SA&I Advisor and complete all necessary paperwork. All paperwork must be completed and submitted prior to an individual serving in a coaching capacity. Coaches are considered university employees and will be required to complete a background check. Coaching and instructor contracts must be negotiated by SA&I staff. Coaching contracts are for one year and one year only. Please see additional coaching information on page 9.
Non-UMass Students, Judges, Guest Instructors, & Officials

Your team may require officials, judges, or guest instructors. In most cases a Contract for Professional Services is used to make a legal commitment with a vendor for a service or performance when specific terms are needed to be defined or if the service involves risk. All contracts must be negotiated and signed by an SA&I advisor. Your SA&I advisor will need information about the individual providing the service, event information and payment information before a contract can be submitted. Any new officials or instructors will need to provide a W9 form.

UMass Student Coaches, Officials & Lifeguards

Teams may pay students for coaching or officiating services. All UMass students must be paid using the UMass HR system. All non-UMass students must be paid using a contract for services (see above). Please see your SA&I advisor for assistance.

UMass Undergraduate Student Officials

UMass students who work for your team as officials will be paid through the UMass system, SAITS. In order to pay a UMass student, the student must create an account in the SAITS system and enter hours for the time they work. You should contact your SA&I advisor for assistance setting up an official in the system. All officials must be approved by SA&I and have the proper documentation on file before they work for your team.

SAITS Time: https://saits2.saris.ads.umass.edu/

UMass Undergraduate Student Lifeguards

UMass students who work for your team as lifeguards will be paid through the UMass system, SAITS. In order to pay a UMass student they must create an account in the SAITS system and enter hours for the time they work. You should contact your SA&I advisor for assistance setting up a lifeguard in the system. All lifeguards must be approved by SA&I and the Athletic Department and have the proper documentation on file before they work for your team.

SAITS Time: https://saits2.saris.ads.umass.edu/

UMass Graduate Student Coaches & Officials

UMass Graduate Students must be paid through the UMass HR System. You can contact Colette Nadeau at cnadeau@umass.edu.

Payment Timelines

**SASP Request**
- Submitted 3 days before you want to use the card.

**Purchase Request**
- 2-4 weeks to process request and make payment.
- Must include documentation for purchase, quote **and** invoice.
- A W9 form may need to be completed and returned by the vendor.

**Contract**
- 4-6 weeks to complete paperwork and make payment.
- Must be negotiated by SA&I staff. (ex. officials)
- W9 form and other tax paperwork may need to be completed.

**Travel Form**
- Submitted at least 2 weeks before first payment for trip.
- Must include trip documentation.

Additional Resources

Business Center Website [here](#)
Purchase Request [here](#)
SASP Request [here](#)
Summit Access Request [here](#)
Travel Form [here](#)
Contracted Vendor list [here](#)
Electronic W9 form [here](#)
ECSA Grant [here](#)
Arts Council Grant [here](#)

Team Dues & Sponsorship

**Dues** - Team dues can be set by each club. Must explain what the dues cover. Dues can be broken down by semester or year.

**Collecting Dues** - Each club team is responsible for setting individual member due costs. Collection of cash and checks should be done using approved cash handling procedures and all money collected should be deposited immediately into the team’s Revenue account. SA&I also uses an online system that can collect dues electrically. The system is University Tickets and each club can set up a collection page by working with Brian. University Tickets accepts all major credit cards and can be set to specific collection dates and amounts. The system also keeps track of all transactions. We cannot process refunds. Click [here](#) for website.

**Sponsorship** – Sponsors can be a great source of revenue. Sponsors should not be UMass rival sponsor. Cannot use Pepsi or Nike but you are welcome to contact UMass sponsors. Great for specific events and can be long term. Contact Brian for assistance and examples of sponsorship agreements.

**Fundraisers** - UMass now has an online tool to help with fundraising. The MinuteFund is a crowd sourcing tool similar to GoFundMe. The MinuteFund does not charge for the service and if a club does not meet its goal it still gets to keep the money it has raised. All funds raised through the MinuteFund are electronically transferred to your university accounts. Click [here](#) for website.
Cash Handling

Suggested Cash Handling Procedures
- All forms of cash (currency, checks, money orders, negotiable instruments and charge card transactions) should be physically protected through the use of vaults, locked cash drawers, cash registers, locked metal boxes, etc.
- Always give a receipt. A receipt book can be obtained from the Business Center (Student Union, room 430).
- Always use a locking cash box unless a cash tray or other secured device is available.
- Have the ability to secure funds in a safe or locking file cabinet when not in use. A safe is available in the Business Center.
- Have at least one locking money bag for transporting money. Money bags are available in the Business Center.
- Designate one person to be responsible for the funds.
- Deposit cash and checks no more than 24 hours after an event or the next business day. Deposits slips are located in the Business Center.

UMPD offers an escort service for groups who are moving money from one location to another. You can contact UMPD directly to give them 24-48 hour notice that you require an escort.

Cash Advance for Events
The University issues cash advances to RSOs in support of official University business for a very limited number of business activities. Cash advances are restricted and only issued with prior approval from our SA&I advisor and the Business Center Financial Director.

If you are hosting a home event such as a tournament or conference and you need cash to provide change, you can request a cash advance through the Business Center. Cash advance requests must be submitted 48 hours before you need the cash. There is a limited amount of cash available to student groups and late requests may not have the resources for support. Once approved, Cash Advance requests are processed through the Cashier’s Office.

The RSO transaction window at the Cashier’s Office, located in the basement of the Campus Center Concourse, is open from 9:30am to 12:30 pm, and then reopens from 1:30pm to 3:30pm. Fill out the deposit form in the Business Center and then take cash and deposit form to the Cashier’s Office and deposit the money into your team’s Revenue account.

You cannot use a cash advance for reimbursements, travel expenses, or purchasing.

Intramural Participation by Club Sports Athletes

The following information is taken directly from the UMass Intramural Participant’s Guide. Click here for the full guide.

All undergraduate and graduate students currently enrolled in the University of Massachusetts Amherst and UMass Amherst faculty/staff are eligible to participate in intramural activities sponsored by Campus Recreation, except as provided by special eligibility rules.

Sport Club Athletes
A sport club is any Registered Student Organization recognized by the Student Government Association.

Sport club athletes are welcome to participate in intramural activities with the following stipulations:

A current player is defined as anyone practicing, competing, or traveling with the team at any point during the academic year. For example, if a senior finishes their club career with a team in the fall, that individual would be considered a current sport club player for the spring as well.

A limit of two current players on a sport club membership roster who practice, compete, or travel with the team at any point during the academic year may compete in an intramural activity on the same team that is related to their club sport.

A former club member who is not listed on the membership roster and is not practicing, competing, or traveling with the sport club at any point during the academic year is eligible to participate in any intramural activity.

*Administrators of the Intramural Program may contact your SA&I advisor at any time to ask about player eligibility.

Campus Recreation Website: http://www.umass.edu/campusrec/
SGA Budget Allocations

The SGA budget allocation process happens once a year. The process usually starts in January and budget allocations are for the next fiscal year. The Student Activities Trust Fund (SATF) is a mandatory $131 fee each undergraduate student pays at the University of Massachusetts Amherst per academic year. These funds are allocated by the Ways and Means Committee of the Student Government Association to student groups in a viewpoint-neutral manner based primarily on the criteria reviewed below.

The committee will be using the following criteria to determine the amount allocated to each committee:

- Revenue Contribution: The organization raises funds to supplement operation costs. Strong projected revenue contribution usually accounts for 33%-50% of operational costs.
- Relevance to the Group’s Mission Statement: The requested funds are appropriate and essential to the group’s mission statement.
- Financial Solvency: A group’s immediate spending habits and history are taken into consideration. Has your RSO accrued any debt? If so, have you made efforts to resolve the issue? Did your RSO meet with an advisor or BRC to review your budget? Groups will be rewarded for financial responsibility.
- Opportunities for Student Body: The request provides opportunities for student involvement through membership, participation and event attendance.
- Quality of Budget Request: The budget request is well-organized, filled out thoroughly (adding notes when necessary to explain certain details or requests), and on time.

Fee money should be used in ways that enhance student activities and the undergraduate experience outside the classroom. Uses that primarily benefit individual students or members of student organizations, rather than the campus community, should be avoided. Generally, fee money should not be used or requested for:

1. Food for group members or group events unless it is essential to the purpose of a public event (i.e: regional food for a cultural night).
2. T-Shirts, uniforms, or other apparel given to group members and not maintained in club inventory for re-use.
3. Gifts, awards, or scholarships.
4. Donations to outside groups.
5. Banquets or similar celebratory functions for a group.
6. Travel expenses not essential to a group’s mission.
7. Clarifications or exceptions to the above require the approval of the SGA Secretary of Finance and the Student Engagement Director of Finance.
8. There will be exceptions to some of these rules varying per council and will be worked out with a Ways and Means Liaison in the council.

Club Sport Funding Priorities
1. Travel
2. Coaching
3. Equipment

Notes to Success

Use Comment Boxes - The use of comment boxes allows the Ways and Means committee a better understanding of the needs of the organization and of the importance of the specific line item. Please indicate any major events, activities, and any other relevant functions, that are critical to the organization and its purpose or mission.

Do Not Rush Your Request - Fill out the request carefully and thoroughly. Extensions will not be given unless the committee has determined that there were extenuating circumstances the cause the organization to be unable to complete their budget on time.

Present your Impact on Campus - In addition to highlighting your impact amongst the student body, feel free to submit links to any associated articles and publications in which your group has been featured.

Keep Copies of Requests - Much of the budgeting process is done on the computer, and technical mishaps do happen; keep an electronic copy for your group’s records, take a picture when you submit the budget, etc.

Review your budget request with your Advisor

Your advisor can help you fill out your request accurately.

Include information that the Committee cannot see - If your RSO is applying for other grants or has an account with a national organization, let us know! The committee can only track what comes through your revenue and fee accounts, so we need all the information we need to properly give you the funding you deserve!
Additional University Policies, Procedures, & Support

The Club Sport Council, affiliated teams, and all Club Sport participants must support all policies set forth by the University and Club Sport Council body, cooperate in the coordination of Club Sport events and uphold all regulations of UMass Amherst that apply to their functioning.

University Poster Policy
Posters, banners, and signs are to be placed only in approved areas in University buildings and around campus. These approved areas are usually bulletin boards or some other area centrally located in the building. In an effort to maintain some control and to ensure the beauty of campus, it is expressly prohibited to place signs on the outside of buildings unless it is a designated poster area. This helps to insure that the campus does not become littered with fallen posters. You are advised to contact the appropriate supervisors in each building before posting a sign. Posters and flyers are not allowed to be distributed in the residential areas; this is known as “Dorm Storming” and is a violation of university policy. If you would like to put a flyer or poster on each floor or in each room of a residential area you can bring copies of the flyer or poster to Berkshire House, room 311, and they will distribute them for you.

University Amplified Sound Policy
It is unlawful for any student or group of students to make unapproved use of moving or stationary sound systems on campus in such a manner that would disrupt or disturb the normal functioning of the University. As with any activity, the proposed event should be registered with Student Activities and Involvement. Approval for amplified sound can be granted, depending on time, place, and manner of the event.

Licensing
Teams using any UMass or UMass Amherst logo or variation of a logo must have the design approved by UMass Licensing. Teams must also use approved vendors for printing. Please submit all artwork design to the University Trademark and Licensing Coordinator, Evelin Szymborn, at eszymbor@umass.edu for assistance in this process.

It is recommended to submit the design one (1) month, at minimum, prior to the time the team would like printed items (jerseys, team shirts, etc.) in hand.

Mailboxes/Postal Regulations
Each club team will have a mail box in the SORC:

Club Team - Full Name
41 Campus Center Way
Student Union 208
Amherst, MA 01003

All Club business must be directed to your team mailbox in the SORC. This includes bank statements, invoices, etc. Club Mail should not be received at individuals mailboxes. Check your mailbox regularly!

Publicity
Publicity is necessary for all Club Sport teams to attract new members and inform others of team activities. Reasons to publicize are the following:

- To build membership
- To raise money
- To publicize events (practices, meetings, competitions)
- To raise visibility of the team on campus

Social Media
Teams are welcome to have their own social media accounts as a means to communicate information and support publicity for the individual teams.

Feel free to tag the program’s accounts, listed below, for reposting of appropriate items.

Instagram: TBD    Twitter: TBD    Facebook: UMass Club Sports

Team Websites
Club Sport teams should have an active website with current, basic information including contact for officers, practice schedule, competition schedule, and team policies and procedures. This website can be an active Team App portal, free website host, or even purchased from a website host.

Each UMass club sport can also request a UMass website. The website will be hosted on a UMass server through OIT. While club websites are on a UMass server the content of each site is up to the individual club.

Example: http://www.umassmensrowing.org/
Team App

Team App is an app/website designed to help club sport teams with organization and marketing. The app allows you to send notifications straight to users’ phones.

Team App has a list of helpful features: News, Newsletters, Events, Schedules, Standings, Live Score, Chat, Photos, Team Store, Player Profiles, Documents, Voting, Video, Ticketing, Surveys and more. We currently plan on using a small subset of these features which we’ll discuss below. If you have any ideas for using additional features we should use please let us know. Each of these features can be restricted to certain Access Groups.

Access Groups are groups that each user can request access to. Admins of these groups will be able to accept or deny these requests. Admins of these groups will also be able to create features (for example News) that are viewable only by users in those Access Groups.

News - We will use this feature to display any news that is involved with UMass Club Sports. This may include links to articles from outside sources (Collegian etc.) or short write-ups your club creates to promote their club. If you create a News item that you wish to be made public, inform a Club Sport Council Leadership member and we will make it public.

Events - We will use this feature to display any games or events that Club Sport are putting on. Again, you can create an Event for your clubs, and then inform a Club Sport Council Leadership member and we will make it public. We will send out a reminder to all users 24 hours before.

Schedules - Events will eventually be a mix of all club’s games and events, so it may be difficult for some users to find your club’s full schedule. Here you will upload PDFs of your club’s game schedule. We will then make these schedules public if you would like.

Documents - We will be uploading informational Documents available to Leadership. These Documents will include tutorials on how and when to submit certain forms, and also guides and suggestions for how to effectively run a club. For example, this will be under Documents. We will also upload Documents that all Members will have access to, such as a link to the waiver form.

Additional Team App Information

Videos: https://www.youtube.com/user/TeamAppVideos/videos
How it Works: https://www.teamapp.com/about-how-it-works
Features: https://www.teamapp.com/about-features
Admin Features: https://www.teamapp.com/about-admin-features
Sponsorship: https://www.teamapp.com/about-commercialise

Actions you need you to take are:

1. Tell the rest of your club’s leadership to join the Team App under Leadership and Members groups. The deadline for this is 4/6. On 4/6 we will accept all the requests to the Leadership group and give Restricted Admin powers to each member.

2. After 4/6, tell the rest of your club to join the Team App. At this point, we will not be approving access request to your groups. As Restricted Admins you will be able to approve access requests to your Members, Alumni and Parents group. The deadline for having all your club members on the Team App is 4/15.

To access the App on your smartphone or tablet, simply download Team App from the App Store or Google Play and search for UMass Club Sports. Create an account, and then request to join the appropriate access groups (Leadership and Members for most of you).

Additional Electronic Resources

Team website: Each UMass club sport can request a UMass website. The website will be hosted on a UMass server through OIT. While club websites are on a UMass server the content of each site is up to the individual club.

Example: http://www.umassmensrowing.org/

Team email: Each UMass club sport can request a club specific email through the UMass system. Emails can be selected by each club and will end with @umass.edu.

Example: clubbasketball@umass.edu

Collecting dues: SA&I uses an online system that can collect dues electrically. The system is University Tickets and each club can set up a collection page by working with Brian. University Tickets accepts all major credit cards and can be set to specific collection dates and amounts. The system also keeps track of all transactions.

Website: http://umass.universitytickets.com/user_pages/event_listings.aspx

Fundraisers: UMass now has an online tool to help with fundraising. The MinuteFund is a crowd sourcing tool similar to GoFundMe. The MinuteFund does not charge for the service and if a club does not meet its goal it still gets to keep the money it has raised. All funds raised through the MinuteFund are electronically transferred to your university accounts.

Website: https:// minutefund.umass.edu/
Campus Pulse

Campus Pulse is an online tool used for recruitment, information, event planning, and documentation. Campus Pulse should be a resource when looking for forms, documents and information pertaining to Club Sport team activities and needs.

The Club Sport Council, Student Activities, and SGA require that all Club Sport teams use and maintain a page on the Campus Pulse network. Campus Pulse may be used by the Club Sport Council, Student Activities, and the Student Government when it is time to allocate funds to Club Sport teams. You should update Campus Pulse information regularly and you must maintain an accurate and updated team roster on Campus Pulse.

If your Campus Pulse page is not maintained and used, your club may not receive full funding from the Student Government.

Using Campus Pulse

To make changes to an organization page, you must be either the primary contact, or hold an officer position within the group that has been assigned access to administrative features. If you are looking to contact someone that can make changes to a page you are a member of, you can find contact information on the Roster page for your organization.

Here you will be able to update your organization summary, contact information, social media information and profile picture. If you are adding links to social media pages, make sure they set to public. If you are adding a Facebook link, make sure it’s a group page. Links to personal profiles will not display on your page. You can also update any additional fields requested by your campus’s administrators. When you’re done making changes, click Update to save.

Note: Information listed in the External Page Links section will be made available on your organization home page, and will be shown on the public side of the site. Users that are not logged into the system will be able to see this information, so do not include anything that shouldn’t be public.

Members and Roster

If you want to invite specific users to join your organization, navigate to the Action Center for your organization and click on the Roster tool from the organization tool drawer. At the top of the page, click Invite People. Enter the campus e-mail addresses you’d like to send membership invitations to. You can enter up to 500 e-mail addresses in the text box. Make sure to use the e-mail addresses associated with the users' accounts! After you have added the e-mail address, click +Add E-mail Addresses. Once you have entered the e-mail(s), you can select which Position you would like the user(s) to hold once they accept their invitation. Click Send Invitations when all people have been added to the list.

As an officer or someone who has access to manage the Roster tool, you have the ability to approve or deny requests from users asking to join your organization. To view your membership requests, navigate to the Action Center for your organization page and select the Roster tool from the organization tool drawer. Scroll down to the Manage Roster section. You will see lists for current, pending, and prospective members. "Pending" members are those who have been invited to join the organization but have not yet accepted that invitation. "Prospective" members are those who discovered your organization and have indicated they would like to join. To notify a pending member of their invitation, check the box to the left of each individual and click Resend Invitation. For prospective members, navigate to the Prospective tab and review the users who are awaiting membership approval. Click Approve or Deny to make a decision about that user's membership. You can also send any prospective member a message by selecting the checkbox to the left of their name and selecting Send Message.

Business Center

We understand that not every member of your team may use Campus Pulse. It is not Facebook and it is not necessary for individual members to use it regularly. However, Campus Pulse is also used by the Business Center to process Purchase Requests, SASP Requests, Contracts and Travel Forms. Because it is a Business Center tool it is important that officers of your team understand and know how to use Campus Pulse.

Events

Campus Pulse is also the tool that SA&I, Physical Plant, Athletics, UMPD and may other campus partners use to review and approve events.

Only primary contacts and positions with full access over Events can create events within an organization. If you do not have the proper permissions, you'll want to talk to your primary contact or your site administrators in order to request the required access.

From within your organization's Action Center, go to Events in the organization tool menu. Click on Create Event in the upper right corner. Enter an event title, theme, description, start and end time, and location into their respective boxes. You can also identify if the event will be co-hosted with other organizations (if this option has been enabled for your campus). Required fields are marked by the red asterisk at their start.

When you're ready, advance using Next or Skip. SA&I requires each event submission to provide certain information. You will be prompted at this time to complete this information. Fill out the rest of the form and submit for campus administrative approval.
Transgender Policy

The University of Massachusetts Amherst prohibits discrimination on the basis of race, color, religion, creed, sex, age, marital status, national origin, mental or physical disability, political belief or affiliation, veteran status, sexual orientation, gender identity and expression, genetic information and any other class of individuals protected from discrimination under state or federal law in any aspect of the access to, admission, or treatment of students in its programs and activities, or in employment and application for employment. Furthermore, University policy includes prohibitions of harassment of students and employees, i.e., racial harassment, sexual harassment, and retaliation for filing complaints of discrimination (http://www.umass.edu/eod/aapolicy.html).

In recent years, the Massachusetts Legislature has enacted legislation which specifically codifies gender identity in the list of protected classes covered by Massachusetts anti-discrimination laws.

Massachusetts law defines “gender identity” as “a person’s gender-related identity, appearance or behavior, whether or not that gender-related identity, appearance or behavior is different from that traditionally associated with the person’s physiology or assigned sex at birth.” G.L. c. 4, § 7, Fifty-ninth. Gender identity encompasses individuals who are transgender. Transgender individuals are people whose gender identity is different from the sex assigned to them at birth. Some individuals who fit this definition of transgender do not identify themselves as such, and identify simply as men and women, consistent with their gender identity. Some individuals transition from living and working as one gender to another. Transition is the process by which a transgender person goes from presenting as one gender to another. For some, the process of transition may be lengthy. Some transgender individuals seek medical treatment such as counseling, hormone therapy, electrolysis, and gender affirming surgery. Some may not pursue medical treatment or surgery. The statutory definition of gender identity does not require the individual to have gender affirming surgery or intend to undergo surgery, nor does it require evidence of past medical care or treatment. Gender identity is distinguished from sexual orientation. Gender identity refers to a person’s internal sense of their own gender and its expression.

The law also protects persons whose gender identity is consistent with their assigned sex at birth, but who do not adopt or express traditional gender roles, stereotypes or cultural norms. Courts and the MCAD recognized that discrimination on the basis of gender stereotypes is unlawful bias prior to the legislative changes in Massachusetts. For example, discrimination against a person designated as female at birth and who identifies as a woman but who does not act, dress, or groom herself in a manner consistent with feminine stereotypes, is unlawful discrimination based on sex and gender identity.

While we hope you may never have to use them, UMass has several methods through which you can report an incident of bias or receive support. We have compiled your reporting options here. If you are not sure which to use, just choose the method or form that you are most comfortable with.

If you are not looking to report a specific incident and instead are looking for support systems or someone to talk to, please visit the UMatter@UMass website. They have compiled a comprehensive list of organizations and resources on campus to help you through any difficult situation.

It is unlawful to retaliate against an individual who has opposed a discriminatory practice or filed a charge of discrimination, or who has testified, assisted or participated in a Commission investigation, proceeding or hearing. It is also unlawful for an employer to issue a negative reference about an employee in retaliation for that employee’s protected activity, such as formally or informally charging the employer with discrimination.

UMass Amherst does not tolerate incidents of discrimination, assault, harassment, threats, intimidation, profiling, or coercion based on membership or perceived membership in a particular racial, religious, gender, gender identity, gender expression, or sexual orientation group, nor based on color, national origin, disability, or veteran status. Such acts are antithetical to the values of the campus and damage individuals and the free and open environment of the university.

If you have experienced harassment, discrimination, or an act of bias in a UMass building or facility because of your gender identity or expression, you are strongly encouraged to report the incident.

Bias Reporting at UMass
https://www.umass.edu/diversity/resources/bias-reporting-crisis-support

Additional Resources
UMass Stonewall Center
https://www.umass.edu/stonewall/

CCPH Website
http://www.umass.edu/counseling/

UMass Women’s Health Clinic
https://www.umass.edu/uhs/services/womenshealth

Men and Masculinities Center
https://www.umass.edu/masculinities/
**Time Place and Manner**

Approval of the time, place and manner of an activity, program, or event by the Student Activities Office or other appropriate University Unit may require a change in location, schedule or security plans. In some cases, the request may be denied altogether. Further standards for restriction, modification or denial of a request are outlined below.

Reasons for denial

The use of University properties may be limited or denied to authorized users if the proposed activity:

1. Is contrary to express University policies, these regulations or other campus guidelines and procedures concerning the general use of properties or use of specific properties; or to the statutes, rules or regulations of the Commonwealth; or

2. Constitutes a clear and present danger to the safety or welfare of persons or property; or

3. Would involve an off-campus audience under circumstances not permitted by these regulations or not permitted by the statutes, rules or regulations of the Commonwealth.

Activities, programs or events must not interfere with official University functions. If any activity interferes with an official University function or any other scheduled activity, it may be discontinued either at the direction of the administrator (or his/her designee) of the University Unit administratively responsible for the space in which the activity, program, or event is occurring or at the direction of the Department of Public Safety.

Security

Security arrangements must be approved by the Department of Public Safety prior to any final approval of an activity, program, or event by the Student Activities Office or other appropriate University Unit. Cost and availability of funding for security arrangements will be a factor considered in the final approval process.

Method of denial

The office denying or limiting the use request shall notify the applicant in writing of the denial or limitations, the reasons therefor, the right to appeal and appeal procedures.

Failure to comply with these guidelines will result in limitation or denial of the use of University property.

**Land Use Policy & Outdoor Event Request (OER)**

The information on this page is for students at the University of Massachusetts Amherst and is taken from the Facilities Use of University Property regulations. The full policy can be found here: [http://www.umass.edu/gateway/sties/default/files/PDFs/UMass-land-use.pdf](http://www.umass.edu/gateway/sties/default/files/PDFs/UMass-land-use.pdf).

University Units and student organizations are authorized to use University properties for organized programs, activities, and events, subject to the provisions of these regulations and campus guidelines and procedures administered by authorized University personnel.

Non-University organizations may be allowed use of University properties at the discretion of the University only in accordance with campus guidelines and procedures governing such use, as administered by the authorized University Unit, provided, however, that official University functions shall have first priority. Arrangements by non-University organizations should be made through Conference services or other appropriate University Units.

*Additional definitions can be found in the full linked policy***

If you are a Registered Student Organization (RSO), you begin two weeks or more prior to your event by submitting a request for your event through Campus Pulse. Student Life will process your request, and send it along to Physical Plant personnel who will follow up with you.

But first... Please review the OER details [here](http://www.umass.edu/gateway/sties/default/files/PDFs/UMass-land-use.pdf). We will help you to coordinate scheduling, readiness, preventive measures, and permits and approvals so that your event runs smoothly and safely. An OER must be submitted ten (10) working days prior to your event. This amount of time is required so that scheduling, readiness, preventive measures, and permits and approvals can all be put in place in a timely manner. **Any OER that is submitted less than ten working days prior to any event will be rejected.** Services and permits cannot be secured in less than ten working days. Your

The OER is a tool for you to describe the event in detail —the place, the activity and your needs. Physical Plant will respond and help ensure all your service needs are met. For example, electricity, trash or recycling receptacles, water, lawn mowing, or other services might be needed for your event. All event-related services have established fees (see our current fee structure). You will receive an estimate for these fees once you have submitted an Outdoor Event Request.
EMTs

EMTs are not trainers and they cannot tape or stretch individual participants.

Established in 1953, UMass EMS is a university agency consisting of undergraduate students (occasionally graduate students as well) employed through the department of Environmental Health and Safety. Originally founded as a volunteer fire department, the organization has grown over the years from "Fire and First Aid" responsibilities to Event Standby, as various departments at UMass recognize the need for public safety. Currently, there are approximately 80 members who work as EMTs and Fire Marshals at most on-campus events. These include sporting events (basketball, football, and hockey), rock concerts, theater performances, as well as a variety of other events. Member responsibilities primarily involve providing first aid to participants and spectators as necessary and performing building fire safety inspections prior to the events (for theater and concert hall performances).

Emergency Medical Technicians (EMTs) At Events
The UMass Emergency Medical Services is a campus agency of student Emergency Medical Technicians (EMTs) under Environmental Health and Safety (EH&S). Their primary duties are to provide first response medical care to patrons attending on-campus events.

Do You Need EMTs at Your Event?
Every event that has a significant number of attendees or events where injuries may be predicted or a past history of an event that has needed medical assistance are examples of the beneficial presence of EMTs and should be considered. When planning an event think about:

- What kind of music will be played?
- Will there be physical contact?
- Will weather be a factor (hot or cold)?
- What is the history of the event or the performers?

EMTs are a link between the University and the EMTs and Paramedics of the Amherst Fire Department as: (1) EMTs provide basic life support in emergency situations prior to arrival of the ambulance; and (2) Many of the treatments seen by the EMTs are not transported by ambulance for further medical care. By handling the less severe medical cases that do not require transport, the EMT unit helps the Amherst Fire Department keep their ambulances available for other emergency calls within their response area.

Planning Your Event
During the planning process, contact EH&S for input about the need and use of EMTs. Many events can be handled with two EMTs, but through the planning and evaluation process the event may require more EMTs: this is for the safety of the attendees and the EMTs. Some events may even require additional resources like an ambulance, medical control from University Health Services, and a Command Post housing EH&S, UMPD, UHS, and Amherst Fire Department. EMTs are not trainers and they cannot tape or stretch individual participants.

A minimum of two EMTs is required to work together. Larger venues may need more EMTs to be present. Contact EH&S for current personnel costs for hiring EMTs for events. A minimum lead time of at least two weeks is needed for scheduling EMTs. For larger events, planning meetings should be scheduled well in advance in order to involve EH&S, UMPD, Amherst Fire Department and other associates who will be affected.

Contact EH&S To Assist In Your Event Planning
Contact Dominic Singh at EH&S: jdsingh@ehs.umass.edu, (413) 545-5116, for more information, or to schedule EMT coverage.

Fees associated with an extensive medical response for large-scale events (multiple teams of EMTs, ambulance coverage, Medical Control, and Command Post) can be discussed during the planning phase.

You must also complete an Agreement for Service (AFS) in the SORC to pay EMTs. An AFS must be completed 2 weeks before an event. Less than 2 weeks does not give our campus partners enough time to schedule staff. If you know your event schedule you can submit your AFS as early as 6 months before an event. The earlier you submit your AFS the more likely you are to have EMTs at your event.
The Club Sport Program is designed to meet the competitive athletic desires of UMass students, and members of the 5 College Consortium. Many student athletes choose Club Sports because their sport is not offered through the Varsity or Intramural Sports programs or they do not wish to make the time commitment necessary for a Varsity sport. Unlike Intramural Sports, Club Sport teams compete against other institutions of higher education from the local and regional area on a non-varsity level.

A Club Sport team is an organization formed by individuals with a common interest to participate in a particular competitive sport. More specifically, Club Sport teams are formed so the participants can learn new skills, improve existing skills, engage in competition, and enjoy recreational and social fellowship. This program emphasizes student leadership and offers opportunities for learning. Each team is responsible for the motivation, administration, support, and regeneration of their club.

The Club Sport Program at UMass Amherst is designed to offer opportunities for UMass students, and members of the 5 College Consortium to participate in a variety of competitive sports and recreational sports activities. Each team is organized and conducted by its members under the direction of the Student Government Association, Student Activities, and the Club Sport Council. Club Sport teams are also Registered Student Organizations or RSOs. The process for becoming an RSO and a Club Sport is supervised by the SGA and the SGA Secretary of the Registry. All new Club Sport teams must be approved and recognized by the SGA before the can be recognized by the CSC. B teams or developmental teams must be added to a current team’s constitution and the addition must be approved by the SGA and SA&I. The SGA will not approve the creation of a duplicate team or a team that is in direct competition with an existing team or RSO.

Each Club Sport team is an RSO that provides instruction, organizes practice and schedules competition in a specific sport. As a student organization, each team is administered, developed and coached by students on that team. Teams must have a minimum of 10 members but may have larger membership based on the level of interest in that sport. Teams with fewer than 10 members will not be considered active. Club Sport teams are partially funded through the University and no student athletes are on scholarships.

To find out more about the SGA New RSO process or to apply to become a new RSO and club sport click here.

Joining the CSC

SGA and SA&I have created an RSO Council system. Each RSO is assigned to an RSO council based on the individual RSO mission statement. Current, active RSOs who want to transfer councils must show a legitimate reason for the move and they must apply to the council they wish to join. Current, active RSOs who wish to join the CSC must follow the following process:

To be eligible for membership in the CSC, a potential club shall meet the following requirements of a club sport

a. Fit the definition of a club sport; AND
b. Offer an activity that does not duplicate that of an existing club sport; AND
c. Offer an activity that falls within acceptable safety guidelines, as determined by the Office of Student Activities and Involvement and Environmental Health and Safety; AND
d. Offers an activity for which an approved space is available.

Upon request from a potential Club Sport for admittance to the Council, it will be necessary that the club submit, to the Club Sport Council Executive Board, the following:

a. Written constitution
b. Written statement justifying the potential club and why it should be accepted as a club sport.
c. An explanation of difference between the potential club and any similar existing club sports.
d. A written description of the club’s activities, and the space requirements for such activities.
e. Proof of approval from the Student Government Association.

Upon receipt of documentation from a potential club, the Executive Committee shall:

a. Provide the Assistant Director of Leadership and Training a copy of the documentation; AND
b. Review the documentation and do one of the following
i. Ask for more information; OR
ii. Deny the proposal on the basis of failure to meet the requirements of becoming a club sport; OR
   1. Executive Board must provide a written explanation of denial.
iii. Upon receiving approval from Student Activities and Involvement, the Executive Committee will approve the club to proceed to the next step in the process
   1. The Executive Board shall schedule the potential club to present at a Club Sport Council meeting
a. No more than two (2) potential clubs may present at any Club Sport Council meeting
   i. The Executive Board determines the meeting at which a potential club sport may present.
Joining the CSC Continued

ii. The Executive Board may postpone a potential club sports’ presentation to the Club Sport Council if two other potential clubs are already scheduled to present at a given meeting.

2. The Executive Board shall email the potential club’s documentation to all CSC Representatives at least 24 hours prior to the Club Sport Council meeting at which the potential club is scheduled to present.

Potential club sports approved by the Student Government Association, Student Activities and Involvement, and the Executive Board shall have the opportunity to present to the Club Sport Council.

The Club Sport Council may either ask the potential club to provide additional information, and schedule the potential club to re-present at the next meeting, or vote on the matter.

A two-thirds affirmative vote of the quorum is required to accept a potential club sport.

   a. A potential club sport immediately becomes a member of the Club Sport Council upon acceptance by the Club Sport Council.

Upon acceptance into the Club Sport Council, the club sport will be recommended to the Student Government Association and the Student Activities Office as a Registered Student Organization.

Each potential club sport may present once per semester.

CSC Discipline Process

Grounds for Disciplinary Action:

1. Complaints may be considered against a club for any action in violation of this constitution, CSC Manual, and/or the University’s Policies and Regulations concerning Club Sports (whether committed by the club, by club representatives, or club members involved in a club function). Proven violations are grounds for penalties to be assessed against the club.

Staff Investigation and Ruling:

1. Complaints received by the Student Activities and Involvement will be referred to the Assistant Director of Leadership and Trainings for an investigation and ruling. The Student Activities staff shall notify the club verbally, then in writing that the complaint has been made.

2. When a complaint is referred to the Assistant Director, written statements shall be obtained from the complainant, accused club, witnesses, and any other person(s) deemed appropriate.

3. In addition to the written statement, verbal conferences should be conducted with the complainant, accused clubs, witnesses, any other person(s) deemed appropriate, and the executive committee.

4. Having conducted an investigation, the Student Activities shall make a ruling based on the evidence uncovered during the investigation, keeping within the penalties as listed above.

5. The Assistant Director of Leadership and Training shall notify the club in writing of the ruling.

Scope of Penalties:

1. By the power granted to the Club Sport Council by the Student Government Association, the Club Sport Council may impose the following penalties to club sports that have violated this constitution and/or bylaws.

   I. Fines up to $500.00, not to exceed the club’s annual Club Sport Council allocation.

   II. Suspension from the campus and University for a specified period.

   III. Suspension from specified University facilities.

   IV. Probation for a specified period, under specific terms and penalties.

   V. Recommendations of continued review by the Student Activities and Involvement and/or the University, the results of which will not be subject to further disciplinary action by the Council.

   VI. Adjustments to a club’s active status.

Appeal Procedure:

1. If the club wishes to appeal the staff decision it may do so by notifying the Club Sport Council President in writing prior to the next Club Sport Council meeting.

2. The case will then be referred to a Club Sport Council Appeal Hearing Board.

   I. The CSC President shall appoint a pool of 10 Appeals Hearing Board members at the first meeting each year.

   II. The Appeal Hearing Board shall consist of the Club Sport Council Treasurer (chairperson) and 4 other club representatives (not related to any clubs involved).

   III. The President shall appoint the 4 representatives (out of a pool of 10) at the CSC meeting.

   IV. One member of the Appeals Hearing Board shall be designated as secretary.

   V. The Club Sport Staff shall arrange a time and place for the hearing that is mutually convenient to all parties involved.
CSC Discipline Process Continued

The Appeal Hearing:

1. At least three (3) Board members, including the chairperson and secretary, must be present throughout the entire Hearing, and only such members shall vote on the Board’s deliberation.

2. The Hearing Board Secretary will keep a record of the Hearing, to include a list of those present, and the substance of all evidence and arguments. If possible, a taped recording should be made.

3. Procedure:
   I. The chairperson will state the cause of the Hearing.
   II. Opening statements will be made, first by a representative of the plaintiff, then by a representative of the accused club.
   III. The respective parties may then present additional evidence of any sort, being subject throughout to questions by anyone present.
   IV. The parties may make concluding statements.
   V. The Board may conclude with questions of any party.

4. The Hearing Board will deliberate at its earliest convenience after the Hearing and no record need be kept. At the conclusion of the Appeal Hearing, the chairman will entertain motions in sequence:
   I. For specified increased penalties against the club;
   II. To sustain the Student Activities Staff’s ruling;
   III. For specified lesser penalties;
   IV. To exonerate the club of all charges.
   V. The Board’s decision requires the support of at least three (3) members. Within one (1) week of the Hearing, this decision, together with reason for it, should be presented in writing to the Student Activities Staff to be forwarded to the Club. The decision of the Board will conclude the appeal procedures.

Enforcement:

1. It is the responsibility of the Student Activities Staff to enforce any disciplinary ruling.
2. It is the prerogative of the Student Government Association to overrule a decision, provided they show just cause to the Council.

Off-Campus Houses

Teammates may decide to live together in an off-campus house. The CSC has no jurisdiction over housing choices but inappropriate behavior by individuals may reflect poorly on your team and may lead to sanctions placed on individuals and/or teams. Noise complaints, arrests and town violations will be reported to the university and dealt with appropriately.

Noise Ordinance – Off-campus houses are obligated to comply with the Town of Amherst Noise Ordinance (Article 50). It is unlawful to create excessive noise, defined as “loud noise which either annoys, disturbs, injures, or endangers the reasonable quiet, comfort, repose, or the health and safety of others within the Town of Amherst.”

Underage Drinking/Possession – In accordance with Massachusetts law, a house member or guest must be 21 or older to drink or possess alcoholic beverages.

Open Container – House members and guests must be in compliance with the Town of Amherst By-Law (Article 51). “No person shall consume any alcoholic beverage nor possess or transport any open can, bottle, or other container containing any alcoholic beverage outdoors on any Town street, sidewalk, way or public property including but not limited to parking lots, school playgrounds, recreation areas or conservation areas. Violations of this section shall be punishable by a fine of fifty ($50) dollars for each offense.”

Personal Possession – Members 21 or older may possess alcohol for their own personal consumption.

Large Volume – Quantity-dispensing containers, including but not limited to kegs, beer balls, and large quantities of cases should not be allowed in team houses.

Providing Alcohol to Underage Drinker – Providing alcohol to anyone under the Massachusetts legal drinking age is illegal.

Intoxication – Intoxication, defined as being under the influence of alcohol or any other psychoactive drug to any extent which requires the attention of authorities or which causes a disturbance or is a danger to persons or property should be avoided. UMass Amherst has developed the Good Samaritan Protocol to ensure that the health and safety of all community members. Any intoxicated members should be given proper medical treatment.

Drinking Games – Creating, offering, and/or engaging in drinking games or other behaviors designed for the purpose of rapid and/or excessive consumption should be monitored closely to avoid intoxication (as defined above). You are strongly encouraged to avoid activities that lead to the endangerment of the individual served.
Club Sport Activation Checklist

Required to be Active

☒ 4/4/18 Complete CSC Activation Training
☐ 4/6/18 Update officer information on Campus Pulse
☐ 5/1/18 Update officer information and roster on Team App and again by 9/16/18
☐ 6/1/18 Complete Campus Pulse Registration process for your team
☐ 8/15/18 Email Fall tryout and practice schedules to Brian, include the following information:
  - Scheduled days and times
  - Location information for practices with list of safety precautions taken for practice
    - Facility request will be submitted to Athletics/Physical Plant by Brian Arnold and once they are approved they will be added to the CSC Google Practice Calendar.
  - If off-campus:
    □ Facility contracts reviewed by SA&I
    □ Facility insurance requirements given to SA&I
☐ 8/15/18 Email Fall competition schedule including the following information:
  - Facility request submitted and approved for on-campus competitions (done through Campus Pulse)
  - Scheduled days and times
  - Location information for games/competitions with list of safety precautions taken (on-campus)
  - Facility assessment completed for physical risks (on-campus)
  - Emergency action plan that includes on-campus and off-campus provisions, accident reporting included
  - If off-campus:
    □ Facility contracts reviewed by SA&I
    □ Facility insurance requirements given to SA&I
    □ Travel forms submitted for any payments (two weeks before first payment is due)
☐ 9/16/17 Treasurer and one other officer must complete the Signature Responsibility (SR) and the Event Certification Training. You must complete these trainings to submit payment requests or space requests.
  - You can sign up for the Moodle trainings by going to the Campus Pulse home page and scrolling down to the Campus Links Section. Click on each training and add the required information.
☐ 9/16/18 2 Safety Officers on record with SA&I - trained in first aid/CPR and AED use
  - Each Safety Officer must complete the necessary paperwork and attend an in person meeting (TBD)
☐ 9/16/18 Coach hiring paperwork completed with Colette Nadeau. You will need the following information:
  - Resume and copy of certifications
  - Payment amount and speedkey information
  - Practice and game schedule

Optional

☐ Club membership information for applicable club sport association
☐ Equipment requirements including the following:
  - Clear definition of school owned property and personal property
  - Inspection and maintenance program in place and documented
  - Inventory of team equipment including storage location
  - Equipment needs for upcoming year
☐ 6/1/18 Register for the Fall Activities Expo by Register here
☐ 7/1/18 Request access to Summit Request access here (Access for the 2018-2019 school year cannot be requested until 7/1/18)