

## **SPORT CLUBS INTRODUCTION**

Sports Clubs are formed by groups of individuals, who share a common sport interest and collectively pursue this activity. Sport Clubs are open to full-time, matriculating University undergraduate & graduate students and benefits-eligible faculty/staff members. Clubs are organized on recreational, instructional and/or competitive levels and activities range from informal play to regular practice/instruction and intercollegiate competition.

While the Sport Club staff and coaches assist clubs in their operations, the emphasis is on student leadership and development. Students are directly and ultimately responsible for operating and managing a successful and competitive organization. As a result, Sport Clubs present a unique opportunity for students to develop both athletic and leadership abilities, which will assist participants well beyond the years spent at the University of New Hampshire

This document contains specific policies and procedures that must be followed by all UNH Sport Clubs in their relationship with the Department of Campus Recreation and the University of New Hampshire. In addition, this Manual attempts to assist the Clubs by explaining what various campus services are available and how to proceed in utilizing them effectively. Any Sport Club related activity that is not covered adequately in the manual should be referred to the Assistant Director of Campus Recreation-Sport Clubs.

Existing active clubs are listed below. For more information on specific clubs, please refer to our website at <http://www.campusrec.unh.edu>.

- Archery
- Cycling
- Golf
- Nordic Skiing
- Shooting
- Tae Kwon Do
- Volleyball – M&W
- Badminton
- Dance
- Ice Hockey – M&W
- Rowing – M&W
- Shotokan Karate
- Tennis
- Woodsmen
- Baseball
- Fencing
- Judo
- Rugby - M&W
- Ski/Snowboard
- Ultimate Frisbee - M&W
- Wrestling
- Climbing
- Figure Skating
- Lacrosse-M&W
- Sailing
- Softball

## **CAMPUS RECREATION SUPPORT**

**Sport Club Professional Staff:** The Department of Campus Recreation employs professional staff who are responsible for ensuring that clubs operate in a safe and cooperative manner. The Assistant Director of Sport Clubs and the Sport Club Coordinator are the primary contacts for all clubs. Prior approval of club activities including but not limited to travel, planning events, logo approvals, budget expenditures and facility reservations must go through them first. The staff is available for consultation regarding any aspect of your organization.

**Supervisors:** Sport Club Supervisors will also serve as liaisons for certain clubs and are great resources to have. Student supervisors are responsible for supervising home games/events as well as maintaining regular communication with club officers. A Sport Club Supervisor manages incidents as necessary, ensures participant/ spectator safety and compliance, monitors conditions as necessary, and performs special duties as assigned.

**Executive Committee:** The Sport Club Executive Committee is a student advisory group that represents the Sport Club program. These elected student leaders will be trusted and empowered to make decisions that impact not only their individual organizations, but the club program as a whole. These individuals will fulfill the following responsibilities:

- Provide input for the development and implementation of new policies and procedures
- Assist in Sport Club Community Service Projects and Sport Club Social Events
- Facilitate round table discussions at student officer trainings
- Assist in budget hearings and new club application processes

**Business Service Center:** The OBA Business Service Center will maintain accounting systems for all club revenue and expenditures for club Q Accounts and UNH Allocated accounts. Checks will also be processed through the Business Service Center and takes 2-4 weeks to be processed, so please plan accordingly.

**Administrative Assistant:** Administrative assistance is available for clubs through the Campus Rec Office, upon request. This service may include coordinating correspondence, copying, club mailings, assisting with donation letters and roster/dues updates. Sufficient notice should be given to meet deadlines and in all cases, the request must be discussed with the Campus Rec Professional Staff member coordinating the club.

### **Support Services**

1. The Campus Recreation Office is located in the Hamel Rec Center. The telephone number for the front desk is 862-2031. In cases of emergency after office hours, contact Director of Campus Recreation, Assistant Director of Sports Clubs, or Programming Coordinator.
2. The Campus Rec Office is open Monday through Friday from 8am to 4:30pm with administrative staff on duty to assist you.
3. Sport club mailboxes will be located in the Hamel Recreation Center.

4. Campus Rec will assist clubs with the distribution and dissemination of publicity through various social media outlets. Each club is encouraged to appoint/elect a social media/ recruitment officer to work directly with the Campus Rec staff.
5. Organizational meetings and events are scheduled through the Campus Rec Office. The following avenues of publicity will be used:
  - a) Campus Rec Website
  - b) Campus Rec Social Media Outlets- Facebook, Twitter, Instagram
  - c) TV Displays

## **GUIDELINES FOR MEMBERS/ ELIGIBILITY**

### **MEMBERSHIP and/or ELIGIBILITY for members in SPORT CLUB**

1. Clubs are open to full-time, matriculating students and staff without respect to race, creed, sex or national origin, sexual orientation or disabilities. Divisions of competition for UNH Campus Recreation are men's, women's, and co-recreation. When an activity makes a gender designation, students may participate with the gender they best identify with. However, some competitive clubs have their own specific eligibility guidelines set by their respective sport governing body, which have specific standards for collegiate competition.
2. Faculty and staff must have a Recreation Membership to participate in a club. Benefits-eligible faculty/staff may purchase their pass at the Front Desk in the Hamel Student Rec Center.
3. Members **MUST** complete the ONLINE REGISTRATION FORM & CODE OF CONDUCT before participating in any club activities, including practices and tryouts. Members can also pay their try-out fee/ dues on the online registration form by using the link <http://campusrec.unh.edu>. Clubs may pay their fees at the front desk.
4. Individuals affiliated with the Sport Club Program will be held responsible for the compliance of their group with the University regulations as well Code of Conducts specific for their club. When it is felt that any club member(s) does not have the proper attitude and cannot represent the University of New Hampshire in an outstanding manner, the Assistant Director of Sport Clubs can withdraw that member's eligibility until such time as certain conditions are corrected.
5. All aquatic-oriented clubs (sailing, rowing) require members to pass a swimming skills test which is administered and certified by a Department of Campus Recreation employee. Members must also view a film reviewing hypothermia training.
6. Membership limitations may be imposed due to lack of facility space and time, funding, league requirements, administrative oversight, etc. **Therefore, certain clubs are permitted to conduct tryouts, although participation is a major goal of the sport club program.**

## **GUIDELINES FOR SPORT CLUB LEADERS AND OFFICERS**

### **SPORT CLUB LEADERS AND OFFICERS**

To be eligible to serve as an officer of a Sport Club organization, a person must be a full-time student (graduate or undergraduate) of the University. Faculty and/or staff members are not permitted to serve as club officers. Since sport clubs are self-administered, the daily operation of any club is the responsibility of its officers. The contribution of each officer is vital to the club's success and they are ultimately responsible for seeing that the club functions smoothly and properly.

### **SPECIFIC DUTIES OF SPORT CLUB OFFICERS**

Since each sport is different, the most effective method of operation will vary among the clubs. The club's constitution should outline the general duties of the officers as they pertain to the club. The club should decide which tasks should be assigned to each office. In an effort to assist you in this decision, a list of suggested duties is provided below.

#### **President**

- Keep Campus Rec informed of ALL club business
- Preside over club meetings and conduct club business
- Inform officers of pertinent policies/information
- Know what services are available to sport clubs
- Designate (2) people to represent the club at mandatory Sport Club meetings
- Delegate authority within the club
- Promote fund-raising events
- Approve club schedules and club due structure
- Generate any needed adjustments to club constitution.
- Ensure club compliance with rules/regulations of University and Campus Recreation
- Ensure that all appropriate forms have been turned in on time
- Train the next President

#### **Vice President**

- Insure completion of facility requests for all club activities
- Preside over meeting and business in president's absence
- Schedule Transportation
- Secure payments for officials
- Assist the President with his/her duties

#### **Secretary**

- Record and circulate minutes of all meetings
- Establish and maintain game schedules
- Maintain member information, rosters, and monthly reports
- Handle club correspondence
- Develop and circulate publicity regarding club activities
- Take photos of events, contests, etc
- Check club mailbox regularly (at least weekly)

**Treasurer**

- Handle all account transactions and purchases, in conjunction with Campus Recreation
- Prepare the Annual Budget Request in conjunction with the president
- Maintain appropriate records of the club's financial activity. **Keep receipts.**
- Brainstorm and carry out fundraising events
- Ensure the club stays within budget

**Risk Manager**

- Serve as first responder during all club practices and events, both on and off campus
- Must be CPR/ First Aid Certified
- Ensure club has First Aid Kit present at all practices, competitions, and travels
- Document injuries and incidents by completing an Accident/ Incident report
- Submit an Emergency Action Plan
- Inspect fields and/or facilities prior to every practice, game or special event
- Ensure each member is completing a participation waiver

**Equipment Manager**

- Checking out equipment from the Recreation Center for use during the year
- Issuing equipment as necessary
- Maintaining and repairing equipment as necessary
- Submitting damage and loss reports
- Submitting purchase request forms when new equipment is needed
- Recalling equipment from club members at the end of the club year
- Returning equipment to the Recreation Center for on campus storage during the summer

**Recruitment & Social Media Manager**

- Updating website with roster, news, alumni, pictures, etc
- Updating Twitter, Facebook, and Wildcat Link sites
- Attending recruitment opportunities such as Fall Fest, Jukebox, and U-Day
- Assisting President in advertising organizational meeting
- Reaching out to alumni and maintaining positive relationships
- Sending team photos and action shots to point of contact

## **GUIDELINES TO REMAIN AN ACTIVE CLUB**

### **Prior to participation each year:**

1. All club members must complete the Online Registration form and Code of Conduct
2. Each club must have an active roster with at least 10 members
3. Each club must have 2 student leaders complete the Student Leaders Policy Quiz & the coach must complete their online training and online quiz
4. Each club must have a non-peer coach/instructor
5. At least 1 officer must attend MANDATORY Fall Student Leader Training
6. Club officers must provide the Sport Clubs office with updated officer contact information and make sure all officers are added to the Sport Clubs list serve
7. Each club must have at least 1 Risk Manager and ensure a risk manager is present anytime a club practices or travels.

### **Throughout the year:**

8. Each club must submit a budget proposal and present to the Sport Club Staff
9. Each club must submit a mid-semester and annual report
10. Each club must abide to all travel policies, such as having all travel authorized and approved before traveling, and following all UNH policies during their travels
11. Each club must fundraise at least 50% of their allocated budget
12. At least 1 officer must attend MANDATORY all Student Leader Trainings
13. Attend bi-weekly meetings with their point of contact

## **DISCIPLINARY ACTIONS**

**Internal Actions:** Clubs are expected to follow the “Guidelines to Remain an Active Club” and are responsible for the adherence of the policies set forth within the UNH Sport Club Manual. Failure to meet these guidelines will result in a meeting with their Professional Sport Club Contact and could result in possible termination or probation of the club. Students are also required to inform their Professional Sport Club Contact and of all arrests or indictments for alleged criminal activity. Members who are arrested and/or indicted for criminal acts will face immediate suspension from all club activity pending further UNH investigation. Members who are arrested in any charges (civil or criminal) must meet with the Assistant Director of Sport Clubs.

**External Actions:** Behaviors that break UNH’s “Student Rights, Rules, and Responsibilities” will be reported to The Office of Community Standards, who may choose to investigate and discipline separately from Sport Clubs Administration. Below are examples of behaviors that will be assessed on a case-by-case basis. This list is not all-inclusive.

- Hazing
- Discrimination
- Alcohol/ drug consumption associated with a club function
- Destruction of private or public property associated with a club function
- Failure to comply with the “Student Right, Rules, and Responsibilities” handbook.

Clubs who are believed to have taken part in the above behaviors, will be placed on immediate suspension pending an investigation. For more information on the “Student Rights, Rules, and Regulation’s: handbook, please visit the UNH Student Life website:  
<https://www.unh.edu/student-life/handbook>



## **GUIDELINES FOR COACHES**

Coaches are responsible for teaching the sport to all club members and should be knowledgeable within the specific area of instruction. The coach/instructor should rely on his/her experience to help the club mature and achieve its full potential by assisting members to refine their individual skills and reach their team goals. The coach/instructor should restrict his/her services contributions to coaching/instructing and should refrain from activities involved in the club management.

A club is first and foremost a student organization, and as such, the student officers must serve as the liaison between the club and the Sport Club Staff. The student leaders will be responsible for handling all of the logistics and administrative duties of their club.

1. An exemplary coach can bridge the gap from year to year without usurping the authority of the student leadership. He/she participates without domination. Any coach who takes over the club to the extent that students are no longer the leaders, removes the opportunity for student development. Club coaches are encouraged to embrace the student development concept maintained by the Department of Campus Recreation.
2. The coach can be a faculty staff member or graduate assistant, but must be three years removed from graduating the University of New Hampshire. He/she should be highly interested and, if possible, experienced in the specific activity and accepted and respected by the members of the club.
3. It is highly suggested that coaches are CPR, First Aid, and AED Certified as well as Defensive Driving Certified. These training certifications can be acquired free of charge through Campus Recreation.
4. Coaches must complete the following before coaching their club:
  - A. Complete background check through UNH HR
  - B. Complete "Coaches Background Information" sheet
  - C. Read and sign UNH Sport Club Coaches Work Agreement
  - D. Complete online UNH Sport Club Coaches Training & Online Quiz
5. Members will evaluate the coaches each year to review their role with the team.

### **THE COACH / STUDENT MEMBER RELATIONSHIP**

The coach/student member relationship is a privileged one. Coaches play a critical role in the personal development of their members. Coaches must recognize that they are conduits through which the values and goals of a sport organization are channeled. Thus, how athlete member regards his/her sport is often dependent on the behavior of the coach. The following expectations have been developed to aid coaches in achieving a level of behavior which will allow them to assist their members in becoming well-rounded, self-confident, and productive human beings.

## COACHES EXPECTATIONS

1. Monitor Sport Club activities to ensure the safety of participants and ensure that the activity is suitable for the age, experience, ability, and fitness level.
2. Assure only eligible club members participate. An eligible club member is a full time UNH student, or a faculty/staff member with a valid recreation pass if club's league rules permit faculty/staff participation.
3. In compliance with Title IX and the Clery Act, all allegations of criminal behavior that you have knowledge of must be reported to UNH PD and Sport Club Professional Staff.
4. Respect students' dignity; verbal or physical behaviors that constitute harassment or abuse are unacceptable.
5. Treat everyone fairly within the context of their activity. Do not discriminate on the basis of race, color, religion, sex, national origin, age, veteran's status, gender identity or expression, sexual orientation, marital status, or disability in admission or access to, or treatment or employment in, its programs, services, or activities.
6. Consistently display high personal standards and project a favorable image of their sport and of coaching.
  - Refrain from public criticism of fellow coaches.
  - Abstain from the use of tobacco products while in the presence of members and discourage their use by members
  - Abstain from drinking alcohol when working or traveling with the students
  - Discourage the use of alcohol in conjunction with events.
  - Refrain from the use of profane, insulting, harassing, or otherwise offensive language or behavior in the conduct of his/her duties.
7. Direct comments or criticism at the performance rather than the individual member.
8. Allow members' goals to take precedence over coach's own
9. Regularly seek ways of increasing professional development and awareness
10. Treat opponents and officials with due respect, both in victory and defeat; and encourage members to act accordingly. Actively encourage members to uphold the rules of the sport and the spirit of such rules
11. Be aware of the academic pressures placed on students and conduct practices and games in a manner so as to allow and encourage academic success
12. At no time become intimately and/or sexually involved with their members. The Department of Campus Recreation will view it as unethical if a coach engages in amorous relations with students subject to their supervision, even when both parties appear to have consented to the relationship. Furthermore, such action makes the coach liable for formal action against him/her if a complaint is initiated by a student member.

## **FACILITY SCHEDULING & REQUESTS**

1. Requests for use of campus facilities for all club related activities **MUST** be made through the Campus Rec Office, not the coaches and/or club members. This includes scheduling practice sessions, fund raising events, competitions, camps, meetings, and special events. Please check Campus Recreation website ([www.campusrec.unh.edu](http://www.campusrec.unh.edu)) for availability of facilities prior to coordinating request to the Sport Club Professional Staff.

A meeting room request should include:

- a) Date(s) or meeting(s)
- b) Start & finish times
- c) Size of room needed (capacity, number of chairs, etc.)

A request for a facility for practice or competition should include:

- a) Date(s)
- b) Times (allow for set-up & clean-up)
- c) Specific facility preferred
- d) Type of event facility will use for (practice, competition, social, etc.)

2. When scheduling intercollegiate competitions, it is a goal of Sport Clubs to maintain a balance between home and away contests.
3. Typically, clubs are not charged a rental fee for use of facilities for club-related activities. However, minimal fees may be charged during academic breaks or for additional staffing costs. Clubs will be charged a per participant fee if the event is open to non-students (youth or adult participants)
4. When scheduling, consideration should be given to prevent conflicts with intercollegiate programs and other University activities.
5. No official or mandatory practices can be held during finals. It is permissible for informal groups of students to practice during this time; however, formal facility reservations will not be made during this time or during university break periods including summer break. Special requests for practice times and/or competitions during university break periods will be reviewed on a case by case basis.
6. Any sport club team wishing to affiliate with a conference, league, or association must secure prior approval from the Sport Club staff.
7. If an event is to be canceled, the Campus Rec Office must be notified within 24 hours in advance.
8. Be advised that alterations in practice/competitive schedules may occur as a result of inclement weather, facility maintenance, university special events/demand or circumstances beyond our control.
9. **Youth Clinics/Events** - Any club that plans on hosting or sponsoring an event intended for minors, whether at a UNH or at a non-UNH facility, must meet with the clubs Sport Club

Professional Staff member. The Student Leaders running the event must successfully complete a background check (keep in mind these checks take at least 2 weeks to be processed) and go through a Protection of Minors training with the Sport Club Professional Staff.

## **PLANNING for HOME EVENTS & COMPETITION TIMELINE**

### **HOME EVENTS**

#### **1-4 Months Prior**

- 1) Reserve facility space.
- 2) Contract with officials and opponents *in writing* (include directions).
- 3) Contact Assistant Director regarding Athletic Trainer(s) or EMTs.
- 4) Request background check and Protection of Minors training (if youth clinic)

#### **1-2 Weeks Prior**

- 1) Touch base with visiting team(s).
- 2) Make arrangements for volunteers (scorekeepers, line judges, ball runners)
- 3) Purchase/secure supplies (scorer's table, clock, whistles, towels, cones, game balls, flags, trophies, etc.).
- 4) Decide if concessions is necessary/desired.
- 5) Submit paperwork for officials that are not currently in the UNH system.

#### **Day of Competition**

- 1) Meet Sport Club Supervisors, visiting team(s) and officials

#### **After the Event**

- 2) Report results via on-line Home Competition Form

## **PLANNING for AWAY EVENTS/ COMPETITION TIMELINE**

### **AWAY EVENTS**

#### **1-2 Months Prior**

- 1) Submit vehicle request to Sport Club Office
- 2) Send in any required entry fees and/or forms
- 3) Reserve hotels, for any overnight trips

#### **1 Week Prior**

- 1) Complete Pre-Travel Form online and make sure all members have completed their online registration
- 2) Get directions and confirm place and time of contest with visiting team
- 3) Set meeting place and time for club departure

#### **Day of Competition (or day before if leaving early the following day)**

- 1) Pick-up travel binders/packets containing vehicle keys/gas cards/ travel log/directions
- 2) Pick-up keys at Enterprise if renting a van(s)
- 3) Complete travel roster and email it to Campus Rec (this must be done prior to

- departure)
- 4) **Return to campus** – Gas up vehicles. Leave travel binders/packets, keys, & gas cards in the club's mailbox.
  - 5) Report any mechanical problems with vehicles ASAP.

**After the Event**

- 1) Return travel binder back to club mailbox no later than a day after returning from the trip. Make sure all receipts are in there!
- 2) Submit results on-line within 48 hours via Post-Travel Report on Campus Rec website.

## **TRAVEL POLICIES FOR SPORT CLUBS**

### **PLANNING TRAVEL**

1. Clubs must use University vehicles (buses, vans or rental cars). Use of these vehicles is restricted to off-campus competition, practice sessions, club association meetings, group fundraising activities, and equipment relocation. All student drivers must have completed the University Defensive Driving Course, which consists of an online training course and a driving practical with a Sport Club Supervisor. Contact the clubs Sport Club Professional staff member to sign up.
2. Exception may be made to using University vehicles for clubs that travel within a 45-mile radius. A copy of the driver's license and insurance for the individual driving must be on file with Campus Rec and the individual must have completed the defensive driving course.
3. In the case of an overnight trip, a Pre-Travel Form must be completed on the Campus Rec website at least 3 days prior to travel.
4. Clubs must pick up their travel binder from their mailboxes before they travel. Teams should fill out their roster prior to traveling and email a copy to their point of contact before leaving campus.
5. Request for UNH transportation should be submitted as far ahead as possible to the clubs Sport Club Professional. In case of a trip cancellation for which a University vehicle or rental vehicle has been arranged, *prompt* notification of such cancellation should be given to clubs Point of Contact. Failure to give the rental company a 24-hour notice will result in full payment of rental agreement.
6. Campus Recreation provides vans and mini-vans for Sport Club usage. No more than 10 individuals can travel in the vans and no more than 7 individuals in a mini-van.
7. Due to the limited number of vehicles in the Campus Recreation vehicle fleet and the demand for these vehicles, it is strongly recommended that teams traveling with over 25 individuals (including coaches) use charter transportation for these trips. 25 individuals equals the use of two 10-passenger vans and a mini-van. Special requests will be reviewed on a case-by-case basis.
8. All team members must travel to and from all away contests as a group in University vehicles. **An exception will be granted if the member completes the Sport Club Travel Release Form.** This must be completed and signed by the clubs Point of Contact no later than the Thursday previous to the travel (in the case of weekend travel).
9. The use of University vehicles is granted solely to carry on University business. Under no circumstances may a vehicle be used for personal or family business or for personal gain. And no one other than official UNH club representatives may travel in University vehicles.

**DURING TRAVEL**

1. The club or team is expected to uphold the image of the University and to act in a positive sporting like manner when visiting other colleges/universities.
2. The coach or representative approved by the Assistant Director **must** travel with any club.
3. At least one Risk Manager must travel with the club.
4. Clubs will be limited to a 12-hour driving period per day with no driving to occur beyond 12:00am (midnight). Individual drivers will be limited to a maximum 4-hour driving shift. Exceptions will be made for clubs traveling via bus with a professional driver.
5. All violations received will be the responsibility of the driver to whom the vehicle has been assigned (including parking tickets on UNH Campus and E-Z Pass Charges).
6. The following driver and passenger guidelines must be followed:
  - a. Use of seat belts for all passengers is required
  - b. Use of cell phones is prohibited while driving
  - c. Do not speed—drive conservatively
  - d. Fill front seats first
  - e. Nothing should ever be loaded on the roof with the exception of approved bikes racks/bicycles

**AFTER TRAVEL**

1. Clubs will be responsible to remove trash and/or belongings before returning the vehicle. Please make certain that all doors are locked, lights are turned off, and vans are backed into parking spaces when you return the vehicles.
2. A Follow-up Post-Travel must be completed within 48 hours of returning from the trip. Both of these forms can be found under the Travel section of our website.
3. Travel binders must be returned on Monday OR the next day depending on when the club gets back from traveling. The returned travel binder must have the P Card, ALL receipts, etc.

**\*\* Overnight travel requires additional considerations. These policies must be adhered to when a club travels overnight:**

1. Lodging arrangements will be made in advance with the clubs Professional Staff Contact.
2. If the club members agree (via an official vote with majority approval), money from the Q Account can be used to cover such expenses as vehicle rental/gas, lodging, and entry fees.
3. Q account (fundraised \$) can be used to purchase food / team meals. These can only be done if funds were raised specifically for this purpose.
4. Contact your Professional Staff Point of Contact regarding requests for checks. Check

requests must be submitted at least two weeks in advance.

### **SPORT CLUB TRAVEL LIABILITY**

1. The University carries an Automobile Liability policy. All University vehicles are covered by this policy. Drivers of Non-University owned or rented vehicles on University business are not protected under this policy, but would have to look for protection under their own personal automobile liability insurance policy.
2. Personal cars may only be used on an emergency basis with approval of the UNH Sport Club Staff.
3. Only registered Sport Club members and coaches/ instructors may travel in University vehicles.

### **RISK MANAGEMENT**

**Risk Manager:** The Risk Manager provides a safe, positive recreational experience for all participants during home and away events. **Each club is required to have at least one Risk Manager and highly encouraged to have several Risk Managers.** The Risk Managers must be CPR/ First Aid certified and take the lead on the following duties:

1. Ensure the club submits an Emergency Action Plan. The Risk Manager should be very familiar with UNH Emergency Procedures as well as learn the procedures at visiting institutions. The Emergency Action Plan template can be found on the Campus Rec website.
2. The Risk Manger must be trained in CPR/First Aid and be present at all club practices, travels, and competitions. Copies of the current certifications for each club should be turned into the Sport Club Office. Campus Recreation offers free classes for coaches and risk managers. A list of certification classes can be found on the UNH Campus Recreation website under Instructional Programs.
3. The Risk Manager must have a First Aid Kit present at all club events and travels. The First Aid Kit can be restocked in the Risk Management office.
4. In the event that there is an injury or incident, the Risk Manager must document the occurrence by completing an Accident/ Incident Report. The Accident/ Incident report must be turned into their point of contact immediately. If the injury/incident requires EMS to be called, call your point of contact to update them on the situation.
5. The Risk Manager is expected to inspect fields and/or facilities prior to every practice, game or special event. Unsafe conditions must be reported to the Sport Club Office.

#### **AED:**

Each club should note in their Emergency Action Plan, where the nearest AED location can be found. Below are the nearest AED's for on-campus sport club practices.



**Hamel Recreation Center: New Expansion Side:**

1. Main Floor, behind welcome center entrance
2. Main Floor, back left corner of Main Fitness Room
3. Main Floor, back left corner near student zone
4. Second Floor, near fireplace and game area
5. Second Floor, near cardio balcony and stairwell near the track

**Hamel Rec Center: Current Facility:**

1. Main floor, across from entrance desk and above water fountain
2. Downstairs floor, between equipment room and water fountain

**Whittemore Center:**

1. Zamboni/ Loading dock area, outside of the Ops. Office
2. Main lobby entrance, on the wall next to concessions
3. Back wall right corner, above the Zamboni/Loading dock area

**Outside Fields:**

Check with Sport Club Supervisor or Athletic Trainer

**Accidents & Injuries:**

In the event there is an injury or incident, it must be documented for the club, the participant, and the University's protection by completing an Accident Report.

1. *Accident Reports* must be filed for all accidents requiring medical attention
2. Keep in mind that the incident/injury report is an official document. Stick to the facts of the situation and avoid accusations.
3. Try to accurately determine the time, date, and location where the incident/injury occurred.
4. Fill out the entire report and be sure to include the phone numbers of all the parties involved and/or any witnesses to the incident/injury. Use an additional page if necessary.
5. At the bottom of the injury report, print, sign, and date the report as the sport club officer/witness and document your title in the place of "employee". – Witness?
6. Place Accident Report in the clubs Professional Sport Club contact's mailbox. If EMS was called, call your contact to update them on the situation.

Athletic Trainers or EMTs will provide home event coverage for all sport clubs deemed high risk (Rugby, Lacrosse, Ice Hockey, Wrestling). Moderate and low risk sport clubs have the ability to request ATs for large tournaments or events. Club presidents can do this by contacting their point of contact. Based upon the events scheduled for the date of the event, the athletic training staff will decide if the availability allows for coverage to be provided

## **EMERGENCY ACTION PLAN**

### Emergency Action Protocol University of New Hampshire - Campus Recreation

An **EMERGENCY SITUATION** is any which is **life threatening** (i.e. stopped heart rate or breathing, head and/or neck injuries, unconsciousness, excessive bleeding, seizures, shock, and chest pain) or **severe in nature** (i.e. fracture, dislocation, large open wounds, severe joint injuries, concussion, asthma attack, allergic reaction, and other injuries that require immediate care). The following emergency procedure protocol is developed for implementation by building manager and all staff available at time of the incident.

1. **Check**
  - a. Survey the Scene (is it safe to help out?)
  - b. When in doubt, call 911
  - c. If injured party needs to be seen at the Health Services or Wentworth Douglass Hospital but it doesn't require an ambulance, initiate non-emergency action plan.
  
2. **Call** - Emergency Situation – Send "Designee" to nearest phone ----- to Call:
  - a. Dial 911 from cellular phone or Dial 911 from on-campus phone
  - b. State your name, title, and location
  - c. State the nature of injury and indication of severity
  - d. State that the ambulance will be met -----.
  - e. Ask if further information is needed, and allow dispatcher to hang up first
  - f. Appoint a liaison to meet the Emergency personnel at the previously mentioned location
  
3. **Care** - Activate emergency response protocol / Care for person
  - a. Monitor situation and/or injured party until help arrives
  - b. Assist injured party as much as you are qualified to do (i.e. wound care, ice, etc.)
  - c. If injured party needs to be seen at the Health Services or Wentworth Douglass Hospital but it doesn't require an ambulance, initiate non-emergency action plan.
  - d. Fill out ACCIDENT REPORT completely.

**Stacey Hall**  
Work - (603) 862-2073  
Cell – (603) 969-2023

**Brian Scott**  
Work - (603) 862-203  
Cell – (603) 781-3310

**Beth Goldenberg**  
Work- (603)-862-1839  
Cell- (908)-268-2967

**Campus Police**  
(603)-862-1427

**4. Complete an Accident Report for ALL injuries and submit to Campus Rec within 24 hours.** For a sample of the Accident Report Form, please refer to Appendix D.

## **VEHICLE PROBLEMS**

### Enterprise Rental

-Call the 24-hour Roadside Assistance line: 1-800-307-6666.

-If you are unable to reach anyone, please use your best judgment to get back on the road.

-If the problem can be solved for a reasonable amount (\$50 or less), get it done, get a receipt and you will be reimbursed.

UNH Vehicles

- Call the UNH Garage 603/862-2746 OR 603/862-1437.
- Notify UNH Dispatch of your breakdown 603/862-1427.
- Use your discretion if you cannot speak directly with the mechanic on duty.

## FINANCIAL ACCOUNTS, BUDGETS, AND FUNDRAISING

### SPORT CLUB FINANCIAL ACCOUNTS

1. Each sport club is provided with a UNH Allocation (student fees), a 1GJ (gift/donations) and a 1DJ (dues/fees) account balance at the beginning of each school year.
2. UNH Allocated Accounts are funded through the Department of Campus Recreation. Allocated funding is determined based on the clubs proposed budgets and compliance with the sport club program.
3. Allocated Accounts are distributed into distinct budget lines (team travel, program supplies, professional services, registration fees etc.).
  - A. Supplies and equipment purchased from this account must stay with the team such as team uniforms.
  - B. Money from one budget line may only be used to make purchases in that category. For example, money from travel cannot be used to buy equipment.
  - C. If there are any remaining funds in this account by the end of the school year, this money will not roll over to the next school year.
4. 1DJ and 1GJ accounts are funded through team donations, dues, and fundraising activities. These funds roll over from year to year and remain with the club. Q account \$ can be used for personal items such as t-shirts.
5. P-Cards: Below are the items that can and can't be purchased with a P-Card:
6. The Campus Recreation will maintain accounting systems for all club expenditures including club Q Accounts. However, it is HIGHLY suggested that clubs keep track of their income and expenses as well using the online budget tracking form.

### BUDGET INFO & REQUESTS

Type of Purchase	Account that can be charged		
	Budgeted Account (1AJREC)	Dues/Fees/Fundraising (1DJ)	Gift/Donations (1GJ)
Registration Fees	X	X	X
Team Equipment (stays with the club)	X	X	X
Gasoline (rental & fleet vehicles only)	X	X	X
General supplies	X	X	X
Lodging	X	X	X
Membership dues/fees	X	X	X
Transportation & Vehicle rentals	X	X	X
Individual apparel (apparel that does not stay with team)		X	X
Team food		X	X
Professional Services (referee payments or anything that includes labor)	<b>Must be Pre-approved and be paid via University Check</b>		
Alcohol	<b>Not permitted</b>		
Awards, Gifts, Prizes			
Gift Cards			
Flowers			
Tickets (parking or event)			
Weapons or ammo			

7. Clubs are required to submit a suggested budget for the upcoming Academic Year. Budget request format will be provided by the Sport Club staff and should be used to submit requests. Failure to do so will result in freezing the club's account. Student members of each club will be required to present their club's budget request to the Sport Club Staff. This presentation will allow clubs to elaborate on their needs as well as justify anticipated expenses.
8. All clubs will receive equitable consideration in the allocation of funds with emphasis on the number of participants, the previous activity of the team, the club's actual need, and the clubs compliance with the Point System. Final appropriations will be determined by the Sport Club Professional Staff upon approval/revision of the overall Student Rec Fee.
9. All expenditures of funds, including club 1DJ and 1GJ Accounts, must first be approved by Campus Recreation. **No reimbursement will be made if approval was not granted prior to purchase!**
10. Purchases for the Fall season may be made when the fiscal year begins on July 1<sup>st</sup>.
11. Most purchases can be completed by using the University P-Card. This process will expedite delivery limited to certain types of transactions. Please check with Sport Club Point of Contact.
12. Request for a convenience check must be made at least 2 weeks in advance of date the check is need
13. If the University has not done business with a particular vendor, we will need their Federal Tax ID number to establish a vendor code.
14. Any equipment/supplies purchased by a sport club from their UNH club account is property of UNH. Team purchases paid by individuals are property of that individual.
15. All sport clubs are expected to follow UNH copyright requirements, which can be found by online (<http://wildcats.com/licensing/logos>). Equipment, supplies, or clothing which displays ANY logo or terms (UNH, University of New Hampshire, Wildcats, etc.) must obtain prior to print, approval from the Assistant Director. All goods containing logos/terms must be purchased from licensed vendors.

## **MEMBERSHIP DUES AND FUNDRAISING**

1. Fundraising is a great way to help lower membership dues. Dues and fundraising are to make up at least 50% of the annual budget for each club.
2. Membership dues are imposed by each individual club and the amount is determined by the membership.
3. All dues are to be paid to the Department of Campus Recreation online or at the front desk of the Hamel Rec Center and documented with a Sport Club Payment Form. Club officers will have access to spreadsheets informing them which club members have paid their dues and fulfilled other necessary requirements.
4. Prior to initiation, all fundraising ideas must be approved by the Sport Club professional staff, whom can offer knowledgeable assistance and advice.
5. ALL monies collected from fund raising efforts must be deposited into the team's account. *No expenses may be directly paid from the fund raising income prior to its deposit!* All expenses or bills will be paid by petty cash reimbursement OR University check. Funds for these expenses come from the club's account after an appropriate bill/receipt has been submitted.
6. Since the University is audited quite regularly, **record-keeping** for fund raising projects must be precise! (Receipts written for revenue, registration forms completed, etc.)