

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 Volunteer Club Coaches assist clubs in 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 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 the website at <http://www.campusrec.unh.edu>.

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

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 use, budget expenditures and facility reservations must be approved by Sport Club Professional Staff. The staff is available for consultation regarding any aspect of the organization.

Supervisors: Sport Club Supervisors serve as liaisons for certain clubs and are great resources. Student supervisors are responsible for supervising home games/events as well as maintaining regular communication with club leaders. 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 recommendations that impact not only the 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 leader 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.

Support Services

1. The Campus Recreation Office is located in the Hamel Rec Center (HRC). The telephone number for the Welcome Center is 603-862-2031. In cases of emergency after office hours, contact Director of Campus Recreation, Assistant Director of Sports Clubs, or Coordinator.
2. Sport club mailboxes are located in the HRC.
3. 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.
4. 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 identify as. However, some competitive clubs have specific eligibility guidelines set by the respective sport governing body, which have specific standards for collegiate competition.
2. Faculty and staff must have an HRC Membership to participate in a club. Benefits-eligible faculty/staff may purchase a pass at the Welcome Center in the HRC.
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 try-out fee/ dues on the online registration form by using the link <http://campusrec.unh.edu>. Clubs may pay the fees at the Welcome Center.
4. Individuals affiliated with the Sport Club Program will be held responsible for the compliance of the group with the University regulations as well as the Code of Conducts specific for the 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 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

SPORT CLUB LEADERS

To be eligible to serve as a student leader 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 s. Since sport clubs are self-administered, the daily operation of any club is the responsibility of its student leaders. The contribution of each student leader 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 LEADERS

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 student leaders as they pertain to the club. The club should decide which tasks should be assigned to each office. In an effort to assist, 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 student leaders 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

- Ensure 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 to Campus Recreation Professional Staff
- Inspect fields and/or facilities prior to every practice, game or special event
- Ensure each member has registered online and is showing up on the club's roster on Box

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 to the Campus Recreation Professional Staff
- 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 Campus Recreation Professional Staff

GUIDELINES FOR PROPOSING A NEW SPORT CLUB

It is the responsibility of students interested in initiating a specific activity into the Sport Club program to complete and file a *Request for Sport Club Affiliation* **NO LATER THAN the last day of the Fall Semester**. Additional information about this process and the Request for Sport Club Affiliation Form can be obtained by emailing a member of the UNH Sport Club Professional Staff.

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 Volunteer Club Coach must complete online training and online quiz
4. Each club must have a Volunteer Sport Club Coach
5. At least 1 leader must attend MANDATORY Fall Student Leader Training
6. Club leaders must provide the Sport Clubs office with updated leader contact information and make sure all leaders 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 an annual 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 travel
11. Each club must fundraise at least 50% of allocated budget
12. At least 1 leader must attend MANDATORY all Student Leader Trainings
13. Attend bi-weekly meetings with Campus Recreation Professional Staff

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 Professional Sport Club staff and could result in possible termination or probation of the club. Students are also required to inform Professional Sport Club staff 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 a member of the UNH Campus Recreation Professional Staff.

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.

GUIDELINES FOR VOLUNTEER CLUB 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 individual skills and reach 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 Leaders 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 the 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 with the club:
 - A. Complete background check through UNH HR
 - B. Complete "Coaches Background Information" sheet
 - C. Read and sign UNH Volunteer Club Coaches Appointment Letter
 - D. Complete online UNH Volunteer Club Coaches Training & Online Quiz
5. Members will evaluate coaches each year to review 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 members. Coaches must recognize that they are conduits through which the values and goals of a sport organization are channeled. The following expectations have been developed to aid coaches in achieving a level of behavior which will allow them to assist members in becoming well-rounded, self-confident, and productive human beings.

VOLUNTEER CLUB 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. Ensure only eligible club members participate. An eligible club member is a full time UNH student, or a faculty/staff member with a valid HRC pass.
3. In compliance with Title IX and the Clery Act, all alleged criminal behavior 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 sport club 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 the 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 the use to members
 - Abstain from drinking alcohol when working or traveling on club sanctioned trips
 - Discourage the use of or references to alcohol in conjunction with sport club 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 to allow and encourage academic success
12. At no time become intimately and/or sexually involved with club members. The Department of Campus Recreation will view it as unethical if a coach engages in amorous relations with a member, 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 member.

HONORARIUM POLICIES

Definition

An honorarium is a payment to an individual in recognition of a special or distinguished service for which propriety precludes setting a fixed price.

Tax information

Payments may only be made to recipients with a Social Security Number or an Individual Taxpayer Identification Number (ITIN). Please note that federal taxes will not be withheld so plan accordingly. More information about reporting honorarium payments and tax implications can be found online - [UNH Honoraria](#).

Authorization and approval

Honorarium payments must be approved at the following levels:

- Student Leadership of specific Club
- Sport club professional Staff
- Director of UNH Campus Recreation

Process for Student Leaders

1. Request money during budget request process in Spring of prior fiscal year.
2. Student Leader may communicate to Volunteer Club Coach the amount that has been budgeted but may not promise or guarantee that the amount will be awarded.
3. Current Student Leaders will request intention to award honorarium to Campus Recreation professional staff prior to Spring Break (or at the conclusion of the Club's season).
4. Sport Club Student Leaders must complete an honorarium split request if they would like to split the allocated amount up amongst multiple Volunteer Club Coaches.
5. Honorarium payments will be awarded at the conclusion of the Club's season.

Funding Source

In general, honoraria payments will come from funds allocated by UNH Campus Recreation (1AJREC UJGCLB). Should a Coach decline the honorarium, the funds cannot be transferred to the club's fundraising account.

Volunteer Club Coaches may receive an honorarium for service with the program. Current UNH Employees must be paid through the Payroll system. The maximum award may not exceed \$10,000 based on DOL Opinion Letter regarding Volunteers (FSLAA2005-51, Nov 2005), that provided justification for USNH to consider the coaches as volunteers who receive a "nominal fee".

FACILITY SCHEDULING & REQUESTS

1. Requests for use of campus facilities **MUST** be made by Sport Club Student Leaders to Sport Club Professional staff. This includes scheduling practice sessions, fund raising events, competitions, camps, meetings, and special events. Please check Campus Recreation website (<https://campusrec.unh.edu/facilities>) 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 be made as early as possible and 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 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.
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 to discuss the proposed event. 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) to confirm
- 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 Event

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

After the Event

- 2) Report results via on-line via club's social media account

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) Confirm final details with Sport Club Professional Staff contact and make sure all members have completed 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 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 club's social media account

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. Clubs must pick up travel binder from mailboxes before they travel. Teams should fill out roster prior to traveling and email a copy to Campus Recreation Professional Staff point of contact before leaving campus.
4. Request for UNH transportation should be submitted as far ahead as possible to the clubs' Sport Club Professional Staff. 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 Campus Recreation Professional Staff. Failure to give the rental company a 24-hour notice will result in full payment of rental agreement.
5. Campus Recreation provides vans and mini-vans for Sport Club usage. No more than 11 individuals can travel in the vans and no more than 7 individuals in a mini-van.
6. 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 27 individuals (including coaches) use charter transportation for these trips. 27 individuals equals the use of two 11-passenger vans and a mini-van. Special requests will be reviewed on a case-by-case basis.
7. 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 Campus Recreation Professional Staff no later than the Thursday previous to the travel (in the case of weekend travel).
8. 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 the 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 the club returns 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 Campus Recreation 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 Sport Club Professional Staff 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 Sport Club Student 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 in to Campus Recreation Professional Staff immediately. If the injury/incident requires EMS to be called, call Sport Club Professional Staff 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 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: East Side:

1. Main Floor, behind Welcome Center entrance
2. Main Floor, back left corner of 1st Floor Fitness Area
3. Main Floor, back left corner near seating area
4. Second Floor, near fireplace
5. Second Floor, near 2nd Floor Fitness

Hamel Rec Center: West Side

1. Main floor, across from administrative offices and above water fountain
2. Downstairs floor, between sport club equipment / laundry 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 leader/witness and document title in the place of "employee". – Witness?
6. Place Accident Report in Campus Recreation Professional Staff contact's mailbox. If EMS was called, call Sport Club Professional Staff 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 can request ATs for large tournaments or events. Club presidents can do this by contacting Campus Recreation Professional Staff. 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

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 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. 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.

Stacey Hall

Work - (603) 862-2073

Cell - (603) 969-2023

Brian Scott

Work - (603) 862-2038

Cell - (603) 781-3310

Beth Goldenberg

Work - (603)-862-1839

Cell - (908)-268-2967

Campus Police

(603)-862-1427

VEHICLE PROBLEMS

Enterprise Rental

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

-If unable to reach anyone, please use 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 to be reimbursed.

UNH Vehicles

-Call the UNH Garage 603/862-2746 OR 603/862-1437.

-Notify UNH Dispatch of breakdown 603/862-1427.

-Use common sense if the UNH garage is not available.

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:

Type of Purchase	Account that can be charged		
	Allocated \$ (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)	Must be Pre-approved and be paid via University Check		
Alcohol	Not permitted		
Awards, Gifts, Prizes			
Gift Cards			
Flowers			
Tickets (parking or event)			
Weapons or ammo	Not permitted		

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 the income and expenses as well using the online budget tracking form.

BUDGET INFO & REQUESTS

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 club's budget request to the Sport Club Staff. This presentation will allow clubs to elaborate on 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 1st.
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 Professional Staff.
12. Check requests must be made at least 2 weeks in advance
13. If the University has not done business with a particular vendor, a Federal Tax ID number is needed to establish a vendor code.
14. Any equipment/supplies purchased by a sport club from a 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 determined by each individual club.
3. All dues are to be paid to the Department of Campus Recreation online or at the Welcome Center of the HRC and documented with a Sport Club Payment Form. Student Leaders will have access to spreadsheets informing them which club members have paid 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 fundraising efforts must be deposited into the club's fundraising account (1DJ). All donations must be deposited into the club's donations account (1GJ). ***No expenses may be directly paid from the fundraising 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 regularly, **record-keeping** for fund raising projects must be precise! (Receipts written for revenue, registration forms completed, etc.)