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CAMPUS RECREATION INFORMATION

MISSION
Campus Recreation provides outstanding educational experiences through a variety of recreation opportunities that enhance healthy lifestyles in our UNH community.

VISION
Campus Recreation will be widely known for enriching the lives and educational experience of students through cutting edge recreation services.

OPERATING PRINCIPLES
In our approach to our work with participants, co-workers, and colleagues on campus and beyond, we:

- offer exceptional programs and quality services
- seek and support personal and professional development
- encourage innovation and treat setbacks as part of the learning process
- practice respectful, open, and honest communication
- embrace diversity
- encourage collaboration
- always operate with the student’s best interests in mind
- operate with a positive attitude
- are committed to an exceptional organizational culture
- embrace teamwork and a sense of community

SPORT CLUB OVERVIEW
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 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 is designed to assist 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.

**CAMPUS RECREATION SUPPORT**

**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. The staff is available for consultation regarding any aspect of the organization.

**Supervisors**
Sport Club Supervisors serve as liaisons clubs and are great resources. Student supervisors are responsible for overseeing home games/events as well as maintaining regular communication with club leaders. A Sport Club Supervisor manages incidents, ensures participant/ spectator safety and compliance, monitors field conditions, 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 students will be trusted and empowered to make recommendations that impact 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
MEMBERSHIP AND ELIGIBILITY

- 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. However, some competitive clubs have specific eligibility guidelines set by the respective sport governing body, which have specific standards for collegiate competition.

- 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.

- 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. Members may also pay fees at the Welcome Center.

- 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 Conduct specific for the club. When any club member(s) does not have the proper behavior 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 certain conditions are corrected.

- All aquatic-oriented clubs (sailing, rowing) require members to pass a swimming skills test, which is administered by a Department of Campus Recreation aquatics employee. Members must also view a film reviewing hypothermia training.

- 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.
SPORT CLUB STUDENT LEADERS

STUDENT 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 leaders. 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.

ROLES AND RESPONSIBILITIES OF STUDENT 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
- Designate members to attend Sport Club meetings
- Complete Student Leader’s Online Training and Online Policy Quiz
- Keep Campus Recreation 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
- 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.
- 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 and attend Sport Club Risk Managers Training
- Ensure club has First Aid Kit present at all practices, competitions, and travels
- Document injuries and incidents by completing an Accident/ Incident report
- 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
- Check out equipment for use during the year
- Issue equipment as necessary
- Maintain and repair equipment as necessary
- Submit damage and loss reports to the Campus Recreation Professional Staff
- Submit purchase request forms when new equipment is needed
- Collect equipment from members at the end of the club year
- Return equipment to the HRC for on campus storage during the summer

Recruitment & Social Media Manager
- Update website with roster, news, alumni, pictures, etc.
- Update Twitter, Facebook, Wildcat Link, and other sites
- Attend recruitment opportunities such as Fall Fest, Jukebox, and U-Day
- Assist President in advertising organizational meeting
- Alumni outreach
• Send club photos to Campus Recreation Professional Staff

REMAINING AN ACTIVE CLUB
Prior to participation each year:
• All club members must complete the Online Registration form and Code of Conduct
• Each club must have an active roster of at least 10 members
• Each club must have at least 2 student leaders complete the Student Leaders Policy Quiz
• Each club must have a Volunteer Coach
• At least 1 leader must attend MANDATORY Fall Student Leader Training
• 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
• Each club must have at least one Risk Manager and ensure a Risk Manager is present anytime a club practices or travels.

Throughout the year:
• Each club must submit an annual budget proposal and present to the Sport Club Staff
• Each club must submit an end of the year report
• Each club must abide with all travel policies, such as having all travel authorized and approved before traveling, and following all UNH policies during travel
• Each club must fundraise at least 50% of allocated budget
• At least 1 leader must attend MANDATORY all Student Leader Trainings
• Attend bi-weekly meetings with Campus Recreation Professional Staff

POINT SYSTEM
The UNH Sport Club program utilizes a point system that is designed to ensure clubs meet basic program requirements. The point system is also used to reward clubs and Student Leaders who are going above and beyond in areas such as fundraising and community service. Specific point system categories and points associated with each category has been outlined below.

Club Membership: 10 Points

Membership will be determined by dues paying members listed on the club’s roster and will be checked at the end of each semester. Point totals associated with each tier are:

• 15-30 participants = 2 point
• 31-45 participants= 4 points
• 46-60 participants =6 points
• 61-75 participants = 8 points
• 75 or more participants = 10 points
• Clubs with 10 or fewer members at the end of the year will lose 2 points in this category

Student Leader Workshop Attendance: 10 points
Point associated with Student Leader attendance at Sport Club workshops:
• 2 points per meeting if 2 student leaders attend
• 1 point per meeting if 1 student leader attends
• Clubs will lose 2 points / meeting if 0 student leaders attend

End of Year Online Report: 5 Points
End of the year report form will be provided at the Student Leader meeting in April and must be submitted by the last day of the Spring semester to receive 5 points

Risk Manager: 5 Points / Risk Manager
Maximum: 15 Points
Each club must have at least one Risk Manager (Refer to Risk Managers Section for requirements)
• Clubs will receive 5 points each for up to three certified Risk Managers

Defensive Drivers: Maximum 10 Points
In order to travel, clubs must have Certified Defensive Drivers who have successfully passed the MVR Check
• Clubs will receive 2 points each for up to five Certified Defensive Drivers

Fundraising Points: Maximum 10 Points
Clubs can earn bonus points by hosting successful fundraiser (dues payments not included):
• Fundraisers with a profit of $75-$199.99 will receive 2 points
• Fundraisers with a profit of $200-$499.99 will receive 4 points
• Fundraisers with a profit of $500-$999.99 will receive 6 points
• Fundraisers with a profit of $1000-$1499.99 will receive 8 points
• Fundraisers with a profit of over $1500 will receive 10 points

Community Service: 5 points / event
Maximum: 20 points
Sport Clubs can earn 2 points per community service project:
• Fall Food Drive
• Winter Clothing Drive
• Spring - Relay for Life
• Clubs may choose an outside community service project and earn additional points
• Service opportunities must be approved by Sport Club professional staff to receive point
• 50% of the club’s membership must participate to receive points
**Updated website and Wildcat Link: 10 points (5 points for each check)**

Websites will be checked for current content at the end of each semester.
- Clubs will receive 5 points per semester for an active and updated website

**Points System Rewards**

Points will be totaled up at the end of each semester and the top 5 clubs will be recognized on the UNH Campus Recreation Twitter account. The club with the most points at the end of each semester will also receive a $500 bonus that can be used at BSN.

**DISCIPLINARY ACTIONS AND INCIDENT RESPONSE**

The process outlined below should be followed when an incident occurs during or associated with any UNH Sport Club functions or activity. This could include anything from a member or spectator issues, field maintenance concerns, violation of the UNH Sport Club Policy Manual, and/or the UNH Student’s Rights, Rules and Responsibilities.

Students are 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 must meet with a member of the UNH Campus Recreation Professional Staff.

All incidents must be documented for the protection of the club, the participants or individuals involved as well as the University. The club’s Risk Manager must complete or ensure someone else from the club completes an incident report. Once completed, the form must be submitted to a UNH Campus Recreation Sport Club professional staff member.

**PROPOSING A NEW SPORT CLUB**

We are currently not accepting any new clubs but if you would like information on the process, see below.

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 Final Exams in 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 FOR VOLUNTEER 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 club 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 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.

An exemplary coach can bridge the gap from year to year without usurping the authority of the student leadership. Club coaches are encouraged to embrace the student development concept maintained by the Department of Campus Recreation. Any coach, who takes over the club to the extent that students are no longer the leaders, removes the opportunity for student development.

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.

Coaches must complete the following before coaching with the club:

- Complete background check through UNH HR
- Complete “Coaches Background Information” sheet
- Read and sign the Online UNH Volunteer Coaches Letter
- Complete online UNH Volunteer Coaches Training & Online Quiz

Members will evaluate coaches each year to review role with the club.

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 COACHES EXPECTATIONS

- Monitor Sport Club activities to ensure the safety of members and ensure that the activity is suitable for the age, experience, ability, and fitness level.
- 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.
- In compliance with Title IX and the Clery Act, all instances of suspected sexual violence or discriminatory harassment must be immediately reported by calling the Title IX Coordinator Donna Marie Sorrentino [dms@unh.edu or 603.862.2930]. If Ms. Sorrentino (or designee) is not immediately available or it is outside the business hours, 8:00am – 5:00pm a report can be made by accessing the Title IX Incident Report website [https://titleix-incident.unh.edu/]. All other suspected criminal behavior must be reported to University Police [603-862-1427 or 911]. Campus Recreation Professional staff must be advised of any such incidents.
- Respect members’ dignity; verbal or physical behaviors that constitute harassment or abuse are unacceptable.
- Treat everyone fairly within the context of sport club activity. Do not discriminate based on 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.
- Consistently display high personal standards and project a favorable image of UNH, the Club and the role of the coach.
  - 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 and discourage the use of 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
- Direct comments or criticism at the performance rather than the individual member.
- Allow members’ goals to take precedence over coach’s own.
- Treat opponents and officials with due respect, in both victory and defeat; and encourage members to act accordingly.
- Be aware of the academic pressures placed on students and conduct practices and games in a manner to allow and encourage academic success.
- At no time become intimately and/or sexually involved with club members. It is in violation of UNH Sport Club policy if a Volunteer Coach engages in amorous relations with a member, even when both parties appear to have consented to the relationship.
- In order to be reimbursed for food or a club specific purchase, all coaches must seek prior approval from the clubs point of contact. If granted, itemized receipts must be turned in within 7 days in order to be reimbursed. Whenever possible, P-Cards should be used instead of personal credit cards.
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 on the USNH Online Policy Manual - https://www.usnh.edu/policy/unh/v-personnel-policies/f-compensation

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

Student Leader(s) Role
- Request money during budget request process in spring of prior fiscal year.
- Current Student Leaders will approve intention to award honorarium to Campus Recreation professional staff prior to Spring Break (or at the conclusion of the Club’s season).
- The amount allocated by the club for honorariums may be communicated to Volunteer Coach but no promise or guarantees can be made that the amount will be awarded.
- 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 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 REQUESTS

FACILITY SCHEDULING PROTOCOL

- Sport Club Student Leaders MUST make requests for use of campus facilities with 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.

- Meeting room request should include:
  - Date(s) or meeting(s)
  - Start & finish times
  - Size of room needed (capacity, number of chairs, etc.)

- Facility request for practice or competition should be made as early as possible and include:
  - Date(s)
  - Times (allow for set-up & clean up)
  - Specific facility preferred
  - Type of event facility will use for (practice, competition, social, etc.)

- Typically, clubs are not charged a rental fee for use of facilities for club-related activities. However, fees will be charged during academic breaks or for additional staffing costs.

- 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.

- Any sport club wishing to affiliate with a conference, league, or association must secure prior approval from the Sport Club staff.

- If an event is to be canceled, the Campus Recreation Office must be notified within 24 hours in advance.

- Be advised that alterations in practice/competitive schedules may occur because of inclement weather, facility maintenance, university special events/demand or circumstances beyond our control.
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
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 club(s) to confirm  
2) Make arrangements for volunteers  
3) Purchase/secure supplies (scorer’s table, clock, whistles, game balls, trophies, etc.).  
4) Decide if concession sales are necessary/desired  
5) Submit paperwork for officials that are not currently in the UNH system.

Day of Event
1) Meet Sport Club Supervisors, visiting club(s) and officials

After the Event
1) Return referee/officials paperwork (sub w-9)  
2) Return cash bag / payments to drop safe in HRC  
3) Report results via on-line via club’s social media account

PLANNING FOR AWAY EVENTS/ COMPETITION TIMELINE
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 club  
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 Recreation (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 as soon as possible.

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 and receipts are itemized.
2) Submit results within 48 hours via club’s social media account and tag @unhcampusrec!

Helpful Planning Resources
When planning an event on campus, check out the website below to be informed of all resources available: [https://www.unh.edu/university-ceremonies-and-events/event-planning-resources](https://www.unh.edu/university-ceremonies-and-events/event-planning-resources)
TRAVEL POLICIES FOR SPORT CLUBS

PLANNING TRAVEL

- Clubs must use University approved 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. Drivers must meet requirements of Approved University Driver, which includes completing the Motor Vehicle Record Screening (NH Drivers must have form signed by Notary and uploaded) completing the online University approved Defensive Driving Course, and completing the driving practical course quiz. All Motor Vehicle Record discrepancies will be handled on a case-by-case basis.

- Exception may be made to using University vehicles for clubs that travel within a 100 mile radius. A copy of the driver’s auto insurance must be on file with Campus Recreation. The driver’s auto insurance will be primarily responsible for coverage if an accident occurs. In order to transport other students, the driver must meet the Approved University Driver requirements.

- Clubs must pick up travel binder from mailboxes before they travel. Clubs must fill out roster prior to traveling and check off which students are traveling and which vehicle each student is in. Take a picture of the roster and email the picture to clubs Point of Contact before leaving campus.

- 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.

- No more than 11 individuals may travel in a Campus Rec Vehicle and no more than 12 students may travel in the Enterprise Ford Transit Vans. All vehicles must have a GVWR (gross vehicle weight rating) less than 10,000 lbs.

- Clubs transporting equipment with a trailer that results in the truck & trailer combining for a gross weight rating greater than 10,000 lbs. will be subject to additional requirements to satisfy Federal Motor Carrier Safety Administration regulations. Contact a Sport Club Professional staff member to ensure drivers of these vehicles are compliant.
• Due to the limited number of vehicles in the Campus Recreation vehicle fleet and the demand for these vehicles, it is strongly recommended that clubs traveling with over 29 individuals (including coaches) use charter transportation for these trips. 29 individuals equals the use of two 11-passenger vans and a mini-van. Special requests will be reviewed on a case-by-case basis.

• Clubs must request department EZ Pass transponders when the club’s route requires travel on a toll road. In the event the club does not request a department EZ Pass transponder or one is not available, the club is responsible for paying all tolls and all penalties associated with consequent violations.

• Wright Express (WEX) cards are provided to UNH Sport Clubs for the sole purpose of purchasing business-related fuel for University or Rental vehicles. Personal charges are not allowed under any circumstance and will result in repayment by the user.

• All club members must travel to and from all away contests as a group in University owned or rented vehicles. An exception will be granted if the member completes the Online Sport Club Travel Release Form at least 24 hours prior to departure.

• The use of University owned or rented vehicles is restricted to University business only. Under no circumstances may a vehicle be used for personal or family business or for personal gain. In addition, no one other than official UNH club representatives may travel in University vehicles.

**TRAVEL EXPECTATIONS**

• Club Leaders must submit a copy of the final travel roster prior to departing campus, checking off all members traveling and clarifying which vehicle each member is in. The Club leader will then take a picture of the roster and email it to the UNH sport club gmail account (unhsportclubs@gmail.com) and/or a member of the sport club professional staff prior to leaving campus.

• The club is expected to uphold the image of the University and to act in a positive sporting like manner when visiting other colleges/universities.

• The coach or representative approved by the Assistant Director must travel with the club.

• At least one Risk Manager must travel with the club.
• 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.

• All Club travel will be suspended in the Durham/Seacoast area during University curtailed operations. Pay attention to forecasted weather and work with your Point of Contact on inclement weather plans.

• All violations received will be the responsibility of the driver to whom the vehicle has been assigned (including parking tickets and/or E-Z Pass violations).

• The following driver and passenger guidelines must be followed:
  o Use of seat belts for all passengers is required
  o Use of cell phones is prohibited while driving
  o Do not speed—drive conservatively
  o Fill front seats first
  o Nothing should ever be loaded on the roof with the exception of approved bikes racks/bicycles

**DRIVER QUALIFICATIONS**

Anyone for whom driving a USNH owned or rented vehicle is part of their job or role (including students renting vehicles for club travel) must fill out and submit a Motor Vehicle Record Verification Form before driving a USNH vehicle each year. Drivers must immediately self-report any changes in their driving record such as at fault accidents, revocations or moving violations to their Point of Contact. All drivers of USNH owned, leased or rented vehicles must be at least 18 years of age and have a valid driver’s license.

Students driving for USNH purposes in USNH vehicles must have completed a Defensive Driving course within the last three years prior to driving a vehicle unless they receive a higher level of training, such as commercial driver’s license program (CDL).

In the case of vehicles that are rented, all authorized drivers of rental vehicles MUST be listed on the rental agreement or provided in an attached list of authorized drivers stapled to the rental agreement. Anyone driving a rental vehicle must be designated as a driver on the rental agreement. When traveling for Regionals/Nationals, be aware that only those 21 and older may rent Enterprise Vans when out of state.
VEHICLE ISSUES
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.

AFTER TRAVEL
• Clubs are 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. Please leave vans in great condition for the next group or fines will occur.

• Within 48 hours of returning from the trip, use social media and tag @unhcampusrec to give updates of the event. Team pictures are highly encouraged!

• 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 itemized receipts, etc.

OVERNIGHT TRAVEL - these policies must be adhered to when a club travels overnight:

• Lodging arrangements will be made in advance with the Campus Recreation Professional Staff Contact.

• If the club members agree (via an official vote with majority approval), money from the Clubs 1DJ or 1GJ account can be used to cover such expenses as vehicle rental/gas, lodging, and entry fees.

• The clubs fundraising or gift accounts (1DJ or 1GJ) can be used to purchase food. These can only be done if funds were raised specifically for this purpose.

• Contact Sport Club Professional Staff regarding requests for checks. Check requests must be submitted at least two weeks in advance.
SPORT CLUB TRAVEL LIABILITY

- 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.

- Personal cars for unapproved drivers may only be used on an emergency basis with approval of the UNH Sport Club Staff. Unapproved drivers cannot drive other members.

- Only registered Sport Club members and Volunteer Coaches may travel in University vehicles.
RISK MANAGEMENT

REPORTING ACCIDENT AND INCIDENTS
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 or Incident Report.

- Accident Reports must be filed for all accidents requiring medical attention
- Keep in mind that the incident/injury report is an official document. Stick to the facts of the situation and avoid accusations.
- Try to accurately determine the time, date, and location where the incident/injury occurred.
- 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.
- Place Accident or Incident Reports in Campus Recreation Professional Staff contact’s mailbox within 24 hours of the accident or upon return to campus if the accident occurs during club travel. If 911 was called, contact Sport Club Professional Staff to update them on the situation.

TITLE IX & CLERY ACT
UNH is committed to creating and sustaining a safe, healthy and equitable campus community. In compliance with Title IX, New Hampshire state law, and the Clery Act, the university is also obligated to respond promptly to possible acts of discriminatory harassment or violence.

As a Volunteer Coach, Student Leader or Risk Manager, you must report any suspected act of violence or discriminatory harassment to the appropriate university authorities. Specifically, if an individual is in danger call 911 immediately. In compliance with Title IX and the Clery Act, all instances of suspected sexual violence or discriminatory harassment must be immediately reported by calling the Title IX Coordinator Donna Marie Sorrentino [dms@unh.edu or 603.862.2930]. If Ms. Sorrentino (or designee) is not immediately available or it is outside the business hours, 8:00am – 5:00pm a report can be made by accessing the Title IX Incident Report website [https://titleix-incident.unh.edu/]. All other suspected criminal behavior must be reported to University Police [603-862-1427 or 911]. Campus Recreation Professional staff must be advised of any such incidents.

HAZING
Hazing is illegal in New Hampshire and is defined by the University of New Hampshire as an act directed toward a student, or any coercion or intimidation of a student to act or to participate in an act, for the purpose of initiation or admission into, affiliation with, or as a condition for continued membership in, a group or organization, when (1) such act is likely or would be
perceived by a reasonable person as likely to cause physical or psychological injury to any person; or (2) which destroys or removes public or private property.

In addition to University of New Hampshire policy, NH RSA 631:7 makes it a crime for an individual or an organization to participate in “student hazing” or to fail to report incidents of student hazing. Hazing laws vary by state and individuals may be held criminally or civilly liable per local laws.

Any Sport Club found responsible for hazing within the jurisdiction of the UNH Sport Club program is subject to sanctions imposed by UNH and the office of Community Standards.

If you were unsure, as to whether or not an activity would be considered inappropriate or if you believe you have witnessed or been a victim of hazing you can contact any of the following offices for assistance:

Campus Recreation: 603.862.2031
Dean of Students: 603.862.2053
To anonymously report inappropriate behavior and/or allegations of hazing, please contact the Hazing Hotline at 603.862.3686

Hazing is a complicated and constantly evolving area of concern for Sport Club organizations. There is a variety of great resources available from websites like HazingPrevention.org such as information on:

- What Hazing Looks Like
- Hazing and Its Consequences
- Hazing and Bullying
- Hidden Harm Caused By Hazing

**RISK MANAGER RESPONSIBILITIES**
The Risk Manager must be present during all club practices and events. The Sport Club 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 attend the annual UNH Sport Club Risk Managers training workshop. The student must be ready to take the lead on the following duties:

- 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 Recreation website.
• The Risk Manager must be certified in CPR/First Aid and be present at all club practices, travels, and competitions. Copies of the current certifications for each club must be submitted to 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.

• 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 [HRC Room 125].

• 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 911 to be called, contact Sport Club Professional Staff to update them on the situation.

• The Risk Manager is expected to monitor weather conditions, inspect fields and/or facilities prior to every practice, game or special event. Unsafe conditions must be addressed and reported to Sport Club Professional Staff.

AED LOCATIONS
Each club should note where the nearest AED location could be found. Below are the nearest AED’s on-campus.

Hamel Recreation Center: East Side:
• Main Floor, behind Welcome Center entrance
• Main Floor, back left corner of 1st Floor Fitness Area
• Main Floor, back left corner near seating area
• Second Floor, near fireplace
• Second Floor, near 2nd Floor Fitness

Hamel Recreation Center: West Side
• Main floor, across from administrative offices and above water fountain
• Downstairs floor, between sport club equipment / laundry and water fountain

Whittemore Center:
• Zamboni/Loading dock area, outside of the Ops. Office
• Main lobby entrance, on the wall next to concessions
• Back wall right corner, above the Zamboni/Loading dock area

Outside Fields: Check with Sport Club Supervisor or Athletic Trainer
**MEDICAL COVERAGE**

Sport Club program provides Athletic Trainers or EMTs at home events for all sport clubs deemed high risk (Rugby, Lacrosse, Ice Hockey, and Wrestling). Moderate and low risk sport clubs can request ATs for events. Club presidents can do this by contacting Sport Club 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.)
   b. When in doubt, call 911
   c. If injured party needs to be seen at the Health Services or Wentworth Douglass Hospital but it does not 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 does not require an ambulance, initiate non-emergency action plan.
   d. Complete an Accident Report for all injuries and submit to Campus Recreation within 24 hours.

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

Aaron Croce
Work - (603) 862-2038
Cell – (617) 230-1267

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

Campus Police
Work - (603)-862-1427
FINANCIAL ACCOUNTS

- 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.
- UNH Allocated Accounts are funded from the Mandatory Student Fee for the Department of Campus Recreation. Allocated funding is determined based on the clubs proposed budgets and compliance with the sport club program.
- Allocated Accounts are distributed into distinct budget lines (travel, program supplies, professional services, registration fees etc.).
  - Supplies and equipment purchased from this account must stay with the club such as uniforms.
  - Funds may only be used to make purchases in that category. For example, money from travel cannot be used to buy equipment.
  - 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.
- 1DJ and 1GJ accounts are funded through club donations, dues, and fundraising activities. These funds roll over from year to year and remain with the club.
- The following chart indicates the types of expenses that are permitted in each account:

<table>
<thead>
<tr>
<th>Type of Purchase</th>
<th>Account that can be charged</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Allocated $ (LAIREC)</td>
</tr>
<tr>
<td>Registration Fees</td>
<td>X</td>
</tr>
<tr>
<td>Team Equipment (stays with the club)</td>
<td>X</td>
</tr>
<tr>
<td>Gasoline (rental &amp; fleet vehicles only)</td>
<td>X</td>
</tr>
<tr>
<td>General supplies</td>
<td>X</td>
</tr>
<tr>
<td>Lodging</td>
<td>X</td>
</tr>
<tr>
<td>Membership dues/fees</td>
<td>X</td>
</tr>
<tr>
<td>Transportation &amp; Vehicle rentals</td>
<td>X</td>
</tr>
<tr>
<td>Individual apparel (apparel that does not stay with team)</td>
<td>X</td>
</tr>
<tr>
<td>Food</td>
<td>X</td>
</tr>
<tr>
<td>Professional Services (referee payments or anything that includes labor)</td>
<td>Must be Pre-approved and be paid via University Check</td>
</tr>
<tr>
<td>Awards, Gifts, Prizes</td>
<td>Must be granted an exception to purchase</td>
</tr>
<tr>
<td>Flowers</td>
<td></td>
</tr>
<tr>
<td>Weapons or Ammunition</td>
<td></td>
</tr>
<tr>
<td>Gift Cards</td>
<td></td>
</tr>
<tr>
<td>Tickets (parking or event)</td>
<td></td>
</tr>
<tr>
<td>Alcohol</td>
<td></td>
</tr>
</tbody>
</table>
• The Campus Recreation will maintain accounting systems for all club expenditures including club fundraising and gift accounts. However, it is HIGHLY suggested that clubs keep track of the income and expenses as well using the online budget tracking form.

BUDGET INFORMATION AND REQUESTS
• 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.

• All clubs will receive equitable consideration in the allocation of funds with emphasis on the number of participants, the previous activity, the club’s actual need, and the club’s compliance with the Point System. The Sport Club Professional Staff upon approval/revision of the overall Student Recreation Fee will determine final appropriations.

• All expenditures of funds, including club fundraising and Gift Accounts, must first be approved by Campus Recreation. No reimbursement will be made if approval was not granted prior to purchase!

• 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.

• Check requests must be made at least 2 weeks in advance.

• If the University has not done business with a particular vendor, a W-9, Request for Taxpayer Identification Number and Certification form must be obtained by the business to establish a vendor code.

• Any equipment/supplies purchased by a sport club from a UNH account is property of UNH. Clubs can sell or donate their used equipment through UNH Surplus. Please work with clubs Point of Contact.

• 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 approved licensed vendors.
DUES AND FUNDRAISING

- 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.

- Each club’s student leader determines membership dues.

- 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.

- Prior to initiation, the Sport Club professional staff, whom can offer knowledgeable assistance and advice, must approve all fundraising ideas.

- 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.

- Clubs have online donation functionality through the UNH Advancement website. Crowdfunding Services Such as Kickstarter & Pledge Music Student Organizations are NOT permitted.

- Since the University is audited regularly, record keeping for fund raising projects must be precise! (Receipts written for revenue, registration forms completed, etc.)

- Abandoned Funds: Clubs that have lost recognition, and have funds remaining in the organization’s account, will have three years to re-recognize and claim these funds. If the organization does not re-recognize within three calendar years any remaining funds will be put into a special account and used to fund student development & leadership activities. Any remaining allocated funds will be used at the discretion of the Director or Campus Recreation.