

BELLARMINE UNIVERSITY CLUB SPORTS

CLUB SPORTS HANDBOOK 2011-2012

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CONTACT INFORMATION

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ASSUMPTION OF RESPONSIBILITY

BU Intramural and Club Sports program participation is voluntary and individuals use facilities at their own risk. Participation in any physical activity involves inherent risk and even when safety precautions are utilized, injuries and accidents can occur. The Department of Sport, Recreation, and Fitness (SuRF) would like to encourage each individual to consult their physician and obtain adequate personal health/accident insurance prior to participation in our programs.

Club Sports Council

Five club officers will be elected during an early officers meeting to serve as the Sport Clubs Council, which will advise the program on policy and protocol and oversee funds for loan and grant to the clubs.

Eligibility

All undergraduate and graduate students wishing to participate on a Club Sports team must meet the following requirements:

1. Be a full time student, enrolled in no less than 12 semester undergraduate hours for undergraduate students and no less than 9 semester graduate hours as a graduate student.
2. Have and maintain a 2.0 GPA or higher as defined by Bellarmine University. If you transfer from another institution, your GPA does not combine and Bellarmine does not take the average.
3. Each undergraduate student must be in compliance with satisfactory progression. Satisfactory progression is defined as:
 - a. Prior to the second season of participation – 24 hours minimum.
 - b. Prior to the third season of participation – 48 hours minimum.
 - c. Prior to the fourth season of participation – 72 hours minimum.
 - d. Graduate students must complete 18 hours per academic year to remain in compliance with this rule.

What is a Club Sport?

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Registered student organizations (RSO's), whose goals and purpose focus on participation in competitive, recreational or instructional sport activities, may be considered for status as an active club sport. This status is determined by the Director of Club Sports after meeting with the potential club to discuss goals, needs, and organization. All clubs are different; some clubs focus on a high level of competitive success, others offer more casual experiences. A club can be whatever its members want it to be if they are willing to put forth the effort.

A few important notes:

- Student organizations must have 10 active members and must submit updated materials to the Director of Club Sports and the Student Activities Office each year to remain active.
- ***All current BU students, faculty and staff are eligible for club sports membership***, regardless of experience or ability.
- Clubs are accountable for their actions, and the actions of their members, on or off campus.

Statement of Goals

The clubs, staff and members of the Club Sports program aspire to:

1. Develop Students
 - a. Provide students with leadership experience
 - b. Foster team-work and interpersonal skill
 - c. Enrich self-esteem through meeting challenges and accomplishing goals
 - d. Encourage growth by providing for new experiences and knowledge
 - e. Provide the stability associated with being part of a group
2. Promote a Particular Sport
 - a. Provide conducive environment for increasing awareness about a sport in the campus and local communities
 - b. Welcome and teach new members regardless of experience or ability
3. Represent Bellarmine University Through Competition
 - a. Demonstrate the skill, talent, and sportsmanship of BU students
 - b. Exemplify and contribute to BU school spirit
4. Have Fun
 - a. Provide students with an opportunity to make life-long friends
 - b. Provide opportunity for directed travel outside of the region
 - c. Provide a way for students to push themselves physically and stay competitive beyond intramural or informal sports

Creating a New Club

In order to best prepare a club for prolonged success, the program requires that potential clubs complete the following steps:

1. Club must be student-initiated
2. Pick up a New RSO Approval Packet from the Director of Student Activities
3. Document interest via an interest meeting or interest sign-up sheet
4. Meet with the Director of Club Sports to discuss goals, organization, activity of the proposed club, and budget
5. Schedule an organizational meeting to assist in assessing interest and establishing goals, etc.
6. Submit a written proposal to the Director of Club Sports requesting the formation of a club and include the following items: Goals and objectives, list of interested students including names, phone numbers, emails, and student identification numbers
7. Register an eligible advisor (can be the Director of Club Sports)
8. Submit a constitution and by-laws and New Student Organization Registration form to the Director of Club Sports and SGA.
9. Begin activity and submit a club roster with a minimum of ten active students and include a completed release form for each participant
10. After one active probationary semester, clubs whose organization and activity have been satisfactory will be granted status as an active sport club
11. Remember that status as an active club may be revoked if a club fails to meet the requirements in this handbook

Requirements for Active Status

An active club sport must have been active (practices, meetings, competitions, etc.) for one probationary semester, and must meet the following requirements:

- At least 10 official members
- Current constitution and update form on file with the Sport Clubs and Student Activities Offices
- Accurate club roster and release forms for all members on file
- Regular activity (at least two activities per month during active “season”)
- Focus on competitive, recreational or instructional activity
- Must be student-led and have a current advisor
- Must be up to date on all required paperwork or requests

Mail, Email, and Web Page

Students can maintain a web site for the Club Sport and also have the sport listed on the SuRF website.

Clubs also may receive mail at the SuRF Center. All correspondence should be addressed:

Name of Sport Club
Bellarmine University – 107 SuRF Center
Attn: Chuck Vogt
2001 Newburg Road
Louisville, KY 40205

Membership

Membership in and participation with a sport club must be free from discrimination based on race, religion, ethnic group, sexual orientation, or national origin. Each club's constitution must include a statement to this effect. Membership must also be unrelated to experience or ability, i.e. – no tryouts. Inclusion on an "A" team is not a club member's right, however, and tryouts may be used to create rosters for the different teams within the club at large. Each club must work out a fair and equitable method for accommodating all its members' needs for participation in practice and competition. Membership may consist of:

1. **Students** – Must be currently enrolled and have paid the appropriate program and service fees.
2. **Faculty/Staff** – Faculty/Staff members are considered associate members and may not vote during club meetings.

At no time may individuals without either of the above university affiliations participate in club activities unless it is an approved event, such as a seminar or tournament. Club members will be required to present a current BU ID at any club function.

Organization

As a program, we work to help clubs sustain leadership and avoid organizational instability. Here are some tips:

- Create an administrative component to your club's regular activity to discuss the work of the officers, make announcements, and plan for future events.
- Use club members' strengths. If a club member is really good at designing things, make them your "marketing chair," for example.
- Emphasize leadership and management skill over athletic (or social) skill when electing officers.
- Club members may need to be reminded that they will pass the club on to a future generation of students, and that they should work to provide for not only a great year, but for prolonged success.

Officers

The administration of the club is up to you.

Some officer responsibilities follow. This list is generic and many club officers will have additional responsibilities. We encourage all club members to learn about the responsibilities of officers in their club.

All officers should:

- Ensure that the club has the organization and officers it needs
- Maintain a current roster, including the completion of release forms, the payment of dues, etc.
- Ensure that all paperwork is being completed appropriately

- Communicate policy changes, announcements, etc. from the Club Sports program
- Communicate the needs of the club to the program
- Ensure Risk Management policies are created, reviewed, and upheld
- Plan appropriately for travel or events
- Prepare and develop future club officers

Advisors

Advisors are volunteers selected by the club to assist in the work of the club “on and off the field”. Advisors must either be full time faculty or an Administrative Officer of Bellarmine University. The advisor’s level of involvement is up to the club and the advisor. The Director of Club Sports is eligible to serve as a club advisor, and will be happy to discuss this option with you.

Coaches

Club Sports coaches are selected by the club to help improve its performance and the skill of its members. Coaches are volunteers, and have no official affiliation with the university. They receive no compensation, benefits, or liability coverage from the university. A few notes about coaches, their role and their responsibilities:

- While not affiliated with the university, coaches may be held accountable for their actions, and may be relieved of their duties by the Director of Club Sports at any time.
- Coaches should assist the club officers with competitive issues such as practice, scheduling, etc., and support the club officers in issues of club business.
- Coaches should promote good sportsmanship “on and off of the field”.

Club Sport Responsibilities

Returning Clubs Checklist

All sport clubs must keep their registration current with the Director of Club Sports and the Student Activities Center. It is suggested that clubs hold an “administrative meeting” for its first practice, or at least designate a portion of its first practice as such.

- A reviewed, revised and adopted copy of the club’s constitution (with notes regarding any changes and how they were approved)
- Volunteer Information form for each advisor and coach affiliated with the club
- Event schedule for the semester
- A specified date and time during which the club will meet as a whole with the Director of Club Sports
- Submit release forms and insurance card copies from club members
- Begin Collecting Dues

Constitution

All clubs must maintain and continually revise an organization constitution. The constitution should describe the goals of the organization and the process through

which it achieves those goals. Changes to the constitution can be effective on several levels, in that they give officers the support they need to improve the club, and they outline the expectations of club members. The workings of the club should all be in the constitution, and if it is in the constitution, it must be followed.

Roster and Release Forms

Clubs must maintain current membership rosters. We suggest assigning an officer to this task, and creating a spreadsheet that allows you to easily access and manage the roster. Keep track of who has paid dues and who has submitted a release form.

To be considered an official club member, a student/faculty/staff member must have submitted their dues and release form. Potential members should complete a release form prior to practicing with the club. Clubs may allow a “trial period” before paying dues, but **the release form must be completed prior to participating in any club activity**. Failure to do so can result in the club being suspended or activity being suspended for a period of time determined by the Director of Intramural and Club Sports.

Physicals

All club members must obtain a physical from a doctor. These forms must be turned in to the Director of Club Sports prior to that individual practicing. Failure to do so can result in suspension from the club as well as the club being suspended from travel, practice, etc.

Risk Management

Sport club involvement can, and has, resulted in injury and even death for some participants, not to mention the financial side effects of a serious injury, automobile accident, etc. Most incidents occur without fault of the club or the persons involved. However, there are steps that we can take to make ourselves as safe as possible. **Accordingly, the club sports program requires each club to have a risk management plan written into their constitution.** Required aspects of the plan follow (CPR/First Aid, Release Forms, Injury Reports) but each club should work with their advisors and with program staff to tailor their plan to best fit their needs. We suggest that clubs assign Risk Management duties either to a position or divide them up between officers. Finally, use common sense. For instance, if signs indicate that fence gates should remain closed at all times, make sure you keep them closed; you could prevent a serious injury. Be on the lookout for potentially hazardous situations and take precautions to keep yourself and your club members safe.

Also, clubs are provided with “In Case of Emergency” cards that include mobile phone numbers for the Director of Club Sports. Club officers should ensure that this information is always with the club in order to inform us of an emergency or incident. **Call the Director of Intramural and Club Sports until someone is reached.**

Injury Reports

Each club will be provided with blank injury reports. In the case of any injury, no matter the severity, the club must document the incident by completing and submitting the Injury Report in a timely fashion. Injury reports should be submitted to the office on the first business day after the injury. When the injury form is not available, describe the incident, the injury, the people involved, location, care given, etc. in an email to the Director of Intramural and Club Sports (cvogt@bellarmine.edu) and follow up with a completed form within 24 hours. Injuries will occur, and for some clubs they will occur often. However, failure to follow protocol in the case of any injury could leave the club and the university open to legal scrutiny, and such failure will be taken very seriously.

Medical Insurance

As the Release Form notes, ***participation in club activity is not insured by the university***. In the event of an injury, the club member will be personally responsible for the expenses associated with their care. We strongly encourage all club members acquire personal medical insurance coverage.

High Risk Activities

In order for clubs to participate in High Risk Activities, the club must have a Risk Management Protocol for that activity. Contact sports, such as Rugby and Lacrosse, mountain climbing, white water rafting, water/snow skiing and wakeboarding are all considered High Risk activities. It is the responsibility of the club to develop a plan to ensure that participants are as safe as possible. This plan may include a protocol for certifying trip leaders for climbing trips, hosting boat driver instruction from USA Water Ski, or simply requiring that a First Responder is present at all competitions.

Inventory Management

Clubs are responsible for maintaining and managing their equipment in a way that will provide for the club for future seasons and will reflect their responsible stewardship of student funds. **All equipment purchased with allocated/university funds must be retained by the Club Sports program for the life of the item.** All equipment is considered university property.

Schedules and Facility Reservations

It is very important that the department has **accurate** schedules for each club. Please work to provide us with a schedule that will not change throughout the year. Should changes occur, please update the Director of Club Sports immediately. SuRF facility space may only be reserved through the Director of Club Sports.

Officers Meetings

Dates will be announced in advance. Officers meetings are divided into two parts; business and workshop. The first part of the meeting will feature announcements, reminders, etc. The second part, the workshop, will focus specifically on an area of club administration that will help officers improve their clubs. These meetings are mandatory.

Conduct

A major part of ensuring the positive impact of the program on our participants is to respond to negative incidents quickly, fairly, and through a context of learning. It is important that we hold clubs accountable for their actions, just as the university holds its individual students accountable.

Discipline Process

An alleged violation of SuRF or University policy by a Club or its members will result in a meeting with the Director of Intramural and Club Sports. The Director may investigate the alleged incident by speaking with witnesses or participants, and will meet with the club officers to discuss the situation. At this time the club will have the opportunity to have its case heard by the Director.

The Sport Clubs Council will hear appeals and rule to uphold, overturn, or lessen the initial sanction. The appeal will consist of written arguments from the club and the Director, an opportunity to speak to the council for each party, and questions from the council. There will be no cross-examination by the club or the Director, but the council may ask follow-up questions. The order of the appeal is as follows:

- I. Presentation from the Director
- II. Presentation from the club
- III. Questions from the council
- IV. Deliberations (closed)
- V. Announcement of the decision

Possible Sanctions include General Probation, Travel Probation, Fiscal Probation, Active Status Suspension, Recommendation for Withdrawal of Registration, or other sanctions.

Alcohol and Substance Policy

University regulations prohibit student organizations from serving or permitting the consumption, possession, or display of any alcoholic beverage or containers at any time, or by anyone on University premises. Sport clubs are responsible for refusing admission to their activities of persons under the influence or in possession of alcoholic beverages. Clubs are at all times responsible for guests, spectators, and participants at their events, and will be held accountable for the actions of these persons as if the infraction had been committed by the club itself. If needed, the club must provide gate attendants to assist in preventing alcohol from entering the facility. If the activity cannot be controlled, the staff will call campus police and clear the facility.

Social activities, on or off campus, which are referred to by promotional materials or personal communication as club events are the responsibility of the club and may result in Sport Clubs sanctions.

Hazing

Participation of students in hazing activities is prohibited. "Hazing" is defined as an intentional or reckless act, on or off University property, by one student, acting alone or

with others, which is directed against any other student, which endangers the mental or physical health or safety of that student and includes treatment of a violent, abusive, shameful, insulting, or humiliating nature. Such action is prohibited when connected with the initiation into or affiliation with an organization and does not include participation in customary athletic events or similar competition.

Normal Club Activity

Financial Activity

Please see the section titled Financial Affairs.

Facility Usage

Clubs are provided use of SuRF Facilities during normal operating hours at no cost. Outside of normal operating hours, clubs will be charged for any facilities staff required to operate the facility.

During holidays and breaks, all home club activity is suspended. Exceptions may be made for special events or circumstances. Contact the Director for more information. Also, clubs may not reserve facility space before the first officers meeting or after the last day of classes without special conditions.

- All facility requests should be submitted to the program director.
- The Director of Intramural and Club Sports will be on duty during all scheduled competitions.
- **Alcohol is prohibited at Sport Clubs activities!** See the “Alcohol Policy” section of this handbook for more information.
- Any field maintenance or lining of the field requests should be made by contacting the Club Sports program at least one (1) week in advance.
- After scheduled events, it is the responsibility of the club to provide general clean-up that is needed as a result of the function.
- Once space has been allocated, the club assumes responsibility for what takes place in the facility throughout the course of the reservation.
- Clubs are expected to assist in the enforcement of University and departmental policies.
- Damages incurred during a club event may be charged to the club.
- If a club decides not to use a facility, the Club Sports office should be notified immediately.

Visiting Clubs or Guests

Remember that when you host other clubs, either in a match or tournament setting, those clubs are your guests and you are responsible for their behavior. If a visiting club or individual damages the facility, your club is responsible for the repairs. Also, any conduct issues (such as the possession of alcohol at a club event) that arise reflect on the host club no matter the offender. If a visiting club or even a spectator is behaving inappropriately, the club must manage the situation or be held accountable for it.

All visiting clubs are required to complete the **Visiting Club Release Form** before participating. For open tournaments, all participants are required to complete a Non-Student Release Form. Clubs are responsible for ensuring that this form is completed and signed by each visitor, and that the form is submitted to the program within two business days of the event.

Visiting clubs are allowed the use of the SuRF Center locker room facilities, provided providing the host club has made the request at least three business days in advance.

Other notes:

- Chairs, food, gum and pets are not allowed on the BU Turf Field
- Alcohol is prohibited at all club activities
- Note rules posted in each facility and make sure both club members and spectators are following them.

Event Cancellation

The Sport Clubs program reserves the right to cancel any home competition in the event that one or more of the following requirements are not met at least three days prior to the event:

- Club has funds to cover the costs of the event
- Proper University contracts regarding the use of third-party facilities or services have been approved and returned to the Club Sport office, when appropriate
- General Liability Insurance has been acquired when necessary
- All participating members have submitted waivers and insurance cards
- An Athletic Trainer, Emergency Medical Technician or other appropriate medical supervisor has been arranged, when appropriate

Any SuRF staff member may cancel a sport club activity at any time due to unsafe conditions, failure to comply with SuRF and University policies, likely damage to the facility, or any other circumstance that justifies the decision.

Practices and Meetings

BU Student IDs may be requested at any club activity, and are required when using SuRF or University facilities. Facility access and event participation may be denied anyone without a valid ID, including meetings in SuRF and University classrooms. ***Club practices and meetings may begin the day after the first officers meeting and must end on the last day of class each semester.***

When using SuRF facilities, remember that you are sharing them with countless other campus organizations, students, and staff members. Always make sure that the area is clean and neat after your club is finished, and report any damages or maintenance concerns to the office immediately. The use of SuRF facilities is a privilege afforded to active sport clubs. Please respect the space and the work that goes into maintaining it.

Rain Policy

Field clubs that use SuRF or University contracted facilities may not practice in conditions which will result in excessive damage to the field. General rule of thumb: if water stands around your shoes, it is too wet to play. A Club Sports staff member may cancel or delay use of a facility at his or her discretion. Contact the program for alternative practice facilities or options.

Travel

As a general rule of thumb: Any and all purchases/travel plans must be reviewed and approved by the Director of Club Sports before purchasing anything or traveling any where. Failure to do so could result in the club member not being reimbursed!!!

Only Club Sport members and registered non-members are permitted to participate in club travel. Fans, parents and other non-members must provide their own travel and lodging if they wish to attend away matches or events.

Please note that all SuRF and University policies apply at all times during official club activities. "Official activity" takes place from the time you leave campus to the time that you return. Conduct issues are most likely to arise when traveling, so make sure you and your peers are acting as positive representatives of your club, SuRF, and the university at all times.

Club sports may not travel during severe weather conditions. This includes but is not limited to tornado warnings, ice storms, and flash flooding. Please check with the Director of Intramural and Club Sports before departing if severe weather is imminent. This includes traveling to the competition site and traveling from the competition site.

When traveling to club sport games and tournaments, no one driver may drive for longer than 4 hours. Please contact the Director of Intramural and Club Sports if this is an issue, to arrange travel with a charter bus, or discuss other options.

Student states that, for and in consideration of acceptance in the program, Student and his/her heirs, successors, assigns, and personal representatives, agree to indemnify, hold harmless, release and forever discharge Bellarmine University, its Trustees, employees, agents, and cooperating institutions and their offices and agents from any and all claims and expenses, including reasonable attorney's fees, for any injury, loss, or damage to personal property, including catastrophic injury or death, related to the program abroad or suffered by Student. This including those related to travel to and from the program site.

Students will typically drive their own vehicles to and from game sites, practices, and/or tournament/contests. Each student will be operating under their own insurance provider and will not be covered by the university.

Requesting Official Travel

Authorized travel has been entered into the university's payroll system, and makes available those university funds set aside for travel reimbursement (your allocated account). All club travel must be requested according to the following procedure.

Before traveling, a club must (a) have status as an active club, (b) may not be on travel probation, (c) have the appropriate paperwork filled out for a purchase order (if staying at a hotel), and (d) must have submitted "Travel Roster" forms for the person requesting the trip. Think of the "Travel Roster" form as a "Who is Going" form. Only club members and paid coaches may be entered in the system.

Once the previous requirements are met, clubs must:

1. Meet with club/officers to plan for the trip. Decide upon the method of transportation, how expenses will be paid, and on the trip schedule
2. Complete a "Travel Request Form".
 - a. Be sure to fill it out completely, including the itinerary on the back of the form and the attached trip roster.
 - b. The trip roster must be unique to each trip, submission of the same roster for each trip is not appropriate.
3. Submit the form and attached trip roster to the Club Sports program by turning in a paper copy to Clun Sports staff. Requests must be submitted two weeks prior to the date of departure. Example, if a trip takes place on Friday, September 7th, the form must be submitted by Friday, August 24th.
4. Remember that all university and SuRF policies apply during all club activity.

Travel Reimbursement

There are two types of travel reimbursement: from your Student Organization Account (SOA), and from your allocated account. To request reimbursement from your SOA account:

1. Stop by the office, provide the staff member on duty with the receipts and the name of the recipient for the reimbursement;
2. Indicate whether you would like to pick the check up from our office or have it mailed;
3. In about 4-5 business days, your check will either be mailed or on file at the Sport Clubs office.
4. If the hotel, charter service, or other expense will accept a purchase order one needs to be filled out 14 days in advance.

To request reimbursement from your allocated account, the expense must meet the following criteria:

- Must have receipt of purchase
- Purchase must have been during the dates specified on the request
- Food may not be reimbursed
- ***Allocated funds may not be used for camps or other training activities***

If the expense meets the preceding criteria, the club will follow these steps for reimbursement:

1. A club member (an officer is recommended) will bring the receipts, along with the names of the members being reimbursed for each, to the Club Sports office.
2. ALL REIMBURSEMENT REQUESTS MUST BE SUBMITTED NO LATER THAN TWO BUSINESS DAYS AFTER THE TRIP.
3. Assist the Club Sports Director in filling out the reimbursement request form correctly.
4. The students being reimbursed will need to come to the office to sign the reimbursement form on the Friday of that week. The reimbursement may be signed after Friday, but doing so will delay the reimbursement.
5. The amount of the reimbursement will be mailed to the address that is in the system or you can pick up the check in the Club Sports Director's office when it is ready (so make sure it is the member's local address).

Transportation

When traveling, clubs may choose their own method of transportation, and this section discusses the most popular options.

Many clubs elect to use personal vehicles for their transportation. This method of transportation is the least safe, in that the number of drivers required increases the odds of an accident. Also, safety checks are not required of personal vehicles, further increasing the risk. ***Finally, in the event of an accident, the driver is personally liable for the medical and property expenses associated.*** Drivers of personal vehicles for club trips must have completed the Personal Driver Policy agreement on the back of the membership Release Form before the trip will be approved.

A second option is the use of a charter bus. This is the safest of the options, and provides the club with the most convenience. Clubs may contract the bus themselves if using Student Organization Account funds, but must go through the program when using allocated funds. This is the most expensive option, but it is the preferred option.

Recruitment

There are two factors to successful recruitment practices: awareness and environment. Recruitment hinges on the fact that students are aware of the club, of interest meetings, of practice times, etc. The prevailing source of awareness among club members seems to be word of mouth. However, if clubs only rely on word of mouth to make the student body aware of the club, the club will normally attract students similar to those already in the club. With effective promotion, clubs can tap in to student groups and demographics that are currently unaware of sport clubs, and can thus diversify and increase membership dramatically.

After a student is aware of the club, and becomes interested in getting involved, it is not enough to tell them when and where to go and let them fend for themselves. Many clubs lose a significant number of potential members after one or two practices, or even

after the interest meeting. Clubs should always work to be outgoing and welcoming, particularly to new or potential members. Here are some suggestions for how to do so:

- Hold a club discussion about maintaining a welcoming and outgoing climate at club activities.
- Assign a particular officer to work with new members.
- Follow up with potential members. Talk to them after practice to make sure they are beginning to feel a part of the group.
- Hold social events early in the semester to help facilitate interaction and build a sense of community.
- If a new member misses a practice, contact them to show that you noticed, and that you hope that they can remain active in the club.
- Be wary of cliques! Make sure to spread the officers/seniors around (i.e. – have them work with new members, divide them evenly in scrimmages, etc.).

Interest Meetings

Interest meetings are hosted by each club at the start of each semester. Make sure you know what you plan to do at the meeting, who will run the meeting, and that several club members are there to meet the potential members.

Marketing / Promotion / Advertising

The Club Sports Director will be happy to help clubs develop flyers and marketing materials. Just contact the Club Sports Director to see if time is available.

Promotions protocol follows:

- All flyers/ads should be submitted to the program director prior to distribution. This approval helps clubs avoid a negative image, and makes sure that we are putting out correct information.
- Promotions in SuRF facilities will be posted by SuRF Staff, so submit those materials to the program and we'll do the rest. Anything else posted around the University must be submitted to the Student Activities Office.
- Do not post flyers on the ground, telephone poles, bus stops, or other prohibited areas.
- All materials should indicate the organization as a club as opposed to a varsity sport. Any sport that has a similar sport needs to be very specific.
- Make sure to indicate that all skill levels are welcome.

Marketing does not only apply to advertising, however. It also consists of “branding” your club; creating images and logos that the club uses for equipment as well as promotional materials. A logo, or brand, aside from assisting with advertising and marketing efforts, helps build a sense of team and gives the club an outward identity. There are some restrictions to what clubs can do with BU logos, so work with the program staff to make sure you are not in violation of any copyright or licensing rules.

Fundraising

All fundraising efforts should be approved by the Program Director. Sponsorship materials must be approved by the Program Director prior to distribution. The Club

Sports Director is constantly working to connect clubs with fundraising opportunities, speak with the Director for more information. The sale of any items on campus must be approved by the Student Activities Office office. Please fill out and turn in all appropriate paperwork two weeks before starting your fundraising activity. All fundraisers must be approved by the Office of Student Activities at least two weeks prior to proposed fundraiser (see pg.5 of RSO Handbook).

Financial Affairs

As a general rule of thumb: Any and all purchases/travel plans must be reviewed and approved by the Director of Club Sports before purchasing anything or traveling any where. Failure to do so could result in the club member not being reimbursed!!!

Club Accounts

Club Sports are eligible for one account. It is given a number of 15-XXXX. Clubs are not permitted to use accounts outside of the University for accountability and liability purposes.

Student Organization Account

All registered student organizations, and all clubs, are provided with a “15 account” administered by the Student Activities Office. All dues and fundraising monies are deposited into this account. Clubs may disburse money from this account for equipment, travel, and most other club-related expenses. This account may not, of course, pay for alcohol.

To disburse funds from this account:

1. Bring the receipt (for reimbursements) or invoice (for league dues, entry fees, equipment, etc.) to the Club Sports office.
2. The club member will fill out the request, and the request will be sent to the Student Activities Office.
3. Disbursements may either be mailed or picked up at the Club Sports Office after the check is cut.
4. Please allow for at least 7 business days for the disbursement process.

Funds in this account are cleared out if they are not used by the end of the Spring semester. Funds are allocated by the SGA Finance Committee each semester.

We suggest that clubs develop their own set of policies for the use of this account. For instance, will all club activities be eligible for reimbursement, or only those in which the majority of the club participates? Must disbursement requests come from an officer? Such policies will help you protect your funds.

Allocated Funds Account

Only a select few Clubs will be allocated funds from the university. This will be in the form of 10-XXXX.

Allocated funds may not be used for travel to camps or other training activities.

Purchase of Equipment – Allocated

All equipment purchased must be done so through the Intramural and Club Sports Director. It is expected that the Club will have done all necessary research and bring final prices to the Club Sports Director.

Payment of Affiliation Dues and Entry Fees

A club may use its allocated account to pay for league or association dues, as well as tournament entry fees. An invoice indicating the amount due, where to send the check, and the date should be submitted to the program staff at least two weeks prior to the due date. Some associations may accept a purchase order. This is the preferred method of payment.

The Allocation Process

Each semester the Student Government Association distributes funds to clubs and organizations.

In order to receive allocated funds a club must be an active club not on fiscal probation. Second, they must submit an allocation request. Third, club officers must meet with the Program Director to discuss the upcoming semester. Deadlines will be set for this process, and failure to meet the requirements may result in denial of allocated funds.

Allocation Requests

The Allocation Request document consists of three parts. First, clubs must briefly describe their club, reflect on the past year, and outline goals and challenges for the upcoming year. Second, the request will summarize how the club spent its money for the previous (current) year. The final part will serve as a budget for the coming year, in which the club will outline its planned expenses. Should the club's request indicate that it requires less money than it earns in points, the club will be asked to submit an addendum to the request describing how the extra funds will be used.

Gifts and Donations

Contributions deposited into the club's Student Organization Account do not qualify as giving to Bellarmine University. Most clubs do not have a tax ID number, and we do not indicate that a contribution has been to a non-profit organization. We can, however, send a letter to the donor thanking them for their contribution to the club, so please provide the office with the donor's address when you make the deposit. IF this happens it will be deposited into a 20-XXXX account that is overseen by development and the Business Office.

Some clubs have also created development accounts, which are BU accounts. For more information, please contact the Director of Club Sports.

Any information not thoroughly explained here can be found in the Registered Student Organization (RSO) Handbook (available in the SAC). If you have

questions please do not hesitate to ask. The Club Sports Office would rather you get it right the first time than make a mistake that could jeopardize the club's status.

¹ Club members are defined as students, faculty or staff who have (1) paid their dues, and (2) submitted their release form.

² This category includes any dues required by national or regional leagues or associations that clubs must participate in to be active in their sport. This category will require documentation, and only applies to expenses that are processed through one of the two club accounts.

³ The attendance of only one club member or officer will result in -1 point.

⁴ A service project is defined by the participation of at least 50% of the number of official club members. A project must be approved by the Program Director prior to completion, and a report documenting the project must be submitted within one week of completion.

⁵ Does not include income from member dues.

⁶ "National travel" is defined as travel outside of the following states: Tennessee, Kentucky, Indiana, North Carolina, South Carolina, Alabama, Georgia, Florida, Mississippi, West Virginia, Virginia.

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