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THE UNIVERSITY OF PENNSYLVANIA
DEPARTMENT OF RECREATION

HANDBOOK SPORT CLUB REPRESENTATIVES

2009 - 2010

Sport Club Administration: 215-898-6100

Director:	Amy Wagner wagneram@pobox.upenn.edu
Assoc. Dir. of Structured Sport:	Ryan Buries (1 st Contact) ryanb2@pobox.upenn.edu
Assist. Dir. of Structured Sport:	Michael Reno (2 nd Contact) mreno@pobox.upenn.edu
Financial Coordinator	Kadie Grisolia grisolia@upenn.edu

Sport Club Executive Officers

President:	Justine Wilson, wilsom@wharton.upenn.edu
Vice President:	Billy Green, greenws@seas.upenn.edu
Treasurer:	Christian Hoogerheyde, choogerheyde@gmail.com
Secretary:	Robert Li, jliro@nursing.upenn.edu

For the 2009-2010 Academic year, the sport clubs have been divided for management and reporting by the Sport Club Administration. The clubs are separated by administrators below:

Ryan Buries: Associate Director, Structured Sport

- Men's and Women's Ice Hockey
- Curling
- Equestrian
- Golf
- Co-ed Tennis
- Roller Hockey
- Sailing
- Skiing
- Squash
- Swimming
- Women's Basketball
- Climbing
- Raas

Michael Reno: Assistant Director, Structured Sport

- Men's and Women's Water Polo
- Men's and Women's Lacrosse
- Men's and Women's Rugby
- Men's and Women's Soccer
- Men's and Women's Ultimate Frisbee
- Men's and Women's Volleyball
- Cycling
- Synchronized Swimming
- Aikido
- Badminton
- Baseball
- Cricket
- Field Hockey
- Figure Skating
- Gymnastics
- Ping Pong
- Running
- Tae Kwon Do

By signing this form, I am stating that I have read the Sport Club Handbook and agree to adhere to all the policies and procedure set forth by the Department of Recreation. Failure to meet these standards will result in disciplinary action and loss of Sport Club privileges including recognition as a Sport Club.

Name:

Club:

Year:

Signature: _____

IMPORTANT DATES

Fall Semester, 2009

<u>Date</u>	<u>Time</u>	<u>Place</u>	<u>Object</u>
Saturday, Sept 5 th	10pm-12am	DPHFC	Freshman Orientation Exec Board represents SCC
Tuesday, Sept 8 th	6pm	TBD	SCC General Council Meeting
Thursday, Sept 10 th	5-8pm	DPHFC	Sport Club Expo
Sept 2 nd & 8 th	7-8pm	DPHFC	Club Coaches Meeting
Friday, Sept 11 th	12pm 5pm	TBD	SCC Leadership Training all officers must attend one session
Wednesday, Sept 16 th	as assigned	TBD	Budget Meetings
Thursday, Sept 17 th	as assigned	TBD	Budget Meetings
Mon-Fri, Sept 21 st -25 th	as assigned	DPHFC	Individual Club Meetings
Sept. 25 or Prior to First Competition		DPHFC	Rosters & Waivers due
Friday, Sept 25 th	by 5pm	DPHFC	Dues
Tuesday, Oct 6 th	6pm	TBD	SCC General Council Meeting
Wednesday, Oct 14 th	as assigned	TBD	Budget Meetings
Thursday, Oct 15 th	as assigned	TBD	Budget Meetings
Tuesday, Nov 3 rd	6pm	TBD	SCC General Council Meeting
Wednesday, Nov 18 th	as assigned	TBD	Budget Meetings
Thursday, Nov 19 th	as assigned	TBD	Budget Meetings
Tuesday, Dec 1st	6pm	TBD	SCC General Council Meeting
Wednesday, Dec 9 th	as assigned	TBD	Budget Meetings
Thursday, Dec 10 th	as assigned	TBD	Budget Meetings

This calendar is not all inclusive. Additional dates and deadlines will be communicated as needed.

Attendance at all meetings is mandatory. Failure to attend meetings will result in monetary penalties and/or probationary sanctions imposed upon your club.

INTRODUCTION

The University of Pennsylvania Sport Club Council (SCC) consists of all sport clubs sponsored by the Department of Recreation. SCC complements the University's intercollegiate athletic programs, intramural activities, informal instruction, and instructional class offerings. The Sport Club Program is administered by staff members of the Department of Recreation who offer professional guidance and administration to the clubs in SCC. Each club is formed, developed, governed and administered by the student membership of that particular club working with the sport club administration. **The key to the success of this program and each club is student leadership, interest, involvement and participation.** Sport clubs are governed by both the rules and regulations governing all recognized student organizations on the UP campus and those established by the Division of Recreation and Intercollegiate Athletics.

This handbook is designed to serve as a supplement to the Handbook for Registered Student Organization which is distributed by the Office of Student Life located in the Houston Hall. **The student officers of each sport club are expected to become familiar with both handbooks.** This handbook has been prepared to assist clubs in the administration of their programs. Situations involving any sport club business or activity that are not covered in either of these handbooks should be referred to and discussed with the Department of Recreation Administrative Staff.

PURPOSE OF UPSCC

The University of Pennsylvania Sport Club Council promotes student participation and competitions in a variety of physical athletic activities, gives students opportunities to engage in the sport of their choice at various skill levels, contributes to the development of student leadership, and provides a bond between the individual clubs. While the Department of Recreation attempts to assist in the development and growth of SCC, the emphasis of the program is on student leadership, involvement and accountability. The existence of each sport club and the success of SCC are dependent upon student interest and involvement.

DEFINITION OF A SPORT CLUB

A sport club is defined as a recognized student organization, which exists to promote and develop interest in a particular sport or physical activity. A club may be instructional, recreational or competitive, or may be involved in any combination of these elements. Sport clubs are strictly voluntary. Involvement in a sport club enhances the student's college experience and adds value to the student's overall education.

Sport Clubs: Provide athletic opportunities through administration by the Department of Recreation as a student organization. Activity group dynamics may be comprised of both men and women or single gender. There are three (3) levels of Sport Clubs:

- (1) Recreational - Schedules practice time for program instruction. Activity by group is for fun and relaxation. Limited opportunities for sport competitions. (races, matches, etc.).
- (2) Instructional - Schedules practice time and program instruction as student interest warrants. Tournament opportunities could be available, though not necessarily required. Skill level can range from beginner to advanced.
- (3) Competitive - Schedules contests with other sport clubs or sub-varsity programs with other institutions, secures coach(es), establishes a regular practice schedule, and strongly encouraged to develop on-going fundraising activities through outside sources. Enhanced level of skill development, fundraising, and administration. Elite competitive clubs can, with administration approval, develop alumni boards for further alumni outreach and support.

Sport Club Council Constitution

I. Preamble

The Sport Club Council is herein established by the Division of Recreation and Intercollegiate Athletics and the current member organizations to oversee the activities of all the Sport Clubs associated with the University of Pennsylvania, for the purpose of providing members of the University community with a sound, organized, non-varsity, athletic competition, instruction, and/or recreation which will benefit all the participants.

II. Membership

- A. All clubs offering instructional, recreational, and/or competitive athletic opportunities to the University are eligible to be members of the Sport Club Council. All member clubs shall allow any member of the University community to participate in club activities. Each club must maintain 80% undergraduate membership.
- B. Any sport club wishing to use University of Pennsylvania facilities or funding needs to become a Sport Club Council member and use the Administrator of Sport Clubs as their University Liaison. A club attending its first meeting of the Sport Club Council shall submit a statement of purpose membership estimates, and a proposed budget to the Director of Sport Clubs and the general membership. The council body will vote on membership, with the new club gaining recognition if approved by a two-thirds majority. The club must then go to the Student Activities Council body for recognition and funding, with the full support of the Sport Club Council and other member clubs.

III. SCC Officers

- A. **President:** The President of the Sport Club Council shall be the liaison between the administration of sport clubs and the Sport Club Council. He/She shall also help preside over the Sport Club Council meetings.
- B. **1st – 2nd Vice Presidents:** The Vice President of the Sport Club Council shall act as a coordinator of all the Sport Clubs, notifying them of Student Activities Council meetings, Student Activities Council budget deadlines, and he/she will have the responsibility of knowing the Student Activities Council guidelines and helping each individual club meet requirements and maintain recognition. The Vice President will also have the responsibility of representing the Sport Club Council at Student Activities Council meetings. The Vice President will monitor sport club websites and coordinate updated information with sport clubs and website developer.
- C. **Treasurer:** The Treasurer of the Sport Club Council shall help maintain Sport Club Council budgets in coordination with the Sport Club administration. The Treasurer shall be the liaison for all club treasurers relative to budgetary issues. The Treasurer will be responsible for sport clubs turning in budget requests for the next academic year and submitting them to SAC.
- D. **Secretary:** The Secretary shall take the minutes of the meetings of the Sport Club Council. In addition, he/she will be in charge of maintaining an email list serve of all the representatives to help maintain contact and distribute to the member clubs any information that may be useful in the running of their clubs. Publicity and scheduling with the appropriate University agencies is also a responsibility.
- E. Only designated representatives of member clubs are eligible to be council officers.
- F. Officers may be elected by closed ballot at the beginning of the Sport Club Council meeting in February and shall assume that office immediately upon election by a majority of those council members present and voting.
- G. These officers will form the Executive Committee of the Sport Club Council and serve as a general leadership of the SCC.

IV. Representatives

The Council urges that each club be represented by the treasurer and/or president at each Sport Club Council meeting.

As the club's Student Activities Council representatives, they must be listed as a contact person and able to make informed decisions on behalf of the club.

There must be one and only one primary representative and one alternate representative. Both representatives must be familiar with administrative procedures of the Sport Club Council and the Student Activities Council.

V. Sport Club Administrators

- A. University Administrators must be consulted on all decisions with regard to finances, policy, operation, and functions of the Sport Club Council.
- B. University Administrators shall be ex-officio members of the Council and all of its committees.
- C. University Administrators shall serve as faculty advisor for all of the clubs of the Sport Club Council and shall maintain control over the University funds allocated to each club. The Administrators shall be an official liaison with the Student Activities Council Administrator.

VI. Meetings

- A. SCC Meetings shall be held in the beginning of each month. Clubs are asked to consult the Sport Club Council Handbook for specific meeting dates.
- B. New representatives to the Sport Club Council, as elected by the membership of their club, shall take their seats in February of spring semester.
- C. Each representative must attend all of the Sport Club Council meetings as per their guidelines in order to maintain recognition and funding through the university and in order to maintain Sport Club Council recognition.
- D. Meetings shall be presided over by the President of the Sport Club Council, or in his/her absence, the 1st Vice President.
- E. Any club that misses a Council meeting, Budget meeting or any deadline outlined in this handbook or in a SCC meeting shall be notified by one of the SCC Officers and will be disciplined according to the policy outlined in page 14.
- F. There shall be a Leadership Training workshop in order to go over details of how to fill out budgets, go over deadlines, and help any club fill out all of the paperwork necessary to ensure financing from the Sport Club Administrators as the Sport Club Council presents its budgets to the Student Activities Council.

VII. Probation

- A. Probation shall constitute an immediate freezing of club funds held in escrow by the University Administrators, suspension of voting privileges within the Sport Club Council, loss of privilege to use University facilities, and notification of the Student Activities Council of your probation.
- B. A club may be placed on probation by a majority vote of the body after either infraction of the constitution, or by recommendation of the SCC Executive Committee and the University Administration.
- C. The club being placed on probation will be notified in writing and by email by the President of the Sport Club Council.
- D. Clubs may be removed from probation through the Sport Club Council appeals process.

VIII. Funding

- A. Clubs will obtain their funds from membership dues, Department of Recreation allocations, Student Activities Council appropriations, alumni donations, and any fund raising activities which will be identified with that club and Sport Club Council.
- B. Graduate students, faculty, and staff are required to pay a larger membership fee than undergraduates since funding for Sport Clubs comes from undergraduate fees. The increased amount is to be determined at the discretion of each individual club sport and approved by the Sport Club Administration.
- C. Clubs shall obtain funding on their own through the Sport Club Council which will submit budgets to the Student Activities Council each spring semester. This requires that each club be in good standing with the Sport Club Council. Each club must fill out their own budget materials and submit them to the Sport Club Council. Failure to submit budget materials by the appropriate deadline may result in no funding for that semester/year.
- D. All Funds allocated by the Sport Club Council shall be spent according to the allocation and Student Activities Council guidelines. The Sport Club Council Administrators may redistribute funds in a club's allocation upon receiving written request from the club. Any funds raised by the club (dues, raffles, etc.) may be spent by the club as it deems fit. No Sport Club Council member may maintain an outside account in the club's name.

IX. Facilities and Equipment

- A. The Division of Recreation and Intercollegiate Athletics will determine the priority system with regard to use of its recreational facilities.
- B. Recognized Sport Clubs will be granted use of DRIA facilities and equipment as deemed necessary by the Sport Club Council Administrators or their designees.

X. Council's Responsibility

The Sport Club Council and the Department of Recreation exhorts each clubs' participants to obtain satisfactory clearance from the physician of their choice annually. They assume no financial or legal responsibility for any injuries received as a result of participation in a club activity of any kind (i.e., practice, exhibition or competition). Each club member is therefore urged to protect himself adequately with reliable health/accident/hospitalization coverage. **Participation in Sport Club Activity is voluntary.**

XI. Yearly Requirements

All clubs will be required to file an annual report with the Sport Club Council Administration in April. This will include a roster of club members, a list of officers, a review of what the club has achieved in the past year, inventory lists, and a review of the club's goals for the coming year.

XII. Amendments

Any amendment to this constitution requires a two-thirds vote of all council members present and voting at a council meeting.

Procedures for Starting a Club

* Effective May, 2009, the Recreation Department has put a freeze on accepting new clubs for the 2009-2010 academic year.

Any **undergraduate** of the University community is welcome to begin a new organization. A new club may receive recognition from the Sports Club Council, described in the process below:

If a club with a similar purpose is already recognized by the Student Activities Council (SAC), you should get in touch with the contact person; oftentimes, it is easier for you to work within the pre-existing organization.

If your proposed organization is a new one or a revival of one that is defunct, you should:

- Hold an organizational meeting to recruit members and gauge interest in your organization. The Executive Council will not interview any group for recognition until it has had an organizational meeting. You can reserve a room with Ryan Buries at the Department of Recreation. You may want to place a "Campus Events" ad in The Daily Pennsylvanian to advertise the meeting. You will not be reimbursed for any expenses personally incurred by you or your organization (this is known as retroactive funding and is never approved by the Executive Council). Printed materials may be posted in Recreational facilities pending the authorization of the Department of Recreation.
- Sign up for an interview with the Executive Council. Prepare an organizational constitution, a list of members (including name, phone number, Penn ID number, and address of prospective members), and complete a "Student Organization Recognition Questionnaire" available from the Department of Recreation. These materials should be submitted one week prior to your interview to the Executive Council mailbox in Pottruck. The Executive Council will make a recommendation to SAC and SCC general body concerning the recognition of your organization. Following your interview, you will be contacted by a member of the Executive Council to advise you of your recommendation.
- Attend the SCC meeting at which the vote to officially become a club is to be taken. A representative of your organization will be asked to give the SCC general body a brief description of the purpose of your organization and a tentative schedule for the upcoming year. The Executive Council will make its recommendation to the general body and the SCC will then vote. The decision by the SCC is final.

If you have had your Executive Council interview and the SCC has voted to recognize your organization, you are eligible to submit a budget for the following academic year.

CLUB RESPONSIBILITIES AND REQUIREMENTS

Student Officers

Each club must elect, appoint or designate student officers. An officer directory must be filed with the Department of Recreation each semester. The following duties are the responsibility of club officers:

- (1) Coordinate all club activities (schedules, inventories, fundraising) with the Sport Club Administration.
- (2) Register the club with the Student Life Office and the Department of Recreation each semester.
- (3) Attend and participate in all SCC monthly and required meetings.
- (4) Attend all SCC officers' meetings or send another officer in your place.
- (5) Serve as the liaison between the club and the Sport Club Administration.
- (6) Inform club members of policies, procedures, expectations, emergency procedures, and other regulations.
- (7) Monitor all club events, assuring that all policies and procedures are followed.
- (8) Report any injury or incident, which occurs at club practices or competitions to the Sport Club Office within twenty-four hours, and complete the Rec. Sport/ accident/ incident Report Form. Report major accidents/injuries immediately to the Director.
- (9) Develop orientation for all new officers.
- (10) Obtain an Acknowledgment of Participation Statement/Release Form from each club member and submit to the Sport Club Administration. Members of clubs, which use weapons, will also be required to complete a Transportation and Use of Weapons Agreement.
- (11) Develop and maintain an accurate membership roster at the beginning of each semester and update it throughout the semester.
- (12) Maintain complete inventory records and update the club's inventory when requested by the Sport Club Administration.
- (13) Submit all required financial and administrative forms complete and on time. (Treasurer Only)
- (14) Assure that all club financial obligations are met and that a club does not exceed its annual budgeted spending. (Treasurer)
- (15) Arrange facility reservations for club functions (practice, competitions, meetings, etc.) with the Sport Club Administration.
- (16) Check, on a weekly basis, the club's mailbox located in the Pottruck Recreation Office.
- (17) Submit a current copy of the club's constitution to the Sport Club Administration and update the constitution for approval by the membership.
- (18) No club will be allowed to operate in a budget deficit at any time. Your assigned administrator must approve any proposed expenses. Requests that will put a team into deficit will not be forwarded to Accounts Payable.

The above responsibilities should be considered as guidelines and not as a complete listing of a representative's duties. Relationship between the club and the Department of Recreation is the responsibility of the student officers.

New Officer Checklist/Orientation

The below is a list of responsibilities and duties that the Officers of a sport club must accomplish. As a guideline they do not include additional responsibilities as outlined by the University Administration or SAC.

- **Sport Club Council Meetings** – new officers should take note of the meeting dates listed on the semester calendar. Normally, the SCC general body meeting is the 1st or 2nd Tuesday of each month. The primary representatives should be the President, with one alternate representative allowed in case of extreme circumstances.
 - **Missing Meetings** – Any club that misses a meeting or prescribed deadline shall be notified by one of the SCC Officers and Administration per discipline policy on page 14.
- **Loss of Recognition** – This means that a club is no longer in existence. They lose all rights to use Penn facilities and lose all funding. They may not compete as a Penn club. In order to regain recognition the club must make a presentation to the Executive Council. If the Executive Council gives a positive recommendation, the body may vote on it. A majority vote reinstates the club. When reinstated, their budget is automatically decreased by 25% and the club is on probation for one year. Probation is defined on page 8.
- **SAC bylaws** – the SCC is a member of SAC and is subject to the SAC constitution and all of SAC's bylaws.
- **To be submitted to the Recreation Office or SCC:**
 - **Practice Times:** Must be submitted the semester before the season in which the team wishes to practice
 - **Schedules:** A schedule (possibly tentative) of competitions must be submitted at least a month prior to the first event.
 - **Officer Information:** Officers must keep current officer contact information with the Department of Recreation. This includes summer information.
 - **Rosters and Waivers:** Every season rosters of the club members and liability waivers must be submitted to the Recreation Department. This must be done before competition begins.
 - **Dues:** In addition to the per person minimum, every club must contribute at least 33% of their allocated SAC funding (see matrix on page 36). This must be raised through member dues. This money must be submitted to the Recreation office before competition or serious events begin.
 - **Budgets:** Every club must submit a budget for the following school year in February. Failure to submit a budget will mean that a club will not have funding for the following year.
 - **Travel Itineraries:** Before a club travels, an itinerary of planned travels must be submitted to the Department of Recreation. Failure to do so will mean that travel expenses will not be reimbursed.
- **Purchasing Equipment** – All equipment purchases must be approved and made through the Department of Recreation. Purchases made by other means will not be reimbursed. Travel expenses will be reimbursed pending submission of an itinerary and submission of receipts.
- **Rights and Privileges** – All Sports Clubs are full-fledged University Clubs. As such they have the rights to all the privileges of any other

group. These include but are not limited to: reserving space in the High Rise Lounges, Houston Hall, the Wharton buildings, putting banners on Locust Walk, renting vehicles through the University and a Dolphin UNIX account for the club.

- **Contracts** – Before signing any sort of contract, a club should consult with the Department of Recreation and its Legal Counsel.
- **Registering with Sport Club Administrators** – All Clubs, regardless of what season they are in, must register with the SCC Administrators in the first two weeks of school. Failure to do so will mean suspension of privileges and possible loss of recognition. Contact over the summer is encouraged.

Failure to comply with the above will result in possible freezing of funds, suspension of privileges, or loss of recognition.

Discipline Policy

Club officers are required to attend monthly SCC Meetings, Leadership Training, budget meetings, Alcohol Awareness Training, and other assigned meetings. Additionally, there are several deadlines that clubs must meet when turning in forms and other required information. Attendance at all scheduled meetings is mandatory, and deadlines are not negotiable. Failure to be represented at meetings and/or missed deadlines will result in disciplinary action being taken against your club.

1 missed meeting/deadline will result in a fine being levied against your club's budget.

2 missed meetings/deadlines will result in another fine, freezing of your club's budget, and a probationary period of one academic year.

3 missed meetings/deadlines will result in loss of status as a SCC recognized club.

Your club's conduct before, during and after competitions can also result in probation, or loss of status as deemed appropriate by the Executive Council, SCC, or Department of Recreation administrators. Before, during, and after includes any travel time to and from a competition and any off time between contests on multi-day out of town competitions.

Sport Club Protocols- Emergency (Accident/Injury/Incident)

- 1.** All Sport Club Competition schedules must be approved and filed with the SCC Administrators at the beginning of each academic semester. The Sport Club program does not function during the summer session.
- 2.** All Sport Clubs are required to complete and file Travel Request Forms with the SCC Administrators for all off campus competitions. All Travel Requests must be approved by the SCC Administrators. Travel Requests are to include location, date and time of competition, method of transportation, lodging information, site contact, travel list of club members competing, and identification of drivers of personal cars.
- 3.** All Sport Clubs are required to contact the appropriate SCC Administrators when accident, personal/team injury, or incident that occurs during any scheduled practice/competition or travel to/from a scheduled practice/competition. The same policy is in effect for a visiting team to a scheduled home competition.
- 4.** All Sport Clubs are to provide the SCC Administration all pertinent and necessary information relative to each accident, personal/team injury, or incident at the time of occurrence on appropriate departmental forms upon return to campus.
- 5.** SCC Administrators will contact the Director of Intercollegiate Athletics, the Vice President of University Life, and the Office of Risk Management on all accident, personal /injury, or incident situations.
- 6.** University Relations will contact parents and communicate with external media should the situation be deemed necessary.

Risk Management

To provide a safe and positive recreational experience for all participants it is necessary to prevent accidents and injuries before they happen. **It is strongly recommended that every Sport Club develop, implement and practice the following safety policies.**

- (1) Sport Club officers, club members, volunteer coaches and instructors should emphasize safety during all club related activities as per university and club association guidelines.
- (2) Have at least two members certified in First Aid and CPR available at club practices, games, etc. First Aid and CPR classes are offered by the Department of Recreation (call 898-6100). Certified trainers are suggested for all home/away competitions.
- (3) Review the club's emergency procedures with the Department of Recreation. Copies of these procedures are available in the Membership Services office at Pottruck.
- (4) Develop and practice safety guidelines relevant to your sport as established by your certifying agency. Know safe procedures for Blood Borne Pathogen issues.
- (5) Encourage all members of your organization to carry personal health insurance. Become familiar with accident and liability insurance available through the national association governing your sport and the University. Participation in sport club activity is strictly voluntary. Medical Insurance is the responsibility of club participants.
- (6) Inspect fields and facilities prior to every practice session, game, or special event. Report unsafe conditions to the Department of Recreation immediately. If at an off-campus site, report the condition to the proper managing authority. Do not use facilities if they are unsafe.
- (7) Accident Reports: Sport clubs are required to submit an accident report for injuries, which occur to club members during on-campus or off-campus practice or competition. These reports must be submitted to the Sport Club Office within 24 hours after each occurrence. Accident forms are available in the Sport Club Office at Pottruck or the recreation website.
Reports are also required for injuries, which occur to visiting club members during on-campus or off-campus home competitions.
- (8) Encourage all members of your sport club to have a physical examination or appropriate activity testing prior to participation in club activities.

ALL PARTICIPATION IN SPORT CLUB ACTIVITIES IS STRICTLY VOLUNTARY. PARTICIPANTS ARE RESPONSIBLE FOR THEIR OWN MEDICAL INSURANCE. THE UNIVERSITY OF PENNSYLVANIA AND THE DEPARTMENT OF RECREATION ARE NOT RESPONSIBLE FOR ANY INJURY OR PROPERTY LOSS INCURRED BY PARTICIPANTS WHILE INVOLVED IN ANY SPORT CLUB ACTIVITY.

CLUB STATUS IN SCC

Upon recognition by the SCC, a sport club will have a one year probationary period. During the probationary period, a club must demonstrate its ability to recruit and maintain an active membership. Upon completion of the probationary period, and review by the Executive Council, the club will become a full voting member of the SCC.

Since no club is guaranteed automatic renewal of its affiliation with the Department of Recreation, the status of every club will be reviewed at the end of each spring semester. To retain membership in SCC the following requirements must have been met:

- (1) All appropriate forms were filed as directed at the specified time during the year (acknowledgments, local competition/performance form, inventory form, coach's application, waivers, rosters, directions, fund-raising proposal form, membership roster, travel requests, facility requests, budget request, semester reports, etc.).
- (2) Student interest in the club was demonstrated by a membership of 12 active members.
- (3) The club was represented at all SCC meetings.
- (4) An accurate inventory of equipment was maintained and kept on file in the Sport Club Office.
- (5) All club equipment was adequately maintained, issued, accounted for, and stored.
- (6) Department of Recreation, SAC and SCC guidelines, as outlined in this handbook and in the Handbook for Registered Student Organizations, were followed.
- (7) The club's purpose and activity continued to be consistent with the SAC, SCC and Department of Recreation's purpose and philosophy.
- (8) Suitable facilities continue to be available for the club to meet and practice.
- (9) The Sport Club Administration continues to have the necessary resources to supervise the club and its activities.

ELIGIBILITY

Club Membership Eligibility

- (1) All University of Pennsylvania students must be given the opportunity each semester to try out for or join a sport club. Only undergraduate student members of a club may hold an office in the club and vote on club matters.
- (2) Members of the faculty/staff may apply for associate club membership in some clubs, but are obligated to pay the Department of Recreation non-student fee* as a prerequisite to club membership. Faculty or staff club associate members may not hold an office within the club, nor may they vote on club matters.
- (3) Spouses of students or faculty/staff members **are not eligible** for club membership.
- (4) Each member (including associate members) of a sport club must complete an acknowledgment of participation statement/release form, have it on file at the Sport Club Office and be listed on the club's membership roster before he/she is recognized as an official member of the sport club. Members of a club which uses weapons will also be required to complete a Transportation and Use of Weapons Agreement and have it on file as well.
- (5) Athletic Scholarships are not awarded for sport club participation.
- (6) A limited number of non-undergraduates may join a club (20% of the total club membership) and pay an associate member's fee.

*Call 215-746-7127 for information regarding this fee.

Certification of Eligibility for Competition

- (1) All sport club teams must abide by Conference, Regional, State or National Association competition rules, regulations and guidelines.
- (2) Club teams desiring to enter a competition may be required to obtain a certificate of eligibility from the SCC University Administrators before entries are accepted. Either of the procedures listed below may accomplish this requirement (allow at least three weeks for the certification process to be complete).
 - (a) Individual club members may request certification in person at the SCC Office.
 - (b) A memorandum requesting certification must be obtained from the SCC Office. An information sheet must accompany this memorandum including: an alphabetical list (typed or printed) of club members; each member's social security number and each member's signature.

Participation of Graduates or Faculty/Staff in competitions is determined by sport specific league rules.

Coaches

Securing a Coach

If a club wishes the services of a coach, the members must secure a volunteer who meets the requirements stipulated by SCC. After the student representative submits an "Application for Coach-SCC" form, an orientation meeting with a member of the Sport Club University Administrator and the prospective coach will be scheduled. The application should be submitted before the orientation meeting is scheduled and prior to the time when the individual serves in a coaching capacity.

The Coach's Role and Responsibilities

- (1) The coach must be aware of and follow all University, Divisional and Departmental procedures relative to the Sport Club Council.
- (2) The coach should restrict his/her contributions to coaching and allow the students to handle management of the club. A sport club is first and foremost a student organization and, as such, the student representative (not the coach) must serve as the liaison between the club and the Sport Club Administration. The philosophy and key to the success of the Sport Club Program has been the continued emphasis placed on student leadership, involvement and participation.
- (3) Coaches must help ensure good sportsmanship at all times.
- (4) Club business matters (hosting tournaments, submitting forms, equipment requests) must be handled by the student members with the coach serving in an advisory capacity. Club activities and events should be a team effort and not left solely to the coach or student representative.
- (5) Participation in the Sport Club Program is completely voluntary; therefore monetary rewards or scholarships shall not be promised or given to any player or prospective player by the coach.
- (6) Coaches should refrain from making appointments with the Director of Recreation, Men's and Women's Athletic Directors or any other person to discuss club business. Sport club administration is the responsibility of the Department of Recreation.
- (7) The Sport Club Administration has the right and obligation to protect the club, and if, in the staff's opinion, the coach is not working in the best interests of the club, the coach will be relieved of his/her coaching duties.
- (8) Coaches must be recommended by a club and must renew their application to coach each academic year. Continuation of coaching duties is not guaranteed.
- (9) It is recommended that all coaches purchase personal and professional medical and liability insurance.
- (10) At the discretion of the club, coaches may receive a stipend not more than \$500 that is payable at the end of each academic year. This stipend is the responsibility of the club and comes from the club's budget
- (11) Each Club sport is responsible for having their coach fill out a C-12 and a W-9. In order to pay your coach the stipend, the Request for Payment and additional pay forms must also be submitted
- (12) It is mandatory for the coach(s) to attend the Coach's meeting at the beginning of September to review all policies and procedures set by the Department of Recreation

PAYMENT OF OFFICIALS

All payments to officials must be processed through University Accounts Payable Office via Department of Recreation. Students are not permitted to pay officials directly. Completed forms are to be submitted at the earliest occasion. Forms can be found at: <http://www.upenn.edu/recreation/sports/clubs.html>. Checks will take 3-4 weeks to process.

All officials must fill out:

- W-9

Teams must submit to Department of Recreation:

- W-9
- Request for Payment (C-368)
- An invoice
- Additional Pay form (if official is a university employee)

SUPPORT GROUPS (Sponsorships)

A sport club may initiate a proposal for the establishment of a support group as an auxiliary part of the club. This proposal must be submitted to the Sport Club Administration.

- A. The proposal must:
 - 1. State the support group's purpose and functions.
 - 2. State how the group will operate.
 - 3. State the activities that the group will be involved in.
 - 4. State the privileges that the support group members will receive.
 - 5. State the expectations the sport club has regarding the support group members.
- B. If the proposal is approved, the sport club agrees to follow all policies and procedures in implementing, administering and monitoring the support group. These policies include the following:
 - 1. All publicity materials such as newsletters, membership letters, solicitation letters, membership cards, decals, script or material for media must be approved by the Sport Club Administration before release.
 - 2. A membership list of the support group will be kept up to date and on file in the Sport Club Office.
 - 3. Funds obtained from the support group will be deposited directly into the club's donation account. Checks should be made out to "Penn Recreation" with a designation to the particular sport club included on the checks.
 - 4. The Sport Club Administration will approve any expenditure and will administer and monitor the sport club accounts.
 - 5. All support group events must have the prior approval of the SC Administration.
 - 6. All activities must adhere to the rules and regulations of registered student organizations.
 - 7. The student representative and assistant representative will be responsible for the support group activities. They will assure that all rules are adhered to and the SC Administration is presented with all the information necessary to make decisions regarding the sport club and the support group activities.

SCC EXECUTIVE BOARD

The SSC Executive Board is a student advisory group, which assists the Sport Club Administration in administering the SCC program.

Duties

1. To make recommendations on student organizations which have completed the application process for SCC membership.
2. To serve as an appeal board and rule on club appeals regarding recommendations made by the Sport Club Administration.
3. To coordinate Sport Club Council-Student Activities Expo.
4. To make recommendations regarding revisions for the SCC Handbook for the following year.
5. To make recommendations, offer advice and assist in the decision-making process in other matters when requested to do so by the Sport Club Administrators.
6. To coordinate with club officers updating list serves and individual websites.

Membership

1. The Associate Director for Structured Sport, Asst. Director for SS and the Ex -Board will serve on the Sport Club Executive Committee.
2. The Associate Director for Structured Sport and Asst. Director will be non-voting members of the Council, but may take part in all discussions.
3. The Associate Director of Structured Sport or his delegate will serve as chairperson for regular meetings. For appeals, the chair will be rotated among the student officers.
4. A majority of the Council constitutes a quorum and a majority of the quorum rules for all decisions.

RIGHTS AND EXPECTATIONS

As a member of SCC, each sport club has the obligation to have the approval of the SCC Executive Council prior to acting on items, issues or ideas that are not covered in this handbook. If a club chooses to act independently, they risk losing SCC membership and the Department of Recreation sponsorship. Club social events are not sponsored by the Department of Recreation and must not be advertised as part of a club's official activities.

Standards of Conduct

The basic concept underlying the University's standards of conduct is that students, by enrolling in the University, assume an obligation to conduct themselves and their organizations in a manner compatible with the University's function as an educational institution. Individuals must always act in ways, which do not detract from the reputation of the University. This includes behavior in competition situations. When involved in off-campus events or when traveling, be aware that you are still representing the University, even though you are not on campus for the event. Misuse of equipment and facilities (including not using reserved space, and/or neglect in following facility-use procedures, i.e., leaving debris or equipment in a facility) as well as inappropriate conduct and actions while participating in any sport club-related activity will jeopardize the club's continued status as a member of SCC. The use of alcohol, drugs, and tobacco are not permitted prior to, during or after practices and competitions.

Resolving Student-Athlete Issues

DRIA has as one of its goals – the creation of an environment within which student-athletes not only have positive overall experiences but also have clearly specified avenues of communication with coaching and recreation administration staffs. From time to time, issues between student-athlete and a teammate or a coach can develop. Every effort should be made to resolve disputes between teammates by tackling the issue one on one or by having the captain mediate a resolution. Involvement of the coaching staff should be the last recourse. Matters related to individual and team performance, i.e., playing time, position or role on the team, traveling squad, are the province of the club officers and the coaching staff. These decisions are final. A student-athlete who has a concern related to his or her participation in club sports at Penn has the opportunity to present concerns for the purpose of promoting the missions of the University and the Department of Recreation. If a student-athlete has an issue or complaint concerning their personal rights as a participant in intercollegiate athletics as impacted by team or Department of Athletics rules, the following actions may be helpful:

- Discuss the matter with a member of your team's coaching staff.
- Discuss the matter with the team captain or Exec Board officer, then together discuss with the head coach.
- If the issue is not resolved after utilizing either or both of the above actions, discuss the issue with the team's assigned administrator (page 2).
- If the issue is still unresolved, document in writing the nature of your concerns, and the steps you have taken and submit to the Director of Recreation.

SCC Policies

Use of Alcohol

Sport club members and coaches are not permitted to use alcohol before, during or after a sport club activity, including travel to and from an event and down time between games on multi-day trips.. In addition, alcohol is not permitted during any sport club activity. This includes all sport club members, visiting teams and spectators. Failure to abide by these rules will result in the player, players or club being suspended from the SCC.

Use of Tobacco Products

The use of tobacco products is prohibited by all game personnel (coaches, trainers, managers and officials) in all sports during practices and competitions.

The use of tobacco products by a student-athlete or sport club athlete is prohibited during practice and competition. A student or sport club athlete who uses tobacco products during a practice or competition shall be disqualified for the remainder of that practice or competition.

No player, coach or game official may use any form of tobacco during practices or games in SCC approved competitions.

Don't Bet On It

The SCC opposes all forms of gambling and adamantly opposes all forms of sport gambling.

Sport gambling carries the potential to undermine the integrity of sport contests and sends the wrong message concerning the purpose and meaning of "sport".

Any staff member of the DRIA or student athlete or club athlete "shall not knowingly":

- Provide information to individuals involved in organized gambling activities concerning intercollegiate athletics or sport club competitions
- Solicit a bet on any intercollegiate team or sport club team
- Accept a bet on any team representing the institution or participate in any gambling activity that involves intercollegiate athletics or sport club through a bookmaker, or parlay card, or any other method employed by organized gambling.

Office of Student Conduct

Major Infractions: (these include club actions, which are outside acceptable standards of conduct or are in violation of SCC's or University's rules and guidelines).

Examples of major infractions include but are not limited to the following situations:

- Displaying conduct that is incompatible with the University's function as an educational institution and the purpose of the Sport Club Program (i.e., unsportsmanlike conduct toward officials or opponents or disruptive behavior on trips).
- Misusing club funds.
- Allowing ineligible individuals to participate in club activities.
- **Hazing**
 - Hazing has nothing to do with the willingness of the participant. Most students fail to recognize the role of group coercion and the difficulty of truly consenting with powerful peer pressure. Many students are deterred from reporting their experience to anyone because of peer reaction and/or retribution.
 - If you are unsure whether an act constitutes hazing, ask the following questions:
 - Is this activity an educational experience or opportunity?
 - Would you be willing to allow your parents or an administrator of Campus Recreation to witness this activity?
 - Is this an activity that new members and current members are participating in together?
 - Would you be able to defend this activity in a court of law?

For all major infractions:

- A meeting with the club representatives and the SCC Executive Administrative Staff is scheduled or office of Student Conduct.
- Input from appropriate administrators and staff members is solicited when appropriate.
- The club is notified in writing of the decision and is reminded of their right to appeal the decision.
- Points will be assessed as deemed appropriate by Sport Club administration and SCC exec board

APPEAL PROCESS

The appeal process is part of the SCC constitution that exists to ensure that all disciplinary actions taken against SSC organizations are equitable. The person/council/committee to which a disciplinary decision is appealed will review the previous decision and rule on its appropriateness given the infraction(s) committed. With the concept of equity in mind, be forewarned that your appeal of a disciplinary decision, which seems extreme to your club, could result in an even stiffer penalty being levied by the person/council/committee who hears your appeal. To file an appeal follow the appropriate steps listed below.

1. Decision by the SCC Executive Board may be appealed by following these procedures:
 - a. Written notification from the club representative to the SCC Executive Board indicating the club's reasons for the appeal and any circumstances related to the situation that caused the infraction must be submitted within seventy-two hours.
 - b. The seventy-two-hour period begins when the SCC Executive Board's letter is mailed and a copy placed in the club's mailbox in the Sport Club Office. (Extensions are granted when appropriate.)
 - c. The SCC Executive Board will rule on the appeal after investigating the situation and may uphold, reject or modify their decision.
2. Decisions of the Executive Board may be appealed through the following:
 - a. Submitting the written appeal to the Director of Recreation, or his delegate within twenty-four hours after the hearing with the SC Ex-Council.
 - b. Meeting with the Director of Recreation or his delegate to discuss the situation. The decision of the Director of Recreation is final.

THE SPORT CLUB COUNCIL OFFICE

Hours

Club officers should conduct all their budgetary business with the SCC Administration during established weekday hours M-F. Since the administrators have other duties, an individual appointment will assure you of meeting with the SCC Administrator at a convenient time. (Call your assigned contact to set up an appointment.) The club contact as assigned on page 2 will be the contact. The Sport Club Administration hopes to make the club representative's job easier by providing advice and assistance whenever possible. The club representative can assist himself/herself, the club, and the administration by knowing and following the procedures. The SCC exec board has weekly hours where they can assist sport club officers with any issues. Hours will be communicated at SCC Meetings and are subject to change.

Office Services

Guidance

Assistance in planning the club's activities and scheduling competitions with other universities' sport clubs and teams is available from the Sport Club Administration. In order to preserve student initiative and leadership, the Department of Recreation considers its proper role as advisory in nature. However, the administration is available for consultation regarding any aspect of your organization. If we cannot assist you, we will try to refer you to an office that can. The responsibility to seek the assistance of the Sport Club Administration is that of the student representative and assistant representative.

Mail Collection

Mailboxes for each club are provided in the Structured Sport Office at Pottruck, Room G112. Any letters, phone messages, or notes regarding your club, which come to the Department of Recreation, will be placed in club mailboxes. **Mailboxes should be checked at least once a week.** Letters from prospective students interested in Sport Club should be answered by the club secretary, student representative or a club member appointed to respond to these letters.

The Club's mailing address, which should be used for all club correspondence, is:

Name of Sport Club
Department of Recreation
Pottruck Center
3701 Walnut Street
Philadelphia, PA 19104-6319
Attn: Ryan Buries

Telephone Procedures

Long distance phone calls concerning a club's business (competition, equipment order, etc.) can be made from the main Department of Recreation office at Pottruck with appropriate staff approval.

Duplication Services

Duplication services are available through the Department of Recreation for a small fee. All requested work must be approved by the Sport Club Administration and given at least five working days notice. The services will be done if the work schedule of the support staff allows time and if the original copy is well written and legible. Any request for more than 50 copies will be directed to an outside vendor. The club will be responsible for all of these charges. Allow for additional time when items are sent to the copy center.

Mail Services

Approval for mass mailings (letters) will depend partly on time available to complete the process. Two weeks advance notice is usually needed for mass mailing. Assistance by club members will be expected. All fundraising newsletters or soliciting letters must be reviewed by the Department of Recreation and the Development Office of DRIA. Address labels can be obtained from the Development Office for alumni. Label orders take 3 weeks to process. Clubs are responsible for all postage required for mailing including cost of labels, envelopes and letterhead.

FACILITY RESERVATIONS

* Field requests are subject to further restrictions until completion of Penn Park

Practice Requests

Sport Clubs may request use of any of the Department of Recreation and Intercollegiate facilities. Only these facilities may be requested through the Department of Recreation. Requests must be made through the Sport Club Office and on the recreation website under facility reservations (<http://www.upenn.edu/recreation/facilities/rentals.html>). Since there is a current facility shortage among athletic and physical activity areas, the sooner the request is discussed with the staff and submitted, the better the chances are for approval of the requested facility. Requests for practice space should be turned in the semester prior to the desired usage. Since facility schedules are printed and distributed to many users of the facilities, it is very difficult to change a practice reservation once a semester has begun. Make sure that your request is what the club wants and needs.

The following facilities may be requested through the Sport Club Administration:

Hutchinson

- a. Main Gymnasium
- b. Martial arts mat area (Basement Level)
- c. Ringe

Pottruck Fitness Center

- a. Main Gymnasium
- b. Swimming pool
- c. Studio(s)
- d. Patio/Atrium areas

Hill and High Line Field (Bower Field is Closed due to construction on Penn Park)

- a. Rugby, Soccer, Ultimate, Field Hockey, IM Sport.

Intercollegiate Facilities

- a. Meiklejohn Field
- b. B field
- c. C field
- d. Rhodes
- e. Franklin Field
- f. South Bower
- g. Annex
- h. Warren Field
- i. Weightman Gym
- j. Palestra

*The Recreation Sport Office will do its best to accommodate a club's request, but due to the great demand for facilities, the original request may not be approved. The staff will seek to achieve an acceptable compromise and a **cooperative attitude from each club is expected.***

To petition for space allocations for practices, matches, meetings, performances, etc. each sport club group will have to file a "Facility Request Form" with the Department's Facility Scheduling Coordinator. These forms can be obtained in the main administrative office at Pottruck. Forms should only be turned in by recognized officers of a Sport Club. Requests are to be turned in no later than the first general sport club meeting each semester. Clubs which don't turn in their requests by the assigned times may be subject to field assignments

based solely on current availability. Schedules for competitive matches, special performances, tournaments, etc., for both home and away events, must also be listed with the Department.

In the event that the Department dictates that appropriate safety, security, or supervisory personnel is needed for any reason during facility allocations the sport club in question will incur all cost. Those clubs violating such tenets will be subject to disciplinary action and, or loss of facility privileges. The University's code of conduct will be strictly enforced during all activity. Competition schedules for home events are limited to facility availability. Alternate sites will be required to accommodate additional home competitions and inclement weather cancellations. Practice times can be used for competitions but must be properly communicated to Sport Club administration.

Questions related to scheduling and facility requests should be directed to:

Ryan Buries
Associate Director for Sport Clubs
Pottruck Center
3701 Walnut Street
Philadelphia, PA 19104
ryanb2@pobox.upenn.edu

ID Cards

Sport Club members must have the appropriate ID card with them when using University facilities. Each student needs his/her current PennCard and members of the Faculty-Staff must have a valid PennCard or RecCard.

Use of Weapons in University Facilities

Several sport clubs have been granted permission to use weapons in conjunction with their regular practices and special events. This permission is conditional and requires all members of these clubs to sign a "Transportation and Use of Weapons Agreement" prior to initiating participation. It is expected that all members of these clubs will adhere to these guidelines so as not to endanger their club's ability to continue using such weapons

Expectations

Any time a club has reserved a facility, it must be used. If the club cancels a practice, game or any reservation, the club representative must contact the Sport Club Administration at least 24 hours before the reservation is in effect. Failure to use a reserved area jeopardizes the club's ability to reserve facilities for future use. Any club using a facility is obligated to clean up after the activity. (Check with the Sport Club Administration prior to the event to make

arrangements regarding clean-up if needed; i.e., location of dumpsters, extra trash cans, etc.) Facility supervisors will be monitoring all facilities--taking counts and checking the eligibility of users when appropriate. As employees of the Department of Recreation, they have the authority to deny unauthorized persons (or persons abusing facilities or equipment) access to the facility.

NOTE: Alcoholic beverages and tobacco, including smokeless, are not permitted in or on any DRIA Sport Facilities. It is the club's responsibility to monitor all club events (including the actions of spectators) to assure that alcoholic beverages are not on site. Games will be delayed until the problem is corrected or may be canceled if the situation is not addressed.

EQUIPMENT USE AND STORAGE FACILITIES

Purchases

All equipment purchases must be made on a University Purchase Order Form and are the property of the University. Clubs do not have the authority to sell or dispose of University equipment/property. Any unsafe, outdated or unusable equipment must be returned to the Department of Recreation. All purchases must be made from University approved vendors. Vendors not on the list may be approved by completing the necessary paperwork and filing with the UPENN Acquisitions and Purchasing Department. Forms can be obtained from the Membership Services Office in Pottruck, or Penn Recreation web site.

Donated Equipment

In certain cases the Department of Recreation may approve the donation of equipment to a club. The following procedure must be followed prior to acceptance of donated equipment:

1. The donor indicates in writing his/her desire to donate the item.
2. The value of the item (including any shipping costs) must be noted in the letter.
3. The letter is addressed to the Director of the Department of Recreation.
4. If the Director approves of the donation, a recommendation to accept the gift will be forwarded to the President of the University.
5. When approval is granted, the donor is notified and the item officially accepted.
6. The donation is then listed on the club's inventory.
7. All donated items become the property of the University of Pennsylvania for use by the designated club.

Donors may be eligible for a tax deduction for a donated item (equipment, etc.). Documentation can be provided upon approval & receipt of the equipment.

Inventory

An Equipment Inventory Form will be kept on file by the Sport Club Administrators and will be kept in the Sport Club office. Each club is expected to schedule an appointment with the Sport Club Administrators to review their inventory at the end of each year. Through the course of the year, if there is new inventory added, the club must submit an inventory update sheet to the Sport Club Office stating what equipment has been added. This will be added to the clubs inventory sheet kept on file. All sport club equipment must be returned at the end of the year.

Storage

All sport club equipment will be stored in University facilities. The Sport Club Administrators will assist in finding an appropriate location should University facilities not be available. Keys may be issued for certain areas where sport club equipment is kept. These keys will be issued to one individual per club and must not be loaned to others. Please remember to lock all areas after each use of these storage areas. All keys must be returned to the Sport Club Administrators by the end of the year. If there is an area in which sport club equipment is kept, for which you do not have a key, provisions will be made with the Sport Club Administrators will be made to have these areas opened for practices and competitions.

CLUB FINANCES

Funding

Although sport clubs receive some funding from student fees through the Department of Recreation, each sport club should strive to become financially independent of the University. Sport club funds must be used for the benefit of the entire club according to University rules and regulations. Funds for sport club activities will normally come from the following sources:

- 1 Membership dues.
Membership Dues must be submitted to Sport Club Administrators. No Exceptions. After a club submits dues, the club will receive a receipt of deposit.
Deposit envelopes should include the following:
Date:
Sport Club Name:
Quantity of checks:
Check deposit amount:
Cash deposit amount:
Total:
(Non-sufficient funds are the student's responsibility. Your club's account will be debited the dues amount and the \$30.00 processing fee. Unpaid student obligations will be turned over to Student Financial Services for student payment.)
- 2 All fund raising activities (whether on- or off-campus) require specific prior approval from the Sport Club Administration. A **fundraising proposal** form must be completed and submitted to the Administrative Assistant.
- 3 Budget allocation from SAC and the Department of Recreation SCC account.
- 4 Donations from individuals and corporations. Donation cards must accompany each monetary donation and turned into the Department of Recreation administration. Clubs officers are responsible to send thank you notes for any donation over \$50. This must be completed within 1 week of notification from Department of Recreation staff. Content of the note must be approved by Department of Recreation Administration prior to being sent. Club officers must notify Department of Recreation staff when notes have been sent.
- 5 Contingency Funding- There are three types of contingency funding that clubs may be eligible for.

***SAC Contingency Funding**—for national tournaments or other competitions that require teams to qualify for. A meeting with the SCC Treasurer should be scheduled to begin this process

***Director's Account-**teams may petition for funding from the Director's Account. Requests will be reviewed on a case by case basis by Department of Recreation administrators. A meeting with you club's liaison (page 2) should be scheduled to begin this process.

***Hohn's Account-** teams may petition for funding from the Hohn's Account. Requests will be reviewed on a case by case basis by Department of Recreation administrators. A meeting with you club's liaison (page 2) should be scheduled to begin this process.

Description of Accounts

Each club is responsible for its university held account. Clubs are not permitted outside accounts, clubs discovered maintaining outside accounts will be subject to a budget freeze.

1. (Weightman Fund) Donation Account: Each club is eligible to receive tax deductible donations. Since only those individuals who meet certain IRS stipulations are eligible to deduct contributions, each individual should check with his/her accountant before making a donation if tax deductibility is a consideration. The donation should be given (made out) to the "Trustees, University of Pennsylvania" with notation for: The Department of Recreation Sport (name of club) in order to be tax deductible. Any unspent funds in this account will carry over to the next academic year.
2. SAC Allocation Account: Clubs seeking financial assistance from the Department of Recreation must submit a **budget request** to the Sport Club Council. SCC is allocated monies from SAC. From this allocation, the money is divided among the clubs using the budget appropriation process detailed below. The SCC fiscal year is September to May. Requests for each academic year are due in February. Additional requests from SAC may be submitted at any time during the year, but there is no guarantee that funding will be available for the club after the May deadline. Additional funds from SAC can be obtained through their emergency allocation request process. The VP of the Executive Board of SCC can provide the necessary information and presentation.

Maintaining Your Account

Each club is responsible for maintaining its account. It is incumbent on the treasurer to keep accurate records and attend monthly meetings with the designated Sport Club administration. Clubs will not be permitted to operate on a budget deficit at any time. All expenditures must be approved by your administrator, unauthorized payment requests will not be submitted to accounts payable.

Dues Structure

Each team will have to raise at least 33% of the funds given from SCC (ex: a club receiving \$3000 will have to raise a minimum of \$990 in dues). However, each team will also have to meet the per person minimum as demonstrated in the matrix below:

Number of Club Members	Amount of \$ Received from SCC		
	Up to \$1499	\$1500-\$3999	\$4000 +
12-20	\$25	\$50	\$80
21-50	\$25	\$45	\$70
51 +	\$20	\$40	\$60

**Graduate Students, Faculty, & Staff are required to pay 50% more than the minimum amount of dues per person (Ex: if the minimum is \$40, then graduate students have to pay \$60)

Sports Club members are reminded that these dues are only the minimum, and that the clubs are free to decide dues as they wish as long as the team minimum of 33% and the individual player minimums are met.

Clubs are also encouraged to take into account competing members vs. non-competing members. It is suggested that competing members pay more dues than the non-competing members.

Carry Over From Previous Years

Any SAC money carried over will be deducted from what the team was going to receive the next year. Meaning if you were originally going to be granted \$2000 for the next year and you carry over \$1000 of SAC money, you will only receive \$1000 instead of \$2000.

SAC money is determined the following way:

Subtract the amount of money collected by dues, donations, fundraisers, and special events from the total amount of money at the end of the year. The remainder is SAC money.

Example:

Money left at the end of the year	\$2000
Money collected by dues, donations, fundraisers, or special events	<u>-\$1500</u>
SAC Money	\$500

If you collected more than what is left at the end of the year, you would not be considered to have a SAC Carryover and that money would be left in your budget for the following year.

Appropriate/Inappropriate Expenditures for Club Funds

All expenditures from either the allocation or the donation account must have the prior approval of the Sport Club Administrators. Below are lists of frequently requested items, which are either appropriate or inappropriate expenditures from these accounts.

Appropriate Expenditures

- Purchase of equipment
- Approved travel expenses
- Payment/reimbursement for services rendered such as referee costs
- Entry fees
- Conference/association/league dues for an organization or team.
- Other items as approved by the Director of Recreation.

Inappropriate Expenditures

- Banquets or parties
- Flowers or decorations
- Yearbook pages/Ads

Budget Appropriation Process

1. Each club submits a budget request to the SCC by February.
2. Each request is reviewed and analyzed by the SCC Executive Board. Since only justifiable expenditures will be retained, adjusted budget requests will be developed by the Administration.
3. The final allocation is determined by the SCC Executive Board through an evaluation of the club's ability to conduct financial matters and club business as demonstrated by the club's record and performance the previous two years. Factors such as required meeting attendance, time lines with forms, participation figures and the degree of cooperation demonstrated by the club representatives are all taken into account when making final allocation determinations.
4. An allocation account is established for the club and the club representative receives notification of the appropriated amount for the club upon registration with the Department of Recreation at the beginning of the fall semester. All purchases and uses of this allocation must be approved by the Sport Club Administrators.

PURCHASING PROCEDURES

If you desire to purchase club equipment with funds from a University account, arrange a meeting with the designated Sport Club administration to discuss details.

Approval

All purchases involving budgeted funds **must first receive approval of the Sport Club Administration**. Do not purchase any item before meeting with a staff member of the Administrative Staff to have proper purchasing procedures outlined. It takes time to process purchase orders; seek approval well ahead of the date an item is needed. Because quotations are required for purchases, equipment payments must be made using university purchase orders (PO).

Major Purchases (>\$500.00)

Major Purchases will only be allowed during certain periods of the year. These periods are:
August 1 – September 12
December 1 – December 12
April 1 – April 16

Ownership

All equipment purchased with University funds will remain the property of the University. Clubs may not sell University property.

PROPER PROCEDURES MUST BE FOLLOWED WHEN USING UNIVERSITY FUNDS. REMEMBER, ANY EXPENDITURE FROM UNIVERSITY ACCOUNTS MUST RECEIVE PRIOR APPROVAL OF THE SPORT CLUB ADMINISTRATIVE STAFF. PROPER FORMS MUST BE COMPLETED AND SUBMITTED BEFORE MONIES CAN BE USED. ALL VENDORS MUST BE APPROVED VENDORS OF THE UNIVERSITY.

It is incumbent on each club officers to fill out all appropriate forms, receive invoices, obtain receipts, etc.

Travel

State law requires that vehicle owners have automobile insurance. Members with a poor driving record (2 or more accidents or moving violations) are not allowed to drive on a club trip. The club President should make sure that those with poor driving records do not drive. Safety must always be the most important consideration. All those wishing to drive departmental or rented vans/cars must have taken the drivers safety course with the university. Dates will be made available.

Lodging

Accommodations (hotel/motels) for four to a room is the norm.

Exceptions:

- When male/female ratios make this impossible or when coaches travel with the club, they may have a separate room.

Tax exemption certificates for IN STATE travel are available from the Department of Recreation.

Reimbursement requirements:

- Hotel Detail bill (signed)
- Credit Card receipt (signed)
- Travel Expense Report

Please note that the Department of Recreation does not reimburse for room expenses other than the room itself.

Check Advances

Some entry fees, lodging expenses and other known fees may be paid by cash advance. The exact amount needed, with documentation, must be submitted before approval will be given. A legitimate receipt must be submitted to the Department of Recreation within 48 hours of returning from the trip. Advances cannot be used for equipment. Meet with the Sport Club Administration at least a week in advance to determine if a cash advance is appropriate for your situation.

Reimbursement

To receive reimbursement for travel a Request for Reimbursement must be submitted along with, legitimate receipts to the exec board at posted office hours within ten days of a scheduled competition. A legitimate receipt is one on the **company's letterhead** with the correct date clearly indicated and the billing amount itemized and clearly stated. (Departmental receipt forms are available in the Department of Recreation Business Office) The staff will process the paperwork and payment in the form of a check will be forwarded to the club athlete requesting reimbursement. Generally, this process takes a minimum of two weeks. **All Reimbursement Request must be filed with the sport club office no later than 10 days following the club event. Any reimbursement request submitted after 10 days of the club event will not be approved and processed.**

Travel Expense Report

- Amounts
- Penn identification number
- Budget numbers
- Amount totals

- Original receipts
(must be attached to a 8 ½ by 11 sheet of paper in chronological order)
Only mileage reimbursements are given for private vehicles.
Only gas reimbursements for rental cars.
- Signature of Sport Club Administrator
- Name of club
- Vendor number

Alcoholic Beverages

The transportation and/or consumption of alcoholic beverages are prohibited while traveling on University sponsored sport club trips. Failure to abide by this policy will jeopardize the club's affiliation with the SCC.

Enterprise Rent-a-car and the SCC Rental Vehicle Policy

The University of Pennsylvania has a corporate account with Enterprise Rent-A-Car. Discounted rates are available for the University and the Recreation Department.

Enterprise is located at 15 S. 36th Street, between Market and Chestnut by the Sheraton, in University City.

Hours: Mon. – Fri., 8:00 AM to 6:00 PM, Sat., 9:00 AM to 12 PM, Sun., Closed.

Telephone number: 215-387-3283

Procedures for Obtaining Rental Vehicles

Voucher requests must be made with the Sport Club Office on Monday of each week by 5:00 PM and are to appear on all Travel Destination forms. An approved recreation voucher will be issued for pickup each Thursday by 5:00 PM. All persons driving rental vehicles from Enterprise must meet University of Pennsylvania requirements (complete driving course), have a valid driver's license, and meet the minimum age requirement of 21 years of age.

Vehicle pickup occurs at the address listed above during normal business hours.

Returning Vehicles during business hours is preferred by Enterprise; however, vehicles may be returned to the 6th floor of the Sheraton's parking garage. Vehicles returned after hours must have keys returned to the front desk of the Sheraton with the parking voucher in the envelope provided, and please make an Enterprise representative aware of any after hour returns.

In the event of a mechanical breakdown during regular business hours, 8 am – 6 pm Monday-Friday, and 9 am – 12 pm, Saturday, individual drivers may call Enterprise-Rent-A-Car at 215-387-3283 to make arrangements for repair of the rental vehicle and a replacement vehicle if necessary. Once the call has been made to Enterprise contact Ryan Buries to make him aware of the situation.

In the event of a mechanical breakdown during non business hours, contact Assistant Director Mike Reno for assistance. Emergency procedure cards will be provided with phone numbers and actions to be taken.

Roadside Assistance is available 24-hours a day by calling 800-325-8007.

Students are prohibited from renting and/or driving 15 passenger vans for University use.

Penn recreation rates include Collision Damage Waiver and Supplemental Liability Protection.

***Vehicles rented for the weekend may be pick-up on Friday after 4:00pm for no additional rental charge.**

Philly Car Share and the SCC Rental Vehicle Policy

The University of Pennsylvania has a corporate account with Philly Car Share. Discounted rates are available for the University and the Recreation Department. The link for Philly Car Shares member handbook is below.

http://www.phillycarshare.org/OnlineOrientation/2009_Member_Handbook.pdf

To Add a Driver to A Penn Recreation, Sport Clubs Account:

- 1. Go to phillycarshare.org and click “join now”**
 - 2. Go under “University of Pennsylvania**
 - 3. Go under “Join an Existing Account”**
 - 4. Choose “As a driver” or As a driver and create a new personal account for yourself (it’s free)”**
 - 5. Name of Existing Account: (Penn Recreation, Sport Clubs)**
 - 6. Choose your personal residential plan (Advantage or Free Basic Freedom) on the application.**
 - 7. Make sure that you complete the orientation and orientation questions.**
- Allow 7-10 business days for account to be created**

PUBLICITY/PROMOTION

Guidelines for T-Shirt & Other Apparel

All designs for T-shirts and other apparel require approval from Associate Director before printing. Be advised that only a limited number of screen print businesses in Philadelphia are licensed to print T-shirts bearing the “University of Pennsylvania” or any U. of P. trademarks such as the Quaker emblem or the split P. Below is a list of the currently licensed local businesses. If you have any questions concerning printing T-shirts for your club, do not hesitate to contact the Department. Approved Department of Recreation vendors are:

Boathouse
Contact: Peter Scott
425 East Hunting Park Avenue
(610) 296-1461

CC Creations
Contact: Pat Donovan
P.O. Box 7726
Dallas, Texas 75209
(800) 303-0036

Kampus Klothes
164 Railroad Drive
Ivyland, PA 18974
(215)-357-0892

* Style guide available upon request

Flyers/Publicity Notices

Flyers require approval of the Sport Club Administration. Check with the Campus Activities Office for sign posting regulations. Club social events are not sponsored by the Department of Recreation and must not be advertised as part of the official activities.

Sport Club Expo

To solicit new members from the student body and promote the SCC and individual clubs, one day at the beginning of each semester is designated “Sport Club Expo Day.” Club members may set up a table at the Pottruck Center, have a demonstration (if appropriate), pass out literature on the club or just be available to talk to interested students who are potential members. This event is coordinated by the Sport Club Ex-Board and is mandatory for each club to participate. This Expo activity is generally held the first week of school.

Posting

All postings must be cleared with Sport Club Administrators. Departmental Web Site Information on Sport Clubs is maintained by the Department. You must notify the Sport Club Administrators when changes are made with the club. If changes are made to the club website, you must also notify the Sport Club Administrators so that they may change the link.

NOTE: University policy dictates that any posters, flyers, etc., which include a commercial business' name, logo, etc., cannot be posted at University facilities.

Media Relations

The Sport Club Administrators must be notified prior to any interviews by reporters from the Daily Pennsylvanian or other publications, blogs or websites. Failure to notify Sport Club Administrators will result in fines and possible frozen budget.

Entry Forms

Entry forms for an event a club is hosting must be approved by any Sport Club Administrator before duplication and mail out. All publicity items should include a statement indicating that the club is sponsored by the Department of Recreation.

Sponsorship Limitations

Sponsorship opportunities available to members of the SCC are limited by University policies. Regulations found in the *Handbook for Registered Student Organizations* prohibit co-sponsorship of an on-campus event or project by an unregistered (i.e., not UP affiliated) organization. Similarly, before considering any sponsorship opportunity with any organization, UP affiliated or not, the club must seek approval of the Director of Recreation since the Department of Recreation is the primary co-sponsor for all official club events/activities. The following guidelines for commercial advertising have been created to serve as an initial guide only. **NOTE: The approval of the Sport Club Staff is necessary for all projects even when these guidelines are followed.**

Guidelines for Commercial Advertising

- A. Program Ads
 1. Prices for ads (according to size) must be presented to the Department of Recreation for approval.
 2. Club representatives must submit a list of companies/establishments that the club plans to contact prior to making those contacts.
 3. Companies/establishments that market products which arouse health or safety concerns should be eliminated from consideration.
 4. All ads must be approved by the Department of Recreation prior to publication of the program.

5. The Sport Club Administration has the authority to refuse a company or an ad even if the above conditions are met.
6. Neither the University of Pennsylvania nor the Department of Recreation wish to endorse any product. All programs must contain a disclaimer stating something to this effect.
7. Do not use the word "sponsor" to describe the relationship that any outside organization enjoys with the club or an event hosted by the club.

B. T-shirts

T-shirts, which have advertisements on them, will be considered on an individual basis. Department of Recreation approval must be secured before t-shirts are ordered. Specific guidelines include:

1. The design must be tasteful.
2. Companies/establishments that market products, which arouse safety or health concerns, should be eliminated from consideration.
3. The club's name should not appear on the same side of the shirt (front or back) as the ad does.
4. Size of the ad must be appropriate to the ad's placement on the shirt and cannot exceed $\frac{1}{2}$ of the material of the part of the shirt (example: an ad must not take up the entire front of a shirt or an entire sleeve).
5. Only one ad may be on a particular part of the shirt (one per front, back, or sleeve).
6. A shirt may not advertise more than two companies (example: one on front; one on one sleeve).
7. A shirt may only have an ad on the front or the back and on one or both sleeves. (Either the front or the back should have the club's name, tournament name or something identifying the club on it.)
8. The Department of Recreation has the authority to refuse a company or an ad even if the above conditions are met.

C. Banners

In general, banners, which advertise a commercial enterprise, will not be permitted at Sport Club events. However, exceptions to this rule will be considered on an individual basis. Check with the Department of Recreation if you feel your club situation deserves special consideration.

- D. Tournament draw sheets, which have the name of the company on the sheet, must be approved by the Department of Recreation.
- E. Tables displaying products of a company must have approval of the Department of Recreation and a disclaimer may be required. Decisions will be based on the products, their appropriateness, the place of display, the time when the table will be set up and other considerations. Companies will not be allowed to sell items at the table. All publicity material must be approved by the Department of Recreation.
- F. Materials or other souvenirs must be approved by the Department of Recreation.

Object Codes for Sport Clubs

- 5204 Travel
- 5210 Meeting and Conference fees/registrations (not University-sponsored)
- 5211 University sponsorship of meetings/conferences
- 5220 External Office Supplies
- 5223 Computer Software, Accessories & Supplies
- 5227 Internal copying & duplicating
- 5237 Allowable dues & memberships to professional organization
- 5249 Other miscellaneous supplies
- 5253 Rentals/leases of vehicles, other than rental cars utilized for University travel
- 5268 Unallowable advertising (University programs and activities)

Sport Club Forms

The following forms are to be use by Sport Club Officers in conducting club business. The Sport Club Administration will advise and assist you if you have any questions. All forms will be available above the sport club mailboxes in room G112 Pottruck. All Forms are available on the sport club website

Forms of Interest you can print out:

- Application for Coach
- Sport Club Constitution
- Fundraising Proposal
- Incident Report
- Request for Payment (Individual)
- Request for Payment (Corporate/Association)
- Credit Card Request
- Statement of Business Connection
- Travel Expense
- Waiver

Forms you can fill out online:

- Budget Request
- Car Rental Request
- Club Information
- Facility Reservation
- Travel Destination
- Accident Report
- Semester Report

Appendix A

Department of Recreation

Club Sports

Model Constitution

On the following pages is a sample you may follow when writing the constitution of your organization. This document is intended to serve as a model. An official student organization may structure and govern itself in any way it deems appropriate, so long as it does not violate any of the criteria stated in the SAC guidelines for recognition.

General Advice

A constitution should contain complete sentences in clear, simple, and precise English. Work to avoid misspellings and grammatical errors, as these will delay acceptance of your constitution.

Be sure to keep all lists (such as "Duties of the President") in parallel form, for instance;

The president shall:

1. Preside over all meetings.
2. Vote in the case of a tie.

Not:

1. Preside over all meetings.
2. To vote in case of a tie.

Be as complete as possible; try to cover all the questions and situations which may arise.

Amendments are best added to the constitution in the form of "Articles of Amendment", appearing at the end of the original document. The amended article or section is then identified, as such "Amended: March 21, 2000."

Constitution of (Name of Organization)

PREAMBLE

An introductory statement, usually no longer than two or three sentences, stating the intent of the constitution.

ARTICLE I

Name

The name of this organization shall be (full name of organization), hereinafter referred to as (shortened name of organization as will appear throughout the

constitution [optional])

ARTICLE II

Purpose

State the purpose of the organization.

ARTICLE III

Membership

NOTE: Organizations must be open to all University of Penn students. An organization or its membership may not discriminate on the basis of race, color, religion, sex, national origin, sexual orientation, handicap, etc. (Each college or division may have a student government whose membership is limited to its respective body).

Section 1. Eligibility:

State membership qualifications, such as: "All students of the University of Pennsylvania shall be eligible for membership."

Section 2. Active Membership:

State the qualifications for "active" or "voting" membership in the organization. For example, meetings attendance requirements, paying dues, etc.

ARTICLE IV

Officers

Section 1. Number and Methods of Elections;

State what officers shall be elected: for example, "(name of organization shall elect from the active membership a president, and a treasurer."

Specify when elections are to be held. Indicate voting method, such as the margin of votes needed to win, any special form of ballot to be used, etc. Define eligibility requirements to hold an office.

Section 2. Duties and Officers

List all the duties and obligations of the president and do the same for each officer, such as follows:

A. The president shall:

1. Preside over all meetings of (name of organization)
2. Vote only in case of tie
3. Etc.

B. The vice president shall:

1. Preside over meetings in the absence of the president.
2. Etc.

Section 3. Terms of Officers

Indicate that officers may be impeached, grounds for impeachment, procedure for impeachment, etc. The officer in question should have prior notification and have the chance to speak in defense of herself/himself. Specify the fraction of the membership that must vote in favor of removal from office (for example, "two thirds of the total membership must vote...)

ARTICLE V

Committees

Section 1. Standing Committees:

State the standing committees of the organization.

Section 2. Duties of the Standing Committee;

List all the duties and obligations of each standing committee as follows:

A. The Constitution Committee shall:

1. Review the constitution each semester.
2. Etc.

ARTICLE VI

Faculty Advisor(s) (A Faculty Advisor is optional)

Section 1. Number and Terms of Office:

Indicate the number of faculty advisors the organization is to have and how long each will be asked to serve.

*Section 2.*Duties:

Indicate the role of the faculty advisor(s).

ARTICLE VII

Meetings

Section 1. Regular Meetings:

Indicate when regular business meetings are to be held.

Section 2. Special Meetings

Indicate if and when special or emergency meetings are to be called, by whom, and how members are to be notified.

Section 3. Rules of Order;

State the rules which shall govern the conduct of business for the organization; for example, "all regular and special meetings of (name of organization) shall be conducted using parliamentary procedure as described by Robert's Rules of Order, Revised."

Section 4. Quorum:

A quorum usually consists of the next whole number above half of the total active membership. However, the number should be determined according to the organization's needs.

Section 5. Attendance at Meetings:

State the organization's attendance requirements.

ARTICLE VIII

Dues

State the financial obligations of each member and when such obligations must be met.

ARTICLE IX

Amendments

Section 1. Procedure for Amendment:

Indicate the procedure for presenting an amendment of the Constitution to the general membership. Usually, amendments are submitted in writing and are read at one or two meetings before a vote is taken.

Section 2. Ratification;

Indicate the margin of a vote, which must be in favor of a proposed change in order to ratify an amendment. Ratification is usually accomplished through either a two-thirds or three-fourths vote of the active membership. After an amendment has been made, an organization's constitution must be submitted to the Sport Club Council for approval and SAC ratification.

ARTICLE X

Review of Constitution

The SAC and the Executive Council of Sport Clubs reviews the constitutions of all official student organizations at least every three years, but reserves the right to review constitutions at any time. It may be useful for an organization to keep a reminder of this review process in its constitution. The secretary will notify your organization when it is due for a constitutional review.