

Sport Clubs Handbook

2023 - 2024

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1.1 Introduction

Welcome to Sport Clubs!

Welcome to your role as a Sport Club Officer at UC Davis, Department of Campus Recreation (CR)! We sincerely hope you will enjoy your association with our department and will use this time as an opportunity to grow and learn. Our philosophy for student development has helped many previous students recognize their potential and achieve future goals. We strive to provide this same assistance to you.

The Sport Club Handbook provides you with a guide for procedures and policy information related to Sport Clubs. Sport Club Officers are required to thoroughly understand the material in this handbook prior to assuming their responsibilities and must always adhere to it.

The Department of Campus Recreation is a large and complex organization. Our procedures may vary between facilities and programs, but our intent remains the same. We strive to ensure a quality experience for all of our participants. As a Sport Club Officer, you are now a member of our team; we look forward to working together to provide Recreation and leadership opportunities that foster healthy living in the UC Davis community.

If you have any questions as you go through the Handbook, please write down your question and contact your manager or Coordinator. Almost all the information in this manual can also be found on our website:

<https://campusrecreation.ucdavis.edu/sport-clubs>.

1.2 Sport Clubs Event Calendar 2023-2024

SEPTEMBER 2023						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
10	11	12	13	14	15	16
17	18	19	20 7:00pm - 9pm Rec Fest (Transfers) Event begins @ 7:30 pm	21	22	23
24 7:00pm - 9pm Rec Fest (1st Years) Event begins @ 7:30 pm	25 4pm - 5pm President/VP Training 5pm - 5:45pm Safety Officer Training 5:45pm - 6:30pm Treasurer 6:30pm-7:15pm Travel Officer Training 7:15-8pm Misc. Officers ALL TRAININGS @ UCD CONFERENCE CENTER (BALLROOM A)	26	27 Fall Quarter Begins 5:30 pm - 6:30 pm Coaches Training Meeting Room 1 Fall sport practices begin	28 5:30 pm - 6:30 pm Coaches Training Meeting Room 1	29	30

OCTOBER 2023						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 Practices begin	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19 4:00pm - 5:00 pm Monthly Officer Meeting	20	21
22	23	24	25	26	27 <u>Due by 3pm:</u> 1. CPR/AED/First Aid & Concussion certifications due 2. Practice Requests for Winter 2023 due 3. Constitutions Due	28

29	30	31				
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NOVEMBER 2023						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6	7	8	9	10 <i>No Practice – Veteran's Day</i>	11
12	13	14	15	16 4:00pm – 5:00 pm Monthly Officer Meeting	17	18
19	20	21	22 <i>No Practice – Thanksgiving Break</i>	23 <i>No School/No Practice – Thanksgiving Break</i>	24 <i>No School/No Practice – Thanksgiving Break</i>	25
26	27	28	29	30		

DECEMBER 2023						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5	6	7	8 <i>Last Day of SC Practice/Instruction for the Quarter</i> <i>Mid-Year Budget Workbook Due</i>	9
10	11 <i>Finals</i>	12 <i>Finals</i>	13 <i>Finals</i>	14 <i>Finals</i>	15 <i>Finals</i>	16
17	18	19	20	21	22	23
24	25 UC Holiday	26 UC Holiday	27	28	29 UC Holiday	30

JANUARY 2024						
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Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
7	8 <i>Instruction/Practices Begins</i>	9	10	11	12	13
14	15 <i>No School/No Practice – MLK Day</i>	16	17	18 4 pm – 5 pm Monthly Officer Meeting	19	20
21	22	23	24	25	26 <u>Practice Requests for Spring 2022 due</u>	27
28	29	30	31			

FEBRUARY 2024						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15 4 pm – 5 pm Monthly Officer Meeting	16	17
18	19 <i>No School/No Practice – President's Day</i>	20	21	22	23	24
25	26	27	28	29		

MARCH 2024						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16

					Last Day of SC Practice/Instruction Ends Mid-Year Budget Workbook Due	
17	18 <i>Finals</i>	19 <i>Finals</i>	20 <i>Finals</i>	21 <i>Finals</i>	22 <i>Finals</i>	23
24	25 <i>No School/No Practice – Spring Break</i>	26 <i>No School/No Practice – Spring Break</i>	27 <i>No School/No Practice – Spring Break</i>	28 <i>No School/No Practice – Spring Break</i>	29 <i>No School/No Practice – Spring Break</i> <i>UC Holiday</i>	30

APRIL 2024						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
7	8 <i>Instruction Begins</i>	9	10	11 4 – 5 pm Monthly Officer Meeting (Budget Intro)	12	13
14	15	16	17	18	19	20
21	22 <u>Budget workbooks due at 3pm</u>	23	24	25 8 am – 5 pm Mock Budget Presentations	26	27
28	29 4 pm – 9 pm Budget Presentations ARC Meeting Room 2	30 4 pm – 9 pm Budget Presentations ARC Meeting Room 2				

MAY 2024						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 4 pm – 9 pm Budget Presentations ARC Meeting Room 2	2	3	4
5	6	7	8	9 4 – 5 pm Monthly Officer Meeting	10 <u>Last day to spend allocation money!</u>	11

12	13 End of the Year Club Meetings	14 End of the Year Club Meetings	15 End of the Year Club Meetings	16 Sport Club Banquet 6-7:30pm ARC Ballroom	17 End of the Year Club Meetings	18
19	20	21	22	23	24 Due by 3 pm: 1. Annual reports 2. Practice requests for Fall 2024	25
26	27 <i>No School/No Practice – Memorial Day</i>	28	29	30	31	

JUNE 2024						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5	6 <i>Last Day of SC Practice/Activity for the Year</i>	7 <i>Finals</i>	8
9	10 <i>Finals</i>	11 <i>Finals</i>	12 <i>Finals</i>	13 <i>Finals</i>	14	15
16	17	18	19 UC Holiday	20	21	22
23	24	25	26	27	28	29

1.3 Sport Clubs Mission Statement and Description

Mission Statement

“The mission of the UC Davis Sport Clubs program is to provide the students of UC Davis the opportunity to gain skills in collaboration, leadership, problem-solving, and financial management while participating in a variety of intercollegiate sports on campus.”

What is a Sport Club?

The Sport Clubs program offers a wide variety of team, individual, aquatic, outdoor pursuits, and martial art activities. Previous experience is not a prerequisite for membership. Many clubs provide instructional components for skill development that can last a lifetime. Clubs meet and practice on a regular basis and compete with other university club teams at a local, regional, and/or national level.

Sport Clubs continue to flourish primarily due to the strong student participation and leadership. Sport Clubs are representatives of the University and adhere to the rules, policies, and regulations, as well as those established by the Department of Campus Recreation and Unions and Sport Clubs Council.

1.4 Sport Clubs Advisory Council

The Sport Clubs Advisory Council is a committee of current Sport Clubs members that serves as representation for all of the Sport Clubs teams. The Advisory Council works with the Sport Clubs Administration in shaping the future of the Sport Clubs program.

The Advisory Council is responsible for making recommendations to the Sport Clubs Administration regarding policies related to the operation of the program. They also evaluate and review budget requests and advise the Sport Clubs Administration in the annual financial allocation to clubs. The Advisory Council is also responsible for evaluating and reviewing requests for new club membership as well as responding to questions and issues concerning sport clubs.

Council Organization

The Sport Clubs Advisory Council consists of approximately seven Sport Clubs student members. The Coordinator of Sport Clubs serves as an ex-officio member to the Council.

The students apply to serve on the Advisory Council by submitting an application to the Sport Clubs Administrative staff. To give feedback to the council, please visit: <https://cru.ucdavis.edu/content/79-sport-clubs-.htm>

Council Membership Requirements

- 1) Any UC Davis student who is an active member of a Sport Club may apply for a position on the Advisory Council.
- 2) Each member must be able to attend all meetings during each quarter.
- 3) Each member must be able to serve at least one full year but no more than two.
- 4) Only one member of a particular Sport Club may apply for a position on the Advisory Council.
- 5) Appointments to the Advisory Council will be made after each applicant has submitted an application.
- 6) Applicants should be energized and enthusiastic about the Sport Clubs program.

2.1 Sport Clubs Staff and Administrative Information



Jeff Heiser

Associate Director of Aquatics, Rec Sports, Sport Clubs, UC Davis Marching Band, Outdoor Adventure and Youth Programs

Oversees programs, including administrative issues and program budgets

(530) 752-2955

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Ben Dao

Assistant Director of Competitive Sports

Oversees the Rec Sports, Sport Clubs, and Athletic Training program, and All Access Recreation adaptive program

(530) 754-8748

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Abby Delao

Sport Clubs Coordinator

Provides administration & oversight of the Sport Clubs Program

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Aubrey Kelly

Competitive Sports Coordinator

Provides support for Rec Sports, Sport Clubs, and All Access Recreation adaptive program

(530) 752-8570

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Danielle Jones, MA

Competitive Sports Coordinator

Provides support for Rec Sports, Sport clubs, and Youth Programs

(530) 752-2424

dnljones@ucdavis.edu

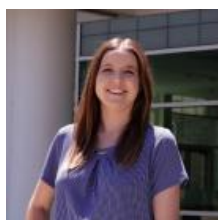


Shannan Rowe DAT, ATC

Sport Clubs Head Athletic Trainer

Provides medical care to Sport Club injuries at home events, practices and office hours. (530) 760-9703

slrowe@ucdavis.edu



Heather McGoldrick MS, ATC

Sport Clubs Athletic Trainer

Provides medical care to Sport Club injuries at home events, practices and office hours. (530) 760-9703

hmcgoldrick@ucdavis.edu

Club Mailing Address

Attention: [YOUR CLUB]
232 ARC
One Shields Avenue
University of California, Davis
Davis, CA 95616

Club Office Contact Information

Phone: (530) 752-3500
Email: sportclubs@campusrec.ucdavis.edu

Competitive Sports Managers:

- Each Sport Club will be assigned a student manager. They will be your go-to person for all questions. You should be meeting with your manager at least once a month during your season and at least once a quarter outside your season. You'll want to exchange phone numbers with your manager as there might be some last-minute questions or help you'll need with travel, forms, or a home competition.
- If you have a home competition throughout the year, you'll want to meet with your manager early to cover staffing, equipment, field/gym space, timing, and anything else you might need.
- Over-communication with your manager is always better than a lack of communication.

Recorders:

- These are your office assistants. Recorders will help with all your paperwork for waivers, check requests, facility requests, travel, and anything else.
- Most forms are due at least 2 weeks in advance, with some a month in advance. Please make sure forms are turned in early. Late forms could result in fines or suspension from practice or travel.

Supervisors:

- Supervisors oversee practices and competitions.
- They should assist with on-field issues, waivers, and first responders.

2.2 Club Officer Expectations

All Sport Club Officers must adhere to the following expectations:

- Check and reply to weekly phone calls, emails, and club mail between Sport Club Officers and Staff
- Read the contents of the Sport Clubs Handbook
- Attend all Sport Club training and meetings
- Ensure all club members act appropriately as UC Davis and CRU representatives
- Ensure all club members have purchased admin fees and signed and filed Waiver of Liability, Code of Conduct, and Athletic Training forms with the Sport Clubs Office (via Fusion and DoSportsEasy)
- Ensure all drivers have followed the procedures to sign up as a driver
- Inform club members of policies, expectations, procedures, and other UC Davis and CRU regulations that must be followed
- Ensure club is compliant with local, regional, and/or national governing body associations
- Meet all financial club account obligations
- Arrange facility reservations for all club functions through the Sport Clubs Office
- Leave facilities at requested time with appropriate clean up
- Return equipment and ensure supplies are returned, cleaned, and in appropriate condition
- Notify Sport Clubs Staff of all updates to event schedule, practices, games, fundraising events, purchases, promotional materials, and any other club related activities
- Adhere to the travel guidelines during all Sport Clubs travel (see p. 37)

Required Forms

Club officers are expected to submit all required forms by deadlines specified on calendar or in Handbook:

- Facility requests (see p. 24)
- Travel Itineraries (see p. 38)
- Annual Reports (see p. 14)
- Budget workbook
- Annual constitution
- Certifications
- Physicals
- Quarterly budget 1-page report
- Other assigned forms...

2.3 Getting Organized: Two Steps

Step One: Define Officer Roles and Tasks

In order to be eligible to hold office, a student:

- Must be an active member of the Sport Clubs program (see p. 18)
- Must not be on disciplinary probation
- Must be a currently enrolled UC Davis student
- Must pay student fees

Once a club has acquired eligible officers, their first step is to get organized. The best way to do this is to define the roles of all of the officers in the club together. The following are examples of officer roles that you may want to use for your club; however, you are strongly advised to build your club to best suit your needs.

President

- Provide the overall direction to the club, overseeing the work of the other officers and ensuring they work together as a team
- Serve as a liaison between the club and the Department of Campus Recreation and Unions
- Ensure that all participants are eligible, have signed up on the Sport Clubs online database (Fusion and DSE), and have purchased admin fees on Fusion by the deadline set by Sport Clubs Administration
- Schedule and run organizational meetings
- Monitor the activities of the club, ensuring compliance with UC Davis Policies and Procedures
- Oversee new member recruitment
- Coordinate and run club meetings
- Run practices
- Coordinate travel to and from competitions

Vice President

- Act in place of the president when necessary
- Oversee committee chairpersons and the work of the committees
- Head special projects and committees such as fundraising drives, tournament arrangements, publicity and promotion campaigns, etc.
- Set up competition schedule for the term or the year
- Set up practice location and times

Secretary

- Handle club correspondence (such as match and tournament scheduling) with other schools and teams or with conference and association personnel
- Maintain membership lists
- Maintain all club files and records
- Keep members informed of upcoming events, meeting minutes, and other pertinent information
- Keep up the alumni database and contact alumni for fundraisers and to inform them of team activity
- Take meeting minutes
- Have team members sign up on Fusion and pay admin fees
- Get drivers approved for travel

Treasurer

- Manage and record all financial transactions of the organization
- Keep detailed records of the club's financial transactions
- Establish the annual budget for the organization with other club officers
- Report the financial status of the club to members
- Give the Budget Presentation to the council for the following year's money allocation
- Manage fundraising
- Purchase needed equipment
- Collect and deposit dues into earned account

Safety Officer

- Every club needs at least two Safety Officers, and one of them needs to be at each practice/traveling event
- Safety Officers need to be CPR/1st Aid Certified and Concussion Certified (Certifications need to be uploaded to DoSportsEasy and Approved before practice is allowed: (slowe@ucdavis.edu))

These are very basic duties and should be tailored to your particular needs. Many clubs may want to have an officer specifically for fundraising, social chair, recruitment, purchasing, or race/tournament/travel/game coordination.

Step Two: Set Goals

Develop a list of goals the club would like to accomplish over the year and a plan and timeline for how to successfully complete those goals. An example is shown below.

Goal EXAMPLE:

- Maintain a year-long membership of 30+ participants

Steps to reach this goal:

- **President:** Establish an attendance requirement for those participants who wish to compete or travel
- **Vice President:** Market the club by using flyers, brochures, and advertisements (Deadline 10/21)
- **Secretary:** Contact all prior members of last year's club to see if they are still interested in participating (Deadline 11/30)

2.4 Annual Club Recognition

Once a Sport Club has been granted and maintains full status with the Sport Clubs Administration, the club must annually renew its status by meeting the following requirements each academic year:

- Be in good standing with the Sport Clubs Advisory Council and Sport Clubs Administration
- Submit the Club Annual Report Form via email to recorder staff (sportclubs@campusrec.ucdavis.edu)
- Submit the current club constitution (reviewed annually) to the Sport Clubs Office by the deadline (see page 4)
- Attend Fall Sport Club Officer Training
- Adhere to all Sport Clubs program, CRUS, and UC Davis policies and procedures

Failure to adhere to these annual requirements will place the club on probation until the requirements are completed.

2.5 New Sport Clubs Recognition

Policy

Not all student organizations engaged in a sport activity are recognized as members of the UC Davis Sport Clubs program. Inclusion in the program is dependent upon proven and sustained interest in the activity and the ability of the CRU to meet club needs via the Sport Clubs program. Student organizations should not view membership in the Sport Clubs program as an avenue to student fee funding, as it is not guaranteed and better avenues for funding may exist elsewhere.

Membership in the Sport Clubs program provides student organizations with direct access to a variety of CRU services. The Sport Clubs Staff serves as advisors for clubs' day-to-day operations, special events, budgeting, scheduling and promotions, and we ensure a safe and responsible experience for our clubs.

New Club Application Procedure

Sport Clubs will open applications during the spring quarter every other year: 2024, 2026, 2028, 2030

- 1) Complete a UC Davis Sport Clubs Application Form
- 2) Submit a petition to form a new Sport Club, signed by the individuals who would like to join the club
- 3) Schedule an appointment with a Coordinator
- 4) Make a formal presentation before the Sport Clubs Advisory Council to show compliance with the Sport Clubs membership criteria

Sport Club status is granted when the club has the following:

- Group structure and membership is such that successful accomplishment of purpose appears reasonable
- UC Davis Sport Clubs finances are available to support the club without jeopardizing support of established clubs

All new clubs admitted to the Sport Clubs program will have conditional status.

The Sport Clubs Advisory Council will consider the submitted information and make its decision based on the factors listed below (not an all-inclusive list):

- Does the club travel and compete locally, regionally, or nationally?
- Is the availability of and impact on facilities and required equipment acceptable?
- Can the Sport Clubs program provide adequate funding?
- How much student interest is there in the proposed club?
- Does the club adhere to Sport Club, Department, and University safety and risk management standards and practices?
- What are the benchmarks for current standards of club admittance policies within peer institutions?
- Is there adequate competition in the established Sport Clubs region?

2.6 Coaches/Instructors

Clubs are not required to have coaches/instructors but may seek the assistance of one. The coach/instructor must uphold the philosophy of the program's mission statement. Coaches/instructors have many opportunities to positively influence student development (skill, leadership, social, and safety) through games, practices, and club activities for club members. Coaches/instructors may be paid with the club's outside checking account; however, many are volunteers.

Eligibility of a Sport Clubs Coach/Instructor

Coaches/Instructors **MUST**:

- Attend mandatory Coach/Instructor Orientation Meeting (see p. 4)
- Adhere to the minimum requirements set forth by the club's national governing body
- Register as a volunteer for the CRU by completing the appropriate paperwork and online training/certifications, including yearly background checks
- Adhere to all UC Davis, CRU, and Sport Clubs program policies and procedures
- Help to ensure good sportsmanship at all times and always conduct themselves in a positive manner to represent UC Davis
- Be responsible for skill improvement, workouts, game strategy, and other coaching/instructing decisions
- Be in good standing with full privileges with their club's National Governing Body (NGB) or other sport-governing body to be eligible to work as a volunteer Sport Club coach at UC Davis
 - If at any point a coach is not in good standing or has restrictions on privileges or activities with their NGB or other governing body, they will be suspended from all Sport Club activity until they are reinstated to good standing with full privileges
 - If the NGB or other governing body requires certifications for coaches or assistant coaches, they must meet the minimum requirements and be appropriately certified to be eligible

Coaches/Instructors **should**:

- Purchase their own medical insurance

Coaches/Instructors **may not**:

- Promote private enterprise for personal gain
- Be heavily involved in club management; Sport Clubs are student organizations and the student officers must serve as the liaison between the club and the Sport Clubs Staff

Consensual Relationship Policy

- A consensual relationship, for purposes of this policy, is defined as one in which two individuals are involved by mutual consent in a romantic, physically intimate, and/or sexual relationship. A consensual relationship that might be appropriate in other circumstances is inappropriate when it occurs between a non-student staff member or volunteer of the Department of Campus Recreation and a student.
- The potential for conflicts of interest created by consensual relationships where one individual has power or authority over the other is of serious concern to the Department and University. Such consensual relationships may lead to an abuse of power, coercion, exploitation, favoritism, or unfair treatment of others. Even romantic relationships that begin as consensual may evolve into situations that lead to charges of sexual harassment that violate University policy. In addition, conflicts of interest created by consensual relationships in employment or education may lead to charges of sexual harassment brought by third parties who believe the consensual relationship creates a discriminatory environment.

- Consensual relationships between a student and an employee or volunteer who has oversight, evaluative, or advisory responsibilities over the student is **prohibited**.
- CRU recognizes that a consensual relationship may exist prior to the time an individual is assigned to a supervisor, instructor or coach. An individual shall not accept supervisory, decision-making, oversight, evaluative, coaching or advisory responsibilities over a student with whom he or she has a consensual relationship.

The Department of Campus Recreation has the right and obligation to protect the club by relieving any coach/instructor from their position if they are not deemed to be working in the best interest of the club, the Department of Campus Recreation, or the University. The dismissal of the coach/instructor is not subject to appeal.

2.7 Sport Club Classification

There are two classifications of sport clubs: *Conditional* and *Competitive*.

Conditional Sport Clubs

These are usually clubs in their first year of activity or existing clubs that are experiencing a decline in student interest. Conditional clubs have one academic year to demonstrate stability in terms of club leadership, student interest, and club member support. Upon successful completion of the Conditional status, a club will be automatically promoted to Competitive status.

CRITERIA:

- Maintain a consistent membership of at least ten (or minimum number required by the activity) active student members during practice and meeting times
- Demonstrate effective club leadership
- Operate without funding from CRU
- Complete all administrative duties as outlined in this handbook
- Have fundraising plans for current and future fundraising events
- Hold practice at least once a week
- Have at least two organized scheduled games, competitions, or events

Competitive Sport Clubs

Competitive clubs have all successfully completed Conditional status. Clubs at this level practice, travel, and compete against teams and/or individuals from other colleges and universities for a ranking or standing. CRU provides Competitive clubs funding from appropriated student fees for travel, competitions, conference dues, officials' fees, and team equipment. CRU also provides administrative support, access to facilities, equipment, marketing, and office services (copier, fax, mailboxes, etc.).

CRITERIA TO MAINTAIN SPORT CLUB ELIGIBILITY:

- Demonstrate effective club leadership
- Maintain a consistent membership of at least 15 active student members
- Be part of a National or Regional Association
- Compete in a collegiate club league
- Maintain practice schedule for at least one quarter
- Participate in three or more intercollegiate or open competitions per year
- Raise at least 20% of annual budget (excluding dues) through fundraising
- Be in good standing with the Sport Clubs Administration

3.1 Eligibility and Registration

Individual Member Requirements

Eligible	Not Eligible
<ul style="list-style-type: none">Currently enrolled undergraduate or graduate students paying student fees at UC Davis	<ul style="list-style-type: none">UC Davis Faculty, Staff, other University employees, alumni, and community membersExtended education studentsInternational students are NOT eligible <i>UNLESS</i> they are currently paying student fees

Each Sport Club participant must do the following:

- Purchase an admin fee
- Complete the Waiver of Liability, Assumption of Risk, Code of Conduct, and Athletic Training forms on the Sport Clubs website
 - Members who are trying out for the club can sign a paper waiver that will last TWO WEEKS from signature date. This waiver allows participants to attend practices/training only (not games) before submitting paperwork.
- Adhere to UC Davis, CRU, and Sport Clubs program policies, procedures, expectations, and code of conduct
- Pay Annual Membership Dues and create DoSportsEasy account within the first TWO WEEKS of beginning to participate in the club

Clubs should contact their sport's governing body to confirm exact eligibility requirements; many sports have specific standards for collegiate competition. The club should collect league dues at the beginning of the season or have payment plans to collect throughout the season.

Club officers or coach(es)/instructor(s) reserve the right to form a traveling team from its members, since only a certain number can realistically compete. Each club is responsible for working out a fair method that accommodates all of its members' needs. If there is an issue with this policy, the Sport Club Council and a Coordinator will step in to help.

The UC Davis Sport Clubs program will not support any exclusion to participate on the basis of race, color, national origin, ethnic group, religion, sex, sexual orientation, age, or disability.

Actions Taken When Ineligible Participation Occurs

- If ineligible participation occurs, the Sport Clubs Administration may impose sanctions on the individual and/or club, depending on the severity of the infraction.
- These sanctions could include, but are not limited to, the following:
 - Suspension or removal of ineligible participant(s) from Sport Clubs program,
 - Suspension of entire club team,
 - Fine to be forfeited from the club's checking account,
 - Removal of club team from Sport Clubs program,
 - Or other consequences as determined by the Sport Clubs Administration.

3.2 Club Conduct

Students, by participating in the Sport Clubs program, agree to conduct themselves and their organizations in an appropriate manner. Individuals must always act as University representatives, both on and off the field of play. Failure of Sport Clubs and individuals to adhere to a responsible standard of conduct will result in disciplinary action set forth by a Coordinator.

Code of Ethics Agreement

The Code of Ethics serves as a guideline for individual behavior while participating in Sport Clubs program-sponsored or -endorsed events. Student athletes who participate in the Sport Clubs program represent UC Davis, CRU, and the Sport Clubs Office. These organizations dedicate themselves to the tradition of proper conduct and expect the same of the athletes.

3.3 Hazing Policy

It is against the law for student organizations to conduct “Hazing.” Violation may result in loss of Sport Clubs’ status, action by Student Judicial Affairs, and/or referral to local law enforcement agencies.

Actions that may constitute Hazing include, but are not limited to, the following:

- Physical activity not part of an organized, voluntary athletic contest or not specifically directed toward constructive work
- Any activity that might reasonably bring one physical harm
- Paddling, beating, or otherwise permitting someone to hit another individual
- Requiring one to wear any degrading or uncomfortable garments
- Depriving one of sufficient sleep (6 hours per day minimum), decent and edible meals, or means of maintaining body cleanliness
- Activities interfering with one’s academic efforts by causing exhaustion, loss of sleep, or reasonable study time
- Requiring one to consume large amounts of alcohol
- Forcing, coercing, or permitting one to consume foreign or unusual substances (raw meat, raw eggs, saltwater, onions, etc.)
- Pouring, throwing, or otherwise applying substances (eggs, paint, honey, etc.) to one’s body
- Morally degrading or humiliating games or activities that make an individual the object of amusement, ridicule, or intimidation
- Kidnaps, road trips, etc., conducted in a manner that endangers the health or safety of an individual
- Subjecting one to cruel or unusual psychological conditions for any reason
- Any requirement which compels someone to participate in any activity which is illegal, perverse, publicly indecent, contrary to the individual’s genuine moral and/or religious beliefs, or contrary to the rules, policies and regulations of the University

These rules apply to undergraduate, graduate, alumni, and both potential and active members.

CALIFORNIA HAZING LAWS

EDUCATION CODE SECTIONS 32050-32052

As used in this article, “hazing” includes any method of initiation or pre-initiation into a student organization or any pastime or amusement engaged in with respect to such an organization which causes, or is likely to cause, bodily danger, physical harm or personal degradation or disgrace resulting in physical or mental harm to any student or other person attending any school, community college, college, university or other educational institution in this state; but the term “hazing” does not include customary athletic events or other similar contests or competitions.

CRIMINAL PENALTIES FOR HAZING

No student, or other person in attendance at any public, private, parochial, or military school, community college, college, or other educational institution, shall conspire to engage in hazing, participate in hazing, or commit any act that causes or is likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to any fellow student or person attending the institution. The violation of this section is a misdemeanor, punishable by a fine of not less than one hundred dollars (\$100), nor more than five thousand dollars (\$5,000), or imprisonment in the county jail for not more than one year, or both.

FORFEITURE OF FUNDS AND/OR LOSS OF UNIVERSITY RECOGNITION DUE TO PARTICIPATION IN HAZING

Any person who participates in the hazing of another, or any corporation or association which knowingly permits hazing to be conducted by its members by others subject to its direction or control, shall forfeit any entitlement to state funds, scholarships, or awards which are enjoyed by him/her and shall be deprived of any sanction or approval granted by any public educational institution or agency.

The governing board of any public school, public college, public university or other public educational institution or agency shall adopt rules and regulations to implement this section. If the Attorney General or the district attorney of any county or city has reason to believe that a forfeiture should be declared under this section, he or she may institute a special proceeding in the superior court to establish such forfeiture. Any funds so forfeited shall be deposited in the State Treasury and credited to the State School Fund.

DISCRIMINATION AND HARASSMENT

The campus has both formal complaint procedures and an informal advisory system for the resolution of complaints of discrimination or harassment based on race, color, national origin, religion, sex, sexual orientation, physical or mental disability, or age.

FORMAL COMPLAINTS

As a general rule, formal complaints will not be considered unless a written complaint is filed with the Office of Student Judicial Affairs within 30 calendar days of the time the student could reasonably be expected to have knowledge of the injury allegedly caused by the offensive action. Student Judicial Affairs is located at 3200 Dutton Hall and may be reached by phone at 530.752-1128.

INFORMAL COMPLAINTS

Students may attempt to resolve their complaints informally. It is recommended that students speak with the Sport Clubs Administration about any complaints they may have as soon as they arise. Students also have the option to submit concerns or complaints anonymously through the Campus Recreation and Unions online comment form via the Campus Recreation and Unions website. They may also seek information and assistance from a variety of campus resources on an informal basis.

3.4 Violation System

Sport Clubs are required to comply with university policies and campus regulations, as well as the policies outlined in this Sport Club Handbook. Failure to comply with any of these policies will result in fines and/or the loss of Sport Club status or other administrative actions.

Defining Violations

Fines may be accompanied by additional action, represented by the numbers below:

- 1** E-Mail warning
- 2** Club is placed on probation for a period determined by the Coordinators and Sport Club Council
- 3** Loss of facility space/travel
- 4** Possible loss of recognition as a Sport Club

Violations	1st Offense	2nd Offense *Meeting with a Coordinator to discuss disciplinary action	3rd Offense *Meeting with a Coordinator to discuss disciplinary action
Major Violations			
Failure to submit required paperwork *Including but not limited to: 1. Facility Requests 2. Club Constitution 3. Annual Report 4. Budget Workbook	\$100 1,2,3	\$200 3,4	Fines and additional action will be decided by a Coordinator
Traveling without being on the travel roster	\$200 1,2,3	\$500 3,4	Fines and additional action will be decided by a Coordinator
Failure to notify Sport Clubs of Travel or Home Events	\$100 1,2,3	\$200 3,4	Fines and additional action will be decided by a Coordinator
Failure to act appropriately, resulting in disciplinary action from the University	\$200 1, 2, 3, 4	\$500 1, 2, 3, 4	Fines and additional action will be decided by a Coordinator
Misuse of University facilities or club property (Situations will be investigated individually by SCC)	\$200 1,2,3	\$500 3,4	Fines and additional action will be decided by a Coordinator
Traveling using unapproved drivers	\$100	\$200	Fines and additional action will be decided by a

	1,2,3	3,4	Coordinator
General Violations			
Reserving campus facilities or Fleet services without approval	\$50 1	\$100 2, 3	\$200 3, 4
Late submission of paperwork	\$25/day 1	\$50/day 2,3	\$100/day 3,4
Not attending monthly officer meeting	\$25 1	\$50 2,3	\$100 3,4
Not attending Sport Club Officer Training (see <i>Important Dates</i> for time and location)	\$100 1	\$200 2,3	\$300 3,4

All fines must be paid within a week of notification. Failure to pay fines in a timely manner will result in suspension of practice.

Major infractions may be referred to UC Davis Judicial Affairs depending upon the action taken by the club or member.

Appeal Process

Violation decisions may be appealed by following these procedures:

- Within seven days of the date of the disciplinary action, the club president or representative must submit a written notification to the Sport Clubs Advisory Council indicating the reason(s) for the appeal.
- The Sport Clubs Advisory Council will hear the appeal and make their recommendation to the Director of Campus Recreation, Deb Johnson. After investigating the situation, the Director of Campus Recreation will uphold, reject, or modify the recommendation made by the Sport Clubs Advisory Council. Parties involved will be notified of the appeal results in writing.

4.1 Practice & Event Facility Requests

Clubs may request practice facilities through the Sport Clubs Office. Requests for facilities are due the quarter before you need them. Please keep in mind that, due to demand, the Sport Clubs program may not always be able to meet your first preference for practice facilities or times each term.

- Teams will be held to a practice time limit per week. Each team must declare ONE quarter as their in-season quarter. Teams in season will get 6-10 hours of practice time per week. Teams out of season will get 4-6 hours of practice per week.
 1. Teams that pay for their practice facility are asked to still declare a season, but will not be restricted on hours.
 2. Teams can declare their ONE quarter here:
<https://docs.google.com/spreadsheets/d/17hbix0NGLCUORUq7c0uyI3zYAEgg6ocUJMUGNIKQ44I/edit?usp=sharing>

Competition Facility Requests

All scheduled activities for games are available on a first come, first serve basis with discretion by the Sport Clubs Administration. **The earlier you turn in the form, the better chance you will have to reserve it.** This includes tournaments, shows, races, meets, clinics, or fundraising activities where our fields or gyms are reserved.

Reserving Facilities

Requests for the use of any UC Davis field, facility, or classroom must be made in the following manner:

- 1) Check to see if space is available: <http://ces.ucdavis.edu/Public/plan/space/>
- 2) Email a Coordinator with your request; the Coordinator will confirm reservation and work with your manager for staffing and equipment needed

ARC Reservations

- Weekly meetings include four hours per week/club free of charge for room reservations (billable after four-hour mark)
- All AV will be charged \$15 to the group's provided account
- Sport Clubs get 4 hours free per week for ARC meeting rooms.

MU Reservations

If you would like to reserve tables at the Memorial Union for your club to market/advertise, you will need to request Fusion access by contacting a Coordinator. Once given access, you can reserve your own tables through the [Memorial Union Table Reservation link](#).

University Credit Union

Sport Clubs get 1 free facility rental day (staff and other resources not included).

UC Davis Classrooms

\$33 reservation fee per day.

Special Events

Teams will be limited to 3 days of special events (fundraisers, tournaments, alumni games,bbq/gatherings, etc.) If your team wishes to have more than 3 days of special events, the team is responsible for event costs (ie. Staffing, athletic training, custodial, etc).

- All special events following the provided 3 days are your responsibility to fund for the remainder of the school year.
 - Supervisor staff: \$16.50/hr.
 - Athletic training staff: \$45/hr.
 - Custodial Services: \$54/hr.
 - Trash services vary based on resources used
 - ICA grounds services: \$84/hr.

4.2 Facility Use Expectations

Many of the University facilities are shared and used with other programs or clubs. Here are expectations Sport Clubs should adhere to:

- Facilities are to be explicitly used by Sport Clubs recognized by the UC Davis Recreation Center. All other entities wishing to use recreational facilities must go through CES for facility reservations.
- Clubs canceling any reservation must contact the Sport Clubs Office at least 24 business hours before the reservation is in effect.
- Clubs are responsible for their use of facility sites. **Facilities must be returned to original set-up after use.** Misuse of equipment or facilities will jeopardize future use and possibly club status.
 - Clubs that use ICA facilities must take a picture of the facility at the end of each practice and events to demonstrate cleanliness and respectful actions to the shared space.
- Clubs are required to respect the privilege to use facilities and are responsible to leave at designated end time.
- Contact the Sport Clubs Office for clarification if there are other groups using the facility at your scheduled time.
- Drugs and alcohol are prohibited at all University facilities and events by participants, coaches, instructors, or spectators.
- All fields on campus will have a “lights out policy” at 9:45pm.

5.1 Safety and Risk Management Requirements

- Club officers, coaches, and instructors should review the risks inherent in their sport and emphasize safety at all times.
- Officers should review the club’s emergency action plan with a Coordinator and an Athletic Trainer.
- Officers should review all applicable insurance coverage, including that which is available through association with an NGB (see pg. 27)
- All Sport Club members will make a Presagia account. Sign-up instructions are located on the Sport Club webpage.
- Inspect facilities and equipment prior to each practice, game, or special event. Report unsafe conditions to the Sport Clubs Office immediately or, if at an off-campus venue, report the condition to the proper managing authority.
- Officers should identify club members with First Aid, CPR, and AED training.
- Officers should provide a first-aid station at special events (required in some cases by the Sport Clubs Office).
- Officers should require all club members participating in an aquatic activity to verify that they can swim (i.e., Crew, Water Polo, Triathlon, and Water Ski & Wakeboard).

Sport Club Physicals

- All sport club participants are required to get a physical prior to participating in sport club activities.

- Participants are required to use the UC Davis sport club athletic training approved physical form, provided on the sport club webpage.
- Physicals must be completed by a Medical Doctor (MD), Doctor of Osteopathic Medicine (DO), Physician's Assistant (PA), or Nurse Practitioner (NP). As well as be stamped or have a physician/patient label. Physicals must be uploaded to the student athlete's DoSportsEasy profile.

Injury Protocol

- In the event of an injury where an individual is visibly bleeding, the following precautions should be taken, unless stricter precautions are required by league or sport rules (see following section for concussion protocol):
 - Upon observing a participant with an open wound or blood-stained clothing, club officers or the coach/instructor should stop the activity as soon as is feasibly possible.
 - All open wounds or breaks in the skin should be bandaged. Participants cannot return to play until the wound is covered.
 - **No** open wounds may be in a body of water (pool or open water).
 - If the participant's clothing is grossly soiled (saturated) with blood or other body fluids, the participant shall be removed from the activity until the clothing can be changed.

5.2 CRU Competitive Sports Concussion Protocol

Concussion Training: WHEN IN DOUBT, SIT IT OUT

We recommend all athletes take the concussion safety course, but only coaches and safety officers and high impact sports are required to take the online concussion training course annually. The course is called Concussion Safety and can be found through the UC Davis online learning center using your UC Davis login information: lms.ucdavis.edu/. Coaches and volunteers will have to make a profile to complete the online training; this training helps coaches and players better understand concussions and ensures the athletes' safety. The course must be completed prior to the first practice of the season and proof of completion must be submitted to the Sport Club Athletic Trainer for clearance to begin practice.

Recognizing, Managing, & Reporting Concussions

RECOGNIZE

- A concussion is a brain injury that affects how your brain works.
- A concussion is caused by a bump, blow, or jolt to the head or body.
- A concussion can happen even if you have not been knocked out/lost consciousness.

Symptoms you may feel:

Physical

- Headache, nausea or vomiting, blurry or double vision, dizziness or difficulty with balance
- Sensitivity to light and/or noise, confusion, difficulty concentrating, problems remembering
- Feeling foggy or slowed down

Emotional

- Feeling sad or down, decreased interest in hobbies, irritability or moodiness, nervousness
- Difficulty falling or staying asleep, sleeping more or less than usual, daytime sleepiness
- Drowsiness/clumsy movements a parent, guardian, teacher, or coach may notice
- Trouble at school or declining grades, confusion in normal conversations, forgetfulness, irritability or mood/behavior changes

MANAGE

If you suspect that an athlete has a head injury, you should take the following steps:

- 1) Remove the athlete from play.
- 2) Contact the Sport Club Athletic Trainer: (530) 760-9703
- 3) Ensure that the athlete is monitored by a healthcare professional experienced in evaluating for concussion. **DO NOT** try to judge the severity of the injury yourself. Remember: when in doubt, sit it out!
- 4) Inform the athlete about the concussion management procedure and give them the fact sheet on concussion.
- 5) Keep the athlete out of play the day of injury and until a QUALIFIED physician gives permission that it's okay to return to play.

REPORT

When to Seek Immediate Medical Attention

CONTACT A HEALTHCARE PROFESSIONAL or EMERGENCY DEPARTMENT right away if you notice any of the following danger signs after a bump, blow, or jolt to the head or body:

- Headache that gets worse and does not go away
- Weakness, numbness, or decreased coordination
- Repeated vomiting or nausea
- Slurred speech
- Increasing confusion, difficulty recognizing people or places
- Very drowsy or cannot be awakened
- One pupil (the black part in the middle of the eye) larger than the other
- Convulsions or seizures
- Unusual behavior or signs of being confused, restless, or agitated
- Loss of consciousness (a brief loss of consciousness should be taken seriously, and the person should be carefully monitored)

For information on reporting concussions, refer to the Insurance and Accident Reporting section below.

Concussion – How to treat at home

The treatment of concussion is individualized, with the goal of getting you back to normal activities as safely as possible. The most important part of concussion management is rest, especially avoiding triggers or activities that make symptoms significantly worse. You should not participate in any physical or sport related activities if you have symptoms. Doctors will be helpful in monitoring your symptoms and guiding recovery.

To help the brain heal properly, follow the instructions below:

- 1) Get plenty of rest. Keep the same bedtime every day and get 8-10 hours of sleep at night. For the first few days, you may take naps or rest breaks if you are tired as long as it does not interfere with nighttime sleep.
- 2) Limit physical and mental activities as they may make symptoms worse. Examples of physical activities include gym class, sport practice, weight training, and leisure activities such as biking, skiing and tubing. Examples of mental activities include video games, texting and computer activities.
- 3) Drink plenty of fluids and eat regular meals.
- 4) Note that feelings of frustration and sadness are normal during this time when you are not being as active as usual.

As symptoms resolve, you may begin to gradually return to your daily routine. Symptoms that worsen or return typically mean that you are not ready, and you may need to cut back on activities. Physical activity should not be started until there is full-time return to school without symptoms or medications, unless otherwise instructed by your doctor.

It is okay to:	There is no need to:	DO NOT:
<ul style="list-style-type: none">• Use Tylenol (Acetaminophen)• Use an ice pack to head/neck for comfort• Eat a light meal• Go to sleep	<ul style="list-style-type: none">• Check eyes with light• Wake up every hour• Stay in bed	<ul style="list-style-type: none">• Use aspirin, Aleve, Advil or other NSAID products• Drink Alcohol• Drive a car

5.3 Insurance and Accident Reporting

Insurance Coverage

Sport Clubs Admin Fee - Coverage Details

The Sport Clubs Admin Fee provides general liability coverage for Sport Club Officers and participants. This policy provides coverage for Sport Clubs members if a third-party incident occurs during a sanctioned Sport Club event or if members are the cause of an incident that occurs during a sanctioned Sport Club activity.

UC Davis General Liability Program

The intent of this self-insured program is to provide protection for mistakes made by campus employees resulting in personal or bodily injury, or property damage to third parties. This program provides broad coverage for the University's legal or tort liability, which may arise from its operations. Protection ranges from coverage for accidents, like slips and falls, vehicle accidents causing damage or injury to others, and employment practices liability. Therefore, there are three categories of coverage: Auto Liability, General Liability, and Employment Practices Liability. Coverage applies to all University departments and auxiliary enterprises, officers, agents and employees (including bona fide volunteers). Protection is further extended to students enrolled in a formal training program, which is limited to the School of Medicine and School of Veterinary Medicine while performing in the course and scope of their studies. ***The University of California does not provide general liability insurance. The UC Davis general liability program is a self-insured program and does not provide protection for sanctioned Sport Clubs activities.***

Student Health Insurance Plan (SHIP)

The University of California requires that all students have health insurance. To help you meet this requirement, UC Davis automatically enrolls all registered students in the Student Health Insurance Plan (SHIP). Fees for SHIP coverage are charged to your student account each school term along with your registration fees. Students who can demonstrate that they have comparable health insurance may apply for a waiver online. If your waiver is approved, your SHIP enrollment will be canceled, and your student account will be credited to offset the SHIP fee. To remain waived, a new waiver application must be filed each academic year. ***SHIP provides students with medical insurance, not liability insurance.***

Accident Reporting

When an injury, accident, or incident occurs during a Sport Clubs practice or competition, an **Incident Report Form** must be completed and turned in to the Sport Clubs office *within 48 hours* after the injury, accident, or incident occurs. If it is a serious injury, call 911 and then notify a Coordinator of the incident immediately.

UC Davis Police: (530) 754-2677

Sport Club Coordinator, Abby Delao: 530-368-0976

Competitive Sport Coordinator, Danielle Jones: (916) 412-9649

Competitive Sport Coordinator, Aubrey Kelly: (757) 871-2630

Athletic Trainers, Shannan Rowe/Heather McGoldrick: (530) 760-9703

Pre-Participation Physical

Sport Club Officers, club members, coaches, and instructors should emphasize safety during all club-related activities.

All sport club members are required to have a physical before participation in sport club activity. Physical forms are provided on the sport club athletic training webpage. Physicals can only be signed by a physician (MD), Nurse Practitioner (NP), or physician assistant (PA). One physical is required during the student's UC Davis sport club career. The Sport Clubs program requires all Sport Clubs participants to have annual physical examinations. UC Davis assumes no responsibility for any participant with an existing health condition that makes it inadvisable for him/her to participate in any given activity.

5.4 Weather Conditions

Club practices or competitions may have to be canceled due to inclement weather conditions in order to avoid irreversible damage to the playing surfaces. Any cancellations due to weather will be made by the Sport Clubs Staff.

Lightning Protocol

It is imperative that all UC Davis Sport Club teams and personnel are aware of lightning hazards and the specific safety shelter for their venue. In the event of lightning during an official sport practice or event precautions must be taken to ensure the safety of both athletes and spectators. In any event, the Sport Club Certified Athletic Trainer (ATC), in conjunction with Event Management Staff and sport supervisors, will be responsible for monitoring inclement weather. The following policy is based on the specific recommendations as stated by the National Athletic Training Association (NATA) Lightning Safety position statement

WeatherBug® Monitoring System

Our staff will utilize the WeatherBug® Monitoring System to determine participation status. WeatherBug® is an online system that alerts users to inclement weather. All athletic training staff members must have mobile access to text alerts that will update them on lightning, thunderstorms, tornados, heat indices, and snow. All full-time staff must also have access to the mobile web version which allows the monitoring of radar and lightning as well as other features.

In the event that neither online monitoring system is available, UC Davis staff will utilize the **Flash-to-Bang method**:

- Count the seconds from the time lightning is sighted to when the clap of thunder is heard.
- Divide this number by 5 to obtain how far away in miles the lightning is occurring.
- For example, if an individual counts 30 seconds between seeing the flash and hearing the bang, $30 \div 5 = 6$; therefore, the lightning flash is approximately 6 miles away.
- As a minimum, the NCAA and the National Severe Storms Laboratory (NSSL) strongly recommend that all individuals leave the athletic site and reach a safe location by the flash-to bang method of 30 seconds (6 miles).

Per the Sport Club protocol, events or activities will be suspended and venues will be evacuated when WeatherBug® or Flash-to-Bang identify a ten-mile warning. Once activities or events have been suspended, the ATC, with assistance of Sport Club Supervisors and/or game officials if necessary, will use the "all clear" signal from WeatherBug® indicating that a lightning strike has not occurred within the ten-mile warning range within 30 minutes. It is the NATA Position Statement recommendation to wait at least 30 minutes after the last visible strike or audible thunder before resuming activity.

In addition to the policy for observing and tracking lightning during practices and events, the following are designated as **Lightning Safe Shelters**:

- A Street Field, Howard Fields, and Tennis Stadium --> Howard Wy. Parking Garage
- Dairy Field and Hutch Fields --> Hutchison & Dairy Parking Garage
- Russell Field and ICA Field Hockey --> use cars for shelter
- Schaal Pool --> Pool House
- Hickey Pool --> Hickey Gym

Lightning and Aquatics Safety

The National Lightning Safety Institute (NLSI) provides recommendations for aquatic safety in the case of lightning. The indoor swimming and diving facility at HPER is grounded for protection against lightning and is safe to use in severe weather circumstances. However, indoor therapy pools, including the SwimEx system in the Sapp Fieldhouse Athletic Training Room are NOT grounded for protection against lightning. When lightning occurs, athletes and patients should be removed from the therapy pool facility. Following guidelines from NCAA Sports Medicine Handbook (Guideline 1E, Lightning Safety, 16-17; 2013-2014).

Air Quality Guidelines

The following is to serve as a guideline when air quality is compromised. The Sport Club Athletic Trainer will monitor and be the guiding authority. In the event that a competition will need to be postponed or canceled, the athletic training staff will communicate closely with competitive sport staff, student supervisors, and safety and club officers. The guidelines will be strictly followed.

Given this situation, it is important to keep in mind the following recommendations:

- 1) All persons with a history of asthma, exercise-induced asthma, allergies, or other respiratory illness should be mindful of taking any medications prescribed for their condition.
- 2) Anyone who has developed respiratory symptoms such as cough, chest tightness, wheezing, or shortness of breath should be excused from and refrain from physical exertion and further outside air exposure. Affected student-athletes should see their team physician.
- 3) All venues outside of the city limits should be evaluated for a change of venue. Susceptible individuals should not be exposed to unnecessary risk when air quality is at or above the unhealthy for sensitive groups level >100.
- 4) If air quality is at or above unhealthy level >151, all outdoor activities must be moved indoors, postponed, or canceled. Athletic training staff should discuss the situation with their coaches as soon as possible.
- 5) If the university cancels classes and outdoor activities due to poor air quality, Sport Clubs should then consider doing the same for all practices and competitions.

All athletic department personnel should use the following chart for guidance

Good - No concerns.

Moderate - Know which athletes have respiratory issues and check for medication compliance.

Unhealthy for Sensitive Groups - Limit outdoor activity, have athletic training staff in attendance, and monitor athletic performance for respiratory compromise.

Unhealthy - All outdoor venues moved indoors, postpone or cancel competitions, and notify visiting teams of conditions as soon as possible.

Very Unhealthy - Cancel all outdoor activity including practice and competitions.

Airquality.weather.gov AQI forecasts can be found at <https://airnow.gov>.



Air Quality Index for Ozone

(Based on 8-hr average concentrations)

Index Values (Conc. Range)	Air Quality Descriptors	Who needs to be concerned	What should I do?
0 – 50 (0-54 ppb)	Good	It's a great day to be active outside.	
51 – 100 (55-70 ppb)	Moderate	Some people who may be unusually sensitive to ozone.	<p>Unusually sensitive people: <i>Consider reducing</i> prolonged or heavy outdoor exertion. Watch for symptoms such as coughing or shortness of breath. These are signs to take it easier.</p> <p>Everyone else: It's a good day to be active outside.</p>
101 – 150 (71-85 ppb)	Unhealthy for Sensitive Groups	Sensitive groups include people with lung disease such as asthma, older adults, children and teenagers, and people who are active out- doors.	<p>Sensitive groups: <i>Reduce</i> prolonged or heavy outdoor exertion. Take more breaks, do less intense activities. Watch for symptoms such as coughing or shortness of breath. Schedule outdoor activities in the morning when ozone is lower.</p> <p>People with asthma should follow their asthma action plans and keep quick relief medicine handy.</p>
151 – 200 (86-105 ppb)	Unhealthy	Everyone	<p>Sensitive groups: <i>Avoid</i> prolonged or heavy outdoor exertion. Schedule outdoor activities in the morning when ozone is lower. Consider moving activities indoors. People with asthma, keep quick-relief medicine handy.</p> <p>Everyone else: <i>Reduce</i> prolonged or heavy outdoor exertion. Take more breaks, do less intense activities. Schedule outdoor activities in the morning when ozone is lower.</p>
201 – 300 (106- 200 ppb)	Very Unhealthy	Everyone	<p>Sensitive groups: <i>Avoid all</i> physical activity outdoors. Move activities indoors or reschedule to a time when air quality is better. People with asthma, keep quick-relief medicine handy.</p> <p>Everyone else: <i>Avoid</i> prolonged or heavy outdoor exertion. Schedule outdoor activities in the morning when ozone is lower. Consider moving activities indoors.</p>
301 – 500 (≥ 201 ppb)	Hazardous	Everyone	Everyone: <i>Avoid all</i> physical activity outdoors.

Updated on May 10, 2016

Heat Illness Best Practice Guidelines

The following is to serve as a guideline in regard to hot weather during training, practice, and competitions. The Sport Club Athletic Trainer will monitor and be the guiding authority and in the event that a competition will need to be postponed or canceled, they will communicate closely with staff, students, and club officers. The guidelines will be strictly followed.

Definition: Heat illness is inherent to physical activity and its incidence increases with rising ambient temperature and relative humidity. Athletes who begin training in the late summer (e.g. soccer, cross-country and field hockey athletes) experience exertional heat-related illnesses more often than athletes who begin training during the winter and spring. Traditional classification of heat illness defines three categories: heat cramps, heat exhaustion, and heat stroke. Heat illness is more likely in hot, humid weather, but can occur in the absence of hot humid conditions.

Given this situation, it is important to keep in mind the following recommendations:

- 1) UC Davis' CRU department ensures proper medical coverage is provided and will have an athletic trainer at high-impact Sport Club events.
- 2) The athletic trainer is responsible for monitoring environmental conditions using wet bulb global temperature (WBGT) and the associated recommendations ¹ (see p. 30).
- 3) The athletic trainer, coaches and competitive sport staff will encourage hydration and establish hydration policies that involve both work: rest ratios and encourage drinking fluids containing sodium.
- 4) Students should follow acclimatization guidelines¹ (see p. 30).
- 5) Officers should hold practice and perform conditioning drills at appropriate times while avoiding the hottest part of the day, typically 10am-5pm.²
- 6) Officers should slowly progress in length and intensity of practices and conditioning throughout the season.³
- 7) Officers should educate athletes, coaches and competitive sport personnel about exertional illnesses and proper hydration.¹⁻³

¹ Binkley, Helen M., Joseph Beckett, Douglas J. Casa, Douglas M. Kleiner, and Paul E. Plummer. "National Athletic Trainers' Association position statement: exertional heat illnesses." *Journal of Athletic Training* 37, no. 3 (2002): 329

² Spear, Jerome E. "Heat Illness Prevention." (2013)

³ Coris, Eric E., Arnold M. Ramirez, and Daniel J. Van Durme. "Heat Illness in athletes." *Sports Medicine* 34, no. 1 (2004): 9-16

Exertional Heat Illnesses have a 100% survival rate when an athlete is cooled via cold-water immersion or cold-water dousing within ten minutes of collapse.

To initiate emergency treatment for exertional heat stroke, follow the steps below:

Treatment Steps
1. Take athlete's rectal temperature.
2. Remove all equipment and excess clothing from the athlete, if possible (cut clothing if necessary).
3. Cool the athlete as quickly as possible via whole body ice-water immersion in a large tub that covers the athlete's trunk and limbs. Water should be approximately 35-58°F. Continually stir the water and add ice throughout cooling process. (Note: if immersion is not possible, take athlete to cold shower or move to shaded area and use rotating ice towels to cover the body surface.)
4. Wrap a towel under the athlete's arms and hold to ensure an upright position while sitting in the tub.
5. Maintain airway, breathing, and circulation, while continuing to monitor core temperature.
6. After cooling is initiated, call 911. You must COOL BEFORE TRANSPORT . Do not transport the athlete until rectal temperature reaches 102°F.
7. Cease cooling when rectal temperature reaches 102°F.

WBGT	ACTIVITY/REST BREAK GUIDELINES
Under 82.0	Normal Activities – Provide at least three separate rest breaks each hour with a minimum duration of 3 minutes each during the workout.
82.0 - 86.9	Use discretion for intense and prolonged exercise; watch at-risk players carefully. Provide at least three separate rest breaks each hour with a minimum duration of 4 minutes each.
87.0 – 89.9	Maximum practice time is 2 hours. <u>For Football</u> : players are restricted to helmet, shoulder pads, and shorts during practice, and all protective equipment must be removed during conditioning activities. If the WBGT rises to this level during practice, players must continue to work out wearing football pants without changing to shorts. <u>For All Sports</u> : Provide at least four separate rest breaks each hour with a minimum duration of 4 minutes each.
90.0 – 92.0	Maximum practice time is 1 hour. <u>For Football</u> : no protective equipment may be worn during practice, and there may be no conditioning activities. <u>For All Sports</u> : There must be 20 minutes of rest breaks distributed throughout the hour of practice.
Over 92.1	No outdoor workouts. Delay practice until cooler WBGT level is reached.

Preseason Heat-Acclimatization Guidelines

Area of Practice Modification	Practices 1-5		Practices 6-14
	Days 1-2	Days 3-5	
# of Practices Permitted Per Day	1		2, only every other day
Equipment	Helmets only	Helmets & Shoulder Pads	Full Equipment
Maximum Duration of Single Practice Session	3 hours		3 hours (a total maximum of 5 hours on double session days)
Permitted Walk Through Time	1 hour (but must be separated from practice for 3 continuous hours)		
Contact	No Contact	Contact only with blocking sleds/dummies	Full, 100% live contact drills

NOTE: warm-up, stretching, cool-down, walk-through, conditioning, and weight-room activities are included as part of practice time

6.1 Dues and Fundraising

Membership Dues

Each club is expected to financially support its activities through membership dues and fundraising. Club officers are responsible for establishing a dues structure that is fair and reasonably meets the club's budgetary needs. Club officers should maintain a list of paid members for each quarter. It is recommended that all Sport Clubs collect dues at the beginning of the year/quarter.

DoSportsEasy (DSE)

All club finances are updated in your DSE account. Officers can access their funds through this website:
<https://campusrecreation.ucdavis.edu/dosportseasy>

All allocation, service, and donation requests should be made through DSE. This training video will walk you through how to submit a proper request: <https://www.youtube.com/watch?v=y5PfvAM-37E&feature=youtu.be>

Fundraising Handbook

The fundraising handbook can be found through the Campus Recreation website on our Sport Clubs page under the Officer Resources tab.

[Sport Club Fundraising Handbook.pdf](#)

On-Campus Fundraising

When charging admission or collecting donations at an on-campus event, cash box and ticket arrangements must be made through the Sport Clubs office. If a club is making over \$5,000 in cash, security will be needed for that event.

Clubs planning to use off-campus assistance (i.e., a promoter/vendor) to help sponsor an event must contact the Sport Clubs office for special guidelines before making any arrangements.

All film programming must be approved by the Sport Clubs Office at least two weeks prior to the event.

Food and beverage concession sales during events on campus require approval by the Sport Clubs Office. Food sales are subject to the conditions specified in the Campus Food Service contract and must follow the policies of the Environmental Health and Safety Office.

Although your group can sell T-shirts on campus, there are several specifications that must be satisfied before you order them and have them for sale:

- 1) T-shirts may only be sold on campus with approval from the Sport Clubs Office.
- 2) All T-shirt designs must be submitted for review BEFORE the shirt is produced.
- 3) The name of the Sport Clubs with the word CLUB should be on the shirt.
- 4) Alcohol, Tobacco, and Firearms are all prohibited on UC Davis shirts.

For all UC Davis logos, please email Jeff Heiser: jcheiser@ucdavis.edu and visit the [Sport Club Identity Guidelines](#)

All variances of names and visual representations of the University of California, Davis, are considered UC Davis "trademarks." The marks include any trademark, service mark, name, logo, insignia, seal, design, or other symbol or device associated with or referring to UC Davis. The University owns these trademarks and carefully manages their commercial use. Sport Clubs may use any of the University's logos or marks after receiving approval from the Trademark Licensing

Coordinator. Direct all requests to use University logos or marks through the Sport Clubs Office. Allow at least one week for approval.

Drawings/Raffles -- State law requires that raffle tickets and raffle contest publicity materials clearly indicate that no purchase or donation is necessary to participate in the contest. Anyone who requests a ticket must be given one at no charge. All raffle tickets must have the name of this organization and, if a dollar amount is listed, the word "donation" must appear.

Sport Clubs raising funds in violation of policy may have their Sport Club status revoked.

Gifts and Donations

Clubs can receive donations two different ways. All donations are tax deductible, but the University takes 6%.

- Online through your donation account: <https://campusrecreation.ucdavis.edu/sport-clubs/2018-2019-clubs>
- Checks made payable to UC Regents and brought to a coordinator

Donations made payable to the club (not UC Regents) cannot go into your donation account and are NOT tax deductible.

If the donor doesn't care about a tax deduction, we prefer they write a check to your club and you can deposit that check into your Chase checking account.

Sponsorship

Sport Clubs may secure a sponsor to help with their fundraising with prior approval of a Coordinator.

The following means of sponsorship may be approved:

- Contact with non-alcohol/tobacco companies such as sports-related businesses, eateries, or neutral entities that would not reflect negatively upon the University
- Club receives significant cash value in exchange for major event sponsorship; e.g., A & B Company presents the UC Davis Bicycle Race

6.2 University Accounts

Allocations, Service, and Donation Accounts

Money can be used for TEAM purposes only. You MUST pay for these with your Team checking account first, then get reimbursed through your Allocation account.

Example: You pay for your League Dues with your Team Checking account. Once your check clears for the payment, you can turn in a check request, check the box (ALLOCATION), and attach a zeroed-out invoice. If you have any questions on what a zeroed out invoice looks like, please take a look at our example forms: <https://youtu.be/y5PfvAM-37E?t=80>

Use Allocation, Service, and Donation Account for the following items:	You CANNOT use your Allocation Account for the following items:
Equipment	Awards
Approved Travel Expense	T-Shirts
Facility Rental Expense	Coach's Stipends
Conference League Dues	Banquets
Team Entry Fees	Food
Officials' Fees	
Uniforms	

Nationals Fund

Each team will be allocated an amount of money only available for national competition use. Allocation amount is based on a percentage from the team's general allocation account and based on the team's end of the year budget presentation. National allocation money can only be used in states that are approved, and not on the [UCoP banned travel list](#).

Rewards Fund & System

Sport clubs will have the opportunity to earn an additional amount of money based on administrative excellence, community service, "going above and beyond" on various responsibilities. Rewards are based on a point system, the more points a team accrues, the more money the team can earn.

A portion of the club sports funding is distributed to qualified clubs according to each individual club's fulfillment of the

Aggie Points requirements. Campus Recreation staff will keep track of each club's earned points and will add additional funds into the club's allocation account according to points earned. Clubs will receive their allocated amount in September of every year announced via e-mail to the club's email account.

Certain events and paperwork are mandatory for club officers to attend/submit. Attendance/submission will be rewarded with points, but failure to attend/submit may result in discipline. For all Aggie Points criteria that require a document to be uploaded to the club's provided Google Drive folder, points will only be awarded to clubs who submit their work **on time**. Although late submissions will not be awarded any points, all paperwork is required to be submitted by all clubs. Club Sports Administration reserves the right to change point values and point criteria at any time without notice. **A form on how points will be awarded and how we are tracking the Aggie Scoreboard will be sent in a separate email.**

6.3 Outside Checking Accounts

This is your money! Use it for anything to do with your club, including awards, T-shirts, coach's stipends, banquets, and food. If you want to be reimbursed from your allocation, service, or donation account, you need to use your Team Checking account. Please make sure to update your budget after any purchase.

Team Bank Procedures

The process for paying some expenses (i.e. officials' fees and some travel-related expenses) out of University accounts can be difficult and time-consuming for all parties involved. Clubs will be encouraged to exhaust allocation funds on expenses such as Fleet Services, equipment, league dues, entry fees, and facility fees first.

If a check is needed from the University allocation, service, or donation account, clubs should allow a minimum of four weeks to process payments.

If a club decides to assess membership dues or engage in any other form of financial activity, the Sport Clubs Office encourages these clubs to make use of their outside bank accounts.

You may use your Team bank account to purchase anything the club needs. Please use your budget to track purchases to balance your account.

Tips to be successful: Have two Treasurers, don't allow cash withdrawals, don't allow people to write checks to themselves.

7.1 Travel and Driving Officer Responsibilities

Travel Coordinator

- *Submit a Travel Itinerary:* request travel to club events at least **two weeks** in advance for in-state travel, or at least **one month** in advance for out-of-state travel.
- Verify that all members that travel are registered online as a member of the club and have paid the Sport Clubs Admin Fee.
- Request any Fleet Services vehicles needed for the trip to the Sport Clubs Office at least **two weeks** in advance.
- Pick up a travel binder before departure.
- Organize lodging arrangements.
- Make sure all drivers have fulfilled all requirements to drive to Sport Clubs events.
- Make sure all Sport Clubs policy and travel procedures (p. 37-41) are being followed during travel by all club participants.
- Make sure all drivers are registered on UC Drive: <https://ucdavis.agilefleet.com/>

7.2 Travel Forms

The following forms and procedures must be performed by clubs in ALL travel circumstances:

- A **Travel Itinerary** on DoSportsEasy must be submitted to the Sport Clubs Office **at least two weeks in advance** for in-state travel and **a month in advance** for out-of-state travel including social team bonding travel. The itinerary must be approved by the Sport Clubs Office before travel can take place. Travel itinerary must include:
 - transportation and lodging
 - mention of any inclement weather in the trip preparation section
- Any other pertinent information. A Driver List must be submitted with the Travel Itinerary whenever cars will be used on the trip. The drivers on this list will be the only people allowed to drive during the trip. The phone numbers provided must be phone numbers that will be with the driver and turned on at all times. PRO TIP: Sign up as many drivers as possible during the first few weeks of school, that will give you options when you need to travel.
- If you do not have all your information at least two weeks before your trip, that's OK. Turn in all the information you have so the Sport Club Office can get the paperwork started. We will work with you to get the rest of the information. All information needs to be collected and approved a minimum of **5 days before** travel is started.
- All travel forms need to be submitted through DSE. If you are having problems, please watch our tutorial video: <https://www.youtube.com/watch?v=rJLgta-zwt8>
- All members must be approved on DSE before they are allowed to travel. This means they need to sign up on Fusion and complete their concussion baseline test (high impact clubs only). They can also be approved drivers and safety officers by uploading correct documentation to this site under their profile.

7.3 Travel Guidelines

The UC Davis Department of Campus Recreation requires the following guidelines be strictly followed during university-approved travel, while driving a university vehicle, private vehicle or approved rental vehicle and throughout the entirety of any trip or related travel.

Approved Drivers

Campus Recreation-approved drivers of a university vehicle, private vehicle or approved rental vehicle on a university-sanctioned activity must:

- Be a minimum of 18 years of age, with preference for drivers over 21 years of age
- Turn in their license to the Sport Club Office to make a copy and keep on file. If you do not turn in your license at least a week ahead of driving, you will be asked to go onto the DMV website and fill out a Pull Notice
- Fill out the Sport Club Driver Agreement on DSE

Safe Driver Awareness Course

Fleet Services offers a Safe Driver Awareness course. It is MANDATORY for all approved drivers please email your certificate to the sport club email. <https://facilities.ucdavis.edu/fleet-safe-driver>

General Travel

- Driving must be limited to the hours of 5am to 12am, unless prior approval is granted.
- No driver may drive more than three consecutive hours without at least a 15-minute break; additionally, no individual driver will be behind the wheel of any vehicle for more than 8 hours in any given 24 hours.
- All vehicle passengers must be authorized to participate in Campus Recreation and Unions activities (players, participants, coaches), while on university-approved travel. No family, friends or guests are allowed to travel in university vehicles, private vehicles or approved rental vehicles while on university-approved travel.
- Hitchhikers may not be picked up during university-approved travel.
- Drivers are not allowed to use cell phones, electronic-text devices, change radio stations, adjust the temperature controls, or allow themselves to be distracted in any way from driving.
- All passengers must behave in a manner that does not distract the driver.
- Drivers must follow rules of vehicle use and drive safely, obeying all state and local laws/ordinances.
- Drivers must not operate a vehicle in extreme weather conditions.
- Drivers must not have any DUI conviction, reckless driving convictions or conviction that has led to a license suspension or revocation.

Seatbelts

While traveling on university business, all drivers and passengers are required to wear seat belts. There will be no exception to this rule.

Towing

To tow a trailer on university-approved travel drivers must:

- Not exceed 55 miles per hour
- Have a minimum of 4 years driving experience
- Attend Campus Recreation and Unions towing workshop prior to towing a trailer
- Demonstrate safe trailer practices and complete the trailer checklist

Out of State Travel

Out of state vehicle use requires signature approval from the Director of Campus Recreation. An "Out of State" travel form must be completed and submitted a minimum of one month before travel.

University Vehicles

University vehicles are NOT required for any Sport Club driving, except if you are towing University owned property.

It is a privilege to use university vehicles. All university policies and procedures must be followed at all times while traveling in university vehicles.

- Only approved UC Davis students, coaches, faculty and staff may operate university vehicles, upon approval.
- University vehicles may only be used for activities directly related to university business.
- University vehicles are not exempt from tolls, local parking fees, etc.
- If the vehicles need to be picked up before Fleet Services is opened, an arrangement can be reached to pick up the vehicles the night before. Clubs may also return vehicles after hours. The keys must be placed in the Key Drop box at Fleet Services.
- The vehicles must be examined before use and cleaned upon return. I would suggest taking pictures of the vehicle upon return to make sure additional charges are not given to the club for damage.
- The Fleet Services credit card must be used solely for gas. Any other purchase outside of gas could result in a loss in privilege of using university vehicles.
- In case of vehicle malfunction refer to Fleet Services guidelines for reporting.
- The vehicle operator is responsible for payment of any traffic citations, including fines for illegal parking that incur while the operator is in control of the vehicle. The person indicated on the dispatch card for a vehicle is responsible for parking citations. Traffic and parking citations may not be paid from University funds. University students who violate traffic laws of any state or subdivision thereof (except parking laws) while operating a University vehicle may lose University vehicle driving privileges.
- All clubs requesting Fleet vehicles must be approved on the UC Drive system before requesting a vehicle rental.
 - To request a vehicle from Fleet, you must request it from the recorder managers, if not, there is no way for sport clubs to keep track of your method of transportation

Private Vehicles

It is recommended to use university vehicles for all Campus Recreation-approved travel. All Department of Campus Recreation travel guidelines apply when using private vehicles during approved university travel. Participants that choose to use their own vehicles for university travel are responsible for any damages incurred and the cost of gas for their vehicles.

- Privately owned vehicles used for university approved travel must be covered by the driver's liability insurance with the following limits (per University P&P 370-25):
 - \$15,000 for personal injury to or death of one person;
 - \$30,000 for personal injury to or death of two or more person in one accident;
 - \$5,000 for property damage.
- Reporting that the required insurance is in effect should adhere to University P&P 300-10. Drivers must provide their direct supervisor with a copy of current insurance.
- When participants choose to use their own personal vehicles on university business, the owners should be aware that the owner's liability insurance, not the university's coverage, will be the primary insurance if an accident occurs.
- Private vehicles used for university-approved travel must be properly maintained.

Incidents/Accidents

- Any incident or accident that occurs during university-approved travel must be reported on the **Incident Report** form and returned to the Department of Campus Recreation and Unions by the following business day after the trip. Be clear when explaining how the incident occurred and if any medical attention was needed.
- If using a Fleet Services vehicle, you must completely fill out the accident report form and exchange insurance and contact information with driver(s) of the other vehicles involved in the accident.
- If using a Fleet Services Vehicle and you are in an accident a \$1000 deductible must be paid by the team.
- **In case of injury, death or property damage, the Department of Campus Recreation must be notified IMMEDIATELY.**

Drugs & Alcohol

- The consumption of alcoholic beverages is not permitted in university vehicles and is against the law in private and rental vehicles (per University P&P 300-30).
- Under no circumstances will a vehicle be driven by anyone under the influence of alcohol or drugs.
- Drivers must also refrain from taking prescription or over the counter drugs, which may cause drowsiness.
- Drivers and passengers must not transport or be in possession of alcohol and/or drugs.

Driving Tips:

- **Plan Ahead** – Act deliberately (let others know your intentions by always using your turn indicators).
- **Drive defensively** – Assume the other driver does not know you are there.
- **Slow Down** – Do not exceed posted speed limits.

Vehicle Checklist:

Perform the following checks before using a vehicle:

- Inspect the tires – look for cuts, uneven wear, bulges, etc.
- Confirm proper function of headlights, brake lights, and turn signals
- Confirm that all seats are properly installed and secured if using vans with removable seats
- Inspect all safety belts for cuts, frays or improper function
- Make adjustments to the driver's seat, steering column, and mirrors to ensure comfort and minimize fatigue
- Make sure all passengers are properly wearing a dedicated seatbelt before moving the vehicle

Trailer Checklist:

- **Plan Ahead** – Act deliberately (let others know your intentions by always using your turn indicators). When necessary use a spotter when changing lanes and watch your right side (8 ft wide). Remember, the trailer is WIDER than the van.
- **Don't speed** – Cars with trailers are limited to 55 MPH only.
- Use only the 2 right hand lanes on the freeway.
- Avoid tight spaces like: drive-thrus, dead-ends, etc. (*remember to plan ahead*).
- **Backing up** – Use a spotter. Stop. As a last resort, unhitch and manually move the trailer.

Connecting the trailer to the vehicle:

- Sound the horn before backing. Be sure no one stands between the vehicle and the trailer. Using a spotter, back the vehicle to within about 1 ft. of the trailer.
- **Stop the vehicle.** Engage the parking brake. **Shut off the engine.**
- Using the retractable support (landing leg), raise or lower the trailer cap to the correct height.

- Position the cap over the ball by hand (an unloaded trailer can be moved by one person, a loaded trailer will require several people). Lower the cap onto the ball until you hear it snap. Secure the cap. Install the hitch-lock and make sure it is properly locked into place.
- Hook the two safety chains from the trailer to the rear hitch shackles of the towing vehicle.
- Connect the inter-vehicular electrical cable to the towing vehicle. Support the back of the vehicle receptacle and push the trailer plug in far enough so it stays in place and make sure the lock on cap is in place.
- Raise the landing leg fully.
- Remove any wheel chocks and stow them.
- Use a spotter to confirm that all lights function properly.

Disconnecting the trailer from the vehicle:

- Position the trailer on level ground if possible.
- **Stop the vehicle.** Engage the parking brake. **Shut off the engine.**
- Chock the wheels to prevent trailer movement.
- Unhook the inter-vehicular electrical cable and cable safety chains.
- Remove the cap safety cotter pin.
- Using the landing leg, raise the trailer cap to clear the ball.
- Reinstall the hitch-lock and make sure it is secured in place.
- Move the vehicle away from the trailer. Be sure no one stands between the vehicle and the trailer.
- **Ensure that the payload / towing capacity / hitch do not exceed the capacity of either the vehicle or the trailer.**
- **Ensure that the payload is properly secured and positioned according to the trailer manufacturer's recommendations.**