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**Introduction**

**Welcome to Sport Clubs!**

Welcome to your role as a Sport Club Officer at UC Davis, Department of Campus Recreation! We sincerely hope you will enjoy your association with our department and will utilize 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 has been created to provide you with a guide to procedures and policy information as it relates specifically to your Sport Clubs within the department. Sport Club Officers are required to thoroughly understand the material in this handbook prior to assuming their responsibilities and must adhere to it in the performance of their duties.

The Department of Campus Recreation and is a large and complex organization. Procedures for accomplishing our common objectives 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 Clubs Officer, you are now a member of our team reaching toward this objective. We look forward to the opportunity to work together in providing Recreation and leadership opportunities that foster healthy living to the UC Davis community.

If you have any questions as you go through the Manual, please write down your question, so you don’t forget and contact your manager or Sport Club Coordinator. Almost all the information in this manual can also be found on our website: <https://cru.ucdavis.edu/content/79-sport-clubs-.htm>

**Sport Club Calendar of Events 2019-2020**

**September**  
**Presidents Training (2pm-3:30pm, ARC Conference Room 1) 24th   
Treasurers Training (3:30pm-5pm, ARC Conference Room 1) 24th  
Safety/Travel Officers Training (5pm-6:30pm, ARC Conference Room 1) 24thBaseline Testing Day (MAC Gym) 11am-1pm 24th   
Baseline Testing Day (MAC Gym) 5pm-7pm 25th   
Coaches Training (5:30pm-6:30pm, Meeting Room 2) 25th   
Coaches Training (5:30pm-6:30pm, Meeting Room 2) 26th**

Fall Quarter Begin and Instruction and SC Activities Begin 25th

**October**

**Baseline Testing Day (MAC Gym) 5pm-7pm 2nd**

**Baseline Testing Day (MAC Gym) 5pm-7pm 3rd**

**Baseline Testing Day (MAC Gym) 5pm-7pm 9th**

**Baseline Testing Day (MAC Gym) 5pm-7pm 10th**

Deadline for B2H Sign-ups 27th

CPR/AED/1st Aid & Concussion certifications due for Safety Officers 27th

Practice Requests for Winter 19’ Due 27th   
Constitutions Due 27th

**November**

**Monthly Officers Meeting (4pm-5pm, Meeting Room 1) 4th**

No practice – Veteran’s Day 11th   
No School/No practice – Thanksgiving Break 27-29th

**December**

Last Day of SC Practice/Activity for the Quarter 6th

Finals 9th -13th

**January**

Instruction Begins/ SC Activities Begin 6th

**Monthly Officers Meeting (4pm-5pm, Meeting Room 1) 9th**

No School/No Practice – MLK Day 20th

Practice Requests for Spring 2019 Due 26th

**February**

**Monthly Officers Meeting (4pm-5pm, Meeting Room 1) 4th**No School/No Practice – President’s Day 17th

**March**

**Monthly Officers Meeting (4pm-5pm, Meeting Room 1) 2nd**   
Instruction Ends / Last Day of SC Practice 13th

Finals 16th-20th

No School/No Practice - Spring Break 23rd -27th

Spring Quarter Begins 30th

**Monthly Officers Meeting (4pm-5pm, Meeting Room 1) 31st**

**April**

Budget Workbooks Due 3rd

Mock Budget Presentations (3-5pm, Meeting Room 3) 8th

Budget Presentations (6pm-9pm, Meeting Room 3) 14th, 15th, 16th

Picnic Day 18th Last Day to Spend Allocation Money 30th

**May**

Annual Reports Due 22nd No School/No Practice – Memorial Day 25th

**June**

2020-2021 Officer Contact Information Due 3rd Practice Requests for Fall 20’ Due 3rd

Last Day of SC Practice/Activity for the Year 4th

Finals 5th , 8-11th

**Sport Clubs Mission Statement + Description of a Sport Club**

*"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.

**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 Clubs 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.

**Current Positions: President:** *Ian Menk (Mens Crew)* **Vice President:** *Elena Chai (Women’s Volleyball)* **Finance:** *Jesse Harper (Archery)***, Public Relations Chair:** *Alexa Bates (Women’s Ultimate)***, Admin Coordinator:** *Maria Rojas (Event)*

**Organization and Structure**

**Sport Clubs Staff**

**Andy Ramirez, Associate Director of Competitive Sports, Equestrian Center, Informal Recreation, Member Services**

* Oversees programs, including administrative issues and program budgets

**Mike Dominguez, Coordinator of Sport Clubs**

* Provides administration & oversight of the Sport Clubs program
* Management of the Sport Clubs Office

**Ben Dao, Coordinator of Intramural Sports**

* Provides administration & oversight of the Intramural Sports

**Shannan Rowe DAT, ATC, Sport Clubs Athletic Trainer**

* Provides medical care to sport club injuries at home events, practices and office hours.

**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:**

* Oversees practices and competitions
* Assist with on field issues, waivers, 1st responder

**Getting Organized: Three Steps**

**FIRST**

The first thing to do is meet with all of the officers of the club and 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***

* Provides the overall direction to the club, overseeing the work of the other officers and ensuring they work together as a team
* Serves as a liaison between the club and the Department of Campus Recreation and Unions
* Ensures that all participants are eligible, have signed up on the Sport Clubs online database (B2H), and have purchased admin fees by the deadline set by Sport Clubs Administration
* Schedules and runs organizational meetings
* Monitors the activities of the club, ensuring compliance with UC Davis Policies and Procedures affecting the club as well as the club’s constitution

***Vice President***

* Acts in place of the president when necessary
* Oversees committee chairpersons and the work of the committees
* Often heads special projects/committees such as fund raising drives, tournament arrangements, publicity and promotion campaigns, etc.

***Secretary***

* Handles club correspondence such as match and tournament scheduling with other schools and teams or communication with conference and association personnel
* Maintains membership lists
* Maintains all club files and records
* Keeps the membership informed of upcoming events, and distributes meeting minutes and other pertinent information to the membership
* Keep up the alumni database and contacts alumni for fundraisers and to inform them of team activity

***Treasurer***

* Manages and records all financial transactions of the organization
* Keeps detailed records of the club’s financial transactions
* Establishes the annual budget for the organization in consultation with other club officers
* Reports the financial status of the club to the membership
* Gives the Budget Presentation to the council for the following years allocation money

***Safety Officer***

* Every Club needs at least 2 Safety Officers, one of them needs to be at each practice/traveling event
* They need to be CPR/1st Aid Certified and Concussion Certified (Certifications need to be turned into the head athletic trainer before practice is allowed: [slrowe@ucdavis.edu](mailto:slrowe@ucdavis.edu)

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

**SECOND**

Once you have defined all of the officer’s roles for your club, create a task list for each officer. This will give the individual officers precise responsibilities to the club. The following list is only an example of possible duties which could be assigned to different officers, you are strongly encouraged to develop your executive responsibilities to best suit your club’s needs and to work together as a team:

* Recruit new members – all officers/coordinated by President
* Coordinate and run club meetings – President
* Take meeting minutes - Secretary
* Set up competition schedule for the term or the year – Vice President
* Set up practice location and times – Vice President
* Run practices – President or Coach
* Coordinate travel to/from competitions – President or Travel Coordinator
* Fundraising – Vice President or Fundraising Chair
* Attend club officer meetings – President, Vice President, Secretary, Treasurer
* Have team members sign up on B2H and purchase admin fees –Secretary
* Get drivers approved for travel – Secretary or Travel Coordinator
* Purchase needed equipment – Treasurer
* Collect dues and deposit into earned account – Treasurer

**THIRD**

In addition to a task list, develop a list of goals the club would like to accomplish over the year and develop a plan and timeline for how to successfully complete those goals together. An example is shown below:

**Goal:**

* For the year, it is the goal of our Sport Club to maintain a year-long membership of 30+ participants.

**Steps to reach this goal:**

* Contact all members of last year’s club to see if they are still interested in participating. (September 30th) - Secretary
* Market the club by using flyers, brochures and advertisements. (Oct. 21) – Vice President
* Establish an attendance requirement for those participants who wish to compete or travel. (All year) – President

**Annual Club Recognition**

Once a Sport Clubs 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.

1.) Club is in good standing with the Sport Clubs Advisory Council and Sport Clubs Administration.

2.) Submit Club Annual Report Form

a.) Submit form via e-mail.

3.) Submit the current club Constitution to the Sport Clubs office by the calendar due date on page 3.

a.) Clubs should annually review their club’s constitution.

4.) Attend Fall Sport Clubs Officer Training

5.) Adhere to all Sport Clubs program, Department of Campus Recreation, and UC Davis Policies and Procedures governing club related activities.

A club’s failure to adhere to these annual requirements will be placed on probation until the requirements are completed.

**Club Officer Expectations**

The Sport Clubs program offers a great opportunity for groups to excel at what they do best, compete! Club officers must assume the highest level of expectations to ensure success of their Sport Clubs and the program. All Sport Clubs Officers must adhere to the following expectations:

* Communication: As a student organization, communication is vital to the success between the Sport Clubs Officers as well as the Sport Clubs Staff. Communication also involves checking and efficiently replying to weekly: phone calls, emails, club mail
* Read and understand the contents of the Sport Clubs Handbook.
* Attend all Sport Clubs trainings and meetings.
* In order to be eligible to hold office, a student must:
  + Be an active member of the Sport Clubs program.
  + Not be on disciplinary probation.
  + Be a currently enrolled UC Davis student.
  + Pay student fees.
* Submit all required forms on time and completed (not an all-inclusive list):
  + Facility requests (due at least two weeks in advance)
  + Out of State Travel Itineraries (due at least one month, in advance)
  + Travel itineraries (due at least two weeks in advance)
  + Annual Reports (due by deadline marked on SC Calendar)
* Always ensure all club members are acting in proper conduct and professionalism as you are representing UC Davis and the Department of Campus Recreation and Unions.
* Ensure all Sport Clubs members have paid for admin fees, signed a release and liability waiver form and Code of Conduct, and Athletic Training forms completed and on file with the Sport Clubs Office (via B2H website).
  + Insure all drivers have followed the procedures to sign up as a driver
* Inform club members of policies, procedures, expectations, Code of Conduct, emergency procedures, and other regulations that must be followed.
* Club is compliant with local, regional, and/or national governing body associations.
* Assure all club financial accounts and obligations are met.
* Arrange facility reservations for all club functions through the Sport Clubs Office.
* Leave facilities at requested time with appropriate clean up.
* Equipment and supplies are returned, cleaned, and in “appropriate” condition.
* Notify Sport Clubs Staff of all changes or updates to event schedule, practices, games, fundraising events, purchases, promotional materials, or any other club related activities.
* During all Sport Clubs travel, officers must adhere to the travel guidelines as specified in the travel section of this handbook.

**Coaches/Instructors**

Clubs are not required to have coaches/instructors, but if a Sport Club desires, members may seek the assistance of a coach/instructor. It is imperative that the coach/instructor maintains the same philosophy of the Sport Clubs program’s mission statement. Coaches/Instructors have many opportunities to provide a positive influence on student development (skill, leadership, social, and safety) through games, practices, and club activities for club members. Coaches/Instructors may be paid out of the club’s outside checking account; however, many Sport Clubs coaches/instructors are volunteers.

**Eligibility of a Sport Clubs Coach/Instructor**

* Must attend mandatory Coach/Instructor Orientation Meeting. Date and time is located on page 3.
* Must adhere to the minimum requirements set forth by the club’s national governing body.
* Must register as a volunteer for the Department of Campus Recreation by completing the appropriate paperwork and online trainings/certifications. Background checks will be run each year for all Sport Club Coaches.
* **Coaches/Instructors should refrain from activities involved in the club’s management**.A Sport Club is first and foremost a student organization and, as such, the student officers (not the coach/instructor) must serve as the liaison between the club and the Sport Clubs Staff. The philosophy and key to the success of the Sport Clubs program has been the continued emphasis placed on student leadership and participation.
* Coaches/Instructors are responsible for skill improvement, workouts, game strategy, and other coaching/instructing decisions.
* Coaches/Instructors must adhere to all University, Department of Campus Recreation and Unions, and Sport Clubs program policies and procedures.
* Coaches/Instructors must help to ensure good sportsmanship at all times. Individuals must always conduct themselves in a positive manner that represents the University.
* Does not promote private enterprise for personal gain.
* It is recommended that all coaches/instructors purchase their own medical insurance.
* All volunteer coaches must be in good standing with full privileges with your 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 your NGB or other governing body, they will be suspended from all sport club activity until they are reinstated to good standing with full privileges. Additionally, if your 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 to be a volunteer club coach.

**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.
* Campus Recreation & Unions 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 and Unions 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 and Unions, or the University. The dismissal of the coach/instructor is not subject to appeal.*

**Sport Clubs Classification**

A. **Conditional Sport Clubs** are generally 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 support in terms of club members. Upon successful completion of the Conditional status, a club will be automatically elevated to Competitive status.

CRITERIA:

* Ability to maintain a consistent membership of at least 10 (or minimum required by the activity) active student members during practice and meeting times.
* Demonstrate effective club leadership.
* Able to operate without funding from the Department of Campus Recreation.
* Complete all administrative duties for the Sport Clubs program as outlined in this handbook.
* Must have current fundraising plans and show plan for future fundraising events.
* Hold practices at least once a week
* Must have at least two organized scheduled games/competitions or event.

B. **Competitive Sport Clubs** are all of the clubs that have 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. The Department of Campus Recreation provides funding support from appropriated student fees for travel, competitions, conference dues, officials’ fees, and team equipment. The Department also provides administrative support, access to facilities, equipment, marketing, and office services (copier, fax, mailboxes, etc).

CRITERIA:

* Demonstrate effective club leadership.
* Ability to maintain a consistent membership of at least 15 active student members or have an “A” team and “B” team during practice or meeting times.
* Must be part of a National or Regional Association.
* Must compete in a collegiate club league.
* Must maintain practice schedule for at least one quarter.
* Must participate in three or more intercollegiate or open competitions per year.
* May have demand for skilled participants.
* May have an instructor or coach.
* May have the ability to qualify for post-season play.
* Clubs must show a minimum of 20% of annual budget raised through fundraising activity (excluding dues).
* Must be in good standing with the Sport Clubs Administration.

**Club and Individual Requirements and Conduct**

**Eligibility and Registration**

### Individual Member Requirements

* **Currently enrolled undergraduate and graduate students who are paying student fees at UC Davis are eligible to participate in the Sport Clubs program.**
* UC Davis Faculty, Staff, other University employees, alumni, and community members may NOT participate in Sport Clubs Activities. Community and alumni members are also not eligible to participate in the Sport Clubs program. International students may not participate unless they are currently paying student fees. Extended education students do not pay student fees and therefore are not eligible to participate in Sport Clubs.
* Each Sport Clubs participant must purchase and admin fee and complete a Waiver of Liability, Assumption of Risk, Code of Conduct, and Athletic Training forms on the Sport Clubs website to be eligible to participate.
* Club members must adhere to UC Davis, Department of Campus Recreation, and Sport Clubs program policies, procedures, expectations, and code of conduct.
* Clubs should contact their sport’s governing body to confirm exact eligibility requirements. Many sports have specific standards for collegiate competition.
* Individual club members are responsible for paying dues in a timely manner to the club in which they participate. The club should collect dues at the beginning of the season or have payment plans to collect throughout the season. Payments should be made before the athlete is allowed to practice or compete.
* 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.

**Notes:** *Club officers or coach(s)/instructors(s) reserve the right to choose to form a traveling team from its members, since only a certain number can realistically participate in competition. Each club is responsible to work out a fair and equitable method that accommodates all of its members’ needs. If there is an issue with this policy, the Sport Club Council and Sport Club Coordinator will step in to help.*

**Actions Taken When Ineligible Participation Occurs**

* Individual club members are not considered a member until the waiver of liability, assumption of risk, and code of conduct has been completed and submitted on the Sport Clubs website. Members who are trying out for the club can sign a paper waiver that will last for **2 weeks** from signature date.
* If ineligible participation occurs, the Sport Clubs Administration may impose sanctions to the individual and/or the club team, 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
  + Other consequences as determined by the Sport Clubs Administration

**Club Conduct**

The basic concept underlying the UC Davis Sport Clubs program’s standard of conduct is that students, by participating, are assuming 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 a way which does not detract from the reputation of the University, 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 the Coordinator of Sport Clubs.

**Code of Ethics Agreement**

The Code of Ethics serves as a guideline for how individuals are expected to behave when participating in UC Davis Sport Clubs program sponsored or endorsed events. Student-athletes who participate in the UC Davis Sport Clubs program represent UC Davis, the Department of Campus Recreation, and the Sport Clubs Office. These organizations dedicate themselves to the tradition of proper conduct and expect the same of the athletes.

**Hazing Policy**

It is against the law for student organizations such as sport clubs to conduct activities that involved “hazing.” Violation may result in loss of Sport Clubs status, action by Student Judicial Affairs, and/or referral to local law enforcement agencies.

Action and activities which may constitute Hazing include, but are not limited to, the following\*:

* Forms of physical activity not part of an organized, voluntary athletic contest or not specifically directed toward constructive work.
* Any activity that might reasonably bring physical harm to the individual.
* Paddling, beating, or otherwise permitting someone to hit another individual.
* Requiring one to wear any degrading or uncomfortable garments.
* Depriving one of the opportunities for sufficient sleep (6 hours per day minimum), decent and edible meals, or access to 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 eat or drink foreign or unusual substances such as raw meat, raw eggs, salt water, onions, etc.
* Having substances such as eggs, paint, honey, etc. thrown at, poured on, or otherwise applied to the bodies of individuals.
* Morally degrading or humiliating games or any other activities that make an individual the object of amusement, ridicule, or intimidation.
* Kidnaps, road trips, etc., which are 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, potential or 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.

### Violation System

Sport Clubs are required to comply with university policies, campus regulations, as well as the policies outlined in this Sport Club Manual. 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

|  |  |  |  |
| --- | --- | --- | --- |
| **Violations** | **1st Occurrence** | **2nd Occurrence** | **3rd Occurrence & there on.** |
| Failure to sign ***Liability*** prior to his/her participation (B2H) | $50/#1 | $100/#2, #3, #4, | $200/#3, #4, |
| Traveling without being on the travel roster | $50/#1/#2 | $100/#2, #3, #4, | $200/#3, #4, |
| Failure to pick up the travel binder before a trip or failure to return the binder on time | $25/#1 | $50/#2, #3 | $100/ #2, #3, |
| Failure to inform the Sport Club Office of cancelled/adjusted practices or games | $25 | $50/#1 | $100/ #2, #3 |
| Late or Failure to submit ***Paperwork*** | Late: $25/#1  Failure: $50/#1 and #2 | $100/ #2 | $200 # 3, #4, |
| Not attending Monthly Officer Meeting | $25 | $50/ #1 | $100/ #2, # 3 |
| Not attending Sport Club Officer Training | $100/#1 | $200/ #2 | $300/ #3, #4 |
| Failing to notify Sport Clubs of home games, practices, or any other club function | $50 | $100/#1 | $200/ #2, #3 |
| Failure to turn in Coaches Contract or CPR/1st Aid Cert | $25 (after 30 days of coaching) #1 | $100 (after 31-60 days of coaching) #2 | $200 (after 61+ days of coaching) #2, #3, #4 |
| Failure to represent UCD in a positive manner resulting in disciplinary action from the University | $100  #1, #2, #3, #4, | $300  #1, #2, #3, #4, | $500  #1, #2, #3, #4, |
| Misuse of University facilities or club property (When reported SCC will look into each situation) | $100  #1, #2, or #3 | $200  #2, #3, #4 | $300  #2, #3, #4, |

**The numbers above and below indicate what can happen along with the fine amount.**

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

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

**Appeal Process**

Decisions of the Violation may be appealed by following these procedures:

* Within seven days of the date of the disciplinary action, a written notification from the club president or representative must be submitted 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.

## Facility Reservations and Schedules

## Practice Facility Requests

Clubs request practice facilities and times for each term through the Sport Clubs Office. Requests for facilities are due the previous quarter to which you need them. Please keep in mind the Sport Clubs program may not always be able to meet your first preference for practice facilities and times each term due to the Department’s heavily used facilities.

## 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 a tournament, show, race, meet, clinic, or fundraising activity 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. E-Mail the Sport Club Coordinator with your request or submit request through B2H. The Sport Club Coordinator will confirm reservation and work with your manager for staffing and equipment needed.
3. Facilities must be returned to original set-up after use.

**ARC Reservations**

* Weekly meetings include 4 hours per week/club free of charge for room reservations. Billable after that 4 hour mark.
* All AV will be charged $15 to the group’s provided account.

**MU Reservations for Tabling:** <https://memorialunion.ucdavis.edu/reservations>

**Facility Use Expectations**

Many of the University facilities are shared and used with other programs or clubs. This results in many different groups utilizing the same indoor and outdoor facilities. Here are expectations Sport Clubs should adhere to:

* Club’s canceling practice(s), game(s), or any reservation(s) - a club officer must contact the Sport Clubs Office at least 24 business hours before the reservation is in effect.
* Clubs are responsible for set-up and clean up of all facility sites.(Misuse of equipment or facilities will jeopardize future use and possibly club status.)
* Clubs are required to respect facilities (privilege to use) and are responsible to leave at designated end time.
* If there are other users or clubs using the facility at your scheduled time, contact the Sport Clubs Office for clarification.
* Drugs and alcohol are prohibited at all University facilities and events by participants, coaches/instructors or spectators.

**Safety and Risk Management**

**Risk Management Requirements:**

* Club officers, coaches, and instructors should review the risks inherent in their sport with the membership and emphasize safety at all times.
* Review the club’s emergency action plan with the Coordinator of Sport Clubs and Athletic Trainer.
* Review all applicable insurance coverage, including that which is available through association with a national governing body.
* 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.
* Identify club members with First Aid, CPR, and AED training.
* Provide a first-aid station at special events (required in some cases by the Sport Clubs Office).
* 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).
* 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:
  + - 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 before allowing the participant to return to the activity.
    - All open wounds are prohibited when 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.
    - Participant cannot return to sport until wound is covered.

**Campus Rec Competitive Sports**

**Concussion Information**

**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/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 Mental  Confusion  Difficulty concentrating  Problems remembering

 Feeling foggy or slowed down UMHS Neurology, Physical Medicine & Rehabilitation, and Family Medicine Concussion

**Emotional**

 Feeling sad or down  Decreased interest in hobbies  Irritability or moodiness  Nervousness Sleep

 Difficulty falling or staying asleep  Sleeping more or less than usual  Daytime sleepiness

 Drowsiness Symptoms a parent, guardian, teacher, or coach may notice  Clumsy movements

 Trouble at school or declining grades  Confusion in normal conversations  Forgetfulness  Irritability or mood/behavior changes

**Red flags** – Seek immediate medical attention if you experience any of the following symptoms:

 Look drowsy or cannot be woken up  Unusual behavior change  Headaches that severely worsen

 Increased irritability  Seizures  Loss of consciousness  Slurred speech  Weakness or numbness

 Increasing confusion  Continued vomiting  Difficulty recognizing people or places

***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, Shannan Rowe.

2. Ensure that the athlete is monitored by a health care professional experienced in evaluating for concussion. Do not try to judge the severity of the injury yourself. When in doubt, sit it out!

3. Inform the athlete about the concussion management procedure and give them the fact sheet on concussion.

4. Keep the athlete out of play the day of injury *and* until a \*qualified physician gives permission that it’s ok to return to play.

**When to Seek Immediate Medical Attention**

Contact your health care 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

The people checking on the injured player should take you to an emergency department right away if you:

* Look very drowsy or cannot be awakened
* Have one pupil (the black part in the middle of the eye) larger than the other
* Have convulsions or seizures
* Cannot recognize people/places or show signs of being confused, restless, or agitated
* Have unusual behavior
* Lose consciousness (a brief loss of consciousness should be taken seriously and the person should be carefully monitored)

**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.
2. 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.
3. 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.
4. Drink plenty of fluids and eat regular meals. 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 are typically an indication that you are not ready and you may need to cut back on activities and try to increase again gradually. 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:** |
| * Use Tylenol (Acetaminophen) * Use an Ice pack to head/neck for comfort * East a light meal * Go to sleep | * Check eyes with light * Wake up every hour * Stay in bed | * **Drink Alcohol** * **Drive a car** * **Use aspirin, Aleve, Advil or other NSAID products** |

Campus Recreation UC Davis Police Sport Club Staff

530-752-1730 530-754-2677 Shannan Rowe (916) 201-1947

Andy Ramirez (210) 232-5196

**Insurance and Accident Reporting**

**Insurance Coverage**

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

***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 cancelled 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 integrates the primary services available through Student Health Services with medical, dental, and vision benefits. ***SHIP provides students with medical insurance, not liability insurance.***

***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.***

**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 the Sport Clubs Coordinator of the incident immediately.

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

The Sport Clubs program strongly recommends that all Sport Clubs participants 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.

**Weather Conditions**

Club practices or competitions may have to be cancelled 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 Club staff.

***Lightning Protocol***

The purpose of this document is to establish a written lightning safety policy for UC Davis Sport Clubs. 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. The following policy is based on the specific recommendations as stated by the National Athletic Training Association (NATA) Lightning Safety position statement.

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/or sport supervisors if necessary, will be responsible for monitoring inclement weather.

Our staff will utilize an online weather monitoring systems to determine participation status: WeatherBug® Monitoring System. WeatherBug® is an online system that alerts users to inclement weather. All athletic training staff members have mobile access to text alerts (lightening, thunderstorms, tornado, heat indices, snow) and all full time staff have access to the mobile web version of WeatherBug® which allows the monitoring of radar and lightening as well as other features contained on the system.

In the event that neither online monitoring system is available, UC Davis sport club and athletic training 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 five (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 divided by 5 equals 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-tobang method of 30 seconds (6 miles).

As a minimum, the NCAA requires evacuation of athletic venues when a storm is within 6 miles, but per the Sport Club protocol, events or activities will be suspended and venues will be evacuated when WeatherBug® or Flash-to-Bang identify a 10 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 10 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 Wy. Parking Garage, Howard Fields- Howard Wy Parking Garage, Russell Field- Cars, Hutch Fields- Hutchison & Dairy Parking Garage, Dairy Field- Hutchison & Dairy Parking Garage, ICA Field Hockey- Cars, Tennis Stadium- Howard Wy .Parking Garage, 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 is not grounded for protection against lightning. When lightning occurs, athletes and patients should be removed from the therapy pool facility. NCAA Sports Medicine Handbook, Guide Line 1E, Lightning Safety, 16-17; 2013-2014.

***Air Quality Guidelines***

The following is to serve as a guideline in assisting athletes, coaches, camp coordinators, competitive sport supervisors and Campus Recreation department personnel in regards to training, practice and competitions 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 student-athletes, coaches, camp coordinators and support staff 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. Any student-athlete, coach, camp coordinator or support staff 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 worsens, level of 151 (or higher), all outdoor activities must be moved indoors, postponed or cancelled. Athletic training staff should discuss the situation with their coaches as soon as possible and direct them accordingly.

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.

6. All athletic department personnel should use the following chart for guidance.

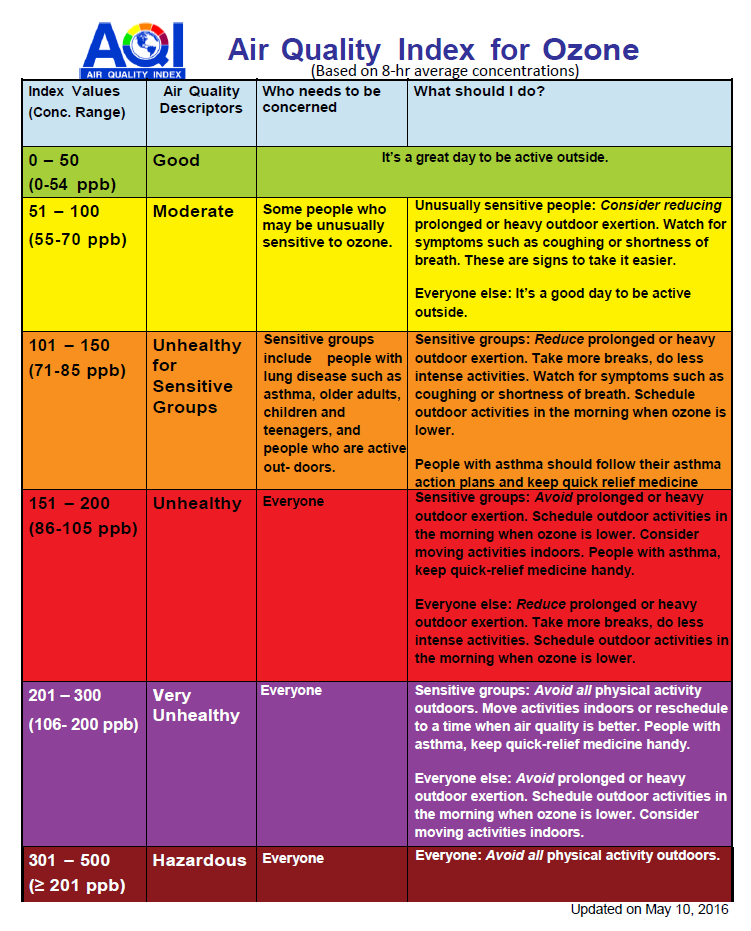
**Good**-No concerns

**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>.

***Heat Illness Best Practice Guidelines***

The following is to serve as a guideline in assisting athletes, coaches, camp coordinators, competitive sport supervisors and Campus Recreation department personnel in regards to weather during training, practice and competitions**.** 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.

**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 (eg, 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’s Campus Recreation 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 recommendations1 (See pg. 28).
3. The athletic trainer, coaches and competitive sport staff will encourage hydration and establish hydration policies that involve the following:
   1. Work: Rest ratios
   2. Encourage drinking water and fluids containing sodium.
4. Follow acclimatization guidelines1 (See pg. 28).
5. Practice and perform conditioning drills at appropriate times, avoiding the hottest part of the day (10am-5pm).2
6. Slowly progress length and intensity of practices and conditioning throughout the season.1,3
7. Educate athletes, coaches and competitive sport personnel about exertional illnesses and proper hydration.1-3

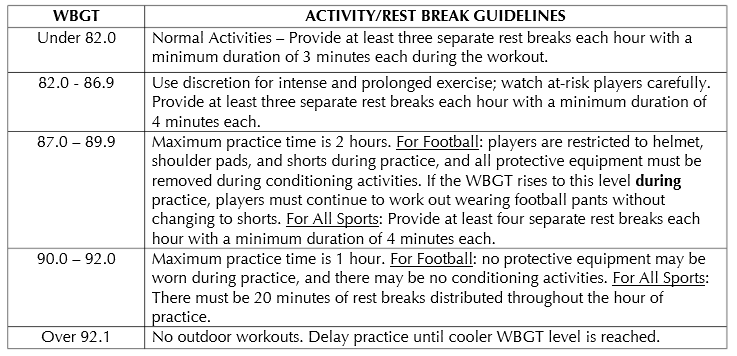
References

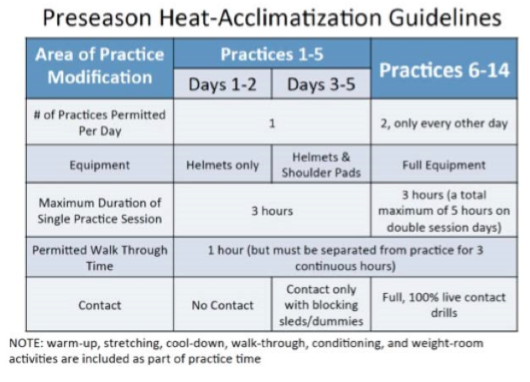
1. Binkley, Helen M., Joseph Beckett, Douglas J. Casa, Douglas M. Kleiner, and Paul E. Plummer. "National Athletic Trainers' Association position statement: exertional heat illnesses." *Journal of Athletic Training* 37, no. 3 (2002): 329.
2. Spear, Jerome E. "Heat Illness Prevention." (2013).
3. Coris, 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 has a 100% survival rate when immediate cooling via cold-water immersion or aggressive whole body cold water dousing is initiated within 10 minutes of collapse.

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







**Finances**

**Dues and Fundraising (Fundraising, Gifts/Donations, Sponsorship)**

**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.

**Fundraising Handbook**

[**https://docs.google.com/document/d/1hMfvt7CQffvA\_\_rnKiiDsW0OFbUa7vMAVx9tiZGa\_YQ/edit?usp=sharing**](https://docs.google.com/document/d/1hMfvt7CQffvA__rnKiiDsW0OFbUa7vMAVx9tiZGa_YQ/edit?usp=sharing)

**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 and are subject to several conditions. Major criteria used in the review process include conditions specified in the Campus Food Service contract, the food to be sold, the location of the event, policies of the Environmental Health and Safety Office, etc.

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. Please send all shirt designs to: [mddominguez@ucdavis.edu](mailto:mddominguez@ucdavis.edu)
3. The name of the Sport Clubs with the word **CLUB** should be on the shirt.
4. Alcohol, Tobacco, and Fire Arms are all prohibited on UC Davis shirts.

For all UC Davis logos, please e-mail Doug Kouba: [dkouba@ucdavis.edu](mailto:%20dkouba@ucdavis.edu) or visit: <http://trademarks.ucdavis.edu/logos.html>

*All variances of names and visual representations of the University of California, Davis, are considered UC Davis “trademarks.” 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.*

*UC Davis trademarks are the exclusive property of the Regents of the University of California. The marks include any trademark, service mark, name, logo, insignia, seal, design, or other symbol or device associated with or referring to UC Davis.*

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 Clubs status revoked.

**Gifts and Donations**

Clubs can receive donations 2 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 the Sport Club 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 the Sport Clubs 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.

**University Accounts**

**ALLOCATION**

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: [Example Forms](https://cru.ucdavis.edu/content/154-officer-resources.htm)

**SERVICE/DONATION**

Money can be used for anything except coaches and food. Same process as allocation. Please see above.

**OUTSIDE CHECKING ACCOUNT**

This is your MONEY! Use it for anything to do with your club. 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.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Allocation** | **Service/Donation** | **Outside Checking Account** |
| Purchase Equipment | X | X | X |
| Approved Travel Expense | X | X | X |
| Facility Rental Expense | X | X | X |
| Conference League Dues | X | X | X |
| Team Entry Fees | X | X | X |
| Officials’ Fees | x | x | X |
| Uniforms | X | X | X |
| Awards |  |  | X |
| T-Shirts |  |  | X |
| Coach’s Stipends |  |  | X |
| Food/Banquets |  |  | X |

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 three to four weeks for processing payments.

**Outside Bank Account – Procedures (Team Bank)**

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 2 Treasurers, Don’t allow cash withdrawals, Don’t allow people to write checks to themselves.

**Travel and Driving Requirements**

**Officer Responsibilities**

*Travel Coordinator*

* Request travel to club events at least two weeks prior to event for in-state travel, or at least one month in advance for out-of-state travel, by submitting a Travel Itinerary.
* Make sure all members that travel have registered on the website as a member of the club and have purchased the Sport Clubs Admin Fee.
* Request Fleet Services vehicles needed for the trip to the Sport Clubs office at least two weeks in advance.
* Pick-up 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 are being followed during travel by all club participants.

**Travel Forms**

The following forms must be performed by clubs in the circumstances listed below:

* A Travel Itinerary must be submitted to the Sport Clubs office at least two weeks in advance. All types of transportation and lodging must be listed on the itinerary as well as any other pertinent information. Any inclement weather must be mentioned in the trip preparation section. *The itinerary must be approved by the Sport Clubs office before travel can take place.* For all out of state travel, itineraries must be turned in at least a month in advance.
* If you do not have all your information at least 2 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 before travel is started.
* A Driver List must be submitted with the Travel Itinerary in all cases where cars will be used at any point on the trip. The drivers on this driver 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 on school. That will give you options when you need to travel.

**Travel Guidelines**

The UC Davis Department of Campus Recreation and Unions 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 given to drivers 21 years of age.
* Must 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.
* Must fill out the Sport Club Driver Agreement on B2H

*Safe Driver Awareness Course*Fleet Services offers a Safe Driver Awareness course. It is preferred for all approved drivers. <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, pagers, 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.
* Drivers must 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*

*NEW: University vehicles are NOT required for any Sport Club driving, except if you are towing University owned property: Boats, Trailers, etc.*

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, faculty and staff may operate university vehicles.
* 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.

*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.

**Department of Campus Recreation**

*Vehicle Checklist:*

* **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.
* **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.

🞏 If using vans with removable seats, confirm that all seats are properly installed and secured.

🞏 Inspect all safety belts for cuts, frays or improper function.

🞏 Make any necessary 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 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 back of vehicle receptacle and push trailer plug in far enough so it stays in place and make sure lock on cap is on 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.**

**New Sport Clubs Recognition**

**Policy**

Not all student organizations engaged in a sport activity are, or can be, recognized as members of the UC Davis Sport Clubs program. Inclusion in the program is dependent upon proven continued interest in the activity, capabilities for sustaining such interest in the UC Davis student community, and the ability of the Department of Campus Recreation and 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. Funding is not guaranteed and more appropriate avenues for funding may exist elsewhere.

Membership in the Sport Clubs program provides student organizations with direct access to a variety of services offered through the Department of Campus Recreation. The Sport Clubs Staff serves as advisors to clubs with their day-to-day operations, special events, budgeting, scheduling, promotional advice, and ensures a safe and responsible experience.

**New Club Application Procedure**

**SPORT CLUBS WILL OPEN APPLICATIONS EVERY OTHER YEAR: 2016, 2018, 2020, 2022, 2024, 2026, 2028, 2030**

* Complete a UC Davis Sport Clubs Application Form.
* Submit a petition to form a new Sport Club, which is signed by the individuals who would like to join the club.
* Schedule an appointment with the Sport Clubs Coordinator.
* Make a formal presentation before the Sport Clubs Advisory Council to illustrate compliance with the Sport Clubs membership criteria.

Sport Club status is granted when the structure of the group and the membership is such that successful accomplishment of purpose may be reasonably predicted and 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 shall have conditional status. Conditional clubs will have one year to demonstrate stability and ten (10) weeks to develop a club constitution and by-laws. Upon successful completion of conditional status, a club will automatically be elevated to competitive status. The availability of new Sport Clubs will be determined by March each year.

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

* Does the club travel and compete locally, regionally, or nationally?
* The availability of facilities and required equipment, as well as the impact of the proposed program upon the usage patterns of existing facilities and equipment for intercollegiate, Recreational, Intramural, or physical education purposes.
* The Sport Club’s financial resources and potential earned monies to adequately fund the proposed program.
* The degree of student participation and interest in the proposed Sport Clubs activity.
* Adherence to sport, Department, and University safety and risk management standards and practices.
* Benchmarking current standards of club admittance policies with peer institutions.
* The availability of adequate competition within the established Sport Clubs region.

**Administrative Information**

**Club Mailing Addresses**

* Address:
  + Attention: YOUR CLUB  
    232 ARC

One Shields Avenue

University of California, Davis

Davis, CA 95616

**Sport Clubs Office Information**

* Address

One Shields Avenue

University of California, Davis

Davis, CA 95616

* + Email: sportclubs@campusrec.ucdavis.edu
* Phone Number
  + Andy Ramirez: 210-232-5196
  + Mike Dominguez: 928-607-6233
  + Ben Dao: 209-598-8142
  + Shannan Rowe DAT, ATC: 916-201-1947
  + Sport Clubs Main Office: 530.752.3500