INTRODUCTION TO THE SPORT CLUBS PROGRAM

Welcome to the Sport Club Program at the University of Louisiana at Lafayette! Sport Clubs offer a broad spectrum of activities for individuals and various interest groups on campus. Sport Clubs are recognized ULL Student Organizations which focus on the participation in a competitive sport. The Sport Club Program is part of the Department of Recreational Sports under the Division of Student Affairs. Each club is formed, developed, governed, and administered by the student membership of that particular club, while working with the Department of Recreational Sports for funding, recognition, and administration.

This Sport Club Manual has been prepared to assist clubs in the administration of their programs. Every club officer, advisor and coach should be familiar with the contents of this manual as the success of the sport club within the Sports Club Program, Department of Recreational Sports, and the University of Louisiana at Lafayette depends on following the policies and procedures identified herein.

Sport Club Contact Information

David Jamie

Club Sports Coordinator

337-482-6989 Davidj@louisiana.edu

Dave Suter

Rec Sports Director

337-482-6157 dave@louisiana.edu

ORGANIZATION AND STRUCTURE

Definition of a Sport Club

A Sport Club is a group of students organized and established to promote and develop the interests and skills of members in sport-related activities. The Sport Club Program is student initiated, and emphasis is placed on student leadership development, and competiveness. Sport Clubs are administered by the Sport Club Program in Recreational Sports, but are also considered student organizations and must register as a Student Organization within the Student Engagement and Leadership office located in the Student Union.

Sport Club Program Eligibility Guidelines

Full fee-paying students, faculty, staff and part-time students are eligible to participate in the Sport Clubs Program. Only active student members are eligible to serve as appointed or elected officers for a registered Sport Club.

Sport Clubs Officer Meetings

At least one officer from each sport club must attend monthly meetings with the Club Sports Coordinator or Graduate Assistant. The role of the meetings is to disseminate information from the Club Sports Coordinator and the Recreational Sports Office to the sport clubs, to share ideas among members to assist in sport club growth and development. Attendance at meetings is a part of the incentive program and will be utilized to evaluate clubs for future allocations.

Sport Clubs

Clubs are ultimately responsible for making certain that each club participant of their respective club meets the minimum eligibility requirements and participant responsibilities. In addition, the entire club is responsible for making certain that all club responsibilities, policies and procedures in this manual are met and/or followed by the club as a whole and each club participant.

Clubs are responsible for maintaining registration as a student organization at UL Lafayette with the Student Organization office in Martin Hall.

Club Officers

Since Sport Clubs are student-run and student-managed organizations, club business is the responsibility of club officers. Each club must have a minimum of two student officers; president, vice president are recommended titles.

However it is strongly suggested that each club have a third officer; treasurer, to assist with any and all funding the Sport Club handles.

The following are a list of suggested positions and duties that should serve as a guideline and checklist in the smooth operation of the club.

- **President**
  - Provide overall vision and direction for club.
  - Operate club in compliance with the contents of this manual.
  - Conduct regularly scheduled club meetings.
  - Serve as a liaison with the Club Sports Coordinator.
  - Attend all required meetings.
  - Communicate all policies and procedures of Sport Clubs to all club members.
  - Seek approval for club business through the Recreational Sports office. Examples might include; fundraising activities, publicity, handling flyers, travel, purchasing of equipment, and reimbursement.
  - Report results of competitions within 72 hours to the Club Sports Coordinator via email, visit or phone call.
  - Notify the Recreational Sports office immediately of any schedule changes.
  - Train future President on duties and procedures.
  - Maintain inventory of club equipment and supplies.
  - Delegate responsibility to involve other club members.
- **Vice-President**
  - Submit and keep current the following information with the Recreational Sports office:
    - A copy of the club constitution
    - Practice and game schedules
    - Club roster including names, email addresses, phone numbers and CLID numbers
    - Liability forms
  - Submit event schedules at the beginning of each semester.
  - Request facility practice space.
  - Plan travel and submit appropriate paperwork three weeks before travel.
  - Develop budget during the fall semester.
  - Submit annual report at the end of spring semester.
  - Attend meetings with or in the absence of the President.
  - Conduct equipment inventory and submit to the Club Sports Coordinator at the end of the year.
- **Treasurer**
  - Collect dues and make deposits of income.
  - Keep accurate financial records of club income/expenditures.
  - Responsible for submitting all Quotes for purchases.
  - Ensure that all bills are paid on time.
  - Work with President in budget preparations and the Vice President on the Budget Proposal
  - Oversee fundraising efforts.

The names of the officers for the next year and/or an appointed summer contact must be reported to the Recreational Sports office before finals week of spring semester (By the end of August for the upcoming year 2013).

A smooth transition between incoming and outgoing officers is essential for the survival of any club. For this reason it is helpful to keep a survival notebook or flash drive for the club to pass along to the next President. This might include:

- Special contact people (to call for game scheduling, businesses to contact for donations, etc.)
- Evaluations of and ideas for fundraising and special projects;
- Old flyers used for publicity;
- Budget summaries;
- Needs and ideas for the following year.

Many clubs start enthusiastically only to fizzle out before the end of the year. This dilemma is usually the result of one person (commonly the president) trying to take care of every club detail, but one person alone cannot successfully accomplish everything pertaining to the club along with schoolwork. All officers should carry the load for the club.

Sport Club Constitution

Each club must maintain and review annually, the constitution under which the sport club will operate. The most recent constitution submitted is located in the Recreational Sports office.

The development of a club's constitution can help the organization formulate specific guidelines that determine the directions and structure of the group. The organization's constitution is a working tool. Simplicity and flexibility are the keys to a good constitution. When writing a constitution, keep in mind immediate needs as well as future goals of your organization.

For an example of a constitution please contact the Recreational Sports office.

Club Participants

Each club participant must always be responsible for his/her own well-being and the well-being of the group he/she is a part. Each club participant shares with the other club participants the responsibility of safety and agrees to follow safe procedures and to avoid unnecessary and hazardous situations. Each club participant accepts responsibility for the outcome of situations resulting when his/her actions are beyond the generally accepted practices for safety in the activity.

The importance of the Sport Clubs Program participants following all of the requirements of the Recreational Sports Department and the University of Louisiana at Lafayette cannot be emphasized enough. Only through the individual Sport Clubs member's adherence to the necessary requirements can the individual maintain a satisfactory and accountable record with the Recreation Sports Department.

- All Sport Club Program participants must present a valid and current Cajun Card if requested by and student employee or staff member.
- Individual Sport Clubs members are responsible for paying dues in a timely manner to the Sport Clubs on which the y participate. Failure to do so may result in disciplinary action by the Sport Clubs and/or the Club Sports Program.
- Individual Sport Clubs member are responsible for filling out a waiver before participating in any practice or game. If an individual is found to be participating without the correct waiver filled out, the entire Club Sport Program they are apart of will be held responsible.

Important Message Regarding Participant Safety:

- Participation in sport clubs is voluntary, and students organize the clubs based on their interests. Each individual participant should understand the risks involved with sports participation and participate within his/her physical limitations.
- The University of Louisiana at Lafayette disclaims all liability for loss, injury or other damage resulting from participation in sport clubs. All participants are to complete an Assumption of Risk/Release of Liability Form prior to participation.
- Participation in sport can result in many injuries, including loss of life. Medical costs and the expense of an unforeseen accident or injury can seriously delay a student's academic career. It is recommended that participants consult a physician to determine physical ability to participate in a sport club.
- All students are encouraged to have their own health insurance. It is the responsibility of each participant to verify their own insurance status and ensure they have appropriate coverage for any accident, health, hospitalization insurance or the like for participation in sport clubs.

Coaches

Coaching positions may be filled by someone from inside or outside the university community with the approval of the club members and the Club Sports Coordinator. Some Club sports operate with student coaches, while others are coached by volunteer, graduate assistants, or full-time staff members. It is the responsibility of each club to secure the services of a coach if they choose. Coaches are not required in the Sport Club Program.

Clubs are first and foremost student organizations, thus it is important to remember that the internal organization and decision making of the club must be left to the club membership. A coach has many opportunities to provide a positive influence on club members, both in terms of skill development and in interpersonal development. However, the coach must also be aware of the limitations of the position within the Sports Clubs Program. The coach must follow all university and departmental policies and procedures and does not take the place of the club's advisor or president. Matters involving the management of the club must be left to the club officers, members, and advisors.

Coaching Expectations

Coaches' responsibilities include, but are not limited to:

- Understand, comply with, and enforce all risk management policies and procedures.
- Assist Sport Clubs officers in scheduling games.
- Coordinate practices and game schedules with officers.
- Develop and employ safety procedures.
- Attend games and practices.
- Report injuries to the President and Club Sports Coordinator.
- Promote good sportsmanship on and off the field.
- Additional duties as needed by the sport club.

The Recreational Department has the right and obligation to protect the Sport Clubs by relieving any coach from their position if they are deemed not to be following all University or Recreational Sports Department rules and regulations or working in the best interest of the Sport Club. The dismissal of the coach is subject to appeal to the Sport Club Coordinator.

Faculty/Staff Advisors

A faculty/staff advisor is required of every recognized student organization. The primary advisor will also be listed for public access. The members of the club itself choose the faculty or staff advisor. The Club Sports Coordinator may not serve as a faculty/staff advisor.

The following criteria must be met to be a faculty/staff advisor for a registered student organization at the University of Louisiana at Lafayette:

1. Full-time or part time faculty, administrative professional or state classified staff member; graduate student (with consent from their advisor)
2. Advisors must actively participate in the organization and regularly attend meetings of the organization.
3. A faculty/staff advisor may not have any relation to a coach or member of the club

The advisor of a student organization should be available to the officers and members of the organization for the following:

- Consultation about the organizations affairs
- Attendance at organizational meetings and functions as often as possible
- Certification of the expenditures of the organization when authorized to do so
- Provide suggestions and criticisms regarding the operation of the organization

The advisor must be able to provide independent advice to club members. With this in mind advisors may not have any relation to member of the club or coaches in the club.

Advisor's Responsibilities

Responsibilities of the advisor can be divided into three main categories, responsibility to the group, responsibility to the individual members and responsibility to the University of Louisiana at Lafayette.

Responsibility to the Group

The Advisor should:

- Assist the group in setting realistic goals and objectives each academic year, ensuring opportunities for education al and personal development.
- Help the organization justify its expenditures of students' time, abilities, energy, and funds.
- Should be well informed about all plans and activities of the group; achieved through regular attendance at meetings and/or frequent meetings with student officers.
- Discourage domination of the group by any individual (coaches included) or group of members.
- Be familiar with the history of the organization.
- Assist in promoting group interest by evaluating programs.
- Assist the group in making sure that the proper paperwork is submitted to the Student Organization Office when required and/or when officers change.
- Be aware of University policies.

Responsibility to the Students

The Advisor should:

- Seek to assist the students in maintaining a balance between the academic and the extracurricular and co-curricular aspects of student life.
- Encourage each individual to participate in and plan group events.
- Encourage students to accept responsibility for specific parts of programs and help them recognize the importance of their roles in relation to the group.
- Be concerned about developing the leadership skills of members, particularly the club officers, by discussing and helping to analyze group interactions and decision making.
- Be aware of the goals and directions of the organization and help the members evaluate their progress toward those goals.

Responsibility to the University of Louisiana at Lafayette

The Advisor should:

- Work with students to help them plan programs that are beneficial to students and consistent with the educational objectives of the University.
- The advisor should monitor the procedure followed by the organization in handling its funds and make recommendations when appropriate.

- The advisor should become familiar with the policies and procedures pertinent to student organizations and strive to see that they are followed.

STANDARDS OF CONDUCT/ELIGIBILITY

Sport Clubs ID Policy

1. All members must carry a picture ID when participating in any club function (practice, games or events).
    a. Random ID check will be performed throughout the school year. Club members without their IDs will be identified to the Sport Clubs office. Habitual offenders will not be allowed to practice without their ID.
2. All members must be on the liability forms.

Should a participant in the University of Louisiana at Lafayette Sport Clubs event be identified as a non-student who is ineligible or a student that has not signed the liability forms, the following sanctions may be taken, depending on the severity of the circumstances:

1. Practice time or facility space/funding maybe taken away as determined by the Recreational Sports staff.
2. Funds will be taken from the Club budget may be taken away as determined by the Recreational Sports staff.
3. The Club may be placed on probation.
4. The Club may be suspended from the Sport Club Program.

Sport Club Academic Standard for Participation

Each Sport Club athlete is required to maintain a 2.00 cumulative grade point average (GPA). If a student falls below a 2.00 cumulative GPA the student will not be allowed to participate with a sport club for one semester.

Appeal of Standard

If a student wishes to appeal this rule, he/she may submit an appeal letter to the Sport Club Coordinator for an exception. The appeal letter must explain why their grades have fallen, what steps have already been taken to improve academic performance, and an action plan to return to good status.

If an appeal is granted, the student will be allowed to participate but with certain guidelines that would need to be followed by them and the sport club.

National Governing Body Grade Point Average

If a sport club national governing body has a GPA requirement that exceeds this standard than that governing body standard shall supersede the ULL Sport Clubs standard.

Note: Individual clubs may have specific national league guidelines for academic and credit requirements. Check with the governing body for each specific sport for these requirements. It is each officer's responsibility to know the sports specific requirements.

Violations of the Student Code of Conduct

Violations of the Student Code of Conduct will be determined by the Recreational Sports staff.

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

- Misrepresentation of University or Sport Clubs Program
- Compromising the safety of club members while traveling
- Transporting and/or consuming alcohol or illegal substances
- Hazing

Hazing

University of Louisiana System Official Statement on Hazing

I. No student organization shall employ a program of student initiation/pledge education which includes "hazing."

II. Hazing shall be defined as:

A. Any action taken or situation created, whether on or off college or university property, which is life-threatening to the individual or are intended to hurt or to humiliate physically or mentally.

B. Kidnapping, paddling, slapping, branding, burning with cigarette, or any such activities which are life-threatening to the individual or are intended to hurt or to humiliate physically or mentally.

III. Hazing may include but is not limited to the following activities when these activities are life-threatening or intended to hurt or to humiliate physically or mentally:

A. physical exercise, scavenger hunts, road trips, any activity resulting in excessive fatigue, physical or psychological shocks;

B. wearing apparel which is uncomfortable to the individual or, if worn publicly, is conspicuous or not normally in good taste;

C. engaging in public stunts or buffoonery, hair cutting, morally degrading or humiliating games or activities, giving of food or drink (alcoholic or nonalcoholic) which is distasteful or designed to provoke nausea or inebriation;

D. any form of verbal harassment, any action or situation which subjugates an individual

to a condition where he/she might tend to lose self-respect or suffer injury to personal or religious values;

E. any activities which interfere with the student's scholastic responsibilities

F. the use of obscenities and vulgarities in dress, language, or action

IV. It shall be the duty of all current and potential student organization members and pledges to report immediately, in writing, any violation of this policy to the appropriate institution administrator (club Sport Coordinator). Any violation of this policy shall be investigated and appropriate disciplinary action taken.

Enforcement:

It shall be the duty of all current and potential student organization members to report immediately, in writing, any violation of this policy to the Dean of Students Office or to the Club Sport Coordinator, David Jamie. Infractions of these regulations will result in disciplinary procedures being initiated according to the regulations prescribed in the University's Code of Student Conduct and Appeals Procedures. Organization presidents and advisors must sign that they have received and understand the University Anti-Hazing policy before they are recertified each year. Failure to do so will jeopardize the organization's relationship with UL Lafayette.

If you would like any more information on the universities Zero Tolerance Hazing Policy, please visit the link below.

https://greeklife.louisiana.edu/potential-members/information-parents/zero-tolerance-hazing-policy

Missed Class Policy

The University of Louisiana at Lafayette recognizes that participation in the Sport Clubs program will sometimes require students to miss class. University policy allows for missing class as long as it is a University-sponsored event.

When a team submits their travel request form, a request for information regarding a missed class letter is included in that letter. Requests for missed class letter must be made at least two weeks in advance of an event.

To create the most positive interaction with faculty members, club members are highly encouraged to discuss class absences as a result of sport club participation with their professors in advance. Club members are responsible for all work missed during their absence and are required to meet with their instructor to determine plans for rescheduled or make-up exams and assignments.

If fraudulent letters are found to have been used the club will lose privileges of letters for the remainder of the academic year and the person(s) involved will be sanction by the Office of Student Conduct and Discipline.

CLUB FINANCES

The Sport Club Program is operated entirely by student fees, club dues, and Sport Club fundraising. Sport Clubs must also raise their own money to meet their budget through dues, donations and other fundraising ideas.

Budget

The first step in club finances is to develop a budget for the sport club. Budget development occurs once per year during the fall semester.

Steps for budget development:

- Attend the Club Sport Officer and Advisor meeting in the Fall
- Review the club expenditures for the two most recent semester to evaluate how the club budget was spent
- Consider the clubs plans for the next year (types and amounts of expenditures v. income)
- Develop a realistic budget for the club plans
- Meet with the Club Sport Coordinator to discuss your budget proposal
- Submit the budget by the date assigned from the Recreational Sports office

The Recreational Sports office staff is willing to meet with officer to answer questions in the budget development process.

How to Receive Allocated Funds

In order to receive allocated funding, each Sport Club must submit a Budget Request and a completed Annual Report.

The club will receive an allocation from the Recreational Sports office based on a variety of factors including:

- Turning in an official: roster 2 weeks before first game ($250)
- Waivers: must be up-to-date with everyone participating ($500)
- Bank Statement: an up-to-date statement must be turned in at each monthly meeting. The bank statement also needs to be signed by the advisor. ($500)
- Schedule/Tournaments: must be turned in two weeks before ($125)
- Practice schedule: turned in at the beginning of each semester (if practice changes must be given a week notice, and will depend on current usage of practice areas). ($125)

- Travel: all travel requests must be turned in 3 weeks before traveling. Expense reports must be turned in no later than 7 days of getting back. ($500)

After the first year funds will not be available until the start of the next fiscal year (when school starts in August).

The Recreational Department will match all fundraisers, club dues, sponsorships and donations up to $5,000 dollars. Clubs will not just automatically get $5,000 they will only be matched by the Recreational Sports Department for the funding they raise on their own.

However there are certain restriction as to what the money can be used to and the club sport president must meet with the Club Sport Coordinator to discuss how the money they will be receiving from Recreational Sports will be matched. Recreational Sports will not just make out a check to the club sport. They will pay for travel, cost of equipment, leagues fees etc..

Exp. If a club collects $1,000 in dues, fundraises $500 and gets $1000 donation. Recreational Sports will match it at $2,500. Giving the club a total of $5,000.

Removal from Sport Club Program

Individual sport clubs may be removed from the Sport Club program by the Recreational Sports Department, Club Sports Coordinator or the Dean of Students.

Clubs can be placed on probation or removed from the Sport Clubs program for any of the following actions:

- Operating club account in a deficit
- Fails to maintain the standards to be a sport club
- Failure to complete required paperwork
- Violations of the Student Code of Conduct
- Participation of ineligible students/non-students
- Any disciplinary action as defined by the Recreational Sports Staff or the Dean of Students
- Any reason determined by University Staff

Important Information about Expenditures

- If a purchase will be $1,000 or more, STOP, you must see the Sport Club Coordinator before proceeding.
- You will not be reimbursed for personal purchases made without prior approval from the Recreational Sports office. If the individual responsible for encumbering funds in the name of the club does not get prior approval, he or she may have to pay for the purchase. If an unforeseen expenditure occurs, contact the Recreational Sports office immediately.
- University and Recreational Sport regulations shall govern all expenditures.
- Individual club members are liable for money promised on vendor contracts that are not approved by the University contracts office or Recreational Sports office prior to signing.

TRAVEL

When traveling to approved University events, be aware of the many stringent regulations placed on the use of club funds by the State and University. Come by the office as soon as any pertinent information on registration or entry fee is obtained. To authorize travel, club officers must complete the required travel forms in advance. Again, plan the trip ahead of time!

Clubs must submit travel paperwork for all club related travel even if it is a 'no-cost' travel.

General Travel Procedures

Pre-Trip

Step 1: Email the club sport director the club's travel letter at least 10 days before your clubs departure date. Your letter must include:
The Duration of your travel, Location of your travel, first and last names of students attending, an outline of the funding your club is seeking to be reimbursed, and if a class excusal letter Is needed for any missed classes.

Step 2: While traveling keep all itemized receipts pertaining to the trip (lodging, entry/registration fees).

Step 3: Upon return, again visit the Recreational Sports office with receipts; this must be completed within one week after your return.

Travel Reminders:

- Itemized receipts are required to verify expenses. **If receipts are not returned the officer will be held liable for all trip expenses. Please look at the dates on each receipt to insure that the receipts are applicable to the time period covered during travel.**
- **The following items cannot be reimbursed:**
    - Personal expenses
    - Travel insurance
    - Traffic/Parking fines

Sport Clubs Travel

As representatives of the University of Louisiana at Lafayette and the Recreational Sports Department, all sport club members are expected to conduct themselves in an appropriate manner when traveling. Member behavior can impact a club's reputation as well as the reputation of the University of Louisiana at Lafayette. The policies and procedures of the University and those articulated in this manual are in effect when clubs travel. Reports of infractions or any other activities that negatively reflect up on the University may result in disciplinary actions. Depending on the circumstances of a situation, privileges such as facilities and Student Fee funding may be frozen until the situation is resolved. Please review the

Code of Conduct in this manual as well as the University of Louisiana at Lafayette Student Code of Conduct with ALL members prior to leaving.

All Club travel is considered 'dry' travel. Alcohol and other drugs may not be used during the duration of the travel dates identified on the travel document.

Hotel or Airbnb Reservations

Please make reservation and ask for a confirmation **QUOTE** on all rooms for your reservation. This quote must be turned in with your official travel request.

Registration

An official registration form must be turned in with your travel request. If registration must be prepaid, please make sure to note that on the justification letter and travel request. Registration form must contain payment information (registration amount, payee name and address etc.).

All lodging funding for travel will be on a "reimbursed" basis.

SERVICES AND PRIVILEGES OF CLUBS

The Recreational Sports office provides a number of services and sport clubs have many privileges as sport clubs. It is important that sport clubs follow the policies and procedures that have been put in place in regard to services and privileges.

Practice and Competition Facility Usage

Facilities coordinated for sport club use by the Recreational Sports department include: Bourgeois fields, the Intramural and Sport Club fields, Bourgeois gym, and select classrooms/rooms within Bourgeois Hall. Clubs who arrange for facilities outside the University are responsible for the arrangement and payment of those facilities.

Practice Scheduling Process

1. The practice scheduling process for the Fall Semester begins the first two weeks of the Fall Semester. The practice scheduling process for the Spring Semester begins the last two weeks of the Fall Semester.
2. Clubs are informed of the process for facility scheduling two weeks before the schedule process begins to allow clubs to plan practice needs. After the practice schedule is submitted and approved, there will be no other additions to the practice schedule. Exceptions to the practice schedule are presented to the Club Sports Coordinator.
3. Sport Club officers submit an electronic or paper form that lists preferences for club practice times, locations, frequency, and days of each week to the Club Sports Coordinator.
4. Club Sports Coordinator works with requests to develop a draft of the practice schedule.

5. Club Sports Coordinator emails all club officers with a draft of the practice schedule allowing clubs to make modifications to the schedule and add additional practices in any open spaces.
6. Club Sports Coordinator adjusts the practice schedule as needed.

***As intramural leagues end more times will open up for clubs to use the lighted fields at Bourgeois fields. It is the responsibility of the Club Sports officer to check on the availability throughout the year if the club would like to acquire lighted fields. Intramurals will have priority over any club sports practice.

Field Cancellation Policy

- Fields may be deemed 'UNPLAYABLE' at any time by Recreational Sports staff.
- When fields are determined to be unplayable (i.e. standing water, saturation, pouring rain, lack of visibility), activity is suspended and/or cancelled to avoid further damage to the field or risk of injury to individuals.
- Field Closures are usually made by 3:00pm and this is communicated on the club sports website http://recsports.louisiana.edu/club-sports
- If a sport club cancels a practice or game, notify the Recreational Sports office immediately.

Hosting an Event

The Club Sport Coordinator must approve all on campus events before any planning begins. Facility requests must be made 2 weeks prior to the date of the event. Sport Clubs are responsible for reserving the competition facility, preparing the facility for the competition date and cleaning the facility after the event.

Once the activity is identified, begin checking the feasibility of the event:

- Are the dates requested available?
- Are there any conflicts?
- Do you have the financial resources required?
- Will you need to charge higher entry fees to cover costs?
- Does the Sport Club have adequate skills to pull the event off? Will you need outside help?

At this point, if the event is still a 'go' you should begin to think about preparation tasks.

Depending on the scope of the event, arrangements will need to be made concerning the following:

- Facility/Field reservations
- Contracts and agreements (facility, visiting teams, officials/referees, etc.)
- Monetary transactions (charge fund/cash box, admission charges, refunds, etc.)
- Security
- Food and refreshments

- Safety and First-Aid
- Advertising (posters, flyers, ads, news releases, etc.)
- Equipment requirements (tables, chairs, public address, AV, goals, etc.)
- Set-up tear-down and clean-up
- Contingency plans for weather, lack of light, cancellation, etc.

Alcohol at Home/Away Competitions/Events

No one, at any time is authorized to consume, bring, or sell alcohol in/on any of the facilities on the premise of the University of Louisiana at Lafayette. Campus Police will be notified and the Sport Club disciplined if found to be in violation of this University policy.

In addition, it is the policy of the Recreational Sports Department that no alcohol is to be consumed by any Sport Club member before, during, or after the event at the place of competition. All team travel is considered to be a 'dry event' for the duration of the dates identified on the travel document. The entire Sport Club and/or individual violators will be disciplined by Recreational Sports if this is not strictly adhered to.

Web Page

Sport clubs are responsible for developing and maintaining their own website if they want one. The Recreational Sports office places a link to the club website on the sport club page. The Recreational Sports office also reserves the right to take this link off the Campus Recreation website.

- Since a club's website is the window to current participants, potential participants and fans, it is suggested that the club keep the site up-to-date.
- Communicate with the Recreational Sports office regarding the use of any University of Louisiana at Lafayette approved logos.
- Make sure any website contains the following minimal information:
    - Team name
    - Contact information
    - Competition schedule/results
    - Participant roster

Social Media

Sport clubs are encouraged to maintain active social media profiles. These platforms can be very beneficial to fundraising, increasing participation, and increasing fan interactions with the clubs. Clubs are responsible for all actions on their club pages and should actively monitor comments on these pages. Clubs can face minor or major disciplinary actions based upon the actions of others on their pages.

EQUIPMENT

Purchasing

Equipment purchases are a large part of every sport club budget and should be made with the consideration of quality, cost, replacement schedule, usage, etc.

All inventory purchased from funding received by the Recreational Sports office (allocated funds) becomes the property of the University of Louisiana at Lafayette. If a Sport Club becomes inactive, the equipment becomes the property of the Recreational Sports Department.

Equipment purchases of $1,000 or more must be purchased through a bid process. Any purchases regardless of size must be approved through the Club Sports Coordinator. To begin the process a club officer should bring in a quote with what they are interested in purchasing.

Storage of Equipment

If a club needs to store equipment, contact the Club Sports Coordinator to discuss the amount of availability of storage. Sport clubs are responsible for keeping the storage area clean and organized. Equipment in the storage area should be inventoried annually.

Inventory of Equipment

Each Sport Club is required to complete an Equipment Inventory form at the start and end of the school year to track inventory. This is extremely important when it comes to requesting money for equipment because if gives the Recreational Sports Department a track record on how well equipment has been taken care of in the past, as well as purchase history.

T-Shirts

Each semester the Recreational Sports office will purchase a bulk order of shirts. If a club wants to get a discount and order with the Recreational Sports Department they will need to have their design, sizes, and color of shirt order into the department one month after the first day of school each semester. There will be some restrictions since the order will be bided out. Exp. Screen print, two colors max for back and front. For more information please contact the Recreational Sports office.

Uniforms

Uniforms: when purchasing uniforms there needs to be great attention to detail on a few things

- **Does it contain a University Logo**
- **Are the Uniforms being returned**
- **Are they “Fundraising” shirts**