

06-07 Sport Club Reps Handbook

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Introduction

The University of Texas Sport Club Association (UTSCA) consists of all Sport Clubs sponsored by the Division of Recreational Sports. The UTSCA compliments the University's intercollegiate athletic programs, intramural activities and physical education course offerings. The Sport Club Program is administered by staff members of the Division of Recreational Sports who offer professional guidance to the clubs in the UTSCA. **Each club is formed, developed, governed and administered by the student membership of that particular club working in conjunction with the Sport Club Office. The key to the success of this program is student leadership, interest, involvement and participation.** Sport clubs are governed by the rules and regulations established for all recognized student organizations on the UT campus and by those established by the Division of Recreational Sports.

Purpose of the UTSCA

The University of Texas Sport Club Association promotes student participation in a variety of physical and athletic activities, gives students opportunities to engage in the activity of their choice at various skill levels, contributes to the development of student leadership and provides a bond between

This handbook has been prepared to assist clubs in the administration of their programs and is designed to serve as a supplement to the *Student Organization Manual* distributed by the Student Activities and Leadership Development Office. The student representative and assistant representative of each Sport Club are expected to become familiar with both handbooks. **Situations involving sport club business or any activities that are not covered in either of these handbooks should be referred to and discussed with the Sport Club Office. Information in the *Sport Club Reps Handbook* is subject to change. New policies, procedures or changes/additions to existing policies or procedures made due to unforeseen circumstances during the 2006-07 academic year shall be deemed official even though not printed in this publication.**

individual clubs. While the Division of Recreational Sports assists in the development and growth of the UTSCA, the emphasis of the program is on student leadership and involvement. The existence of each Sport Club and the success of the UTSCA is dependent upon student interest and involvement.

UTSCA Calendar**Fall 2006**

Wed 8/30
Classes Begin

Thu 8/31
SC Reps Meeting
3:30p GRE 3.120

Sat 9/2
UT Football vs.
North Texas - Austin

Mon 9/4
Labor Day Holiday

Wed 9/6
Party on the Plaza
11a – 5p GRE

Sat 9/9
UT Football vs.
Ohio State - Austin

Fri 9/15
SALD Registration
Due – Online

Wed 9/20
Fall Roster,
Member Packets,
Spring 2007 Facility
Requests Due – 6p
SC Office

Sat 9/23
UT Football vs.
Iowa State - Austin

Sat 9/30
UT Football vs.
SHSU – Austin

Sat 10/7
UT Football vs.
OU – Dallas

Sat 10/14
UT Football vs.
Baylor - Austin

Sat 11/4
UT Football vs.
Okla. State - Austin

Fri 11/17
Summer 07 Facility
Requests Due –
5p SC Office

(continued)**Definition of a Sport Club**

A Sport Club is defined as a registered student organization that exists to promote and develop interest in a particular sport or physical activity. A Club may be instructional, recreational or competitive, or may involve any combination. Sport Clubs are strictly voluntary. Involvement in a Sport

Club enhances the student's college experience and contributes to the student's overall education. **Sport Clubs are officially sponsored by The University through the Division of Recreational Sports. Sponsorship requires supervision and assumption of responsibility for all Club actions and activities.**

Role of the Sport Club Contact

The Sport Club Contact serves primarily as an advisor and resource person for Sport Club leaders and is available to assist student representatives with Club business. It is the Sport Club Contact's responsibility to monitor Club activities, to ensure all University procedures are being followed, to assist Clubs in implementing sound

safety practices, to manage Club funds in accordance with University fiscal policy, to facilitate Club activities and to ensure the policies and procedures of the UTSCA are followed. The Sport Club Contact will allow Clubs as much freedom to operate as possible, provided they operate within the regulations and guidelines herein.

Club Responsibilities and Requirements

The responsibilities listed below should be considered guidelines and not a complete listing of the representative's duties. Anything pertaining to the relationship between the Club and the Division of Recreational Sports is the responsibility of the student representative. Each Club must elect, appoint or designate **two** responsible student representatives to perform the following duties:

1. Attend and participate in the leadership training and budget sessions each year and attend all the SC representatives' meetings.
2. Schedule and attend a monthly meeting with their Sport Club Contact to discuss Club business, issues and any upcoming special events.
3. Inform Club members of policies, procedures, expectations, emergency procedures and other regulations that must be followed. Monitor all Club events, assuring that all policies and procedures are followed.
4. Submit required forms complete and on time.
5. Maintain an accurate membership roster at the beginning of each semester and submit it to the Sport Club Office, with updates as needed throughout the semester.
6. Assure that all club members who have their own personal medical insurance submit a copy of their insurance card to the SC Office.

7. Arrange facility reservations for Club functions (practice, competitions, meetings, etc.) with the SC Office or appropriate persons (i.e., SALD Office).
8. Register the Club with the Student Activity and Leadership Development Office each semester.
9. Submit a semester report to the SC Office at the end of each semester.
10. Maintain complete inventory records and update the Club's inventory when requested by the SC Office.
11. Submit a current copy of the Club's constitution at the beginning of the Fall Semester to the SC Office and update the constitution for approval by the membership as needed.
12. Assure that all Club financial obligations are met.
13. Meet with staff contact to plan and attain approval for travel, publications, equipment, t-shirt designs and other Club business.
14. Check the Club's mailbox located in the SC Office. Ask at the front counter for assistance.
15. Report any injury that occurs at any Club event to the SC Office within 24 hrs.
16. Train the assistant representatives and future representatives of your Club.
17. Assure Club's participation in Divisional events including, but not limited to, Party on the Plaza, NIRSA Day, etc.

Safety Procedures

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

1. Sport Club officers, Club members, coaches and instructors should emphasize safety during all activities.
2. Encourage all members of your organization to have a **physical examination** and to purchase **personal medical insurance prior to participation**. The Student Health Center offers students an insurance policy (call 471-4955 for details). The national associations governing some sports offer supplemental accident and liability insurance for members. Check to see if your activity provides or offers this type of coverage.
3. Inspect fields and facilities prior to every practice session, game or special event. Report unsafe conditions to the Recreational Sports personnel on duty immediately. If at an off-campus site, report the condition to the proper managing authority. **Do not use facilities or equipment if they appear unsafe.**
4. Have at least two members certified in First Aid and CPR available at Club practices, games, and events. First Aid and CPR classes are offered by the Division of Recreational Sports (check the Program's Guide for dates and times) or the Centex Chapter of the American Red Cross in Austin (call 928-4271 for dates and times).
5. Accident Reports: Sport Club representatives are required to submit an accident report for injuries that occur to Club members during Club events or practices. These reports must be submitted to the SC Office within 24 hours after the occurrence. Injury Report forms are available in the SC Office or from Recreational Sports facility personnel (if the injury occurs at a RecSports facility).

UTSCA Calendar

Fall 2006 (continued)

Thu 11/23 - Fri 11/24
Thanksgiving
Holiday

Fri 11/24
UT Football vs.
Texas A&M - Austin

Thu 11/30
SC Reps Meeting
Semester Report Form
Due - 3:30p GRE 3.120

Fri 12/8
Last Class Day

Spring 2007

Mon 1/15
MLK Jr. Holiday

Tue 1/16
Classes Begin

Thu 1/25
SC Reps Meeting
3:30p GRE 3.120

Wed 1/31 – Thu 2/8
Budget Training
Meetings

Tue 2/13
SC Budget Requests
Due – 5p SC Office

Sun 2/25 and Sun 3/4
SC Budget Hearings
GRE 2.200 Conference

Fri 3/9
Fall 07 Facility Requests
Due – 5p SC Office

Mon 3/12 – Fri 3/16
Spring Break

Thu 4/26
SC Reps Meeting
Semester Report Form
Due - 3:30p GRE 3.120

Fri 5/4
Last Class Day

Urgent Care Clinic

In the event of an emergency requiring medical attention please note the following services offered by University Health Services. Please refer to The University of Texas System 2006-2007 Insured's Guide for Student Injury and Sickness Insurance for more information. Information regarding policies and services is subject to change.

The UHS Urgent Care Clinic is available for UT students whose injury or illness needs medical attention before the next open appointment. However, the Urgent Care Clinic is not a fully equipped emergency room, and it is not open 24 hours a day. If you are experiencing potentially life-threatening symptoms, you should go to a local emergency room or call Emergency Medical Services at 911.

Some medical conditions commonly seen by Urgent Care staff includes:

- lacerations needing stitches
- allergic reactions causing rashes or swelling
- wheezing or asthma not responding to prescribed medications
- significant abdominal pain
- conditions requiring intravenous re-hydration therapy such as heat related illnesses or significant vomiting or diarrhea
- migraine headaches
- common eye injuries or foreign bodies in the eye
- sprains, strains, suspected broken bones and similar orthopedic injuries

If your condition is or becomes more serious than the facility can accommodate, they will arrange for

your transfer to a local hospital emergency room.

If possible, **call the 24-hour Nurse Advice Line** before coming in to UHS. The nurses can help determine if the Urgent Care services are appropriate for your symptoms or if going to an emergency room, making an appointment or caring for yourself at home is most appropriate.

Urgent Care Clinic Hours of Operation:

Clinic is NOT OPEN 24 hrs a day
Monday – Friday 8:00am-8:00pm
Saturday – Sunday 11:00am-3:00pm

Open during regular weekday hours and is available for extended “after hours” care on weekdays during the fall and spring semesters. Urgent Care is also open for limited hours on the weekends and on many official UT holidays. An after-hours fee is charged for patient visits to Urgent Care on Saturdays, Sundays and UT Holidays.

Operating hours of some UHS services change during semester breaks, during summer semesters and on holidays. During semester breaks, when the patient volume is at the lowest, some UHS services may close entirely for a day or two to allow UHS staff to participate in continuing education programs and organizational development activities. However, Urgent Care services remain open on these staff-development days for students who require medical care before our regular services reopen.

The University of Texas and the Division of Recreational Sports cannot be responsible for any injury or property loss incurred by participants while involved in any Recreational Sports program.

Membership Eligibility

All guidelines governing the Sport Club Program are written to protect the rights and safety of each participant and are designed to provide fair and equal opportunity for all persons eligible to participate in Club activities.

1. All currently enrolled UT Austin students must be given the opportunity each semester to try out for or join a Sport Club. Only **student** members of a Club may hold an office in the Club and vote on Club matters. Some clubs may have participation restrictions due to conference and/or league affiliation.
2. Members of the faculty/staff may apply for *affiliate* Club membership in some Clubs, but are **obligated to pay the Division of Recreational Sports' Membership Fee as a prerequisite to Club membership**. Faculty/Staff Club affiliate members may **not** hold an office within the Club, or **vote** on Club matters or in elections. Call 471-6370 for membership information.
3. **Spouses and Sponsored Associates of students or faculty/staff members, members of the Division of Recreational Sports' Community Program and Texas Ex's Program are NOT eligible for Club membership.**
4. Each member and coach (including affiliate members) of a Sport Club must complete a Membership Packet, submit a copy of their current medical insurance card (both must be on file at the Sport Club Office), pay Club dues, and be listed on the Club's membership roster before he/she is recognized as an official member of the Sport Club. Members of Clubs that use weapons are also required to complete a Transportation and Use of Weapons Agreement.
5. Athletic scholarships are not awarded by the Division of Recreational Sports for Sport Club participation.
6. Intercollegiate athletes are eligible for membership in a Sport Club without restrictions due to intercollegiate team affiliation.
7. It is recommended that all club members involved in an aquatic activity should pass a swimming test prior to becoming accepted into the Club. Arrangements for pool time for testing and suggestions for the appropriate swim test to be administered should be discussed with the SC Office. The following Clubs should conduct swim tests: Sailing Club, Sailing Team, Water Polo and Water Ski.

Securing a Coach

If a Club wishes the services of a coach/instructor, the student representative then submits the following:

- UTSCA Coach Information Form
- Short Biography on the coach to include their experience in the sport
- 2 reasons as to the benefit this coach provides the club and why the club recommends them.

These items should be submitted prior to the time when the individual serves in a coaching capacity. **The coach or instructor is neither an employee of the Division of Recreational Sports nor The University of Texas at Austin.**

Certification of Eligibility for Competition

All Sport Club teams must abide by Conference, Regional, State, NIRSA or NCAA rules and regulations in competition that has such guidelines.

Club teams desiring to enter competition may be required to obtain certificates of eligibility from the University before entries are accepted. Individual Club members should request certification in person at the Registrar's Office, located in MAI 1. Please allow three weeks for the certification process to be completed.

Coach/Instructor Conduct

Although coaches/instructors are not employees of the University, they will be expected to adhere to The University's policy regarding sexual harassment as follows:

"It is the policy of The University of Texas at Austin to maintain an educational environment free from sexual harassment and intimidation. Sexual harassment is expressly prohibited and offenders are subject to disciplinary action. In other words, all students at The University are entitled to study and work free from the threat of sexual intimidation and discrimination from faculty and other University employees."

-excerpt taken from The University of Texas brochure, "*Sexual Harassment of Students*"

Coach/Instructor Responsibilities

1. Each coach must complete the UTSCA membership information packet and submit a copy of their current medical insurance card.
2. It is recommended that all coaches purchase their own personal medical and liability insurance.
3. The coach must be aware of and follow **all** University and divisional procedures relative to the Sport Club program.
4. The coach should restrict his/her contributions to coaching and 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 representative (not the coach) must serve as the liaison between the Club and the Sport Club Staff**. The philosophy and key to the success of the Sport Club program has been the continued emphasis placed on student leadership and participation.
5. After all items are turned in by the student representative, the coach will be issued a Facility ID card. This card allows the coach access to RecSports facilities. **The card DOES NOT make the coach eligible for any other RecSports programs. Further questions regarding the Facility ID card should be directed to your Sport Club Contact.**
6. **Club business matters** (hosting tournaments, submitting forms, equipment requests) **must be handled by the student members with the coach serving in an advisory capacity. Club activities and events should be a team effort and not left solely to the coach or student representative.**
7. Participation in the Sport Club Program is completely voluntary, therefore monetary rewards or scholarships shall not be promised or given to any member or prospective member by the coach.
8. Coaches must help ensure good sportsmanship at all times. **Individuals must always conduct themselves in a manner that does not detract from the reputation of The University. This includes behavior in game situations, contact with other teams and interaction with event staff. When involved in off-campus events or when traveling, be aware that you are still representing The University.**
9. Coaches should refrain from making appointments with the Director of Recreational Sports, Men's and Women's Athletic Directors, or any other person to discuss Club business without first informing the SC Staff.
10. The Sport Club Staff has the right and obligation to protect the Club, and if, in the staff's opinion, the coach is not working in the best interests of the Club, the coach will be relieved of his/her coaching duties.
11. Coaches must be recommended by Club members and must submit a new information form each academic year in order to coach. **Continuation of coaching status is not automatic.**

Sport Club Council

The Sport Club Council is a student advisory group that assists the Sport Club Office in administering the UTSCA program. The membership and duties are as follows:

Membership

1. The Sport Club Staff and nine student members will serve on the Council.
2. The Sport Club Staff will be non-voting members of the Council, but may take part in discussion.
3. The Associate Director or his/her delegate will serve as chairperson for regular meetings. For appeals, the chair will be rotated among the student members.
4. Any UT student who is an active member of a Sport Club may apply for a position on the Council.
5. Only one member of a particular Club may serve on the Council.
6. Appointments to the Council will be made after each applicant has submitted an application and interviewed with the SC Staff.
7. A majority of the voting Council constitutes a quorum and a majority of the quorum rules.

Duties

1. Make recommendations on student organizations that have completed the application process for UTSCA membership.
2. Review applications for Clubs desiring competitive and nationally competitive status and determine appropriate status for each Club completing the application process.
3. Serve as an appeal board and rule on Club appeals regarding decisions made by the Sport Club Staff.
4. Review annual budget requests for the following year and make initial recommendations concerning allocation amounts.
5. Make recommendations regarding revisions to the Sport Club Handbook for the following year.
6. Make recommendations, offer advice and assist in the decision making process in other matters when requested to do so by the Sport Club Staff.

Sport Club Rights and Expectations

As a member of the UTSCA, each Sport Club has the obligation to have the approval of the Sport Club Office prior to acting on items, issues or ideas that are not covered in this handbook. If a Club chooses to act independently, they risk losing UTSCA membership and the Division of Recreational Sports sponsorship. **Club social events are not sponsored by the Division of Recreational Sports and must NOT be advertised as part of the Club's official activities.**

Standards of Conduct

The basic concept underlying The University's standards of conduct is that students, by enrolling in the University, assume an obligation to conduct themselves and their organizations in a manner compatible with the University's function as an educational institution.

Individuals must always conduct themselves in a manner that does not detract from the reputation of The University. This includes behavior in game situations as well as contact with other teams and event staff. When involved in off-campus events or when traveling, be aware that you are still representing The University.



Discipline Process

Violation of, or non-compliance with, University policies, campus regulations, UTSCA procedures or UTSCA standards of conduct may result in loss of UTSCA membership or other disciplinary action taken against the Sport Club involved. The discipline process has been developed to assist Club leaders in correcting mistakes that have caused problems for the Club and The University.

Major Infractions (these include Club actions that are outside acceptable standards of conduct or are in violation of the UTSCA's or Regent's rules and guidelines)

1. Examples of major infractions include, but are not limited to, the following situations:
 - a. Displaying conduct that is incompatible with the University's function as an educational institution and the purpose of the Sport Club program (i.e., unsportsmanlike conduct toward officials or opponents or disruptive behavior on trips).
 - b. Misusing Club funds and/or abusive use of Club funds.
 - c. Allowing ineligible individuals to participate in Club activities.
 - d. Compromising the safety of club members while traveling.
 - e. Transporting and/or consuming alcohol or illegal substances while on official club trips.
2. For all major infractions:
 - a. A meeting with the Club representatives and the Sport Club Staff is scheduled.
 - b. Input from appropriate administrators and staff members is solicited when appropriate.
 - c. The Assistant Director and/or the Associate Director determine(s) the disciplinary action to be taken.
 - d. The Club is notified in writing of the decision and is advised of their right to appeal the decision.

Possible disciplinary actions that may be taken against a Club for infractions include:

1. **Probation**
2. **Frozen funds**
3. **Loss of funding**
4. **Loss of facility reservations**
5. **Loss of UTSCA membership**
6. **Bar placed on an individual's University records**
7. **Loss of current tier level status**

Notification of disciplinary action is placed in the Club's mailbox in the Sport Club Office and emailed to the Sport Club representative.

- Minor Infractions (examples would be non-attendance at a representative's meeting or failure to submit required forms on time)
1. First Infraction - If the violation is the Club's first during the current academic year, and the Club is not under probation from violations committed the preceding year, the following steps are taken:
 - a. The Club is placed on probation for a designated period of time or until the Club corrects the situation.
 - b. The Sport Club Staff will notify the Club representatives stating:
 - Reason for the probation
 - Length of probation period
 - Possible consequences the Club will face if additional infractions occur
 - Club's right to appeal
 2. Two or More Minor Infractions
 - a. The Club's funds are frozen and/or a part of the Club's allocation may be forfeited.
 - b. The SC Staff may take any action deemed appropriate, including determining the amount of allocation forfeited by the Club.
 - c. The Club is notified in writing of the action taken.
 - d. The Club is advised of their right to appeal.

Appeal Process

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

1. Decisions of the Sport Club Staff may be appealed to the Associate Director by following these procedures:
 - a. Written notification from the Club representative to the Associate Director indicating the Club's reasons for the appeal and any circumstances related to the situation that caused the infraction must be submitted within (72) seventy-two hours of the date of the infraction.
 - b. The Associate Director will rule on the appeal after investigating the situation and may uphold, reject, or modify the action taken by the staff member.
 - c. The Associate Director may recommend the UTSCA Council rule on the appeal.
2. Decisions of the Associate Director may be appealed through the following process:
 - a. The Club representative makes it known through a written statement that the Club wishes to appeal the Associate Director's decision. The appeal must be received in the Sport Club Office no later than (72) seventy-two hours after the Associate Director's letter indicating their decision is placed in the Club's mailbox. The written appeal must include the circumstances related to the violation and the reasons for the appeal.
 - b. A hearing is scheduled with the UTSCA Council. Copies of the Club's appeal statement will be distributed to the Council members. Upon hearing the case, the Council will either uphold, reject or modify the Associate Director's decision.
 - c. Decisions by the UTSCA Council are final except in cases where the club's sponsorship by the Division of Recreational Sports is in question or any other major infraction at the discretion of the Director of the Division of Recreational Sports.

Loss of sponsorship or major infraction appeals will follow the same process through #2b. Decisions regarding loss of RecSports' sponsorship or major infractions at the Director's discretion may be further appealed as outlined below:

- a. Submit a written appeal to the Director of Recreational Sports or his/her delegate within (24) twenty-four hours after the hearing with the UTSCA Council.
- b. Meet with the Director of Recreational Sports or his/her delegate to discuss the situation.
- c. If the Club still wishes to proceed with the appeal, a hearing before the Recreational Sports Committee will be scheduled.
- d. The decision of the Recreational Sports Committee is final.

Sport Club Office Staff

Each Club has been assigned a member of the Sport Club Staff as their contact person. The contact will provide assistance in planning the Club's activities and scheduling competitions with other universities' Sport Clubs and teams. Prior approval of Club activities including travel, events, publicity, budget expenditures and facility reservations is required. The staff is available for consultation regarding any aspect of your organization.

If the staff cannot assist you, you will be referred to an office that can. **The responsibility to seek the assistance of the Sport Club Staff is that of the student representative and assistant representative.** Club representatives should schedule an appointment with their contact person to assure needed attention is provided. Call 471-3116 or e-mail at least 24 hours in advance to make an appointment.

Sport Club Mail and Duplication Services

The mailing address that should be used for all Club correspondence is:

**(Club Name)
Division of Recreational Sports
University of Texas at Austin
1 University Station D7500
Austin, TX 78712-0395**

Mailboxes for each Club are provided in GRE 2.204. **Mailboxes should be checked at least once a week.** Any letters, phone messages, or notes regarding your Club that come to the Division of Recreational Sports will be placed in the Club's box. Letters from prospective students interested in UT and in a particular sport should be answered by the Club secretary, student representative, or a Club member appointed to respond to these letters.

Each Club will be provided on request an allocation of 100 stamps to be used for Club business.

Duplication services are available through the Sport Club Office. All requested work must be approved by the Sport Club Staff. The availability of this service is dependent upon copier load at the time of the request and clubs are limited to a maximum 100 copies per month.

Facility Reservations

Practice Requests

Sport Clubs may request use of any of the Recreational Sports facilities listed on page 11 for Club activities.

Requests must be made through the Sport Club Office and approved by the Club's staff contact person.

Since there is a current facility shortage among athletic and physical activity areas, the sooner the request is discussed with the staff and submitted, the better the chances are for approval of the requested facility.

Since schedules are printed and distributed to many users of the facilities, it is very difficult to change a practice reservation once a semester has begun. Make sure that your request is what the Club wants and needs.

Special Event Requests

Any request made outside of regular practice hours is considered a Special Event. Special Event requests should be submitted according to the following schedule: Spring semester requests-September, Summer semester requests-November, Fall semester requests-March. After that, requests will be accepted, but availability is questionable. It usually takes approximately one to two weeks before a facility reservation request can receive confirmation or denial. The facilities are shared not only with other program areas within the Division of Recreational Sports, but also with the Department of Kinesiology and Health Education and the Departments of Intercollegiate Athletics for Men and Women. Also, over forty Sport Clubs compete for essentially the same facilities.

ID CARDS

Sport Club members must have the appropriate ID card with them when using University facilities. Each student and faculty/staff club member or coach needs his/her current UT ID.

Non-UT affiliated Coaches must have the RecSports Special ID cards that will be issued through the RecSports Membership Office after approved by the SC office.

Recreational Sports Facilities available by request through the Sport Club Office:

Gregory Gymnasium

2 large gymnasias:
Arena: 3bb, 3vb (3.108)
Annex: 4bb, 6vb (3.114)
2 aerobics rooms (North, South)
Powerlifting room
TV/Games room (3.120)
Classroom (1.104)
2 Squash Cts.
Pool
Indoor: Lap, Leisure
Outdoor: Lap, Leisure, Event

Recreational Sports Center

1 large gymnasium (3bb, 6vb)
8 Handball/Racquetball Cts.
2 Squash Cts.
2 aerobic rooms(1.104,1.106)
2 Multi-purpose rooms (2.112, 2.114)
TV/Games room (2.104)
Matted martial arts room (1.138)

Anna Hiss Gymnasium

3 gymnasias (133, 135, 136)
Indoor Archery range
Multi-purpose room (39)

Bellmont Hall

Handball/Racquetball courts
Squash courts
Fencing room (302)
2 multi-purpose gymnasias (502A, 528)
Matted martial arts room (929)

Whitaker Field Complex

12 Multi-purpose grass flds.
Team meeting room
40 Tennis courts
Archery range
**Inclement weather hotline
452-2235**

Texas Swim Center*

Pool
Diving well
***Facility use fee may apply**

Expectations When Using University Facilities

Any time a Club has reserved a facility, it must be used. If the Club cancels a practice, game or any reservation, the Club representative must contact the Sport Club Staff at least 24 hours before the reservation is in effect. Failure to use a reserved area jeopardizes the Club's ability to reserve facilities for future use. Clubs are responsible for set-up and cleanup of all sites.

Several Sport Clubs have been granted permission to use weapons in conjunction with their regular practices and special events. This permission is conditional and requires all members to sign a "Transportation and Use of Weapons Agreement" prior to initiating participation. It is expected that all members will adhere to these guidelines so as not to endanger their Club's ability to continue using such weapons. This agreement will be kept on file in the SC Office.

Misuse of equipment and facilities (including not using reserved space, and/or neglect in following facility-use procedures, i.e., leaving debris or equipment in a facility) as well as

inappropriate conduct and actions while participating in any Sport Club related activity, will jeopardize the Club's continued status as a member of the UTSCA. Any Club using a facility is obligated to clean up after the activity. (Check with the Sport Club Staff prior to the event to make arrangements regarding cleanup and to order extra trashcans or cleaning supplies.)

Facility supervisors will be monitoring all facilities--taking counts and checking the eligibility of users when appropriate. **As employees of the Division of Recreational Sports, they have the authority to deny unauthorized persons (or persons abusing facilities or equipment) access to the facility.** Alcoholic beverages are not permitted in or on Recreational Sports Facilities. It is the Club's responsibility to monitor all Club events (including the actions of spectators) to assure that alcoholic beverages are not on site. Games may be delayed until the problem is corrected or may be canceled if the situation is not addressed.

NOTE: General purpose classrooms on campus may be reserved by submitting an Application for Use of University Facilities form to the Student Activities and Leadership Development Office (SSB 4.400). The available classrooms are listed on a handout located in the Student Org Center.

Club Status in UTSCA

The UTSCA is structured with four tiers of Club membership status:

Conditional

The conditional tier is designated for Clubs in their first year as UTSCA members. Conditional Clubs will have one year to demonstrate stability in terms of Club administration, student interest and support in terms of having the appropriate number of active Club members. **Financial assistance from the Division of Recreational Sports is NOT available for conditional Clubs.** Upon successful completion of conditional status, a Club will automatically be elevated to the recreational level and may apply for competitive status if they so desire.

Criteria

- Ability to maintain a membership of at least 10 (or the minimum number required by the activity) active student members
- Demonstrated effective Club leadership
- Ability to operate at the lowest UTSCA priority for facility reservation
- Complete financial self-support

Competitive

Clubs that primarily compete against teams and/or individuals from other universities and colleges will make up the Competitive tier. **The minimum funding level for the Competitive tier clubs in good standing with the UTSCA is \$1000 and 50% of the cost of facility rental for primary practice space for off-campus clubs.**

Criteria

- Demonstrated strong and effective Club leadership
- Primarily competitive activity as demonstrated by **50%** or more collegiate competitions per year
- Somewhat self-supporting organization with limited funding from Recreational Sports
- Budget allocation earmarked for facility rental, equipment, officials league/conference fees and travel expenses

Recreational

Clubs that are primarily instructional or recreational will make up the Recreational tier. Each Club will be allocated the support (financial and administrative) and resources (facility reservations, event management) deemed appropriate for the individual Club's needs. **The minimum funding level for the Recreational tier clubs in good standing with the UTSCA is \$500 and 25% of the cost of facility rental for primary practice space for off-campus clubs.**

Criteria

- Demonstrated effective Club leadership for one year or longer
- Primarily instructional or recreational activities with limited travel to competitions or testing sites (maximum five trips annually)
- Ability to operate as the second UTSCA priority for facility reservation
- Primarily self-supporting organization with most funding raised by the Club
- Funding reserved for facility rental, publicity, equipment costs, and **limited** travel expenses

Nationally Competitive

Clubs that compete successfully on the national level will make up the Nationally Competitive tier. **These clubs will receive preferred practice times and Special Event Request times. Only clubs that are in the Nationally Competitive tier are eligible to request to host a National Championship in their sport. The minimum funding level for the Nationally Competitive tier clubs in good standing with the UTSCA is \$2000, 75% of the cost of facility rental for primary practice space for off-campus clubs and \$2000 for travel.**

Criteria

- Demonstrated effective Club leadership and continuity at the competitive level over a 3-year period
- Participation in **75% or more** of collegiate competitions
- Demonstrated commitment to the UTSCA, Recreational Sports, and The University of Texas
- Demonstrated ability to compete successfully at the national collegiate level
- Existence of a national governing body for the sport
- Existence of Collegiate Club national championship in the sport
- Ability of the Club to qualify for national championships

Participation in Sport Club National Championships

The University of Texas Division of Recreational Sports is an institutional member of the National Intramural-Recreational Sports Association. The NIRSA conducts national championship events for Sport Clubs. If the NIRSA is conducting a national championship in a particular activity, the Division will only support a Sport Club's participation at the NIRSA event. **A Sport Club may not represent The University of Texas at a non-NIRSA sponsored national championship unless there is no championship in that activity conducted by the NIRSA.** The NIRSA currently conducts championships in Soccer, Tennis and Volleyball.

Maintaining UTSCA Membership

In addition to the criteria listed for each tier, a Club's eligibility for membership in the UTSCA or a particular level depends on the purpose, goals and longevity of the Club. The Sport Club Office will review each Club's status at the end of the spring semester. To retain UTSCA membership at the recreational, competitive or nationally competitive level the following general requirements must have been met:

1. Student interest in the Club was demonstrated by a membership of either (1) ten active members, or (2) the minimum number of members (over 10) needed to participate in the activity.
2. The Club was represented at all UTSCA meetings.
3. The Club willingly participated in Divisional events, including Party on the Plaza and RecSports NIRSA Day.
4. Nationally Competitive Tier - Three or more minor infractions and/or one major infraction during an academic year will result in the club moving to competitive status.
5. The Club's purpose and activity continued to be consistent with the Division of Recreational Sports' purpose and philosophy.
6. Nationally Competitive Tier--Failure to compete in the Sport's Collegiate Club National Championship (Division I Teams) for a period of three consecutive years.
7. University and Division of Recreational Sports' guidelines as outlined in this handbook and in the *Registered Student Organization Manual* were followed.
8. An accurate inventory of equipment was maintained and kept on file in the Sport Club Office.
9. All Club equipment was maintained, issued, accounted for, and stored adequately.
10. Suitable facilities continue to be available for the Club to meet and practice.
11. The Sport Club Office continues to have the necessary resources to supervise the Club and its activities.
12. All appropriate forms were filed as directed at the specified time during the year.

Tier Level Application Process

To be eligible to move to a higher tier status, clubs must submit a Tier Level Change Application by the deadline. A review of those applications will be as follows:

Competitive Status

The Sport Club Office will screen applications for competitive status in order to:

- Ascertain whether the information submitted meets criteria for competitive status
- Determine budgetary impact
- Assure facility availability
- Calculate administrative support needed

The staff will then recommend that the UTSCA Council review the appropriate applications. The UTSCA Council will interview appropriate Club leaders to confirm the Club's reason for applying for competitive status and discuss the Club's goals and plans for the future. Upon completion of the interview, the Council will determine the appropriate level of status for the Club. The Council's decision will be final with the Club's level effective for the following academic year.

Nationally Competitive Status

The Sport Club Office will:

- Review the application to determine accuracy and ascertain if the Club meets the criteria
- Determine budgetary impact and administrative support needed
- Verify facility availability

The UTSCA Council will interview Club leaders to:

- Confirm the Club's reason for applying for nationally competitive status
- Confirm the Club's goals and plans for the future
- Determine the appropriateness of nationally competitive status for the Club
- Recommend appropriate status for the Club

The Sport Club Staff will review the council's recommendations for endorsement.

Club Funding

Although Sport Clubs receive funding from student fees through the Division of Recreational Sports, each Sport Club should strive to become financially independent of the University. Sport Club funds must be used for the benefit of the entire group according to University rules and regulations. Funds for Sport Club activities will normally come from the following sources:

1. Membership dues
2. Fundraising activities
3. Budget allocation from the Division of Recreational Sports' UTSCA account
4. Donations from individuals and corporations. Donation cards must accompany each donation. Donation cards are available in the Sport Club Office

Fund Raising Guide

Registered student organizations may conduct fund raising activities on University property. Consultation with the SC Staff and Student Activities & Leadership Development Office staff in the early planning stages can save time and effort and will ensure compliance with appropriate institutional regulations. Staff members are available to provide advice on planning strategies and the applicability of University regulations. **Some common issues that student organizations encounter in fund raising activities include**

1. Solicitation may be conducted outside University buildings by student organizations.
2. Only membership dues and approved ticket sales may be collected inside academic buildings.
3. Student organizations cannot co-sponsor activities on campus with non-university enterprises or organizations.
4. All funds collected on campus must be deposited in the Student Bank Account in the SALD Office. Donations to charitable associations, etc., can be made from these accounts.
5. When admission is charged for attendance at an event, the University ticket procedure must be followed. Information about the ticket procedure can be obtained in the SALD Office.
6. In most cases, raffles and lotteries are prohibited by Texas law. To find out if your group qualifies, contact the SALD office.
7. Any distribution of food or beverages, including fund raising projects that involve food items require an "Off-Campus Food Preparation For On-Campus Distribution" form which can be obtained from University Health and Safety at www.utexas.edu/safety/ehs/forms/index.html
8. Fund raisers may not be conducted for private gain.

All fund raising activities should be reviewed by the SC Office and the SALD Office staff to ensure compliance with University regulations. Early review and advice from staff members is always recommended. For further details on this policy refer to *the Student Organization Manual*.

Sport Club Account Descriptions

Each Club potentially has four accounts. Three of these are University accounts (the allocation account, the donation account and the miscellaneous operations account). The remaining account is offered through the Student Activity and Leadership Development Office and is referred to as the Student Org Bank Account.

1. **Allocation Account:** Clubs seeking financial assistance from the Division of Recreational Sports must submit a budget request to the Sport Club Office. The UTSCA is allocated a fixed amount of Recreational Sports funds from required student fees. From this allocation, the funds are divided among the Clubs using the budget appropriation process. The UTSCA fiscal year is September to August. Requests for each academic year are due in February. Additional requests may be submitted at any time during the year, but there is no guarantee that funding will be available for the Club after the February deadline. Any remaining funds not spent **will not** carry over to the next academic year.
2. **Donation Account:** Each Club is eligible to receive tax-deductible donations. Since only those individuals who meet certain IRS stipulations are eligible to deduct contributions, each individual should check with his/her tax advisor before making a donation if tax deductibility is a consideration. The checks should be made out to The University of Texas at Austin with notation for: The Division of Recreational Sports (name of Club) in order to be tax-deductible. Any funds not spent in this account will carry over to the next academic year.
3. **Miscellaneous Operations Account:** This account is used for Club income raised through fundraising events (other than donations) that cannot be deposited in the Club's Student Bank Account. Any funds not spent in this account will carry over.
4. **Student Organization Bank Account:** A student organization bank account is available to any interested Sport Club and is the most flexible of the accounts. **This account is offered through the Student Activity and Leadership Development Office.** In order to establish a student organization bank account, the Club must first make a deposit. Club dues and entry fees must be deposited in this account. Donations deposited to this account are not tax-deductible.

All expenditures from RecSports accounts must have prior approval of the SC Staff. The Student Org Bank Account may be used for expenditures not appropriate for University funds.

Examples of Expenditures and Accounts Used

	ALLOCATION	DONATION	MISC OPS	STUDENT ORG
Purchase of Equipment	X	X	X	X
Approved Travel Expenses	X	X	X	X
Facility Rental Expenses	X	X	X	X
Conference/League Dues (Team)	X	X	X	X
Team Entry Fees	X	X	X	X
Officials/Judges Fees Reimbursed	X	X	X	X
Uniforms		X	X	X
Awards		X	X	X
T-Shirts		X	X	X
Coach's Stipends				X
Food/Banquets/Decorations				X

Sport Club Budget Allocation Process

A club's budget allocation is determined by the following factors:

- Sport Club Log
- Club's Budget Request
- Sport Club Council's Budget Recommendations
- Sport Club Staff's Review
- Final Allocation through the Budget Formula

Sport Club Log

The Log is used to track a club's progress on meeting the minimum requirements of RecSports Sponsorship for the current academic year. The club must receive 80 points (80%) to maintain good standing.

Scores – **OVERALL TOTAL – 100 points**

- Required Meetings – 20 points
 - Attend and participate in all required meetings (Reps and monthly) throughout the year
- Required Paperwork – 15 points
 - Accurately complete and turn in all paperwork on time
- Logistics – 10 points
 - Complete all SALD requirements on time in order to maintain active status in their office
- Recruiting – 5 points
 - Actively attend recruiting opportunities (POP, NIRSA Day, etc.) and maintain a current web
- Club Rating – 25 Points
 - Subjective rating by club coordinator based on overall performance of club throughout the year
- Travel – 10 points
 - All required travel paperwork is accurately completed in turned in on time. If club does not travel, they will not lose points.
- Budget Hearing- 10 points
 - Rating given based on ability to prepare and present budget request to the SC Council
- Miscellaneous – 5 points
 - Coach information accurately completed and turned in on time and kept up-to-date. If no coaches, club will receive full points.

Club's Budget Request

Budget requests are for the following academic year. Base projected budgets on the best information available--what the Club has done **this** year. If major changes are expected in the future, indicate why. Attach as much supporting documentation as is feasible. Make requests self-explanatory. Each Club's previous year budget request is available for review.

Completing the Budget Request Form

1. Annual Income
 - Dues – Cost of Dues per semester (Fall, Spring, Summer) times the number of members per semester.
 - Fund Raising – List all planned activities for the year and the amount expected to receive.
 - Donations – List all potential private and corporate support with amount/items expected.
2. Annual Expenses
 - Equipment – List all general club equipment expenses for the year. Include item, quantity, and costs for each. Equipment **MUST** be team equipment, not personal (uniforms are considered personal.) Do not include major capital expenses (i.e. boats, lacrosse goals, horse trailers, etc.)
 - Travel – For competitive and nationally competitive clubs, only league travel, regional/qualifying tournaments and national tournaments will be considered for funding. For recreational clubs, only 2 trips per year will be considered for funding. List the location of each trip, the number of members traveling, transportation costs (rental car/bus, gas, airfare) and hotel costs. Also include the entry fees for each trip, if applicable.
 - Facility Rental – Costs associated with the rental of facilities for practice and/or matches. List site, costs, and hours for both practices and matches.
 - League Dues – Cost to participate in league/conference activities per semester/year. List league and costs.
 - Officials/Judges Fees – Costs associated with hosting an event for officials/judges. List the rate paid and the number required for each event.

Sport Club Council's Budget Recommendations

Each club will present their budget requests to the Sport Club Council during a short presentation. The council will be provided with an evaluation of the club by the coordinator in charge of that club. The council will make recommendations for each club's allocation based on the above information and what they perceive as the legitimate needs of the club. The council is not required to keep the recommendations within a set dollar amount.

Final Allocation through the Budget Formula

If clubs are in good standing (above 80% of log) they will receive their full base funding based on their tier level status:

- Recreational - \$500 and 25% of off-campus facility rental costs
- Competitive - \$1000 and 50% of off-campus facility rental costs
- Nationally Competitive - \$2000 + \$2000 travel and 75% off-campus facility rental costs

The dollar amount determined by the Sport Club Staff above the club's base funding will be multiplied by the log score to determine the club's allocation above the base. If a club is not in good standing, their entire base and above the base dollar amount will be multiplied by their log score.

$$(\text{Log Score} \times \$ \text{ Above Base} = \text{Allocation Above Base})$$

After each good standing club's base funding is subtracted from the overall available total allocation, that dollar amount is used to determine the reduction factor for each club by dividing by allocation above base. (Total Available Allocation - Good Standing Base = Available Above Base)
(Available Above Base / Allocation Above Base by Points = Reduction %)

Each club's allocation above the base determined by points will be subjected to an equal percentage reduction to determine the available above the base total.

The reduced dollar amount will be added to the base to determine the club's final allocation. Each final allocation is rounded to the nearest \$25 for easier account tracking.

Final Budget Allocations for the upcoming fiscal year are provided to the clubs in August.

Purchasing Procedures

If you desire to purchase Club equipment with funds from a University account, arrange a meeting with your Sport Club Staff contact to seek approval and process the order.

All purchases involving funds allocated by the Division of Recreational Sports MUST receive prior approval of the Sport Club Staff. The proper forms must be completed and all receipts must be submitted to the SC Office before allocated funds can be used. Do not purchase any item before meeting with a staff member to have proper purchasing procedures outlined. It takes time to process purchase orders; seek approval

Sport Club Staff's Review

The Sport Club Staff will review the recommendations of the Sport Club Council. The Sport Club Staff reserves the right to adjust any of the council's recommendations. This final dollar amount will be used to determine the final allocation for each club.

well ahead of the date an item is needed. Bids are required for some purchases.

All equipment purchases made by an individual Club from University accounts become the property of the Division of Recreational Sports. Clubs do not have the authority to sell or dispose of University equipment/property. Any unsafe, outdated or unusable equipment must be turned in to the SC Office. All equipment must be marked so as to identify it as University property. Marking should include UTSCA or UT and Club name followed by a name and year of purchase, (i.e., Soccer Balls: UT-Men's Soccer #1-02).

Tax Exempt Status

Student organizations are NOT automatically exempt from paying state sales tax. To find out if your organization may file to become sales tax exempt, refer to Comptroller of Public Accounts, State Sales and Use Tax, Rule 3.322 (Texas Tax Code 151.309, 151.310: Texas Civil Statutes, Article 342-908). If your organization is eligible, you must first obtain 501c status from the Internal Revenue Service. It may take over eight weeks for the forms to be processed by the IRS.

If 501c status is granted, the organization may apply to the state by submitting a letter, a copy of your charter/bylaws, and a copy of your 501c letter

of determination from the IRS (if applicable) to the following address:

Tax Policy Division Exempt Organizations
Texas Comptroller of Public Accounts
P.O. Box 13528
Austin, Texas 78711-3528

Upon a ruling by the State Comptroller's Office you will receive a letter allowing or denying exempt status. If exempt status is granted, please inform Campus and Community Involvement and provide a copy of documentation for your organization's permanent file.

Checkout Equipment:

The following items are available for checkout from the SC Office for special events. Reserve this equipment as early as possible to ensure its availability.

***RecSports Canopy Tents
Water Coolers
Ice Chests
Megaphone
Clipboards
Stop Watches***

Equipment Storage

All Sport Club equipment should be stored in University facilities whenever possible. The Sport Club Staff will assist in finding an appropriate location. When keys are issued to representatives for storage areas, it is the responsibility of the representative to assure that the keys and storage rooms are not misused. **Lock all doors.**

Equipment Inventory

An equipment inventory form for each Club is kept on file in the SC Office. The SC Staff will monitor the equipment inventory list. The Club representative is expected to conduct a thorough, hands-on inventory and complete the inventory form at the end of each spring semester. **Any unsafe equipment should be reported (returned, if possible) to the Sport Club Office immediately.**

Donated Equipment

All donated items must be approved by the Division of Recreational Sports before acceptance.

1. Those desiring a tax deduction for a donated item (equipment, boat, etc.) must follow these procedures before the item can be accepted:
 - a. The donor indicates in writing his/her desire to donate the item.
 - b. The value of the item (including any shipping costs) must be noted in the letter.
 - c. The letter is addressed to the Director of the Division of Recreational Sports.
 - d. If the Director approves of the donation, a recommendation to accept the gift will be forwarded to the President of The University.
 - e. When approval is granted, the donor is notified and the item officially accepted.
 - f. The donation is then listed on the Club's inventory.
 - g. All donated items become the property of The University of Texas at Austin for use by the designated Club.
 2. Those donors who do not wish to make their donation tax deductible may simply give the item to the Club after receiving approval of the Sport Club Office. The item is then added to the Club's inventory.
-

Travel Regulations and Procedures

The Sport Club Staff must approve all travel whether or not the Club intends to use University funds. The Staff will assist clubs with their travel plans, if needed. Club members must receive staff approval **prior** to departure and have sufficient funds to cover travel expenses prior to the trip.

Alcoholic Beverages/Illegal Substances

The transportation and/or consumption of alcoholic beverages or illegal substances is prohibited while traveling on University-sponsored Sport Club trips. Failure to abide by this policy will jeopardize the Club's membership in the UTSCA.

Travel Roster/Itinerary Forms

Travel Roster/Itinerary Forms for any trip outside Austin must be completed and filed in the Sport Club Office 48 hours prior to departure or on the Wednesday prior to departure, whichever is earlier. If this form is not on file, the Club will not be eligible to receive University funding for the trip. The representative or trip director **must** have an appointment with the Sport Club Staff concerning travel procedures **two weeks before** the Club departs on its first trip of the year.

Medical Insurance While traveling

University of Texas policy requires that all Sport Club members who travel on behalf of the University must be covered by a medical insurance policy. **For this reason, those Club members who have indicated that they are not currently covered by a medical insurance policy in their Membership Packet and/or DO NOT have a copy of their medical insurance card on file in the Sport Club Office will have short term health insurance purchased for them by the Sport Club Office.** This insurance is deducted from the Club's allocation. Eligible participants are covered in the following manner:

\$300.00 deductible with 80% coverage of allowable charges in network and 60% coverage of allowable charges out of network after the deductible is met, with a maximum benefit of \$100,000.00.

Coverage will only be provided for the days you are on the specific trip for which the Insurance has been purchased. In the event of an emergency requiring medical attention during authorized club travel for club members covered by the short term insurance, the Sport Club Staff should be notified

for the University of Texas System Special Events Policy Number. Note the following if this were to occur:

Accessing Emergency Care

When a true Medical Emergency occurs, you may seek emergency care at any Hospital or emergency facility. A Medical Emergency (*as found in The University of Texas System Student Health Insurance 2006-2007 Insured's Guide*) means bona fide emergency services provided after the sudden onset of a medical condition manifesting itself by acute symptoms of sufficient severity, including severe pain, such that the absence of immediate medical attention could reasonably be expected to result in: 1) Placement of the Insured's health in serious jeopardy; 2) Serious impairment of bodily functions; or 3) Serious dysfunction of any body organ or part.

Expenses incurred for "Medical Emergency" will be paid only for sickness or injury that fulfills the above conditions. These expenses will not be paid for minor Injuries or sicknesses.

How to File a Claim

In the event of Injury or Sickness, the students should:

1. Report to the Student Health Center for treatment or assistance, or to their Physician or Hospital.
2. Mail to the address below all medical and hospital bills including diagnosis along with the patient's name and Insured student's name, address, social security number and name of the University under which the student is insured. A Company claim form is not required for filing a claim.
3. File claim within 20 days of Injury or first treatment for a Sickness. **Bills should be received by the Company within 90 days of service to be considered for payment.** Bills

submitted after one year will not be considered for payment except in the absence of legal capacity.

4. Submit all claims or inquiries to : **Student Insurance, P.O. Box 809025, Dallas, Texas 75380-9025, Phone 972-233-8200 or 1-800-767-0700. Customer Service Department 1-800-767-0700.**

If you receive medical care on campus from your Student Health Center your claim is filed for you.

Please refer to The University of Texas System 2006-2007 Insured's Guide for Student Injury and Sickness Insurance for more information. Information regarding policies and services is subject to change.

Travel Reimbursement

To receive reimbursement for travel from the Club's RecSports Allocation, legitimate receipts must be submitted to the SC Office upon return. **A legitimate receipt** is one on the company's letterhead with the correct date clearly indicated and the billing amount itemized and clearly stated. (Receipt forms are available in the SC Office.) The staff will process the paperwork and payment in the form of a check made out to the Club will be mailed

to the local address of an officer designated by the Club. The check must be deposited in the Club's student organization bank account. Checks may then be written from that account to other student Club members who are entitled to a reimbursement. **Generally this process takes a minimum of 10-14 business days.** Be sure to record all deposits and disbursements in your account log to ensure problems do not occur.

Gasoline Credit Cards

The UTSCA has a credit card account with Voyager. This card will allow clubs to fill-up with gas at most gas stations around the country. Credit cards will be issued to clubs by the SC Staff after submission of a complete Travel Roster/Itinerary form. Credit cards and copies of all transactions must be submitted to the SC Office by the end of the first working day after your return. If the club does not have sufficient funds in their

account, a gas card will not be issued for travel. **The credit cards issued to you are to be used for gas purchases only. TURN IN YOUR RECEIPTS AS SOON AS YOU RETURN! Failure to turn in credit cards or receipts in a timely and responsible manner will result in an automatic restriction from future credit card use.**

Lodging

Accommodations (hotel/motel) for four to a room is the norm. Exceptions: when male/female ratios make this impossible or when coaches travel with the Club, they may have a separate room. Clubs must ensure all hotel charges are paid in full prior to departure.

When staying overnight in the state of Texas, clubs may pick up a Texas Hotel Occupancy Tax Exemption Certificate from the SC office prior to departure to provide to the hotel. This will allow for the hotel charges to be tax free.

Methods of Travel

If planning a trip outside of the state of Texas, it is strongly recommended that clubs use chartered bus and/or chartered/commercial air carriers for official Sport Club travel.

Airline Tickets

The University of Texas maintains an exclusive agreement with STA Travel to purchase airline tickets. Any Club wishing to charge airline tickets through STA using their allocation may do so with prior approval of the Sport Club Staff. Tickets can only be charged if the Club has a sufficient balance in their allocation to cover the entire amount of the charge. Discounted tickets are available through STA. The purchase of tickets from University accounts require the Associate Director's approval. **Only tickets used by Club members and coaches may be charged using the Club's allocation. Parents, family members and friends may not charge tickets using the Club's allocation.**

Rental Vehicles

For trips inside the state of Texas, it is strongly recommended that Clubs use rental vehicles for official Sport Club travel. **University policy prohibits the use of 15 passenger vans for any Sport Club travel.**

Clubs should inquire with **Enterprise (476-2300)** for in state or out of state travel or **Longhorn Rental (452-1773)** for in state ONLY prior to contacting any other rental companies. If Enterprise or Longhorn are unable to supply the club's needs, clubs may contact other car rental agencies.

Enterprise Rent-A-Car Agreement:

1. Drivers must be at least 18 years of age.
2. Clubs should first contact Enterprise at 476-2300 to check availability of vehicles for trip.
3. Clubs **MUST** fill out an Enterprise Rent A Car Reservation Form in the Sport Club Office.
4. This form will be faxed to Enterprise who will then contact the representative to complete the rental agreement.
5. Loss Damage Waiver and liability insurance are included in the contract rate.
6. All rentals include unlimited miles on the contract rate.

Longhorn Rentals Agreement:

1. Drivers must be at least 18 years of age.
2. Clubs should contact the SC Office to receive their Special Rate Code.
3. Clubs should make reservations online at www.longhorntruckrentals.com
4. Go to Quick Rates & Reservations on the home page.
5. Fill in the Pick-Up Date, Pick-Up Time, Drop-Off Date, Drop-Off Time, and Special Rate Code provided by the SC Office.
6. Select a vehicle and follow the instructions on the website.
7. After completion, you will receive an e-mail confirmation.
8. Loss Damage Waiver and liability insurance are included in the contract rate.
9. All rentals include unlimited miles on the contract rate.

If the Club does choose to rent vehicles from a rental company other than Enterprise or Longhorn, Personal Injury and Personal Effects insurance **MUST** be purchased from the rental company. Only authorized drivers who appear on the rental agreement are allowed to drive the rental vehicle.

Personal Vehicles

Use of personal vehicles is NOT recommended for official Sport Club travel. **The driver's personal liability insurance will be responsible for covering any liability that may result from the use of their personal vehicle for the proposed travel.**



Sport Club Drivers

Each club shall designate members that will serve as official drivers on club trips. These drivers will be the only members eligible to drive for the club. Each of these drivers shall meet the following requirements:

1. Possess a valid Texas Drivers License.
2. Submit an updated copy of their driving record (Available through Texas DPS)
3. Submit a copy of their current automobile liability insurance card.
4. Be appointed as a flat rate student employee.
5. Receive a 1 or 2 rating on the UT Driver Database.

Publicity/Promotion

All promotional materials (including entry forms) require the approval of Sport Club Staff prior to printing and duplication. Club social events are not sponsored by the Division of Recreational Sports and must not be advertised as part of the official activities. All approved promotional materials must include The Division of Recreational Sports' logo.

Web Pages

All Clubs **MUST** maintain a club website. The following is the minimum expectation for information on the website:

1. Must be updated by the first week of each semester.
2. Must provide representative's contact name and email for prospective members.
3. Must give an overview of the club and it's activities.
4. Must provide the current practice schedule with location and times.
5. Must provide the current game schedule with location and time (if applicable).
6. Must have a statement on the front page stating the "_____ Club is sponsored by the Division of Recreational Sports" and provide a link to www.utrecsports.org or the RecSports logo that links to the site.

If there are pictures on the website, they must be relative to the sport or activity of the club. **DO NOT** post pictures of parties or social occasions.

Posting of Publicity Materials

Posting in Recreational Sports Facilities

Limited bulletin board space is available in Gregory Gym, the Recreational Sports Center and at the Whitaker Field Complex to display Club posters, pictures, flyers and other information. Check with the Sport Club Staff for

Web Services for Sport Clubs

In order to publish a web site, one authorized student representative for your club must open an ITS computer account or get an existing user number validated for ITS. This will cost the club about \$1 a month.

Your club's web address will be:

<http://studentorgs.utexas.edu/your club name>

A \$15 payment must be submitted to the Campus and Community Involvement office (SSB4.104) before your account can be activated.

For more information about publishing a website you can visit

www.utexas.edu/learn/puboptions/org.html or by contacting the ITS help desk at 475-9400.

permission to post in recreational facilities. University policy dictates that any posters, flyers, etc., that include a commercial business' name, logo, etc., cannot be posted at University facilities.

Posting on Campus

Before publicly posting a sign, a student or a registered student organization must include the name of the student or organization on each sign and place the date of posting or date of event on each sign posted.

The following guidelines apply for publicly posting signs on university property:

1. Outdoor on Kiosks
 - a. Signs may be posted only on kiosks.
 - b. Signs must include name of the student or organization.
 - c. An organization should post no more than 2 signs per kiosk.
 - d. Signs may be attached to the kiosks only with the bungee cords provided (tacks, staples, tape, etc., are prohibited).
 - e. Signs should not be placed on top of another student's or organization's sign which is advertising a current event.
 - f. Signs may not be posted on trees, lampposts, sidewalks, walls, or other masonry.
2. Indoor on Bulletin Boards (other than Recreational Sports Facilities)
 - a. Indoor signs may be posted only on approved bulletin boards.
 - b. Signs must include the name of the student or organization.
 - c. A bulletin board is under the jurisdiction of the college, school, department, or administrative office that maintains it. A student group or organization shall apply to the appropriate college, school, department, or administrative official for permission to use a bulletin board, and shall not use a bulletin board without such permission.
3. A student or organization shall remove each of its signs no later than 14 days after posting or attaching or no later than 24 hours after the event to which it relates has ended, whichever is earlier.
4. A student or organization may not post or carry a sign which advertises an off-campus business, organization, agency, national association, or charitable group.
5. Signs larger than 11 x 17 inches must be authorized by the SALD Office in accordance with specifications required by the director of the physical plant.

Commercial Advertising Guidelines

Commercial involvement opportunities available to members of the UTSCA are limited by University policies. Regulations found in the *Student Organization Manual* prohibit co-sponsorship of an on-campus event or project by an unregistered (i.e., not UT affiliated) organization. Similarly, before considering any sponsorship opportunity with any organization, UT affiliated or not, the Club must seek approval of the SC Staff. The Division of Recreational Sports is the primary co-sponsor for all official Club events/activities. The following guidelines for commercial advertising have been created to serve as an initial guide only.

NOTE: The approval of the SC Staff is necessary for all projects even when these guidelines are followed.

T- shirts

All designs for T-shirts and other apparel require approval by the Sport Club Staff before printing. Be advised that only a limited number of screen print businesses in Austin are licensed to print apparel bearing the "University of Texas" or any UT trademarks such as the longhorn emblem or the tower. Contact the Sport Club Staff before ordering any merchandise. Specific guidelines include:

1. The design must be appropriate.
2. Companies/establishments that market products that arouse safety or health concerns should be eliminated from consideration.
3. If the club chooses to use an official trademark of The University, no sponsor logos will be permitted on the t-shirt. Only the sponsor's name may appear. The Sport Club office maintains a list of official UT trademarks.
4. The Club's name should not appear on the same side of the shirt as the logo.
5. Size of the logo must be appropriate to the logo's placement on the shirt and cannot exceed 1/2 of the material of a part of the shirt (example: a logo must not take up the entire front of a shirt or an entire sleeve).

- 6. Only one logo may be on a particular part of the shirt (one per front, back, or sleeve).
- 7. A shirt may not advertise more than two companies (example: one on front; one on sleeve).
- 8. A shirt may only have a logo on the front or the back and on one or both sleeves. (Either the front or the back should have the Club's name, tournament name or something identifying the Club on it).
- 9. The Sport Club Staff has the authority to refuse a company or a logo even if the above conditions are met.

Program Ads

- 1. Prices for ads (according to size) must be reviewed by the SC Staff for approval.
- 2. Club representatives must submit a list of companies/establishments that the Club plans to contact prior to making those contacts.
- 3. Companies/establishments that market products that arouse health or safety concerns should be eliminated from consideration.
- 4. All ads must be approved by the SC Staff prior to publication of the program. (The earlier approval is sought, the less will be the possibility of misunderstandings and last-minute changes).
- 5. The SC Staff has the authority to refuse a company or an ad even if the above conditions are met.
- 6. Neither The University of Texas nor the Division of Recreational Sports wishes to endorse any product. All programs must contain a disclaimer stating something to this effect.
- 7. Do not use the word "sponsor" to describe the relationship that any outside organization enjoys with the Club or an event hosted by the Club.

Banners

In general, banners that advertise a commercial enterprise will not be permitted at Sport Club events. However, exceptions to this rule will be considered on an individual basis. Check with the SC Staff if you feel your Club's situation deserves special consideration.

Sport Club Office Contact Information

Office Hours

1:30-3:30pm, Monday – Friday (or by appointment)

Important Telephone Numbers

Sport Club Office (GRE 2.204)	471-3116
Randall Ford (cell – emergencies only)	658-3300
Chad McKenzie (cell – emergencies only)	426-9724
Darci Doll (cell – emergencies only)	694-4299
Student Activity and Leadership Development Office	471-3065
Facility Hotline	471-4373
Whitaker Fields (Inclement Weather)	452-2235
Whitaker Tennis Courts	454-0888

Email Addresses

Randall Ford	rford@mail.utexas.edu
Chad McKenzie	cmckenzie@mail.utexas.edu
Darci Doll	darci@mail.utexas.edu