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INTRODUCTION

The University of New England Club Sports Program supports the mission of the Athletics Department to provide intramural and recreational programs for the entire campus community. The Club Sport program is a unique campus experience emphasizing recreational opportunities, student development and leadership activities. Students will enhance their physical, psychological, ethical, intellectual and social development through their experiences with the Club Sports Program.

Club Sports serves as a catalyst for decision-making, leadership development and fiscal responsibility. The success of a Club depends on the leadership and commitment of its members. Clubs that are members of the UNE Club Sports Program are self-administered by elected officers and are financially supported by its annual allocation from the Club Sports Council (funded by Undergraduate Student Government), as well as membership dues, fundraising, donations, etc. Included in administration, is the coordination of practice and game times, recruitment efforts, marketing strategies, community service efforts and recruiting coaches.

PEOPLE YOU NEED TO KNOW

Listed below are important contacts on campus that will help your club stay on track and organized.

Patty Williams – Assistant Director of Athletics for Club and Intramural Sports
pwilliams2@une.edu
club-sports@une.edu
Forum 269
207-602-2831

Ashley Potvin-Fulford – Head Women’s Rugby Coach/Club Sports Assistant
apotvin1@une.edu
207-602-2428

Curt Smyth - Director of Athletics
csmyth@une.edu
Forum 268

Cynthia Furber - Athletics Staff Assistant
cfurber@une.edu
Forum 275

TBA - Director for Student Activities and Organizations
Campus Center 100

Jamie Small - Coordinator of Student Activities and Organizations
jnichols3@une.edu
Campus Center 100
MEETINGS & IMPORTANT DATES FOR CLUB SPORTS

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Event</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>8/31</td>
<td>3-5pm</td>
<td>Fall Involvement Fair</td>
<td>Alfond Lawn</td>
</tr>
<tr>
<td>9/9</td>
<td>4:30-6pm</td>
<td>Fall Officers Training</td>
<td>St. Francis Room</td>
</tr>
<tr>
<td>9/10</td>
<td>8:15pm</td>
<td>CSC Meeting</td>
<td>St. Francis Room</td>
</tr>
<tr>
<td>9/22-9/23</td>
<td></td>
<td>ULead Leadership Retreat</td>
<td>St. Francis Room</td>
</tr>
<tr>
<td>9/28-9/30</td>
<td></td>
<td>Family &amp; Friends Weekend</td>
<td>St. Francis Room</td>
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<tr>
<td>10/12-10/14</td>
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<td>Alumni Weekend</td>
<td>St. Francis Room</td>
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<tr>
<td>10/15</td>
<td>8:15pm</td>
<td>CSC Meeting</td>
<td>St. Francis Room</td>
</tr>
<tr>
<td>10/20</td>
<td></td>
<td>Admission Open House</td>
<td>St. Francis Room</td>
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<tr>
<td>10/27</td>
<td></td>
<td>Admission Open House</td>
<td>St. Francis Room</td>
</tr>
<tr>
<td>11/12</td>
<td>8:15pm</td>
<td>CSC Meeting</td>
<td>St. Francis Room</td>
</tr>
<tr>
<td>2/27-2/28</td>
<td></td>
<td>USG Allocations Training</td>
<td>St. Francis Room</td>
</tr>
<tr>
<td>3/31</td>
<td></td>
<td>USG Allocations Due</td>
<td>St. Francis Room</td>
</tr>
<tr>
<td>4/2-4/12</td>
<td></td>
<td>USG Allocation Meetings</td>
<td>St. Francis Room</td>
</tr>
<tr>
<td>4/6</td>
<td></td>
<td>Experience UNE Day</td>
<td>St. Francis Room</td>
</tr>
<tr>
<td>4/13</td>
<td></td>
<td>Experience UNE Day</td>
<td>St. Francis Room</td>
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<tr>
<td>TBD</td>
<td></td>
<td>ULead Ceremony/Club Sports Council Awards Banquet</td>
<td>St. Francis Room</td>
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CLUB SPORT ADMINISTRATION

The Athletics Department employs a full time professional staff member to guide the activities of Club Sports. The Assistant Director for Club & Intramural Sports is responsible for the direction of the Club Sports Program and promoting safe and responsible operation of individual Clubs.

The role of the Assistant Director is to serve as an advisor to the individual Club Sport programs. The Assistant Director advises Clubs on day-to-day operations and special events. The Assistant Director for Club & Intramural Sports serves as an advisor to the Club Sports Council (CSC).

The Club Sports Council is the advising board for the Club Sports Program. The CSC consists of one voting member from each of the individual Club Sports. The Council meets once a month to discuss educational topics relevant for club leaders and issues related to the program. Members of the Club Sports Council will elect a president, vice-president, secretary, treasurer, and USG rep. Remaining members will help improve overall guidance of the club sports council.

Club Sports Council

The President, Vice-President, Secretary, and Treasurer of the Club Sports Council will serve as the Executive Board for the Club Sports Council. The role of the Executive Board is to:
● Develop proposals to the Assistant Director which will benefit the Club Sports Council.
● Provide the Assistant Director with recommendations in reference to disciplinary concerns.
● Meet as a group once a week to discuss policies and concerns within the Club Sports Council.

A. President
   a. Serves as a liaison between the Assistant Director and the Club Sports Council.
   b. Presides over Club Sports Council Meetings
   c. Develops an agenda for individual meetings
   d. Meets with the Assistant Director as needed

B. Vice-President
   a. Assists the President with his or her duties
   b. Works with Assistant Director to ensure all Clubs have their proper paperwork filled out
   c. Presides over meetings when President is not available

C. Secretary
   a. Records minutes at Club Sports Council Meetings
   b. Provides the Assistant Director with typed minutes to be sent out to the CSC

D. Treasurer
   a. Serves as liaison between the Council and the USG Finance Committee; including attending all required budget hearings
   b. Works with the Assistant Director and Executive Board to assign funding to each club based on the annual budget request process
   c. Assist Clubs in the special allocation request process

E. USG Rep
   a. Serves as the liaison between the Council and USG. Rep attend regular USG meetings and reports back to the e-board and entire council when topics are relevant.

Officers
The overall success of the Club is dependent upon leadership and participation from Club participants. If a Club Sport lacks organization in its management and leadership it will most likely end in failure. Motivating members to take an active part in their respective Club is extremely important for the long-term success of the Club and a huge undertaking. Communicating effectively with members will help in the success of the Club.

Given that Club Sports are both student-run and self-administered, the management of the organization is the responsibility of the club officers. Each Club’s constitution/bylaws should be clear and concise as to what role each officer plays within the organization. Listed below are general responsibilities for common officer positions.

President
● Serve as a liaison between the Assistant Director and their respective Club.
● Meet with the Assistant Director at the beginning and end of each semester to discuss goals of the Club and upcoming sports season.
● Inform all Club participants of pertinent information regarding Club Sports.
- See that the Club is complying with the Club Sports Manual.
- Attend or appoint a member to attend Club Sport Council meetings every month.
- Notify the Assistant Director of any changes to the Club’s schedule.
- Collaborate with the Club Treasurer to develop budget proposals.
- Familiarize incoming Presidents of duties and responsibilities.
- Develop and appoint sub committees within their respective Club to include: publicity, recruitment, game management, etc.
- Work closely with the Vice-President, Secretary, Treasurer, and any other club officers.

Vice-President
- Assist the president with their duties.
- Preside over meetings in the absence of the President.
- Complete required forms for travel.
- Ensure that club website is up to date and send necessary updates to Assistant Director.
- Ensure that social media accounts are used correctly and are updated frequently.
- Collect and submit participant waiver forms.

Secretary
- Records minutes at Club business meetings and submits copy to Assistant Director.
- Complete and submit required forms for travel.
- Report results of all Club sponsored events (on or off campus) to the Assistant Director within 24 hours of the conclusion of the event.
- Checks for active participants, and keeps attendance for the team.
- Keeps accurate stats/records for the team.

Treasurer
- Collect all dues and keep an accurate record payments collected.
- Work with the President in budget preparation and requests for funding.
- Works toward creating fundraisers for the team for upcoming seasons.
- Oversees all club expenditures.

Additional officer positions may be created as needed. It is important that each officer has a clear expectation of the duties for that position. It is the duty of all club officers to hold each other accountable for the delegated duties. Failure to do so may result in vital club functions left unattended. In addition to the creation of officer positions, it is ideal to identify motivated club members who demonstrate the potential to serve as an officer in the future. Cultivating young leadership is a key to sustaining a club year to year.

**Advisors**
Every club sport is encouraged to choose a staff or faculty advisor. Advisors are expected to be involved in the affairs of the club and should be willing to share ideas and insights, counsel students, and facilitate a healthy club environment. The advisor does not control the organization nor make all the decisions for the group but provides a balanced perspective so groups can make the most informed decisions possible.

Your advisor should be a faculty or staff member at UNE. Club leadership and advisors are encouraged to meet 1-2 times per semester and/or are also invited to attend any end of the year club sports banquets.

*Club Sports Handbook*
Advisors should commit to serving no less than a one year term, but there is no term limit. Once your club has selected their advisor, information shall be sent to the Assistant Director and records of each club's advisors will be listed on the clubs website.

**Coaches**
Club teams may utilize volunteer or paid coaches to work with their teams. All coaches (volunteer or paid) must complete a Background Check prior to starting work. Additionally, volunteer coaches must completed a Volunteer Coach Form and paid coaches must complete an employment contract. Students are not allowed to enter into contract negotiation or agreements on behalf of the University. Before engaging in discussions with any potential Coach or Instructor Club Officers must meet with the Assistant Director to discuss proper hiring procedures. Club Officers are required to follow the University hiring procedures which that Assistant Director can help with. This process should be started no later than four weeks before your anticipated start date. All Coaches will become employees of the University and this process needs to be done well in advance of the start of your season.

**Club Sport Services**
The Club Sports Office/Staff provides Clubs with assistance in the following areas: travel arrangements, home match preparations, promotions, first aid supplies, administrative paperwork, training workshops, equipment purchases, facility use, fundraising planning, and funding.

Services provided to Club Sports recognized by the Club Sports Council include the following:

**Office Assistance**
- Telephone Services: Phone calls (including conference calls) may be made from the office with prior approval of the Assistant Director.
- Copying Services: Copying privileges will be provided with prior approval of the Assistant Director. Large copy needs will have to go through the Copy Center and clubs should plan ahead for those needs.

**Equipment Checkout**
- Individual club members are personally responsible for losses of equipment.
- Clubs may check out their equipment for the whole year and equipment must be returned and accounted for by the deadline provided by the Assistant Director.
- If a Club needs to use their equipment over the summer, the Assistant Director must give permission.
- If equipment is not returned by the specified date, the individual’s account will be charged for the price of the equipment.
- Maintenance of checked out equipment becomes the responsibility of the Club.
- It is recommended that Club equipment meets the standard of the industry.

**Equipment Storage**
- Storage space for club-owned equipment is available in multiple locations.
- All club-owned items must be stored on campus when not in use.
- Where equipment is stored will depend on needed equipment (size and amount), primary facility, and space availability.

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Before storing items for the off-season or summer, please check in with Patty Williams or Ashley Potvin-Fulford for locations and cleaning procedure.

**Equipment Purchases**
- The Assistant Director must approve all equipment purchases.
- Equipment purchases with University funds become property of the Club and the University.
- The University is tax exempt so all purchases should be ordered using the University’s tax exempt certificate when possible.
- Online purchases can be made with a University Purchase Card with assistance from the Assistant Director.

**Facility Usage**
- Clubs desiring to use on campus or off campus facilities for Club-related activities must work directly with Assistant Director to secure space.
- Facility reservations are not always guaranteed and need to be done as soon as possible. The Club will receive an email confirmation regarding their reservation.
- The following are acceptable requests:
  - Club Meetings
  - Practice
  - Competition
  - Club Promotion
  - Club Fundraising
- Scheduling Guidelines
  - Facility space must be reserved two weeks in advance when possible.
  - All scheduling requests must be turned in by the second week of classes to receive priority scheduling.
  - All schedules are tentative until approved by the Assistant Director.
  - Requests must be made at last one-week in advance.
- The following outdoor spaces are available to club sports teams:
  - Hazard 2 (Grass Field)
  - Blue Storm Stadium
  - Blue Bolt Field
  - Big Blue Track
  - Tennis Courts
- The following indoor spaces are available to club sports teams:
  - Campus Center Gym
  - Campus Center Pool
  - Campus Center Multipurpose Rooms
  - Harold Alfond Forum Ice Rink
  - Harold Alfond Forum Performance Courts (Wood Courts)
  - Harold Alfond Forum Multipurpose Courts (Blue Courts)
- The following fields and facilities are located off-campus. Use of these fields and facilities are coordinated through the Assistant Director.
  - St. Louis Field (Baseball)
  - High Standard Stables (Equestrian)
  - Dudziak's Gymnastics (Gymnastics)
  - Racket and Fitness Center (Tennis)
Work Orders
Any setup or facilities needs should be relayed through the Work Order system with the help of the Assistant Director. Planning ahead is essential as these departments are very busy and needs as much advance notice as possible.

POLICIES & PROCEDURES

Eligibility
Clubs are open to full-time, matriculating students without respect to race, creed, sex or national origin, sexual orientation or disabilities. When an activity makes a gender designation, students may participate with the gender they identify. However, some competitive clubs have specific eligibility guidelines set by the respective sport governing body, which have specific standards for collegiate competition.

Individuals affiliated with the Club Sports Program will be held responsible for the compliance of the group with the University regulations as well as the Code of Conduct specific for the club. When any club member(s) does not have the proper behavior and cannot represent the University of New England in an outstanding manner, the Assistant Director can withdraw that member’s eligibility until certain conditions are corrected.

Membership limitations may be imposed due to lack of facility space and time, funding, league requirements, administrative oversight, etc. Therefore, certain clubs are permitted to conduct tryouts, although participation is a major goal of the club sport program.

Required Participant Paperwork
Each Club participant must complete and have on file in the Club Sports office prior to participation (including any practice or tryout):

- Online Registration Form
- Waiver Form
- ImPACT testing

In addition, participants must register with any required governing body prior to participating in any official competition.

Club Sport participants who are under 18 years of age must have a parent or guardian sign the required Waiver Form before they become eligible to participate in a Club Sport activity. Again, this form must be signed and on file before actual participation begins.

Injuries/Accidents

- Participants are strongly recommended to carry adequate medical insurance coverage, which is applicable for injuries sustained in Club Sport activities.
- Should an injury occur during participation in a Club Sport activity, an Incident/Accident Report must be filled out and turned in to the Assistant Director within 24 hours of the incident.
Concussion Testing
The University of New England College of Osteopathic Medicine will be administering the ImPACT Baseline neurocognitive test to all club sport athletes. The ImPACT Test looks at how your brain functions. If you receive a concussion, a Post-Injury ImPACT test will be administered and compared to your ImPACT Baseline Test. This will assist your Health Care Provider in diagnosing and treating your concussion for a safe return to sports and academics. Following are instructions for you to take this at home. You MUST complete this assessment prior to being allowed to participate in ANY team activity, including practice!

What you need to know before you take the test to get a quality ImPACT baseline test result:

For you:
- Get a good night’s sleep – 6 to 8 hours
- Take at least 3 hours after strenuous exercise. 3. No alcohol or drugs.

For your computer:
- Laptop or desktop with a wired mouse – NO Tablets, wireless mice or track pads. 2. Laptop plugged in.
- Close all applications.
- Disable pop-up blockers if using Firefox or Internet Explorer.

About the test:
- Complete demographic cheat sheet prior to taking test. 2. Allow 45 minutes – demographics and the 6-module test. 3. The environment should be quiet with no interruptions.

Before you start the test:
- Read directions for each of the 6 modules twice before starting the module. 2. Complete as fast as possible, but as accurately as possible.

Taking the test:
- Go to: www.impacttestonline.com/testing
- Enter Customer Code – e77bf97333
- Click “Validate”
- Select Organization – University of New England College of Osteopathic Medicine (this is for all athletes – this program is being run through COM)
- Click “Launch Baseline Test”
- Once you start, you must complete the test (until you reach the Print Receipt screen).
- Print, if you are able, and give your test completion receipt to your coach when you arrive on campus.
- If you stop or interrupt the test, it will not be saved. You will need to start again from the beginning.

For more information contact:
Chris Frothingham, DO – cfrothingham@une.edu
Christopher Rizzo – crizzo@une.edu
Certification of Eligibility
The following process is to be used when a governing body or league association requires proof of academic eligibility for club members. An example of this would be the American Collegiate Hockey Association Eligibility form used by the men’s and women’s club hockey teams.

- Club leaders from the team will obtain the certification form from the applicable governing body or league association.
- Club leaders will complete the roster section only of the eligibility form and any supporting signature pages required by league or association.
- In addition, club members will ensure that each member signs the required Registrar’s Student Athlete Consent form. Both the eligibility form and consent form shall then be turned into the Assistant Director for further completion.
- **Please be mindful that this process can take some time and club leaders should plan to submit these forms 7-10 days in advance of the deadlines given by the league or association.**
- A completed eligibility form (meaning those sections required to be completed by the Team Representative) will be forwarded to the Assistant Registrar for Technology (TBD) in the Registrar’s Office by the Assistant Director (Patty Williams).
  - This form will not be completed if received from a student (even if the student is acting in their capacity as the Team Representative).
  - The eligibility form will not be processed without the completed consent form.
- The Assistant Registrar for Technology (or Registrar’s Office designee) will complete the sections required of the Registrar’s Office, including obtaining the Registrar’s signature.
- The Assistant Registrar for Technology will return the completed eligibility form and the student consent form to the Assistant Director.
  - It is the responsibility of the Assistant Director to determine eligibility based upon receipt of the eligibility form. Any student deemed not eligible should be removed from the eligibility form by the Assistant Director.
  - It is the responsibility of the Assistant Director to forward the completed form and completed student Athlete consent to the appropriate organization/association. The Registrar’s Office will not forward information to an organization/association, even if authorized by the organization/association to do so.
- The Assistant Registrar for Technology will maintain a copy of both completed forms in the Registrar’s Office.

New Clubs
Club Sports are formed on the UNE campus based on the interest level of the students and the leadership of those involved. If you are a student and we currently do not have a Club Sport that meets your needs, please follow the steps below in the forming of a new club.

**Forming a New Club**

1. Set up an appointment with the Assistant Athletic Director for Club/Intramural Sports. This meeting is an opportunity for students to learn what goes into forming and managing a Club. The Assistant Director will determine if the Club is a viable option for the UNE based on available local and regional competition, facility space, equipment storage, risk level, and overall feasibility of the Club.
2. Interest Meeting: If the club is a viable option, an interest meeting time will be set up to determine if there is interest among the UNE student population. The number of
interested individuals must exceed the minimum required number of participants for the designated activity. When the nature of the activity is individual participation a minimum of 5 participants are required.

3. Proposal to the Club Sports Council: The new club must make a formal presentation to the CSC at one of their monthly meetings. Following the presentation, the CSC will discuss and vote on whether the club is approved to join the Club Sports Program.

4. Administrative Requirements: Each organization will be required to write a constitution/bylaws. The constitution is the framework for how the Club will operate.

Support for Recognized Club Sports
Once a club receives recognition, it is then eligible to:

1. Reserve university facility space and equipment.
2. Collect reasonable dues, conduct fundraising events, solicit funds according to university Policy.
3. Be listed in university and student publications.
4. Sponsor programs and activities consistent with the purpose of the organization.
5. Reserve the right to use the university logo ensuring that it complies with the university identity and licensing guidelines.
6. Receive other additional funding from the Club Sports Council.
7. Join sport specific governing bodies, associations, or leagues.

Requirements for Recognized Clubs
As a recognized Club Sport and student organization, Clubs are obligated to the following:

1. Understand and comply with all policies regarding Student Organizations. These policies are available on the Get Involved Portal.
2. Comply with the policies and procedures set by Department of Athletics and the Club Sports Council. The Club Sports Manual is available online at athletics.une.edu.
3. Conduct Club business in accordance to their respective constitution/bylaws.
4. Ensure that the membership is in accordance with the eligibility requirements of the Club Sports Manual and applicable league Governing Body.
5. Complete and submit to the Club Sports Office the required paperwork for all persons who come to the university to participate. Complete and submit all paperwork required for all persons participating in your Club.
6. Comply with local, state, and federal laws and University regulations.
7. Participate in all workshops required by Club Sports Council.
8. Abide by all travel and equipment policies.
9. Complete and submit all reports and documentation as required by the Club Sports Council.
10. Receive prior approval for all fundraising activities. Fill out the proper paperwork with regards to fundraising activities.

Club Status
Club sports at UNE can be broken up into two categories: active and inactive.

An active club is one that competes against other schools of higher education (colleges, universities, prep schools, etc) through tournaments, leagues, or exhibition contests. They are compliant within the UNE Club Sports guidelines and receive full support from the Club Sports Council.
The following steps must be completed for the club to maintain active status.
1. The club must have previously been recognized by the Club Sports Council as a UNE Club Sport and be currently in good standing.
2. The Club must have all required paperwork on file with the Club Sports Office:
   a. Constitution and Mission
   b. All required individual participant paperwork
   c. Annual Budget Proposal
3. The Club must attend required executive board meetings with the Assistant Director or designee.
4. The Club is required to have a representative in attendance at all Club Sports Council meetings.
5. The Club Officers must attend mandatory training sessions.

An inactive club is one that is not currently participating in games, matches, or meets. A club may become inactive by self-declaring inactive status or by being put on probation. An inactive club may remain inactive for a maximum of four years, beginning on the date of filing.

The following lists examples of actions that may cause a club to be put on probation:
1. Missing two or more Club Sports Council meetings in an academic year.
2. Continuous cancellation of executive board meetings.
3. Required forms not being up to date.
4. Playing with ineligible participants.
5. Not registering with the sport’s outside governing body when necessary.
6. Not holding at least one fundraiser within the fiscal year.

The following may occur when a club goes inactive or is put on probation:
1. Potential loss of facility space.
2. Club budget is frozen (NOTE: When club budget is frozen by the Club Sports Council, funds are also frozen with Student Government Association).
3. Loss of priority scheduling.
4. Probationary status for following semester.
5. Official review process by the Assistant Director.

Probation and Expulsion
1. The Club Sports Council may reprimand and/or place a Club on probation for an unspecified amount of time, if warranted, for violation of UNE Club Sports policies and or UNE Student Code of Conduct violations.
2. Any club on probation will be reduced to inactive status.
3. Flagrant or repeated offenses will result in further disciplinary actions to be determined by the Club Sports Council.

**CLUB TRAVEL**
UNE Student Handbook policies are in effect during UNE sponsored trips. A reminder that the following apply for the duration of the trip (this is a partial list, consult the Student Handbook for more information).
• No:
  ○ Recreational drugs,
  ○ Alcohol use,
  ○ Smoking or other tobacco products,
  ○ Harassment,
  ○ Sexual assault,
  ○ Discrimination, etc.

An officer shall report instances of the preceding to the Assistant Director immediately.

Personal Vehicle Use
All clubs who transport other club members in their personal vehicles on club related trips must complete a Personal Vehicle Use form. Forms should be submitted to the Assistant Director prior to departure from campus.

Travel Rosters
An electronic Travel Roster must be emailed to the Assistant Director prior to leaving on a scheduled club trip. Individuals listed on the travel roster must be club members in good standing (all participant eligibility requirements met) in order to be eligible to travel with the club sport. All travelers, including coaches and volunteers, must list their emergency contact name and phone number.

UNE Vehicle Use
University van or car requests should be done at least two weeks in advance. All club sport coaches or advisors must become van certified through the University of New England’s Facilities Department in order to be able to drive the university vehicles. This same policy applies to any student member of the club sport program who wishes to become van certified. It is recommended that each University vehicle has multiple trained drivers in case injuries occur during competition.

Traveling in UNE vehicles adds another layer of difficulty for Clubs. UNE vans are top heavy and drive differently than a traditional car. Increasing stopping distance, increased distractions, and an increased chance for a rollover accident are three of the main things you need to be aware of. As such, the following expectations are in effect:

● No speeding
● Modify driving for a large vehicle
  ○ Wide turns
  ○ Extra braking room
  ○ Slow for turns to prevent rollover
  ○ Slow for inclement weather
● No distracted driving
  ○ Do not
    ■ Use cell phone
    ■ Eat while driving
    ■ Adjust vehicle seat
    ■ Or any other activities that distract from your attention to driving
How to pick up and drop off a van:
- Go to the UNE Security/Facilities building and explain that you are there to pick up keys for a reserved vehicle
- They will provide you with a key and two forms
  - Pre-trip emergency contacts
    - To be submitted in the “Key Drop” box outside the building prior to departure
  - Post trip mileage & van expectations
    - To be completed and returned with the van key in the “Key Drop” box
- Vehicles are parked in the left rear of the lot and are numbered

In the glove box or center console:
- Registration (yellow paper) and insurance (white card)
- Gas card (gas code for Club Sports is 5566???
- AAA Towing: includes towing of vehicle back to campus
  - AAA is recommended for tire changes and jump starts. If comfortable and AAA is not an option, the driver may attempt the tire change or jump start.

Lodging
If possible, events should always be scheduled to return your team to UNE for the night and prevent the need for lodging. If this is not possible, meet with the Assistant Director to research and reserve lodging needs for your club. A coach or advisor must stay with the club and shall be booked their own room. **Hotel expenses must be paid for using your club’s fundraising budget (72600).**

**FUNDING**

Overview
With great (monetary) power (and freedom) comes great responsibility. This is true for student organization leaders. Budget allocations represent significant trust in student organization leaders to utilize funds to enhance student life. Your organization’s maintenance of financial records is CRUCIAL to the continued allocation of funds this year and in the future.

Always be aware of how much money is in your organization’s account by keeping accurate and up-to-date financial records. Do not overspend your budget.

Money appropriated to your organization is placed in your organization’s account. However, students do not have direct access to these accounts so you must use the following methods to access that money.

**Invoices**
Many bills can be paid with official invoices issued by governing bodies, leagues, referee schedulers, businesses, etc. If said business has not been paid by UNE before, a completed W9 will be required by the Business Office. Invoices can be submitted to the Assistant Director for payment and may take 7-10 days to process and send.
Purchase Orders (POs)
All expenses over $1,000 are required to have a PO processed through the Business Office. PO’s require signature approval and verification that the funding is available prior to purchase being made. PO’s will need to be signed by the Provost Office or higher so please plan ahead for larger expenditures.

Reimbursements
Mindful of the funds in your organization’s account, you can also simply spend money and be reimbursed from that account. In order to be reimbursed, you must fill out the appropriate Business Voucher or Travel Expense Voucher and include the appropriate receipts (all receipts must be itemized, non-itemized receipts will not be reimbursed). This form should be completed in a meeting with the Assistant Director. The completed voucher will need to be approved by the Assistant Director before being sent to the Business Office/Accounts Payable.

**Receipts are Critical**
Make sure you turn in all receipts within two weeks of purchase. Your treasurer is responsible for bringing receipts to the Assistant Director, filling out a voucher, attaching the receipt, and signing the paperwork for every purchase.

Cash Advances
Occasionally clubs may use cash advances, usually for team meals. Students must sign for the cash and/or submit receipts to balance the advance.

Off Campus Bank Accounts
Club Sport Teams and Student Organizations are not allowed to have off campus bank accounts. Any team that is found to have an account will be asked to close the account and transfer all funds into their UNE club account immediately. Failure to do so will result in loss of recognition on campus.

Fundraising
All club sports are required to complete at least one fundraiser per fiscal year. Collecting dues, while necessary, does not count as your fundraiser. No clubs may duplicate a fundraiser that is already being conducted by another club sports team within 60 days-with the exception of concessions, bake sales, restaurant fundraisers, and apparel sales.

All fund raising efforts must be approved by Ashley Potvin-Fulford directly via e-mail or club meeting.

CONDUCT POLICY

Each Club Sport is responsible for following the Club Conduct/Responsibilities listed below.

- Club Sports participants are expected to act in a mature and responsible manner both on and off campus.
- In all activities, Clubs assume full responsibility for abiding by local, state, and federal laws as well as University regulations.
- Each Club must have all required participant paperwork on file with the Club Sports Office.
● Each Club must review and update their constitution annually.
● Each Club is responsible for attending all Club Sport Council Meetings.
● Each Club is encouraged to attend leadership seminars and workshops performed by the Office of Student Activities and Involvement.
● Clubs are encouraged to hold Club Business Meetings.
● Club Council participants are expected to treat all participants with respect.
● Club participants may not consume alcohol or any illegal drugs while participating in a Club sponsored activity.
● Club participants may not strike, attempt to strike, or otherwise physically abuse an official, opposing team member, coach, spectator, Department employee, or teammate.
● Club participants may not intentionally incite participants and/or spectators to engage in abusive or violent actions.
● Club participants may not use obscene gestures, or profane/disrespectful language.
● Club participants may not violate any host university rules or policies.

**Expectations**

● Club Business Meetings are non-practice meetings where Club participants discuss the goals and objectives of the Clubs. These meetings should take place a minimum of once a semester where issues surrounding the Club may be discussed in an open forum manner. Minutes should be kept and reviewed with the Assistant Director. Officers and participants in Club Sports Program represent the University of New England and the Department of Athletics. As such, all representatives are expected to behave with dignity both on and off the field. The Club Sports Council will not tolerate behavior of any sort, which would reflect negatively on the image of UNE, and the image of their specific Club.
● Club Sport officers, participants, and coaches are expected to adhere to all policies and procedures and serve as role models to each other, to the campus community and while participating away at other universities or competitions. Any negative behaviors will be reported to the Council and forwarded to the Assistant Director.

The following are four categories of participant and/or team misconduct. Any of the following examples of misconduct may result in the disciplinary sanctions placed on the individual or the entire team. (Please note this list is not all-inclusive)

- **Staff/Participant Safety** - Misconduct that jeopardizes the health and well-being of staff and other participants.
  - Vulgar, obscene, abusive, derogatory, or demeaning comments or gestures.
  - Threats, intimidation, or verbal aggression.
  - Initiating acts of physical aggression.
  - Fighting (punches thrown).
  - Failure to comply with requests from the UNE Club Sports Department.
  - Being under the influence of alcohol/illegal substances.
  - Unsafe travel practices.

- **Facility Policies** – Misconduct that includes intentional disregard for existing facility policies. (Each Club is responsible for understanding the policies of the facility for which they conduct their activities.)
  - Willful or repeated disregard for Facility Policies.

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• Failure to comply with requests from Campus Security
• Being under the influence of alcohol/illegal substances.
• Failure to properly set up and break down of facilities.
• Failure to notify the Assistant Director of practice cancellation.
  ■ Repeat offenders may face loss of practice times.

• Access infractions – Misconduct that includes unauthorized entry and exit from University Facilities
  • Allowing unauthorized users to enter the facility.
  • Entering the facility through any door other than the main entrance.
  • Entering the facility without the proper safety and or authorized personnel in attendance.
  • Unable to produce a valid UNE ID when requested.
  • Exiting door marked as emergency exists only.

• Financial/Equipment Issues – Misconduct that includes financial and equipment policy.
  • Failure to return checkout equipment in prescribed time
  • Destroying or defacing any property
  • Property theft
  • Misallocation of Club funds
  • Falsification of club financial records and/or documentation

To maintain the Club’s affiliation standards, each member of the Club must acknowledge that they have read and understand the Code of Conduct policy as it is stated in the annual participation form.

Substance Policy
The Club Sports program is committed to maintaining a healthy and safe community that reflects high standards of personal responsibility and behavior. Use of alcohol or illegal substances at any Club Sport sponsored event on or off campus is prohibited. If at any time, a Club Sport team or team member(s) are found violating any policies regarding drug or alcohol consumption or distribution, the individuals and team as a whole will be penalized, pending probation or expulsion as a University recognized Club.

• Consumption of illegal drugs or alcohol is prohibited in relation to any Club Sport events or functions
• Possession of illegal drugs or alcohol is prohibited in relation to any and all Club Sport events or functions
• Advertising or publicity that highlights the availability of drugs or alcohol at any Club Sport event or function is prohibited. This includes, but is not limited to images made available online through a social networking website.

Hazing
Hazing is an intentional action taken toward any student, on or off campus, by a student organization or any of its members to produce humiliation, physical discomfort, bodily injury or ridicule, or to create a situation where humiliation, physical discomfort, bodily injury occurs. Hazing will not be tolerated in the UNE Club Sports Program. To maintain the Club’s affiliation standards, each member of the Club must acknowledge that they have read and understand the Hazing policy as it is stated in the annual participation form.
**Missing Paperwork**

Clubs are expected to submit all required paperwork early or on-time. Electronic copies of documents submitted via email to the Assistant Director are preferred; however paper copies will be accepted when allowable. If a Club has failed to submit paperwork by the due-date, the Assistant Director will refuse to process any additional paperwork and/or requests (equipment purchases, travel requests, payments, facility reservations, etc.) until the Club is up-to-date or has provided an adequate explanation for the delinquent paperwork. Once a Club has corrected the situation and is current on all required paperwork, the Assistant Director will resume processing a Club’s paperwork and/or requests.

**Disciplinary Action**

All Club members are expected to abide by all University, department, program, and individual club policies. In addition, all club members are expected to hold each other accountable for adherence to established policies. When situations arise where minor policy violations occur or you suspect a minor policy violation has occurred, club members are encouraged to follow the outlined steps:

- Report violation /suspected violation to Club President or appropriate officer.
- Document all relevant information regarding violation/suspected violation including:
  - name(s) of individuals involved
  - nature of policy violation
  - date(s) & time(s) of policy violation
- Club Executive board should address concerns with suspected offender in a private and professional manner. It is imperative to adhere to any policies listed in the Club’s constitution.
- Report the outcome of the process to the Assistant Director.

*If the Club Executive board refuses to or is unable to address the matter, it should immediately be referred to the Assistant Director.

When more serious policy violations occur or are suspected to have occurred the Club President or appropriate club officer should discuss the situation with the Assistant Director immediately in order to receive guidance/support in managing the difficult situation. Specifics of the incident may not be required during the initial discussion, however enough information should be provided so that the Assistant Director can offer appropriate assistance. Incidents that should fall into this category include, but are not limited to:

- Hazing
- Substance abuse
- Conduct/sportsmanship incidents during away events
- Any other incident club officers wish guidance on handling

The Assistant Director will provide an opportunity for all individuals involved in the matter to present relevant information. After all necessary information is collected; the Assistant Director will sanction the Club or individual(s) as appropriate based on University, department, and program guidelines.