[CLUB SPORTS HANDBOOK]

Guidelines, tools, and resources for University of Cincinnati Club Sport’s Organizations.
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Important Numbers

Student Activities & Leadership Development (SALD) Contact Information
University of Cincinnati
Student Activities & Leadership Development
455 Steger Student Life Center
PO Box 210136
Cincinnati, OH 45221-0136
Phone: 513-556-6115
Fax: 513-556-6077
Web: www.uc.edu/sald

Susie Mahoney, SALD
Program Coordinator, Club Sports
Student Activities & Leadership Development
455 Steger Student Life Center
513-556-6115
Cell: 812-219-1302
susan.mahoney@uc.edu
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Nicole Mayo
Director, SALD
455 Steger Student Life Center
513-556-6115
nicole.mayo@uc.edu

Club Sports Financials
Patty Speed
455 Steger Student Life Center
513-556-6115
patty.speed@uc.edu

Transportation Services
Tina Galloway
513-556-4424 (call first)
gallowcm@ucmail.uc.edu

Campus Recreation Center
Jim Jamriska
513-556-0708
jamrisjs@ucmail.uc.edu

UC Athletic Facilities (contact Susie to reserve space)
Andre Seoldo
513-556-2170
seoldoae@ucmail.uc.edu

Martin Ludwig
Director of Trademarks & Licensing
513-556-5072
Martin.ludwig@uc.edu

Laura Discroll
Program Coordinator, Licensing
driscolr@ucmail.uc.edu

University Health Services
334 Richard E. Lindner Hall
(Varsity Village)
513-556-2564

Shine the Shoe
Linda Neal
513-556-3540
nealld@ucmail.uc.edu

Aramark Fundraisers - Football
Bill Hibbitt
hibbitt-bill@aramark.com

Public Safety/University Police
513-556-6111
Semester Documentation Checklist

The following list is an outline of forms due each semester/year. For an update to date annual calendar of meeting dates and deadline see the Annual Calendar on the Club Sports Resources page.

The following documents are due NO Later than for Fall - September 4th for traveling clubs and Sept. 24th for clubs not traveling until after Sept. 23rd and Jan. 22nd for Spring or during the first week of practices.

- Membership Roster Form (continue to update throughout the semester and provide copies in the SALD office)
- Club Sport State/Regional/National Affiliation Web link
- Forms for ALL members of club sport organization
  - Concussion Acknowledgement Form
  - Permission & Release Form
  - Emergency Contact Information Form
- Game Schedule (if available – can use form or provide via email with link or list). Required for clubs with athletic training coverage needs (i.e. Rugby M/W, Soccer M/W, Lacrosse M/W, and ice Hockey
- Drivers (over 21) should take driver’s quiz prior to submitting Transportation Requests
- By Nov. 15th – information for each organization should be up to date on the student organization portal (this includes roster, officer information, and constitution and bylaws)

The following documents are due by the FIRST DAY OF PRACTICE FOR GIVEN CLUB FOR ALL MEMBERS ON ROSTER:
- Concussion Acknowledgment Form (For ALL members)
- Permission & Release Form (For ALL members)
- Emergency Contact Information Form (For ALL members)

The following documents are due as needed:
- Academic Year/Summer Contact Information & Updated Roster
- Additional Funding Request Form
- Travel Authorization & Transportation Request Form(s)
- End of the Semester Report and Survey (the final Friday of Fall, Winter, and Spring quarter by 5pm)
- Accident/Injury Report (48 hours after injury)
- Vehicle and/or Hotel Receipt (48 hours after return from travel)
- Reimbursement paperwork (within 10 days of travel or transaction)

Annual Calendar of Events

Updated 11/5/2013
Administration Section

Club Sports Mission Statement
The University of Cincinnati Club Sports Board (CSB) 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 individual Clubs. While the office of Student Activities and Leadership Development (SALD) assists in the development and growth of the Club Sports Board, the emphasis of the program is on student leadership and involvement. The existence of each Club Sport and the success of the Club Sports Board are dependent upon student interest and involvement.

Introduction
The Club Sports Program at the University of Cincinnati is designed to provide opportunities for students of the University to participate in a variety of sports activities. Each club must be a recognized student organization via SALD & Student Activities Board, which are subject to the rules and regulations of the University and SALD. Each club may receive administrative and/or financial support from SALD. For information regarding the Student Activities Board student organization approval process, please see http://sites.ucfilespace.uc.edu/sga/sab. The administration of a club sport is a complicated process that requires the participation of all club members. The actual success and strength of the club are dependent on the effective leadership of the officers and the involvement of the club members and advisers. An understanding of basic procedures and an awareness of pertinent policies, rules and regulations will serve to simplify the administrative process. At times, the responsibilities of being a student, athlete and a leader can be overwhelming. This Handbook has been prepared to assist you as a reference to the many things a club sport officer needs to know and to do.

Definition of a Club Sport
A Club Sport 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. Club Sports are strictly voluntary. Involvement in a Club Sport enhances the student's college experience and contributes to the student's overall education. Club Sports are officially registered by the University through the office of Student Activities and Leadership Development. Registration requires supervision and assumption of responsibility for all Club actions and activities.

Student Activities & Leadership Development (SALD)
We are an important resource for UC students who want to be involved while attending the University of Cincinnati. Staffed with full-time professionals and graduate assistants who are available through the year, the office provides leadership and direction for the more than 300 student organizations, as well as a full range of activities and cultural programs for students. Our office provides programs that have an intentional educational component, specifically the leadership development of our students when organizing "programs" or "leading" a cohort. With all the services and programs we provide, the intent is to build the leadership skills of our students to make them better citizens.

Our Mission
The mission of Student Activities and Leadership Development is to promote and guide purposeful student involvement in campus events and programming, club sports, diversity education, fraternity and sorority life, leadership development, student government and student organizations. Within the framework of UC|21, we enhance the University academic experience through co-curricular engagement opportunities that contribute to students' educational mission, personal growth, and global understanding.

Updated 11/5/2013
Resources Available to Club Sports

As a registered student organization, you have the opportunity to use the following benefits that are available:

Administrative Support
- Cooperation and assistance from the SALD staff
- Use of the University name and insignia (with approval)
- Scheduling of off-campus speakers
- Sponsorship of fundraising events
- Possible eligibility for University funding and Additional Funding Requests
- A mailbox in the 400 level of the Steger Student Life Center
- Access to a club sport Blackboard account and additional site from UCIT which must be maintained and updated by the club
- Campus LINK website open to all UC students which has election, communication, and document tools
- Access to University Vehicles to rent
- Event resources – table & chairs, water coolers, portable scoreboards
- Copies: Club officers may use the copy machine located in SSLC 671 for club-related projects provided the printing job is 50 sheets of paper or less. Approval from the Program Coordinator of Club Sports must be sought beforehand
- Faxes: Club officers may also use the office fax machine upon approval from the Program Coordinator of Club Sports

Access to Facility Space
- Use of University facilities (fees may apply)
- Club Sports Storage space in Campus Recreation

Recognition
- Apply for Student Organization of the Semester/Year
- Nominate advisor for Advisor of the Year
- See Recognition section for the six awards given out to Club Sports each year

Advertising/Recruitment
- See Advertising Section in the Manual which includes use of University resources, chalking, electronic advertising, social media, promo tables, etc.
- Access to Club Sports Expo event, Activities Fairs, Orientation spotlight dates, and Welcome Weekend Club Sports featured events to recruit members and fans. The ability to table and chalk through TUC is also available.
- There is also a club sports interest form online to help attract new members. This information is shared with Club Presidents.

Web based Resource and Forms
- The following page has the forms described in travel policies, branding, event management, and budgeting.

Safe Place (Anti-Discriminatory, Trans-inclusive) Statement and Explanation

Discriminatory harassment, hazing, and/or bullying based on race, color, national origin, disability, status as a veteran, religion, sex, sexual orientation, gender identity, age, and other identifiers is not tolerated as part of the UC Club Sport’s program. UC’s anti-harassment policy can be found here.

In regards to gender specific sport clubs, such as Women’s or Men’s Soccer, the UC Club Sports program calls for respect of all individuals’ gender autonomy; acknowledgment that biological sex, gender identity and gender expression are not binaries; and creation of spaces for those who are “traditionally excluded from participating on

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sex-separated or gender specific teams.” The policy’s central purpose is to allow trans-identified athletes to play on a single-sexed team that “reflects their gender identity” and “promotes safety and self-esteem.” It rejects the premise that athletic ability exclusively correlates with biological sex. In particular, regarding club sports play, the UC Club Sports program and SALD will provide support of clubs’ trans-inclusive participation regardless of more restrictive trans-inclusive athletic policies put forth by governing bodies, such as associations, conferences, and unions of sports clubs.

We encourage clubs to take the Team Respect Challenge (provided by the GLSEN sports project) to do the following:

The Team Respect Pledge We, the (identify your team here, for example – “UC Basketball Club”) pledge to commit to respect, safety and inclusion for all members of our team and school community. We pledge to take leadership by setting an example of respectful interactions for all. We pledge to:

- Avoid using language, name-calling or slurs that put others down because of such differences as race, sexual orientation, gender identity/expression or religion.
- Remind teammates who use “put down” language that “that’s not ok on our team.”
- Treat all teammates with respect.
- Believe that Team Respect is a winning strategy: When each team members feel safe and respected, they can play their best for the team.
- Take leadership to set an example of respect for students in our institution as well as opposing teams and fans.

For additional information checkout the following sites:
- [http://www.athleteally.com/](http://www.athleteally.com/)
- [http://sports.glsen.org/](http://sports.glsen.org/)
- UC’s trans-inclusive policy reference Oberlin’s policy which can be located [here](http://www.athleteally.com/)
- [http://youcanplayproject.org/pages/our-cause](http://youcanplayproject.org/pages/our-cause)
- UC LGBTQ Center

### Club Sports Board

In the past the Club Sports Program has had an executive board that had the following functions. As cross collaborative efforts continue within the Club Sports organizations, the revitalization of this board will continue to be a goal and option for cultivating the leadership with the Club Sports organizations. The University of Cincinnati CSB Executive Board was a student advisory group that assists the Club Sports Board and the Program Coordinator of Club Sports (i.e. CSB Advisor) in administering the Club Sports program.

**Duties**

1. Make recommendations on student organizations that have completed the application process for membership.
2. Review applications for Clubs desiring an increase in tier level and to 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 club sports staff.
4. Review annual budget requests for the following year and make initial recommendations concerning allocation amounts.
5. Make recommendations regarding revisions to the Club Sports 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 Club Sports Board Advisor.

**Membership**

1. The Club Sports Board Advisor and four student members will make up the CSB Executive Board.
2. The Club Sports Board Advisor or his/her delegate will serve as chairperson for regular meetings.
3. Any UC student who is an active member of a Club Sport may apply for a position on the Executive Board.

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4. Only one member of a particular Club may serve on the Executive Board.
5. A majority of the voting Executive Board constitutes a quorum and a majority of the quorum rules.

**Club Sports Allocation Committee (CSAC)**

The concept of the Club Sports Allocation Committee came about during a focus group of club sports student leaders in the spring of 2012. The first committee is to be formed during the fall of 2012. Applications for membership are due Fri., Sept. 20th. All CSAC members are current club sports members, UC students, and must have been involved with a club sport during the past academic year. Current club sports’ Presidents and Treasurers are discouraged from applying, so leadership opportunities can be available to additional club sports members who are less involved in a single club’s current budget process. The committee is advised by the Program Coordinator of Club Sports and consists of 8 total members with 2 club sports members per each tier (recreational, competitive, nationally competitive, and semi-varsity). Each CSAC member is from a different club, so 8 club sport organizations will be represented on the committee. CSAC will meet in the fall semester to discuss additional funding requests and the process for budget allocations in the spring semester. This committee is charged with allocating the club sports organizations yearly funds through an allocation process each spring semester. Additionally, CSAC will review and provide feedback on additional funding requests.

Here is a tentative **timeline of dates** for CSAC and the allocation process.

- Training – Mon., Oct. 1st
- Hearings throughout the fall (Additional Funding Requests)
- Meeting – Feb., 27th – Budget Allocation Review of Process and Preparation
- Meeting – March 4th – 6th to review budgets
- Allocation Meetings – week of March 25th, April 1st, and April 8th

**Club Sports Organization and Administration**

The officers’ conduct club meetings and communicate information to club members, so the key to its success lies in the degree of student leadership and participation. Students within each club are responsible for the internal administration of their club to include decision making in areas such as equipment, facilities, finances, game schedules, membership, practices, and safety. An understanding of the basic principles of organization management and the ability to delegate responsibilities to other club members will insure the club’s smooth operation and stability over time. Other club responsibilities include:

1. In all activities, clubs will assume full responsibility for abiding by local, state, and federal laws, and university regulations.
2. Clubs must register each academic year with the Office of Student Activities & Leadership Development by updating their organization information on Campus LINK, providing a verification form, and attending the officer workshop.
3. Each club must have a current roster on file in the SALD office listing all members, their M Numbers, and email address.
4. Clubs are responsible for completing and submitting the following reports or forms:
   1. Rosters
   2. Release & Awareness of Risk, Emergency Contact Form, and Concussion Acknowledgement Form for each member
   3. Updated Constitution
   4. Transportation Requests with Rosters for trips
   5. Injury Reports
   6. Club Sports officers list
   7. Club Sports Recognition Form
   8. State, Regional, National Affiliation
   9. Travel Authorization Form

Updated 11/5/2013
10. Car Insurance Information Form (asked for on an as needed basis)

Unless a club has completed the above procedures and is registered by the University and the SALD office, they will not be eligible to receive assistance (financial or otherwise) from the department.

Constitution & Bylaws

In order to be successful, any organization must have a set of operational guidelines or rules by which the members govern themselves. Each club sport MUST develop a constitution suited to the practical operation of that particular sport. General provisions (club name, purpose, dues, meetings, officer elections and duties, adviser duties, and qualifying regulations) should provide for the internal needs of the club. Specific provisions (membership, eligibility and qualifications, officer qualifications, voting, quorum, and amendments) should insure fulfillment of university requirements. The constitution must be easily interpreted, so that the club can operate consistently from year to year.

As a registered student organization, each club sport must submit a constitution and by-laws to the Office of Student Activities & Leadership Development.

Membership (Grades and other requirements)

A full-time University of Cincinnati (Clifton (main), Medical campus, Blue Ash, or Clermont) student is eligible to be a club member. This includes UC students on co-op. Cincinnati State students are not eligible to participate. An active club member should have GPA of 2.3 or higher. Members with a GPA lower than a 2.3 must improve their GPA to a 2.3 or higher within a semester or they will be ineligible to play until their GPA meets the requirement. Officers must be in good academic standing with a 2.3 or higher GPA.

Each club sport will determine its own membership guidelines, but they must be free of any restriction based on race, color, religion, sex, age, national origin, or educationally unrelated disabilities. Clubs may have a designated traveling team, but cannot deny club membership to any student based on his/her skill level. All members of the club must have a current release form on file.

All club members must be a currently enrolled University of Cincinnati student, faculty or staff member. Faculty and staff can be involved but cannot use any of the allocated funding. For those teams with coaches or instructors that are not university faculty or staff, the coaches/instructors are eligible to use university funding for traveling purposes. A coaches’ agreement must be completed and signed each year.

Eligibility or Roster Verification (Registrar)

Often for tournaments and invitational the roster must be verified for the governing body over the event. If you are given a form, please stop by SALD’s officer, Steger 455 to have the Program Coordinator check to make sure we have forms for each player. Once the Program Coordinator reviews, the form will then need to be taken to the Registrar’s Office in University Pavilion 5th floor for verification. If you did not receive a form but need players to be verified, use the Player Eligibility Verification Form on the club sports officer resources page and process the same.

Semester Grades Check

SALD supports students in their out of classroom as well as in the classroom endeavors. We do not want involvement to negatively affect one’s academic success. Each semester, the Program Coordinator of Club Sports will perform a grade check on rosters. Executive members will be asked if players who have less than a 2.3 average are still active. If the players are still active, the executive members (i.e. officers or captains) of the club will be asked how they will support the member in their academic endeavors. Grades will also be monitored the following semester for improvements. Executive officers with less than a 2.3 average will be asked to step down from their position unless an exception has been made due to circumstances.

Updated 11/5/2013
Forming a Club Sport

Individuals wishing to form a club sport at the University of Cincinnati should take the following steps:

- The organization must fill a need for students not currently being met by an existing organization on campus.
- A Constitution and Bylaws consistent with University policies must be formally submitted. A sample is provided in the next section of this manual.
- Registration application (online form found at www.uc.edu/sald) must be completed with group officers and advisor’s signatures.
- Must have at least ten (10) University students as members in good standing with the university (2.0 GPA, full-time student).
- Must have a University advisor who is a member of the University faculty, staff, or administration.
- The application packet, consisting of the registration form, list of membership, and Constitution and Bylaws, must be submitted to the Student Activities Board (SAB) for review and approval.
- Optional: Create a flyer to advertise your club (bring by the Club Sports Office – Steger 671 for approval).

Following approval from the Student Activities Board (SAB), program and department rules will bind the club sport to the club sports regulations and is eligible for club sport services and benefits. New clubs must spend one year as conditional status to demonstrate stability in terms of attracting campus-wide participation annually. This means clubs, in their first year, must be virtually financially self-supporting (club sports teams cannot collect funds from the University Funding Board at any point).

If any club sport begins to show a steady decrease in participation, student leadership or general interest, the Program Coordinator, Club Sports will investigate the decline to detect possible causes and whether the problem is a temporary condition. If it is determined that a club is no longer meeting the needs of a reasonable number of students and no longer meets the criteria for acceptance as a club sport, termination of status may be appropriate.

Once ended, a club must re-enter the program by following the procedures for a newly formed club. Refer to the following site for the registration form and a sample constitution and bylaws. Click here.

Responsibilities of Club Sports’ Officers

Since clubs sports are self-administered, the daily operation of any club is the responsibility of its officers. The contribution of each officer is vital to the club’s success, but it is the President who is ultimately responsible for seeing that the club functions smoothly and properly, while following all rules and regulations.

Because of the large amount of work it takes to lead a club sport, it is important that a strong executive board is developed so that there is a sense of shared responsibility. Generally, commitment to an organization increases with involvement, so trust your members to share in the administration of their club. Since each sport is different, the most effective method of operation will vary. The club should decide which tasks they should assign to each officer.

Responsibilities that need to be covered include:

- Providing a liaison between the club and the office of Student Activities and Leadership Development (Typically the president).
- The operation of the club must be followed according to the content of this handbook (All officers).
- Informing the club members of the content of this handbook (All officers).
- Informing the next club president of the routines and guidelines for club operation prior to the next president’s assumption of duties. This includes the transfer of the club sports handbook to the new president and arranging a meeting between the new president and the Program Coordinator of Club Sports.
- Keeping the following information current with the Office of Student Activities & Leadership Development: Club sports recognition form, release forms for each member, list of club officers and advisors/coaches/instructors, membership roster and a copy of the club constitution.
- Meeting financial obligations.
• Completing the accident injury report form for any injury requiring some form of medical attention that occurs during an on-campus related activity.
• Completing the travel application prior to any trip.
• Reporting the results of all club associated competitions.
• Attend all meetings/training sessions.

The above list of responsibilities should not be considered a complete listing of the club sports responsibilities.

Officer Duties’ Examples:

Here is an example of how officer duties could be divided among the executive board of a club sport staff.

Introduction - Each club (depending on classification status) should have the following elected officers who must be full-time UC student:
- President (required)
- Vice President
- Treasurer (required)
- Secretary
- Advisor (must be a full time UC faculty or staff member)
- Coach/Instructor

NOTE: Other titles may be substituted provided the function is similar. This list is not comprehensive.

Responsibilities may be distributed differently depending on the availability, expertise and interest of the Club Sport officers. The President is ultimately responsible for ensuring that the duties are completed.

President
The President is the chief officer of each Club Sport. S/he is the primary contact and coordinator of all Club Sport activities.
- Attend a training session at the beginning of each semester regarding financial transactions and paperwork.
- Preside over meetings.
- Know and understand the Club Sports Handbook and website and follow its policies.
- Maintain consistent and adequate communication with SALD office and the Program Coordinator, Club Sports.
- Attend all Club Sport Officer’s meetings and trainings held by the Program Coordinator, Club Sports or appoint a representative.
- Maintain a current membership roster including the list of emails and phone numbers for the club officers and members.
- Submit a semester report of Club Sport activities.
- Determine the location of all Club Sport equipment and submit inventory to the Club Sport office in March.
- Remain aware of the club’s financial status - income and expenses.
- Ensure that the Club Sport Office has an up-to-date constitution and bylaws.
- See that all club members have signed the Conditions of Participation and Release Waiver Form, Concussion Acknowledgement Form, and the Emergency Contact Form. They are kept on file in the SALD office.
- Notify the Club Sport office of changes in leadership.
- Meet with the Club Sport Advisor at a minimum of 2 times per semester to update him/her on Club Sport activities.
- Work with the Club Sport Treasurer to prepare an annual budget.
- Attend or send a representative to CSB meetings.
- Promote good sportsmanship on and off the field or court.
- Implement proper disciplinary action procedures when necessary.
- Notify the Program Coordinator of Club Sports of travel, fund raising and program plans.
• Submit semester facility requests by the designated deadline.
• Understand and adhere to the insurance policies and procedures.
• Check the Club Sport mailbox weekly.
• Supervise fund-raising projects.

Vice President
• Assist the President and preside in the absence of the President.
• Assist club with scheduling games and special events.
• Assist club with travel, transportation, lodging and food.
• Assist Club Sport coach/instructors.
• Arrange for officials, supervisors and field lining when necessary.
• Develop criteria for Club Sport recognition/awards for membership approval.
• Fulfill appropriate responsibilities as assigned by the President or Program Coordinator of Club Sports.

Treasurer
• Attend a training session at the beginning of each semester regarding financial transactions and paperwork.
• Submit bills, receipts, invoices and/or estimates/bids with purchase requests.
• Ensure that all club members have paid their membership dues, if required.
• Prepare ledger sheets for recording all income and expenses for off campus and on campus accounts.
• Present budget requests to the Program Coordinator of Club Sports by the spring semester deadline.
• Prepare a revised CSB budget each fall.
• Deposit funds (dues, fund raising income etc.) in the SALD account.

Secretary
• Keep records of all Club Sport activities, meeting minutes, forms, etc.
• Call club or email members to remind them of upcoming meeting, events, tournaments, etc.
• Maintain member records including the roster, waiver, and emergency contact forms.
• Circulate publicity and seek approval for flyers/publicity materials

Fundraising Chair
• Coordinate fundraisers for the organization
• Build partnerships with organizations on and off campus to partner with for fundraising efforts
• (Optional)Coordinate community service for the organization, such as Relay for Life

Advisor - Each club sport is required to have a faculty or staff advisor. The advisor must be a full-time faculty/staff member at the University of Cincinnati. The advisor should be accepted and respected by all club officers and members. A good advisor can be a valuable asset to the club as a means for providing mature judgment, educated advice, and insight into University operations.

The primary role of the advisor is to offer guidance and support of the club. The foremost goal of the advisor should be to allow the club to be self-organized, self-governed, and self-operated, but the advisor should serve as a guide. All advisors must have an Advisor Agreement on file with the SALD Office.

Here is an outline of Advisor responsibilities:
• Attend the annual Fall Advisor Workshop.
• Assist in the development and implementation of club sport goals and objectives, an evaluation process and documentation of pertinent information.
• Be available to club sport leaders during the development of projects and programs; to provide expertise and direction to help insure that activities are well planned and reflect favorably on the University.
• Attend semester membership meetings and executive committee meetings when available.
• Advisors are encouraged to participate in club's activities, as they see fit.
• The advisor must approve all expenditures of SALD or club sports account funds.
• Assist with the development of annual reports and budgets.

Coach/Instructor Expectations/Information

Coach/Instructor - Club Sports may seek the assistance of a coach/instructor. This individual should be an experienced and knowledgeable person in the club's sport or activity. It is the officers' responsibility to secure his/her services. Officers must understand the following criteria as they relate to a coach/instructor.

• The selection of a coach/instructor must be made known to the SALD staff by having the Program Coordinator, Club Sports and SALD Director meet with the selected candidate prior to hiring. Once selected, the officers should complete
  o a Coaching/Instructor Agreement Form with the selected candidate
  o a Personnel Services Contract and Questionnaire regardless if the coach is receiving payment
• Note the starting if Fall of 2013 background checks are completed on coaches (paid and voluntary). These cost $45-$60 per coach and are paid out of the individual club sports organizational funds or by the coach themselves. Initial costs for current coaches in 2013-14 if agreed to by club sports leaders will come out of the Club Sports overall budget.
• A coach must be a non-UC undergraduate student and over 21 years of age. Graduate students may serve as instructors or coaches.
• The coach/instructor should be aware of and follow all University and SALD procedures relative to the club sports program.
  o The coach/instructor should restrict his/her contribution to coaching/instructing and should refrain from activities involved in the club's management. A Club Sport is first and foremost a student organization, and, as such, the student officers must serve as the liaison between the Club Sport and the staff.
  o Coaches/Instructors must be recommended by the Club Sport officers and submit a new Coaching Agreement each academic year. Continuation of coaching/instructing is not assumed.
  o The Coach/Instructor will plan and oversee safe instruction and training for various skill levels during practices and, when appropriate, will monitor performance for the purpose of evaluating skill levels for recognition, promotion or assignment of competitive teams. This includes ensuring members are educated on the following topics:
    ▪ Overview of the sport
    ▪ General rules of the game
    ▪ Inherent risk of participating
    ▪ Practicing correctly and incorrectly
    ▪ Difference in practice and a game
    ▪ Roles of the safety team (Coach/Instructor, Club Executive Members, Program Coordinator)
    ▪ How to bring facility/equipment issues to the attention of the club leadership
    ▪ Emergency procedures
• Alcohol, non-prescribed controlled substances, and hazing are not permitted
*Coaches* do not receive special parking privileges on campus. Clubs should consider how to work with their coaches and parking, if practices are on campus. Parking passes for dates can be purchased in advance at [www.uc.edu/parking](http://www.uc.edu/parking) or at 513-556-2283. FREE First Aid and CPR classes offered by SALD/Club Sports and are open to coaches/instructors.

Expectations of a Club Sports Organization

Updated 11/5/2013
In addition to the criteria listed for each tier (see below), a Club’s eligibility for membership in the Club Sports System or a particular level depends on the purpose, goals and longevity of the Club. The Club Sports Board will review each Club’s status at the end of the spring semester.

To retain Club Sports membership at the recreational, competitive, nationally competitive or semi-varsity 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 Club Sports Board meetings.
3. Semi-Varsity / 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. Infractions include missing mandatory club sports meetings, submitting paperwork late, overspending the allotted club sports budget, and not attending end of the quarter meetings with club sports adviser.
4. The Club’s purpose and activity continued to be consistent with the Club Sports Board purpose and philosophy.
5. University and Club Sports Handbook guidelines as outlined in this handbook and in other university rules
6. An accurate inventory of equipment was maintained and kept on file with the Club Sports Board.
7. All Club equipment is maintained, issued, accounted for, and stored adequately.
8. The Club Sports Board continues to have the necessary resources to supervise the Club and its activities.
9. All appropriate forms were filed as directed at the specified time during the year.

**Reactivating Club Sport Status**

If a club has not been active in the past year or two years, the following requirements for clubs to become activated. A club can only receive the benefits of practice space, hosting events, traveling to events, and all financial resources (allocation of CSB funds) if the club is activated.

The following forms must be on file in the SALD Office, SSLC 455.

1. **Advisor Agreement**
2. **Coach/Instructor Agreement (if applicable)**
3. **Officer Acceptance of Responsibility (Available & completed at Officer Workshops)**
4. **League Affiliation (if applicable)**
5. All High Risk Level Clubs must have a coach/instructor. See Risk Levels list below for list.
6. An active roster form with at least 10 members. The Club must have the following forms signed by each member: Emergency Contact Form, Participant Waiver & Release Form, & Concussion Acknowledgement Form.
7. All Clubs must have at least two Safety Officers. The Safety Officers must successfully complete the CPR/AED, Standard First Aid (SFA) and meet with Program Coordinator of Club Sports to discuss safety precautions related to the club.
8. The Club must re-register on Campus LINK and have a functional constitution and bylaws that provides direction to the club and meets the university policy for student organizations. The Campus LINK must be up to date with members showing on your roster link.

*Starting Fall of 2013, club members certified in First Aid/CPR will be considered Safety Officers and will need to attend a workshop in the fall semester.*

**Campus LINK**

Each student organization has a Campus LINK page that students can view and fund on campuslink.uc.edu. All UC students can use their 6+2 to log in. The Campus LINK site allows the following:

Updated 11/5/2013
- Posting messages to roster
- Messaging only specific users on your roster with different roles
- Creating forms to compile information
- Storing Documents
- Linking to Facebook and Twitter so interested students can see your activity
- Show pictures
- Create flyers for events
- Conduct online elections

Each student organization will conduct their reregistration process through updating their Campus LINK page. Rosters must still be turned in with emergency contact information and player information. However, organizational members should belong to your Campus LINK group/page.

If you have any questions contact the Program Coordinator or attend a Campus LINK training session. Training session dates and times are here. If are a new officer and do not have access to your organization site on Campus LINK, please complete the following form under the Student Activities Board (SAB) Campus LINK page. Here is a direct link to the form.

**Recruitment**

The following events and information regarding sign up is included below for recruitment activities available to club sports organizations.

**Summer Recruitment Events**

- Orientation Spotlight – During 20 plus orientation dates, all student services and co-curricular experience opportunities are able to advertise to incoming freshman at the Orientation Spotlight event that takes place midday for a little over an hour during these days. Space is limited, so tables are not available for each club sport organization. Club sport members are welcome to volunteer at the Club Sport Board table and help advertise all of club sports including your organization. If you are interested in trying to get a table for your club specifically, email orientation@uc.edu in the middle of March beginning of April to ask for a table for your club. (You will need to bring a physical table which can be checked out from SALD)
  - Helping Hands – Resident Education and Development is always looking for volunteers to help move-in. Here is the link to register. Contact Linda Schoenhoft at 556-1272 with any questions.

**Fall Semester Recruitment Events** – sign-up via an RSVP link sent out in May and due August 1st

- Activities Fair – usually the Sunday of Welcome Weekend
- *Club Sports on the Greens event – usually the Saturday of Welcome Weekend (the only Mandatory event)
- Additional events during Welcome Weekend may be open to clubs

**Spring Recruitment Events** – CSB has had a recruitment event in the past. CSB will continue to gauge interest in End of Semester and Year surveys. Clubs are always welcome to request a table through Conference and Event Services.

**Summer Activity**

In past summers, clubs have organized pick-up games or other activity with potential members. Remember, waivers must be completed for each participant. Please write the correct dates of the
duration of the practice time if every Wednesday for 3 months – write that on the form, if they are just showing up for a one time form include that in the waiver. Also, please refer to safety guidelines regarding heat index in the safety/risk management handbook section. Clubs who are active in the summer must provide an updated roster and any new player forms which include emergency contact form with insurance information, concussion acknowledgement form, and waiver & release forms. Each member must carry personal insurance. Students not enrolled in classes for summer do not have access to Campus Recreation unless they purchase a day/week or summer pass.
Club Sports Tier System

Below are criteria and a description of each tier. The table within this section outlines specific criteria for each tier. Clubs wanting to move tiers should request so through the budget allocation process during the spring semester. Clubs are only able to move up one tier per each academic year.

Conditional: Tier 1
The first tier is designated for Clubs in their first year as Club Sport 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, and an active adviser. Financial assistance from the Club Sports Board is not available for conditional Clubs. Upon successful completion of conditional status, a Club will automatically be elevated to tier two (2), Recreational.

Recreational: Tier 2
Clubs that are primarily instructional or recreational will make up tier two (2), Recreational. Each club will be allocated the support (financial, promotional, administrative, and clerical) and resources deemed appropriate for the individual Club's needs.

Competitive: Tier 3
Clubs that primarily compete against teams and/or individuals from other universities and colleges will make up tier three (3), Competitive. Note: Members in this tier and above are only permitted to have 2 members on the same intramural team. And members should play in the competitive intramural league.

Nationally Competitive: Tier 4
Clubs that compete successfully on the national level will make up tier four (4), Nationally Competitive.

Semi-Varsity: Tier 5
Nationally Competitive clubs that compete and operate on a level similar to varsity will make up tier five (5), Semi-Varsity. The term “semi-varsity” will only be used in clubs sports terms. It cannot be used in logos, on sportswear or on website's; the term “semi-varsity” is not recognized by the University.

All club sports organizations requirements for budgeting process and to remain in good standing throughout the academic year
- Demonstrated effective club leadership
- Ability to maintain an active and involved advisor
- Demonstrated commitment to the Club Sports Board, SALD, and UC
- Current updated website linked to the CSB website
- Funding reserved for facility rental, publicity, equipment costs, and limited travel expenses
- Attend all CSB meetings as required
- Submit all CSB documents as required and in a timely manner

Updated 11/5/2013
<table>
<thead>
<tr>
<th>Tier</th>
<th>National Organization</th>
<th>Membership Level</th>
<th>Level of Competition</th>
<th>Fundraising Requirements</th>
<th>CSB Funds</th>
<th>Other Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conditional</td>
<td>Dependent on Student Organization Recognition process – may be required due to insurance needs and associated risk level of activity</td>
<td>10 (minimum)</td>
<td>Varies</td>
<td>Fundraise 100% of 1st year budget</td>
<td>$0</td>
<td>1st year club or club going through reactivation</td>
</tr>
<tr>
<td>Recreational</td>
<td>Dependent on Risk Level</td>
<td>Primarily instructional or recreational activities with limited travel to competitions or testing sites.</td>
<td>Must fundraise at least 25% of allocated funds</td>
<td>Maximum funding of $2,500</td>
<td>Budget allocations earmarked for facility rental, publicity, equipment costs, and travel expenses</td>
<td></td>
</tr>
<tr>
<td>Competitive</td>
<td>Dependent on Risk Level</td>
<td>Primarily competitive activity demonstrated by 6 or more intercollegiate or open competitions per year</td>
<td>Must fundraise at least 50% of allocated funds</td>
<td>2,500-$4,750</td>
<td>Budget allocations earmarked for facility rental, publicity, officials, conference or league fees, tournament registrations, equipment costs, and travel expenses. Requirement of coaches based on risk level and not funding level.</td>
<td></td>
</tr>
<tr>
<td>Nationally Competitive</td>
<td>Yes and proof of liability insurance with national affiliation or third-party insurer</td>
<td>Players must pay annual dues of at least $150 per year, excluding fundraisers</td>
<td>Must complete within both semesters. Participate in a substantial number of</td>
<td>Club must match 75% of the CSB allocated funds</td>
<td>$4,000-10,000</td>
<td>Active involved coach, as well as advisor. Continued effective club leadership and continuity at the competitive levels</td>
</tr>
</tbody>
</table>

Updated 11/5/2013
| Semi-Varsity | Yes and proof of liability insurance with national affiliation or third-party insurer. Existence of Collegiate Club national championship in the sport. | Players must pay annual dues of at least $500 per year, excluding fundraisers. The team must spend a minimum of 10 hours per week in season in practices and games. Practice a minimum of 8 hours per week. | Must compete and practice a majority of the fall and spring academic year. Participate in a substantial number of competitions (determined by sport). Must compete on a national scale or compete with nationally ranked opponents. | Established endowment and/or development funds and/or alumni network connection | 10,000-30,000 | Team must uniquely represent UC. No current varsity representation. Have coaches/instructors that fulfill the following: qualified to coach at the collegiate level, certified and/or have documented training; attend ongoing training; are not competing members of the team. Club must have mission and well-formed goals and shows work towards achieving goals. Continued effective club leadership and continuity at the competitive levels over a 3 year period. |
### 2013-14 Clubs by Tier

<table>
<thead>
<tr>
<th>Conditional: (3)</th>
<th>Recreational: (12)</th>
<th>Competitive: (15)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fencing</td>
<td>Billiards</td>
<td>Bowling</td>
</tr>
<tr>
<td>Pershing Rifles</td>
<td>Badminton</td>
<td>Cricket</td>
</tr>
<tr>
<td>Triathlon</td>
<td>Boxing</td>
<td>International Dance Team</td>
</tr>
<tr>
<td></td>
<td>Golf</td>
<td>Lacrosse (W)</td>
</tr>
<tr>
<td></td>
<td>Gymnastics</td>
<td>Martial Arts</td>
</tr>
<tr>
<td></td>
<td>Handball</td>
<td>Racquetball</td>
</tr>
<tr>
<td></td>
<td>Kendo</td>
<td>Rugby (M)</td>
</tr>
<tr>
<td></td>
<td>Rugby (Women’s)</td>
<td>Running</td>
</tr>
<tr>
<td></td>
<td>Shotokan Karate</td>
<td>Soccer (W)</td>
</tr>
<tr>
<td></td>
<td>Softball</td>
<td>Tennis</td>
</tr>
<tr>
<td></td>
<td>Swim</td>
<td>Ultimate Frisbee (M)</td>
</tr>
<tr>
<td></td>
<td>Table Tennis</td>
<td>Ultimate Frisbee (W)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>National Competitive: (7)</th>
<th>Semi-Varsity: (3)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Baseball</td>
<td>Equestrian</td>
<td></td>
</tr>
<tr>
<td>Cycling</td>
<td>Ice Hockey</td>
<td></td>
</tr>
<tr>
<td>Inline Hockey</td>
<td>Rowing</td>
<td></td>
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<tr>
<td>Lacrosse (M)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Soccer (M)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Volleyball (M)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Waterski</td>
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</tbody>
</table>

Updated 11/5/2013
Risk Management

Health and Safety Guidelines/Requirements/ Insurance & Risk Awareness

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 Club Sport develop, implement and practice the following safety policies:

- **Club Sport officers, Club members, volunteer coaches, and instructors** should emphasize safety during all Club-related activities including but not limited to lighting conditions, weather conditions, equipment conditions, playing space or field conditions.

- **Each club member must complete a Release and Awareness of Risk Form and Emergency Contact Form prior to any participation in a club sport.** Note that students under 18 require consent from a parent indicated by a parent’s signature on the waiver.
  - These forms must be kept on file in the Student Activities & Leadership Development office, as well as carried with the team to all practices, games and events.

- **Replacement materials for first aid kits are stored in SSLC 455.** Contact the Program Coordinator of Club Sports for materials.

- **CPR/First Aid:** It is required as of 2012-2013 that at least two club members (or coach or instructor/advisor) present at competitions and practices be trained in first aid/CPR. Classes will be offered each year. These members are also safety officers.

- **Encourage all members of your organization to have a physical examination and to purchase personal medical insurance prior to participation.** The University of Cincinnati strongly recommends that all club sport members have a medical insurance plan in effect during any club related activity. Remember SALD does not provide insurance for events or personal coverage. 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 insurance coverage.

- **Accident Reports:** Club Sport 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 Program Coordinator of Club Sports within 48 hours after the occurrence.

- **Inspect fields and facilities prior to every practice session, game or special event.** Report unsafe conditions to the Athletic Department 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. **Do not use facilities or equipment if they appear unsafe.**

- **Assure** that lighting conditions are at an appropriate level for practice and play.

- **Adhere** to the heat and weather guidelines below.

- **Students MUST travel with copies of the Emergency Contact forms completed by each student in the club.** These forms must be fully complete and include the student’s insurance information.

Risk Management Plans

Each club should have started to create and document a risk management plan that included the answers to the following questions:

1. Who provides instruction for the club?
   a. Qualifications for a coach / instructor
b. Supervision standard at practices/games
2. What steps will the clubs take to provide a safe practice and competition environment (i.e. pre activity checklists)?
3. How will the club address special risks associated with their sport?
4. What is the club emergency action plan for practice, game, travel, and severe weather emergencies?
5. What will be the club’s travel policy? (See University Guidelines in the outline provide)
6. What type of medical supervision will the club have for practice and games? (i.e. refer to any national or regionally affiliated organization’s guidelines with the sport) or activity
7. What is the club’s response to incidents?
8. What are personal safety measures that the club’s membership will take?
9. What will constitute an appropriate first aid kit and who will be responsible for its upkeep and availability?
10. What disease prevention measures will be taken by the club? (i.e. cleaning equipment).

Physicals
Student Activities & Leadership Development, in cooperation with University Health Services, is proud to offer club sport physicals at no charge. There are a limited number of spots available, so these are available on a first-come, first-serve basis. The physical includes the exam only at no cost. If additional testing is required, there will be charges.
Before scheduling your appointment, fill out the medical history form. It can be found at http://www.uc.edu/uhs/athletic_medicine.html. Also bring a copy of your most recent Tetanus booster documentation.
Physicals are by appointment only. Call: 513-556-2564.
University Health Services is located on the 3rd floor of the Richard E. Lindner Center (Varsity Village), room 334.

American Red Cross First Aid/CPR/AED Certifications
In efforts to create a safe and risk free environment, SALD began offering First Aid/CPR/AED classes at no charge to club sports members and coaches or instructors. See the annual club sports calendars for fall dates and spring.
Each club shall have 2 members certified in American Red Cross First Aid/CPR/AED. If the class was taken previously, a copy of the up to date certification will be accepted. Only the following certifications will be accepted as equivalents to American Red Cross: Canadian Red Cross, American Heart Association, National Safety Council, American Safety and Health Institute, Emergency Care and Safety Institute, and Medic First Aid.

Athletic Training Coverage
Novacare that also works with UC Athletics and UC Healthy has agreed to provide athletic training coverage at home matches for the following sports Ice Hockey, Rugby (M/W), Lacrosse (M/W), Soccer (M/W), and wrestling. Club officers and/or coaches should communicate with the Program Coordinator prior to each semester regarding game times, locations, and needs using the following form on the Officer Resource page. Any edits to the initial scheduling of games should be communicated to the Program Coordinator at least 10 days prior to the game. Keep this in mind when scheduling off season games.

Clubs with athletic training coverage are responsible to notify of a CANCELLED event within 48 hours of play. Failure to cancel coverage will result as an allocated funding reduction offense. Any other club sport organizations in need of services, should let the Program Coordinator of Club Sports know ASAP.

Club Risk Level by Tiers
Risk Level tiers were created in 2012 to assist clubs in managing the risk associated with travel and the sport. Some clubs can change tiers based on the level of documentation and efforts put towards minimizing risks.

Updated 11/5/2013
The following is considered when determining the risk level of the sport:

- Location of activity and amount of travel
- Severity & Frequency of Contact between participants
- Access to emergency facilities
- Level of instruction necessary to learn/participate in the activity
- Severity and Frequency of participants physically impacting equipment, stationary objects, or projectiles
- Maximum severity of injury in activity. Source: Catastrophic Sports Injury Research where injuries from the sport were considered cited as catastrophic and/or serious (Mueller, F. & Cantu, R., 2010).

All three tiers must have the following:

- Two members certified in American Red Cross CPR/AED and First Aid or an equivalent certification
- Emergency Contact Forms and Participation Waivers on hand for each member
- An up to date roster in the SALD Office
- A league affiliation form completed (if applicable)
- An Advisor Agreement on file in the SALD office

Additional standards are present for Medium and High Risk clubs, see details below.

**Medium Risk**

- It is recommended that these clubs also have safety procedures and/or an injury response plan in place for off campus activities (i.e. knowing where the closest hospital is if practice is located off campus).
- It is recommended that the following clubs work towards having a coach or instructor with a current coaching agreement signed in the office

**High Risk Clubs**

- It is recommended that Risk Level I clubs also have safety procedures and/or an injury response plan in place for off campus activities (i.e. knowing where the closest hospital is if practice is located off campus). This is required for open water sports.
- A coach/instructor with a signed coaching agreement or use of a facility that supplies coaches and instructors

<table>
<thead>
<tr>
<th>High Risk Clubs (Level I)</th>
<th>Medium Risk Clubs (Level II)</th>
<th>Lower Risk Clubs (Level III)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gymnastics</td>
<td>Baseball</td>
<td>Badminton</td>
</tr>
<tr>
<td>Kendo</td>
<td>International Dance Team</td>
<td>Golf</td>
</tr>
<tr>
<td>Martial Arts</td>
<td>Fencing</td>
<td>Bowling</td>
</tr>
<tr>
<td>Rugby (M/W) - AT</td>
<td>Ultimate Frisbee (M/W)</td>
<td>Cricket</td>
</tr>
<tr>
<td>Wrestling - AT</td>
<td>Soccer (M/W) - AT</td>
<td>Racquetball</td>
</tr>
<tr>
<td>Ice Hockey - AT</td>
<td>Lacrosse (M/W) - AT</td>
<td>Billiards</td>
</tr>
<tr>
<td>Inline Hockey</td>
<td>Volleyball (M/W)</td>
<td>Shotokan Karate (<em>no contact, but must have instructor</em>)</td>
</tr>
<tr>
<td>Equestrian</td>
<td>+Swim</td>
<td></td>
</tr>
<tr>
<td>Waterski</td>
<td>+Water Polo</td>
<td></td>
</tr>
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<td>Rowing</td>
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<td>Boxing</td>
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<td>Cycling</td>
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<td></td>
<td>+Triathlon</td>
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*Potential Clubs
+ Lifeguard must be present at practices in water
First Aid Kits

First Aid Kits were provided in Fall 2012. These kits should be stocked with the following items, but are not limited to ice packs, Band-Aids, gauze, alcohol swipes, gloves, travel CPR mask, trash bag, first aid tape, antibiotic ointment, scissors, and an accident report form. If items are in need of restocking, please let the Program Coordinator of Club Sports know. These items are kept in SSLC 455. It is the club’s responsibility to keep the kits fully stocked.

Safety Officers

Each club is responsible for having 2 safety officers that attend a Safety Workshop in the fall and are certified in CPR and AED. See additional responsibilities below (taken from Safety Officer Acknowledgement Form)

Safety Officers agree to the following:

- I must maintain current certification in Adult CPR, Adult AED, and Standard First Aid from a Club Sports Program approved provider.
- It is my responsibility to monitor the safety environment in which my club sport organization participates, and to report any unsafe conditions, accidents, and/or incidents to the Club Sports Program Coordinator. This includes the completion of an accident report for any injuries sustained to/involving members of my organization or guests at our practice/event to the best of my knowledge.
- My organization will not be allowed to participate in any activity without a safety officer present. I agree to show valid personal identification when asked by any SALD or Club Sport program or facility member.
- It is my responsibility to assure that members of my organization complete waivers, a concussion acknowledgement form, and emergency contact forms prior to participation.
- I must make sure that all travel forms are complete prior to departure and that we have provided a roster to SALD and possess a roster with player emergency contact information of all members who are traveling.
- Each year, I must review our club sports Risk Management plan and update.
- If my club is part of the UC Club Sports Concussion Management Program, I am responsible for notifying my organization members of testing dates. I also am responsible for following the concussion management protocol in the case of the presence of symptoms of a concussion during play from a member or participant.

Facility Inspection’s Checklist

Outdoor facilities should be inspected for hidden hazards, debris (glass, rocks, cans, or pieces of metal), and cleanliness. There should be a systematic process for facility inspection. Checking of the facilities should be documented with times, dates, and the name of the inspector.

If making a request for repair of an on campus facility, please contact the Program Coordinator of Club Sports. If putting warning signs or barriers around an area won’t guarantee safety, closing the facility should be considered.

- Grass fields should be regularly groomed to ensure that all hidden materials are exposed and removed.
- Debris or unused equipment shouldn’t be left in the gymnasium or on the field. It should be eliminated or stored.
- Car and foot traffic patterns should be well lighted and free from hazards.
- Dangerous conditions must be remedied. A few examples include:
  - Freestanding water or high floor areas
  - Utility or manhole covers or obstructions on playing field/surface
  - Unstable bleachers,
  - Sharp door edges,
  - Areas that create unsafe traffic conditions
  - High flood areas, and
  - Sports fields too close to elementary play areas
• Swimming pools should meet local health standards and be rigorously inspected. Pool bottoms should always be clearly visible.

Injuries/Accident

Role with Injuries/Accidents:
• Minimize the occurrence of accidents and injuries through sound risk management practices
• Document the accident/injury immediately and provide accident report to SALD Office within 48 hours. If it is an emergency (911 call), contact the Program Coordinator of Club Sports immediately whether on or off campus.
• If on campus, be sure to follow the protocol for the activity space and notify the supervisor immediately. Also, complete the Club Sports Accident Report.

Here are more detailed procedures:
For Minor Injuries:
• A certified first responder may render first aid as required on the spot
• DO NOT diagnose the injury to the victim, a bystander or record on the accident report form
• Complete an accident report form and submit it to the Club Sports Office within 48 hours

For injuries requiring additional medical attention:
• Do not allow the injured party to go to a medical facility unescorted
• DO NOT diagnose the injury to the victim, a bystander or record on the accident report form
• Complete an accident report form and submit it to the Club Sports Office within 48 hours

For emergencies requiring EMS response or Ambulance Transport (911 call)
• Call Campus Safety at 556-6111 or 911 (911 is redirected to Cincinnati Police or UCPD depending on location – if on cell phone) --- if in a building have the Building Manager contact 911.
• Explain the nature of the emergency and inform them that no EMT is on the scene
• Give them clear and specific directions to the site
• Provide the name, age, condition, and brief description of the injury
• First responders should provide response as needed
• Designate someone to meet emergency personnel at the entrance to the building or scene of the accident and guide them to the injured party and Designate someone to stay with the victim
• Emergency personnel will be responsible for determining if and how the injured party shall be transported
• Contact Program Coordinator of Club Sports (812.219.1302), once 911 has been called.
• DO NOT diagnose the injury to the victim, a bystander or record on the accident report form
• Complete an accident report form and submit it to the Club Sports Office within 48 hours

Hospital Location: University Hospital is the closest hospital to campus and is located at 234 GOODMAN STREET CINCINNATI, OH 45219.

Severe Weather

Heat

The **heat index (HI)** combines **air temperature** and **relative humidity** in an attempt to determine the human-perceived equivalent temperature — how hot it feels. When the heat index is 90, heat exhaustion is possible with prolonged exposure and/or physical activity. Please take caution and hydrate. When it is above 90-105, the possibility of sunstroke, heat cramps or heat exhaustion with prolonged exposure and/or physical activity exists. The following are guidelines regarding the heat index that should be monitored by the club in outdoor spaces.

Heat index reaches or exceeds 95
• Considerations - possibly cancel or postpone for participants under the age of 18

Heat index reaches or exceeds 100
• Considerations - possibly cancel or postpone for ALL participants

Updated 11/5/2013
Apps are available from OSHA to help calculate the heat index. Here is a link: 

**Lightning**

In the event lightning is spotted:

1. Seek shelter immediately in buildings or vehicles. All outdoor activity should be postponed.
2. Avoid open areas, elevated ground, water, flagpoles, tall trees, metal fences, golf carts or mowers, cellular phones, and radios.
3. Wait at least 30 minutes after the lightning has ended to resume activities.

**Tornado Warning**

1. When alarm sounds, evacuate club to a safe location. See locations on next page for UC spaces. When off campus
2. remain in a safe location until the warning has expired
3. Here is a list of places to seek shelter from ready.gov (FEMA).

<table>
<thead>
<tr>
<th>IF YOU ARE IN:</th>
<th>THEN:</th>
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<tbody>
<tr>
<td>A structure (e.g. residence, small building, school, nursing home, hospital, factory, shopping center, high-rise building)</td>
<td>Go to a pre-designated shelter area such as a safe room, basement, storm cellar, or the lowest building level. If there is no basement, go to the center of an interior room on the lowest level (closet, interior hallway) away from corners, windows, doors, and outside walls. Put as many walls as possible between you and the outside. Get under a sturdy table and use your arms to protect your head and neck. In a high-rise building, go to a small interior room or hallway on the lowest floor possible. Put on sturdy shoes. Do not open windows.</td>
</tr>
<tr>
<td>A trailer or mobile home</td>
<td>Get out immediately and go to the lowest floor of a sturdy, nearby building or a storm shelter. Mobile homes, even if tied down, offer little protection from tornadoes.</td>
</tr>
<tr>
<td>The outside with no shelter</td>
<td>Immediately get into a vehicle, buckle your seat belt and try to drive to the closest sturdy shelter. If your vehicle is hit by flying debris while you are driving, pull over and park. Stay in the car with the seat belt on. Put your head down below the windows; cover your head with your hands and a blanket, coat or other cushion if possible. If you can safely get noticeably lower than the level of the roadway, leave your car and lie in that area, covering your head with your hands. Do not get under an overpass or bridge. You are safer in a low, flat location. Never try to outrun a tornado in urban or congested areas in a car or truck. Instead, leave the vehicle immediately for safe shelter. Watch out for flying debris. Flying debris from tornadoes causes most fatalities and injuries.</td>
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**Shelters on Campus Practice & Club Event Spaces**

Updated 11/5/2013
If participants and spectators must take shelter due to thunder/lightning or a Tornado Warning the following are safe spaces in the following spaces on campus:

- **Nippert Stadium.** Spectators should be directed to go under the press box and pavilion or into TUC. Teams are directed into the locker room.
- **Gettler Stadium.** Spectators and Participants should be directed to go into the Calhoun Garage structure.
- **Marge Schott Stadium.** Spectators and Participants should be directed under the press box, into the restrooms, or to Corry Garage.
- **Campus Recreation Center (CRC).** The lower level locker rooms are the main tornado shelter in the CRC.

**CONCUSSION PROTOCOL**

- **All UC Sport Club student-athletes and coaches are provided the NCAA Concussion Fact Sheet provided by the Student Activities & Leadership Development Office.** All UC Sport Club members must sign a concussion acknowledgement form that also notifies student-athletes of concussion baseline testing availability. Please review the Fact Sheet that outlines symptoms of a concussion.

- **A concussion education session will be part of Safety Officer Training presented by the Office of Student Activities & Leadership Development office & NovaCare/UC Ortho and will take place each fall semester where two club members (i.e. safety officers) from each individual sport club must be in attendance. Coaches from these clubs are also strongly encouraged to attend. There will be two meeting options. Coaches will receive a free parking pass for the session. The session will be available online for anyone who missed the training. Safety Officers are required to take a quiz following session and have a grade of 80% or higher.**

- **Every new club sports member in the high impact sports listed below will be strongly encouraged to take a supervised pre-season baseline assessment for concussion using the ImPACT (Immediate Post-Concussion Assessment and Cognitive Testing) system.** Student-athletes who have already had ImPACT testing must take a test with UC as baseline information in high school is only good for every 2 years according to ImPACT. If any other UC Club sports member wants a concussion test, they can request to take a baseline test by contacting the Program Coordinator of Club Sports.

<table>
<thead>
<tr>
<th>Sport</th>
<th>Year</th>
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<tbody>
<tr>
<td>Equestrian</td>
<td>FL 2013</td>
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<tr>
<td>Men’s and Women’s Rugby</td>
<td>FL 2013</td>
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<tr>
<td>Men’s and Women’s Lacrosse</td>
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<td>Boxing</td>
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<td>Men’s and Women’s Soccer</td>
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<td>Water Polo</td>
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<td>Water Ski</td>
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<td>Gymnastics</td>
<td>FL 2013</td>
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<tr>
<td>Ice Hockey</td>
<td>FL 2013</td>
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<tr>
<td>Inline Hockey</td>
<td>FL 2013</td>
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- **ImPACT is a software tool utilized to evaluate recovery after concussion. ImPACT evaluates multiple aspects of neurocognitive function, including memory, attention, and brain processing speed, reaction time, and post-concussion symptoms. This data will help physicians evaluate recovery following**

*Updated 11/5/2013*
concussions and assist in making recommendations for return to play.

- ImPACT testing will be conducting by the sports medicine staff with NovaCare and the Program Coordinator of Club Sports. Each UC Sport Club president will be contacted with the date and time(s) of their club’s testing sessions. The test administrator will confirm that all tests are certified as valid. New members joining throughout the semester should attend the monthly concussion testing date. Active members on co-op should arrange for an online test with the Program Coordinator.

- The student-athlete will maintain a copy of the baseline test and the data will be stored in the ImPACT database. This information will be available to NovaCare staff and UC sports medicine in the event the student-athlete presents to the hospital with a concussion or other head trauma.

CONCUSSION MANAGEMENT AND ASSESSMENT
The summary items for this component are:

1. Member should familiarize themselves with the NCAA Concussion fact sheet below. If concussion-like symptoms are present, the club sport member is immediately removed from play.
2. The Club Sport first responder or coach will provide sideline assessment following Pocket SCAT2 guidelines (http://www.irbplayerwelfare.com/pdfs/Pocket_SCAT2_EN.pdf). This pocket assessment tool provides a step-by-step process for identifying a concussion. It is endorsed by FIFA, IIHF, IOC, and the IRB. At this time an accident report must be completed. *Turn into the office within 2 business days.
3. A club sport member that loses consciousness or whose condition worsens will immediately be transported to the closest hospital (must be escorted with team member)
4. A club sport member who is conscious but has exhibited 2 or more signs and/or symptoms of a concussion is to be referred to NovaCare and/or their personal physician.
5. Student-athlete will notify physician upon arrival of ImPACT® data availability.

POST CONCUSSION TREATMENT PLAN
The summary items for this component are:

1. Return to play is a medical decision that must be made by a physician or the Coordinator of Testing Services with NovaCare.
2. The club sport athlete MAY NOT return to practice or competition without the written consent of the Coordinator of Testing Services with NovaCare or physician.
3. The Sport Club President must ensure that the student-athlete does not return to play until the date specified by physician.
4. A follow-up ImPACT test(s) will be given post-concussion as directed by the Coordinator of Concussion Services with NovaCare or physician.

RETURN-TO-PLAY OPTIONS FOR THE PHYSICIAN

1. Cleared to return to play without restriction
2. Follow-up ImPACT test required
3. Cleared to return to play with restrictions
4. Cleared to return to play without restriction on a specific date
5. Return appointment with physician required

Due to FERPA (http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html) and HIPAA (http://www.hhs.gov/ocr/privacy/) guidelines, the Student Activities & Leadership Development professional staff does not have the consent to view a medical diagnosis without the expressed written consent of the
student-athlete. The physician and testing services specialist consulting with the SALD is required to limit any return-to-play notes with this understanding.

Contact:

**NovaCare Rehabilitation**
Jerry Holloway, ATC
Richard E. Lindner Center
2751 O'Varsity Way, Room 265
hollowgd@ucmail.uc.edu
O: 513.556.3178 Cell: 859.653.9404 F: 513.556.6506
novacare.com

Matthew Donlin, PT, SCS
Center Manager
NovaCare Rehabilitation
University of Cincinnati
2751 O'Varsity Way, Room 265
Cincinnati, OH 45221
MDonlin@selectmedical.com
P: 513.556.3178 F: 513.556.6506
Conduct Section
Includes Information regarding Alcoholic Beverages/Illegal Substances, Hazing, Facebook/Twitter, and Discipline Process

Student 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 and are subject to University rules and policies; that said, all students are required to adhere to the University Student Code of Conduct whether on campus or off.

Policy on Alcohol and Other Drugs at UC sanctioned On-Campus and Off-Campus Events
Policy on alcohol and other drugs at University of Cincinnati sanctioned student events
Regardless of age, no participant of any University of Cincinnati sanctioned student event may transport, purchase, or consume any alcohol or other drugs. If you are found to have consumed alcohol or other drugs during a University of Cincinnati sanctioned student event, the situation will be documented in writing by the University of Cincinnati staff member present and referred to University Judicial Affairs and you will be asked to leave immediately. Consequences will be in accordance with the University of Cincinnati Student Code of Conduct.
*Please note that a sanctioned student event is one in which is held both on and off-campus, where UC partially or fully funds the event, and/or when official university marks are being used to promote the event.

Hazing
As defined by the University of Cincinnati Student Code of Conduct is the "Failure to comply with rule 3361:40-3-12 of the Administrative Code, or state law regarding hazing where hazing generally means any act which endangers the mental or physical health or safety of a student, for the purpose of initiation, admission into, affiliation with, or as a condition of continued membership in a group or organization. Club Sports does not tolerate hazing and if club sports organizations are found in violation of the UC Hazing Policy, the discipline process outlined below will be enacted.

Facebook/Twitter
As with any technology, Twitter, Facebook, and other social networking sites have both positive and negative aspects. It is important that club officers and members understand how these publications can have possible ramifications that can impact a club and/or the University of Cincinnati (UC). Any club that has a "club page" or "club account" or club sports members that associate themselves on their personal pages or account with a particular club, must do so in accordance with the UC Student Code of Conduct. Additionally, club members should take care not to post anything that will negatively impact the image of the club or of the university as a whole.

The Discipline Process
Violation of, or non-compliance with, University policies, campus regulations, Club Sports Board procedures or Club Sports Board standards of conduct may result in loss of Club Sports Board membership or other disciplinary action taken against the Club Sport involved, and other disciplinary action under University rules and policies. The following discipline process has been developed to assist Club leaders in correcting mistakes that have caused
problems for the Club and the University. 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. Also the Club’s funds are frozen and/or a part of the Club’s allocation may be forfeited. Missed meetings and failure to turn in required documents on time result in a 5% deduction of overall funds.
   b. The Club Sports Advisor will notify the Club representatives in letter form stating:
      i. The reason for the probation
      ii. The length of the probation period
      iii. The possible consequences the Club will face if additional infractions occur
      iv. The Club's right to appeal
      v. The disciplinary action being taken

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 Club Sports Board Advisor and CSB Executive Board 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

Major Infractions (these include Club actions that are outside acceptable standards of conduct or are in violation of the Club Sports Board’s or University’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 Club Sport 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
   f. Hazing, which is defined as: any activity expected of someone joining a group that humiliates, degrades, abuses or endangers, regardless of the person's willingness to participate. This does not include activities such as rookies carrying the balls, team parties with community games, or going out with your teammates, unless an atmosphere of humiliation, degradation, abuse or danger arises
   g. Stealing, vandalism, etc

2. For all major infractions:
   a. A meeting with the Club representatives, the Club Sports Advisor and Program Coordinator of Club Sports is scheduled
   b. Input from appropriate administrators and staff members is solicited when appropriate
   c. The Program Coordinator of Club Sports or his/her designee may determine 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

**Disciplinary Actions**

Remember that the monetary allocation granted to your club is just that, an allocation provided by the University for the purpose of running the organization and may be confiscated at any time for any reason.

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

1. Probation (maximum of three quarters)
2. Frozen funds
3. Loss of funding
4. Loss of facility reservations
5. Loss of Club Sports membership
6. Loss of current tier level status

Updated 11/5/2013
7. Loss of privileges for equipment/uniform usage

*Some published penalties:*

Missing Required meeting:

- 1st offense – 5% loss of allocated fund (5% of original amount, not how much is left)
- 2nd offense – 10% penalty (this 10% is on top of the first 5% resulting in a total of 15%)
- 3rd offense – 15% penalty (total of 30%)
- 4th offense – 20% penalty (total of 50%)
- 5th offense – complete loss of remaining funds

Note: if the penalty exceeds the amount remaining in the Clubs Account the remaining will be withheld from the next fiscal year’s allocation. **Once the club receives deductions in funding from missing meetings, they are no longer eligible to request additional funding for the entire year.**

*Notification of disciplinary action is sent via e-mail to the president & adviser/coach or instructor.*

The appeal process exists to insure that all disciplinary actions taken against Club Sports 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. To file an appeal, follow the appropriate steps listed below:

1. Decisions of the CSB Executive Board may be appealed by following these procedures:
   
   a. Written notification from the Club representative to the Club Sports Program Coordinator indicating the Club’s reasons for the appeal and any circumstances related to the situation that caused the infraction must be submitted within one week of the date of the sanction.
   
   b. The Club Sports Board Advisor will rule on the appeal after investigating the situation and may uphold, reject, or modify the sanction.

2. Decisions of the Club Sports Program Coordinator 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 Club Sports Program Coordinator decision. The appeal must be received by the Director of Student Activities and Leadership Development no later than one week after the Club Sports Advisor’s letter indicating his/her 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.

3. Penalties regarding the missing of mandatory meetings are final and cannot be appealed.

4. Club funding is suspended during the appeal process.
Travel Section

All Club travel in excess of two states away funded by University money must be approved by the Program Coordinator, Club Sports to be deemed whether the trip is reasonable and fiscally responsible.

Travel Forms

In order to travel on an approved University club trip, a travel authorization form, with roster, and Transportation Services form, bus request, or copy of flight information must be submitted. The forms are due 10 days prior to the trip. The sooner you submit the request, the better chance you have of receiving the necessary vehicles from Transportation Services. For transportation via air, SALD should receive a copy of the air flight information for the trip even if tickets are not purchased with CSB funds.

ALL TRAVEL RELATED FORMS REQUIRE A TRAVEL AUTHORIZATION FORM AND ROSTER. (EVEN REIMBURSEMENT PAPERWORK).

Travel Monitor

A Travel monitor is responsible for the following:

· gather paperwork (travel roster/travel authorization including emergency contact information) and make sure it is with the team
· hold pre-travel planning meeting and discuss/plan itinerary

A full detailed list of travel monitor responsibilities is on the UC website.

Travel Considerations – Questions to consider during Travel Plan – What is our Plan IF

- A participant becomes ill and has to stay behind?
- A participant becomes separated from the group?
- Someone misses a flight, bus, etc.? OR car breaks down (see below)
- A participant is arrested?
- A natural disaster occurs on-site – participants are not together during disaster – where will meeting point be?
- A participant is robbed and loses identification and all money?

Travel Roster/Travel Authorization

The Travel Roster form must be completed and turned into the officer with the Transportation Authorization form for any travel outside of the Greater Cincinnati Area (aka. requires a transportation vehicle). All games including local games should be listed on the game schedule handed in with semester paperwork. An updated roster can be submitted the week of travel and are due 48 hours prior to leaving for the trip. The trip roster form must include ALL individuals planning to travel with the club and any accommodations. Everyone traveling must have an Emergency Contact Form and Waiver Release Form on file in SALD.

Eligibility or Roster Verification (Registrar)

Often for tournaments and invitational the roster must be verified for the governing body over the event. If you are given a form, please stop by SALD’s officer, Steger 455 to have the Program Coordinator check to make sure we have forms for each player. Once the Program Coordinator reviews, the form will then need to be taken to the Registrar’s Office in University Pavilion 5th floor for verification. If you did not receive a form but need players to updated 11/5/2013
be verified, use the Player Eligibility Verification Form on the club sports officer resources page and process the same.

**Airline Tickets**

Airline tickets will only be approved when it seems fiscally responsible; meaning that if the purchase of airline tickets is similar in price to driving and/or it reduces the amount of time that the members are missing class there is a good chance of approval. Tickets must be purchased at least one month in advance. **Tickets can only be bought if the Club has a sufficient balance in their allocation to cover the entire amount of the purchase.** The student must perform research required in the search of the lowest price tickets. Only tickets used by Club members and coaches or instructors may be

**Airline Travel – Flights must be booked through a major carrier.** Discount websites charge additional fees that the university will not reimburse.

When traveling as a club through air travel, a **Travel Authorization Form and Roster** should still be submitted, even if CSB funds were not used to purchase tickets.

**Rental Vehicles**

For trips outside of the metropolitan area of Cincinnati, it is required that Clubs use University vehicles for official Club Sports travel. **Use of personal vehicle is allowed only if rental vehicles are not available.** The metropolitan area of Cincinnati includes travel to the following local universities: Miami University of OH, Northern Kentucky University, Xavier University, Wright State University, and University of Dayton. The University of Cincinnati utilizes Enterprise Rent-A-Car Service through the Department of Transportation Services (DTS).

Here are additional stipulations with the use of rental vehicles:

a. Club Sports sponsored by the Student Activities and Leadership Development are eligible to use this agreement.

b. **Drivers must be at least 21 years of age.**

c. Clubs may want to first contact Transportation Services (DTS) at 556-4424 to check availability of vehicles for trip.

d. Clubs MUST fill hand in a Travel Authorization Form with Roster and Vehicle Reservation Form and get it approved by the Club Sports Advisor. These forms must also be approved by the individual club’s faculty advisor.

e. This form will be faxed to DTS who will then complete the rental agreement.

f. All rentals include unlimited miles on the contract rate.

g. Vehicles must be picked up by 3:30 M-F (DTS closes at 4:00pm)

h. **Vehicle Receipts must be turned in within 48 hours following the club’s return.** This includes all forms received from Transportation Services. If forms are not returned - you must call Transportation Services 513.556.66to fax a copy to SALD at 513.556.6077.

i. Only authorized drivers who appear on the rental agreement/Vehicle Reservation Form are allowed to drive the rental vehicle.

J. Club officials, coaches, or advisors may not assign carpools.

k. Fees may apply if the rental vehicle is not cleaned out properly.

l. Starting in 2013 - drivers will need to take an online course prior to renting UC Transportation vehicles.

Note that: If it is discovered that clubs are using personal vehicles for trips outside the Cincinnati Metropolitan Area, consequences will be rendered. For the first offense, a 5% reduction of the clubs overall budget will be revoked. For any additional violations of this requirement, the clubs budget will be suspended for the remaining academic year.
Rental Vehicle Driving Quiz

Starting January of 2013 - all UC Transportation Services vehicle drivers must take the following driver’s training online course with quizzes (8 total in the section) EACH YEAR. Here is how to access the test:

Go to [http://ehs.uc.edu/itc/](http://ehs.uc.edu/itc/)
- Under TRAINING WE OFFER, click on “All Courses”, then click on “Defensive Driving Course (on Line)” - use your UC username and log-in and have your driver’s license close by.

Be sure to click directly on Quiz to get to the test. Transportation Services will check to make sure that the listed drivers of the vehicles have taken and passed the online training course. The course with quizzes takes about an hour to complete.

For COACHES without a UC ID (6+2) - please email the Program Coordinator their full name, an email address, and have them complete a [Coaches' ID request form](#). A temporary log on ID will be created for coaches, can take the test. Coaching agreements should be on file for the coaches.

Questions can be directed to the resources listed on the course itself.

PRINT copies of forms and submit to SALD (SSLC 455). Vehicle request forms cannot be submitted without the driver’s listed on the form having already taken the driver’s test. Remember to check the expiration date on your form. This test must be renewed each year.

Directions to Pick up Vehicles

Transportation Services (main location): 3163 Reading St., 45229
513-566-4424, Hours of Operation: Monday - Friday 8am - 3:30pm
- From campus (Woodside, Campus Green Garage) take a right on MLK
- take a left on Reading Rd., go past Union Street
- Transportation Services is across from the Autozone in the lot after the Pepsi sign (see the Transportation Services) sign on the fence

Enterprise Rent-A-Car (after hours pick-up) 2820 Gilbert Avenue.
513-751-7200; Hours of Operation: By request after 3:30pm - 5pm on Friday, Saturday 10a-12p
DIRECTIONS:
Enterprise Rent-A-Car located next to the Thomson-MacConnell Cadillac Dealership
From Campus to Gilbert location
East on ML King Drive -approx. 1.5 miles to Gilbert Avenue
Turn right (south) on Gilbert Avenue (Shell gas station on the right)
Go two blocks turn left on Chapel Street
NOTE: During regular hours the keys must be taken into the office.

After hours, the gates are locked and vehicles can be returned at the Thomas-MacConnell night drop. Instead of turning left at Chapel Street, go to the next drive (right past the large “Cadillac” sign) and turn left into the service entrance. On the service entrance door, there is a night drop slot underneath a “no soliciting” sign.

Updated 11/5/2013
Enterprise Truck Rentals (1229 Budd Street (if immediate rental) or can pick up at Transportation Services if advanced notice):

Go South on Reading Rd
Take 71 South and continue on it as you drive between downtown and the riverfront
Get into the far left lane and take the 50 West exit
Then get into the far right lane and take the 1st exit on your right, the Lynn St./Dalton Ave. Exit
Go straight at the light at the end of the exit ramp onto Dalton Ave.
Take your 1st left on Budd St. (there is a Carstar on the corner)
Enterprise is down the street on the LEFT

Vehicle Charges

Vehicles are charged per 24 hours from the time of departure, so if you leave on 10am on Saturday and return by 10am on Sunday, you will be charged for a 1 day rental.

Early pick up fees are $25 (except for 12/15 passenger vans). If you are leaving Saturday before 10am or Friday after 4pm, you must pick up between 3-3:30pm on Friday.

If you only need the vehicle on Sunday, you must pick up on Friday between 3pm-3:30pm (early pick up time) or Saturday hours from 10am-12pm. You will be charged for 2 days, even though you may only be driving on Sunday.

Saturday hours are at the Enterprise location only.

Pricing for 2013-2014

2013-2014 Prices
Compact:  36.00/daily, 180.00/weekly, 722.00/monthly
Mid-Size:  38.00/daily, 190.00/weekly, 761.00/monthly
Full-Size:  41.00/daily, 208.00/weekly, 833.00/monthly
Premium:  66.00/daily, 332.00/weekly, 1328.00
Truck: $75.60 per day & $378.00 a week
Van (Seats 7):  59.00/daily, 296.00/weekly, 1184.00/monthly
12/15 Passenger Van:  94.00/daily, 472.00/weekly, 1511.00/monthly
Cargo Van:  47.00/daily, 236.00/weekly, 945.00/monthly

**Pickup Truck: 75.00 per day/377.00 per week/charge 0.17 per mile over 250 miles
*Early pick up charge: When not driving until next day, but need to leave before Transportation opens - $25 surcharge to pick up early and delay charges to next day on vehicles except 12 & 15 passenger vans.
**Other trucks or cargo vehicles are available (Program Coordinator has prices)

UC Vehicle Guidelines

Breakdowns
Using the 800 number for Roadside Assistance on the back of the Enterprise contract, contact Enterprise for assistance. If the renter has his or her own AAA card, you may use that if they prefer.

Traffic Violations/Unpaid Tolls

Updated 11/5/2013
The Renter is responsible for any and all traffic violations. If the violation is captured on camera an invoice will be sent to the Transportation Office, but the group renting the vehicle is responsible for the fines. Same applies for tolls not paid.

On and Off Campus Accidents – this information is on the back of your Transportation Receipt, as well.

- **IF THERE ARE INJURIES, CALL 911 IMMEDIATELY.** Call 911 only if there are injuries or there is an emergency situation, otherwise call the local Police.
- Maintain safety at the scene, stay out of the roadway. Take steps to prevent another accident at the scene (i.e. warning signs or flares)
- Secure the names, addresses, and phone numbers of persons involved including witnesses, a description of the vehicles involved, including make/models, license plate numbers and insurance companies.
- Do not admit liability. Do not discuss the accident with anyone except the Police.
- Contact the Department of Transportation Services as soon as possible (513) 556-4424, Monday through Friday, 7:30am to 4pm.
- Contact the Program Coordinator of Club Sports as soon as possible at (812) 219-1302 or during officer hours at 513.556.6121.
- As far as insurance is concerned the attached info is found on the back side of the rental contract. The Insurance Information is there to give to the person who has been hit by the UC renter. This information is Gallagher Bassett Services at 1.800.416.1826.
- For any damage to the vehicle – go to Transportation Services within 24 hours after the return from their trip to complete some paperwork.

**Rental Vehicle Drivers/Occupants**

Each club shall designate on the Reservation Form 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 be 21**, have a valid driver’s license, and be covered under an automobile liability insurance policy of at least $100,000 per occurrence (not State of Ohio Financial Responsibility Bond). Alumni, family, and friends are not permitted on University Vehicles. Approved coaches may drive University vehicles and/or travel with the club sport organization.

**Required Driving Safety Procedures**

- All travelers MUST wear seat belts or other approved safety restraint devices required by law while the vehicle is in operation.
- Passengers should help keep drivers alert and watch for signs of drowsiness.
- Drivers must adhere to posted speed limits, and must obey all traffic laws and regulations. If you get pulled over for any traffic violation, you will not only have to pay the ticket (with non-club sports related funds) but you will also be fined by Enterprise. You cannot use club sports funds to pay that fine either. For a team that incurs two of these fines in one academic year, vehicle rental privileges will be suspended, and teams will no longer be able to travel.
- Drivers are responsible for determining that no objects in the vehicle obstruct rear or side views.
- Driving between the hours of 12:00 a.m. (midnight) and 6:00 a.m. is strongly discouraged except in an emergency situation.
- The following regulations concerning the balance of driving, sleeping, and breaks are strongly recommended to be followed:
  - For every 4 hours of driving, drivers must take a 20-minute break.
  - For each 12 hours of driving, drivers must take at least a 4-hour rest period.
  - Alternate drivers must be provided for trips expected to take more than eight hours.

**Personal Vehicles**

- Use of personal vehicles is NOT recommended for official club sports travel.
• If personal vehicles are used, students must fill out a car insurance information form and turn it in with their travel documents.
• The driver’s personal liability insurance will be responsible for covering any liability that may result from the use of the vehicle for the proposed travel.
• Gas will not be reimbursed in the case of traveling in a personal vehicle.
• University money will not be used to pay gas when traveling to and from practices.

Lodging
Accommodations (hotel/motel) for four to a room are the norm. Exceptions: when male/female ratios make this impossible or when coaches/instructors travel with the Club, they may have a separate room. Clubs must ensure all hotel charges are paid in full prior to departure. It is preferred that hotel reservations be made at least two weeks prior to the trip and that hotel rooms be paid in advance with the use of the University Purchasing Credit Card. The University Purchasing Credit Card will only pay for Room charges and tax. No other services will be paid through the use of the card. You must bring a copy of the hotel receipt back to the student activities office when you return.

Food
No food will be paid for by the university allocations. This includes food at meetings and during travel/competition. All food expenses incurred are the responsibility of the club member.

Class Absence Form
The Program Coordinator, Club Sports is able to complete a class absence letter that the club executive board can distribute to members. The need for excusal letters should be communicated 10 days prior to the excusal dates. Note that it is the club member’s responsibility to make arrangements to make up academic work and to notify their professors. When making a request, please fill out the following form.

Conduct
Club members, coaches, instructors, and volunteers are expected to conduct themselves in a manner that supports the mission of the university and is in compliance with the University’s Code of Conduct. There is no consumption of alcoholic beverages during any club sanctioned competitive event. This includes practices, home competitions, and away competitions. This is in effect for any club member. Additionally, transporting alcohol in a university vehicle is not permitted.

Injuries Off Campus
Before the start of an away contest, check with the representative of the host institution to determine arrangements have been made to assist in the handling of an injury. If the host school has made no arrangements, determine your own procedures to follow (i.e. location of the nearest hospital). If necessary to have an injured participant seen and/or treated by a physician, have him or her transported to the emergency room of the local hospital. It is recommended that a qualified service (i.e. ambulance service) be used to transport the injured participant. All expenses incurred for treatment, transportation to hospital and hospital bill are the responsibility of the injured participant. Rely upon the recommendation of the attending physician as to whether the injured UC club member can be transported back to campus and what accommodations to use (i.e. University vehicles). All injuries requiring a hospital visit and/or 911 call should be reported to the Program Coordinator of Club Sports immediately.

Financial Forms & Policies

Updated 11/5/2013
The following section provides a checklist on what forms to complete to pay for club sport activities. As well as guidelines for transactions and for spending allocated funds.

**Deposits & Checks**

SALD cannot accept **CASH**. Only checks may be deposited. When depositing checks to your CSB account, please bring the check by the SALD office (SSLC 455) between 9am -4pm Monday through Friday (except the 1st business day of the month) to have the monies attributed to your account. The SALD office will verify your pending deposit and then the check then must be taken to the Cashier’s Office (drop box – around the corner from Onestop) on the main floor of University Pavilion within 24 hours to be deposited. Funds not taken to the Cashier’s Office will not be deposited into the account. *Keep the copy of the pending deposit from SALD for your records.*

**Receipts**

All receipts for any transaction must be detailed and itemized. Receipts should show all items purchased not just a total amount. The same would apply for restaurant receipts. Payment-alone signature receipts will not be considered by the auditor as proof of the purchase if it is not accompanied by the vendor’s itemized receipt. To document online purchases, make a copy of the screen that indicates the purchase was paid with a credit card. The screen print should also show the date of the transaction, items purchased, and the total dollar amount. Just like other purchases, on-line purchases must be documented with detailed/itemized receipts.

**Concealing Personal Information**

When turning in forms for reimbursement, please be sure to conceal any personal information. This includes:

- all but the last four digits of the credit card number
- purchases not related to the items being reimbursed

Always be sure to use your M-number on reimbursement documents, NOT your social security number.

**Travel Authorization Form**

*(This form is needed for ALL TRAVEL and to be submitted with the A113 (to individual) or A114 (to club) for reimbursement for TRAVEL related purchases)*

This form is used for individual or group travel. This form should be submitted for any group club travel including local games/matches. *(This form also needs to be turned when submitted travel paperwork including Credit Card/Purchase Order Request for Hotel and Transportation Services forms). Make sure all information is printed clearly.

1. **Section A**
   a. Name of traveler/group: (your name & Club Sport).
   b. Job Title: (your title).
   c. College/Department: (SALD)
   d. Telephone (your phone #).
   e. Mailing Location (ML): 0136
   f. Email Address: (your email address):

2. **Section B**
   a. Traveler is (check student)
   b. Group: (check group) – if this is group and attach a roster of travelers
   c. Purpose of Travel (list purpose of travel).

3. **Section C**
   a. Mark if travel is domestic or international.
   b. Travel dates & destinations (list dates and destinations) – one form should be submitted per trip

4. **Section D**

Updated 11/5/2013
a. Print and sign your name **clearly**, where it says Travel Monitor.
b. Advisor should sign and print name in Campus Contact Signature
c. Make a copy for your records.
d. Program Coordinator will sign where it says Approved by.

**Travel Authorization forms must accompany all travel documents such as:**
- Transportation Request
- Financial Transaction Request for hotel or airline tickets
- A-113 for travel reimbursement

**How do I receive a reimbursement and Where does it go?**

As of Fall 2012-2013 - With the update in the travel policy, there has also been a change as to how reimbursements are processed to individual members of a student organization (including club sports) using an A-113. Reimbursements are processed in the same way academic travel reimbursements are processed. This is called an E-160 process and only 1 reimbursement can happen per student per semester. Once reimbursements are processed it takes up to 6 weeks to receive the funds.

Students who owe on their bursar (tuition bill) will only be refunded the amount after their bill is in good standing.

Students must be enrolled to receive the reimbursement. Reimbursement forms are due 7/31 for summer travel, 11/15 for fall travel, and 4/15 for spring travel.

**Tips for student organizations traveling and using member’s credit cards for reimbursements:**
1. Rotate the member who pays per trip so reimbursements can be processed per member after each trip
2. Pay for as many travel transactions (lodging and registration fees) up front using a Purchase Order/Financial Transaction Request Form
3. If you have an off campus account use that account for travel related reimbursements (gas, etc.)

If the reimbursement is not travel related then it goes directly to the student (if the student is on the payroll and has direct deposit, it will be deposited into the account into which their payroll is deposited, if not on payroll then you will receive a check).

For reimbursements using a club’s organizational off campus account, a check will be issued to the name on the off campus account.

**Reimbursement (A-114 & A-113)**

To receive reimbursement for travel expenses from the Club’s University Allocation, legitimate receipts must be submitted within one week of returning. A legitimate receipt is one on the company’s letterhead with the correct date clearly indicated and the billing amount itemized and clearly stated. Additionally, a bank statement listing the matching purchases must be included for reimbursement purposes as well. If BOTH of these forms are not included, reimbursement will not happen.

A-114 Forms (receipt reimbursement envelopes) and A-113 Forms (travel reimbursement forms) are available in the Student Activities and Leadership Development office. The student will fill out the paperwork and designated payee information, and the Club Sports Board Advisor (and/or his/her designee) will approve the reimbursements. Generally this process takes a minimum of 7 business days. Be sure to record all deposits and disbursements in your account log to ensure problems do not occur. It is the team’s responsibility to keep an accurate budget.

**The following forms are to be used to process payments and transactions with your CSB account.**
A114 – Request for payment (reimbursement for NON-TRAVEL related purchases, reimbursements to club off campus account, and payments to coaches) Request for payment is used when you (or someone in your group) used your money and a reimbursement is needed. This form is also used when paying a Coach or Instructor. This form needs to be turned in, no later than 10 days after purchase/expense and accompanied with an INVOICE and RECEIPT. Coaches’/Instructor’s payments require the A114, an invoice, and a Contractor Questionnaire and Contractor Agreement form (to be completed for each academic year), as well. Make sure all information is printed clearly.

1. Section A
   a. Payee’s name (this is the person who actually paid for the expense).
   b. Payee’s mailing address (this is where the check will be mailed).

2. Section B
   a. Payee’s M-Number (this number is assigned by UC for UC students and employees, for non-UC students and employees/Limited Engagement, payee social security number will be needed).
   b. Total amount to be reimbursed.

3. Section C
   a. Enter a description for the reimbursement.
   b. Original detailed, itemized receipts are needed (make sure dates are on receipts).
   c. Copy of bank/credit card statements are needed (make sure Payee’s name is on the statement(s) and the bank/credit card account #’s match what’s on the receipt, usually the last four digits of the account # are shown on the receipt).
   d. Copy of check that cleared the bank is acceptable.
   e. NO REIMBURSEMENT FOR ALCOHOLIC BEVERAGES OR FOOD.

4. Section D
   a. Print and sign your name clearly, where it says SUBMITTED BY.
   b. Date the envelope.
   c. Make a copy for your records.

5. Drop the envelope off to Patty Speed in the SALD office, suite 455. Also, attach a sheet with your phone #, email address and club sport name just in case there is a problem. It usually takes 5-10 business days from the day accounts payable receives the A114 for a check to be cut and mailed.

6. Remember the A-144 # on the top right of the form to track.

Checklist for What is Needed to Process A--114 (within 10 days of purchase):
The following should accompany an A-114:
- Itemized Receipt
- If check
  - Copy of check that cleared (front & back) AND/OR statement from account with check #
- If credit card
  - Copy of credit card (CC) with only last 4 digits showing
  - Copy of statement showing transaction and Account name and last 4 of CC
* Make sure address is reliable otherwise mail to SALD as noted above

FOR Coaches/Instruction Payment the following should accompany an A-114
- Coaching Agreement on File with SALD
- Need invoice (each payment)
- Contract Status Questionnaire (1st fiscal year payment)
- Personal Services Contract (1st fiscal year payment)

A113 – Travel reimbursement (for TRAVEL related purchases ONLY to individual)
This form is used to get reimbursed for INDIVIDUAL travel expenses.

Updated 11/5/2013
1. Section A
   a. Payee’s name (this is the person who actually paid for the expense and is listed on the Travel Authorization form’s roster as having attended trip).
   b. Payee’s mailing address (this is where the check will be mailed).

2. Section B
   a. Payee’s M-Number (this number is assigned by UC for UC students and employees, for non-UC students and employees/Limited Engagement, payee social security number will be needed).

3. Section C
   a. Department Name/Mail Location: (SALD/0136)
   b. Department Phone Number: (556-6115)
   c. Travel Destination(s): (List where traveled, this should match the travel authorization form).
   Enter a description for the reimbursement.

4. Section D
   a. Fill in all information associated with the trip. Each expense should be broken down by dates.
   b. Date: (date of travel, should match the travel authorization form).
   **NO REIMBURSEMENT FOR ALCOHOLIC BEVERAGES OR FOOD.**
   c. Transportation: List any transportation expenses.
   d. Other expenses: List any other expenses regarding this trip (registration, parking, etc.)
   e. Original detailed, itemized receipts are needed (make sure dates are on receipts).
   f. Copy of bank/credit card statements are needed (make sure Payee’s name is on the statement(s) and the bank/credit card account #’s match what’s on the receipt, usually the last four digits of the account # are shown on the receipt).
   g. Copy of check that cleared the bank is acceptable.

5. Section E
   a. Print and sign your name clearly, where it says SUBMITTED BY.
   b. Date: Enter date signing the form
   c. Advisor should print name and sign in the APPROVED BY box.
   c. Make a copy for your records.

Drop the envelope off to Patty Speed in the SALD office, suite 455. Also, attach a sheet with your phone #, email address and club sport name just in case there is a problem. It usually takes 5-10 business days from the day accounts payable receives the A113 for a check to be cut and mailed.

*Airline Travel – Flights must be booked through a major carrier. Discount websites charge additional fees that the university will not reimburse.

**Checklist for What is Needed to Process A--113 (within 10 days of travel):**
The following should accompany an A-113:

- Travel Authorization form with signatures and roster
- Invoice or Itemized Receipts
- If check
  - Copy of check that cleared (front & back) AND/OR statement from account with check #
- If credit card
  - Copy of credit card (CC) with only last 4 digits showing
  - Copy of statement showing transaction and Account name and last 4 of CC
- * Make sure address is reliable otherwise mail to SALD as noted above

**Financial Transaction Request Form (CC/PO Worksheet)**

Updated 11/5/2013
Credit Card/Purchase Order Worksheet also called the Financial Transaction Request Form is used to process checks and credit cards.

Purchase Orders (P.O.)

Definition: Purchase requisitions are used to generate University checks for companies who are University approved vendors. Purchase Orders (P.O.’s) are requested by filling out a Purchase Requisition form. The money for the purchase order is put on hold until the order is completed. Once the order is completed and vendor submits an invoice payment will be sent to the vendor. This should be completed 3 weeks prior to when the check is needed. It takes 10 days plus mail time minimum to issue a check through UC and Accounts Payable.

It is important to create the Purchase Order BEFORE services are rendered. A Purchase Order is an agreement between the University and a vendor stating that when the merchandise is received, the University will issue payment. If the completed service exceeds the amount of the Purchase Order, the original amount of the P.O. must be adjusted via a Change Order.

Treasurer and Advisor must complete and sign the Purchase Requisition (Financial Transaction Request) form (no exceptions).

To PROCESS a P.O (Financial Transaction Form):

1. Get estimate/quote in writing from vendor.
2. Create a P.O. Requisition (Financial Transaction Form) and attach all documents (make sure Treasurer and Advisor sign).
3. Purchase order will be generated and mailed to vendor. The SALD office will receive a copy of the purchase order or given the purchase order number and file in your organization’s files in the office.
4. Vendor provides products/service.
5. Vendor submits invoice. You will often have to follow up with vendor to provide invoice.
6. When you receive the invoice, go over the invoice to make sure everything is correct and make a copy for your records and bring the original invoice to SALD so we can forward it to Accounts Payable to close out the PO and provide vendor with payment.
7. Most vendors’ payment terms are Net 30 days. Their payment terms begins the date Accounts Payable receive the invoice (do not hold onto the invoice). If there is a problem with the invoice, contact the vendor right away.

Unauthorized Purchases - If the request for payment is turned in after the event, this is considered an unauthorized purchase. Not only will you have to submit the attached form and vendor invoice, you’ll also have to include a letter stating why this is an unauthorized purchase and the steps you will do to prevent this in the future. It is important that we have the invoice approximately three weeks before the service is performed. Please explain to the vendor that the normal UC procedure for payment is 30 days net after the service has been performed/completed.

Checklist for What is Needed to Process a Financial Transaction Request Form:
The following should accompany a CC/PO Worksheet:

1. Equipment
   - Invoice or Quote (if online schedule a time to make purchase)
2. Hotel
   - Travel Authorization form with signatures and roster
   - Invoice or Credit Card Authorization Form
   - Reservation # with hotel information and email or fax
   - Transaction is under $2,000
   - Bring receipts back

Updated 11/5/2013
3. Airline Tickets
- Travel Authorization form with signatures and roster
- Names, email, DOB for all travelers
- Flight Schedule for all travelers
- Must be purchased with airline (no 3rd party -- such as cheaptickets.com)
- Transaction is under $2,000

4. Tournament/League Entry Fees
- Invoice
- If invoice is to an individual, a Limited Services Engagement Form from individual
- If tournament - Travel Authorization form with signature

5. Payment for Services or Equipment (need check)
- Estimate prior to payment
- Services should not be rendered until Financial Transaction form is submitted

University Purchasing Card (Credit Card)
The University Purchasing card can be used for a variety of reasons including hotel reservations, equipment ordering, and entry fees. Please see the list below for facts regarding the purchasing card:
- **Treasurer and Advisor** must complete and sign the purchase requisition form approving the purchase (no exceptions).
- The credit card cannot leave the SALD office. You must make all reservations over the phone or over the internet in the office. See details regarding both processes below.
- The University is tax exempt. Tax cannot be charged to any purchase that is being made with the University Purchasing Card. The only exception is unless hotels are in states where UC is not tax exempt. The following website details which states accept UC’s tax exempt status.
- If **reserving hotel rooms**, you must make the hotel aware that you will not have the credit card with you at time of check-in. Collect a reservation number from the hotel detailing your stay and ask the hotel to fax a credit card authorization form that Patty or Susie must sign and complete to allow for the hotel bill to be billed to the University credit card.
- The Administrator making the purchase must be given all receipts as soon as you return from a trip or get them. If these are not returned within a week of the trip, your privileges will be suspended.
- Please let the Club Sports Program Coordinator know when you’ll be coming in the office to use the credit card so he/she can be sure to be there.
- There is a $2,000 transaction limit on the purchasing card.
- When using the credit card, payment CAN NOT go through PayPal, no exceptions.
- Only the item(s) listed on your purchase requisition are being paid for. **Do not call the vendor to add any items or make any adjustments without letting the administrator know. Doing so will result in immediate loss of your being able to use the administrator p-card.**
- Once your request is submitted, signatures will be checked and the vendor will be contacted giving the reference/confirmation #. The vendor will be instructed to email or fax the paid receipt to the person whose credit card is being used. If you need a copy of the paid invoice for your records, let the Program Coordinator of Club Sports know. Any shipping or packing slips should be turned into the Program Coordinator of Club Sports to be kept with the purchase requisition for record keeping.

*Airline Travel – Flights must be booked through a major carrier. Discount websites charge additional fees that the university will not reimburse.

**Making a Purchase with the Purchasing Card over the phone:**
- Make sure the vendor accepts credit cards for payment.
- Fill out a purchase requisition (aka financial transaction request form) (include the name and phone # of the person who should be contacted to give the credit card information). Copy of vendor quote/or list of
item(s) must be attached to the purchase requisition. Form can be found online and in SALD or the Student Government Suite.

- Call vendor and place your order (make sure you let the vendor know that we are tax exempt). Get a reference # or confirmation # from the vendor and let them know that someone will be calling with the credit card information to place the order. When talking with the vendor this would be the time to set up all your contact and delivery information for your purchase (we are only calling to make the payment). You may have your package delivered to SALD: SSLC, 455 Steger Student Life Center, P.O. Box 210136, Cincinnati, OH 45221-0136. (Make sure they reference your student group and your name on the address label). Due to limited space, when the package(s) arrive we will email you of the delivery and you will have 3 business days to make arrangements and pick up your package(s). If not picked up within the time frame the package(s) will be returned.
- Submit your purchase requisition to Program Coordinator of Club Sports. (If the cost is less than $300, the administrator may decide to issue a check directly to the vendor instead of using the credit card).

Making a Purchase with the Purchasing Card over the internet:

- Fill out a purchase requisition (include the name and web address of the company).
- When your purchase request is approved come into SALD (room 455 or 655) to use one of our computers to place your order. Order has to be made on one of our office computers. Once your order is enter, let the administrator know, she (Ms. Patty or Susie Mahoney) will then enter in her credit card information and print out a copy of the paid receipt. If the vendor has to email/fax the receipt to you, make sure you forward a copy to the administrator. Any shipping or packing slips should be turned into the administrator to be kept with the purchase requisition for record keeping. Failure to submit copies of receipt(s) to the administrator will result in loss of privileges in using the administrator p-card (no exceptions).

Tournament Entry Fees/League Fees

Clubs are encouraged to use their CSB funds to pay for tournament entry fees. In order to process payment for these fees, the club must submit an invoice with the payee as being a group. If the payee is an individual the club will need to submit an invoice and a Limited Services Engagement Form. (i.e. University of Pittsburgh Club Sports vs. a player on the team). If you are paying prior to the tournament submit the travel authorization with roster, invoice, and a Financial Transaction Request form. If you are submitting after the fees have been paid fill out the A113 (individual reimbursement) or A114 (group reimbursement) request and include an invoice and an itemized receipt.

Limited Services Agreement (Guest Instructor Payment) and Contractor Status Form/Questionnaire (Coaches’ Payment)

Limited Services Engagement form is submitted when you want to pay an individual contractor for one time services rendered (payment will only be made after services are rendered). Coaches should complete a Personal Services Contract and Contract Status Questionnaire. The person receiving payment will have to fill out and submit a Limited Services Engagement form OR Personal Services Contract and Contractor Status Questionnaire (based on their term of service), invoice and an A114 reimbursement envelope. The Treasurer and Advisor must complete and sign the A114 envelope before turning this into SALD for processing of payment. If the vendor needs a contract agreement signed, this form cannot be used and the contract will have to go to our legal department for processing. DO NOT SIGN ANY KIND OF CONTRACT/AGREEMENTS. *See additional forms needed to pay an official.
Officials' Payment

To pay officials from CSB funds with a check payment, have them complete the following forms on-site at the event:
1. A payment voucher (be sure to fill in your club’s information)
2. a Limited Services engagement form
3. an A-114 with their name and signature on the submitted by line
* Please use pen (as copies are made) and make sure that the official writes legibly
Notify officials that they will not receive payment until 2 weeks after the date of the game.

Loss of Funds

Club Sports may lose funds for missing mandatory events and meetings, as well as infractions against the Student Code of Conduct. See Disciplinary Actions in the Conduct section. The following funds are reduced per offense(s):
- 1st offense – 5% loss of allocated fund (5% of original amount, not how much is left)
- 2nd offense– 10% penalty (this 10% is on top of the first 5% resulting in a total of 15%)
- 3rd offense– 15% penalty (total of 30%)
- 4th offense – 20% penalty (total of 50%)
- 5th offense – complete loss of remaining funds

Tax ID/Tax Exempt Status

If you are asked for a Tax ID or an Employer Identification Number (EIN), student organizations/club sports must apply for their own Tax ID and are not able to use the university’s Tax ID #. The form to complete to request a Tax ID (Employer Identification Number) is a SS-4. Here is a pdf form from 2012: [http://www.irs.gov/pub/irs-pdf/fss4.pdf](http://www.irs.gov/pub/irs-pdf/fss4.pdf). The IRS link provides additional information regarding Tax ID #’s: [http://www.irs.gov/charities/index.html](http://www.irs.gov/charities/index.html). Be sure to keep on file who filed a SS-4 for your organization’s Tax ID #, so this can be changed with the IRS once the leadership of the organization changes. Tax and Compliance on campus could answer additional questions, please let the Program Coordinator, Club Sports know if you need assistance.

The University’s Tax ID# is 31-60000989. If you find out that this is the number applied to your current checking account, you will need to apply for a unique Tax ID# that is not the UC’s ID number.
If you need a tax exempt ID from UC for Fundraisers (such as Kroger’s Fundraiser), you may use 26-0692700.

Off Campus Bank Accounts

Club Sport organizations often open off campus bank accounts to assist with the paying of officials and expenses not covered in the CSB account. Opening an off campus bank account is not a requirement or necessity to run a club sport organization. SALD does not directly oversee these accounts as it is the club’s responsibility to balance and oversee the account. Each year during the budget process – the detailed year long transaction activity of the bank account will be requested. SALD will provide a student organization statement letter to help with the transfer of officers on the account or the opening of an account. The form to request the letter is on Campus LINK under the SALD page. Here is a direct link to the form. It is suggested that club’s request that their advisor be listed on the account. Remember, a Tax ID (EIN) is required to open an account (see above for more info).

Contracts

All contract agreements made by a club must be approved by the University of Cincinnati. Notify the Program Coordinator of Club Sports, when a contractual agreement with a facility space or another entity. Agreements entered into by the club are not binding upon SALD or the University of Cincinnati. No club may enter into an agreement with a guarantee of funding from the University.
Budget Process & Funding

Funding

Limited funding is provided for club sports via the annual allocation of the student general fee. Under no circumstances should a club or individual believe that there will be no out-of-pocket expenses. Self-support is an essential (and real) principle of any club sport program. Requiring clubs to earn a percentage of their budgets assures that members take on an active and serious interest in the continued existence of the club. Annual budget requests will influence the nature of the club activities and their cost. Each club is encouraged to set objectives for membership recruitment, competition, publicity, equipment and other related costs. Additionally, objectives should be established for fundraising. Once objectives have been established, careful attention to preparation of a realistic budget request is important.

Club sport budget requests for allocation of funds from Student Activities & Leadership Development MUST be submitted (by the designated date) to the Program Coordinator, Club Sports in spring semester of each year for the succeeding fiscal/academic year.

Once the budget is established and approved, funds may be used for the following expenses:

- Non-personal club supplies and equipment. This includes:
  - Uniforms that will be used for multiple years and passed onto different members
  - Uniforms that cannot be exchanged (i.e. wrestling singlets, leotards, cycling jerseys, swimsuits) are the nature of the sport and CSB funds can be used towards the purchase of these items (25% of the total cost can be CSB funds)

  * Anything with an identifying marker on it should come out of dues (not CSB funds) – i.e. name of player/Spirit wear should come out of dues as well

- Wages covering coach’s or instructor’s fee (up to $1,000 per academic year)
- Maintenance and upkeep of club sports grounds (including rentals)
- Travel to include gas (only in university vehicles), lodging, and transportation (airline tickets must be APPROVED)
- Entry fees
- Dues for state, regional or national organization membership

Fundraising, Donations, & Sponsorship

Club Sport organizations are encourage to seek outside financial support in order to meet their programming needs. The following are a few guidelines when participating in the activities below to raise funds.

Fundraising

The Program Coordinator of Club Sports is here to assist in your fundraising efforts. If you are looking to fundraise don’t hesitate to touch base. There is a document describing on campus, local, and other fundraising opportunities used in the past by UC student organizations and other organizations. Please see the following link.

External Financial Support/Sponsorships

1. A SALD staff member must approve all sponsorship proposals and/or donations from businesses in the excess of $50 prior to finalization. It is important that we consult with the University to assure that we are not contacting businesses which are already under contract with the University or working with businesses that are in conflict with already established sponsorship and agreements with UC.

2. No financial support shall be accepted that would associate the club sport organization, the SALD Office, or University of Cincinnati with performance enhancing drug, illicit drugs, tobacco products, or alcohol.

Donations & Foundation Account Information

Updated 11/5/2013
It is encouraged that clubs accepting donations receive donations through a foundation account. UC Foundation is able to set up individual foundation accounts per club to assist with the donation of monies to clubs. Contact the Program Coordinator of Club Sports to set up an account. Here are a few benefits of having a foundation account:

- The account setups donations that are tax deductible, which may be an incentive for some donors to donate money. These donations can reduce taxable income and possibly lower one’s tax bill.
- The Foundation is able to provide a pre-populated link that can be placed on your website, where donors can donate money directly to the club.
- The Foundation provides donor acknowledgement and stewardship. (This doesn’t replace a Thank you note from the club!)
- The Foundation’s Business Office can generate donor reports and history.
- Funds are easily credited to the Club Sport’s CSB Account. This process takes 30-45 days to have the funds readily available.
- Note: Donations or Checks should be made payable to UC Foundation and in the Memo line the donor should write the Club Sports name.
- There is a one-time 2.5% handling fee per donation of the funds.

Sponsors on Uniforms – from branding and Licensing

Approval process for Use of University Trademarks for Sponsorships:

1. **Begin the process early** to allow sufficient time for review.
2. Complete the sponsorship request form describing the sponsorship activity, sponsor/outside organization involved, and which university mark(s) are being requested to use (Sponsorship Request Form).
3. E-mail the completed request form, and artwork intended for use to Linda Schoenhoft at linda.schoenhoft@uc.edu to begin the review process.
4. After the review has been completed, we will email a scanned copy of the form to the requestor and sponsor contact confirming if the request has been approved as shown, if any changes are required, or if the request has been denied along with an explanation.

Approval to use a UC trademark for any project does not constitute approval to use the trademark again, or in connection with any other item, or to change the design in any way, without seeking additional approval.

Additional Funding Request

Any team in good standing (all paperwork turned in, no meetings missed, and not in debt because of fiscal irresponsibility) is eligible for additional funding if necessary. Please note that if your team has missed any club sports meetings during the course of the year and were subject to the 5% deduction, your team is not eligible for additional funding. This includes money for tournaments that lead to championships, additional equipment, etc. The Additional Funding Request form must be filled out in its entirety and turned into the Club Sports Allocation Committee two weeks prior to when funds are needed and used within 30 days of the request being granted. The Club Sports Allocation Committee (CSAC) will review requests and respond as soon as possible.

Here are a few guidelines regarding the distribution of monies from additional funding requests during the 2012-2013.

- **In 2012-2013** - The CSAC will be able to allocate $20,000 in additional funding requests during the 2013-2014 academic year.

- **Due to the historic nature of the number of requests, 40% ($8,000) of these funds will be allocated in fall semester and 60% ($12,000) in spring semester. Funds not used in fall, can be allocated in spring. Be sure to submit early in SPRING as we will run out of money. If you are 75% sure that you will receive a bid to nationals, go ahead and submit and let us know what date you will know if you were selected to travel.**
• No clubs will receive an excess of more than $3,500 from additional funding requests for a fiscal year.

• Clubs are able to receive 2 additional funding requests per fiscal year.

• Additional funding requests must be submitted prior to travel or the event and not after the travel or event has already occurred.

• Insurance fees for hosting tournaments are able to come out of the additional funding request funds, if needed. Only 1 insurance payment per club is permitted per fiscal year.

During Spring semester, CSAC will provide updates to all clubs regarding funds available. Requests would still be reviewed.

Club Sports Budget Appropriation Process

Club Sports Organizations receive a portion of the student fee that is allocated through the process described below.

Budget requests for the next fiscal year are submitted by individual Club Sports and are due for review to the Club Sports Advisor and Club Sports Allocation Committee on March 1st each year. The Allocation Committee then reviews the proposed budgets during the Spring Semester and the individual clubs can expect an estimate of their next year’s allocation by the end of the spring semester. Allocations are finalized after July 1st, when final divisional budgets are approved.

General Information

Budget requests (i.e. survey and template information) 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 as detailed as possible and refer to the Tier System when developing your budget and preparing your materials. This is a guiding document regarding where clubs should be in relation to their operations.

Timeline

1. Each Club submits a budget survey and template to the Club Sports Allocation Committee (CSAC). Budget requests will be submitted by March 1. Submit a copy via email and a hard copy to the Program Coordinator of Club Sports in 455 Steger Student Life Center.

2. Clubs applying for a higher level tier status must submit a more thorough budget which includes information regarding how the club meets the criteria for the higher level tier (See Select Tier Budget Process).

3. Provide the yearly transactions of off campus bank accounts

Budget Appropriation Information and Preparation

Budgets

• Budgets should be accurate numerical summaries of all club’s expenses and revenues, together with their balance.

• Currently year budgets shall include descriptions of all income (allocation, self-generated funds), expenditures, and balances in the club’s allocation fund and outside account(s).

• Budget templates/proposals should include descriptions of all projected income (allocation, self-generated funds), projected expenditures, and any carry over balance in outside account. CSB account does not carry over.

Explanation and Justification of Budgets

• During the allocation meetings, representatives from clubs will be expected to justify all expenditures and budget requests for the following year.
- Clubs are encouraged to provide any documents to justify travel and expenses
- Keep in mind that clubs should attempt to combine matches in one geographical area for a single trip (if possible)
- Clubs should provide financial support only for the minimum number of players including substitutes for a trip

Equipment
- Financial Support should be given only for equipment which is retained for permanent club use and which is used only during club activities. For instance, uniforms kept by players will not be covered by CSB funds.
- Expenses should be itemized and considered in relation to the club’s current equipment and its necessary maintenance or replacement. Careful consideration should be taken with safety equipment (i.e. helmets) regarding maintenance and equipment standards.

Facilities and Officiating
- A club requiring expenses for facilities and/or officiating should provide a detailed explanation, such as the number of officials per match, the number of games/matches requiring officials, or the cost per match.

Fundraising
- Clubs should list and explain any fundraising activities undertaken in the current academic year and those projected for the following year.

Review
- The Club Sports Allocation Committee shall review all budget requests prior to individual club sport budget meetings. Following the budget meetings with all club sport organizations, the CSAC along with the Program Coordinator of Club Sports will review requests and take the following into consideration when allocating funds:
  o Fundraising efforts by the club to offset the organizations cost and contribute to the activities of the club
  o Any deductions from the past year (i.e. missed deadlines and CSB meetings)
  o Tier level and funding level within the tier along with the activity of the club (i.e. amount of players on roster vs. amount of players needed to play, # of matches, # of practices per week)
  o Community and Philanthropic Efforts
  o Amount of funds used in the past year
    - Special care to complete this should be taken as the club will be required to show that no less than 90% of this budget was spent.
    - Any expense that is not covered by CSB will be deducted from the clubs operating budget, along with any item that the CSAC deems unnecessary. The dollar amount that remains is the clubs initial adjusted budget.
  - Upon review, the CSAC committee with the approval from SALD will allocate funds to all club sport organization. The overall fund amount is determined by the overall SACUB funding process through the university.
  - 2012-2013 is the first year for this process, after the allocations, the process will be reviewed and additional information will be provided for the following year which will help make the process more transparent to club sports organizations. Keep in mind, those club organizations that are unable to document their expenses and fundraising efforts will have a negative impact on their funding received for the next fiscal year.

Changing Club Sports Tier Status
4. This process is necessary only for clubs wishing to apply for a higher level tier.
5. A representative will be required to meet with the CSAC to review this budget as well as team goals and mission.
6. These clubs are required to show their operating budget which consists of every dollar that the club will spend in the coming year, regardless of the source of the funds.
7. Additionally the club should be prepared to show how they meet the criteria for the selected tier and in the past two years how the club has continued to meet the said criteria.

Branding Guidelines & Ordering Licensed Apparel

Here are guidelines to get apparel approved with the use of UC’s logos.

Branding Guidelines
Any use of the words “University of Cincinnati” or its trademarks (“C” Paw, Interlocking UC, etc) must be approved by the Trademark & Licensing Office. Please submit all requests and questions to Laura Driscoll at laura.driscoll@uc.edu.

The UC Licensing Guidelines for Student Organizations (Internal Consumption) are available at: http://www.uc.edu/licensing/guidelines.html. Not only are there severe consequences for organizations that use the University’s marks in an unauthorized fashion, the University is developing financial sanctions for the misuse of its marks and will hold anyone that misuses them accountable. This is managed by University Judicial Affairs under the student code of conduct to protect the University’s rights.

Purchasing Items with UC Logos for Your Student Organization?
If you want to use a UC trademark on products, even if the proposed use does not involve the sale of the products, you need to receive approval from the Trademarks & Licensing office prior to production. To request approval, you must complete the following process:

1. Begin the process early to allow sufficient time for review.
2. Complete the Internal Request Form describing the project, be sure of the design you want to use, and select the vendor that you want to work with to produce the items. You can access the Internal Request Form on our website at www.uc.edu/licensing/guidelines.html.
3. Email the completed request form, artwork intended for use, and a quote from the vendor to Laura Driscoll, at laura.driscoll@uc.edu to begin the review process.
   **Note:** You must use a licensed vendor. To help manage the program, the University conducted an RFP and selected 5 vendors who are approved to produce items for internal constituents. A complete list of our five vendors for internal consumption can be found below or on our website at www.uc.edu/licensing/licensees.html.
4. After your request has been reviewed, Laura will email a scanned copy of the form to both you and the vendor contact confirming if it has been approved as shown, if any changes are required, or if the request has been denied along with an explanation.

Approval to use a UC trademark (for example on a t-shirt) does not constitute approval to use the trademark again, including reorders, or in connection with any other item, or to change the design in any way, without seeking additional approval.

Student organizations should plan early because not all requests are exempt from royalties and may require the use of a standard licensee as opposed to one of the approved vendors for internal consumption. Also, licensees are not authorized to produce items without approval from the Trademarks & Licensing Office, so planning early and submitting the request form, quote, and design in advance will help prevent any confusion or delays in your order.

Updated 11/5/2013
The offices of Trademarks & Licensing and Central Purchasing together manage licenses to companies that produce promotional products student organizations use. In order to use a university logo, you are required to submit a completed internal request form, quote, and artwork to the Trademarks & Licensing Office before using a P-Card or processing a purchase order through Purchasing. Submitting the request form, quote, and artwork for the products to Trademarks & Licensing will ensure that designs are approved and appropriate vendors are used.

University of Cincinnati Approved Vendor List for Promotional Products:

Associated Premium Corp.  
1870 Summit Rd.  
Cincinnati, Ohio 45237  
Contact: Ms. Lori Heiney  
Phone: (513) 679-4444  
Fax: (513) 679-4447  
E-mail: lheiney@associatedpremium.com

Proforma Albrecht & Co.  
3975 Port Union Blvd.  
Fairfield, Ohio 45014  
Contact: Mrs. Kate Gottschalk  
Phone: (513) 543-5409  
E-mail: kgotts@albrechtco.com

Touchstone Marketing Group  
7200 Industrial Row Road  
Mason, Ohio 45040  
Contact: Justin Warren  
Phone: (513) 383-263170  
E-mail: jwarren@tmgideas.com

Munoz Brandz  
8919 Rossah Rd.  
Cincinnati, Ohio 45236  
Contact: John Zwitt  
Phone: (513) 144-4048  
Fax: (513) 233-7979  
E-mail: jon@munozbrandz.com

Smile Promotions  
PO Box 8211  
Bloomington, IN 47407  
Contact: Rula Hanania  
Phone: (812) 323-9290  
Fax: (800) 353-2608  
E-mail: rhanania@smilepromotions.com

What is a trademark of the University of Cincinnati?

A trademark is a word, phrase, symbol or design, or a combination of words, phrases, symbols or designs, that identifies and distinguishes the University of Cincinnati. This includes word marks such as, “University of Cincinnati”, “Bearcats”, “Cincinnati”, and “Cincinnati Bearcats”. In addition to these word marks, UC trademarks include but are not limited to: the institutional logo (interlocking UC symbol with the words “University of Cincinnati”), UC symbol (interlocking UC by itself), the C-Paw, the Bearcat mascot, the Bearcat eyes, the official seal of the University of Cincinnati, and the alternate seal design.

Why should I contact the Trademarks & Licensing Department early?

We are here to help you. If you contact us early, we can work with you to:

- Determine the best product to meet your goals and objectives
- Help you navigate any problems that might arise during the approval process
- Make sure that you receive the appropriate approval so that you can have the product(s) in time for your event

Note: We may need to review your request with other individuals. Thus, contacting us early gives us the necessary time to vet the request through the appropriate channels.

Can I design whatever artwork I want and use it for my student organization?

Updated 11/5/2013
If the artwork has no association to the University of Cincinnati, then you can use whatever artwork you want. This would be an “all out” approach and you could not associate your organization with the University in the design. However, if the artwork you wish to use creates an association with the University, then the artwork must fall within the University’s brand standards, and you must be “all in”. Your organization will have to choose whether you want to be associated with the University (“all in”) or not associated with the University (“all out”) in the design.

To access the University of Cincinnati’s brand standards, please visit the University’s branding page at http://www.uc.edu/ucomm/branding.html.

Can I use the C-Paw or Athletics’ logos (i.e. C-Paw, etc.)?

Official student organizations recognized by the Office of Student Activities and Leadership Development have access to the C-Paw and the Athletics’ logos when use is appropriate. To request use of the C-Paw or Athletics’ logos, please contact Laura Driscoll at laura.driscoll@uc.edu. If your student organization is allowed access to the C-Paw or Athletics logos, your organization’s name must be clearly identified on the product.

Why do I have to use one of the five licensed vendors for internal consumption?

The University conducted an RFP and awarded a contract to five vendors who are approved to produce items for internal constituents. Due to the University’s contract, you need to use one of the University’s licensed vendors for internal consumption. Under the licensed vendors’ contract with the University of Cincinnati they are required to meet the following standards:

- Produce high quality products or services
- Produce products and services under conditions that meet the University’s code of conduct
- Produce products and services with which the institution has chosen to be identified

Why must I receive permission to use trademarks of the University of Cincinnati?

You need to receive permission for the use of UC trademarks prior to production because UC must control and monitor the use of its trademarks or risk losing its rights to use them as unique identifiers of the University of Cincinnati. UC has a compelling interest in controlling the use of its trademarks for other reasons as well. These include, but are not limited to:

- Protecting UC’s name and ensuring that its use, across all units of the University, is compatible with the University of Cincinnati’s goodwill and reputation
- Preventing misleading or inaccurate portrayals of UC’s relationship to others, and preventing others from taking advantage of the goodwill the institution has developed and which is symbolized by its trademarks
- Ensuring that products and services bearing UC’s trademarks protect the integrity and reputation of the institution, maintain and build upon the goodwill of the institution, and promote support for and increase awareness of the institution, its mission and goals

Can I buy blank products from a vendor of my choosing and then have one of the licensed vendors for internal consumption screen print the University of Cincinnati’s marks on the products?

No, all products bearing UC trademarks must be purchased from a licensed vendor. Licensees are required to be in control of the entire manufacturing process to insure quality and compliance with the University’s code of conduct.

Do I need to submit a new Internal Request Form, artwork and quote each time I order a product that utilizes a UC trademark?
Yes, you need to submit a new Internal Request Form, artwork, and quote each time you want to produce a product bearing a UC trademark – even if you have been previously approved to produce the product or are using previously approved artwork. This is because each Internal Request Form is specific to the order (i.e. quantity ordered, price, date of the event, etc.). We do this so that we can monitor the type and quantity of products ordered by each organization, and the information we collect is used to audit our internal vendors each year.

Can my student organization sell merchandise?

No, your student organization may not sell merchandise due to the University of Cincinnati’s Sales and Solicitation Policy. Some of the listed reasons in the policy include but are not limited to student organizations’ lack of liability insurance and vending permit and inability to collect, report, and pay sales taxes. Please reference the Sales and Solicitation Policy (3361:10-51-01) for more information.

Can I solicit a sponsorship from an outside entity for my organization?

If you wish to use a sponsor in conjunction with a University of Cincinnati trademark, you must receive approval prior to use of the trademark and any affiliation with the university and the sponsor. Please contact Laura Driscoll at laura.driscoll@uc.edu for more details, or visit our website at www.uc.edu/licensing/guidelines.html and review the “Approval Process for Use of University Trademarks for Sponsorships” section.

If I am not utilizing University of Cincinnati marks on a product, do I have to use a licensed internal vendor?

No. You may use a vendor of your choosing if the product does not bear any University of Cincinnati marks or create an association with the University or your organization of any kind. If you are questioning whether or not you have to use a licensed internal vendor, please contact Laura Driscoll at laura.driscoll@uc.edu.

Additional Questions?

If you have additional questions, please do not hesitate to contact Laura Driscoll by email at laura.driscoll@uc.edu or by phone at 513-556-9151.

Payment

Spirit wear (stays with each member for that season/year) and anything from an identifying marker (i.e. last name) cannot be paid for using CSB funds. Royalty fees will apply.

Here is a list of items (branding related) where CSB funds can be used:

- Non-personal club supplies and equipment. This includes:
  - Uniforms that will be used for multiple years and passed on to different members
  - Uniforms that cannot be exchanged (i.e. wrestling ringlets, leotards, cycling jerseys, swimsuits) are the nature of the sport and CSB funds can be used towards the purchase of these items

Use of image not attached to UC logo's

Here is an example: Men’s Rugby wanted to use a UCRFC logo that does not have University of Cincinnati or Cincinnati Bearcats featured in the logo. See image example below of rugby’s and ultimate frisbee alternate logos/images. It is different lettering than the UC and does not appear to as UC does in their logo/image forms.

Here was Marty Ludwig’s response to Rugby when their President, Walker, asked about the use of their own logo. This may help answer some of your questions. If you have additional follow up questions, please contact Laura Driscoll and copy me.
Hello Walker,

University brand standards are clear that the development and use of separate logos to represent individual units or programs is prohibited. With that in mind, student groups are permitted to have their own logo/brand, but they can’t show a direct affiliation with the university. The general rule of thumb is that you're either all in and comply with all of the university's brand standards, or your out and you can have your own design/brand without the direct connection to UC.

With that in mind, I've reviewed the design you sent with Angela Klocke in branding and we're both comfortable with your group using that because UCRFC doesn't show a direct connection with the university. Please note that you can’t then use that design and attach the university's name to it; so you must use the logo as shown with no other connection to the university. If you use the logo as shown, then you can proceed and the club doesn't need to submit any designs through to licensing for review and approval.
Example of Items (see the next few pages for ideas).

**Don’ts**

![Image of a black soccer jersey](image)

*Why? Missing Club Name underneath*

**Do’s**

![Image of a club soccer jersey with the Cincinnati Bearcats logo](image)

*CLUB SOCCER*
Recognition

Each year Club Sports recognizes exception leadership and support for club sports on and off the field. Award nominations are accepted in the spring semester and the banquet where awards are distributed are in April. Teams and players may nominate a fellow team or themselves.

The following awards are distributed by club sports: Club Sport of the Year, Team Leader of the Year, Coach of the Year, Emerging Leader of the Year, Athlete of the Year, Academic Athlete of the Year. Club Sports organizations are also eligible to apply for the Student Activities Board award of Student Organization of the Year Award and Advisor of the Year Award.

Information regarding specific year dates is located on the following club sports site.

Facilities and Hosting Event Information

*Club sports organizations have the privilege of using and reserving University of Cincinnati facilities. Below is detailed information on reservation instructions and costs.*

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, a club representative must contact the Facility contact and copy the Program Coordinator of Club Sports regarding this request at least 24 hours before the reservation starts. 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, as well as assisting with field marking, if applicable. Alcoholic beverages are not permitted on UC recreation and athletic facilities during club sports events. Please notify the event supervisor or personnel associated with the facility on duty if there is a concern.

Event Security

When hosting events on UC’s campus and reserving space through Conference and Event Services, please complete the security request form. Security can be assigned to an event by Public Safety. Security will be present at events where money is exchanged on spaces reserved through Conference and Event Services and/or alcohol is served. The cost for staff is $35 an hour per staff member. Club Sports events requiring security in the past included road races on campus and recruitment events involving minors.

Athletic Facilities

All athletic facilities can be reserved for a cost. Reservations are to be made through the Program Coordinator of Club Sports who will correspond with athletics and Andre Seolodo at seolodaoe@ucmail.uc.edu; 556-2170. Options include:

- Nippert Stadium (offline until August 2015 for renovation) --- may have access to Sheakley Complex.
- Gettler Field
- Fifth Third Arena
- Armory Fieldhouse
- Marge Schott Stadium
- Sheakley Athletic Complex (not currently available)

The costs for these above facilities for the 2013-2014 academic year are:

Updated 11/5/2013
Nippert, Sheakley Athletic Center, and Gettler Stadium can be rented for $75/hour plus $15/hour for a student worker. Minimum 2 hours.

Marge Schott Stadium can be rented for baseball for $250/game plus $30/hr for two student workers. Additional expenses would be materials used (turface, clay, line spray) as needed. I can keep staff at two persons for this under the assumption that Club Baseball assist with tarp duties if weather dictates, as well as agrees to assist with post game tarping as needed.

Sheakley Lawn –

starting in Fall of 2013, clubs can reserve space between 5:30-9:30pm on Monday through Friday and Sunday 1-5pm during the fall and spring semesters.

A few guidelines regarding practice space on Sheakley:
A google doc will be used to keep the practice schedule on Sheakley up to date. Clubs are to provide a Gmail email and the person overseeing this account is to open up practice space that is not being used. And to request open space using the semester calendar. This will be linked to the Officer Resources page. See additional scheduling and use of space guideline below.

**Scheduling Guidelines for Sheakley Lawn**

1. Space will be distributed the week prior to the fall semester for fall practices and at the end of fall semester for spring semester at a meeting with a representative from each club utilizing outdoor space and the Program Coordinator.
2. At the meetings, clubs are expected to bring their practice conflicts, needs, and club’s availability.
3. Efforts will be made to meet the club's needs; however, due to the lack of space and the amount of clubs all clubs may only receive the amount of practice slots per week divided by the # of clubs.
4. Each club should provide a Gmail account at the practice meeting. The practice document will be shared and clubs should make every effort to update their practice schedule on the Google doc by noon the day of practice (if cancelling).
5. Open Practice Slots are available to clubs and clubs are able to write in their club name on the Google doc. If more than 3 or more practice spots open up, the Program Coordinator will email the Outdoor clubs and divide the open practices evenly among interested clubs.

**Use of Space Guidelines for Sheakley Lawn**

1. A sign will be distributed to each club at the beginning of the semester to use at practices notifying others that the space is reserved by Club Sports. Please hand these in at the end of the year.
2. If only one scheduled club sport organization is using the space, please make room for informal players or a club who arrives during the practice time.
3. Club Sports has priority scheduling during this time. Please make every effort to make the online schedule as accurate as possible.

Tangemen University Center & Academic Buildings (Meeting Spaces)

For rooms in the Tangeman University Center or other academic buildings, you must request space online via the Conference and Events Services portal. Go to: www.uc.edu/mainstreet and click on “need meeting or event space” on the left side of the page. Use your six-plus-two login and password and follow the prompts. Conference and Event Services will approve or deny your request within 3 business days. For questions regarding scheduling these spaces, contact Conference and Event Services at 556-2442.
For outdoor spaces for events for less than 5,000 a reservation is not required, but if you want the space and do not want to be moved in the case of a large event conflict – space SHOULD be reserved with Conference and Event Services. This includes bake sales.

Steger Student Life Center (SSLC) 6th floor open space (Meeting Spaces)

The SSLC 6th floor open space can be requested for meetings. The form is on Campus LINK under the SALD organization. Here is a direct link to the form.

Campus Recreation Center (CRC) for Events & Practices.

Reservations are to be made by emailing Jim Jamriska at jamrisjs@ucmail.uc.edu. Please copy the Program Coordinator of Club Sports (susan.mahoney@uc.edu) on all requests. The Program Coordinator of Club Sports asks clubs to submit fall practice times in August and spring practice times in November/December. Clubs are allowed two instructor passes for club sports practices. Please indicate the # of passes (1 or 2) you will need when making the reservation.

For coaches to gain to the CRC access, here is the following policy:

1. Clubs are allowed to have two coaches who are not current Campus Recreation members on their roster.
2. Coaches must present a photo ID to the Member Services Staff before entering the Campus Recreation Center. The staff will look the coach up in the system to verify eligibility.
3. If a coach does not have a photo ID, he/she will not be permitted access into the Campus Recreation Center.
4. Any abuse of the system will result in loss of privileges.

Charges are not incurred for club sport practices at the CRC. However for tournaments the following fees are charged.

- $50 an hour per court for the basketball courts – for larger events fees may be decreased to $35 an hour to keep costs down
- $50 an hour for a multipurpose room
- $15 per hour, per court for racquetball courts
- $12 an hour per lane for short course lanes
- $18 an hour per lane for long course lanes
- $50 per hour for the diving well

- Staffing is $12 an hour per staff member. With clubs, it usually occurs when we have events that begin before we open or end after we close.
- Tables, chairs, floor covering, bleachers, etc. are based on a per event basis. For smaller events (2-3 tables and a few chairs) – there is not a charge. However, there is a charge for larger events such as a volleyball or basketball tournament on multiple courts.
- Tarping - $150.00 plus for event

Policies to Adhere to while using CRC

- Signs cannot be posted anywhere within the Recreation Center (see advertising)
- Use of sound systems in the studios are not permitted unless cleared with Campus Recreation Services prior to event (additional fees will apply)
- The building opens promptly at the opening time (i.e. 6am during the weekdays). The MainStreet Passageway in front of the Member Services Desk is not an area available to work out in, warm up in or do any type of exercises in. Members must wait until the facility opens to start to practice/exercise.
- Fitness floor rules and regulations for groups and members -
  - All coats, bags, etc. must be placed in a locker at all times
  - Running from area to area on the fitness floor is prohibited. Please utilize the track or gymnasium space if reserved or early in the AM before 11am.

Updated 11/5/2013
 Allow other members to work in, if you are having a group workout in the weight room. Break up the team in pairs or threes to prevent monopolizing pieces of equipment or an area of the Recreation Center.

Equipment Storage

The CRC has one closet available to club sports utilizing the recreation center for practices. Space should be requested in the closet to the Program Coordinator of Club Sports. Each spring semester, the closet is cleaned and space is allocated per club.

UC – Blue Ash

Starting in 2012-13, Club sports organizations can reserve the field space at UC Blue Ash. Request should be made to Marcus Langford, Director of Student Life, at marcus.langford@uc.edu. Copy the Program Coordinator of Club Sports on all requests. In request include date, time (including set up to takedown). Goals with nets are not present on the fields and the fields cannot be lined, so this may be an alternate option for practice or a friendly scrimmage. Here is a link to the campus map. The address for UC Blue Ash is 9555 Plainfield Rd., Blue Ash, OH 45236. UC shuttle service services Blue Ash campus during the week.

Non-UC Affiliated Rentals

If you are renting a non-UC affiliated space, a contract must be developed between the University (not student or student organization) and the facility. All contracts must be given to the Program Coordinator of Club Sports who then passes the contract on to the University’s General Counsel for negotiation and approval. Students, advisors, or coaches/instructors are not to enter any agree on behalf of the student organization or University without prior approval.

If clubs are looking for space close by (within a 5 mile radius of campus), the following facilities charge the rates listed below. It is up to the clubs to inspect the fields prior to the games to assure that the playing field is safe. Here is some information regarding locations close by that clubs have rented or contacted in the past for indoor and outdoor playing space.

Parks and Recreation

<table>
<thead>
<tr>
<th>Location</th>
<th>Contact</th>
<th>Facility Space</th>
<th>Cost</th>
<th>Availability</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clifton Cultural Arts Center 3711 Clifton Avenue</td>
<td>513.961.5681</td>
<td>1 Indoor Court/ 3 Multipurpose Rooms</td>
<td>$35 an hour for MPR and $50 for court</td>
<td></td>
</tr>
<tr>
<td>Fairview</td>
<td>Markita Hall</td>
<td>1 Soccer Field</td>
<td>$13 an hour for 3 hours</td>
<td>Sundays (best day)</td>
</tr>
<tr>
<td>Corryville Recreation</td>
<td>513.221.0888</td>
<td>1 indoor court and Security deposit of $100, Gym $84 an hour, Multipurpose Room (100) $69 an hour, fees paid</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Center 2823 Eden Ave.</strong></td>
<td><strong>Multipurpose Room; called 1/13 and was notified that 2 volleyball courts could be reserved for $45 per hour</strong></td>
<td><strong>prior to event</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>---</td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>
| **Central Parkway YMCA 1105 E. Elm St.** | 513.241.5348 | Indoor and Outdoor space  
Depends on Event  
http://www.springfieldtwp.org/parkreservations.cfm |
| **Springfield Township Fields** | Kim @ Springfield Township  
Springfield Township Parks & Recreation  
9150 Winton Road  
Cincinnati, Ohio 45231  
(513) 522-1410 | Baseball, Soccer, Lax field and possible UF. Game condition fields are Stephanie Hummer, Hillside, and Schlottekee.  
Need 1,000,000 liability insurance |
| **Blue Ash Park and Recreation** | (513) 745-8550 | Softball has used  
Rental for softball games - $25 per game  
Do not ask for insurance |
| **Avon Fields - Golf Course** | Cincinnati Recreation Commission,  
The contact for holding events is Paul Schildmeyer at 513.290.5937.  
If the group wants to host a 9 hole golf scramble (they all are scheduled in the late afternoon).  
The cost |  |
If the group wants to host a 18 hole tournament.

The cost would be $35 per player. With the cost comes $6 towards items in the Pro Shop per player. Typically this is used for prize items, for instance if the tournament had 40 players there would be $240 of pro shop money to spend for prizes (i.e. 1st place, closest to the pin, longest drive).

<table>
<thead>
<tr>
<th>Location</th>
<th>Contact</th>
<th>Facility Space</th>
<th>Cost</th>
<th>Availability/Insurance</th>
</tr>
</thead>
<tbody>
<tr>
<td>St. Xavier</td>
<td>513.761.7815 ext. 127, John Sullivan, Director; Teri Smith (admin), <a href="mailto:tsmith@stxavier.org">tsmith@stxavier.org</a></td>
<td>on list if desperate/in a pinch situations</td>
<td>lights cost extra, if need to staff (NA)</td>
<td></td>
</tr>
<tr>
<td>Princeton High School</td>
<td>513.864.1580, Gary Croley, AD, <a href="mailto:gcroley@princetonschools.net">gcroley@princetonschools.net</a> (cell 846.1585)</td>
<td>Football and Softball/Baseball fields</td>
<td>Stadium (only one lit): $75 per hour/$100 per hour with lights; Baseball (off-site)/Softball (no lights): $50 per hour</td>
<td>1,000,000 liability coverage</td>
</tr>
</tbody>
</table>

Updated 11/5/2013
<table>
<thead>
<tr>
<th>School</th>
<th>Person</th>
<th>Contact Information</th>
<th>Field Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Covington Catholic</td>
<td>Michael Guidugli, AD</td>
<td><a href="mailto:mguidugli@covcath.org">mguidugli@covcath.org</a></td>
<td>Stadium is turf - do have access to grass field behind football stadium --- that does not have lights</td>
</tr>
<tr>
<td>Kings High School</td>
<td>Phil Poggi</td>
<td><a href="mailto:ppoggi@kingslocal.net">ppoggi@kingslocal.net</a>, 513-459-2937</td>
<td>baseball, softball, lacrosse, soccer, other $75 an hour including staff (email Susie for rental form) 1,000,000 liability coverage</td>
</tr>
<tr>
<td>Moeller High School</td>
<td>Barry Borman</td>
<td><a href="mailto:admissions@moeller.org">admissions@moeller.org</a></td>
<td>Kim (Admin Secretary) is main point of contact</td>
</tr>
<tr>
<td>Walnut Hills High School</td>
<td>Tom Donnelly</td>
<td>513-363-8602</td>
<td>willing - emailed 11/27</td>
</tr>
<tr>
<td>Hughes High School</td>
<td>513.363.7533</td>
<td>Mrs. Jolinda Miller, <a href="mailto:milljol@cps-k12.org">milljol@cps-k12.org</a></td>
<td>on list if desperate/in a pinch situations</td>
</tr>
<tr>
<td>Mason Sports Park</td>
<td>Richard Fair</td>
<td><a href="mailto:rfair@masonoh.org">rfair@masonoh.org</a>.</td>
<td>event request form (can email Program Coordinator for copy). Soccer, Lacrosse (not lined can coordinate to line by organization), Softball, and Baseball $35 per field per hour 1,000,000 liability coverage required; usually know of availability after September for fall and January for spring (when youth leagues have been scheduled)</td>
</tr>
<tr>
<td>Cincinnati Country Day</td>
<td>Athletics Office</td>
<td>(513) 979-0235, <a href="mailto:athletics@countryday.net">athletics@countryday.net</a></td>
<td>do not rent...</td>
</tr>
</tbody>
</table>
Event Information as Hosts

When hosting an on campus event, clubs must copy the Program Coordinator of Club Sports on any facility requests. Any tournament involving more than 1 school must be approved by the Program Coordinator of Club Sports. These events may require additional insurance coverage. Remember you are responsible for the visiting teams’ behaviors on campus.

The following is information that you should supply to team(s) coming to visit UC to play.

**Medical Care** – if medical care is needed, calling 556-1111 or 9111 will get emergency medical care to the scene of the need. The closest hospitals are Good Samaritan on Clifton Avenue (3217 CLIFTON AVENUE.) and University Hospital off of Highland Avenue (address: **234 GOODMAN STREET CINCINNATI, OH 45219**). An injury report should be completed for any accident that occurs and the Program Coordinator, Club Sports should be called, if there is a transport from an event (812.219.1302).

**Hotel Information** – The following is a list of hotels with prices listed close to $100 a night or less that in close proximity to UC. There are more choices, these are just a select few.

- Hampton Inn and Suites Cincinnati (.7 miles away) – (513) 306-4455, 3024 Vine Street Cincinnati, OH 45219
- Budget Host Town Center Motel (1.1 miles away) – (513) 559-1600, 3356 Central Parkway Cincinnati, OH 45225
- The Garfield Suites Hotel (1.8 miles away) – (513) 421-3355, 2 Garfield Place Cincinnati, OH 45202
- Ramada Cincinnati OH (1.9 miles away) – (513) 241-8660 800 West 8th Street, Cincinnati, OH 45203
- Comfort Inn & Suites Cincinnati (2.3 miles away) - (513) 242-1010 130 West Mitchell Avenue, Cincinnati, OH 45217

**Parking Information** – be sure to ask the facility manager or contact – where team vans can park. All personal vehicles must be parked in garages on campus or street parking that is available close to campus. Parking.
Information for Team Vans (if cleared with athletics) – for games at Nippert and Gettler team vans can possibly park in the space in the tunnel leading to Nippert.

Event Checklist

Checklist for Club Sports Groups hosting an event: So you are hosting an event – now what? The following provides a checklist of items to run through prior to the event.

• Activity Space Requested
• Activity Space Approved
• Any other details with facility and needs (i.e. tables (?), lining fields, goals)
• Association – Is your association providing or requiring anything regarding the event?
• Develop an Event budget
• Provide Waivers to the Visiting Teams (see Group Waiver Form on Campus LINK or resource page)
• Parking Arrangements for Team Vans (if needed)
• Contact Cathy Krumpelbeck at 556-4923, cathy.krumpelbeck@uc.edu
  o Security & Emergency Personnel needed for the event – must check (*note there are costs to this)
• Contact Cathy Krumpelbeck at 556-4923, cathy.krumpelbeck@uc.edu
  o Notify visiting clubs of the following items and things to consider:
    o Parking arrangements for teams and spectators
    o Provide local information to clubs, which should include
• Hotel accommodations (see packet provided by Program Coordinator)
• Emergency information – closest hospital
• Preliminary game schedule
• Is there a registration deadline to communicate?
• Officials - are teams splitting the cost of officials?
• Find out if they need a receipt or invoice – if registration fees or officials fees are charged
• Advertising – see the Club Sports Board Handbook for details on advertising options on campus. There are spaces available on Mainstreet through TUC and SALD to advertise your events.
• Selling – currently we are not able to sell items at an event. In the future this may change.
• Checks – remember if you need a check to pay for anything. This requires approximately 10 business days to receive from accounts payable, if paying from your CSB account.

Day Of the Event Needs:

• Clean-up and Set Up – coordinate cleanup and setup. Groups can be charged extra if all of the trash is not bagged and ready for pick-up. Please check the bleachers prior to leaving the fields.
• Will food be served or sold? If you plan to grill at the event, you must contact Fire Prevention Unit at 513-556-4934 for food permits and clearance. If a grill permit is not obtained, groups are subject to citation.
• Resources:
  - You can check out a 6 foot table, 2 chairs, flip scoreboards, a lockbox, and water coolers from SALD. Contact the Program Coordinator a week prior to the event to coordinate.
  - Is your first aid kit stocked?
  - Do you need a lockbox?
  - Receipt Book (if needed) or receipt template - see Google doc
  - Paperwork: Accident Reports, Waivers, and Information to deliver to the groups
  - Review the following regarding the facility that you will be using:
    - Facility policies
    - Certificate of Insurance
    - Signage policies

Updated 11/5/2013
Marketing/Promotions

Posting Flyers Around Campus

The following is information regarding where to go to get permission to post flyers across the UC campus.

- Residence Halls— you want to get permission from REDS in Siddall 2nd floor
- TUC and the outdoor postings— you want to get permission from the TUC Main desk on the main floor (atrium and bookstore)
- SSLC – go see Patty in 455
- Most Academic Buildings – allow you to put up flyers unless they provide an office on the bulletin board

Tangement University Center (TUC):

- **PRoMoTional METHoDS aT a GlanCE from TUC**

<table>
<thead>
<tr>
<th>Method</th>
<th>Lead Time</th>
<th>Info Needed</th>
<th>Format</th>
<th>Where to submit request</th>
</tr>
</thead>
<tbody>
<tr>
<td>Poster/flyers</td>
<td>2 weeks prior to event</td>
<td>Event information, including sponsor’s</td>
<td>11”x17” or smaller</td>
<td>Mainstreet Connection Center (in person)</td>
</tr>
</tbody>
</table>

Updated 11/5/2013
<table>
<thead>
<tr>
<th>Service</th>
<th>Deadline</th>
<th>Description</th>
<th>Details</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>TUC Campus Monitors</td>
<td>2 weeks prior to event</td>
<td>Event information, including sponsor’s name and contact info</td>
<td>JPG slide at 800x600 pixels resolution 72 dpi</td>
<td>TUC Marketing Request Form</td>
</tr>
<tr>
<td>Mainstreet Cinema Preview Slide</td>
<td>2 weeks prior to event</td>
<td>Basic event info</td>
<td>PowerPoint slide</td>
<td>TUC Marketing Request Form</td>
</tr>
<tr>
<td>SSLC Electronic Sign</td>
<td>2 weeks prior to event</td>
<td>Basic event info</td>
<td>75 character limit text either email or Word doc</td>
<td>TUC Marketing Request Form</td>
</tr>
<tr>
<td>Mainstreet Website</td>
<td>8 weeks prior to event</td>
<td>Full description of event and logos, pictures if available</td>
<td>Word doc</td>
<td>TUC Marketing Request Form</td>
</tr>
<tr>
<td>Chalking</td>
<td>1 week prior to event</td>
<td>Basic event info</td>
<td>Water soluble chalk only</td>
<td><a href="http://www.uc.edu/eventservices">www.uc.edu/eventservices</a></td>
</tr>
<tr>
<td>TUC food court table signs</td>
<td>5 - 10 business days prior to event</td>
<td>Event info, including sponsor’s name, contact info, and UC logo</td>
<td>180 copies on cardstock, trifold on edge and taped; set-up yourselves</td>
<td><a href="mailto:janet.wolf@uc.edu">janet.wolf@uc.edu</a></td>
</tr>
<tr>
<td>Table Signs in 3 Dining Centers</td>
<td>Reserve ASAP - as up to 2 programs can only be reserved at a time</td>
<td>Event info, including sponsor’s name, contact info, and UC logo</td>
<td>350 copies on cardstock, single-sided 6.5”w x 4.25”h; deliver to staff at each center</td>
<td><a href="mailto:katy.higbee@uc.edu">katy.higbee@uc.edu</a></td>
</tr>
</tbody>
</table>

Additional Information and Guidelines for TUC can be found on the Event Guide. Here is a link.

**SALD**

1. **Flyers**: If you wish to put flyers in the student organization mailboxes on the 4th floor of SSLC and on the bulletin boards in SSLC, contact the Office of Student Activities and Leadership Development for approval at 513-556-6115.
2. **Club Sports Website/Facebook or Twitter** - simply submit a picture and highlight from the club and where you would like the information posted. Email this to the Program Coordinator: susan.mahoney@uc.edu.
3. **SALD Window** – See details below. Patty Speed oversees requests made on the following Campus LINK form. Questions can be directed to Patty at patty.speed@uc.edu. Details: The window(s) are located on the 4th floor of the SSLC and the display boards are located on the 4th and 6th floors and are available on a first come basis.

Updated 11/5/2013
The window(s)/boards are available one week at a time beginning on Monday, 9:00am (for a paper sign - paper is available in the SALD office) and ends on Friday 3:00pm (take down display). The time to remove/ take down, can be extended if there are no other requests to use the display board(s). If your displays are not taken down by the designated date and time your organization will be charged $15 fee and will not be able to use the window or display board(s) for one year.

Please remember, that all designs and material have to be approved by SALD before putting up your display. Paint or tape cannot be used on the windows, so we can provide the paper and suction cups to hang your display. If you are still interested in using the window(s) or display board(s), please complete a FORM on SALD’s Campus LINK page.

Website

Each club automatically has a page through Campus LINK at campuslink.uc.edu. Clubs are also eligible to have their own external website see below.

1. UC GROUPS website – managed by the club to request an additional site that the club maintains, the following request form is here. Prior to submitting this online form we need to check that you are a fully registered organization. You must reregister your organization on Campus LINK prior to requesting a site.

Organizations must following branding guidelines on the site.

Facebook

MainStreet: If the event is approved through Conference & Event Services (CES), as well as scheduled on Mainstreet. You can post your event information on the UC MainStreet Facebook page. It is as simple as three easy steps:

1) Like our UC MainStreet Facebook page.
2) Post details about your upcoming event on the page.
3) After your event, share your experience with pictures, videos, or posts.

If the event is not approved, the post will be removed. The event confirmation email from CES will serve as the approval. Please be sure to keep it clean!

SALD: If the event is approved for space on campus through athletics or Campus Recreation. You can post your event information on the SALD Facebook page. It is as simple as three easy steps:

1) Like our SALD Facebook page.
2) Post details about your upcoming event on the page.
3) After your event, share your experience with pictures, videos, or posts.

If the event is not approved, the post will be removed. Please be sure to keep it clean!

As always, if you have any feedback or the need for additional resources that should be in this manual, please contact the Program Coordinator of Club Sports – Susie Mahoney at susan.mahoney@uc.edu or 556-6121.