

SPORTS CLUB HANDBOOK

2008-2009



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I. IMPORTANT PERSONNEL CONTACT INFORMATION

	Title/Office	Location	Phone Number
JASON KRONE	Sport Club Director/KU Recreation Services	204 SRFC	864-0792
MATT BECK	Coordinator – Sport Programs	206 SRFC	864-3270
JAMES ANDERSON BOBBY ARNOLD	Sport Club Student Program Managers KU Recreation Services	204 SRFC	864-4519
MARY CHAPPELL	Director – KU Recreation Services	103 SRFC	864-1370
AARON QUISENBERRY	Student Involvement & Leadership Center aquisenberry@ku.edu	400 Kansas Union	864-4861
LEANN FERGUSON	SOA Account Coordinator lferguson@ku.edu	7 Carruth-O’Leary	864-5942
TERRY PARKER	Endowment Loan Officer		832-7344
REC INFO LINE	Field Conditions Hotline		864-3456
CLASS CANCELLATIONS	Due to snow or inclement weather		864-SNOW

II. EMERGENCY CONTACTS

If one of the following would occur, Death of a Student, Serious Accidents or Injuries Involving Students, or Assault of a Student, please call the below personnel, in the order listed, until one person is reached. Call anytime and leave a message with each number called. If during 8:00am-5:00pm M-F, call office number.

	Office	Home	Cell
Matt Beck – Cord. Sports Prog. (Level 4 clubs)	864-3270		405-714-4597
Jason Krone – Sport Club Director (<i>Level 1-3 clubs</i>)	864-0792	913-441-5917	913-522-0714
Mary Chappell – Recreation Services Director	864-3546	841-1986	393-1597

III. IMPORTANT DATES FOR SPORT CLUBS TO REMEMBER

Fall Sport Club Officer Leadership Workshop/ Executive Board Elections	Wed.	8/27/08	202 SRFC	7:30pm - 10:30pm
Finalized Budget/Constitutions Due: Level I (Jason) & II (Program Manager) Clubs Level III (Program Manager) & IV Clubs (Matt)	All	9/1-9/5 9/8-9/12	204 SRFC	By appointment
Officers Lists, Facility Agreement, & Coaching Applications Due	Fri.	8/29/08	204 SRFC	
Sport Club Council/Executive Board Elections	Tues.	9/9/08	202 SRFC	8:30pm - 10:30pm
Registration at Student Involvement Ctr. (online) & Fall Semester Schedules are due	Fri.	9/12/08	204 SRFC	
CPR Class (By Fri. 9/12 by 5 pm)	Tues.	9/16/08	202 SRFC	2:00pm - 5:00pm
CPR Class (By Tue. 9/23 by 5 pm)	Thurs.	9/25/08	202 SRFC	7:00pm – 10:00pm
Spring 2009 Facility Requests due	Fri.	10/3/08	204 SRFC	
***Supplemental Request Hearing	Tues.	10/14/08	102 SRFC	7:00pm - 8:30pm
Sport Club Council	Tues.	10/14/08	202 SRFC	8:30pm - 10:30pm
CPR Class (By Mon. 10/20 by 5 pm)	Wed.	10/22/08	202 SRFC	2:00pm - 5:00pm
Capital Improvement Plan for FY09 clubs due	Fri.	10/24/08	204 SRFC	
***Supplemental Request Hearing/Executive Board	Tues.	11/11/08	102 SRFC	7:00pm- 8:30pm
Sport Club Council	Tues.	11/11/08	202 SRFC	8:30pm -10:30pm
CPR Class (By Tue. 11/18 by 5 pm)	Thurs.	11/20/08	202 SRFC	7:00pm - 10:00pm
***Supplemental Request Hearing Administrative Fees Due (\$3 per member per club from SOFAS)	Tues.	12/2/08	102 SRFC	7:00pm-8:30pm
Spring Semester Schedule due	Fri.	1/23/09	204 SRFC	
Spring Sport Club Officer Leadership Workshop	Sun.	1/25/09	202 SRFC	7:00pm - 10:00pm
Generated Income Deadline - see Allocation System	Fri.	1/30/09	204 SRFC	
***Supplemental Request Hearing/Executive Board	Tues.	2/10/09	102 SRFC	7:00pm - 8:30pm
CPR Class (By Mon. 2/9 by 5 pm)	Wed.	2/11/09	202 SRFC	7:00pm - 10:00pm
CPR Class (By Tue. 2/24 by 5 pm)	Thurs.	2/26/09	202 SRFC	7:00pm - 10:00pm
Sport Club Council – Budget Hearing	Tues.	3/3/09	202 SRFC	8:30pm - 10:30pm
Summer and Fall 2009 Facility Requests due	Fri.	3/6/09	204 SRFC	
Renewal of Recognition Final Day to submit <i>Purchase Requests & Intent To Travel</i> Forms using FY09 Restricted Fee Allocations	Fri.	3/27/09	102 SRFC	8:00am - 7:00pm
***Supplemental Request Hearing Administrative Fees Due (\$3 per member per club from SOFAS)	Tues.	4/7/09	102 SRFC	7:00pm - 8:30pm
Sport Club Council – Facility Requests	Tues.	4/21/09	202 SRFC	8:30pm - 10:30pm
Equipment Check-in with Program Manager	All	4/27-5/15/09	204 SRFC	By Appointment

Supplemental Request Hearings will be held only when needed. Deadline to submit request is the Friday before the Hearing

IV. Sport Club Assignments

To try and assist clubs in a quicker fashion, each club has been assigned an Administrator and Program Manager. These assignments will be your first point of contact for each of the situations you may encounter. Please contact your Administrator for Travel using the Restricted Fee, Special Events/Tournaments, Endowment, Fundraising, and Purchasing appointments. Contact your Program Manager first for all other matters (they will either assist you or get back to you with an answer).

Administrator Assignments:

Jason Krone – Level I, II, & III Clubs

Matt Beck – Level IV Clubs

Program Manager Assignments:

Bobby Arnold – Crew, DanceSport, Judo, Karate, Rugby – M/W, Rock Climbing, Sailing, Ultimate – M/W, Volleyball – W, Waterski.

James Anderson – Baseball, Cycling, Fencing, Ice Hockey, Ki-Aikido, Kumdo/Kendo, Lacrosse - M/W, Soccer – M/W, Swimming, Tae Kwon Do, Wakeboard.

Allocation Levels

Level 1 – Crew, Ice Hockey, Men's Lacrosse, & Men's Ultimate.

Level 2 – Baseball, Cycling, DanceSport, Men's Rugby, Sailing, Women's Soccer, Women's Volleyball, & Waterski.

Level 3 – Women's Lacrosse, Rock Climbing, Men's Soccer, Tae Kwon Do, Women's Ultimate.

Level 4 –Fencing, Judo, Karate, Ki-Aikido, Kumdo-Kendo, Women's Rugby, Swimming, & Wakeboard.

Capital Improvement Plan Guidelines:

- Must submit proposal to Sport Club Executive Board (SCEB) by fall deadline
- Proposal will be voted on by SCEB and forwarded to Sport Club Director
- All/some/none of the proposal can be approved
- Cannot be used for travel. Examples of items that can be purchased: jerseys, boat (partial), ergometer, blocking dummies, goals, etc.
- Each year based on \$9700 and nine initial clubs (\$1000 each possible).
- If there is at least \$300 not used in a year, it will be combined with the \$700 and the next club on the list will submit their proposal. This will continue within a given year if another \$1000 becomes available.
- Trades can be made spot for spot. Ex: Wrestling can trade their #3 spot for Sailing's #26 spot. Must be approved by both club presidents and Sport Club Director.
- Clubs can combine their allocation with another club for a larger purchase as long as both clubs fall within the same year.
- Clubs that would like to delay their purchase will be moved to the bottom of the list (#27).

Clubs that do not submit their proposal by the given deadline will lose their opportunity.

FY09 clubs: Men's Ultimate, Men's Soccer, Cycling, Crew, Karate, Swimming, Wakeboard, Men's Lacrosse, Tae Kwon Do, *Women's Soccer, *Women's Rugby, *Baseball

****Those with a star should be prepared to submit their proposal this year***

IV. PRACTICE SCHEDULES

Since practice schedules tend to get adjusted at the beginning of every semester, please view the schedules from our website.

V. ADMINISTRATION

a. INTRODUCTION:

The University of Kansas Sport Club Program consists of student organizations sponsored by KU Recreation Services and is directly administered by the Associate Director – Programs, Coordinator – Programs, and Student Program Managers. The Sport Club Staff provides guidance and encouragement, in an advisory capacity, to all clubs within the Sport Club Program. In addition, the Sport Club Staff will administer and/or develop University and KU Recreation Services policies and procedures, which are associated with the Sport Club Program and its participants.

Each club is formed, developed, governed and administered by the student membership working with the Sport Club Staff. The key to the success of the Sport Club Program (and each club involved in the program) is student leadership, interest, involvement and participation. A majority of the responsibility for club activities rests with the officers and members of each club.

Sport Clubs are managed by both the rules and regulations governing all recognized student organizations at the University of Kansas through the Student Involvement and Leadership Center (SILC), and those established by the KU Recreation Services. The policies and procedures within the Sport Club Handbook are designed for the safety and protection of each club and its participants. They were developed in conjunction with the University of Kansas Legal Counsel. These procedures and policies serve as a guide for the Sport Club Program within the University framework and shall be adhered to at all times. It is the responsibility of each club to follow, learn, and understand these guidelines. These guidelines were developed in accordance with the University of Kansas Code of Student Rights and Responsibilities published in the Student Handbook. Situations involving any sport club business or activity that are not covered in the above handbooks should be referred to and discussed with the Sport Club Director.

POLICY ON DIVERSITY OF THE STUDENT BODY

The University of Kansas welcomes students from an array of geographic locations, ethnic and cultural backgrounds and educational achievements. It strives to foster an environment in which the dignity and rights of all are respected.

KU NONDISCRIMINATION POLICY

As a premier learning and research institution, the University of Kansas must continuously address issues of diversity and multiculturalism. Every member of the University community is expected to engage in action that leads toward the development of a more democratic and inclusive community.

HAZING (as written in the KU Code of Student Rights and Responsibilities)

An offense against a person is committed when a student: Engages in hazing of another person for the purpose of initiation or admission into, affiliation with, or continuation of membership in any organization operating under the sanction of the University. Hazing includes, but is not limited to, any action, activity or situation which recklessly, negligently or intentionally endangers the mental or physical health, welfare or safety of a person, creates excessive fatigue, mental or physical discomfort, exposes a person to extreme embarrassment or ridicule, involves personal servitude, or substantially interferes with the academic requirements or responsibilities of a student. It is presumed that hazing is a forced activity regardless of the apparent willingness of an individual to participate in the activity.

b. PURPOSE OF SPORT CLUB PROGRAM

The Sport Club Program is designed to serve the sporting interests of University of Kansas' students, faculty, and staff. The objectives of the program are to offer sport activities for any interested member of the University Community who wishes to:

1. Participate in sport or recreation.
2. Help participants develop skills in sport.
3. Provide an opportunity for extramural competition.
4. Develop student leadership.
5. Provide a bond between individual student organizations, which are athletic or recreational in nature.

DEFINITION OF A SPORT CLUB

A University of Kansas Sport Club is a registered student organization recognized by the Sport Club Council and formed by individuals with a common interest and desire to participate in a sport or recreational activity that is non-sedentary and involves rigorous physical exertion. Clubs may be competitive, recreational, or instructional in nature, or may have any combination of these characteristics. Sport Clubs are administratively supported by the KU Recreation Services; however, there is an emphasis on student leadership as the clubs are student-organized, student-managed, and student-operated. (See Resource Guide)

c. SPORT CLUB OFFICERS' LEADERSHIP WORKSHOP

Leadership Workshops will be used to acquaint Sport Club Officers with the Sport Club Program, the Office of Recreation Services, and University policies and procedures. General leadership training will also be provided. All officers are encouraged to attend. Each Sport Club must meet the following criteria associated with the Sport Club Leadership Workshops:

1. There will be two "Officers Leadership Workshops." One will be held in the fall and another in the spring of each academic year. It is mandatory that all Sport Clubs be represented by at least two officers at each workshop. Clubs that miss a workshop will be disciplined. Please refer to the Sport Club Council Meeting, Renewal of Recognition, and Disciplinary Procedures sections of this handbook to view consequences of missing a Sport Club Leadership Workshop.
2. New Clubs shall attend an alternative training session.
3. Each Sport Club must have a current officer who has attended a recent workshop or an alternative training session at all times. If a club changes officers during the course of a semester, they may be required to attend an alternative training session selected by the Sport Club Director.

SPORT CLUB COUNCIL

Each Sport Club shall have a designated Sport Club Council Representative as a member of the Sport Club Council. Each representative must be a currently enrolled student member of a recognized Sport Club. The Sport Club Council shall advise the Sport Club Director in administering the Sport Club Program. Its three main functions are as follows:

1. To promote participation in the Sport Club Program
2. To provide a medium for the exchange of information regarding Sport Club policies and procedures contained in the Sport Club Handbook.
3. To approve allocations of the Restricted Fee earmarked for the Sport Club Program. The Executive Board of the Sport Club Council shall approve all supplemental requests from the unallocated account.

When the Sport Club Council votes on allocations of the Restricted Fee or is drafting a proposal advising the Sport Club Director of additions/amendments to Sport Club policies and procedures, a form of parliamentary procedure shall be followed by the council and administered by the parliamentarian.

d. EXECUTIVE BOARD

The Sport Club Council will have an Executive Board, which shall consist of five student members. Each year four Sport Club Council Representatives will be elected from among their peers at the first Sport Club Council Meeting in the fall semester. The fifth member of the Executive Board shall be a past board member from the previous year. This individual shall be chosen at the last Sport Club Council Meeting. All board members shall serve a term, which runs from September through July of each fiscal year. Executive Board members can also represent their club at each Sport Club Council meeting as the Sport Club Representative. The Executive Board shall have the following responsibilities:

1. Serve on the Recreation Advisory Board (see details in Recreation Advisory Board section).
2. Attend all scheduled Supplemental Request Hearings and approve/deny all supplemental requests from the Sport Club Unallocated Account.
3. Serve as a liaison between the Sport Club Council and the Sport Club Director and/or Recreation Advisory Board/Student Senate.
4. Serve as a consultant to the Sport Club Director on information gathered from the Sport Club Council and/or Recreation Advisory Board concerning amendments or additions to Sport Club policies and procedures contained in the Sport Club Handbook.
5. Serve as a consultant to the Sport Club Director and Student Program Manager on constructing an agenda for each Sport Club Council Meeting.
6. Serve as a consultant to the Sport Club Director in creating a Sport Club Budget Proposal to present to the Sport Club Council at the Budget Hearings.
7. Serve as a consultant to the Sport Club Director on all fiscal allocations associated with the Sport Club portion of the Restricted Fee.
8. Three members of the executive board will assume the following responsibilities at Sport Club Council meetings:

Parliamentarian: will chair the Sport Club Council Meetings during the portion of a Sport Club Council Meeting that concerns items dealing with Council Representation voting. When hearing debate on items before the Sport Club Council the parliamentarian will use a form of parliamentary procedure to conduct business.

Secretary: will be responsible for recording minutes of each Sport Club Council Meeting.

Treasurer: will work as a consultant with the Sport Club Director in preparing a Budget Report for each Sport Club Council Meeting. In addition, the Treasurer will present the Budget Report to the Sport Club Council.

e. SPORT CLUB COUNCIL MEETINGS

Each Sport Club Council meeting serves several purposes. First and foremost, it is a forum where information can be conveyed and obtained about the Sport Club Program. Regularly, the Sport Club Staff will convey information about policies and procedures, upcoming important dates, and the Budget Report. In addition, these meetings give the Sport Club Council Representatives the opportunity to discuss items concerning the Sport Club Program. Also, Sport Club Council Meetings are the forum where New Sport Club Recognition Requests are heard.

Each Sport Club shall have their Sport Club Council Representative attend each Sport Club Council Meeting. **It is important that all Council Representatives be on time for these meetings. Failure to do so could result in disciplinary action.** They should report all the information discussed at these meetings back to their club members. A Sport Club Council Representative must be the President, Vice-President, or Treasurer of a particular club. The same individual shall attend all the meetings as the lone representative of his/her club. If this individual cannot be present, he/she must notify the Sport Club Director, with advance notice, as to who will attend in their place. The replacement must be a student club member. Failure to make notification will result in the loss of voting privileges. Other members of a club are encouraged to attend Council meetings as a guest, but they shall not have voting privileges. Failure to attend a Sport Club Council Meeting or Leadership Workshop will result in the following disciplinary actions:

- First Meeting:*
 - \$25.00 fine from Restricted Fee Account/SOFAS Account.
 - Verbal and/or written reprimand.
 - Suspension of all club activities until meeting is made-up.

- Second Meeting:*
 - \$100.00 fine from Restricted Fee Account/SOFAS Account.
 - Verbal and/or written reprimand.
 - Suspension of all club activities until meeting is made-up.

- Third Meeting:*
 - Loss of Recognition

Each Sport Club Council Meeting will be chaired by the Sport Club Program Manager or Sport Club Director, except during the portion of a Sport Club Council Meeting which concerns items that must be voted on by the Sport Club Council. During this time, the Parliamentarian will oversee the meeting. At each meeting, the Executive Board and the Sport Club Program Manager will preside at the executive table at the front of the auditorium. A representative from each Club shall be seated in the first four rows facing the executive table. Guests of each Club shall be seated in the guest section of the auditorium two rows in back of the Sport Club Council Representative section. Any guest speaker(s) shall be seated with the Sport Club Director.

f. PARLIAMENTARY PROCEDURE

When parliamentary procedures are necessary, each club shall have one vote cast by their Sport Club Council Representative. Majority voting will be used and ties shall be considered a negative result. Discussion shall occur only on one question at a time. All Representatives shall be treated with justice and courtesy. In addition, each will accept the rule of the majority while respecting the rights of the minority. The following form of parliamentary procedure will be used at all Sport Club Council Meetings:

1. Starting a Motion: May contain only one item of business

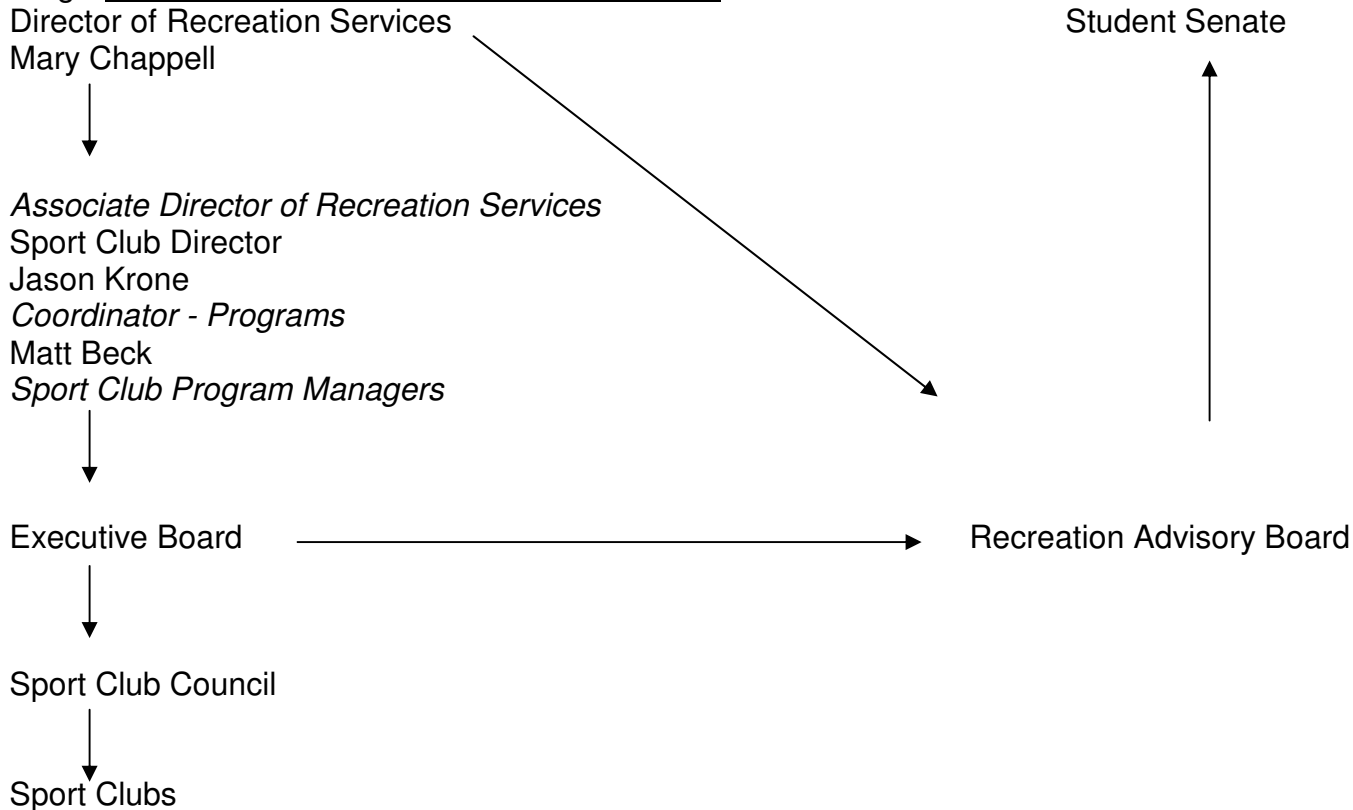
2. Seconding a Motion: If there is no second, the Parliamentarian shall declare, "the motion dies for a lack of a second." If seconded, the Parliamentarian will state the motion. Discussion is allowed only on the question that is on the floor. Alternative "in favor" and "against" speeches may allow a more complete and fair presentation of differing views.

3. When there is no further discussion or a motion to end or limit debate passes, the Parliamentarian shall restate the motion on the floor and call for a vote.
4. Order of Voting:
 - a. Motion
 - b. Amendment
 - c. Amendment to Amendment

KINDS OF MOTIONS

1. Privileged Motions take precedence over all other motions because each one calls for some immediate decision. Privileged motions can become main motions and debatable, but only when no other business is on the floor. They are ranked in order of precedence.
 - a. Motion to adjourn: not debatable; not amendable; requires a vote; requires a second
 - b. Motion to recess: debatable; amendable; requires a vote; requires a second
 - c. Raising a question of privilege: not debatable; not amendable; no vote required, no second
2. Main Motions are used to introduce a subject to the council. They may be made only when there is no other motion before the council. Only one main motion may be brought before the council at a time. It must be disposed of before any other main motion can be considered.
3. Subsidiary Motions are motions, which may be applied to a main motion and have some effect on it. They are ranked in order of precedence.
 - a. Motion to close debate is used to end discussion regardless of previously established limits. Not debatable, not amendable, requires a vote, requires a second.
 - b. Motion to limit debate is used to limit the number of times representatives may speak on the same motion, the length of time representatives may speak, the amount of time allowed for total discussion or time at which debate will cease. It is also used to extend the time limit of a given speaker, or extend other previous set limits. Debatable, not amendable, requires a vote, requires a second.
 - c. Motion to amend is used to adjust a motion already on the floor. There is no limit to the number of times a motion may be amended, however there may be no more than one amendment and one amendment to the amendment pending at any one time. Amendments may be to insert, add, strike out, or to substitute a word, phrase or clause. Amendments that would completely change the original intent of the main motion would be out of order. Debatable; amendable, requires a vote, requires a second.
4. Incidental Motions consider procedural issues and are used to enforce correct rules of procedure.
 - Motion to appeal parliamentarian: not debatable, not amendable, requires a vote, requires a second
 - Point of order: not debatable, not amendable, no vote, no second
 - Point of procedural inquiry: not debatable, not amendable, no vote, no second
 - Point of information: not debatable, not amendable, no vote, no second
 - Division of motion: not debatable, amendable, requires a vote, requires a second
 - Division of assembly: not debatable, not amendable, no vote
 - Relating to voting: debatable, amendable, requires a vote, requires a second

g. SPORT CLUB ORGANIZATIONAL CHART



Sport Club responsibilities will be impacted by the beliefs, attitudes, and policies generated by the cohesive efforts of the Recreation Advisory Board, Sport Club Director, Executive Board, Sport Club Council, and Sport Club Council Representatives. If the Sport Club Program is to function smoothly and efficiently, it will take teamwork and understanding of one's role. It is imperative that all individuals involved in the administration and/or leadership of each individual Sport Club make a commitment towards understanding the policies and procedures included in the Sport Club Handbook.

h. RECREATION ADVISORY BOARD

The Recreation Advisory Board (RAB) is responsible for the administrative, budgetary, and appellate procedures for KU Recreation Services. These responsibilities shall be limited to recreation programs and the facility use for students, faculty, staff, and their immediate families. The RAB shall ensure that all funding for Sport Clubs, Recreational Facilities, and Recreation Services follows all funding regulations enacted by Student Senate Funding Rules and Regulations. Members of the Recreation Advisory Board shall include the following or designee:

- 8 Student Members
- 5 Sport Club Council Executive Board Members
- Student Senate Treasurer
- Director of Recreation Services
- Director of Student Involvement & Leadership Center
- Dean of Student Life

VI. CLUB POLICIES AND PROCEDURES

a. RISK MANAGEMENT

Safety of participants is of the utmost importance. There are inherent risks involved in all recreational/competitive sport programs. Participants in the Sport Club Program should be aware that involvement is totally voluntary and that the University of Kansas does not provide health or accident insurance. It will be the responsibility of each club to minimize risk of injury in all club functions. **EACH CLUB SHALL DEVELOP, IMPLEMENT, AND PRACTICE THE FOLLOWING SAFETY POLICIES:**

1. Sport Club Officers, Club members, and Coaches/Instructors should always emphasize safety during all Club activities.
2. Develop and practice safety guidelines relevant to your sport.
3. Encourage all members of your organization to carry personal health insurance. A Student Health and Accident Plan endorsed by Student Senate can be obtained at the Watkins Health Center Business Office (call 864-9522 for details). In addition, each club should become familiar with accident and liability insurance available through the national associations governing their sport.
4. Inspect fields, facilities, and equipment prior to every practice session, game, or special event. Report unsafe conditions to the Sport Club Director immediately. If at an off-campus site, report the condition to the proper managing authority. **Do not use or try to improve fields, facilities, or equipment if they are unsafe.**
5. Because of the inherent risks, participants, instructors, coaches, and spectators will not be allowed to consume alcoholic beverages or illegal drugs while participating in the Sport Club Program. Alcoholic beverages or illegal drugs are not allowed in or on University facilities at Club activities. Alcoholic beverages or illegal drugs should not be consumed or transported in vehicles traveling to or from a contest. Infractions of this nature will not be tolerated and it is the responsibility of each club to enforce these guidelines.
6. Each club is strongly encouraged to have one member of the club become certified in CPR and First Aid during the early part of the Fall Semester. Preferably, this should be an individual who will be regularly attending practices and contests held during the entire school year. Recreation Services will provide workshops for club members.
7. Each Club must file an "Accident Report Form," APPENDIX AA, for each accident that may occur during practice or competition. These forms must be turned in to the Sport Club Director no later than 3 days after the accident/injury. If an accident or emergency situation should occur, please remember the following steps:
 - First, seek medical attention that is necessary.
 - Second, make notification of the incident to the Sport Club Director. If the Sport Club Director cannot be obtained, contact with the University should be made according to the University of Kansas Recreation Services Emergency Procedures and Notification List for Registered Organizations listed on page 3 of this handbook.
 - Third, follow up with an "Accident Report Form".
 - Remember, the first step in any emergency is to insure that all persons are safe, and to call for assistance, as needed.

8. When hosting a competition, practice, or special event on University property, clubs must have visiting team members or individual participants sign and complete a "Visitor Waiver & Release of Liability Form", APPENDIX V, before they participate. These forms must be filed with the Sport Club Staff no later than 5 days after an event. Failure to comply with this policy will result in the loss of facility privileges for Special Events and/or competitions using University facilities.
9. If a serious accident, death, or assault were to occur during a Sport Club activity, the first step would be to insure that all persons are safe. If necessary, call or send for assistance. Dial 911 for Emergency Assistance. In the event of an emergency, notify the appropriate University Office (Listed on page 3 of this manual) of the situation. Never contact the family of a student involved in an emergency or accident unless authorized to do so. The University or medical/emergency service personnel will disseminate all necessary notification. If the press should contact the organization, only the President of the club or Sport Club Director should speak for the group. With the help of University personnel, a statement will be prepared. Do not release any names or information unless you have consulted with University personnel.

b. NEW CLUB RECOGNITION

Any student organization currently registered with the Student Involvement and Leadership Center (SILC), may apply for Sport Club status by submitting a "Request for Recognition", APPENDIX A. After submitting a Request for Recognition form, a prospective sport club must meet all of the following criteria to obtain Sport Club recognition within the KU Recreation Services:

1. Meet the enclosed definition of a Sport Club.
2. Conduct a campus-wide organizational meeting to investigate interest in the Sport Club idea.
3. Submit a Membership Roster with at least 8 prospective student members or the minimum number of student members needed to participate in a team sport activity.
4. Submit a completed constitution that has been approved by the Sport Club Director.
5. Register as a Student Organization with the Student Involvement and Leadership Center (400 Kansas Union)
6. Open a SOFAS (Student Organizations Financial Accounting Systems) account in Carruth O'Leary
7. Attend an Officers' Leadership Workshop or alternative training session.
8. Demonstrate that the club purpose is consistent with the KU Recreation Services' purpose and Mission Statement.
9. Demonstrate that adequate facilities are available for the club to meet and practice.
10. Demonstrate the Sport Club Program has the necessary resources to supervise the proposed Sport Club.
11. Present sport club idea to the Sport Club Council for their recommendation to the Sport Club Director.

c. RENEWAL OF RECOGNITION

Once a sport club has been granted recognition, it may annually renew that status by submitting a "Request for Renewal of Recognition", APPENDIX B. The Sport Club Director will approve each Renewal of Recognition during the last week of September, each academic year, provided the following criteria have been met:

1. Club has renewed their registration with the Student Involvement and Leadership Center.
2. Two club representatives attended the previous spring and current fall Leadership Workshops.
3. Student interest in the club was demonstrated by a membership of 8 active members or the minimum number of active members needed to participate in a team sport activity the previous fall and spring semesters.
4. Club was represented at all Sport Club Council Meetings, and if it was not, the meeting(s) missed were made up with the Sport Club Program Manager or Sport Club Director.
5. Club purpose continues to be consistent with KU Recreation Services purpose and philosophy.
6. Adequate facilities continue to be available for the club to meet and practice.
7. The Sport Club Program has the necessary resources to supervise the Club.

When a club fails to renew their recognition or meet the above recognition criteria, they are no longer a Sport Club in the Sport Club Program. They lose all funding, facility privileges, and must seek new club recognition status.

d. CONSTITUTION

Each Sport Club must develop a constitution suited to the practical operation of their club. A "Constitution Guide," APPENDIX C can be obtained online. The constitution must be easily interpreted, so that the Club can operate consistently from year to year. If modifications are made to a Club's Constitution, a new copy of the Constitution must be filed with the Sport Club Staff as soon as possible. In addition, Club Constitutions may not conflict or supersede any of the policies or procedures contained in the Sport Club Handbook, KU Recreation Services or University of Kansas. The following elements should be included:

1. General provisions: club name; purpose; dues; meetings; officer elections and duties; advisor and coaching duties.
2. Specific provisions: membership and eligibility qualifications; officer qualifications; voting and quorum qualifications; bylaws concerning a Student Organization Account and local checking account; and amendments insuring fulfillment of University Requirements.

A club's Constitution should be your "operating guide" on how the club should run, make decisions, and any other important matters that may arise.

ADVISOR

Each club must have a University of Kansas Faculty/Staff Advisor to provide direction and help maintain continuity in club programming. A good advisor can be a valuable asset to a club in terms of providing mature judgment, advice based on experience, and insight into University operations and policies. The Advisor must be a full-time, adjunct/ad-hoc, faculty or staff member headquartered on the main campus in Lawrence. No graduate assistant/graduate teaching assistant/graduate research assistant will be accepted as a Club Advisor. The following are criteria Advisors should embrace while carrying out their duties:

1. Ideally, a good Advisor can bridge the gap from year to year without undermining the authority of student leaders. Turnover of officers and members can be frequent and, at times, an Advisor may be the only link to the past. An Advisor can help orient new officers and members to the history and purpose of the Club. In addition, an Advisor can play an important role in helping members look toward the future by developing long-term goals and communicating those plans to future members.
2. Club Advisors are encouraged to support the student development concept maintained by KU Recreation Services. They should guide members through the learning experiences provided by the Sport Club Program. Any Advisor, who oversees a club to the extent that students are no longer the prime leaders, removes the opportunity for student development.
3. An Advisor should meet regularly with club members concerning club activities, as well as being aware of what activities are being planned.
4. Advisors are encouraged to meet with the Sport Club Director from time to time in order to maintain effective communication.
5. All advisors will automatically be added to the Sport Club email update list. Messages, usually once every week or so, will be sent out explaining questions, reminding of upcoming deadlines, and other issues important to clubs.

e. COACHES/INSTRUCTORS

Clubs 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 a club's responsibility to secure his/her services. Clubs must understand the following criteria as they relate to a coach/instructor:

1. The selection of a coach/instructor must be made known to the Sport Club Staff by completing a "Coaching Application," APPENDIX D, which reports information of prior playing/coaching experience and other pertinent information. This form must be completed by a club officer and be on file with the Sport Club Staff before they can begin their duties.
2. The coach/instructor must allow the students to take on as much responsibility in the administration of the Club as possible. Certainly, the person coaching or instructing should make coaching decisions. However, the students should make those decisions that can be made by the students. It is up to each individual club to assure that this philosophy is maintained in the everyday operation of the club.
3. In order for a coach/instructor, who is not a student, faculty or staff member, to be admitted into the SRFC and/or Robinson Center, a student officer of the club must obtain a Guest Card for the coach/instructor from the Sport Club Director. This card will only allow coaches to be admitted to the SRFC and/or Robinson Center during a club's approved use

of the facility and it will not allow coaches/instructors user privileges. In addition, this pass will be nontransferable. The above pass can be obtained once a Coaching Application has been filed with the Sport Club Staff. This process may require that a photo identification be made by Recreation Services staff.

4. Coaches/Instructors must sign a Consent Agreement/Waiver. In addition, they cannot sell or promote outside vendors on State Property.
5. **Coaches may not pay for Travel expenses and/or Entry fees with the intent of receiving reimbursement.**

OFFICERS

Sport Clubs at the University of Kansas are self-administered student organizations. The daily operation of all clubs is the responsibility of its officers. The contribution of each officer is vital to the overall success of each club, but it is the President who is ultimately responsible for seeing that a club functions smoothly and properly. A current "Officers' List," APPENDIX E must be on file at all times with the Sport Club Staff.

Although the duties of officers will vary from one club to the next, one consistency with all club officers is that they all must be students. In addition, the Sport Club Staff will manage the decision-making processes of clubs relating to the Sport Club Handbook and University policies and procedures with the student club members listed on the Officers List. These officers must be receiving and applying input from the membership of their particular clubs when dealing with the Sport Club Staff. A club must elect at least the three officers listed below:

President: preside over club meetings, know the Sport Club Handbook and follow its policies at all times, maintain consistent communication with the Sport Club Staff, and maintain all club records.

Vice-President: assist the President, preside in the absence of the President, manage equipment and inventory, handle club correspondence and circulate publicity.

Treasurer: handle all financial actions, maintain all financial records, and work closely with Sport Club Staff concerning the Restricted Fee Allocation.

Sport Club Council Representative (must be one of the above three officers): attend Council Meetings and vote on matters before the Council.

The task of conducting the business of a Sport Club is usually too large for any one individual who plans to finish school within a reasonable length of time. A good President will learn to delegate some of his/her general responsibilities to others (See Resource Guide). The Sport Club Staff will expect one of the three officers to perform the following duties:

1. Coordinate all club activities with KU Recreation Services Sport Club Staff.
2. Submit all required forms on time and completed.
3. Serve as the liaison between the club and the Sport Club Staff.
4. Insure that club members are knowledgeable of the policies and procedures contained in the Sport Club Handbook, and that these policies and procedures are being followed.

5. Register the club with the SILC (400 Kansas Union) and the KU Recreations Services each academic year.
6. Attend both Officer Leadership Workshops.
7. Attend all Sport Club Council meetings or send another club member in their place.
8. Submit a current copy of the Club Constitution, or its revisions and/or amendments, each academic year to the Sport Club Staff.
9. Insure all members have completed a Consent Agreement.
10. Develop and maintain an accurate Membership Roster.
11. Complete and file Accident Reports with the Sport Club Staff when injuries occur.
12. Secure facility reservations and seek event approval for Club functions (practice, competitions, and special events) through the Sport Club Staff.
13. Submit Purchase Request forms for the purchase of equipment, when using the Restricted Fee Allocation or Endowment account, so that the Sport Club Staff can order club equipment.
14. Submit a Budget Request to the Sport Club Staff.
15. Submit Contractual Services Agreements to the Sport Club Staff for payment of officials or guest speakers/instructors.
16. Submit all travel requests to the Sport Club Staff before travel has occurred so that the Sport Club Director can approve travel.
17. Insure all club financial obligations are met.
18. Complete all deposit slips and vouchers, associated with a SOFAS Account. These transactions should be discussed with the Sport Club Director.
19. Check the club's mailbox, located in KU Recreation Services, on a weekly basis.
20. Complete all administrative tasks associated with the Endowment Association with the Sport Club Director.

f. MEMBERSHIP

Membership in any Sport Club is restricted to currently enrolled students, faculty/staff, who has obtained an adult Student Recreation Fitness Center membership. **NO CHILDREN of current members under the age of 18 will be allowed to be members of a Sport Club.**

Sport Clubs may determine their own membership rules, in addition to the above, but they must be free of any restriction based on race, color, religion, sex, age, national origin, or handicaps. In addition, clubs may not deny membership to anyone based upon skill level. However, clubs may designate "A" teams, "B" teams, etc. for purposes of competition. Eligible members of the University population must perform the following two acts to be considered an active member of a Sport Club by the Office of Recreation Services:

1. Complete and sign a "Waiver & Release of Liability Form", APPENDIX F. Individuals must come to KU Recreation Services office, 103 SRFC to sign a "Consent Agreement".
2. Pay club dues associated with the Restricted Fee Allocation System in the KU Recreation Services.

g. DUES

The President of each club must communicate to the Sport Club Director the amount of money each individual will have to pay, each semester, to become a member of their particular club. This revenue will be placed into your SOFAS at Carruth O'Leary. The dues structure of each club should be stated in its constitution.

Dues paid in the KU Recreation Services must be paid in full each semester and must be paid by each member in person (no collecting of dues at practice and someone bringing them in to the office). If dues cannot be paid at one time, the officers of a club may request an alternative payment plan to the Sport Club Director. The Sport Club Director, prior to its implementation, must approve this option. No more than two payments will be taken from any one individual in a semester. Cash or checks are the only acceptable form of payment – credit cards and the KUID card will not be accepted for club dues. Change may not be available for payments made in cash that are not exact.

If an individual would like to try a club on a trial-basis, that individual can sign a Consent Agreement and he/she will have two-weeks to try a club on a trial-basis. After the two weeks has expired, club dues (if any) must be paid in full in order to continue participation in that club.

Collecting dues and obtaining signed Consent Agreements is a team effort by all of the officers of the various clubs and the Sport Club Staff. Please remember that individuals cannot participate in club activities unless they have paid club dues and signed a consent agreement. Once an individual has paid club dues and signed a consent agreement, he/she will be added to a club's membership roster kept by the Sport Club Staff.

WEAPONS

Only "mock" or practice weapons can be used during Sport Club practice times. Under no circumstances can real weapons be brought into the SRFC or to any Sport Club practice, competition, or special event. Only approved "weapons" will be allowed during practice times. The following are "mock" weapons approved for Sport Club practices: subarito, bokken, tanto, jo, wooden gun (preferably painted a bright color, not black), shainai, sai, aikiken, aikijo, fencing foil, epee, and saber. Please contact the Sport Club Director if you have questions regarding other weapons. Abuse of this policy will result in loss of privileges!

VII. BUDGET/FINANCES

Although clubs receive funding from the Recreation Restricted Fee through the Office of Recreation Services, the Restricted Fee should not become the sole source of revenue for any club. Club funds from the Restricted Fee must be used for the benefit of the entire group according to University rules and regulations. Funds for club activities will normally come from the following sources:

1. Membership Dues
2. Fundraising activities
3. Budget allocations from the Restricted Fee based on the Restricted Fee Allocation System.
4. Donations from individuals and corporation. **Consultation must occur with the Sport Club Director before donations and gifts can be considered or accepted.**

a. DESCRIPTION OF ACCOUNTS

Each club potentially has four accounts. Three of these are University accounts (Restricted Fee Account, Student Organization Account (SOFAS), and Endowment Account). The remaining account can be at a local bank under the Clubs' name as listed in their constitution.

RESTRICTED FEE

Each club is eligible for funding through the Recreation Restricted Fee. This fee is used to pay modified travel expenses, personnel, and equipment costs a club may incur during a fiscal year. In addition, clubs can use up to \$175 of their **allocated** budget for advertising, unless groups can show exceptional cause for advertising over this amount. Funds from the Restricted Fee are allocated to the clubs each spring for the upcoming academic year. Clubs may request funds from the Restricted Fee by submitting a "Budget Request Form," APPENDIX Q.

No funds of the Restricted Fee shall be allocated for:

1. Social functions including but not limited to: party and dances, dinners, refreshments, food, or alcoholic beverages, etc.
2. Insurance (liability or property). The Recreation Advisory Board reserves the right to require clubs to purchase insurance for equipment purchased with club funds or that is owned by KU Recreation Services.
3. Items considered individual/personal ("walkable") items such as, but not limited to: shoes, rackets, grips, gloves, breaking boards, etc.
4. *Individual* memberships to associations or organizations i.e. US Rugby, IHSA, etc.
5. *Individual* event registration for alumni, SRFC faculty/staff members, and coaches (unless they are students).
6. Coaching services.

Allocation of the Restricted Fee: the Sport Club Staff and Executive Board of the Sport Club Council, in a preliminary budget draft using the Restricted Fee Allocation System, will develop Allocations of the Restricted Fee. The draft will be presented to the Sport Club Council, which in turn submits a final draft to the Recreation Advisory Board.

b. ALLOCATION SYSTEM

The components listed below will be used to determine allocations of the Restricted Fee for each club within the Sport Club Program. The statements that follow apply to the Allocation System:

	COMPONENTS		
Level	Members	Generated Income	Restricted Fee Allocation Range
1	50	\$13,500	\$10,000-\$20,000
2	49-30	\$5000	\$3500-\$7000
3	29-15	\$1300	\$1000-\$3000
4	14-8	\$200	Up to \$500 (match generated income)

A club must meet both components of a Level (number of Members and Generated Income (in a student organization account) to receive an allocation from within the respective Restricted Fee Allocation Range as follows:

1. **Members:** Number of members a club has on February 1st according to the membership roster kept for each club by the Sport Club Staff. When determining membership numbers for a club, the Sport Club staff will count the number of members who have paid dues and signed Consent Agreement from February 1st, 2008 through January 31st, 2009.

If a club participates in a community service project, they will be credited with 5 members towards their membership roster within the Allocation System. An appointment with the Sport Club Director must occur before the project is approved. In order to receive credit for a community service project, members of a club must be present/on-site at the activity/event, spend an appropriate amount of time at the activity/event, and have a significant number of members at the activity/event. A club's presence needs to be visible when volunteering for a community service project.

2. **Generated Income:** Income (dues + profits from fund raising activities + donations) deposited in a Student Organization Account or in an Endowment Association account from February 1st through January 31st.

When a club undertakes a fund-raising activity/project, a pre & post budget needs to be submitted to and approved by the Sport Club Director. The profit listed on the post budget will be posted as generated income. Any income spent from the restricted fee on a fund raising activity/project will be posted as expenditure in the event budget.

When determining Generated Income, revenue in a club's local checking account **will not** be considered as a factor in determining a club's Restricted Fee Allocation Range. In addition, clubs with Endowment Accounts, other than the Sport Club Program Endowment Account, are responsible for presenting documentation of revenue generated and deposited, and reporting this information to the Sport Club Director prior to January 31st.

c. BUDGET HEARINGS

Each March, the Sport Club Council will hold Budget Hearings to deliberate over and approve a budget proposal for the next fiscal year. These hearings serve as opportunities for clubs to review their budget allocations, voice concerns over other budget allocations, and through a voting process, make any changes deemed necessary. During the budget hearings, the Council must follow the Restricted Fee Allocation System when approving or considering a change(s) to the budget proposal. Clubs submitting "Budget Requests," APPENDIX Q, by the deadline, are eligible for budget consideration at the budget hearings. However, it is mandatory that Clubs, which submit Budget Requests, be represented on time (8:30 PM) at the Hearings. Clubs, which fail to attend or are late to the Budget Hearings, shall be ineligible for funding through this process. Funds that are not distributed will be returned to an unallocated account. Clubs that miss the hearings will have to go through the Supplemental Budget Procedure during the fall semester in order to receive funding for the next fiscal year.

d. SUPPLEMENTAL BUDGET PROCEDURES

Approximately once a month, the Executive Board of the Sport Club Council will hear Supplemental Budget requests (please check list of important dates). New organizations, clubs that were ineligible for the spring budget hearings or groups with additional special needs may utilize this process. Deadline to hear an item will be the Friday before the next meeting. If no items are turned in on Friday, the Supplemental Request hearing will be cancelled except for those Hearings scheduled immediately before a Sport Club Council Meeting.

New Organizations: When a new organization enters the Sport Club Program they will automatically be assigned to the level 4 of the Restricted Fee Allocation System.

Ineligible Clubs: Will not be entitled to any specific level. Your allocation for the fiscal year will be what the Executive Board approves. The allocation cannot exceed the level a club qualified for had they been eligible for funding.

Additional Needs: A predetermined amount of funds will be set-aside at the budget hearings for additional allocations in the following two areas:

1. Supplies & Equipment - requests for one time purchases or emergency replacement of equipment.
2. Travel - requests for additional travel allocations for regional/national tournaments or events/competitions.

A completed Budget Request Form, APPENDIX Q, must be submitted to the Sport Club Staff in order to be considered for a supplemental budget allocation. In order for a Supplemental Request to be heard by the Executive Board, the request shall be labeled "Supplemental" at the top and be submitted by 5:00 PM on the Friday preceding a Supplemental Request Hearing.

The Executive Board, in consultation with the Sport Club Staff, may approve/disapprove each Supplemental Request. **CHANGES TO A CLUB'S REQUEST MAY OCCUR DURING THE APPROVAL PROCESS.** Each club that submits a Supplemental Budget Request must have at least one officer present at the Supplemental Request Hearing.

e. STUDENT ORGANIZATION FINANCIAL ACCOUNT SYSTEM (SOFAS)

A Student Organization Account must be established if a club seeks to receive funding from the Restricted Fee. In order to establish this account, a club must make a deposit, sign an authorization form, and submit a letter stating the purpose of the club to Central Accounting and Purchasing Services, Attention SOFAS Coordinator, Carruth-O'Leary, Room 7. LeAnn Ferguson will be your main contact from the Purchasing office and he can be reached at 864-5948.

Club dues, donations, and profits from fundraising activities will be deposited into this account. When depositing funds (other than club dues) into this account, club officers must fill out all of the appropriate paperwork according to Appendix X, "Student Organization Account Policies and Procedures". Club officers will make all deposits into this account (other than club dues) after the paperwork has been completed. For information concerning withdrawal of funds and payment of purchases using this account please refer to Appendix X. Clubs must notify the SOFAS Coordinator who will be picking up the checks. That person must present their current KUID and sign the logbook. Checks will take 4 days to process from the time Vouchers are turned in.

Each signature card must be signed by at least two club representatives (or more). Each SOA transaction must still have two signatures, one of which the KU Recreation Services strongly recommends is the Club Advisor.

When referring to Appendix X, please consider the following exceptions. As it pertains to the Sport Club Program, the third paragraph of Appendix X should read as follows:

f. ENDOWMENT ACCOUNT

The Office of Recreation Services has established an Endowment Account with the University of Kansas Endowment Association for the Sport Club Program. The type of Endowment Account established is titled Expendable Funds. Donors may specify that their gifts be spent over a defined period of time for a designated purchase or objective. These types of gifts comprise the Endowment Association's Expendable Funds. The Expendable Funds will receive modest income distributions.

The Endowment Association is considered a public charity, thus qualifying as an independent tax-exempt organization under Section 501(c)(3) of the Internal Revenue Code, because of its mission to support the activity of the University of Kansas which is a recognized tax exempt purpose. An essential element in attaining and retaining any tax-exempt organization's favorable tax status is that no part of the organization's assets be used for anything other than tax-exempt purposes. The use of Endowment Association assets to benefit an individual in a personal manner is prohibited. It would jeopardize the Endowment's tax-exempt status and breach its fiduciary responsibility to donors to use contributed assets in any other way. The loss of 501(c)(3) status would destroy the Endowment's ability to raise new funds and would greatly reduce the amount of funds available for University Purchases.

It is very important that Recreation Services uses the Sport Club Endowment Account in the appropriate fashion. Therefore, anytime a club chooses to use this account it must be done through the Sport Club Director. If a club wishes to spend money they have raised and placed into this account, solicit funds from donors to place into this account, or deposit funds into this account, it must be done with the Sport Club Director in consultation with Recreation Service's account manager from the Endowment Association. The Sport Club Director has a copy of The KU Endowment Fund Administration & Use Handbook. It will be used on a constant basis to assure Sport Club compliance to Endowment Association policy. Any time a club wishes to use the Sport Club Endowment Account, the first step should be to set up a meeting with the Sport Club Director so that the handbook and account manager from the Endowment Association can be consulted. No activity should occur before this meeting has been completed.

All funds raised and deposited for Sport Clubs within the Endowment Association will be placed in one Expendable Fund for the Sport Club Program. The Sport Club Staff will account for the amount of money each club deposits and spends from the above account. The amount of money each club raises and that particular club can only spend deposits in the account.

g. FINALIZED BUDGET

During the month of September, each club will be required to complete a Finalized Budget, with the Sport Club Director or designee, for the upcoming fiscal year. The Finalized Budget must have a positive ending balance. Each club will list all of their expenditures, and how they plan to pay for them (Income Sources). The Sport Club Director will hold each club accountable for the income sources they list.

STATE SALES TAX

At any event where merchandise is sold or admissions/entry fees are charged, sales tax must be collected and remitted to the State through the Comptroller's Office. It is not necessary to list the tax as a separate item in pricing. The retail price or admission/entry fee may include the tax, or you may collect it in addition to the listed price.

The proper method for paying the tax is for each club to prepare a voucher payable to the University of Kansas, Sales Tax with a rate of 7.3%. If you charge an amount that includes the tax, you can compute the tax due by dividing the total of the receipts by 1.073%. This will give you the actual selling price, and the difference between it and the total receipts will be the tax. A list of specific types of sales transactions, which are considered taxable by the Department of Revenue, is set out below. Please use this as a guideline in the assessment, collection, and reporting of sales tax proceeds. This list is not all-inclusive, but remember, the basic rule to follow is that sales tax must be assessed, collected and reported for all sales of goods and services to students, faculty, and the general public.

Type of Sale	Comment
Meals, concessions, vending machines, banquets	Taxable if open to the general public
Supplies - athletic activity or school related	Taxable
Rentals - athletic equipment, books, locks	Taxable
Admission/Entry Fees: tournaments, plays, concert	Taxable
Uniforms: T-shirt, hats, shoes	Taxable
Any requested donation for a specific amount of money	Taxable
Donations: unstated amount	Not Taxable. However, you must make receipts for all donations upon request

VIII. CLUB PROCEDURES

a. PURCHASING

KU Recreation Services is responsible for all financial transactions concerning the Restricted Fee and Endowment Funds. When clubs intend to use their Restricted Fee Allocations or Endowment Funds, they **must** submit a Purchase Request form to the Sport Club Director. Any purchases of an unusual nature should be discussed well in advance with the Sport Club Staff. The fiscal year for each club's Restricted Fee Allocation is July 15-June 30. Accounting books are kept for each club and account balances are available, by request, from the Sport Club Director. Also, a large number of sport catalogs are available to find needed items through the Sport Club Director.

All Sport Club purchases are subject to University Purchasing Policies and Procedures. **A club or individual cannot be reimbursed by their Restricted Fee Allocation for equipment not purchased by the Sport Club Staff.** Individuals should not pay for items "up front" then request to be reimbursed by the Restricted Fee. In addition, purchases are subject to various state contracts. Information regarding these contracts is available, by request, from the Sport Club Director.

Purchases Under \$5,000:

1. Equipment purchases under \$5,000.00 are ordered with an Agency Purchase Order and paid from an invoice received after shipment. Clubs wishing to make these purchases must submit a "Purchase Request Form," APPENDIX S, to the Sport Club Director.
2. The Sport Club Director will place the above orders for clubs, and have delivery made to the KU Recreation Services.
3. This procedure normally takes 2-3 weeks to receive shipment. Payment will be forwarded to the company through University channels 3-4 weeks after the shipment has arrived.
4. Completed Purchase Requests forms should contain specific information that will assist the Sport Club Staff with purchasing procedures; APPENDIX S, shows the proper information that should be on the form.

Purchases Over \$5,000:

1. For equipment purchases over \$5,000.00, an Agency Purchase Requisition must be used by the Purchasing Office to solicit competitive bids from more than one supplier.
2. Clubs shall submit a "Purchase Request Form," APPENDIX T, to the Sport Club Staff, after which, an Agency Purchase Order or Agency Purchase Requisition will be specifically filled out by the Sport Club Staff.
3. Clubs turning in a request over \$5,000.00 should be very specific when describing the equipment that they wish to purchase.

The Purchasing Office handles the bid process for a purchase over \$5,000.00. **This process normally last 3 to 4 weeks.** After the bidding process is completed, the Sport Club Director places the order.

b. CONTRACTED SERVICES

Submitting a "Contractual Services Form" APPENDIX R, to the Sport Club Director pays referees/officials, guest speakers, etc. A complete description of what the person performing the service did should be provided. For instance, what did he/she speak about, or how many games did he/she officiate.

The person to be paid shall complete and sign the form under the supervision of the Club President or designated representative. The person providing the service shall be the individual that will be paid. There will be no third party involved in a payment for services.

In addition, an employee of the University of Kansas (student, faculty or staff) **cannot** be paid using a Contractual Services Agreement. Clubs will have to seek out other payment arrangements to pay for the above types of service by an employee of the University of Kansas.

c. ENTRY FEE/REGISTRATION FEE

Team Entry Fee: A fee paid for a team to participate in a league or conference, or to belong to an Association. To request payment of an entry fee, a Purchase Request must be submitted to the Sport Club Staff. All the above purchasing policies and procedures shall apply. Invoices must be on official letterhead and cannot be hand written.

Team Registration Fee: A fee paid to participate in a single tournament, workshop, or competition. To request payment of a Registration Fee, a Travel Request form must be submitted to the Sport Club Staff. All of the below travel policies and procedures shall apply. Invoices must be on official letterhead and cannot be hand written.

d. TRAVEL

Clubs wanting to travel while representing the University of Kansas must follow the below policies:

1. Clubs must adhere to travel policies & procedures established by the KU Recreation Services, University of Kansas, and the State of Kansas.
2. The KU Recreation Services shall regulate all club travel.
3. When clubs intend to travel, a club officer must submit an "Intent to Travel" form APPENDIX M. If travel is to be paid for by the Restricted Fee or Endowment Funds, the above form must be FULLY completed and

submitted to the Sport Club Director or Program Manager a **minimum of 15 business days in advance** of departure date. This timeline will be strictly adhered to except for special circumstances. If the Restricted Fee or Endowment Funds will not be used, the above form needs to be submitted to the Sport Club Program Manager at least 10 business days in advance of departure date.

4. It is then the responsibility of the Travel Rep. to set up an appointment with the appropriate Sports Club staff member within 5 business days of turning in the Intent to Travel Form.
5. All travel arrangements shall be conducted through the Sport Club Director. In addition, Intent to Travel forms must be approved by the Sport Club Director. Approval must be given, in advance, if the Restricted Fee is to be used for travel expenses. The Sport Club Director shall approve travel plans, mode of transportation, and the amount of the Restricted Fee that will be allowed to be spent for each trip when an Intent to Travel form has been submitted and all travel policies are adhered to.
6. Travel Funds shall be allocated/procurable for:
 - Registration Fees
 - Rental of Commercial Vehicles
 - Commercial Travel
 - Gasoline when applicable
 - Lodging once a Club has arrived at its destination
7. Travel funds shall be allocated for In-State & Out-of-state Travel Destinations, but not international travel.
8. Payment of travel using the Restricted Fee will only be available for student members of a Sport Club. Travel funds from the Restricted Fee shall not be allocated/used for guest instructors/ speakers, advisors, SRFC faculty/staff members, or coaches who are not student members. **Coaches may not pay for Travel expenses and/or Entry fees with the intent of receiving reimbursement.**
9. Transportation must be the most economical or advantageous standard mode.
10. Club members shall travel together in as few vehicles as possible. Decisions on the number of vehicles to be used, and paid for using the Restricted Fee, for a particular trip, will be decided in consultation with the Sport Club Director. **Remember, when a group representing KU uses a 15-passenger van, no more than 9 individuals and their luggage can be in the van.** Please see the Sport Club Director if you have any questions.
11. When traveling, using the Restricted Fee, as a club or member of a club, drivers shall abide by the following guidelines:
 - Possess a valid driver's license
 - Follow all laws associated with driving a motor vehicle
 - Possess liability and/or collision damage insurance
 - **Submit current copy of Driver's License and Proof of Auto Insurance to KU Recreation Services**
Copies can be made when the member signs their Waiver Agreement

KU Recreation Services also strongly recommends that individuals possess personal accident and health insurance.

12. Lodging is limited to the lodging establishment's lowest available rate and must not exceed the State of Kansas Lodging Rates. The club member listed as the Travel Representative on the Intent to Travel must have his/her name on the Invoice in order for the lodging to be paid.
13. All **original** receipts of acceptable travel expenses must be filed with the Sport Club Staff. A credit card statement will **not** be acceptable. All original receipts must be submitted to the Sport Club Director no later than 5 days after the completion of a trip (failure to do so will result in the trip not being paid). After the receipts have been filed, the travel representative for a particular trip will need to sign a Travel Payment Voucher. The Sport Club Staff will notify each individual, when appropriate, that the above form is in their club mailbox awaiting their signature. This should be completed no later than 3 days after notification.
14. It is highly encouraged for a club's travel representative to complete a Request for Travel Loan for any trip using Restricted Fee Funds. A Travel Loan is a repayable advance on the estimated expenses of the trip. They must contact the Endowment Association three days before the clubs' departure date to ensure a loan check has been processed for the club.

15. When traveling, keep in mind the safety of the individuals and equipment. Clubs should be aware of the safest modes of travel, safest routes, and the responsibility of properly licensed drivers/vehicles. In addition, club members should not be driving more than 6-hour stretches at a time, with careful attention being given to driving long stretches at night. Club members should not be driving between the hours of 1:00 am-5: 00am.
16. Information needed on the Intent to Travel form shall include:
- Destination
 - Arrival/departure times
 - Event Dates
 - Person (and telephone number) to contact in case of an emergency
 - Vendors Federal Tax Identification /Social Security Number (pursuant with KSA 75:3203)
 - Lodging Plans
 - Transportation Driver/Plans
 - Who in the Club is traveling, including coaches
 - Member of the Club who is in charge of travel for each trip
 - Estimated cost of trip

The following timeline must be followed. Failure to meet a deadline before the scheduled trip will result in loss of University recognition of the trip and no expenses will be paid for or reimbursed. Failure to meet a deadline after the scheduled trip will result in no reimbursement for expenses and possible loss of travel privileges.

Submit Intent to Travel	←————→	At least 15 business days before travel
Meet with Sport Club Director	←————→	Within 5 business days of Intent submittal. Do Endowment Travel Loan here if needed.
Double check hotel and van reservations	←————→	Two weeks before travel
Call Endowment to check on your Travel Loan (if submitted)	←————→	3 days before leaving
Scheduled Trip	←————→	Have Fun!
Turn in all receipts	←————→	Within 5 business days after return.
Sign Travel Expense Detail	←————→	Within 3 business days of being notified
Repay any outstanding Travel Loan amount	←————→	Within 30 days after return

e. SEMESTER SCHEDULE

A "Semester Schedule," APPENDIX O, shall be filed with the Sport Club Staff every fall and spring semester. "Semester Schedules" can be useful to the Sport Club Staff in promoting various club activities to the Lawrence and University communities. In addition, schedules can be a useful tool for the organization of a clubs' competition schedule. It is of vital importance that the Sport Club Staff knows when and where each club is competing. Please complete an accurate Semester Schedule each semester, and update them as new dates are added. Club competition schedules should not be printed until final approval has been made on facilities, dates, and times. Details should be worked out with the Sport Club Director.

f. FACILITIES

Recreational facilities, both indoor and outdoor are available to clubs for regularly scheduled practices and/or competition. The Student Recreation Fitness Center, Robinson Center facilities and the Shenk Complex play fields have plenty to offer to a variety of Sport Clubs. In addition, the Sport Club Director will always work with each individual club to secure appropriate facilities to meet their needs.

Student Recreation Fitness Center

This facility was entirely funded by the Student Recreation Fee to be used as a recreation venue only. This building was built for student, by student fees. No academic or athletic events will be held in the facility. Club members using the SRFC must comply with all facility policies. Club members must bring one of the following if they are to be admitted into the SRFC:

1. Current student KUID
2. Current Faculty/Staff KUID card (membership required)
3. Current Coach/Instructor identification

This state-of-the-art facility can accommodate many different types of activities and includes the following features:

1. 6 high-school sized basketball/volleyball courts
2. Multi-purpose court with dasher board and netting system
3. 17,000 square feet of cardio/resistance training equipment
4. 4 racquetball courts (1 adaptable for squash)
5. 42 foot climbing wall with additional bouldering wall
6. 1 martial arts studio with mirrors and heavy bag
7. Golf Simulator
8. suspended walking/jogging track (4 laps/mile)
9. 1500 square foot Outdoor Pursuits area for equipment rental
10. 1 aerobics studio with mirrors
11. lounge area with big-screen TV
12. 5 computer kiosks for checking email
13. Welcome Center/Equipment checkout counter
14. Sport Club student office
15. multi-media room (seats 130)
16. men's/women's locker rooms
17. administrative offices

g. SPORT CLUB STUDENT OFFICE

The Sport Club Student Office is unique to this facility. Sport Club Officers can utilize this area for club administrative purposes including computer work, internet access, making phone calls and faxes, photocopying, and small meetings at the table provided (larger club meetings can be held in the Multi-media room upon approval using a Facility Request form). A log will be maintained by club officers for phone calls, faxes, and photocopies. Abuse of office policies will result in loss of privileges. All Sport Club participants will be responsible for knowing and following Student Recreation fitness Center policies.

Robinson Center

Robinson Center is a restricted facility used for academic and recreational purposes and available primarily for students, faculty, and staff. Club members using Robinson Center must comply with all facility regulations including admission policies. Club members must bring one of the following if they are to be admitted into Robinson Center:

1. KU Student ID Card
2. KU Faculty/Staff ID Card
3. Robinson Center Family Plan Card

The Sport Club Office, in conjunction with the Robinson Facilities Office, may allow admission to certain club individuals who have an instructional/coaching value for a club. Once a Coaching Application has been filed with the Sport Club Staff and a student representative has requested the admittance of a coach/instructor into the Robinson Center, the Sport Club Director shall issue A Guest Card to the coach/instructor. Coaches/instructors must present their guest cards to be admitted into Robinson Center – no exceptions will be made!

Kansas University Athletic Corporation (KUAC) facilities

Sport Clubs requesting to use Athletic Department facilities for their events should keep the following in mind before submitting a request:

1. All requests will be reviewed and either approved or denied by KU Recreation Services (KURS)
2. Requests must be submitted to KUAC by KU Recreation Services
3. Clubs should not contact KUAC directly about their request
4. Only special circumstance/occasion requests will be considered for approval by KURS
5. Requests must be submitted to KUAC at least 60 days before event. Keep this in consideration when submitting to KURS (allow 2 weeks)
6. Use App. J – Game/Event Facility Request from website

Shenk Recreation Complex (23rd and Iowa)

Field space is available to clubs for practice, competitions, and special events at the Shenk Recreation Complex. Parking lots are located to the north and south of the Complex. Clubs should use only the space allocated to them at the given time. Restroom facilities are available Monday-Friday, 3:00pm-dark and Saturday/Sunday, 1:00pm-dark. Additional space must be approved using “Game/Event Facility Request Form,” Appendix J, once field times and locations are established.

The complex will be closed for practices/competitions during inclement weather and until they are deemed playable by KU Recreation Services staff. If there is a question to whether or not the complex will be open, **please call the Rec Info Line at 864-3456** (do not call KU Recreation Services or the SRFC) to hear a recording about the status of the complex. Please give this phone number to club members to use. There are also “Complex Open/Complex Closed” signs at the north and south entrances that will be updated as needed. Do not assume that the complex is open if inclement weather has recently occurred. The Shenk Complex is closed for the winter from approximately mid-November until Spring Break has ended.

The staff at KU Recreation Services asks that your club be conscience of where you practice and do drills on your assigned field. It is beneficial to the field if you rotate where your drills take place so that wear-patterns do not form.

Special Events Preemption

At times, clubs may be preempted from their facility space by an event sponsored by KU Recreation Services, HSES or other University events. These incidents will be kept to a minimum. When these incidents do occur, the Sport Club Staff will attempt to provide alternate facility space and notify club representative in regards to these changes. **If Sports Clubs have concerns about facility matters associated with Robinson Center, all concerns must be communicated to the Sport Club Director first and only.** The Sport Club Director will communicate with the Robinson Facilities Office on all facility/club matters.

Practice and Field/Room Reservations

Clubs shall submit a "Practice Field/ Room Request," APPENDIX H, to the Sport Club Staff to request regularly scheduled facility usage for the upcoming academic year. If the deadline is missed for submitting the "Practice Field/ Room Request," clubs will be appropriated space when/where available on a first come/first served basis.

The Sport Club Director will establish an appropriate Sports Club Practice Schedule for the upcoming academic year. The Facility Schedule may be reallocated or altered at the discretion of the Sport Club Director. Facility practice times operate officially from the first day of classes through the last day of classes for each semester. During the Spring Semester outdoor play fields will not be used until after Spring Break.

Game/Event Reservations

Clubs must file a "Game/Event Facility Request," APPENDIX J, with the Sport Club Staff in order to have facilities reserved for single events or contests or additions to the current facility schedule. Requests must be submitted to the Sport Club Director at least 3 weeks in advance of the proposed date in order to receive full consideration (2-3 months for large events).

Clubs holding major events or events which are beyond normal club activities on campus are also required to submit a request for the event to the University Events Committee. Event Committee Requests are available at SILC and KU Recreation Services. The Sport Club Director must sign this form before it is to be submitted to the Events Committee. The following are some examples of when a University Event Committee Form must be submitted to the Student Involvement & Leadership Center, 400 Kansas Union.

1. When advertising your Club on campus by means of displaying equipment at a specific or several locations, selling or giving away T-shirts or other paraphernalia, and handing out media material at a table or on foot.
2. When undertaking a fundraiser on campus. Additionally, a budget for the event will need to be submitted to the Sport Club Director.

Fundraisers held in/on Student Recreation Fitness Center and/or Robinson Center facilities may be subject to a facility fee. All collection arrangements and suggestions for use of the fund shall be directed to the Sport Club Director.

When a Club is planning a fundraiser, single event, or contest, they should be in contact with the Sport Club Staff to make the necessary arrangements for these procedures well in advance (minimum of three weeks). Club schedules and media releases for contests/special events should not be printed until final approval has been made on facilities, dates, and times. Approval from the Sport Club Director for a single event /contest is achieved when all of the following has occurred:

1. Game/Event Facility Request and budget form is returned to a club with the signature of the Sport Club Director.
2. When an event which needs to be presented to the University Events Committee, has been approved by the University Events Committee with following administrators having signed the Events Committee Form: Sport Club Director; Facility Director; Appropriate Authority from another University Entity (when appropriate).

Off Campus Facilities

Clubs have the opportunity to utilize facilities off campus or campus facilities other than Robinson Center & Shenk Complex for practice or event venues. Proper procedures must be followed when reserving and using facilities.

If an off campus venue will be used for practice or home competitions/events, the Sport Club Director should be notified in writing where these activities will be taking place. Clubs should follow the same guidelines for use of off campus fields as they do for University fields.

If a club wishes to practice or compete at campus facilities other than the SRFC, Shenk Complex, or Robinson Center, a Game/Event Facility Request or Practice Field/Room Request (whichever is appropriate) should be submitted to the Sport Club Staff. They will then try to secure the requested facilities.

Maintenance of Facilities

If a Sport Club finds facilities/equipment being vandalized, destroyed or being treated poorly by spectators, club members, and/or visiting teams, it is the responsibility of each club to report such occurrences to the Sport Club Staff immediately. Damages and corrections will be assessed once the Sport Club Staff and appropriate administrators have reviewed items.

A "Facility Agreement," APPENDIX I, must be submitted each fall. It will be the responsibility of all of the clubs who use the SRFC, Robinson Center, and the Shenk Complex to keep them clean from dirt, debris, and trash. Each club should strive to keep their assigned facility space clean at all times. A supplemental handout with extra cleaning responsibilities for each room or facility will be given out at the first Sport Club Council Meeting. In addition, all clubs should observe the open/closed sign at the Shenk Complex when inclement weather is or has been present. Use the Rec Info Line, 864-3456, for a recording concerning the status of the Shenk Complex.

h. EQUIPMENT

Inventory

Any equipment that is purchased by a club with their Restricted Fee Allocation is the sole property of the University of Kansas and that club, and is not the personal property of any individual member. The Sport Club Staff will keep a current inventory of all equipment purchased with the Restricted Fee. The Sport Club Staff, along with club representatives, will inventory club equipment once a year in the following manner: **Under, no circumstances are club members to sell or throw away any club property!**

At the end of each academic year, clubs must check-in equipment purchased with the Restricted Fee with the Sport Club Program Manager. If equipment is missing, the club or person who signed for the equipment will be responsible for its replacement. If equipment is lost, damaged, or broken, please notify the Sport Club Staff immediately. The Sport Club Director will assess the damage, and determine replacement cost or procedures if necessary. No equipment will be checked out or practices held until replacement procedures have been concluded.

Storage

All Club equipment must be kept safe and secure. Equipment purchased with the Restricted Fee should be stored as much as possible with KU Recreation Services, especially over the summer interim. Each club must check-in and store their equipment with KU Recreation Services and the Sport Club Staff. If KU Recreation Services does not have space to store certain pieces of equipment or a club will be using a particular piece of equipment over the summer interim, the club may store equipment at an appropriate site. Clubs must notify the Sport Club Staff where the above equipment will be stored.

Insurance

For the protection of sport club equipment, it is strongly encouraged that equipment be insured. Due to the nature of each club, premiums are based on estimated value. Each club should work with the Sport Club Director to determine appropriate procedures to follow. The Recreation Advisory Board reserves the right to require clubs to purchase insurance for any equipment used by clubs that has been purchased with Club funds or is owned by KU Recreation Services.

Checking Out Sport Club Program Equipment

The Sport Club Program has the following pieces of equipment available to clubs for checkout:

5 sets of walkie-talkies	KU Recreation Services Sport Club Banner
1 digital Video camera	1 Hi 8 Video camera
3 video camera tripods	2 100 ft. extension cords
2 digital 35mm camera	1 professional style 35 mm camera with flash and zoom lens
Folding Chairs	3 Line Painters
Field paint	2 Water Coolers
3 Portable Tables	1 Portable Tent/Canopy
1 Trailer	1 Laptop
Portable Sound Sys.	3 Garmin Navigation Systems
Portable Scoreboard	

Improper or inappropriate use of checkout equipment will result in disciplinary action.

Officers of each club in the Sport Club Program can check out this equipment for club use. Requests for use of equipment must be made by submitting an “ Equipment check-out Request” form, APPENDIX U”, to the Sport Club Staff and will be issued on a first come – first served basis.

If a Sport Club finds the Video Equipment being vandalized, destroyed, or being treated poorly by spectators, club members, and/or visiting teams, it is the responsibility of the each club to report such occurrences to the Sport Club Director as soon as possible. Clubs are responsible for equipment from the time it is checked out to the time it is returned to the Sport Club Staff. Damages and corrections will be assessed once the Sport Club Director has reviewed items. Clubs, which have a Restricted Fee Allocation, will pay for damages from their accounts. Clubs, which do not have this sort of account, will have to find alternative methods of paying for damages.

i. HIV/HEPATITIS POLICY AND PROCEDURES

Due to the increased awareness and concern for the Hepatitis B and HIV viruses and due to the need for added precautions to prevent participants from being at higher risk of contamination, KU Recreation Services recommend all Sport Clubs follow the following procedures:

All members of all Sport Clubs should be made aware of the risks involved in contact with contaminated articles and should always be concerned with their own safety as well as other members of the Club.

Each Club will be required to have a first-aid type box. The Sport Club program will acquire and maintain an adequate supply of rubber gloves, disposable towels, trash bags, and TB Phen. These items will be made available to all Clubs.

When making contact with an injured party the following procedures should be followed:

1. Any member helping an injured member must be wearing disposable rubber gloves.
2. If a towel is to be used, the disposable towel should be used first. SRFC towels should only be used as a last resort or in an emergency.
3. Towels and/or rubber gloves used to contact the injured person should be disposed of by placing them in a plastic trash bag for disposal. At the conclusion of the event and/or activity, any trash bags containing any of the affected items shall be secured tightly and placed in the designated contaminated dumpster on the East Side of Watkins Health Center. The above disposal items should not be left at the Shenk Complex or in a trashcan at SRFC.
4. If blood has come in contact with the floor, mats, equipment, etc., the area should be sprayed with the TB Phen solution. Upon finishing, the towel should be disposed of as directed above.
5. Players wearing jerseys/clothing with any blood on them must remove the item before continuing to play. The soiled jersey/clothing should be secured in a plastic bag until it is washed.
6. Any player with an open wound must cover the wound before returning to the game and/or event.
7. After any injury, an accident report must be filed with the Sport Club Office.

j. DISCIPLINARY PROCEDURES

Failure to comply with any of the Sport Club Procedures and Policies may result in disciplinary action. The corrective discipline process has been developed to assist club leaders in correcting the mistakes that have caused problems for the club and the University. **Failure to attend a Sport Club Council Meeting or Leadership Workshop will result in the following disciplinary actions:**

First Meeting:

- \$25.00 fine from Restricted Fee Account/SOFAS Account
- Verbal and/or written reprimand.
- Suspension of all club activities until meeting is made-up

Second Meeting:

- \$100.00 fine from Restricted Fee Account/SOFAS Account
- Verbal and/or written reprimand.
- Suspension of all club activities until meeting is made-up.

Third Meeting:

- Loss of Club Recognition

Minor Infraction: Failure to submit required forms on time.

First Offense: If the violation is a club's first during the current academic year and the club is not under probation from violations committed the preceding year, the following steps can be taken:

1. Written or verbal reprimand
2. Club is placed on probation for designated period of time or until the club corrects the situation

Two or more Minor Infractions: The steps for a major infraction shall be followed.

Major Infraction

Major Infractions include actions, which are unacceptable standards of conduct or are in violation of KU Recreation Services, University, and State of Kansas policies and procedures. Examples of major infractions include but are not limited to the following situations: Displaying conduct that is incompatible with the University's function as an educational institution and the purpose of the Sport Club Program; Misuse of Restricted Fee Funds or Club Funds; Allowing ineligible individuals to participate in club activities; misuse of Robinson Center, KU Recreation Services and University Facilities. When a major infraction occurs the following steps can occur:

1. Extended probation
2. Suspension of facility privileges
3. Suspension of funding
4. Suspension of Sport Club Status

These actions for minor and major infractions may be carried out either coincidentally or independently and one action is not dependent on another. It is the responsibility of the Sport Club Director to carry out these actions when necessary. If clubs feel it is necessary to appeal the decision of the Sport Club Director, a written appeal must be made in accordance with KU Recreation Services policy. Any appeal should be made to Director of KU Recreation Services within 48 hours of the Sport Club Director's decision. A second appeal can be directed to the Recreation Advisory Board, within 48 hours of the Director's decision. The Recreation Advisory Board's decision is final.

k. ADMINISTRATIVE ASSISTANCE

i. Referrals

KU Recreation Services provides some forms of publicity for the Sport Club Program. In addition, many phone calls are received to inquire about Clubs. Therefore, KU Recreation Services acts as an information referral center for these inquiries.

ii. Bulletin Board

KU Recreation Services also maintains a Sport Club bulletin board in the SRFC near the martial arts studio. It is used as a communication tool to disseminate information concerning the Sport Club Program. Clubs are welcome to display promotional items on this board by submitting them to the Sport Club Student Program Manager who will maintain the bulletin board.

- *Publicity Approval*

Any type of media or publicity (posters, flyers, T-shirts, etc.) must be brought before the Sport Club Director for approval. This procedure is used to insure Clubs are properly adhering to publicity and media guidelines set by University Administration, and to protect the publicity privileges of the Sport Club Program. All T-shirts or media material using the copyrighted Jayhawk mascot (or adaptation of) initials "KU", or words "UNIVERSITY OF KANSAS" must be approved by the Office of Trademark Licensing and the Sport Club Director.

- *University Daily Kansan*

Each semester the Sport Club Director will have a specific weekly date set aside to meet with a representative from the University Daily Kansan. Clubs wishing to use the UDK should have the material they wish to advertise in the Sport Club Director's office prior to this scheduled meeting.

- *Mailbox Service*

Every KU Recreation Services Sport Club is provided with a mailbox inside 204 SRFC. This allows the Sport Club Staff to communicate with the Clubs on a regular basis. Each club must appoint a representative to check the mailbox approximately once a week. It is very important that the representative check their mailbox because every piece of important information circulated by the Sport Club Staff (memos, deadlines for budgets and facility processes, and information important to basic day to day operations of a club) is put into a club's mailbox. In addition, clubs

may use KU Recreation Services as a mailing address in order to stabilize communications with outside groups/persons. The mailbox should be used only for club business, and not for personal use by members. Mail that is received will be put into the club's mailbox.

iii. Office Conduct

Clubs should always remember to treat the KU Recreation Services office staff and the student staff of the SRFC with respect and courtesy. Remember, that you are not only representing your club, you are representing the Sport Club Program and ultimately, the University of Kansas. Unprofessional behavior will not be tolerated!

- *Registrar Verification*

From time to time, a Sport Club's governing body will require that a form be verified by the University's Registrar's Office. **Clubs are required to submit this form to the Sport Club Director for approval with all information completely filled out (forms turned in directly to the Registrar's Office will be returned incomplete).** Be sure to use Club members' full name as they appear with the University. Because the Registrar's Office is a busy place, forms must be submitted to the Sport Club Director with at least 2 week's notice. Failure to do so will not guarantee approval in time. Do not submit this form directly to the Registrar's Office, it will not be accepted.

- *Guidance/Advice*

KU Recreation Services staff members have many resources available to them, which can be of great assistance to the Sport Clubs. A Sport Club Student Program Manager, contacts at other schools, written materials, and some checkout equipment are just a few of the various resources which clubs may find a need for at one time or another.

In addition, the Sport Club Director will be available to clubs to answer questions, sign documents, or consult in finding solutions to your needs and/or concerns. An appointment must be made during office hours. Sport Clubs should utilize the Sport Club Director and Student Program Assistant to the extent, which they feel the need to, as they can help in a variety of ways.

iv. Appointments with Sport Club Director and Program Managers

Preferably, appointments should be made with either the Sport Club Director or Program Manager at least two days in advance to give them time to prepare for the meeting. The Sport Club Director works Monday through Friday, 8:00am-5:00pm and the Program Managers will establish office hours at the beginning of each semester. Drop-ins are welcome with the understanding that the Sport Club Director or Program Managers may be busy at the moment or unavailable. All will schedule their own appointments. Their contact information is as follows:

Sport Club Director	Asst Dir – Sport Prog.	Program Manager	Program Manager
Jason Krone	Matt Beck	Bobby Arnold	James Anderson
204 SRFC	206 SRFC	204 SRFC	204 SRFC
864-0792 work	864-3270	864-4519	864-4519
jkrone@ku.edu	mbeck21@ku.edu	sclubs@ku.edu	sclubs@ku.edu
913-441-5917 home	405-714-4597 cell	TBD	TBD
913-522-0714 cell			

When calling at work, you can always press 0 while the recording on their voice-mail is playing and you will automatically be transferred to the Administrative Office. There, the staff will usually know if they are out of the office or just away from their desk. Messages left on their voice-mail will be answered as quickly as possible. The Sport Club Director prefers setting up appointments by e-mail whenever possible so as to avoid "phone tag". Feel free to call the Sport Club Director at home for emergencies and pressing matters. Please use the Sport Club Director's cell phone for pressing matters or emergencies only – if it can wait, leave a message at work or by email.