Sport Club Handbook

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The Sport Clubs Program

Sport Clubs Program Staff

The staff of the Sport Clubs program, which includes the Program Coordinator, the Sport Clubs Graduate Assistant, and the Sport Clubs Managers, advise clubs.

Sport Clubs Program Contact Info:

Rob Ruiz	865-974-2301	rruiz2@vols.utk.edu
Club Manager Desk	865-974-2299	sportclubs@utk.edu
Fax	865-974-3477	

RecSports Department

Sport Clubs is one of the six programs administered by the RecSports Department of the University of Tennessee. The RecSports Department is a part of the Division of Student Life.

Sport Clubs Calendar

Fall 2018

August 21	RecFest/Sport Clubs Fair 1:00 pm – 3:00 pm
August 23	Sport Club New Officers Training 5:30-7:30 pm
	Sport Club Returning Officer Training 8:00-9:00 pm
August 24	Club Activity May Begin
August 27-30	Sport Clubs Interest Meetings
September 3	Labor Day – no practice
September 10	Officers Workshop 6:00-7:00 pm
October 4-7	Fall Break – no practice
October 8	Officer Workshop 6:00-7:00 pm
November 5	Officers Workshop 6:00-7:00 pm
November 9	Spring Practice/ Event Requests Due
November 22-25	Thanksgiving – No Practices
December 4	Last Day of Classes and Club Activity

Spring 2018

January 10	First Day of Classes/Officer Workshop 6:00-7:00 pm
January 11	Club Activity May Begin
January 21	MLK Holiday – No Practices
January 30	Officers Workshop– 6:00-7:00 pm
February 27	Officers Workshop – 6:00-7:00 pm
March 1	Budget Requests Due
March 18-22	Spring Break – No Practice
April 8	Fall 2019 Officers Elections Must Be Completed
April 10	Officer Workshop 6:00-7:30 pm
April 15	Allocated Expenditure Deadline
	Fall Practice/Event Requests Due
April 19	Spring Recess- No Practice
April 26	Classes End/ Last Day of Club Activity

What is a Sport Club?

What is a Sport Club?

Registered student organizations, whose goals and purpose focus on participation in competitive, recreational or instructional sport activities may be considered for status as an active sport club. This status is determined by the Program Coordinator after meeting with the potential club to discuss goals, needs, and organization. All clubs are different; some clubs focus on a high level of competitive success; others offer more recreational experiences.

Please consult Hilltopics to learn more about general student organization rules and requirements. A few important notes:

- Student organizations must have 10 active members and must submit updated materials to the Center for Student Engagement office each year to remain active.
- All clubs must have a minimum of 2 officer positions: President and Treasurer.
- *All current UT students, faculty and staff are eligible for sport club membership*, regardless of experience or ability with a RecSports membership.
- Clubs are not official extensions of the university, and may not use the phrase "The University of Tennessee" preceding the club name (The Ice Hockey club at the University of Tennessee instead of "University of Tennessee Ice Hockey").
- Clubs are accountable for their actions, and the actions of their members, on or off campus.
- A club can be whatever its members want it to be if they are willing to put forth the effort.

Statement of Goals

The clubs, staff and members of the Sport Clubs program aspire to:

1. Develop Students
    a. Provide students with leadership experience
    b. Foster team-work and interpersonal skill
    c. Enrich self-esteem through meeting challenges and accomplishing goals
    d. Encourage growth by providing for new experiences and knowledge
    e. Provide the stability associated with being part of a group
2. Promote Sport and Recreation
    a. Provide conducive environment for increasing awareness about a sport in the campus and local communities
    b. Welcome and teach new members regardless of experience or ability
3. Represent the University of Tennessee through competition
    a. Demonstrate the skill, talent, and sportsmanship of UT students
    b. Exemplify and contribute to the University of Tennessee school spirit
4. Have Fun
    a. Provide students with an opportunity to make life-long friends
    b. Provide opportunity for directed travel outside of the region
    c. Provide a way for students to push themselves physically and stay competitive beyond intramural or informal sports

Creating a New Club

In order to best prepare a club for prolonged success, the program requires that potential clubs complete the following steps:

1. Club must be student-initiated
2. Meet with the Graduate Assistant of Center for Student Engagement to discuss new organization registration process
3. Meet with the Program Coordinator to discuss goals, organization, activity of the proposed club, and budget
4. Schedule an organizational meeting to assist in assessing interest and establishing goals, etc.
5. Submit a written proposal to the Sport Clubs Coordinator requesting the formation of a club and include the following items:
    a. Goals and objectives
    b. list of interested students including names, phone numbers, emails, and net IDs
    c. An eligible advisor - UT Faculty or Staff
    d. A constitution and by-laws
    e. Club budget
6. Proposal must be approved by the Program Coordinator
7. Once approval has been granted from the Sport Clubs Program, then you may submit the online New Organization Registration form through the Center for Student Engagement
8. All requests must be officially approved by the Advisory Committee on Student Organizations
9. After two active probationary semesters, clubs whose organization and activity have been satisfactory will be granted status as an active sport club
10. Remember that status as an active club may be revoked if a club fails to meet the requirements in this handbook

Requirements for Active Status

A sport club must have been active (practices, meetings, competitions, etc.) for a full probationary academic year, and must meet the following requirements to be considered active status:

- At least 10 official members
- Current constitution on file with the Sport Clubs office
- Accurate club roster and release forms for all members on file with the Sport Clubs office
- Regular activity (at least two per month during active “season”) practices/competitions
- Focus on competitive, recreational or instructional activity
- Must be student-led and have a current advisor
- Must be up to date on all required paperwork or requests
- Must be registered on the VOLink
- Must have up-to-date officer contact information on file with the Sport Club Office and the VOLink system

Mail, Email, and Web Page

The Center for Student Engagement administers club email addresses, and will work with the officers listed on their specific club's VOLink page to validate addresses. Email the Center for Student Engagement at go@utk.edu for more information regarding email accounts. Go to the VOLink to see your club's page and contact the Graduate Assistant of Sport Clubs to update contact information.

Clubs also may receive mail at the TRECS. All correspondence should be addressed:

Name of Sport Club
The University of Tennessee
2111 Volunteer Blvd
Knoxville, TN 37996-3050

Membership

Membership in and participation with a sport club must be open to all students, regardless of race, color, national origin, religion, sex, pregnancy, marital status, sexual orientation, gender identity, age, physical or mental disability, or covered veteran status, as pursuant to Hilltopics policy. Each club's constitution must include the non-discrimination clause outlined in Hilltopics. Membership must also be unrelated to experience or ability, i.e. – No "cuts" based on tryouts. However, tryouts may be used to create rosters for the different teams within the club at large. (Inclusion on an "A" team is not a club member's right). Each club must work out a fair and equitable method for accommodating all its members' needs for participation in practice and competition.

Sport Club members may participate in clubs based on their asserted gender identity. We do recognize that there may be policies or requirements in regards to gender that a league or governing body has imposed on club teams. If a club team chooses to be a member of that governing body or participate in that league, then they will have to align with the requirements of the league or governing body.

Membership may consist of:

1. **Students** – Must be currently enrolled and have paid the appropriate program and service fees.
2. **Faculty/Staff** – Individuals wishing to gain membership within a University of Tennessee sport club must be included on the University of Tennessee payroll and have paid the appropriate fees for a recreation membership in order to be considered for faculty/staff status. Faculty/Staff members may not vote during club meetings, and may not be able to participate in competitions based on the sport's governing body's eligibility requirements.

At no time may individuals without either of the above university affiliations participate in club activities unless it is an approved event, such as a seminar or tournament**. Club members may be required to present a current UT ID at any club function by any RecSports staff member**.

Officers

While there is an office and a small staff here to help you, the administration of the club is up to you. All Sport Clubs must have a minimum of President and Treasurer as officer positions. Some officer responsibilities are listed below. This list is not all-encompassing, and many club officers will have additional responsibilities. We encourage all club members to learn about the responsibilities of officers in their club.

All officers should:

- Know the content of this handbook
- Maintain a current roster, including the completion of release forms, the payment of dues, etc.
- Ensure that all paperwork/ online forms are being completed appropriately
- Communicate policy changes, announcements, etc. from the Sport Clubs program to participants
- Communicate the needs of the club to the Sport Clubs Staff
- Ensure Risk Management policies are created, reviewed, and upheld
- Plan appropriately for travel and events
- Prepare and develop future club officers

Advisors

Advisors are volunteers selected by the club to assist in the work of the club on and off the field. Advisors must either be full time faculty or staff member of the University of Tennessee-Knoxville. The advisor's level of involvement is up to the club and the advisor. The Program Coordinator is eligible to serve as a club advisor, and will be happy to discuss this option with you.

Volunteer Coaches

Sport Clubs coaches are selected by the club to help improve its performance and the skill of its members. Coaches are volunteers, and have no official affiliation with the university in this capacity. Club coaches may be a student, faculty, staff, or a community member. They receive no compensation, benefits, or liability coverage from the university. Policies about coaches, their role and their responsibilities:

- While not affiliated with the university, coaches may be held accountable for their actions, and may be relieved of their duties by the program at any time.
- Volunteer coaches are held to the same standards of conduct as the student members outline in this document, Hilltopics, and otherwise written or posted by the RecSports Department and University of Tennessee.
- Volunteer coaches are expected to give attention to safety concerns regarding any club activities, facilities, equipment, and weather. As well as promote and exhibit high standards of ethics, sportsmanship, and equity. A coach's role is <u>to instruct</u> not to participate in club activities.
- Volunteers are not insured by the university in any way, and may expose themselves to personal liability through their involvement with the club.
- Active coaches must have a current Volunteer Information Form and <u>Release Form</u> on file with the program. Both forms need to be completed annually to ensure accurate

information regarding coaches. These documents can be found on the Sport Clubs VOLink page.

- Coaches are eligible for a RecSports ID card to access our facilities when their club is having practices, competitions, or meetings. Coaches may not utilize any facility without their club. Abuse of this privilege will result in a loss of access.
- All club coaches are subject to a background check. Any concerns stemming from a background check, may restrict a volunteer coach’s activities or prevention of their request to volunteer with a club

Sport Club Responsibilities

Returning Clubs Checklist

All sport clubs must keep their registration current with the Center for Student Engagement. It is suggested that clubs hold an "administrative meeting" for its first practice, or at least designate a portion of its first practice as such.

- Ensure registration of your club on the VOLink System and update officers' contacts
- A reviewed, revised and adopted copy of the club's constitution (with notes regarding any changes and how they were approved)
- Volunteer Information form for each advisor and coach affiliated with the club
- Have all club members submit their Release Forms through your VOLink System page before they participate in any club activity
- Begin collecting dues and submit them to the Sport Clubs Office for deposit into your club's student organization account ("Dues Account").

VOLink System

The University of Tennessee utilizes a software system to manage all student organizations, which includes Sport Clubs. This software system is referred to as the VOLink System and can be accessed by visiting the go.utk.edu web address. Sport Clubs are required to utilize this system to register and update their club information on a yearly basis. Clubs are also required to utilize their specific organization page for several different functions as required by the Center for Student Engagement and the Sport Clubs Office. This system is where you will manage your organization, members, communications, and even advertisements.

Additionally, the Sport Clubs program has its own site on the VOLink system where club officers will need to access documents, submit forms for approval, and receive announcements and updates from The Sport Clubs Office. All club officers will be automatically loaded onto the Sport Clubs VOLink page. If you have any officer changes, please submit the Officer Change Form to request access to the Sport Clubs VOLink page.

Constitution

All clubs must maintain and continually revise the organization's constitution. The constitution should describe the goals of the organization and the process through which it achieves those goals. Changes to the constitution can be effective on several levels, in that they give officers the support they need to improve the club, and they outline the expectations of club members. The workings of the club should all be in the constitution, and if it is in the constitution, it must be followed.

The Center of Student Engagement has a resource for minimum constitutional requirements found on the go.utk.edu webpage. Please refer to this information to assist in crafting and updating club constitutions. Sport Clubs constitutions must feature an article addressing the club's risk management practices. Clubs must review and submit their constitutions on the VOLLink system as part of their annual re-registration process at the end of the spring semester.

Risk Management

Sport club involvement can, and has, resulted in injury and even death for some participants, not to mention the financial side effects of a serious injury, automobile accident, etc. Most incidents occur without fault of the club or the persons involved. However, there are steps that we can take to make activities as safe as possible. Clubs that are deemed high risk by the Sport Clubs Administration are required to have risk management protocols that address inherent hazards associated with their activity.

The program requires each club to have a risk management plan written into their constitution. The Sport Clubs program requires a standard set of risk management practices for all clubs which can be found on the documents section of the Sport Clubs VOLink page. Each club should work with their advisors and with program staff to tailor their plan to best fit their needs and risks. We suggest that clubs assign Risk Management duties either to a "Risk Management" officer or divide them up between officers.

Emergencies

Clubs are provided with "In Case of Emergency" (ICE) cards that include mobile phone numbers for several RecSports staff members. Club officers should ensure that this information is always with the club in order to inform us of an emergency or incident. ICE cards can be found under the documents section of the Sport Clubs VOLink page.
Call the numbers on the card as indicated until someone is reached.

CPR and First Aid

Two club members from each club must have current Red Cross First Aid and CPR certification. A copy of the members' certification cards must be on file in the Sport Clubs office. These two members are not required to be present at each activity, but they must be an official club member and routinely at practices and events. The RecSports department will certify two club members per year at no cost to the club or the member. Certifications must be uploaded and submitted through the Sport Clubs VOLink page.

High Risk Activities

In order for clubs to participate in High Risk Activities, the club must have a Risk Management Protocol for that activity. It is the responsibility of the club to develop a plan to ensure that participants are as safe as possible. This plan should be included in the club's constitution. This plan may include a protocol for certifying trip leaders for climbing trips, hosting boat driver instruction from USA Water Ski, or simply requiring that a First Responder is present at all competitions. For more information, please contact the Program Coordinator.

Injury Reports

Each club will have access to injury reports through the VOLink system. In the case of any injury, no matter the severity, the club must document the incident by completing and submitting the Injury Report in a timely fashion. Injury reports should be submitted to the office on the first business day after the injury. When the injury form is not available, describe the incident, the injury, the people involved, location, care given, etc. in an email to the Sport Clubs office (sportclubs@utk.edu) and follow up with a completed form within 24 hours. Injuries will occur, and for some clubs they will occur often. However, failure to follow protocol in the case of any injury could leave the club and the university open to legal scrutiny, and such failure will be taken very seriously.

In the event an injury requires emergency care, clubs should immediately call the Sport Clubs Coordinator or GA at the number provided on the ICE card.

Athletic Trainer

The RecSports Department has a contracted service with Tennessee Orthopaedic Clinic to provide an athletic trainer for certain RecSports programming. An athletic trainer will be on-site for specific Intramural programming Monday – Thursday and specific home Sport Club events. Which club events that an athletic trainer is provided at no cost is determined by the Sport Clubs Risk Management Committee.

Sport Club members can utilize the athletic trainer for consultations for any health or injury related questions. Their main role is to provide initial assessment of injuries, first aid, emergency care, and referrals as needed.

The on-duty athletic trainer office be found in the TRECS Athletic Training Room located on the main floor or at the RecSports Field Complex Central Building depending on the activity occurring. For detailed office hours or to set up an appointment, please contact Mike Lutz at LutzMP@tocdocs.com.

Maintaining Your Roster

Clubs must maintain current membership rosters which should be done on your club's VOLink page. We suggest assigning an officer to this task that will go in and review and approve all Member Release Forms as they are submitted. Keep track of who has paid dues and who has submitted a Release Form.

To be considered an official club member, a student/faculty/staff member must have submitted their dues and Release Form. Potential members should complete a release form prior to practicing or competing with the club. Clubs may allow a "trial period" before paying dues, but **the release form must be completed prior to participating in any club activity.**

Release Forms

All members must complete and submit a Release Form on the Club's specific VOLink page. This form is used to clear students for club activity including registered travel and in the case of an emergency. The form also communicates to the club member that they are aware of the dangers involved in club activity and take responsibility for their decision to participate. If a participant is injured at a club event and has not completed a Release Form, loss of facility privileges or other club sanctions may follow. Participation without a Release Form on file puts the club and the university at great legal risk.

Visiting Club and Visiting Individual Release Forms are used for participants at events such as tournaments or seminars. It is the club's responsibility to make sure that all participants have completed the form properly, and prior to participation in any University of Tennessee home event. Forms should be submitted to the Sport Clubs office on the first business day after the event. There are two of these forms. The first is for individuals participating in camps, tournaments, seminars or workshops. The second is for visiting teams; the entire team may sign the same form. These forms must be completed at events hosted on or off campus, if they are hosted by your club.

The Release Form, Visiting Individual Release Form, and Visiting Club Release Form all can be found online at the Sport Club VOLink System page.

Medical Insurance

As the Release Form notes, ***participation in club activity is not insured by the university***. In the event of an injury, the club member will be personally responsible for the expenses associated with their care. We strongly encourage all club members acquire personal medical insurance coverage. Contact the Student Health Center for more information about student health insurance at studenthealth.utk.edu.

Inventory Management

Clubs are responsible for maintaining and managing their equipment in a way that will provide for the club for future seasons and will reflect their responsible stewardship of student funds.

Allocated Equipment

All equipment purchased with allocated/University funds must be retained by the Sport Clubs program for the life of the item. This equipment is considered state property, and any distribution or disposal of equipment should be in consultation with the Sport Clubs office. Equipment purchased with allocated funds not in use should be stored at RecSports facilities. Allocated equipment must be checked out and returned through a Sport Clubs employee. The individual checking out the equipment will be held responsible if the equipment is damaged, lost, stolen, or not returned by the check-in date.

Dues Equipment

Equipment purchased with Dues funds are the responsibility of the club. This equipment is considered property of the club and any distribution or disposal of the equipment should be specifically outlined in the club's constitution. It is the choice of the Sport Clubs program to provide RecSports storage space for any Dues equipment. It is encouraged to consult with the Program Coordinator before equipment purchases are made.

Officer Training & Workshops

Officer training will be held on the first week of class in the Fall. Officer Workshops will be held monthly throughout the fall and spring semesters. Officer workshops may be held in person or online, and are divided into two parts; business and development. The business part of the workshop will feature announcements, reminders, etc. The development part of the workshop, will focus specifically on an area of club administration that will help officers improve themselves and their clubs.

Workshops are mandatory and effect a club's points total dramatically. A club's participation in an online workshop is defined as the participation of two club officers. A club's participation in an in-person workshop is defined as two club members attending, one of which must be a current club officer, for the duration of the meeting.

Community Service

Clubs are highly encouraged to participate in at least one community service project per semester. The local community has provided a tremendous amount of support to The University and the Sport Club Program. As a result, we encourage all club members to give back. Not only do service projects benefit the organization your club serves, it also increases your club's visibility in the community.

Participation in community service also helps your club earn points towards the following year's allocation money. The Community Service Request Form should be submitted by your club at least one week prior to the service date of the service project for approval. Within one week of completing the service project, your club should submit the Community Service Report Form to ensure credit is given to your club. Both community service forms can be found on the Sport Club's VOLink System page.

Conduct

A major part of ensuring the positive impact of the program on our participants is to respond to negative incidents quickly, fairly, and through a context of learning. It is important that we hold clubs accountable for their actions, just as the University holds its individual students accountable. While the Sport Clubs program may impose a sanction that applies to the club, the officers, or its members, these sanctions do not, in any way, replace or supersede the authority of the Office of Student Conduct and Community Standards.

Discipline Process

An alleged violation of Sport Clubs, RecSports or University policy by a Sport Club or its members will result in a meeting with the Sport Clubs Program Coordinator. The Program Coordinator may investigate the alleged incident by speaking with witnesses or participants, and may meet with the club officers to discuss the situation. At this time the club will have the opportunity to have its case heard by the Program Coordinator. After assessing the situation, the Program Coordinator will decide an appropriate sanction for the club or make a referral to the Office of Student Conduct and Community Standards. If the club or club members wish to appeal the Program Coordinator's decision, a written appeal must be submitted to the Program Coordinator no later than 3 days after the notification of the sanction.

The Sport Clubs Council will hear appeals and rule to uphold or overturn the initial sanction. In the latter case, the council may then apply a lesser sanction to the club. The appeal will consist of written arguments from the club and the Program Coordinator, an opportunity to speak to the council for each party, and questions from the council. There will be no cross-examination by the club or the Program Coordinator, but the council may ask follow-up questions. The order of the appeal is as follows:

1. Presentation from the Program Coordinator
2. Presentation from the club
3. Questions from the council
4. Deliberations (closed)
5. Announcement of the decision

Possible Sanctions include General Probation, Travel Probation, Fiscal Probation, Active Status Suspension, Recommendation for Withdrawal of Registration, or other sanctions.

Alcohol and Substance Policy

University regulations prohibit student organizations from serving or permitting the consumption, possession, or display of any alcoholic beverage or containers at any time, or by anyone on University premises. This same regulation applies to Sport Club functions or events that occur off-campus, including when clubs are traveling. Sport clubs are responsible for refusing admission to their activities of persons under the influence or in possession of alcoholic beverages. Clubs are at all times responsible for guests, spectators, and participants at their events, and will be held accountable for the actions of these persons as if the infraction had been committed by the club itself. If needed, the club must provide gate attendants to assist in preventing alcohol from entering the facility. If the activity cannot be controlled, the staff will call campus police and clear the facility.

Social activities, on or off campus, which are referred to by promotional materials, social media or personal communication as club events are the responsibility of the club and may result in Sport Clubs sanctions, if alcohol is present.

Hazing

Participation of students in hazing activities is prohibited. "Hazing" means any intentional or reckless act, on or off university property, by one student acting alone or with others, which is directed against any other student and endangers the mental or physical health or safety of that student, or which induces or coerces a student to endanger his or her mental or physical health or safety, and includes treatment of a violent, abusive, shameful, insulting, or humiliating nature. Such action is prohibited when connected with initiation into or affiliation with an organization and does not include participation in customary athletic events or similar competition. A student committing an act of "hazing" is subject to disciplinary action in accordance with the Standards of Conduct, as defined in Hilltopics.

Sexual Misconduct

The university has a policy that prohibits sexual misconduct, relationship violence, and stalking. As a condition of being allowed to participate in a Sport Clubs, all club members must comply with that policy and understand that a reported violation of that policy relating to members or activities of the club may adversely impact the club's activities, membership, and leadership.

Normal Club Activity

Facility Usage

Sport Clubs are provided use of available RecSports facilities during normal operating hours at no cost for events that the clubs themselves are participating in. Outside of normal operating hours, clubs may be charged for any lifeguard or facilities staff required to operate the facility. Clubs are not permitted to serve as a third party host for an event at any RecSports facility without the consent of the Program Coordinator. To reserve any RecSports Facilities, clubs must submit a "Home Event" request form found on the Sport Clubs VOLink page. Any field maintenance or field lining requests should be included in the form.

During holidays and breaks, all home club activity is suspended. Exceptions may be made for special events or circumstances. Contact the Program Coordinator for more information. Clubs may not reserve facility space before the first officers meeting or after the last day of classes without special conditions.

General

- Clubs are expected to assist in the enforcement of University and departmental policies.
- Damages incurred during a club activity may be charged to the club.
- If a club decides not to use a facility, the Sport Clubs office should be notified immediately. Lack of facility usage on a consistent basis will result in loss of facility usage privileges and the club may be charged a facility and staffing fee.
- **Alcohol is prohibited at Sport Clubs activities!** See the "Alcohol Policy" section of this handbook for more information.
- It is the responsibility of the club to provide general clean-up that is needed as a result of the function.
- Chairs, food, and gum are not allowed on any RecSports Turf Field
- Cars are not allowed at Fulton Bottoms Field (parking is available at Tyson Park)
- Pets are not allowed at the RecSports Field Complex or TRECS Turf Field.

Practice

- Practice or meeting requests must be made 2 days prior to the date of practice/meeting.
- Clubs must notify the Sport Clubs office of practice cancellations by 4pm the day of practice Mon-Fri or by 5pm Friday for weekend practices.

Events

- All home event requests should be submitted through the Sport Clubs VOLink page. Submission of the form does not guarantee reservation.
- Events must be submitted 2 weeks prior to the date of event.
- Club must meet with the Program Coordinator, Graduate Assistant, or Manager at least (**1**) week in advance of the event to go over logistics.
- A Sport Club Manager will be on duty during all scheduled competitions on campus. The manager represents the RecSports Department and has the authority to make decisions that are in the best interest of the program.

- Once space has been allocated, the club assumes responsibility for what takes place in the facility throughout the course of the reservation. Clubs are responsible for the activities of their members, fans, and competitors.
- After scheduled events, it is the responsibility of the club to provide general clean-up that is needed as a result of the function.
- Clubs must notify the Sport Clubs office of event cancellations no later than 24 hours in advance of the event.

Inclement Weather Policy

Field clubs that use RecSports or RecSports contracted facilities may not practice in conditions which will result in excessive damage to the field. General rule of thumb: if water stands around your shoes, it is too wet to play. A Sport Clubs or RecSports staff member may cancel or delay use of a facility at his or her discretion.

THOR Guard

THOR Guard is a lightning prediction system located at the RecSports Field Complex. The system measures the electrostatic field in the area and generates a prediction of lightning occurring in the immediate area.

- After seeing lightning or hearing thunder, all outdoor activity will be suspended for 30 minutes. After the 30 minutes has passed, if no further lightning strike/thunder occurs, play may resume.
- Clubs must wait the full 30 minutes or wait for THOR Guard's "All Clear" signal, whatever comes last. If the THOR Guard goes off before 30 minutes is up, clubs must continue to wait the full 30 minutes.
- If there are no signs of inclement weather and the THOR Guard system goes off, play will resume as soon as the "All Clear" sign is given.

Visiting Clubs or Guests

Remember that when you host other clubs, either in a match or tournament setting, those clubs are your guests and you are responsible for their behavior. If a visiting club or individual damages the facility, your club is responsible for the repairs. Also, any conduct issues (such as the possession of alcohol at a club event) that arise reflect on the host club no matter the offender. If a visiting club or even a spectator is behaving inappropriately, the club must assist in the management of the situation or be held accountable for it.

All visiting clubs and their members are required to complete the Visiting Club Release Form before participating. For open tournaments or seminars/clinics, all participants are required to complete a Non-Student Release Form. Clubs are responsible for ensuring that this form is completed and signed by each visitor, and that the form is submitted to the Sport Club Staff prior to participation in any activity.

Visiting clubs may be granted the use of the Student Aquatic Center locker room facilities, providing the host club has included the request in the Home Event Request Form.

Event Cancellation

The Sport Clubs program reserves the right to cancel any home competition in the event that one or more of the following requirements are not met at least three days prior to the event:

- Club has funds to cover the costs of the event
- Club has met with Program Coordinator or Graduate Assistant to discuss event logistics
- Proper University contracts regarding the use of third-party facilities or services have been approved and returned to the Sport Club office, when appropriate
- General Liability Insurance has been acquired when necessary
- All participating members have submitted release forms
- An Athletic Trainer, Emergency Medical Technician or other appropriate medical supervisor has been arranged, when appropriate

In the event that the club cancels, cancellations must be communicated to the Sport Club Office by 5:00pm on Friday for the current weekend. Any cancellation after 5pm on Friday must be communication through a phone call or text directly to the Sport Clubs Graduate Assistant or Sport Clubs Coordinator (See ICE card for contact info). Failure to communicate any event cancellation to the Sport Clubs staff by the time guideline will result in loss of points on the clubs' Scoreboard.

Any RecSports staff member may cancel a sport club activity at any time due to unsafe conditions, failure to comply with RecSports and University policies, likely damage to the facility, or any other circumstance that justifies the decision.

Practices and Meetings

UT Student IDs are required when using RecSports or UT Facilities. All members must have their ID's during all practices and meetings. Facility access and event participation may be denied to anyone without a valid ID, including meetings in RecSports classrooms.

Club practices and meetings may begin the day after the first officers meeting and must end on the last day of class each semester.

All practice cancellations should be communicated to the Sport Club Office by 4:00pm on the day of practice. Failure to communicate any even cancellation to the Sport Club Office by the time guideline will result in loss of points on the clubs' Scoreboard.

When using RecSports facilities, remember that you are sharing them with countless other campus organizations, students, and staff members. Always make sure that the area is clean and neat after your club is finished, and report any damages or maintenance concerns to the office immediately. The use of RecSports facilities is a privilege afforded to active Sport Clubs. Please respect the space and the work that goes into maintaining it.

Travel

Only Sport Club members and registered Volunteer Coaches/Instructors are permitted to participate in club travel. Fans, parents and other non-members must provide their own travel and lodging if they wish to attend away matches or events. Please note that all Sport Clubs, RecSports, and University policies apply at all times during official club activities.

Official Club Activity

Official club activity occurs when any or all of these factors are determined by the Program Coordinator:

- Club funds are requested to be used or have been utilized
- Club equipment is utilized
- Club members hold themselves out to be representing the club and/or the university

Official activity takes place from the time the club departs on the travel to the time the club returns from the travel.

Requesting Official Travel

Authorized travel is entered into the university's payroll system, and makes available those university funds set aside for travel reimbursement (your allocated account). All club travel must be requested according to the following procedure.

Before traveling, a club must:

- Have status as an active club.
- May not be on travel suspension.
- Must have submitted "Guest Traveler" forms for the person requesting the trip and the additional members who expect to be reimbursed from allocated funds.

Think of the "Guest Traveler" form as a "Student Traveler" form. Club members who are currently or have in the past worked on campus may not be entered into the system, with the exception of RecSports employees. A club will not be approved to travel unless they have a registered "Guest Traveler" on that trip.

Once the previous requirements are met, clubs must:

1. Complete a "Travel Request Form". Located on the Sport Clubs VOLink page.
    a. Be sure to fill out the Travel Request Form (the itinerary, trip roster, driver's list, and lodging info will be required at least one business day in advance of the trip).
    b. All incomplete or missing paperwork must be submitted by 12pm the Friday of the trip. If a club leaves before 12 pm on a Friday, the club must have all paperwork turned in by 12 pm the day prior to departure.
    c. The trip roster must be unique to each trip, submission of the same roster for each trip is not appropriate.
    d. When submitting the form initially, enter the names of those members who will require travel reimbursement FROM YOUR CLUB'S ALLOCATED ACCOUNT in the "Additional members…" line. MEMBERS NOT LISTED ON THIS LINE MAY NOT BE REIMBURSED FROM A CLUB'S ALLOCATED ACCOUNT OR ALUMNI FUND.
2. **Travel Requests must be submitted at least two weeks prior to the date of departure**. Example, if a trip takes place on Friday, September 4th, the form must be submitted by Friday, August 21st.
3. Remember that all university and RecSports policies apply during all club activity.

4. **No club travel shall take place during the hours of 12:00am-6:00am, unless a contracted driver is provided.**

   If a club fails to submit a Travel Request Form or an individual does not complete their necessary paperwork prior to departure, the club and/or individuals will not be eligible for reimbursement and possible travel sanctions will be applied.

Travel Reimbursement

There are two types of travel reimbursement: from your Student Organization Account/Dues account and from your Allocated account. To request reimbursement from your Dues account:

1. Stop by the office, provide the staff member on duty with the receipts and the name of the recipient for the reimbursement;
2. Indicate whether you would like to pick the check up from our office or have it mailed;
3. The request will be sent to the Student Engagement office to be processed. Your check will either be mailed or on file at the Sport Clubs office.
4. All reimbursements from the club's dues account must be signed by the club's President or Treasurer. Signatures may be applied in person or electronically.

To request reimbursement from your allocated account, the expense must meet the following criteria:

- Must have itemized receipt of purchase. Purchase must have been made at a location en route to the destinations listed on the travel request.
- Purchase must have been during the dates and times specified on the request
- Purchase must be from someone listed as the Trip Leader or "Additional members requesting…" on the Travel Request form (These members must be an approved "Guest Traveler")
- Food may not be reimbursed

Allocated funds may not be used for camps or other training activities. If in doubt, ask.

If the expense meets the preceding criteria, the club will follow these steps for reimbursement:

1. A club member (an officer is recommended) will bring the receipts, along with the names of the members being reimbursed for each, to the Sport Clubs office.
2. A copy of the credit/debit card used in the purchase will need to be made in the Sport Clubs office at the time the receipts are turned in.
3. The name on the credit/debit card used to make the purchase must match the name of the individual being reimbursed. That individual must an approved Guest Traveler.
4. If the address had been changed, the Guest Traveler will be required to submit a change of address form before the check will be processed.
5. ALL REIMBURSEMENT REQUESTS MUST BE SUBMITTED NO LATER THAN TWO BUSINESS DAYS AFTER THE TRIP.
6. Ensure that the reimbursement request form is filled out correctly.
7. The students being reimbursed will need to come to the office to sign the reimbursement form when notified. The reimbursement will not be processed before this form is signed.
8. The amount of the reimbursement will be mailed to the address that was listed on the Guest Traveler form when submitted. It is usually best if this is a permanent address.

All reimbursements must meet UT's Treasurer Office requirements.

Transportation

When traveling, clubs may choose their own method of transportation. This section discusses the most popular options.

Personal Vehicles

Many clubs elect to use personal vehicles for their transportation. This method of transportation is the least safe, in that the number of drivers required increases the odds of an accident. Also, safety checks are not required of personal vehicles, further increasing the risk. ***Finally, in the event of an accident, the driver is personally liable for the medical and property expenses associated.*** Drivers of personal vehicles for club trips must have completed the annual Personal Driver Policy agreement before the trip will be approved. When driving more than 6 hours one way, clubs should have a second driver for each vehicle.

Fleet Management

Another option for club transportation is the use of Fleet Management vehicles. Clubs can rent vans or cars from Fleet Management as long as the drivers are certified by the Sport Club program to drive university vans, signed the Fleet Management Vehicle Driver Agreement, and signed the Volunteer Driver Agreement. **Only University employees or registered Guest Travelers are permitted to drive Fleet Management vehicles.** Fleet Managment rents vehicles based on the duration of the rental and the total cost of gas. Use of the vehicles also provides for better team bonding and unity while on trips. To request a Fleet Management vehicle, complete the "Fleet Management Request" section of the Travel Request. To learn more please visit the Fleet Management website (in the university "A-Z Index"). If a club reserves a vehicle and does not use the vehicle without canceling the reservation, the club will be billed the estimated cost of the reservation. Cancellations of a vehicle reservation made to Fleet Management within 24 hours of pickup time will result in the club incurring a one-day rental charge cancellation fee (See Fleet Management website for specific details on daily rates).

Trailers

RecSports has a contract with U-haul to rent trailers for clubs. To request a trailer, complete the "Trailer Request" section of the Travel Request form. All trailers must be towed by a UT vehicle or a contracted vehicle.

Charter Bus

A third option is the use of a chartered bus. This is the safest of the options, and provides the club with the most convenience. Clubs may contract buses themselves if using Dues Account funds, but must go through the Sport Club Office when using Allocated funds. ***As a reminder, no club travel shall take place between 12am-6am unless a contract driver is provided. Failure to abide by this guideline may result in Sport Club sanctions.***

Recruitment

RecFest

RecSports hosts RecFest during Welcome Week annually. All Sport Clubs are required to table during the entirety of the event. This is a great recruiting opportunity. Failure to attend RecFest will result in a loss of points from Scoreboard.

Interest Meetings

Interest meetings are hosted by each club at the start of each semester. Fall semester interest meetings are mandatory for all active clubs. Spring semester interest meetings are optional, but encouraged. Make sure you know what you plan to do at the meeting, who will run the meeting, and that several club members are there to meet the potential members.

Marketing / Promotion / Advertising

The Sport Club Managers and RecSports Marketing staff will be happy to help clubs develop flyers, posters, and other marketing materials. Just contact your club manager to set a time to come in and work with someone.

Promotions protocol follows:

- All flyers/ads should be submitted to the Program Coordinator prior to distribution. This approval helps clubs avoid a negative image, and makes sure that we are putting out correct information.
- Promotions in RecSports facilities will be posted by RecSports, so submit those materials to the program and we'll do the rest.
- We will post PowerPoint slides on our in-house TV system; email the slide to your club manager.
- Do not post flyers on the ground, telephone poles, bus stops, or other prohibited areas.
- All materials should indicate the organization as a club as opposed to a varsity sport. Soccer, tennis, baseball, swim, rowing, and volleyball have to be especially careful
- Clubs cannot refer to themselves as "The University of Tennessee" or "UT" … club.
- Make sure to indicate that all skill levels are welcome.

Marketing does not only apply to advertising, however. It also consists of "branding" your club; creating images and logos that the club uses for equipment as well as promotional materials. A logo, or brand, aside from assisting with advertising and marketing efforts, helps build a sense of team and gives the club an outward identity.

There are some restrictions on what clubs can do with UT logos, so work with the program staff to make sure you are not in violation of any copyright or licensing rules. Clubs may not utilize the "Power T" logo. All apparel or material utilizing licensed wordage or logos must be created through a licensed vendor in the UT's system. Please refer to licensing.utk.edu for more information.

Fundraising and Sponsorships

All fundraising efforts and all sponsorships must be approved by the Program Coordinator. When agreeing to a sponsorship, you should have a written agreement outlining the terms and benefits for each party. The Sport Club staff is constantly working to connect clubs with fundraising opportunities. Speak with your manager or the Sport Club Graduate Assistant for more information. The sale of any items on campus must be approved by the Center for Student Engagement office. Make such requests from the Center for Student Engagement website via the Event Solicitation Request form at least two weeks prior to the event.

All fundraised monies must be turned into the Sport Clubs office to be awarded in Scoreboard.

Finances

Club Accounts

Sport Clubs are eligible for two accounts, to be discussed in the next section in detail. Clubs should always practice responsible fiscal management, which includes creating budgets, to ensure that club funds do not run out half-way through the year, and making sound fiscal policy as a group. Although the Sport Club Office manages these accounts, it is each club's responsibility to keep track of all income, spending, and anticipated expenses. Clubs are discouraged from using accounts outside of the university for accountability and liability purposes.

Student Organization Accounts *(Dues Account)*

All registered student organizations, and all clubs, are provided with a checking account administered by the Student Organization Business Office. All dues and fundraising monies are deposited into this account. Clubs may disburse money from this account for equipment, travel, and most other club-related expenses. This account may not pay for expenses that violate program or university policies. Dues Account funds roll over from year to year.

To disburse funds from this account:

1. Bring or email the receipt (for reimbursements) or invoice (for league dues, entry fees, equipment, etc.) to the Sport Clubs office.
2. President or Treasurer will sign off on payment via in-person or electronically
3. Graduate Assistant will sign off on payment
4. Program Coordinator will sign off on payment
5. Payment requests will be sent to the Student Engagement office to be processed.
6. Checks will either be picked up in the Sport Clubs office or mailed directly from the Center for Student Engagement

Clubs may develop their own set of policies on top of the Sport Clubs policies for the use of this account. All policies must be outlined in the club's constitution. Such policies will help you protect your funds.

Recommendations for cash handling procedures can be found in **Appendix A.**

Allocated Account

Each year the RecSports Department is allocated SPSF (Student Programs and Services Fee) funds with which it operates its facilities and programs. The Sport Clubs program distributes a portion of these funds to the student organizations designated as active Sport Clubs.

Clubs earn money for the following year's allocated account through the "Scoreboard" points system. This may only be used for approved equipment, official travel reimbursements, league dues, approved facility expenses, and entry fees. All allocated expenses must go through the Sport Club office. The last day to request allocated will be communicated to the clubs in the spring semester. If a club does not spend the entirety of their allocated funds by the deadline, those funds will become eligible for disbursement to other clubs at the discretion of the Program Coordinator. Allocated funds DO NOT roll over year to year.

To disburse funds from this account:

1. Bring in original copies of the itemized receipt or email invoices to the Sport Clubs office.
2. For member reimbursement, club member's debit/credit card utilized in the purchase must be copied and attached to reimbursement request.
3. Graduate Assistant will sign off on payment
4. Program Coordinator will sign off on payment
5. RecSports Accounting Specialist will approve payment request
6. Club member requesting payment must sign off on their payment request
7. UT Treasurer's Office will mail a check to the club member's address on file with the University.

Allocated travel reimbursements must be listed on the Travel Request form when submitted.

Allocated funds may not be used for travel to camps or other training activities.

All reimbursements from this account should be signed for by the recipient no more than 14 days following notification by the Sport Clubs Office.

All purchases (equipment, league dues, entry fees, facility expenses) must be from a registered vendor in the University's system. If the vendor is not on file, then you must contact the Program Coordinator to obtain a new vendor form. You may not purchase any item until the vendor form is completed and turned into the Sport Clubs office.

Purchase of Equipment – Allocated

For equipment purchases from allocated funds:

1. Search vendors to find the best price and product.
2. Provide the program staff with the item, quantity, specifications, etc. that you would like to purchase, along with the name and contact information of the vendor.
3. We will purchase the item, and check it out to you when it arrives.
4. Please allow at least two weeks for this process.
5. Items purchased from the allocated account are property of the university and must be returned and stored at the Sport Club Office when not in use or by the end of the spring semester.

If a purchase will exceed $10,000.00, contact the Program Coordinator.

Purchase of Equipment – Dues

For equipment purchases from dues funds:

1. Submit an invoice or reimbursement to the Sport Clubs Office.
2. Equipment purchased with Dues is the responsibility of the club and it should not be expected that it will be stored in a RecSports Facility. Priority to storage space will be given to Allocated Equipment.
3. Items purchased from the dues account are property of the club and must be maintained and store at the expense of the club.

Payment of Affiliation Dues and Entry Fees

A club may use its allocated account to pay for league or association dues, as well as tournament entry fees. An invoice indicating the amount due, where to send the check, and the date should be submitted to the program staff at least 40 days prior to the due date. All associations or tournament hosts must be an approved vendor with the University before payment is approved.

The Allocation Process

Each year the RecSports Department is allocated SPSF (Student Programs and Services Fee) funds with which it operates its facilities and programs. The Sport Clubs program distributes a portion of these funds to the student organizations designated as active Sport Clubs.

In order to receive allocated funds a club must:

- Be an active club not on fiscal probation.
- Submit an allocation budget request.
- Meet with the Program Coordinator to discuss the Budget Request.

Deadlines will be set for this process, and failure to meet the requirements will result in denial of allocated funds.

Budget Requests

The Budget Request document consists of three parts.

Part One: clubs must briefly describe their club, reflect on the past year, and outline goals, challenges, and current officers for the upcoming year.

Part Two: summarize how the club spent its money for the previous (current) year. Projections will need to be made for March – June.

Part Three: budget for the coming year, in which the club will outline its planned expenses.

Should the club's request indicate that it requires less money than it earns in points, the club will be asked to submit a revision to the request outlining how the extra funds will be used. If the club does not submit a revision by the deadline set, they will only receive the amount of funds requested in their budget request.

The Points System

Throughout the year, clubs have the chance to earn points in a number of categories that reflect the characteristics of a successful Sport Club. Points for each club will be tracked throughout the year, and the club will be updated as to their total points by the beginning of the Spring semester.

The total number of points earned for all clubs will be divided by the total allocation amount to determine the dollar value of each point. **However, the categories of Dues, League Dues, Official Members, and Facility Rental will be weighted so these points will be worth twice as much.**

A portion of the funds will be retained from allocation for use by the Sport Clubs Council. The council will hear requests for funds for unexpected or added travel, capital needs, and program expenses.

Points Categories

Official Members[1]
1 = 10-20
3 = 21-30
5 = 31-40
7 = 41-50
9 = 51+

Member Dues
1 = $50-100
2 = $101-150
3 = $151-200
4 = $201-250
5 = $251-300
6= $301-350
7= $351+

Affiliation Dues[2]
1 point per every $300 in dues (max 15pts.)

Facility Rental
1 point per every $300 (max 10pts.)

Equipment
1 point per every $300 (max 10pts.)

Officers Meetings[3]
1 point per meeting attended by two members (min. 1 officer)
(-1) point for every missed meeting

Weekly Reports
(-3) = less than 50%
0 = more than 50%
3 = more than 75%
5 = more than 90%

Community Service[4]
2 = >50% & ≥4 hours
1.5 = >50% & <4 hours
1 = <50% & ≥4 hours
.5= <50% & <4 hours

Red Cross Certifications**
(-2) = no club members
0 = 1 club member
2 = 2 club members certified

**Required to complete in fall semester- if not club is inactive until complete.

Fundraising[5]
1 = $500-1,000
3 = $1,001-1,750
5 = $1,751-2,750
7 = $2,751-4,000
9 = $4,001+

Travel[6]
3 = Regional Travel
5 = National Travel

Competition
1 = Local/State Competition
3 = Regional Comp.
5 = Qualifying Regional Competition/Open National Competition
7 = Qualifying National Competition
9 = National Champions
(max 15pts.)

Club Administration and Performance

Points are awarded considering the following:

A. Effective communication
B. Adherence to policies and procedures
C. Fiscal management
D. Representation of the program/institution
E. Attainment of goals

Travel Requests

-.5 pt. deduction per late request

Manager Meeting (1 pt. Max)

Fall Attendance:	+.5 pts
Spring Attendance:	+.5 pts
Failure to Meet: per meeting	- 1 pt.

Sport Clubs Council (1 pt. Max)

Officer in SCC: (5 Clubs)	+1 pt.

Sport Club Cookout (5 pts Max)

Outstanding Officer:	+ 1 pt. (5)
Participant of the Year:	+ 1 pt. (2)
Officer of the Year:	+ 2 pts
Club of the Year:	+ 3 pts

Officer Elections

Submitted by Deadline:	+.5 pts

Practice/Event Cancellation

Failure to notify (Practice)	-.5 pts
Failure to notify (Event)	- 2 pts

Violation of Policies

Minor Violation	- 2 pts
Major Violation	- 5 pts

Sport Clubs Communication (Subjective)

Good Communication	+ 1 pt.
Bad Communication	- 1 pt.

The Program Coordinator will meet with each club to discuss the assessment of points for this category.

[1] Club members are defined as students, faculty or staff who have (1) paid their dues, and (2) submitted their release form.

[2] This category includes any dues required by national or regional leagues or associations that clubs must participate in to be active in their sport. This category will require documentation, and only applies to expenses that are processed through one of the two club accounts.

[3] The attendance of only one club member or officer will result in 0 points.

[4] A service project is defined by the participation of more or less than 50% of official club members and more or less than 4 hours of completed service. A project must be approved by the Program Coordinator prior to completion, and a report documenting the project must be submitted within one week of completion.

[5] Does not include income from member dues.

[6] "National travel" is defined as travel outside the established 400-mile radius of Knoxville, TN. Clubs will receive points in this category one time only, no matter the number of times traveled.

Sport Clubs Council

Through a selection process, five club officers will be appointed during the fall semester to serve on the Sport Clubs Council. Responsibilities will consist of advising the program on policy, protocol, and will oversee the Sport Club Council Fund. Only one club officer per club may be represented on the council.

Sport Club Council Fund

The Sport Club Council oversees funds in the Allocated Account. These funds will be disbursed by the council as needed for the sole purposes of post-season travel or capital equipment. For instance, if the Water Polo club's goals are both destroyed by an unforeseeable circumstance, they might request to replace those goals. Clubs should not request funding for equipment purchases on a regular basis, and will likely be denied in that instance.

To request funds from the Sport Clubs Council, please see the request form on the Sport Club VOLink page. The written proposal should address the need for the funds, how the funds will benefit the program and the student body, why the club does not have the funds for the expense, and any other relevant information. This proposal will then be presented to the council, which will make a decision about the request.

Gifts and Donations

Contributions deposited into the club's student organization account (Dues Account) do not qualify as giving to the University of Tennessee. All clubs can benefit from funds contributed to the Sport Clubs Alumni Fund which is a University of Tennessee foundation account. Donors can and should indicate which sport club the donation is intended to benefit, if applicable. **Contributions to this account are associated with a Federal Tax ID Number that may be given to the donor by the Program Coordinator upon request.** Donors may send checks made out to the "University of Tennessee Foundation" to the Sport Club office for deposit into the Sport Clubs Alumni Fund or make an online donation on the Sport Clubs webpage. Please include in the memo line *Sport Clubs Alumni Fund,* and the club that the donation is intended to benefit. For more information, please contact the Program Coordinator.

The Sport Clubs Alumni Fund is a contingency fund for all sport clubs. The Alumni Fund is university money and has the same guidelines for use as the Allocated Account. All funds from the Sport Clubs Alumni Fund are dispersed at the Program Coordinator's discretion unless indicated for a specific club.

Sale of Equipment

Many clubs sell apparel or equipment to fans, family, etc. You cannot sell items purchased with allocated funds. Please touch base with the Program Coordinator prior to selling equipment to ensure it is eligible to be re-sold.

Appendix A

<u>Recommendations for Cash Handling</u>

Segregation of Duties

It is critical that there is a segregation of duties in order to maintain the security of the club's assets. The responsibility of receiving cash and the depositing of cash should be separated and performed by different individuals. In other words, in no case should the person taking the cash be the same person making the deposit. This helps to ensure there are checks and balances within the club.

Critical controls such as segregation of duties, limited access, and regular reconciliation are important in handling cash. The number of individuals authorized to receive and handle the cash should be limited and supervised. The individual who receives cash should prepare a listing of all incoming cash.

Dual Custody

It is recommended that there are two club members, at least one being an officer, present any time money (cash or check) is collected by club members, donors, or participants. This reduces the chance that errors are made. Both of those present should log and track incoming funds.

Document Your Clubs Cash Handling Procedures

Once a set of procedures is in place, write down those procedures. Officers can refer back to them as needed and a very clear set of instructions can be passed on to future offices.

Safeguard Cash

Remove temptation for would be thieves by only counting cash and checks in a locked room. All cash should be kept in a secure location. Cash that will be secured in the building overnight could be an attractive target for thieves. Whenever possible, cash should be counted and deposited on the day it's received. If cash is to be stored overnight (or during the day while unattended), it should be placed into a cash box within a locked cabinet or safe to which there is restricted access until it can be deposited. Remember, it is never appropriate to use cash proceeds to make loans, for advances, or to pay for expenditures.

Cash Box Security

It is very important to secure cash box by a lock. Limit access to the cash box to only one individual. If there are duplicate keys, make sure that you are only allowing people whom you trust and who understand cash handling protocol to hold them in their possession. At all costs, avoid keeping the money in transparent containers. The sight of so much money may prove to be too much temptation for even the most innocent of individuals. Never leave the cash box unattended. Since it's not possible for you to safeguard the cash box while supervising other facets of the event; ensure that there's a trusted back-up available to assist you.

Checks

Ensure checks received meet all of the following criteria:

- Properly filled-out and all information provided is legible

- Payable in U.S. dollars
- All checks should be made out to "Club Name at the University of Tennessee." Checks made out in any other fashion may not get deposited in a timely manner.
- Numerical and written-out amounts match.
- Contains no markings or notations below the "memo" or signature line.
  - Utilize the memo line to indicate the purpose of the check (dues, donation, etc.)
  - It can be helpful for members to ensure their name is listed in the memo if the check is from a different person (parent)
- Signed by the check account holder

Additional Security Procedures

Approaches and options for securely handling cash vary from club to club. Here are some other options for you to consider:

- Have officers take turns being responsible for accepting and depositing money.
- Money should be stored in a container (envelope, lock box). Money should **never** be left out in the open. Keeping the money sealed in a location will help prevent loss or theft.
- Whenever something is paid for, whether it is cash, check or credit, a receipt should be given to the person(s) at that time. Keep one copy for the club and give one to the person(s).
- Cash should be collected at a designated time and place.

Check for large-denomination counterfeit bills.

- Use a counterfeit bill detector pen, which may be purchased at most office supply stores.
- Check for the security features incorporated into bills of $20 or more.

***If at any point you have concerns about your money handling process, or believe that money has been mismanaged, do not hesitate to contact the Sport Clubs Office*.**