



# 2024-2025 Club Sports Participant Handbook

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## COMPETITIVE SPORTS OVERVIEW

The Competitive Sports unit houses three dynamic program offerings designed to engage and accommodate UWEC's dynamic student body. These programs include Club Sports, Intramural Sports, and Esports. Each program area offers unique and impactful opportunities for students and faculty/staff to engage and pursue their desired recreational and sport outlets.

Our Competitive Sports staff will work diligently to provide services and support to ensure an active, communal environment. Please check out all that Competitive Sports has to offer!

### CLUB SPORTS

A Club Sport is a recognized University student organization that has been formed by individuals motivated by a common interest and desire to participate in their favorite activity. Club Sports are designed to provide the UWEC student community the opportunity to practice, participate, and perform on and off campus in 29 competitive and recreational sports. Clubs Sports are student initiated and run with an emphasis placed on student leadership and involvement.

The Club Sports Program is organized and administered by the Recreation and Sports Operations Department. The Club Sports Program empowers students to engage in leadership pursuits and focuses on student development, promoting social fellowship, and enhancing skills. Through guidance, leadership, and mentoring our staff aims to create opportunities for students to succeed both during their time at UWEC and within their professional lives.

### PHILOSOPHY

The following statements define sports club and its philosophy:

- A Club Sport is a group of UWEC students that share a common interest around an organized competitive sport. While the level of competition varies from club to club, all clubs are student initiated and run.
- Emphasis is placed on student leadership and the most successful clubs are those with outstanding student leaders. The club strives and thrives only by means of active student involvement and participation.
- Club sports are designed to accept members of any skill level, but individual clubs may determine the composition of squad(s) defined by skill level.
- The Club Sports Office and Recreation Department provides encouragement, guidance, and supervision, but the success of the club depends on the involvement of students. The club will not maintain an active status without sufficient membership commitment.

## CURRENT CLUB SPORTS

ACTIVE CLUB	GOVERNING BODY
Baseball	National Club Baseball Association
Bowling	United States Bowling Congress
Cheer and Stunt	Universal Cheerleaders Association
Cross Country Ski	United States Collegiate Ski & Snowboard Association
Dance Team	Universal Dance Association
Disc Golf	Professional Disc Golf Association
Dodgeball	USA Dodgeball
Eau Climbers	Midwest Climbing Series
Equestrian	Intercollegiate Horse Show Association
Esports	National Esports Collegiate Conference
Figure Skating	US Figure Skating
Men's Hockey	American Collegiate Hockey Association
Men's Lacrosse	Great Lakes Lacrosse League
Men's Rugby	National Collegiate Rugby
Men's Soccer	Midwest Alliance Soccer Conference
Men's Ultimate	USA Ultimate
Men's Volleyball	National Collegiate Volleyball Association
Mixed Martial Arts	N/A
Powerlifting	USA Powerlifting
Table Tennis	National Collegiate Table Tennis Association
Tennis	United States Tennis Association
Two to Tango	N/A
Running	National Intercollegiate Running Club Association
Waterski/Wakeboard	National Collegiate Waterski Association
Women's Hockey	American Collegiate Hockey Association
Women's Rugby	National Collegiate Rugby
Women's Soccer	Women's Midwest Alliance Soccer Conference
Women's Ultimate	USA Ultimate
Women's Volleyball	National Collegiate Volleyball Association

## STAFF INFORMATION

### COMPETITIVE SPORTS OFFICE

Location: Hilltop Recreation Center, Room 105

Email: [compsports@uwec.edu](mailto:compsports@uwec.edu)

Website: <https://www.uwec.edu/recreation/competitive-sports/club-sports/>

### CLUB SPORTS STAFF

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Competitive Sports Coordinator

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### **Shari Schuebel**

Financial Specialist

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### **Kate Hanson**

Gold Tier Executive Council Member

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### **Anika Laberee**

Blue Tier Executive Council Member

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### **Ryan Mead**

White and Conditional Tier Executive Council Member

Office: 715-836-3950

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## **COMPETITIVE SPORTS COORDINATOR**

The role of the Competitive Sports Coordinator is one of liaison to the Campus Recreation Department and all other University offices, and as an advisor and resource to clubs. It is their responsibility to monitor club activities to keep all participants as safe as possible, oversee the equitable scheduling of facilities, maintain records of all Club Sports' owned equipment, and to ensure that all activities and funds are managed in compliance with Club Sport and University policies. The Competitive Sports Coordinators will allow clubs as much freedom to operate as possible, provided they operate within the framework of university policy and Club Sports guidelines and regulations. The Competitive Sports Coordinator will be available to assist student leaders with club business and as a resource in a referral capacity for university administrators, facilities, and procedures. The Competitive Sports Coordinator will have the authority to make policy for or reverse any decision of the Club Sports Executive Council, if appropriate. Each club should be in regular communication with the Club Sport Coordinator and especially refer to them when situations arise that are not covered in this handbook.

## **CLUB SPORT EXECUTIVE COUNCIL**

The Club Sport Executive Council consists of student representatives from different teams within the club sport program. Representatives meet with the Competitive Sports Coordinator on a weekly basis to discuss issues effecting the program and speak as a voice for all clubs as we strive to continue to provide more resources for our student athletes to compete at their highest capacity. Applications for the Executive Council are made available as needed each year. Once you have been elected as a member of the Club Sport Executive Council, you stay on the council until you graduate. Most members of the Executive Council are officers of their own club.

## CLUB SPORT ASSIGNMENTS

<b>Karlie Stefonik</b>		
<b>Kate Hanson</b>	<b>Anika Laberee</b>	<b>Ryan Mead</b>
Dance	Baseball	Disc Golf
Men's Rugby	Bowling	Eau Climbers
Men's Soccer	Cheer and Stunt	Equestrian Club
Men's Ultimate	Cross Country Ski	Esports
Men's Volleyball	Figure Skating	Mixed Martial Arts
Women's Rugby	Men's Lacrosse	Running
Women's Soccer	Men's Hockey	Table Tennis
Women's Ultimate	Powerlifting	Two to Tango
Women's Volleyball	Tennis	Dodgeball
	Wakeboard & Waterski	
	Women's Hockey	

### CLUB SPORT ADVISORY COUNCIL

The Club Sport Advisory Council (CSAC) is comprised of one representative from each Club Sport, the Competitive Sports Coordinator, and a representative from the Student Senate. A president, a club officer, and/or club member shall represent each Club Sport. One of these three must attend all meetings. Attendance at scheduled meetings is mandatory for every Club Sport.

This Council meets to review operational business, recommend policies or guidelines, to approve organizations seeking membership, to review budgetary items and fundraising projects, to enforce the policies of the Club Sport Program within each Club Sport, to consult on disciplinary action against clubs violating Club Sport policies, to plan the representation of the Club Sport Program campus-wide, and any other items that may apply. CSAC recommendations are subject to approval or rejection by the Club Sports Coordinator and the Director of Recreation and Sport Operations.

### CSAC MEETING ATTENDANCE

Club Sport Advisory Council (CSAC) meetings will normally be scheduled the first Wednesday of each month during the academic year. Clubs are responsible for having a student representative in attendance at Council meetings for the **entire duration** of each meeting. While advisors are always welcome to attend, they may not stand in for a student representative. After two absences, the club is subject to suspension – and the club may be subject to reapproval by the CSAC. In addition, each absence can carry monetary penalties subject to their current or future allocations.

Being more than ten minutes late or absent from a Club Sport meeting must be approved by the Competitive Sport Coordinator at least 24 hours in advance. More than 10 minutes late counts as a missed meeting.

## 2024-2025 CLUB SPORT CALENDAR OF EVENTS + DUE DATES

August 2024		
All-Officer Training	8/28	9:30am-1:30pm; McPhee 162
Safety Officer NFHS Course	8/28	NFHS Course: Hazing Prevention in Students
September 2024		
Club Sport Expo	9/2	11am-2pm; Upper Campus outside Hilltop
First Day of Classes	9/4	N/A
Blu's Org Bash (B.O.B.)	9/10	11am-2pm; Campus Mall
Club Sport Demonstrations	9/10	5-7pm; Sonnentag Fieldhouse
Club Sport Advisory Council Meeting	9/11	4pm; Hilltop Lounge
Individual Meetings #1 w/ Coordinator	9/16-10/11	A sign-up sheet will be sent out via email to register for a meeting.
Leadership Workshop	9/17	7pm; McPhee 108 Topic: Mental Health
October 2024		
Leadership Workshop	10/7	7pm; McPhee 108 Topic: Inclusive Leadership
Club Sport Advisory Council Meeting	10/9	4pm; Hilltop Lounge
Fall Forms Due	10/11	Fall forms are to be submitted by 11:59pm of the due date. <b>For clubs who begin competition prior to this date – your <u>roster</u>, <u>practice schedule</u>, and <u>competition schedule</u> are due no later than 24 hours in advance of your first competition. <b>Semester reports are due in December.</b></b>
Officer Board Filled	10/11	All officer positions: President, VP, Secretary, Treasurer, and Safety Officer(s) must be filled by this date (Email updates to Karlie)
Homecoming	10/12	N/A
Student Organization Annual Renewals	10/15	All Student Orgs are required to complete their re-registration process & advisor renewal
Safety Officer NFHS Course	Due by 10/31	NFHS Course: Sudden Cardiac Arrest
November 2024		
Club Sport Advisory Council Meeting	11/6	4pm; Hilltop Lounge
Leadership Workshop	11/12	7pm; McPhee 108 Topic: Ethics in Leadership
Individual Meetings #2 w/ CSAC	11/11-12/13	Tier leader will reach out to each club
Thanksgiving Break	11/27-11/29	N/A
Safety Officer NFHS Course	Due by 11/30	NFHS Course: Sportsmanship
DECEMBER 2024		
Club Sport Advisory Council	12/4	4pm; Hilltop Lounge



<b>Meeting</b>		
<b>Leadership Workshop</b>	12/9	7pm; McPhee 108 Topic: Embracing Vulnerability
<b>Semester Reports Due</b>	12/13	Due at 11:59pm in IMLeagues
<b>Fall Commencement</b>	12/21	Congrats, Grads!!
<b>Safety Officer NFHS Course</b>	Due by 12/31	NFHS Course: Appearance & Performance Enhancing Drugs & Substances
<b>January 2025</b>		
<b>Classes Resume</b>	1/27	N/A
<b>February 2025</b>		
<b>Club Sport Advisory Council Meeting</b>	2/5	4pm; Hilltop Lounge
<b>Leadership Workshop</b>	2/10	7pm; McPhee 106 Topic: Motivation
<b>Individual Meetings #3 w/Coordinator</b>	2/10-3/7	A sign-up sheet will be sent out via email to register for a meeting.
<b>Safety Officer NFHS Course</b>	Due by 2/29	NFHS Course: Student Mental Health & Suicide Prevention
<b>March 2025</b>		
<b>Club Sport Advisory Council Meeting</b>	3/5	4pm; Hilltop Lounge
<b>Leadership Workshop</b>	3/10	7pm; McPhee 106 Topic: Managing Change
<b>Spring Break</b>	3/17-3/21	N/A
<b>Safety Officer NFHS Course</b>	Due by 3/31	NFHS Course: The Student Experience
<b>April 2025</b>		
<b>Club Sport Advisory Council Meeting</b>	4/2	4pm; Hilltop Lounge
<b>Leadership Workshop</b>	4/7	7pm; McPhee 108 Topic: Conflict & Compromise
<b>Budget Request Workshops</b>	TBD – usually early April	TBD
<b>Budget Presentations</b>	TBD – usually mid to late April	Hilltop Lounge
<b>Safety Officer NFHS Course</b>	Due by 4/30	NFHS Course: The Female & Male Athlete Triad
<b>May 2025</b>		
<b>Leadership Workshop</b>	5/6	7pm; McPhee 106 Topic: Building Collaboration
<b>Club Sport Advisory Council Meeting</b>	5/7	4pm; Hilltop Lounge
<b>Award Ceremony</b>	TBD	TBD
<b>Safety Officer NFHS Course</b>	Due by 5/9	NFHS Course: Sports Nutrition
<b>Last Day of Classes</b>	5/9	N/A
<b>Spring Forms &amp; Officer Transitions Due</b>	5/9	Due by 11:59pm in IMLeagues. <b>Forms include Annual Report and Officer Transition Contact Sheet</b>
<b>Finals</b>	5/12-5/16	N/A
<b>Spring Commencement</b>	5/17	Congrats, Grads!!

## CLUB SPORT RECOGNITION PROCESS

The Competitive Sports Office reserves the right to refuse recognition to any sporting club for the following reasons:

- Requires extensive funding, facilities, and/or resources
- Does not have adequate membership
- Activity involves exceedingly high liability or risk factors
- Does not properly represent the University of Wisconsin-Eau Claire's student body
- Does not align with the mission and philosophy of the Club Sports Program and Recreation Department
- The Competitive Sports Office also reserves the right to refuse or revoke recognition to any sporting club using facilities, funding, or the University of Wisconsin-Eau Claire community for personal monetary gain and/or promotion of a private enterprise.

## HOW TO START A NEW CLUB OR REINSTATE AN INACTIVE CLUB

Any university recognized Student Organization, who has been a registered student organization for at least one (1) full academic year, is able to apply to be a Club Sport. If you are looking to form a Club Sport that is not currently recognized at UWEC you must do the following:

- Familiarize yourselves with the Club Sports Handbook to ensure your group can consistently meet the standards set forth for groups classified as a Club Sport. If your group believes they can meet the standards:
- Email the Competitive Sports Coordinator at [compsports@uwec.edu](mailto:compsports@uwec.edu) to obtain a Club Sport membership application
- Schedule a meeting with the Competitive Sports Coordinator to discuss the request and review further application requirements which include:
  - Letter proof of organizational recognition by the Student Senate
  - A list of all club members including telephone numbers, email addresses, and Blugold ID numbers
  - A list of all required officer positions including telephone numbers, email addresses, and Blugold ID numbers
  - The name, telephone number, and email address of the organization's advisor who must be a university faculty/staff member
  - The name, telephone number, and email address of all coaches – if applicable
  - A copy of the club's constitution
  - Verification of a campus checking account – US Bank located in Davies
- Applications will be reviewed first by the Competitive Sports Coordinator and Club Sport Executive Council to review the following considerations:
  - The safety of the sport will be considered through risk management
  - An appropriate facility for the activity to occur will need to be identified and available
  - The club must be able to gather a minimum of 5-10 student members
  - The club must set up a budget and determine fundraising options
  - Must locate and adhere to a National or Regional Governing Body (NGB) and its rules (if available)
- If approved upon initial review, the applying organization must present to the Club Sport Advisory

Council for final admittance. Presentations are designed to be informative and delineate the purpose of the club, explain their budget, review practice/competition intents, and illustrate their intended impact on the Club Sports Program and university. Following the presentation, the Club Sport Advisory Council will vote on admittance. A simple majority is needed to be approved.

- Upon acceptance into the program, new Club Sports will be placed in “probationary status” for one (1) year. At the end of this period, the Club Sports Advisory Council will evaluate the club to determine if they should be included as a permanent member of the Recreation and Sport Operations Club Sport Program and receive additional funding from the department.
- The deadline for any organization to apply for participation in the program the following Fall semester will be by March 15<sup>th</sup> of each Spring Semester.

## **ANNUAL CLUB REGISTRATION INTO THE CLUB SPORTS PROGRAM**

Once a club has been granted membership with the Club Sports Advisory Council, the club must annually maintain that status by meeting the following requirements each academic year:

- Members must remain in good standing with the Club Sports Program
- Members must remain in good standing with the designated National Governing Body
- Club and individual members must submit all required forms each academic year
- Maintain a comprehensive understanding and full compliance with the UWEC Student Code of Conduct.
- Must have an officer(s) attend all Mandatory Club Sport Trainings and Workshops. Clubs will be given ample notice of the trainings and workshops.
- Must adhere to all Club Sports Program, Registered Student Organization, NGB, and University of Wisconsin-Eau Claire policies and procedures governing club-related activities.

## **HOW TO JOIN A CLUB**

Each club sport will determine its own membership guidelines, but they must be free of any restriction based on race, color, national or ethnic origin, religion, gender, disability, age, or sexual orientation. Some clubs may limit membership based on eligibility rules of the club’s league or governing body.

## **ADMINISTRATIVE ASSISTANCE FOR CLUBS**

- Facility Scheduling
  - For teams that use Recreation and Sport Operations facilities, the Recreation Office will act as the liaison in scheduling these facilities for practice, games, and special events.
- Scheduling Officials
  - The Competitive Sports Office will assist in finding qualified officials for home events, if necessary.
- Booking Travel Accommodations
- Financial Assistance
- Ordering Equipment
- Apparel Orders
  - To stay compliant with the University’s brand standards, all apparel orders must adhere to the Club Sports Brand Standards. The Competitive Sports office will approve all artwork and can help find vendors.

## **AFFILIATION POLICY**

The Competitive Sports Coordinator and the Club Sport Advisory Council reserve the right to refuse

recognition of any club requiring extensive funding, facilities, resources involving high liability or risk factors, or which do not properly represent the University of Wisconsin-Eau Claire student body.

## **BLUGOLD CONNECT+ RSO ONLINE ENVIRONMENT**

Blugold Connect+ is an online community that encourages student engagement for all Registered Student Organizations (RSO) at UW-Eau Claire. The system is housed by a company called Campus Groups that assists in getting students involved as well as student organization management. Campus Groups provides customer support 5 days a week (during regular business hours) via their online Chat feature. Blugold Connect+ is UW-Eau Claire's own customized student engagement system made specifically for Blugolds.

Student organization officers use Blugold Connect+ to complete annual renewal requirements every fall. They utilize the system to update their officers after elections and register for Blu's Organizations Bash. With Blugold Connect+, organizations can create events that can be featured to all students via the Blugold Connect+ app, they can also fill out forms to change their names, reserve card swipe machines, track attendance at their events, track service hours, request funding through Student Senate, create a Smart Transcript and much more!

Blugold Connect+ allows organizations to upload media and create events that will help them gain members and promote their organization. Students can search for any organization and send join requests to get involved.

### **Blugold Connect+ Training**

All student organization presidents are recommended to complete a brief Blugold Connect+ online training session each fall semester during the Annual Renewal process. There are also many [online training articles](#) that you can access on the Campus Groups Chat support when you are logged into your organizations' portal. Should you have any specific questions, you can also contact the Activities, Involvement, and Leadership office at 715-836-4833 or e-mail [activities@uwec.edu](mailto:activities@uwec.edu).

### **How Student Organizations Benefit from Blugold Connect**

All members of an organization can view & create events, track attendance at their own org events, post events to Blugold Connect+ app, store files, create forms, message all members in one place, upload photos/videos, register for various Student Organization related events and more! Advisors and org leaders will have more control over the information within the organizations' portal as administrators. They can also form sub-groups to communicate with members with positions in a similar category (ex. executive board). Files and forms remain on the system so new officers will instantly have access to all the documents they need (no more binders!)

### **How Individual Students Benefit from Blugold Connect+**

The Blugold Connect+ system makes it easier for students to find organizations to get involved in as they can browse through all organizations and send join requests if they are interested. Student involvement can eventually be tracked and placed into an official UWEC SMART transcript that can be exported and sent to potential employers.

### **Student Organization Officers/Portal Administrators Responsibilities**

1. Complete the organization renewal process every fall (maintaining profile information including constitution form)
2. Maintain and update the membership and officer information

3. Train and give administrator access to new officers/advisors
4. Ensure the organization portal is complete and looks appealing

## CLUB SPORT ELIGIBILITY

### GENERAL PARTICIPANT ELIGIBILITY

- One hundred percent (100%) of the organizations' rostered membership, at any given time, must be currently enrolled students at the University of Wisconsin-Eau Claire. Rostered membership includes those who gather, practice, travel, and compete with the team or organization in any official capacity. Clubs may support approved, non-player, outside coaches/instructors and/or clients receiving club-endorsed lessons.
- Full-time, Blugold ID holding, faculty and staff are eligible for participation in the Club Sports Program.
- Non-University students, including CVTC students, **are not** eligible to participate in the Club Sports Program.
- Alumni are not eligible for participation in the Club Sports Program.
- Individuals that are not taking classes during the current semester are not eligible.
- Specific National, State and/or Local Governing Bodies may have eligibility requirements that are not consistent with the eligibility requirements of the UWEC Club Sports Program. Contact the governing body for specific eligibility requirements. When such requirements conflict with Club Sports Program or other University requirements, Club Sport Program and University requirements will take precedence.
- The University of Wisconsin–Eau Claire is not responsible for injuries incurred during Club Sport participation and will not pay for such injuries. It is highly recommended that all club members obtain a physical examination prior to club participation and procure some form of adequate health insurance.
- All members of the Club Sport program are advised that participation in club activities can result in bodily injury and/or death. Participation is voluntary and the University of Wisconsin-Eau Claire, the Student Senate, Recreation and Sport Operations, and the Club Sport Program does not assume any liability for such injuries and/or death.

### INDIVIDUAL MEMBERSHIP

A participant is classified as a member of the club if they have done the following:

- Fulfill the eligibility requirements listed above
- **Complete the Member Registration Waiver and Agreement From through IMLeagues**
- Attend meetings/trainings as required by club and/or Club Sports Program

*And*

- Attend practices/competitions following try-outs as required by club

*Or*

- Paid dues as required by individual club

### INTRAMURAL SPORTS PARTICIPATION POLICY

Members of the Club Sports Program will be allowed to participate in intramural competition in their related sports. However, for a single intramural team, a maximum of two (2) club players may appear on the team's roster. For team sports in which the required number of players is 4 or less, the maximum

number of club players permitted on the team's roster shall be one (1).

## FINANCES

### GENERAL INFORMATION

- Please plan ahead when looking to spend state funds/be reimbursed by state funds. Email Shari Schuebel with any items that are needing to be paid or bought and we can articulate to you what you will need. Once you have all the items and documents necessary, we will schedule an appointment for you to meet with us at the office
- ALL apparel purchases with logos will need to be approved by the Competitive Sports Coordinator before you place orders.
- One club member is required to attend each club sport meeting. Any club that does not have a member present at a meeting will be subject to disciplinary measures. Any fines will be deducted from your state allocation. If *two consecutive meetings are missed*, your state allocation will be frozen.
- Any items purchased for individual team members that will NOT be reused from year to year cannot be paid with state funds.
- Facility charges at McPhee/Olson: When hosting a tournament or event that you will be charging or raising money, your club will be charged a consumable fee by McPhee. You will receive a contract before the event from Tammy in McPhee. After the event, Tammy will send you an invoice that will need to be paid by your club. You can use your state funds to pay for this if you like. Just contact me if this is how you would like to pay for these fees.
- Keep a list of your inventory: You are required to keep an inventory list of items/equipment you purchase with your state funds. Anything you purchased with the Sports Clubs account funds become property of the Sports Clubs programs Segregated fees). Please keep a copy of this list in your treasurer binders for each treasurer to have record of year after year.

### SEGREGATED UNIVERSITY FEES (SUF)

When the Club Sport Program is allocated Segregated University Fees (SUF) by the University, the funds shall be distributed according to guidelines established by the Club Sport Executive Council and the Club Sports Coordinator.

- Notwithstanding SUF support, each Club Sport shall be responsible for determining their own dues structure, financing, and budgeting. However, the following must be observed:
  - SUF support will be placed in a state account, under the control of the Recreation and the Sport Operations Competitive Sport Coordinator and Financial Specialist.
  - SUF funds must be deposited and expended from the State accounts. All 128 appropriation expenditures must conform to the requirements of the University.
  - SUF funds may only be expended on items and activities that are related to the mission of the University and the purpose of the organization.
- Each organization must establish a campus account with US Bank in Davies Center:
  - Deposit ALL other revenues in the organization's campus or checking account, (monies received from fundraisers, gifts, and grants.)
  - These funds may only be expended through the organization's Campus Account.
  - Clubs may not use the organization's campus account to make a direct payment to an

individual or group of individuals for services rendered to the organization. (Under certain circumstances, expenditures may be processed through the Competitive Sport Coordinator or Financial Specialist. This restriction is required due to federal and state income tax reporting requirements.)

- Maintain sufficient records to verify the accuracy and to substantiate the deposits and expense vouchers in the club's account. Receipts/bills will be maintained within this record system.
- Permit direct access to account information to the Competitive Sport Coordinator and the Student Senate Finance Commission.
- Each Club Sport must provide financial reports (at least annually or upon request) to the Competitive Sport Coordinator or to university auditors. Reports must cover the club's entire operation.
- Each Club Sport must promptly reimburse the University, as directed by the Club Sports Coordinator, for support services provided to the club not allocated by the SUF Club Sports Program.
- *TAX ID NUMBER*: For some fundraising events you are required to have a Tax ID number. Please see Competitive Sport Coordinator or Financial Specialist for more details and to obtain the number.

## ACCOUNT TRACKING

Clubs are required to keep a working budget where they can track all deposits and expenditures they make. Additionally, the UWEC club accounts will be tracked by the Competitive Sports staff. The club budgets and expenditure tracker will be maintained in Microsoft One Drive, and each club will be able to allow officers access to said document so they can review their budget.

## UTILIZING STATE FUNDS

- **Hotel**
  - Book hotel by calling the hotel directly. (Rooms must be within state rate limit. Sales tax will not be reimbursed for WI hotels)
  - To be reimbursed, supply the following:
    - Hotel Room folios that show charges and payment for each room.
    - Credit card receipt.
    - Flyer about event attending.
    - Travel Itinerary
- **Entry Fees**
  - Invoice (must be invoiced to UWEC (Club Name) with the University address - 105 Garfield Ave.) and W9 and Flyer about event attending – if using State funds to pay in advance (need 2-3 week notice to pay via check, can pay day before with state credit card)
  - If we reimburse you with State funds, need Invoice, receipt of payment, flyer about event attending, Travel Itinerary.
  - *If no receipt: Print front/back copy of cashed check from US Bank online*
- **Car Fuel**
  - Use US Bank debit card for all fuel charges. Save receipts and Shari can reimburse the club for all fuel charges. Note: fuel paid for by individual members CANNOT be reimbursed by Shari.
- **Car Rentals**

- Contact Enterprise Rent a Car directly.
- When you return, your club can be reimbursed :
  - Need travel itinerary
  - Credit card receipts of rentals including gas receipts
  - Flyer about event attending
- **Workshops/Clinic Fees**
  - Invoice (must be invoiced to UWEC (club name) with the University address- 105 Garfield Ave.) and W9 and Flyer about event attending – if using State funds to pay in advance (need 2-3 week notice to pay via check, can pay day before with state credit card)
  - If we reimburse you with State funds, need Invoice, receipt of payment, flyer about event attending, Travel Itinerary.
- **Memberships**
  - Invoice (must be invoiced to UWEC (club name) with the University address - 105 Garfield Ave.) and W9 and print out of what the membership is – if using State funds to pay in advance (need 2-3 week notice to pay via check, can pay day before with state credit card)
  - If we reimburse you with State funds, need Invoice, receipt of payment, print out of what the membership is.
- **Travel updates:**
  - ALL AIRFARE MUST be booked through Fox World Travel or Travel Inc. (see details on page 5) Contact Shari Schuebel BEFORE booking any airfare and I can assist you. If airfare is NOT booked through Fox world Travel or Travel Inc, Accounts payable will not reimburse expenses associated with this trip. (Including conference dues, hotels etc.)
  - Hotels: MUST be booked by calling the hotel directly. DO NOT use hotels.com, Expedia, Priceline, etc.
  - Rental Cars-
    - Contact Enterprise Directly
    - All club members must be driver authorized each year. Fill out the Driver Authorization through the University for before booking rental cars

## BUDGET REQUEST

The purpose of the budget request is to allocate funds for activities which would encourage students to become more actively involved in campus activities, enhance the social, cultural, recreational, and educational atmosphere on campus, increase student's positive feelings about the University, enrich the quality of campus life, and enhance the goals and mission of the University.

## CLUB SPORT BUDGET BOARD (CSBB)

The members on the Budget Board (5-7 members) could be

- Competitive Sports Coordinator
- Financial Specialist
- 1-2 Non-Club Sport Members (Recreation Intern, Director of Recreation, etc)
- 2-3 Club Sport Executive Council Members

## BUDGET PRESENTATION

Each individual Club Sport budget is and should be unique to the particular club. Each budget outline should include a composite list of all estimated expenditures for the year. The presentation of this budget should relate strictly to the necessities for your club, presenting facts only. Each Club Sport will be notified



of their budget allocation within five (5) working days of the completion of the budget presentations.

- The Competitive Sport Coordinator will announce the presentation dates and times about one month prior to the presentations. A sign-up sheet will be distributed for each club representative to reserve a presentation time. Presentations should not exceed 30 minutes and will take place during the month of April. Each club will be responsible for providing their own media for presentation.
- Any Club Sport desiring funds from the Club Sport Budget must submit a detailed budget in the provided format to the Club Sport Budget Board (CSBB) seven (7) days prior to their scheduled presentation. Those budgets not received on time will not be considered for funding. The primary author(s) of the budget should make the presentation. All general-funding requests should be itemized and supported by documentation for each purchase.
- Any club submitting a budget request to the CSBB agrees to abide by the guidelines and procedures established by the CSBB, applicable University System Administration's policy and procedures, Recreation and Sport Operations policies, and state/federal laws.
- Funding requests should be submitted in the provided Excel format and contain an itemized description and activity/program description for which funds are being requested. Examples of expenditures include travel, equipment, apparel, advertising, official's salaries, facility rental, etc.
- The following WILL NOT be funded by Club Sport allocations:
  - Any travel expense not specific to an event. Questions should be directed to the Competitive Sport Coordinator or Financial Specialist.
  - A program or activity which discriminates on the basis of race, religion, national origin, gender, age, disabilities, sexual orientation or any other basis of discrimination are prohibited by law.
  - Grants-in-aid, scholarships, personal wages, loans, individual membership dues, or other compensation to members or officers of Club Sports.
  - Charitable contributions
  - Activities which generate unrestricted funds (Examples: fundraisers not approved by the Competitive Sport Coordinator)
  - Internal awards, banquets, and/or food and drink. *Refreshments served in conjunction with sponsored activities that are open to the entire University community may be funded, but you must obtain prior approval from the Competitive Sport Coordinator, the Financial Specialist, and UWEC Business Services.*
  - Alcoholic beverages
  - Any activity that is illegal
  - Individual memberships in an organization (Team memberships are permitted.)
- The Competitive Sport Coordinator and Recreation and Sport Operations reserve the right to review the overall financial condition and the activities and programs of any organization requesting funds; and may use its findings in deciding on the organization's budget request.
- The Tier System will play an important role into determining the financial needs of each club and their level of access to a percentage of the allocated funds
- Detailed financial records related to each funding activity are required and must be available to the Club Sport Coordinator and Recreation and Sport Operations upon request.
- Any funds remaining in any individual Club Sport's account at the end of the fiscal year will return to the General Club Sport account.
- When a Club presents their budget, they must advise the Club Sport Budget Board of the possibility

they may be involved in a major event requiring an additional allocation.

- A separate budget request for a “special allocation” should be requested for the Club Sport Budget Board when the initial budget presentation is made
- Clubs applying for a special allocation will divide funds evenly. Monies not utilized by an organization will sometimes be carried forward to next year’s special allocation budget.

## BUDGET APPEALS

- All Club Sports will have the opportunity to present corrections and/or amendments to their budget during the appeal process.
- Appeals will be scheduled and heard by the Club Sport Budget Board upon completion of initial budget presentations for all clubs.
- Appeal dates will be announced, and any Club Sport wishing to appeal must provide written appeal documentation to the Club Sport Coordinator seven (7) days prior to their appeal presentation.
  - Any appeal documentation not received seven days prior to the club presentation will not be considered for appeal.
- All guidelines for initial presentation still apply.

## JIG’S UP FISHING CONTEST

- Jigs up tickets will be available for pickup sometime in November.
  - You can check out additional tickets for your entire club in the Hilltop Recreation center.
- Your club is required to sell 1 book of raffle tickets per club member to receive the 50% proceeds back to your club. Selling will start around Thanksgiving until the December CSAC meeting.
- There are 5 tickets in a book priced at \$20 for the entire book.
  - The buyers do not have to present to win - BUT make sure tickets are filled out with name/address/phone#.
- If a club member doesn’t sell their book of tickets, another club member can sell it to them. The minimum requirement: 1 book per club member
  - If your club does not meet this requirement:
    - Your state funds may be fined by the amount of unsold tickets
    - It may be considered a missed meeting
    - If this is your second consecutive missed meeting, your funds may be frozen
- The club cannot purchase the tickets, however individuals in a club may purchase their own tickets (the winner of the raffle must be a person, not a club).

## TIER SYSTEM

### TIER SYSTEM

The Club Sport Tier System is to help guide the Club Sport Executive Council in determining budget allocations as well as outlining goals for clubs each year. The tier system was established to provide each club the opportunity to improve their funding potential by earning a certain level within the system. There are three (3) levels within the tier system based upon 11 different categories. Near the end of each academic year, the Club Sport Executive Council will evaluate the requirements for each tier and can recommend changes accordingly.

## TIER SYSTEM LEVELS

There are three (3) levels that a club can strive for within the tier system. The Gold tier is the highest tier a club can achieve. Blue is the middle tier followed by the white tier. Clubs must complete all minimum requirements for the tier they are striving to achieve, or they will not be placed in a tier the following year and could face sanctions for not meeting a tier. The tier a club achieves will give the Club Sport Executive Council a recommended starting point for their allocation. This initial figure can change each year depending on the amount of funding received from Student Government as well as the number of clubs who achieve each tier. A club can jump multiple levels from year to year. Please note that clubs may naturally align with a similar tier each year based upon their size, scope, and purpose. A tier placement does not indicate a club is any more or less important than another – it simply demonstrates they differentiate in activity level and needs. Any clubs not currently within the tier system and considered “conditional/inactive” and must either complete their one (1) year probationary period or demonstrate ability to fulfill tier system requirements to be elevated into a tier.

## CREDIT SYSTEM

The credit system is a tool to provide an objective, quantifiable range to determine the placement of clubs in one tier versus the another. Clubs can gain extra credits towards their tier system, for that given year, based on the extra credits awarded for going “above and beyond” in a certain category. Certain categories in the current tier system have been excluded from the possibility of gaining credits – because the goal is to provide an “equal playing field” for all clubs looking to earn credits.

## TIER SYSTEM CATEGORIES

### **Roster Size**

Each club will be required to have a minimum number of active club members on their roster within the tier system. For members to be counted as active members, they must have completed the online, club general membership form on IMLeagues.

### **Officer Training**

Officer training will be held every Fall for all Club Sport officers. There is a minimum number of required attendees expected dependent on the level within the tier system.

### **NFHS Risk Management Workshops**

There are eight (8) Club Sport risk management workshops throughout the year – four (4) in the Fall and four (4) in the Spring. At least one (1) safety officer from each club is expected to attend these sessions. There is a minimum requirement allotted per tier.

### **Leadership Series**

The Club Sport program offers a Leadership Series each year to provide additional learning opportunities for Club Sport officers. These sessions provide learning opportunities and leadership development from guest speakers on topics that are relevant to Club Sports and officer roles. There will be eight (8) sessions offered throughout the year – four (4) in the Fall and four (4) in the Spring.

### **Community Service**

Each club will be required to do community service as part of the tier system. Community Service will be counted based on number of hours completed by each individual member. Community service is deemed as services volunteered by individuals or an organization to benefit a community or its institutions. Must complete online community service form.

## Hosting Events

As a part of the Club Sport Program, clubs are expected to host competitions or seminars to be considered an active club. These can be co-hosted events for those who do not have facilities close to campus, or seminars for those who do not compete. Clubs can achieve this category on multiple levels through hosting a tournament, multiple single games, or seminars. A tournament includes at least three (3) visiting teams.

## Travel

Members of the Club Sport Program should have documented opposing institutions they can compete against or the ability to attend seminars. In the tier system, clubs should compete away from Eau Claire or attend a seminar in another city. Noncompetitive clubs can travel to one (1) seminar or attend another club related function, meeting, etc. to satisfy this requirement. Must complete a travel itinerary prior to each trip.

## Spectator Attendance

Clubs are required to show their support for other Club Sports by attending their events. Clubs should stay for a whole game – or two (2) hours – and need to verify their attendance by completing the online form.

## Fundraising

Each club will be expected to fundraise if they are requesting funds from the Club Sport Executive Council. Clubs are expected to fundraise a certain percentage of the allocated monies they were awarded by the Club Sport Executive Council – each tier has a percentage requirement (White: 25% Blue: 50% Gold: 75%). A fundraising project is considered a method used by the club to generate funds other than funds allocated by the Club Sport Executive Council.

## Marketing

Each club will be expected to meet a minimum of standards through marketing – primarily via social media posts and engagement with the program accounts. Each tier has a minimum number of social media submissions (White: 10 submissions, Blue: 15 submissions Gold: 20 submissions). Submissions can be sent to [compsports@uwec.edu](mailto:compsports@uwec.edu) or directly to one our social media handles.

## Administrative Point Requirements

Administrative points are another category within the tier system. Specifically, points are reflective of the paperwork and other admin requirements that club sports are required to complete throughout the year to be part of the Club Sport Program. This includes meetings, travel paperwork, monthly rosters, and other items. Within the tier system, clubs must gain a minimum number of administrative points to achieve each tier.

## Other Requirements

All clubs must remain in good standing with the Club Sport Program to be a part of the tier system each year.



## 2023-2024 CLUB SPORT TIER SYSTEM



Category	Additional Credits	Tier 1 - Gold	Tier 2 - Blue	Tier 3 - White	Notes
Roster Size		25 Active Members = 15 credits	15 Active Members = 10 credits	5 Active Members = 5 credits	Active members have completed general membership "Experience" and appear on competition/travel forms
Officer Training		4 at Fall Officer Training = 20 credits	3 at Fall Officer Training = 15 credits	2 at Fall Officer Training = 10 credits	
NFHS Risk Management Courses	2 credits awarded for additional event over Gold Tier	Complete 6 of 8 NFHS Courses = 20 credits	Complete 4 of 8 NFHS Courses = 15 credits	Complete 2 of 8 NFHS Courses = 10 credits	NFHS courses are for the Safety Officer(s) of each club to complete.
Leadership Series	2 credits awarded for additional event over Gold Tier	Attend 6 of 8 Leadership Workshops = 60 Credits	Attend 4 of 8 Leadership Workshops = 40 Credits	Attend 2 of 8 Leadership Workshops = 20 Credits	Clubs with 15 active members or more are expected to have two (2) members present for each event
Community Service	.25 credits per additional community service hour over Gold Tier	60 Total Hours = 40 credits	40 Total Hours = 30 Credits	20 Total Hours = 20 Credits	Community service will be counted based on number of hours completed by each individual member. Must complete online community service form.
Hosting Events	1 additional credit for each home event over Gold Tier. Max of 5 points	Host 1 Tournament or 3 Games or 3 Seminars = 40 Credits	Host 2 Games or 2 Seminars = 20 Credits	Host 1 Game of 1 Seminar = 10 Credits	A tournament includes at least three (3) visiting teams
Travel		6 Official Trips to Represent UWEC, not including Post-Season = 30 Credits	3 Official Trips to Represent UWEC, not including Post-Season = 15 Credits	1 Official Trip to Represent UWEC = 5 Credits	A noncompetitive club can travel to one (1) seminar or attend another club related function to satisfy this requirement. Must complete a travel itinerary prior to each trip.
Spectator Attendance	.50 credits per additional event over Gold Tier	Attend 3 Events = 30 credits	Attend 2 Events = 20 credits	Attend 1 Event = 10 Credits	Attendees should stay for the entire game of two (2) hours. Must complete online spectator attendance form.
Fundraising	.10 credits per each 1% over 75% of allocation	75% of Original CSEC Allocation = 30 credits	50% of Original CSEC Allocation = 20 Credits	25% of Original CSEC Allocation = 10 Credits	Fundraising will be tracked through each club's expense tracker in their OneDrive. Fundraising opportunities will be accepted broadly.
Marketing	.25 credits per additional submission over Gold Tier.	20 Submissions = 10 Credits	15 Submissions = 8 Credits	10 Submissions = 6 Credits	Submissions can be sent to <a href="mailto:compsports@uwec.edu">compsports@uwec.edu</a> or directly to one of our social media handles (@uwec_clubsports)
Administrative Requirements		Earn a Minimum of 225 Points	Earn a Minimum of 200 Points	Earn a Minimum of 175 Points Prior to	Total of 250 points are related to paperwork,

		Prior to Deadline = 20 Credits	Prior to Deadline = 15 credits	Deadline = 10 credits	meetings, and other admin requirements
<b>Conduct</b>		Must Meet Criteria for Club Sport Program and Maintain Good Standing	Must Meet Criteria for Club Sport Program and Maintain Good Standing	Must Meet Criteria for Club Sport Program and Maintain Good Standing	Clubs may advance up or down multiple tiers in a single year
Credit Totals		265+	178-265	104-178	Facility costs, travel expenses, program awards, campus recognition, and other competitive and club success and expenses may also factor into allocation process

*Clubs must complete the selected tier by budget presentations at the end of April  
Tier Assignments will be made by the Club Sport Executive Council for budget allocations  
May-July fundraising and community service shall apply to the following fiscal year tier system  
All other categories will be tabulated in an August through April period.*

## ADMINISTRATIVE POINT REQUIREMENTS

The purpose of the Administrative Point requirements section is to improve the compliance of the individual Club Sport organizations. This matrix is also to serve a positive reward program for the clubs that go above and beyond when completing tasks assigned to all clubs.

### Club Sport Advisory Council Meetings

Club Sport representatives meet eight (8) times throughout the year for CSAC meetings– four times in the Fall and four times in the Spring the first Wednesday of each month. Each Club is required to have one member in attendance at these CSAC meetings. Failure to have a representative at the meeting will result in zero (0) points for this category.

### Travel Paperwork

Clubs must submit a travel itinerary 24 hours in advance of each trip and complete all components of the form to avoid any deductions.

Upon return from traveling or from any home event, clubs must submit the Event Summary Report in IMLeagues.

### Recruitment Events

Clubs are expected to attend available recruitment nights at the beginning of each semester to recruit new members and increase exposure of the club on campus. Events include those put on by Recreation and Sport Operations and/or those conducted by the Activities, Involvement, and Leadership office (i.e., B.O.B.).

### Fall Paperwork

- Advisor Agreement (PDF IMLeagues Submission)
  - Requires signature from club’s faculty advisor

- Coach Agreement (PDF IMLeagues Submission)
  - Must be completed annually if club has coach(es). Clubs that do not utilize a coach/instructor should turn in a form with the club's name and N/A in the first blank
- Competition Schedule (IMLeagues Submission)
  - Each competitive club is to submit a complete schedule of all club activities – home and away – for the Fall semester.
- Handbook Approval (IMLeagues)
  - Acknowledgement and agreement to the handbook contents by a club officer
- Member Registration Waiver & Agreement Form (IMLeagues completion by each participating member)
  - Agreement submitted by club sport leadership that acknowledges the general membership requirements and agrees to help ensure all members – in good faith – complete it prior to engaging in club activity or competition
- Practice Schedule (IMLeagues Submission)
  - Submit regular practice days, times, and location
- Semester Report (IMLeagues)
  - Recap of the previous semester that is completed near the end of December each year

### **Spring Paperwork**

- Semester/Annual Report (IMLeagues)
  - Report submitted near the end of the academic year summarizing the club's activities and achievements over the past year
- Budget Request (OneDrive)
  - Document to complete in advance of budget presentations detailing budget request
- Expense Tracker (OneDrive)
  - Tracking document used to tabulate expenses throughout the year for a club
- Inventory Tracker (OneDrive)
  - Tracking document used to tabulate financial rotation of club's equipment inventory
- Officer Transition Form (IMLeagues)
  - Required contact information submitted for all club's officers for the following academic year following officer transitions

### **Individual Meetings**

At least two (2) club sport officers from each club will be expected to meet with the Competitive Sports Coordinator once near the beginning of each semester and their CSEC representative member once near the end of each semester.

### **Budget Presentations**

Clubs should prepare a slideshow presentation each year to present to the CSEC each year during budget presentation week. This presentation should be saved in the club's OneDrive and be completed in advance of a club's schedule presentation time.

### **Awards**

Additional points will be given to clubs who either have individuals – or their organization as a whole – win an award(s) at the end-of-the-year club sport banquet.

## 2024-2025 CLUB SPORT ADMINISTRATIVE POINT REQUIREMENTS

Category	Items	Point Value	Total Points Possible	(Late) Deductions
CSAC Meetings + Monthly Rosters	Fall: 9/7, 10/5, 11/2, 12/7 Spring: 2/1, 3/1, 4/5, 5/3	5 points each	40 points	-2 points per day; No credit if more than 3 days late, but still must turn in. No credit if a member does not attend meeting, but still must submit roster additions.
Travel Paperwork	Pre-Travel Itinerary	N/A	N/A	Deadline: 24 hours prior to trip departure; -5 points per day of being late or incomplete after deadline. Excessive delay could cause forfeiture of reimbursement.
Recruitment Events	Recreation Events (i.e., Resurgence) Blu's Organization Bash	10 points each	20 points	-10 points if no show at either recruitment night. Must attend at least one of the two
Fall Paperwork	Advisor Agreement Club Roster Coach Agreement Competition Schedule Handbook Approval Member Agreement Acknowledgement Practice Schedule Semester Report	10 points each	80 points	-5 points for each item per day that is late
Spring Paperwork	Annual Report Budget Request Equipment Inventory Report Expense Tracker Inventory Tracker Officer Contact Sheet	10 points each	70 points	-5 points for each item per day that is late
Individual Club Meetings	Two (2) Fall Two (2) Spring	5 points each	20 points	-5 points each day after final meeting deadline has passed
Budget Presentations	PowerPoint Presentation	10 points each	20 points	No credit if PowerPoint is not completed and/or presentation is not given
Awards	Team Awards Individual Awards	+10 points per award received		
			Total Points = 250	
<h3>Tier System Points Breakdown</h3> <p><b>Gold:</b> 225 <b>Blue:</b> 200 <b>White:</b> 175</p>				

### 2024-2025 Initial Tier Placements

Gold	Blue	White	Conditional/Inactive
Dance	Baseball	Disc Golf	Dodgeball



Men's Rugby	Bowling	Eau Climbers
Men's Soccer	Cheer and Stunt	Equestrian
Men's Ultimate	Cross Country Ski	Esports
Men's Volleyball	Figure Skating	Mixed Martial Arts
Women's Rugby	Men's Hockey	Running
Women's Soccer	Men's Lacrosse	Table Tennis
Women's Ultimate	Powerlifting	Two to Tango
Women's Volleyball	Tennis	
	Wakeboard & Waterski	
	Women's Hockey	

## CLUB SPORTS CONDUCT AND DISCIPLINE PROCESS

### CLUB SPORTS PROGRAM CODE OF CONDUCT

The Club Sports Program aims to provide quality activities for members of the University community. These activities should be conducted in a manner that represents the best interest of the University, while minimizing risk, ensuring participant safety, and maintaining quality facilities and equipment. When involved in Club Sports events, on and off campus, and when traveling, individuals must always act in a way that does not detract from the reputation of the University. Any reports regarding your club by other teams or administrators of activities that reflect negatively upon the University will result in disciplinary action which could include a variety of sanctions. Examples of Code of Conduct violations can include, but are not limited to, the following:

- Behavior - Disregarding the Club Sport policies about drugs, alcohol, and behavior
- Staff/Participant Safety - Jeopardizing the safety of staff, participants, and/or officials by words or actions
- Facility Policies - Intentionally disregarding existing facilities policies
- Access infraction - Engaging in unauthorized entry and exit from University Facilities
- Facility/Equipment Issues - Disregarding equipment or facility policies
- Financial Infraction - Inappropriately using or managing club money

#### **Failure to Follow UWEC, Student Organization, or Club Sport Program Policies and Procedures**

Points can be deducted, and additional penalties enforced for violations of UWEC, Student Organizations, or Club Sport Program Policies and Procedures.

The deduction of overall tier points is in addition to any penalties outlined in the Disciplinary section of this handbook. The following penalties will result in a loss of points in the Club Sport Program Tier System Points standings. Additionally, any major violation will result in a drop in Tier.

#### **Minor Offense** – loss of 5 points

Examples:

- Failure to turn in paperwork or complete trainings not included in administrative point system (i.e., concussion training, CPR/AED/First Aid training, Qualtrics surveys, etc.).
- Club caught practicing/competing with an ineligible player(s) (5 pts each player) - A player is

ineligible if not on roster and has not completed general membership form on IMLeagues

- Failure to present Blugold ID as required
- Failure to follow posting or solicitation rules on campus
- Illegal participation in Intramural Sports
- Repeated administrative point system negligence
- Failure to report all drivers
- Any other offense deemed minor

**Major Offenses** – loss of up to 20 points

Examples:

- Breaking the law
- Violating major university policy
- Major problems regarding conduct while representing UWEC both in Eau Claire and while traveling (i.e., holding an alcohol sponsored event, misconduct at tournament, etc.)
- Misuse or abuse of facility
- Travel without informing Club Sport office
- Complete administrative requirements negligence
- Any other offense deemed major

At any point in time a club accumulates 20 points in deductions, the Club Sport administrative staff reserves the right to suspend organizations and/or members or take additional disciplinary action including referral to the Dean of Students office.

**DISCIPLINE**

The following procedures outline the course of action taken by the Club Sport Program for all minor and major disciplinary incidents. The procedures below are supplemental information and can be made in accordance with the expectations and processes outlined in the Student Code of Conduct and Student Organizations handbook. The Recreation and Sport Operations Department and Club Sports Office reserve the right to take immediate disciplinary action against any club, club members, or volunteer coach.

Any violations may result in forwarding of the case and supporting evidence to the University of Wisconsin-Eau Claire’s Dean of Students office for further guidance and sanctioning.

The Club Sport Executive Council and administrative team reserves the right to modify processes as necessary to assist reaching a decision on a disciplinary case if determined necessary.

**Definitions**

- A. First Minor Offense: Warning  
A warning is issued to a club. A club that has received a warning may be suspended for a second violation without being subject to probation.
- B. Second Minor Offense: Allocation Reduction + Probation  
A 2% allocation reduction or \$20 fine (whichever is higher) will be issued to the club and the club will be placed on probation. A club that is put on probation is subject to suspension with or without warning in the event of a second Club Sport Program, Recreation or University policy violation. Probation may include freezing of allocated funding spending for a period if determined necessary by the Club Sport program administrative staff and the Club Sport Executive Council.
- C. Third Minor Offense or First Major Offense: Suspension

Suspension of a Club Sports can include the loss of the club's ability to use allocated facility space for practice or for a special event, to spend any allocated funding from the Club Sport Executive Council, and to represent UWEC in competition or any sort of travel. A club's suspension may mean immediate cease in club activity, until the suspension is lifted.

## **Timelines**

### **A. Warning**

If a club violates program policy and commits a minor offense, the following procedures will take into effect.

1. The Club Sport Coordinator will issue a warning to a club that has committed a minor offense. All warnings will be issued to the club's officer board in writing.
2. The Club Sport Coordinator will notify the Club Sport Executive Council within 48 hours of the warning being issued.
3. The club may proceed with club operations such as traveling, using facility space, spending of allocated funds, etc. with the knowledge that further discipline may occur if a second minor or major offense is committed.

### **B. Probation**

If a club violates program policy and commits a second minor offense, the following procedures will take into effect.

1. The Club Sport Coordinator will conduct an initial review of the incident if necessary and inform the Club Sport Executive Council within 48 hours of the initial incident review.
2. The Club Sport Coordinator will notify club officers of the offense and notify them of the 2% allocation reduction and probationary status.
3. The Club Sport Executive Council will meet to review the incident and determine if any additional sanctions are necessary beyond a 2% allocation reduction and will determine the length of the club's probation. Probation will last for a minimum of two weeks.
4. The Club Sport Executive Council will notify the club of their probation period and any further sanctions or expectations.

### **C. Suspension**

If a club violates program policy and commits a third minor offense, or a major offense, the following procedures will take into effect.

1. The Club Sport Coordinator will issue a notice in writing to the club's executive board that has committed a major offense. The club will be placed on automatic probation pending review of the incident.
2. The Club Sport Coordinator and Director of Recreation and Sport Operations will conduct an initial review of the incident and inform the Club Sport Executive Council within 48 hours of the initial incident review.
3. The Club Sport Executive Council will meet to review and discuss recommended sanctions for the club. The club in violation will be asked to meet with the Club Sport administrative team to discuss the incident.
4. The Club Sport Executive Council, Club Sport Coordinator, and Director of Recreation and Sport Operations will review the incident and issue sanctions imposed immediately on the club.

## **ANTI-HAZING POLICY**

Students involved with Club Sports and/or Recreation at the University of Wisconsin-Eau Claire are strictly

prohibited from engaging in any type of hazing activity. "Hazing" refers to any activity expected of someone joining a group (or to maintain full status in a group) that humiliates, degrades, or risks emotional and/or physical harm, regardless of the person's willingness to participate. In years past, hazing practices were typically considered harmless pranks or comical antics, but today we know that hazing is dangerous and harmful to those who experience it. Hazing is experienced by men and women in university organizations, student clubs and organizations, athletic teams, the military, and other social and professional organizations. Individual or group consent to hazing activity in no way validates the activity or excludes those perpetuating it from being charged with a crime and being met with university disciplinary action.

Individual members or entire Club Sport teams who violate this policy are subject to university disciplinary action, as set forth in the University of Wisconsin-Eau Claire Club Sports Handbook. This document is available on the [Recreation website](#) and can be requested from the Recreation and Sport Operation's office. The Wisconsin Statute on Hazing, 948.51, is available at: <http://www.legis.state.wi.us/rsb/stats.html> , the University Library and the Dean of Students office.

Additionally, any University Club Sports, group or individual student violating this policy, or the Wisconsin Statute on Hazing is subject to sanctions that may be imposed by the Recreation Department and Dean of Students office. If students not directly involved in a Club Sport are involved, then the matter will be brought to the Dean of Students office.

Hazing is a complex social problem that is shaped by power dynamics operating in a group and/or organization and within a particular cultural context. Hazing activities are generally considered to be physically abusive, hazardous, and/or sexually violating. The specific behaviors or activities within these categories vary widely among participants, groups, and settings. While alcohol use is common in many types of hazing, other examples of typical hazing practices include personal servitude; sleep deprivation and restrictions on personal hygiene; yelling, swearing, and insulting new members/rookies; being forced to wear embarrassing or humiliating attire in public; consumption of vile substances or smearing of such on one's skin; branding; physical beatings; binge drinking and drinking games; sexual simulation and sexual assault.

Examples of activities or situations that could meet the definition of hazing include, but are not limited to, the following:

#### A. Subtle Hazing

Behaviors that emphasize a power imbalance between new members/rookies and other members of the group or team. Termed "subtle hazing" because these types of hazing are often taken-for-granted or accepted as "harmless" or meaningless. Subtle hazing typically involves activities or attitudes that breach reasonable standards of mutual respect and place new members/rookies on the receiving end of ridicule, embarrassment, and/or humiliation tactics. New members/rookies often feel the need to endure subtle hazing to feel like part of the group or team. (Some types of subtle hazing may also be considered harassment hazing).

Examples include the following:

- Deception
- Assigning demerits
- Silence periods with implied threats for violation
- Deprivation of privileges granted to other members
- Requiring new members/rookies to perform duties not assigned to other members

- Socially isolating new members/rookies
  - Line-ups and Drills/Tests on meaningless information
  - Name-calling
  - Requiring new members/rookies to refer to other members with titles (e.g., “Mr.,” “Miss”) while they are identified with demeaning terms
  - Expecting certain items to always be in one’s possession
- B. Harassment Hazing

Behaviors that cause emotional anguish or physical discomfort to feel like part of the group. Harassment hazing confuses, frustrates, and causes undue stress for new members/rookies. (Some types of harassment hazing can also be considered violent hazing). Examples include the following:

- Verbal abuse
  - Threats or implied threats
  - Asking new members to wear embarrassing or humiliating attire
  - Stunt or skit nights with degrading, crude, or humiliating acts
  - Expecting new members/rookies to perform personal service to other members such as carrying books, errands, cooking, cleaning, etc.
  - Sleep deprivation
  - Sexual simulations
  - Expecting new members/rookies to be deprived of maintaining a normal schedule of bodily cleanliness.
  - Be expected to harass others
- C. Violent Hazing

Behaviors that have the potential to cause physical and/or emotional, or psychological harm. Examples include the following:

- Forced or coerced alcohol or another drug consumption
- Beating, paddling, or other forms of assault
- Marking or Branding
- Forced or coerced ingestion of vile substances or concoctions
- Burning
- Water intoxication
- Expecting abuse or mistreatment of animals
- Public nudity
- Expecting illegal activity
- Bondage
- Abductions/kidnaps
- Exposure to cold weather or extreme heat without appropriate protection

Still confused? Ask yourself these questions:

- Would I feel comfortable participating in this activity if my parents were watching?
- Would we get in trouble if the Dean of Students walked by?
- Am I being asked to keep these activities a secret?
- Am I doing anything illegal?
- Does participation violate my values or those of my organization?
- Is it causing emotional distress or stress of any kind to myself or others?

## Wisconsin Statutes

### Crimes; Chapter 948. Crimes Against Children

#### 948.51 Hazing

(1) In this section “forced activity” means any activity which is a condition of initiation or admission into or affiliation with an organization, regardless of a student’s willingness to participate in the activity.

(2) No person may intentionally or recklessly engage in acts which endanger the physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization operating in connection with a school, college, or university. Under those circumstances, prohibited acts may include any brutality of a physical nature, such as whipping, beating, branding, forced consumption of any food, liquor, drug or other substance, forced confinement or any other forced activity which endangers the physical health or safety of the student.

(3) Whoever violates sub. (2) is guilty of:

(a) A Class A misdemeanor if the act results in or is likely to result in bodily harm to another.

(b) A Class H felony if the act results in great bodily harm to another.

(c) A Class G felony if the act results in the death of another.

Punishment: Class A misdemeanor (bodily harm or risk of bodily harm)

For a Class A misdemeanor, a fine not to exceed \$10,000 or imprisonment not to exceed 9 months, or both. §939.51(3)(a)

Punishment: Class H felony (great bodily harm)

For a Class H felony, a fine not to exceed \$10,000 or imprisonment not to exceed 6 years, or both. §939.50(h)

Punishment: Class G felony (death)

For a Class G felony, a fine not to exceed \$25,000 or imprisonment not to exceed 10 years, or both. §939.50(g)

Enforcement of the UW-Eau Claire Club Sports Policy shall be the responsibility of Recreation and Sport Operations, 105 Hilltop Center. Individuals or groups seeking additional information about this policy or reporting possible violations should contact staff in the Recreation Office at 836-3377, or the Dean of Students at 715-836-5626. Additionally, a University of Wisconsin-Eau Claire Hazing Report Form should be filled out at: [https://cm.maxient.com/reportingform.php?UnivofWisconsinEauClaire&layout\\_id=6](https://cm.maxient.com/reportingform.php?UnivofWisconsinEauClaire&layout_id=6)

Portions of this text are taken verbatim from <https://www.uwec.edu/dean-of-students/safety-resources/hazing/>, [www.stophazing.org](http://www.stophazing.org), and <http://www.hazingprevention.org>

#### **NON-DISCRIMINATION STATEMENT**

It is the policy of UW-Eau Claire to maintain an academic and work environment free of discrimination, discriminatory harassment, and retaliation for all students and employees. This policy applies to all programs and activities, and employment practices and operations; including the conduct of all students and employees arising out of their employment, educational or academic status, as well as to the conduct of all guests, visitors, vendors, contractors, subcontractors, and others who do business with UW-Eau Claire.

#### **DRUG/ALCOHOL POLICY**

Alcohol is not allowed at any Club Sport function. When hosting a home event (competition or practice) drugs and alcohol may not be used by club athletes, coaches, or spectators from either team. When

traveling, the time the club leaves campus to the time the club returns to campus is considered a club event and drugs and alcohol are not allowed at any time. Examples of disciplinary measures that could be taken include suspension of individuals from the club, short term suspension of the entire club, complete loss of club status, etc.

## APPEALS

If a club or club participant(s) do not agree with the Club Sports Executive Council's final decision on suspension, expulsion, or other penalty, participants have the option of making an appeal to the Club Sport Coordinator. Appeals must be submitted to the Recreation and Sport Operations Office no later than five (5) days after the final decision was made. Appeals must be in the form of a typed letter (hard copy) to the Recreation and Sport Operations Office with a description of what happened from the challenger's point of view, as well as why the punishment is deemed unfair. A Judicial Board will be established for the purpose of the appeal. The Club Sport Judicial Board will consist of six members elected by the Club Sports Coordinator or the Club Sport Advisory Council. They shall serve as a pool to hear cases.

- A member of the Club Sports Judicial Board must be a full-time student in good standing, both academically and disciplinarily. They must be a member of a Recreation and Sport Operations Club Sport.
- If the Club Sport Judicial Board has a member whose Club Sport is involved, that member shall be dismissed from that case.
- The Club Sports Coordinator will be the chairperson for the Club Sport Judicial Board and will be non-voting.

Only the participant(s) who are being removed from participation may be present at the subsequent hearing. The UWEC Club Sports program reserves the right to bring witnesses and/or their testimony to the hearing. After the case has been presented to the hearing committee, members will decide to uphold or overturn the initial decision or recommend other sanctions. The challenger will be notified via email of the decision within 48 hours after the decision is made. The decision made by the hearing regarding the case will be final.

Should a Club Sport or Club Sport member disagree with the decision of the Competitive Sports Coordinator of the Recreation and Sport Operations Department, an appeal may be made to the Director of Recreation and Sport Operations. This appeal must be submitted within five (5) business days from the date of the Competitive Sports Coordinator of Recreation and Sport Operations decision. Should a Club Sport or Club Sport member disagree with the decision of the Director of Recreation and Sport Operations, an appeal may be made to the Dean of Students Office by initiating procedures outlined under UWS-Chapter 17. This appeal must be submitted within ten (10) calendar days from the date of the decision of the Director of Recreation and Sport Operations.

## CLUB LEADERSHIP

Clubs are managed and administered by student leaders. To serve in a club leadership position, student leaders must be part-time or full-time students enrolled at UWEC. The organization of each club is the

responsibility of the club officers – however – the following is a list of required officer positions for Club Sports and Student Organizations. Each club should also identify specific responsibilities for its officers relevant to their individual club. All clubs must have at least **five** officers.

## **STUDENT OFFICER ROLES**

### **President**

The President serves as the primary liaison between the club and the Club Sports Staff by:

- Presiding over all club business
- Maintaining a strong and positive relationship with the Club Sports Staff, the Recreation and Sport Operations Department and the Division of Enrollment Management
- Enforcing the club constitution
- Informing other officer and members of and adhering to all Club Sports policies and procedures
- Completing all necessary paperwork and meeting all deadlines
- Frequently communicating with the Club Sports Staff

### **Vice President**

The Vice President should assist the President with their responsibilities and duties and assist the other officers. The Vice President should assume the President's responsibilities in their absence and have a full understanding of the operation of their club.

### **Secretary**

The Secretary should communicate important information and updates to officers and club membership, maintain documentation of club meetings, notify the Club Sports staff on accomplishments throughout the year, and promote the club through publicity and marketing.

### **Treasurer**

The Treasurer ensures that all club financial obligations are met and will keep records of all club transactions to provide accountability for use on all funds by:

- Working closely with the Club Sports Coordinator and Financial Specialist to make all club related purchases
- Ensuring all financial operations follow, the Club Sports guidelines, and protocols
- Understanding all financial procedures and protocols and overseeing all club financial transactions
- Completing the necessary financial paperwork in a timely fashion

### **SAFETY OFFICER**

The Safety Officer will be responsible for:

- Attending club competitions
- Maintain current CPR/AED/First Aid certification
- Completing training for concussion recognition (If high or medium impact club)
- Be responsible for monitoring which players are cleared/not cleared to play
- Complete safety checks of the competition venue
- Assisting with injured participants
- Following up with the Competitive Sports Coordinator regarding injuries/events after competitions
- Ensuring the First Aid Kit is properly stocked
- Developing an Emergency Action Plan (EAP) for the club



For safety officer and risk purposes, clubs have been categorized into low, medium, and high impact activities. While all clubs must maintain safety officers – high risk clubs must maintain two (2) safety officers – one of which can be an existing board member if desired. Safety officers from both high and medium impact clubs will also be required to complete the CDC Concussion Training.

High Impact	Medium Impact	Low Impact
Cheer & Stunt	Dodgeball	Baseball
Dance	Men’s Ultimate	Bowling
Equestrian	Men’s Volleyball	Cross Country Ski
Men’s Hockey	Waterski & Wakeboard	Disc Golf
Men’s Lacrosse	Women’s Ultimate	Eau Climbers
Men’s Rugby	Women’s Volleyball	Esports
Men’s Soccer	Figure Skating	Powerlifting
Mixed Martial Arts		Running
Women’s Hockey		Table Tennis
Women’s Rugby		Tennis
Women’s Soccer		Two to Tango

### Other Possible Club Sport Student Roles

- Travel coordinator
- Scheduling officer
- Social media officer
- Marketing or PR officer
- Fundraising officer
- Lead instructor
- Captain

## ADVISORS

### University Policy on Advisors

All officially recognized UW-Eau Claire student organizations must have a primary advisor who is a current member of the University of Wisconsin-Eau Claire faculty or staff. Retired faculty members or graduate assistants, as well as off-campus representatives, do not qualify, however may serve as co-advisors.

### Roles and Responsibilities

The following are roles and responsibilities of advisors and student organizations.

**Student Organization Advisor Role:** The student organization advisor serves in a voluntary or assigned capacity to the recognized student organization and provides guidance, direction, advice, and continuity to the members of the organization.

### Responsibilities of the advisor to the organization:

- Maintain an awareness of the activities, review org travel, and support programs sponsored by the student organization.
- Meet with the officers of the student organization on a regular basis to discuss upcoming meetings,

long-range plans, goals, and problems of the organization.

- Attend general meetings and executive board meetings of the organization as often as schedule allows.
- Explain University policies and appropriate methods for groups to conduct business as well as constitution guidance.
- Give counsel on financial matters relating to the organization as well as listed as a signatory on any/all financial account(s).
- Assist in the orientation of new officers and IMLeagues administration oversight.
- Assist the organization treasurer in monitoring expenditures and fundraising activities to maintain an accurate and up-to-date account ledger.
- Provide direction in parliamentary procedure, meeting facilitation, membership recruitment, organizational unity, goal setting, and program planning.
- Explain and clarify University policies and procedures that apply to the organization (i.e., Student Organization Conduct process, Annual Renewal Requirements/Process, IMLeagues administration, banking account signatory, travel approvals, CISI insurance.)
- Inform organization members of those factors which constitute unacceptable behavior on the part of organization member, and the possible consequences of said behavior. Consult with the Activities, Involvement, & Leadership staff regarding behavior and other concerns about the organization.
- You are a required Campus Security Authority (CSA) under the Clery Act. This requires you to report crimes when you become aware of them. Your email address will be forwarded to the Campus Clery Liaison who will provide you with the guidelines on reporting and referral services available to students.
- All student organization advisors must approve student org registration/transition submission and the view online Advisor Training Workshop on an annual basis. This is done each year during the Student Organization Annual Renewal process from September 1-October 15th (or any time there is a change in advisors.)

#### **Responsibilities of the organization to the advisor:**

- To seek the advice and counsel of the advisor.
- To inform the advisor of the organization's plans, travels, and activities (meetings etc.)
- To keep the advisor informed of the financial status of the organization.
- Maintain advisor signature(s) on all student organization financial accounts.
- To look upon the advisor as a person who is interested in helping the organization to function effectively and achieve its objectives.

#### **Student Organization Do's and Don'ts for Advising Relationships**

Though the University outlines minimum roles and responsibilities for organization – advisor relationships, student organizations should also discuss any additional expectations with their respective advisor(s). Here are some suggestions:

#### **DO:**

1. Get to know your advisor.
2. Develop expectations for one another (the students and the advisor).
3. Understand that your advisor is a volunteer and has a number of additional responsibilities outside of advising your organization.
4. Invite your advisor to attend meetings and events.

5. Maintain good communication with your advisor.
6. Ask your advisor for advice and guidance on difficult matters.
7. Use your advisor as a resource.
8. Trust that your advisor is working in the best interest of your organization.
9. Consult the Coordinator for Student Organizations or the Student Organization and Leadership Center staff if you have questions or concerns.

**DON'T:**

1. Expect or allow the advisor to do the work for the organization.
2. Allow the advisor to control or dictate the actions of the organization.
3. Allow the advisor to use the organization to achieve their own agenda.
4. Expect your advisor to be at everything. They have additional responsibilities outside of advising your organization.
5. Assume the organization can handle everything on its own and doesn't really need the advisor.
6. Ask your advisor to help your organization "bend" or "get around" rules and policies.

**COACHES**

Many clubs operate with some level of coaching. Some Club Sport teams operate with student coaches, while others elect to seek the assistance of an external volunteer coach. This position is not required by the Club Sport program but is utilized by many clubs. It is pertinent for coaches to maintain a similar philosophy to UWEC Recreation and Sport Operations of student development incorporated into the Club Sports program. The coach must allow the students to take on the administrative requirements of the Club Sports program and concentrate their efforts toward the "on-field" coaching decisions. The Recreation and Sport Operations Department reserves the right to refuse or revoke a coaching agreement if the Club Sports program policies are not followed. The selection of coaches is the responsibility of the individual club but is subject to specified terms.

The following conditions must be recognized to become a non-student club sports volunteer coach.

- Approved "Coach Volunteer Form" form on file with the Club Sports program.
  - Completed on an annual basis
- Completed UWEC Background Check.
  - Completed once every four (4) years
- Read the Club Sports Handbook and become familiar with procedures and policies.
- Ineligible to participate in club competition (unless they qualify as a club member).
- Encouraged to be certified in First Aid and CPR/AED.
- Encouraged to have previous concussion training if coaching a high-risk or medium risk activity.

**The roles and responsibilities of a Coach within the Club Sports Program include, but are not limited to:**

**Coaching**

The Volunteer Coach:

- prioritizes their contributions to instruction and coaching and will allow for student involvement in club management. A club sport is first and foremost a student organization, and as such, the student representatives must serve as the liaison between the Club and the Club Sports Program. The key to the Club Sports Program is the emphasis placed on student leadership and participation.

- makes player attendance at practice a priority.
- seeks to actively develop and improve the skills of new and returning club members.
- attends practices and games as agreed upon between the coach and club's leadership board.
- is prepared for games and practices, sets goals, and shares them with the team.

### **Conduct**

The Volunteer Coach:

- is familiar with current club sport policies and other applicable rules and regulations and will abide by applicable rules and regulations of the University of Wisconsin- Eau Claire, the Club Sports Program and Recreation and Sport Operations Department.
- keeps their interactions with the team at a professional level.
- works with the student leadership of the Club actively and collaboratively. is approachable and willing to listen to suggestions from the team.
- promotes good sportsmanship both in practice and in competition.
- will act as a role model to the Club members and ensure that all Club members positively represent University of Wisconsin- Eau Claire.
- understands the Club Sports Program is designed to promote student development, leadership, and involvement.

Note that receipt of this letter makes a coach an official volunteer and they will be covered by the State's liability protection program so long as they perform their duties within the scope of the description provided above. Since volunteers are not covered by the state's worker compensation program, however, they are encouraged to maintain their own health insurance. If they should be injured during their activities and the injury results from the negligence of a university employee or agent, they would have the same legal rights to seek compensation as would any visitor to the campus.

As a volunteer, they are eligible for an ID card if they choose. This letter should be brought to the Blugold card office for verification.

## **CLUB SPORTS BRAND STANDARDS & SPONSORSHIPS**

### **MERCHANDISE AND LICENSED MARKS**

Club Sports often wish to purchase organizational merchandise for members of their group or to raise funds for their group. The University of Wisconsin-Eau Claire Club Sports program has procedures in place to help maintain the integrity of the institution and assist students with their orders.

All logos, seals, wordmarks, names, symbols, and slogans associated with UW-Eau Claire are trademarks and are the exclusive property of UW-Eau Claire. Reproduction of these marks for resale or other commercial purposes must have university authorization. If your organization is involved in any activities deemed commercial, the vendor from which you purchase merchandise must be licensed.

The Licensing Manager is responsible for protecting the use of UW-Eau Claire trademarks and for licensing commercial use of these marks. **The use of any licensed mark for uniforms must first be approved by the Club Sports Coordinator.**

The licensing office must grant approval to all outside vendors using the trademarks of the university, even if they are producing it for a university-affiliated group. If your project falls in the exempt category, you must obtain a waiver for your organization and the vendor.

The [University Integrated Marketing & Communications](#) provides the requirements and guidelines for using the University wordmark, the University seal, and other University logos. In addition, information regarding colors, typography, affirmative action statements, and web guidelines can also be found within the [IMC website guides](#).

**The following steps should be used for all merchandise orders:**

1. The club should select what product they will be purchasing and develop the design.
2. The design then needs to be sent to the Club Sport Coordinator for review and approval prior to production.

**Please Note:** Use of the “E” is generally permitted but if using for a club where a like varsity sport exists, (e.g., club hockey and varsity hockey) the club must also identify on the apparel they are a club team by including the word “club” somewhere on the apparel

### Outside Financial and In-Kind Support

This policy is designed to assist in determining whether it is appropriate for the University and its facilities to be associated with, or used by, certain products, commercial enterprises, or private agencies. This policy addresses only that support received directly by the University of Wisconsin-Eau Claire and not through the UW-Eau Claire Foundation.

The University name, official seal or logo, and facilities may be identified with a commercial enterprise or private agency upon prior approval of the Chancellor or designee. Such association is limited to the program or event receiving support and does not constitute an endorsement of the aims, policies, programs, products, or opinions of the assisting organization. If questions concerning the appropriateness of accepting support are raised, the Chancellor shall make the final determination. University groups (fee-funded activities, colleges, departments, units, and offices) and other groups such as recognized student organizations, etc. holding or publicizing events in or on university facilities may accept sponsorship support. This assistance may be acknowledged through a co-sponsorship title or a sponsor’s listing in publicity and printed programs. (The co-sponsors name should be secondary to the University name on all publicity.)

Sponsorship cannot be accepted for tobacco or alcoholic beverage products or from their distributors. Off-campus events co-sponsored by either tobacco or alcoholic beverage products may not be publicized on campus. The sole exception to this policy is the possibility of paid advertisements in the Spectator. Periodically, the Chancellor may convene interested parties to review this policy and the excluded products or associations. Based on the mission of University of Wisconsin-Eau Claire, the UW System, and State of Wisconsin policies and practices, this group will recommend modifications in the policy to the Chancellor.

### CLUB SPORT SPONSORSHIPS

If a Club Sport is seeking to establish a relationship with a prospective sponsor, the following conditions need to be considered:

1. The sponsorship is not representing deleterious behavior (i.e., alcohol, drugs, etc.)
2. The sponsor does not conflict with an already established like-sponsor for the university

If these conditions can be satisfied, clubs should create a sponsorship agreement that outlines the expectations of the sponsorship relationship and what is being agreed to. This information should then be reviewed by the Competitive Sports Coordinator before finalizing and approving an agreement and ensures there is a record of the agreement.

## HOME EVENTS

### CLUB SPORT EVENTS HOME EVENTS

As soon as a club's schedule has been completed, an officer must submit their game schedule onto IMLeagues. Any additions or changes to the schedule need to be communicated promptly to the Competitive Sports Coordinator so that any necessary modifications to existing reservations can be made.

If hosting a tournament or games on campus, at least one officer from the host club must be always at the competition site to handle any problems, questions or emergencies that might arise during the event.

The Club Sports program will make every effort possible to help secure athletic training services for high-impact home events and staff events with Competitive Sports Supervisors. Club members are expected to comply with all direction from staff and athletic trainers on-site.

### OFFICIATING, VISITING TEAMS, AND SPECTATORS

The securing and compensating of officials for athletic contests is the responsibility of the individual club. It is also the responsibility of the host club to see that visiting clubs are informed of the campus and Recreation and Sport Operations alcohol policy and the enforcement of that policy.

Spectators are welcome at club-related activities. Spectators must remain in designated areas and may not enter the playing area. All alcohol and drug policies for Club Sports are the same for the spectators. Spectators violating these guidelines or exhibiting unsportsmanlike conduct will be asked to leave the playing facility area, and their team may be assessed additional penalties. The collection of donations or establishment of fees must have the prior approval of the Competitive Sports Coordinator.

## TRAVEL EVENTS

### TRAVEL TO COMPETITION

All Club Sport members, coaches, and advisors are permitted to travel in association with the business of their club. As representatives and ambassadors for the University of Wisconsin-Eau Claire, all individuals associated with the club are expected to always behave in appropriate manner and remain in full compliance with University and Recreation policies. Drivers and passengers are expected to follow University policy and federal, state, and local laws.

All Club Sports travel must be authorized in advance by Competitive Sports administration. To gain authorization for a trip, the event must be included in the schedule submitted to the Competitive Sports Coordinator at least one (1) week prior to your departure date. This lead time will allow the officers of the club and the Competitive Sports Staff to make all necessary travel arrangements if needed. A TRAVEL ITINERARY must also be submitted 24 hours in advance of departure. Clubs will face disciplinary action if the proper steps aren't completed for authorization which can include the event/tournament host being notified that the UWEC club is not approved to participate.

**Only those club members who have completed the Member Registration and Agreement within IMLeagues will be approved to travel.** No guests, friends, family members, or others will be allowed to travel with the club. All travelers must be listed on the TRAVEL ITINERARY submitted to IMLeagues.

### BEFORE TRAVELING

To ensure that all club travel is in documented and in compliance with Club Sport policies, and that all

travel accommodations are properly reserved, there are several steps to take before travel is permitted.

1. Event (i.e., club schedule) is submitted within a week of event
  - a. This submission allows Club Sport administration to include the event within our master schedule and provide oversight accordingly
2. A TRAVEL ITINERARY must be submitted 24 hours in advance of travel
  - a. Submission of the event and travel itinerary is needed to have travel authorized
3. Safety Officers and First Aid Kits
  - a. We require safety officers to be FA/CPR/AED certified to help ensure there is someone on each club trip who can respond in the event of an emergency. It is expected that a club safety officer, or another FA/CPR/AED certified club member, is present during all club travel
  - b. Clubs should also bring along their first aid kit for all travel events
4. Trip Leaders
  - a. The designation of a trip leader is recommended to:
    - i. Ensure club adherence to pre-travel requirements
    - ii. Understand and enforce Club Sports travel policies for the duration of the trip
    - iii. Report any accidents, incidents, and/or violations that occur while traveling, at the event, or the hotel to the Competitive Sports Coordinator.
    - iv. In cases of inclement weather when returning from competition, the Trip Leader should notify the Competitive Sports Coordinator to determine if the club should continue on, find an alternate route, or cease travel until conditions clear.

## **TRAVEL FIRST AID AND INJURY REPORTS**

All clubs that are traveling are expected to bring their first aid kits for the duration of the club travel. If a club participant becomes injured during any part of the club travel, the Competitive Sports Coordinator need to be contacted, in addition to an injury report must be completed and returned to the Recreation office within 48 hours of return. Injury reports will be available for clubs inside the traveling first aid kits.

## **TRAVEL EXPECTATIONS**

Club Sports travel rules and regulations are designed to promote the safety of all club members while traveling to and from Club Sports events and tournaments. On an authorized club sport trip, all travelers must abide by them. Failure to comply with these regulations may result in penalties for the entire club, up to and including suspension of all club activities or expulsion of the club from the Club Sports program.

1. Clubs must adhere to the Travel Itinerary submitted to and approved by the Competitive Sports Coordinator.
2. All passengers must be authorized to participate in Club Sports activities by completing the Member Registration and Agreement form on IMLeagues and listed on the authorized travel itinerary.
3. There may be only as many passengers in the vehicle as there are passenger seat belts and all travelers must wear seat belts.
4. When using multiple vehicles, the club must do its best to keep all vehicles traveling together.
5. Luggage must be packed so that the driver's view is not obstructed.
6. All other passengers must behave in a manner that does not distract the driver.
7. On an approved Club Sports trip, club members and coaches shall NOT consume alcohol or use drugs.
8. In cases of inclement weather, the Competitive Sports Coordinator will consult with the trip leader

to determine whether the club should travel.

## ALCOHOL AND DRUG USE DURING TRAVEL

Alcohol and or illicit drug use is NOT permitted while participating in Club Sport activities. Club Sport activities include, but are not limited to, club practices, games, travel to and from games/practices, training sessions, and recruitment events. For the duration of the trip no alcohol, marijuana, or illicit drugs may be purchased, ingested, or transported by any club participant regardless of local, state, or federal laws. When traveling, the time the club leaves campus to the time the club returns to campus is what will be considered the duration of the trip.

## AUTHORIZED ABSENCE REQUESTS

Authorized absences from UWEC can be obtained for approved club events, having been previously submitted to the Club Sports Coordinator. A club officer must notify the Competitive Sports Coordinator of the need at least two weeks prior to departure for the event to ensure excused absences are received on time. Clubs returning to UWEC Sunday evening after a competition will not be given excuses for the following Monday. It is suggested that you reach out to professors at the beginning of each semester, or as soon as possible, to notify them of upcoming absences throughout the duration of the course. This courtesy will allow professors ample time to adjust for any work missed during your absence. Please note that professors are not required to grant these authorized absences.

## TRAVEL ASSISTANCE

It is recommend that you review the [UW System Travel](#) website.

### Hotels

- You can reserve hotel rooms by calling the hotel directly.
- No third-party vendors allowed.

### Rental Cars

- You can reserve rental vehicles directly from Enterprise using the UWEC contracted rate.
- Vehicles up to the size of an intermediate SUV can be reserved.
- Age restrictions may apply.
- Vehicle User Agreements MUST be on file prior to travel.
- Receipts for the rental and gas are required.
  - No add-ons.
- Travelers can be reimbursed upon their return

### Airfare

- The [Group Block](#) is a contracted block of seats on a plane where 10 or more people fly the exact same flight, no deviation, all tickets paid for by one source. This goes through Fox World Travel.
- There is an upfront airline sourcing fee of \$205 when airline sourcing work is requested. This fee will be refunded or applied to the balance if the group is ticketed. The \$100 fee for sourcing of lodging and/or ground transportation remains in place and also is charged when sourcing is requested.
- If travelers will have varying travel schedules, please contact Shari Schuebel with the traveler's information and schedules. I will create an [Administrative Group](#) so that the participants can book their individual flights directly with the Travel Inc consultants.
- Once this process is complete, Travel Incorporated will provide the Administrative Group Code and contact information that must be given to and referenced by travelers or coordinators when



booking under the established Administrative Group.

Important Note: *Be advised that it can take up to 48 business hours to have the group set up internally.*

## DRIVER AUTHORIZATIONS

### Notarized Form Vehicle User Agreement Sign-Up Instructions Approved Driver Database Instructions

The purpose of this information is to provide the UW-Eau Claire campus with procedures regarding driving requirements that must be met prior to being authorized to use: **a State/University owned, leased, rented or personally owned vehicle on university business.**

It is critical to remember that driving any vehicle on university business is not a right but a privilege. Vehicle use entails a wide variety of related issues which affect the liability, property, and workers compensation experience of the university.

It is appropriate to drive when the purpose of the trip fits the mission of the university or official university business is carried out because of the trip. Anyone driving on state business must be an active officer, employee, currently enrolled student, or specified volunteer or agent. It is required that a valid relationship between the university and the driver be in place prior to being authorized to drive on behalf of the university.

The Enterprise Fleet Management System is not used to rent vehicles. It is, instead, used to electronically store Vehicle Use Agreements (VUA) needed for driving on university business. UW-Eau Claire does not currently have or use fleet vehicles. Please see the UW-Eau Claire travel page for information on vehicle rentals: <https://www.uwec.edu/ask/travel/>

By requesting to be an authorized driver, the driver is agreeing to inform their supervisor and the UW-Eau Claire Risk Management and Safety office whenever any negative change in the status of their driving record occurs. Any negative change in the status of one's driving record may result in the revocation of the privilege of driving on university business. The State of Wisconsin Fleet Policies and Procedures are to be reviewed prior to granting authorization.

Please Note:

- 12/15 passenger vans are banned from use, as directed by the Chancellor's Office.
- All student and out-of-state driver\* authorizations expire yearly on May 31st.
- Driving in other countries (including Canada): Contact Risk Management and Safety at [askcenter@uwec.edu](mailto:askcenter@uwec.edu)
- Out-of-state driver refers to any student, faculty, or staff with an out of state driver's license.

#### **Minimum Driving Requirements**

- Must have a valid operator's license. (New residents to Wisconsin must obtain a WI driver's license within 60 days of residence; 30 days if the person holds a CDL.)
- Must have a minimum of two years licensed driving experience (not including instructional experience).
- Must be eighteen (18) years of age.

#### **Driver Disqualification**

- Three or more moving violations and/or at-fault accidents in the past two years.
- An Operating While Intoxicated (OWI)/Driving Under the Influence (DUI) citation within 12 months.

- Expired license.
- Suspension or revocation of driver's license.
- Possession of an occupational license only.
- Less than two years driving experience.
- License reinstated for less than one year.

Automated email notification of a denial will be made to both the driver and supervisor/faculty member.

### Searching Approved Driver Database

1. Go to: <https://fleetportal.wi.gov>
2. Select "UW" for type of employee and then "Logon".
3. Select "UW Eau Claire" for UW Campus and then "Logon".
4. Enter your Username and Password
5. At the top of the screen, select "Reports" and then "Driver Summary".
6. Enter the name in the search field and select "View Report". If you have been approved, you will see "Yes" for "Active" and "Approved" for "Status". If you have not been approved, you will see "No Data Available".

### Renewing VUA's for your Wisconsin license

*Renewing VUA's for your Wisconsin license:*

1. Please email the ASK Center at [askcenter@uwec.edu](mailto:askcenter@uwec.edu) and mention that your previous VUA has expired and that you would like to renew your VUA.

*Renewing VUA's for your out-of-state license:*

1. Complete a new [Notarized Form](#):
  - Please make sure to sign in front of a notary. Notaries can be found at the Service Center in Davies, your local bank or courthouse. Do not pay for this service.
2. Please scan and save the notarized form and a copy of the front AND Back of your driver's license.
  - You can either:
    - email the documents to the ASK Center at [askcenter@uwec.edu](mailto:askcenter@uwec.edu) and mention that your previous VUA has expired and that you would like to renew your VUA.
    - Stop by the ASK Center in Schofield 230 M-F 7:45am to 4:30pm. Please make sure to tell the receptionist that these are for a VUA renewal.

Please allow for up to 10 days for processing (usually 1-3 days).

Go to the Risk Management and Safety website for more information: <https://www.uwec.edu/risk-management-safety/resources/driver-authorization-vehicle-use/>

### Driving a Personally Owned Vehicle

When driving a personal vehicle on university business:

- **The vehicle owner's personal coverage (insurance) is primary.** The vehicle owner should contact their personal insurance company to determine how coverage will be applied for business use of their vehicle.
- Drivers require a valid driver's license.
- Must have an active/approved electronic Vehicle Use Agreement (VUA) on file prior to departure.
- Drivers must be in compliance with any restrictions associated with that license when operating their personally owned vehicle on university business.
- The State liability protection applies on an excess basis only and does not provide coverage

for non-university vehicles.

- Institutions may specify other requirements to use personally owned vehicles on university business and are responsible for communicating these requirements to those affected and the UWEC Risk Management and Safety Office.

### Driving a University Owned Vehicle


- Coverage (insurance) is restricted to our University Self-Funded Liability Program.
- Must have an active/approved electronic Vehicle Use Agreement (VUA) on file prior to departure.
- Ensure a vehicle accident kit is enclosed in the glove compartment prior to departure.
- Non-employee and non-agent passengers are not allowed to ride in vehicles being used on university business due to the additional liability exposure which they pose.

### Vehicle Accident/Damage Reporting

**University Owned Vehicle** – In the event of an accident call the appropriate police department. Check the glove box for a vehicle accident kit and follow the instructions.

Notify the Risk Management and Safety as soon as possible. Complete the Vehicle Accident/Incident Report Form. Submit the form to Risk Management and Safety located in the ASK Center Schofield 230.

### Notarized Form

	University of Wisconsin – Eau Claire Office of Risk Management and Safety ASK Center - Schofield Hall 230 (715) 836-3131	<b>Expires yearly on May 31<sup>st</sup></b>
<b>UW Eau Claire – Notarized Statement of Driving Record</b>		
<small>If you have an out-of-state driver's license or have less than 2 years driving experience with a Wisconsin license; you <b>must</b> complete this form and attach to the electronic VUA. Please include a photocopy of the <b>FRONT AND BACK</b> of your out-of-state license when attaching this form to your VUA. More information can be found on the Risk Management and Safety website: <a href="https://www.uwec.edu/LPS/resources/driver-authorization.htm">https://www.uwec.edu/LPS/resources/driver-authorization.htm</a></small>		
*Current Driver's License Number:	*Current Driver's License State:	*Total Years of Driving Experience (not including permits, only probationary and regular license):
*How long have you had your current license? (not including permits, only probationary and regular license):		Have you held a license in any other state or provinces? (Please list)
<b>The following is a true statement of my driving record for the past three years:</b>		
I have been ticketed for the following moving violations in the past 3 years. For speeding citations, list how many miles over the speed limit you were cited. If none, write "NONE".		
*Date:	*Citation:	
I have been involved in the following accidents in the past three years. If none, write "NONE".		
*Date:	*Citation:	
<b>*** STOP: The following must be completed in the presence of a notary. ***</b>		
*Drivers Full Name (please print):		
*Signature of Driver (sign in front of notary):	*Date:	
*Subscribed and sworn to, before me this ____ day of _____, 20__		
*My commission expires:	*County of:	
*Signature of notary:		
* (Seal)		
Revised 08/28/2020		1

## SAFETY AND RISK MANAGEMENT

### SITE SUPERVISORS

All home events will have a site supervisor(s) present who will oversee the facility and any injuries that

may take place. These site supervisors are a resource for clubs, should there be any issues with the facility such as locked gates, no lights, etc. Supervisors will also be responsible for addressing any injuries that may happen, in conjunction with the Athletic Trainer, should they be present. Supervisors will also be required to fill out injury reports for any injured individual, whether for a University of Wisconsin-Eau Claire student or a student from a visiting University.

## **ATHLETIC TRAINERS**

The UWEC Club Sports program will utilize Go4Ellis to provide home event coverage for all (pending available Athletic Trainers) high-impact home club events and medium-impact club tournaments. The Go4Ellis platform connects schools, teams, and sports organizations with on-demand Athletic Trainers. All Athletic Trainers on Go4Ellis are members of the National Athletic Trainers' Association. High-impact and medium-impact club's schedules will be requested during the summer to provide ample time in loading events onto the platform for the year. Dependent on the department's ability to fund this initiative on a yearly basis, clubs may be asked to cover the cost of services. Please note that utilizing the Go4Ellis platform does not guarantee services will be rendered and clubs are encouraged to seek and procure their own athletic training and/or EMS services if desired. If no Athletic Trainers are available for the event, student EMTs will be asked to cover events.

## **INJURY CARE CLINIC**

If injured, students can visit Athletic Trainer Tadd Turnquist in McPhee at the Injury Care Clinic. This clinic was established in 2023 to help our club athletes be seen with minor injuries. With questions and how to sign up for an appointment, you can email Tadd at [turnquin@uwec.edu](mailto:turnquin@uwec.edu).

## **INJURY REPORTS**

Injury reports are required to be filled out anytime an injury takes place, or first aid is administered. These reports need to be filled out regardless of if the injury takes place at a home or away practice/event. If a Competitive Sports Supervisor is on staff, they will complete the injury report. If they are not present, the team is required to complete the report in IMLeagues. Reports need to be filled out legibly and completely. These injury reports must be submitted to the Competitive Sports office no later than 48 hours post practice/event.

## **CONCUSSION PROTOCOL**

All club sport participants will be required to sign the waiver indicating they understand the signs and symptoms of a concussion and will work through concussion management procedures and protocols as needed. This document will be administered through IMLeagues.

Safety officers from medium and high-impact clubs will be required during the beginning of each school year to complete the CDC Heads Up Concussion Training. They are responsible for completing this training and educating members on the parameters of concussions.

Safety officers, Recreation Supervisors, coaches, and/or teammates are also responsible for recognizing the signs and symptoms of a concussion and making the appropriate recommendations when an AT or Physician is not in attendance.

Following a suspected concussion, the athlete should not return to play that day and should be seen by the medical staff before being allowed to participate. If there are immediate concerns, the safety officer is responsible for making sure the athlete visits the emergency department for further evaluation. Safety officers should notify the Competitive Sports Coordinator as soon as reasonably possible following a suspected concussion by submitting an injury report via IMLeagues. The coordinator will check in on the

participant within 2 business days of the injury and place an injury suspension through IMLeagues if necessary. The participant must complete the return to play criteria as set forth by a physician before being able to participate in intramurals again. All concussions must be cleared by the physician before an athlete can return to play.

## **CARE FOR VISITING TEAMS**

Athletic trainers – if able to be contracted by the university – will be available before the start of the competition to assist visiting teams with taping and preventative measures as needed. In addition, athletic trainers (if present) will assist with acute injury care if needed. If teams are traveling with a medical professional, care and treatment will be deferred to their medical professional. In the event of an injury, an incident report will be filled out by the Competitive Sports Supervisors and submitted to the Recreation Office.

## **HEALTH INSURANCE**

The University of Wisconsin-Eau Claire or its designated representatives do not provide health, accident, life, or liability insurance for its Club Sport Program participants. Therefore, it is highly recommended that all members have adequate health insurance. Also, it is recommended that all Club Sport members participating in vigorous contact sports have an annual physical examination.

## **PERSONAL INJURY**

1. The club member(s) and supervisors who are certified in First Aid & CPR/AED shall respond. Determine the seriousness of the injury. If life threatening, call 911 or send someone for help. Assign bystanders (when available) to specific tasks (i.e., calling campus police, getting an AED, etc.). Administer first aid to the level of your training. The Student Health Service office is open from 8:30am-4:30pm, Monday-Friday and is CLOSED on Saturday and Sunday. The Student Health phone number is 715-836-5360.
2. All serious injuries that require transportation (to Student Health, doctor's office, hospital, etc.) should include a 911 call for ambulance assistance. Have someone meet the emergency vehicle.
3. In a Recreation indoor facility, if an accident occurs that requires a participant to be transported to a hospital either by ambulance or in a personal vehicle, the Competitive Sports Supervisor should contact the Building Supervisor immediately. This applies to visiting teams as well as University of Wisconsin-Eau Claire Club Sport members.
4. While traveling, if an accident occurs requiring a University of Wisconsin-Eau Claire Club Sport participant to be transported to hospital either by ambulance or in a personal vehicle, the Club MUST call the Competitive Sports Coordinator as soon as possible. The cell phone numbers for the Competitive Sports Staff will be provided for these situations. Recreation personnel will either call the member's emergency contact or instruct the trip leader to contact the member's emergency contact.
5. When in doubt, always believe the injury is more serious than originally thought. Call for help and do not move the injured participant, even if it means delaying an activity in progress.
6. Remain with the injured participant until help arrives.
7. An Accident/Injury Report Form must be completed whenever First Aid and CPR/AED is administered or after an injury, which may warrant medical advice or observation. This report MUST be completed in full and submitted within 24 hours of the injury. If a club is traveling, the Accident Report Form should be turned in as soon as the club returns from their game/tournament.

## AUTOMOBILE ACCIDENT

**University Owned Vehicle** – In the event of an accident call the appropriate police department. Check the glove box for a vehicle accident kit and follow the instructions.

Notify Risk Management and Safety as soon as possible. Complete the Vehicle Accident/Incident Report Form. Submit the form to Risk Management and Safety located in the ASK Center Schofield 230.

## ACTIVE SHOOTER

An active shooter is a person who is using a firearm or other weapon with the intent to injure or kill others. Law enforcement personnel will deploy to the location of the active shooter with the primary goal of stopping the shooter. An active shooter incident can occur under a variety of circumstances, so no one set of guidelines is able to cover specific actions to take in every situation. Even so, familiarity with the following information can help with planning your own survival strategy in a variety of incidents. Research shows that if you have thought in advance about what you would do in the event of an incident, your chances of survival are greatly improved. You may be notified of an incident through the UW-Eau Claire Emergency Notification System, which includes use of text message notification, campus wide public address (PA) system, computer pop ups, social media notices and campus wide email distribution. If you are asked to “Shelter in Place”, please secure yourself in a safe place where you are at and wait for further instructions. This may include further instructions through the Emergency Notification System or direct contact with emergency personnel.

### Survival Strategies in the Event of an Active Shooter

If you can remember three words, “RUN HIDE FIGHT!!!”

**RUN** – get out of the area and call 911 Your best option is always to run, get out, and get away. Put as much distance between you and the shooter. If possible, take care of your safety first by getting to a safe place. Run first, hide first, barricade or lock the door first, then call 911. If it is safe, stay on the line and give the dispatcher the best information you can.

**HIDE** – If you are not able to get out, find a place to hide. If there is no way to get out or hide, playing dead could save your life. If you are hiding when the police come, realize that they will not know if you’re a victim or shooter. FOLLOW THEIR INSTRUCTIONS. If you can’t get out, lock, or barricade the door to the room you are in. Make sure the barricade stays in place, holding it from a safe position if necessary.

**FIGHT!** – If you are unable to flee the area and you are faced with a life-or-death situation, fight back, and take out the shooter. This is a last resort but could mean the difference between life and death.

### When exiting the building in an active shooter incident:

- Have a route pre-planned
- Do not carry anything such as back packs or jackets
- Move quickly and keep your hands visible with palms upraised
- Do not attempt to treat or remove injured persons, but note their locations so that you may provide the information to emergency personnel
- Proceed to a safe location away from the scene, but stay in the general area in case law enforcement personnel need to speak with you
- Always comply with commands from law enforcement officers

### What to expect from responding officers?

Police officers responding to an active shooter may be wearing regular uniforms or special tactical gear, but they will be clearly identified as law enforcement officers.

- Responding officers will point firearms at you while seeking the threat. This is a normal part of their training and response. Avoid any sudden furtive movements and obey all officer commands. Always keep your hands visible to officers.
- Responding officers are trained to proceed immediately to the area where shooting is taking place to neutralize the threat. If you are injured, they will not stop to assist you.
- Another group of officers and/or tactical medics will follow to provide medical assistance and help with evacuation.
- Remain calm and immediately comply with all commands from law enforcement officers.  
REMEMBER “RUN HIDE FIGHT”

## **BOMB THREAT**

1. In the case of a bomb threat or discovery of a suspicious object, the decision to evacuate the building is made by a University Police Officer, Administrator, and/or building coordinator.
2. The decision to search a building is made by a University Police Officer.
3. If necessary, the University Police Office will contact Fort McCoy's Emergency Detonation Division at 608/388-2000 and/or the FBI at 715/835-3761 or 414/276-4684.
4. All persons responsible for a bomb threat/scare will be prosecuted under Wisconsin State Statute 941.31.
5. If a suspicious object or potential bomb is discovered, do not handle it, do not open any drawers or cabinets, or turn any lights on or off. Do not use elevators. Do not activate the fire alarm.
6. If a bomb threat is received by phone:
  - a. Keep the caller on as long as possible and try to get answers to the following questions:
    - i. When will it explode?
    - ii. Where is it located?
    - iii. What kind of bomb is it?
    - iv. What does it look like?
    - v. Why did you place the bomb?
    - vi. Who are you? (Name)
  - b. Do NOT hang up the phone-even if the caller hangs up.
  - c. Make sure to record the time of call; age and gender of the caller; speech pattern, accent, etc; emotional state of the caller; and background noise.

## **CIVIL DISTURBANCE OR DEMONSTRATION**

Most campus demonstrations such as marches, meetings, picketing and rallies will be peaceful and non-obstructive.

If any of the following conditions exist, contact the Dean of Students Office (715/836-5992) for assistance. After normal business hours, call University Police (715/577-9045). The Office of University Police will be responsible for contacting and informing the Dean of Students, Chancellor, and other offices and individuals as appropriate.

- a) The disturbance/demonstration interferes with normal University operations.
- b) The disturbance/demonstration prevents access to offices, buildings, etc.
- c) There is a threat of physical harm to persons or damage to university property.

To manage civil disturbances or demonstrations, the University will follow procedures established under UWS Chapter 18.06 (23), Conduct on University Lands, and UWS Chapter 17, Student Non-academic Disciplinary Procedures.

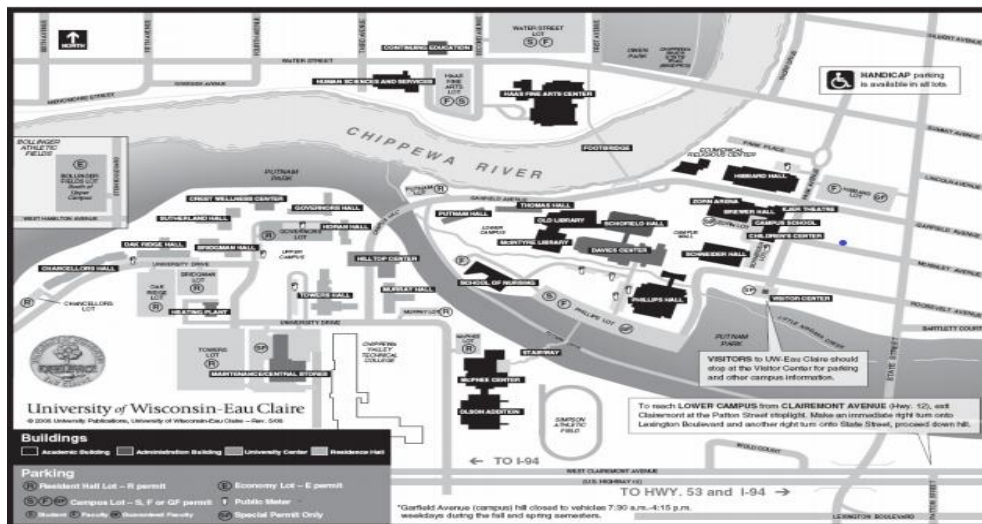
## EMERGENCY TELEPHONE SYSTEM

**Eighteen emergency telephones have been installed throughout the campus.**

The phones are in blue cylindrical casings that stand over eight feet tall. The telephones integrate a two-way, hands-free voice communication system and an automatic blue police type identification strobe light.

The telephones are designed so that a single touch on the large bright red button activates a bright blue flashing strobe and, at the same time, sends a telephone signal via 9-911 to the Eau Claire Emergency Communications Center. This action instantly opens a two-way communication between emergency personnel and the person who pressed the button.

The system advises the communications center which unit has been activated by displaying the telephone number. The communications center will immediately dispatch appropriate emergency personnel to that location.



## EVACUATION PROCEDURES

### BUILDING EVACUATION

- All building evacuations will occur when an alarm sounds and/or upon notification of University Police or the Building Coordinator
- When the building evacuation alarm is activated during an emergency, leave by the nearest marked exit and alert others to do the same. CAUTION: The building alarms ring only INSIDE the building. The alarm system does not automatically notify an emergency dispatcher. Someone must report the emergency via telephone: 9-911.
- ASSIST THE HANDICAPPED IN EXITING THE BUILDING! Remember that elevators are reserved for handicapped people. In case of fire or explosion, **DO NOT USE THE ELEVATORS**. Assist the handicapped out of the building.
- Once outside, proceed to a clear area that is at least 500 feet away from the affected building. Keep streets, fire lanes, hydrant areas, and walkways clear for emergency vehicles and personnel.
- DO NOT return to an evacuated building unless told to do so by an Emergency Official.

### CAMPUS EVACUATION

- Evacuation of all or part of the campus grounds will be announced by University Police as directed.
- Students and staff are to immediately vacate the site in question and relocate as directed



## ACCOUNTING FOR ALL PERSONS

It is suggested that keeping persons together by their naturally occurring groups, such as by classroom or residence hall floor and wing, provides the most natural and workable framework for "head counting."

## EXPLOSION ON CAMPUS

1. Notify the Fire Department (9-911) immediately.
2. If necessary, or when directed to do so, activate the building alarm.  
**CAUTION:** The building alarms ring only INSIDE the building. The alarm system does not automatically notify an emergency dispatcher. Someone must report the emergency via telephone (9-911)
3. When the building evacuation alarm is sounded, an emergency exists. All rooms should be evacuated. Closing doors will help contain a fire. **DO NOT LOCK DOORS.**
4. *ASSIST THE HANDICAPPED IN EXITING THE BUILDING!* **DO NOT USE THE ELEVATORS.**
5. Depending on the amount of damage, an Incident Command Center may be set up near the emergency site.

## MEDICAL AND FIRST AID

1. If a serious injury or illness occurs on campus, immediately dial 9-911.
2. Trained personnel are requested to give emergency care.
3. Keep personal safety in mind and use precautions to minimize contact with the victim's blood.
4. Time shall be allowed for training employees in emergency techniques--if their position description requires it.

## FIRE

1. In all cases of fire, the Eau Claire Fire Department must be notified immediately (9-911). If necessary, or when directed to do so, activate the building alarm.  
**CAUTION:** The building alarms ring only INSIDE the building. The alarm system does not automatically notify an emergency dispatcher. Someone must report the emergency via telephone (9-911).
2. When the building evacuation alarm is sounded, an emergency exists. All rooms should be evacuated. Closing doors will help contain a fire. **DO NOT LOCK DOORS.**
3. *ASSIST THE HANDICAPPED IN EXITING THE BUILDING!* **DO NOT USE THE ELEVATORS.**
4. Depending on the amount of damage, an Incident Command Center may be set up near the emergency site.

## HAZARDOUS SUBSTANCE SPILL OR RADIATION SPILL/RELEASE

1. Any major spill of a hazardous substance or radioactive material must be reported immediately, first to the Eau Claire Fire Department (9-911) and then to the Environmental Health & Safety Manager at 715/836-3999.
2. Key contacts are:  
Diane Hunter...715/836-3999(w)  
Brian Drollinger.....715/836-4414(w)
3. Personnel on site should be vacated from the affected area at once. Seal off the contaminated area to prevent further contamination until the arrival of trained responders.
4. Persons who may be contaminated by a spill/release are to:
  - a. avoid contact with others as much as possible

- b. remain in the vicinity
  - c. give his/her name to University Police.
5. Required first aid and cleanup by trained responders should be started at once

## FLOODING

### BACKGROUND

Flood-producing storms in the Eau Claire area are of two types: long duration, moderately heavy rainfall over a large area, or short duration, heavy thunderstorms of a more localized character. Major floods along the Chippewa River in the Eau Claire area are generally the result of the large area, prolonged storms. Spring floods associated with snowmelt and limited rainfall occur frequently, but the major floods of record have all been the result of summer storms and saturated ground conditions.

### PREPAREDNESS

The City of Eau Claire Engineering Division (715/838-4934) monitors the Chippewa River elevation daily. Xcel Energy (1-800-895-1999) operates nine (9) hydroelectric facilities along the Chippewa and Flambeau Rivers and has been very helpful in providing advance warning and prediction information. The National Weather Service River Forecast Office in Minneapolis/St. Paul maintains a current computer model of the Chippewa River which generates forecasts and predicted changes in river levels. University officials work closely with city of Eau Claire officials, Xcel Energy, the National Weather Service, and Eau Claire County Emergency Government operations to coordinate flood control efforts. Specific responsibilities for monitoring flood conditions are outlined in the University of Wisconsin-Eau Claire Emergency Flood Plan which is in the Facilities Management Office. The Office of University Police is in constant readiness for emergency service. Officers are available for traffic control, notification of the campus community, and patrolling affected areas to maintain security.

### IF FLOOD CONDITIONS OCCUR:

The Emergency Flood Plan dated 7/93 is maintained in the Facilities Management Office. If flood conditions have occurred, contact one of the individuals from Facilities Management at 715-836-3411.

## SEVERE WEATHER/TORNADO

### Lightning and Adverse Weather Policy

Lightning poses a significant danger to those participating in outdoor Club Sport activities. Given the prevalence of thunderstorms occurring in the relative vicinity of campus, precautionary guidelines should be followed to minimize the risk of lightning injuries.

### Monitoring

In relation to decisions regarding the starting, suspension or resumption of a contest due to lightning or inclement weather, the WIAC conference, and UW-Eau Claire states the following:

As a minimum, lightning safety experts strongly recommend that by the time the weather monitor observes 30 seconds between seeing the lightning flash and hearing its associated thunder, or by the time the leading edge of the storm is within six miles of the venue, all individuals should have left the athletics site and be within a safer structure or location.

- From the flash of lightning, count the number of seconds till thunder, then divide by 5.  
Example  $30 \text{ sec} / 5 = 6 \text{ miles}$   
Example  $50 \text{ sec} / 5 = 10 \text{ miles}$

The host institution's athletic trainer or recreation supervisor (or other person designated by the host administration who is not a game official or coach) is the designated spotter. A spotter's responsibilities include monitoring weather reports and utilizing commercial lightning devices (e.g., Weather Sentry, Weather Bug) to determine the proximity of the storm, as well as alerting the host administration and game officials of a potentially unsafe weather development.

- Thunder may be hard to hear if there is an athletics event going on, particularly in stadiums with large crowds. A lightning monitoring app, such as Weather Bug SHOULD be used in conjunction with the flash to bang procedures.
- WeatherBug App  
If lightning is within 10 miles on WeatherBug App, stop games and clear fields. During a lightning delay, no one is allowed on the fields.

The Competitive Sports Supervisors – when present – will communicate proactively with participants and officials to ensure their safety during Club Sports home event programming.

### **LIGHTNING SAFETY TIPS**

1. Leave the premises IMMEDIATELY
2. Seek large buildings, automobiles etc.
3. Avoid open areas, water, tall trees, metal fences, overhead wires, high ground areas, telephone and cell phones, radios, small, unprotected shelters

### **SEVERE WEATHER/TORNADO:**

A TORNADO WATCH means a tornado is possible in your area. When a watch is issued:

- Listen to local radio and TV stations for further updates.
- Be alert to changing weather conditions. Blowing debris or the sound of an approaching tornado may alert you. Many people say it sounds like a freight train.

A TORNADO WARNING means a tornado has been sighted and may be headed to your area. When a warning is issued:

- If you are inside, go to the safe place you picked to protect yourself from glass and other flying objects. The tornado may be approaching your area.
- If you are outside, hurry to the basement of a nearby sturdy building or lie flat in a ditch or low-lying area.
- If you are in a car or mobile home, get out immediately and head for safety (as above).

After the tornado passes:

- Watch out for fallen power lines and stay out of the damaged area.
- Listen to the radio (it may need to be battery powered) for information and instructions.
- Use a flashlight to inspect your home for damage.

### **STUDENT CRISIS**

The Division of Student Affairs and Dean of Students Office responds to crisis situations that involve University of Wisconsin-Eau Claire students. This office will use the Emergency Contingency Plan in the following situations:

- Alcohol related problems
- Crises arising from environmental or ecological disaster
- Death of a student, friend, or family member • Discipline problems • Drug related problems

- Mental health-related problems
- Serious injury
- Sexual assault
- Threats to the public welfare

If an incident involving a student has occurred, contact:

Dean of Students.....715/836-5992(w)

If none of the above is available, call the Office of University Police at 715/836-2222 during normal working hours or 715/839-4972 during weekends and holidays.

### CAMPUS CLOSURE

1. Recreational Sports activities will not be held whenever the campus is closed. Call the UW-Eau Claire Service Center at 715-836-INFO (4636) for current campus closure information.
2. If the campus should close while a Recreational Sports activity is in progress, the game shall be suspended immediately, and all players and coaches should be sent home.
3. Try to reschedule the event and contact the Competitive Sports Coordinator regarding the cancellation.

### FIELD CONDITIONS

It is the responsibility of the Club Sports Officers and Competitive Sports Supervisors to inspect playing fields prior to each practice and game. Inspections should include, but are not limited to, the condition of the playing surface, lighting, weather, and any other field issues that may affect the safety of the participants. In the case where an inspection yields an issue with the fields the Competitive Sports Coordinator should be notified immediately. In the event where weather may affect the safety of the participants and the ability to play the scheduled game or any time a field is deemed unplayable, a Recreation staff member may use their authority to cancel the game.

### ADDITIONAL EMERGENCY SITUATIONS

In case of emergency situations on the University Campus that are not covered in this procedure book, call the Competitive Sports staff, check the University of Wisconsin-Eau Claire webpage, your university e-mail account, or the University text messaging response system for information about how to appropriately respond.

### OTHER IMPORTANT NUMBERS

Any Emergency Situation	911
Eau Claire Police Department	715-839-4972

UWEC Police Department	715-836-2222
Ambulance Service	715-839-5012
Eau Claire Fire Department	715-836-5012
National Weather Service	952-361-6670
Wisconsin Road Conditions	511
Minnesota Road Conditions	511
Poison Control	800-222-1222
HSHS Sacred Heart Hospital	715-717-4121
Student Health Services	715-836-5360
Competitive Sports Office	715-836-3950
Recreation and Sport Operations Business Office	715-836-3377
Competitive Sports Coordinator	715-836-5732
McPhee Physical Education Center	715-836-2546

## Recreational Facilities

- **Hilltop Recreation Center**
  - 15 Garfield Avenue, Eau Claire, WI 54701
  - Upper Campus
  - Same building as upper campus dining hall
- **Bollinger Fields**
  - 990 West Hamilton Avenue, Eau Claire, WI 54701
  - South of Upper Campus
  - Near Eau Claire Soccer Park
- **McPhee Physical Education Center**
  - 509 University Drive, Eau Claire, WI 54701
  - Upper Campus
  - Across from CVTC
- **Ade Olson Addition**
  - 503 University Drive, Eau Claire, WI 54701
  - Upper Campus
  - Attached to McPhee
  - Across from CVTC
- **Simpson Field**
  - 503 University Drive, Eau Claire, WI 54701
  - Upper Campus
  - Behind McPhee/Olson
- **Hobbs Ice Arena**
  - 915 Menomonie Street, Eau Claire, WI 54701
  - East of Roadside Ice Cream and Diner
  - Near Chippewa River
- **Wagner's Lanes**
  - 2159 Brackett Avenue, Eau Claire, WI 54701
  - Also houses "The Complexx"

- East of UWEC

## FACILITY MAPS

### Bollinger Fields

#### Physical Address

990 West Hamilton Avenue, Eau Claire, WI 54701

- At the intersection of W MacArthur Ave and Stein Blvd

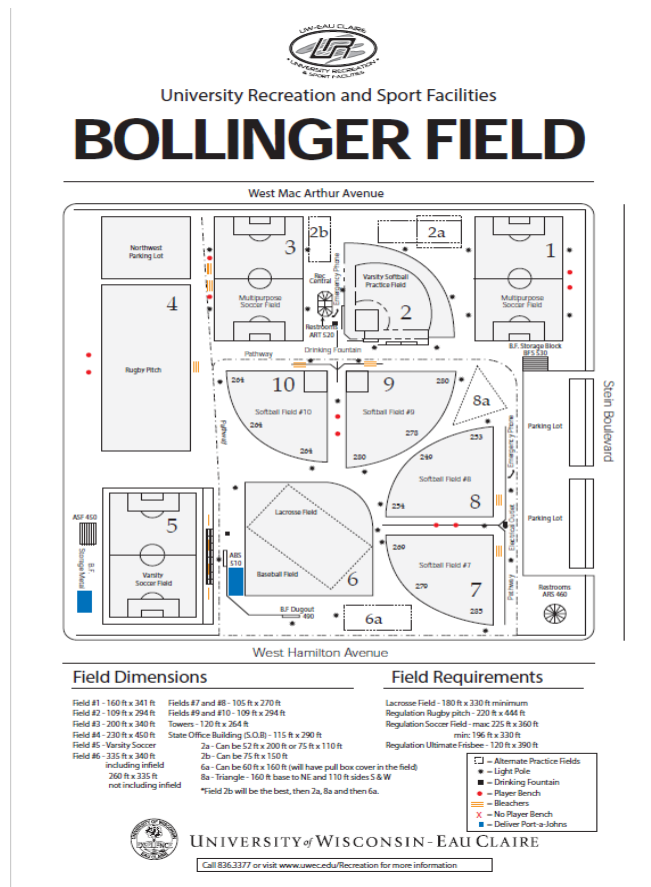
#### Safe Shelter Locations

- Vehicles (not safe during tornado)
- Restrooms or Storage
- Recreation and Sport Operations Center

#### Lights

Key use in Rec Central. If you need assistance, contact the Competitive Sports Coordinator.

#### Facility Diagram →



### Simpson Field

#### Physical Address

503 University Drive, Eau Claire, WI 54701

- Behind the McPhee Center off Clairemont

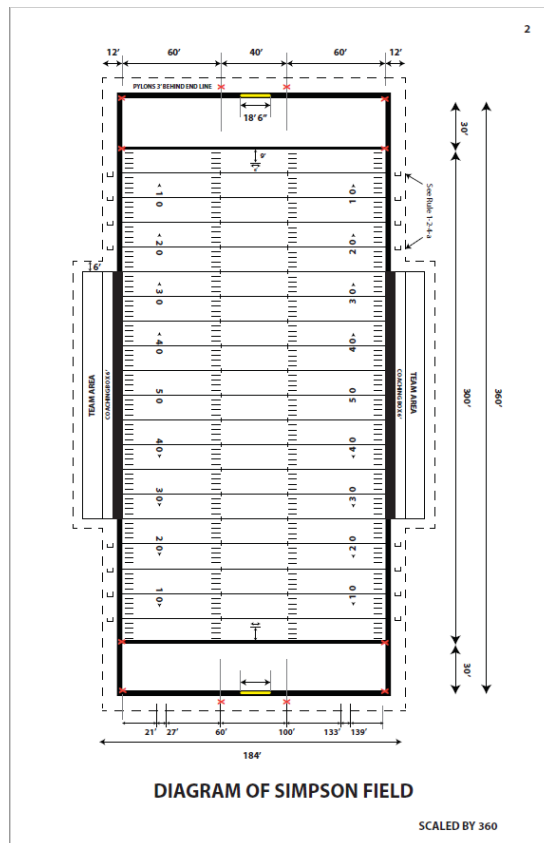
### Safe Shelter Locations

- Vehicles (not safe during tornado)
- McPhee/Olson Basement
- Low lying ditch

### Lights

Set automatically. If you need to turn them on or off, contact the Intramural Sports Coordinator

### Facility Diagram →



## FACILITY RESERVATIONS

It is in the best interest of the club to plan and submit recreation facility requests as soon as possible to ensure that space is available. Reservation deadlines for the Fall and Spring semester will occur near the beginning of the previous semester – February for Fall and September for Spring. If you turn in your reservation form after these dates you will lose priority in the scheduling process. Requests for Recreation facilities must be submitted through a Facility Reservation Request Form found online at [https://uweauclaire.qualtrics.com/jfe/form/SV\\_6soYo7P4JuiQfgv](https://uweauclaire.qualtrics.com/jfe/form/SV_6soYo7P4JuiQfgv). Club Sports may submit requests for

facility use to Tammy Brunschmid to support the following club related activities.

- Practice
- Competition (visiting teams, tournaments, etc.)
- Instruction/Coaching
- Club business meetings
- Display of promotional materials
- Special events

## **FACILITY RESERVATION REGULATIONS**

1. The scheduling of facilities will be subject to university and individual facility use policies. Clubs will be expected to comply with the rules and regulations established for the use of each facility by the University of Wisconsin-Eau Claire and/or its designated representatives.
2. The scheduling of games, matches, tournaments, etc. must be coordinated by the club the club president and the Competitive Sport Coordinator. For facility scheduling purposes, the Competitive Sports Coordinator must approve all on-campus schedules.
3. Each club must furnish the Competitive Sport Coordinator with a current schedule of practice and game dates, times, and locations or disciplinary measures will be enacted.
4. The use of facilities other than university property should be coordinated with the Competitive Sports Coordinator as needed
5. Priority of facility reservations will be given to those clubs in season and/or those with scheduled contests.

NOTE: Facility reservation prioritization is Kinesiology (first), Athletics (second), and Recreation and Sport Operations (third). All other reservations are on a first come, first served basis.

## **CLUB SPORTS INVENTORY**

Any club related items purchased with your allocated Club Sport funds remain the property of the Club Sport Program. Each club will be required to maintain a detailed inventory list of all purchases. This inventory list will be periodically reviewed by the Competitive Sport Coordinator. No items/equipment may be given to members, sold by the club, disposed of, etc. If an inventoried item is missing, the individual Club Sport will be required to reimburse the general Club Sport account for the cost of the missing item(s).

## **REC CENTRAL STORAGE**

Some clubs utilizing Bollinger Fields will be issued a storage space in Rec Central if needed. If more storage is required than what is available in one unit, some clubs may be asked to share storage areas. All storage areas must be kept clean and always organized. All storage areas must post an inventory list inside detailing what is being stored. The inventory list should also detail what equipment/supplies were purchased with Club Sport funds and what was purchased with individual or other club funds. The Competitive Sport Coordinator has the authority to do a random inventory check of all equipment/supplies in any storage area at any time.

## **REC CENTRAL KEYS**

Key authorizations will be completed for one club member of each respective club utilizing Bollinger



Fields. This key authorization is an agreement between Facilities Management and the respective key holder, and all key issues must be resolved between those two parties. Keys for the storage areas must be returned to the Competitive Sport Coordinator at the May meeting – unless special arrangements have been made.

## **Assumption of Risk**

All individuals who participate in Recreation and Sport Operations activities will be doing so at their own risk. The University of Wisconsin-Eau Claire and its Board of Trustees are not responsible for any injury that may occur to individuals participating in any Recreation and Sport Operations activity. Participation in any Recreation and Sport Operations activity is on a purely voluntary basis. Individuals are encouraged to have a physical examination and understand their health history.