

**CLUB SPORTS GUIDELINES AND INFORMATION
TABLE OF CONTENTS**

	Page
I. Administrative Organization	1
Nature and Purpose of Club Sports	1
Club Sports Staff	1
II. Club Sports Development	2
Steps for Club Sport Affiliation	2
Club Organization and Structure	3
Duties of Club Officers	3, 4
Club Advisors and Coaches	5
Club Meetings	5
Basic Parliamentary Procedure	6
III. Finance	7
Budget Philosophy	7
Budget Guidelines	7
Allocated and Checking Account Funds	8
Business Practices For Routine Expenditures	9
Payments To Officials	9
Travel Requests	10
Purchase Orders	11
Entry Fees	11
Deposit Requirements	12
Purchase Requisition Form	13,14
Special Travel Request Form	15,16
Summary	17
IV. Facilities and Equipment	18
Facilities and Special Events	18, 19
Scheduling of Activities/Events	19
Equipment Responsibility	20
Purchase of Equipment	20
Storage of Equipment	20
Inventory of Equipment	21
Utilization	21
Individual Responsibility	21

V. Departmental Policies/Procedures	22
Travel	22
Vehicle Reservation/Use	23
Excused Absences	24
Vehicle/Trip Request Form	25
Regulations for Operations of State Vehicles	26
University Driver Verification Form	27
Marketing - Publicity/Promotions	28
Fund Raising	29
VI. Risk Management	30
Risk Management	30
Liability Release and Assumption of Risk Form	31, 32
Accident Insurance Verification Form	33
Emergency Information Card Form	34, 35
Code of Conduct Form	36

THESE FORMS ARE AVAILABLE IN THE CLUB SPORTS OFFICE
CLUB SPORTS GUIDELINES AND INFORMATION
APPENDIXES (FORMS)

Request for Club Sport Affiliation Recognition	37
Equipment checkout Agreement	38
Deposit Record	39
Request for Funds	40, 41
Pre Game Contest Check List	42
Post Game Contest Check List	43
Special Event/Activity Report	44
Budget Request Work Sheet	45
Budget Request	46
Semester/Annual Report	47,48

ADMINISTRATIVE ORGANIZATION

NATURE AND PURPOSE OF CLUB SPORTS

The Club Sports Program is designed to promote and develop the interests and skills of individuals in different sports or recreational activities. The program provides competitive, instructional, and recreational activities for students, faculty, and staff. The program emphasizes student leadership in the development of a sense of community and provides fun and enjoyable activities. In addition, we strive to celebrate in the diversity of our participants allowing the club sports program to function as an out of classroom experience that is reflective of the multicultural environment in which we live, work and play. The club sport program embraces university policy stating that no person shall be discriminated against or refused membership based on age, gender, race, ethnicity, sexual orientation, religion, or political affiliation.

CLUB SPORTS PROGRAM STAFF

The Club Sports Staff is comprised of staff members of Campus Recreation and Wellness including the Club Sports Coordinator. They are the final authority on questions that might arise concerning schedules, contracts, equipment, facility usage, travel, disciplinary cases, etc. The staff is the governing hand of the Club Sports Program, yet retains the basic concept of student administration and self-governance. Campus Recreation and Wellness hires student staff to assist the Coordinator of Club Sports. Positions include graduate assistants, sports care attendants, and a club sport assistants.

CAMPUS RECREATION AND WELLNESS ADVISORY COUNCIL

The Campus Recreation and Wellness Advisory Council is a recommending body serving in an advisory capacity to the director and staff of Campus Recreation and Wellness. The composition of the Council provides for a Club Sports representative who will serve as a direct liaison between the Clubs Sports program and the Council. Opportunities exist for student leadership development by serving on any of the other committees under the auspices of the Advisory Council.

The Club Sports staff will rule on all disciplinary matters concerning the program. If a club wishes to appeal, the decision made by the staff the club must do so in writing within a two-week period of the decision.

CLUB SPORTS DEVELOPMENT

STEPS FOR CLUB SPORT AFFILIATION

In order for a group of students to become a Club Sport, affiliated with Campus Recreation and Wellness, certain procedures must be followed. These are listed below in the proper sequence.

1. Consult with the Club Sports staff concerning the proposed club to ensure that certain criteria are being met:
 - a. expression of student interest and student leadership
 - b. availability of facilities for practice and competition
 - c. availability of adequate competition within a reasonable geographical range (refer to page 20)
 - d. availability of funds to meet the financial needs of the club
 - e. availability of a coach/instructor/advisor
 - f. potential of the club to earn supplemental funds
 - g. capacity of club to meet needs not currently met elsewhere on campus
2. Complete a Club Sport Request for Affiliation Form and submit to Coordinator of Club Sports.
3. Prepare a Constitution and By-laws and submit a copy for approval to the Coordinator of Club Sports.
4. Upon completion of the above procedures the Coordinator for Club Sports will review the request with the Club Sports Staff and either approve or reject the request.
5. Publicize and announce the club formation throughout the ECU campus and conduct an organizational meeting.
6. Provide a roster of club members
7. Register as an ECU student organization with the Student Leadership Development Office.
8. A club could be required to have an advisor/coach if determined by the Club Sport Coordinator.

Following approval and affiliation the club becomes bound by the rules and regulations of Campus Recreation and Wellness, the Club Sports staff and East Carolina University. The club becomes eligible for Club Sports services, benefits, full rights, and privileges. The club may submit a budget for funds; request facilities, vehicles, travel, etc. Annual registration shall be required. Once certification is granted in an academic year, it will continue for the duration of that academic year including the summer session unless withdrawn by the university and/or Campus Recreation and Wellness.

CLUB ORGANIZATION AND STRUCTURE

The critical factor in any club sport is the emphasis on strong student leadership. The range and effectiveness of the club program depends on the officers and the participants themselves. Listed below are officer responsibilities. These responsibilities can be arranged in any fashion to reflect the duties of the president, vice president, secretary, or treasurer. A particular club may designate other titles for their officers, but the basic responsibilities covered below should be delegated to one or more officers. This listing should not be considered a complete listing of the responsibilities of the officers. Your club should feel free to cut and paste as well as add or detract responsibilities in an effort to make a list of responsibilities specific to your club's needs. In order to be recognized and operate as a club sport you must have a minimum of two to four officers.

Officer Responsibilities

1. Serve as liaison between the club and the Club Sports Staff.
2. Inform club officers and members of all information pertaining to the club.
3. Ensure that their respective club is complying with the rules and regulations of East Carolina University and Campus Recreation and Wellness.
4. Represent the organization at all Club Sport meetings. NOTE: the club president may designate representative from the active club roster in instances when the President is unable to attend.
5. Keep the following current in the Club Sports Office and in the club's files.
 - a. Current participant roster with names, addresses, and phone numbers
 - b. Release/waiver of liability, insurance verification, and emergency cards. (Participants that are involved in practices and/or games that are not registered on the official roster may result in a 5% penalty per instance from the clubs allocated funds)
 - c. Schedules of practice and meeting dates, times and places.
 - d. Copy of club constitution
6. Submit the semester report to Club Sport Staff prior to the established deadline summarizing club activities for each semester.
 - a. Number of members
 - b. Fund raising projects - when, where, number of club members involved, amount raised
 - c. Expenditures
Allocated funds
Checking Account funds
 - d. Prepare orders for new equipment by presenting all necessary information such as model number, size, color, company ordering from and addresses.
7. Prepare the budget report and submit it to the Club Sports Staff at the end of each semester (fall and spring).
8. Know the rules and regulations governing the finances of club sports and student organizations.
9. Meet financial obligations incurred by the club and know the financial status of the club.
10. Ensure that the proper forms are initiated and approval is granted by the Coordinator of Club Sports prior to obligating the club to any expenditure.
11. Keep current financial records.
12. Document all expenditures with the use of receipts.
13. Make sure all club money is used properly according to university and Campus Recreation and Wellness guidelines.
14. Initiate and ensure that club members assume responsibilities for generating funds.
15. Use proper forms when requesting student fee money.
16. Make sure that all members have paid dues, if required.

17. Initiate requests for additional club funding when applicable
18. Attend the treasurer's workshop at designated times.

19. Make arrangements relative to the club's competitive schedule:
 - a. Be responsible for the team schedule, with appropriate approval by the Club Sports Staff.
 - b. Arrange for practice and game facilities.
 - c. Arrange for lodging and food as necessary.
 - d. Secure game officials and initiate forms to insure payment
 - e. Report results of competition on and off campus
20. Arrange transportation for club members when activities are held off campus. All arrangements must be cleared through the Club Sports Staff.
21. Prepare appropriate publicity material for distribution to Campus Recreation and Wellness and to the news media on and off campus.
22. Take appropriate action to obtain a club advisor and/or coach who have a sincere interest in the sport and the participants.
23. Complete Accident/Injury Forms for any accident requiring some form of medical attention and that occurs during on or off campus practice, competition, recreation or instruction. These reports should be submitted to the Club Sports Staff immediately following the accident or injury and no later than the day after the club returns from an away trip/competition.
24. Make sure that the club's mailbox is checked twice a week for mail and items relating to the club.
25. Know what services Campus Recreation and Wellness does and does not offer the clubs in the form of office supplies and paper, copying, typing, telephone services, etc.
26. Hold elections of officers as stipulated in the club constitution.
27. Record the minutes of each club meeting and submit a copy to the Club Sports Staff.
28. Maintain record of attendance at meetings and practices.
29. Inform the incoming president of the routines and guidelines for club operation.
30. It is recommended that clubs have a minimum of two active members certified in CPR/FA/BBP. It is desired that members identified (can be more than two) be active in practices and during games whether home or away. Copies of certifications will be requested by the club sport office.

ADVISOR

The advisor is an important aspect of the Club Sport Program. Acting in an advisory capacity, this person will be responsible for providing direction, guidance and expertise in leadership of the club. The advisor should be interested in the perpetuation of the club and should be experienced in the activities of the club. A good advisor will provide continuity in a club's program by bridging the gap in student turnover from year to year without usurping the authority of student leadership. The advisor is most helpful when using mature judgment and experience to assist in refining the club's programs, plans and discussions to the point where they can be effective and realistic and reflect favorably on the university while helping the club reach its full potential. It is expected that the advisor be able to foresee problems and circumvent those problems so as not to detrimentally affect the club or the university. The selection of an advisor by a club sport should be done with great consideration. Some clubs due their contact nature may be required to have a advisor at all practices and events.

COACH

The coach of a club sport must be a person the club membership desires to direct its training program and must possess knowledge of the sport as well as exhibit leadership ability. The coach may be a student, faculty or staff member of the university or may be from outside the university. If, however, the coach is to participate in practices or in contests he/she must be a member of the university community.

As a coach this person should refrain from other areas of club management and should restrict contributions to the skills and knowledge in the area of coaching. Within that area the coach must work with all participating members. The coach should coordinate all practices and be present at practices and games. One of the most important responsibilities of the coach is to insure good sportsmanship on and off the field.

MEETINGS

Each club sport should follow the basic guidelines, in regard to type and number of meetings, as described in the following:

1. There should be a minimum of two business meetings per semester and these should be open to club members to discuss the pertinent financial status and direction of the club.
2. The club advisor should be present at all meetings.
3. Club officers should be present at all club meetings.
4. The club secretary should furnish a copy of the minutes of all meetings held by the club to the Club Sports Staff within three days following the meeting.

BASIC PARLIAMENTARY PROCEDURE

Model Agenda

1. Opening
2. Roll Call
3. Minutes
4. Officer Reports
5. Committee Reports
6. Old Business
7. New Business
8. Announcements
9. Closing

To Make a Motion

1. Obtain the floor
2. Identify yourself
3. State motion: Say, "I move..."
4. President asks for a second
5. President restates a motion
6. Debate: direct comments to president
7. Vote

The information provided above gives you an idea as to how to run a meeting on a formal basis. At a minimum, this provides some structure to your meetings as an aid in making sure your business meetings are not lengthy gripe sessions. Following this procedure will aid in establishing meetings as a time to deal with business items, separate and away from playing the sport.

The Club Sport staff is willing to meet with you individually or as a group in an effort to provide you with more information on how to identify needs, prioritize needs, develop agendas, schedule and run meetings, deal effectively with other officers and/or team leaders and deal with club members in general. Please feel free to contact the Club Sport Staff if you desire more information or wish to schedule a leadership development workshop or activity.

FINANCE

BUDGET PHILOSOPHY

The Department of Campus Recreation and Wellness provides **partial** funding for the Club Sports Program. Other avenues for club funding can include fund raising activities, donations and the Student Government Association. The Student Government Association is an avenue for funding unanticipated or emergency expenses only. SGA expense requests can include post season activities such as national tournaments. The Club Sports Coordinator must approve all initial requests for funds.

Funding for the Club Sports Program consists of **allocated funds and checking account funds**.

Part of the responsibility of the **Coordinator of Club Sports and the Club Sports Staff is to regulate the generation and expenditure of club funds with a degree of financial accountability**. The Staff is responsible for ensuring wise and prudent judgment in the acquisition and disposition of club funds, thus aiding in effective administration. While the process may differ in the handling of allocated and checking account funds, the philosophy in the expenditure of these funds will remain the same.

BUDGET GUIDELINES

1. Allocated funds represent those funds provided by the Department of Campus Recreation and Wellness.
2. Checking Account funds represent all other funds raised by a club including dues/memberships and funds derived from fund raising activities and donations.
3. All club expenditures for allocated and/or checking account funds must be approved by the Club Sport Staff prior to a commitment being given to any individual, business, or vendor. Checks, or purchase orders must be written prior to making a commitment to a vendor and travel forms must be approved prior to making arrangements to travel in order to receive any reimbursements.
4. No off campus accounts are allowed for any Club Sport.
5. All checking account funds will be deposited in the Club Sport Office. Checks may be drawn on these individual accounts at the request of the club officers. **The use of checking account funds may require up to 48 hours of notice. Requests submitted on Fridays may take up to four days.**
6. Allocated funds may be utilized in several forms, at the request of the club Treasurer and one other officer.
 - a. Purchase Orders/Pro Card Purchases
 - b. Reimbursement for expenditures. **The use of allocated funds may require approximately two weeks of notice.**
7. Requests for expenditures of allocated and checking account funds with regard to purchase of supplies, equipment, materials and contract services will be routinely approved, providing the purchases and procedures comply with state and university policies and law and funding is available.
8. Allocated and/or checking account funds can be utilized for the following:
 - a. Travel expenses such as lodging
 - b. Transportation (fuel, vehicle rentals)
 - c. Contracted Services (officials, judges, etc.)
 - d. Equipment/Supplies
 - e. Repairs/Maintenance for equipment/vehicles
 - f. Dues/Fees (club membership, tournament registration)
 - g. Miscellaneous

ALLOCATED FUNDS

Budget allocations will be completed on a semester basis. Each club is required to submit a budget request for the following semester prior to the last scheduled club sports meeting of the current semester. Department funds will be allocated to each club based upon these requests, as well as several other factors as determined by the Club Sports Staff.

1. Each club is required to generate forty percent (40%) of their declared needs as indicated in the budget request. The Department will strive to provide up to sixty percent (60%) of the club's legitimate anticipated needs as determined by the Club Sports Coordinator.
2. If a club does not need to utilize their total allocated budget, the club will be required to generate forty percent (40%) of the amount of allocated funds they spend in order to be eligible for the initial amount requested or more during the following semester.
3. All groups must have completed the club sport affiliation process prior to receiving any allocated funds.
4. The maximum first semester/year allocation for any eligible club will be \$500.00
5. Allocated funds are granted each year based on several factors including:
 - a. The number of years a club has been in existence
 - b. The number of active club members
 - c. The relative cost of a sport when looking at such factors, as travel needs, equipment needs, etc.
 - d. The length of the competitive season
 - e. The demonstrated self-reliance of a club and their growth and stability over a number of years
6. Additional funding can be petitioned for sectional, regional, and national competition.

Procedures for Utilizing Allocated Funds

1. The Club Treasurer and one other officer must sign all requests for funds.
2. Official estimates and recommended vendors are supplied along with a description of the intended purchase. In the case of travel arrangements, a complete Travel Request form and accompanying information is required. Federal ID's are required for all vendors.
3. A purchase order is requested (**could take 2-4 weeks, longer for some equipment orders**) or a check is issued (**could take 2-4 weeks, longer for some equipment**). Proper authorization and documentation of purchases are always required.
4. The university pro card may be used for approved purchases.
5. Receipts will be required for reimbursements.
6. Quotes will be required for purchases.

CHECKING ACCOUNT FUNDS

1. The Club Treasurer and one other officer must sign all requests for funds.
2. Official estimates or recommended vendors are supplied along with a description of the intended purchase.
3. A check cannot be made out to the officer requesting the funds.
4. A check is drawn on the club account upon approval of the club sports staff for the requested amount.
5. Checks must be made out to the vendor/person at the time the check is requested.
7. Two approved Campus Recreation and Wellness staff members must sign the check.
8. Proper authorization and receipts are required for all reimbursements and purchases.
9. All checks must be picked up during office hours.
9. This process may take **up to 4 days**.

Business Practices for Routine Purchases and Expenditures

Business Procedures: Payment of Officials And Other Non-University Employees (Contract Services)

1. Students that serve, as officials for Club Sports, Intramural Sports etc. must be paid on the normal student payroll, which is submitted bi-monthly. **This payroll will be drawn on the club's allocated account.** These students must complete the following information that must be processed before the individual can work for the Department and be turned in to the department payroll clerk.
 - a. NC State and Federal Withholding Forms
 - b. I-9 form which requires a photo copy of a current drivers license and social security card or other proof of citizenship (Picture must be visible and information on document must be legible)
 - c. Copy of class schedule

Payrolls are submitted twice a month. Checks for these time periods will be distributed on the 15th and the last day of the month and can be picked up at the Main Office-128 Student Recreation Center. You must present a picture ID to pick up your check.

2. **Non-university employees can be paid out of the allocated account by utilizing the Payment Request Form for Contractual Services (this information directly applies to payments for non-student officials).** Officials will be required to complete this form on the day they provide services. This payment request form requires the provision of such information as the official's name, social security number, address, phone number, current employer (we must know whether the official is a student employee or if they are employed at a state agency), signature etc. This form will be processed through the University's Accounts Payable Office and a check will be issued directly to the official. **Accounts Payable will mail the check to the official within approximately ten days following receipt of the Payment Request Form. Officials will not receive payment on game day utilizing this process.** It is recommended that the clubs coordinate this process with the officials/officials scheduling organization in an effort to let the officials know in advance not to expect a check on game day. A copy of this form is attached.
3. **Clubs can utilize their checking accounts to pay officials.** These checks can be issued on Thursdays or Fridays prior to game day. The Department will need to know the name of the official(s) and the amount of each check. **There is no way to reimburse the club's checking account with allocated funds to compensate for this payment.**

Business Procedures: Payment of Hotel/Motel Accommodations and Entry Fees

1. Purchase Order- hard copy (paper) agreement between the university and the vendor guaranteeing the university's responsibility for products or services in strict agreement with the terms printed on the purchase order. Purchase orders must be initiated a minimum of two weeks in advance of need. **Goods/services cannot be ordered or received prior to the issue of a purchase order if the purchase order is the intended method of payment.**

2. Travel Request- a complete Travel Request consists of the Travel Request form, a roster indicating who will be traveling and a professionally prepared advertisement/flyer or official e-mail showing where, when, cost, and other information relative to the activity, and a signed travel request form. This packet must be acknowledged and approved by the Assistant Director of Club Sports and the Associate Director of Business before travel is allowed. The packet must be initiated a minimum of two weeks in advance. When a purchase order is utilized as payment for rooms, only one Travel Request and accompanying documentation will be required for multiple rooms. When students are being reimbursed, each person being reimbursed must submit a Travel Request packet including the individual's banner ID.

3. Reimbursement travel of gas receipts for use of private vehicles from allocated funds:
 - a. Clubs must have prior approval if department travel vans are not available and the club has approved drivers that allow them to reserve departmental travel vans.
 - b. Complete a travel request in advance for each individual that plans to be reimbursed.
 - c. Reimbursement for gas should be done immediately upon the club's return from competition.
 - d. A detailed gas receipt needs to be submitted which shows the total price, total gallons pumped and the price per gallon.
 - e. No additional items should be submitted with the gas receipt. If additional items appear on the receipt the individual will not be eligible for reimbursement.

Obtaining Purchase Orders

Purchase orders are the preferred payment method for hotel/motel accommodations. Students are encouraged to contact the hotel/motel of their choice (based on location and cost) and to get the following information:

1. Will the vendor accept a purchase order from the university? (Hint: ask for Sales/Business Manager)
1. What are the room rate, tax rate and total cost of each individual room?
2. What is the total cost for the requested number of rooms for the nights needed?
3. What is the confirmation number for the requested rooms?
4. What is the business name, address, fax number and phone number of the hotel?
5. Who are you talking with? Get the first and last name of the contact person to list on the purchase order.
6. What is the federal ID# for the hotel?

Entry Fees

Entry fees can be paid in advance via check or procard or following participation by using the Direct Payment process, which allows checks to be sent directly to the tournament director or organization. This eliminates the need for a purchase order.

For entry fee payments in advance you must submit:

1. Tournament flyer with all information i.e. where, when, cost, etc.
2. List of participants and social security numbers (roster)
3. University requisition form and request for funds form
4. Special travel request form

For entry fee payments following participation, you must:

1. Get approval by the tournament director prior to the event. You must coordinate this with the Club Sport coordinator.
2. Receive an invoice which includes:
 - The person's/organization's full name
 - Social security number on tax ID number
 - Address and phone number
 - Copy of tournament flyer with complete information i.e. when, where, entry fee cost and what is included in the cost

Whether you request a payment in advance or submit an invoice for payment after the event, you must remember it will take two weeks to have the check sent to the tournament director.

Financial Training/Deposit Requirements:

1. At the beginning of each year or as a new club begins, a receipt book will be provided to each treasurer.
2. An individual receipt must be completed for all money received ie, dues, shirt sales, etc. In the case of a fundraiser such as a car wash, write one receipt for the total amount collected during the event.
3. When a receipt book is completed, the treasurer must return the completed book to the CRW main office and check out a new receipt book.
4. The yellow deposit/check request form will need to be completed with the receipt numbers recorded on the form. This form will be signed by the Treasurer and brought to the Campus Recreation and Wellness Office along with the funds for deposit. Receipt books must be submitted at the time of deposit.
5. When collecting dues, the Treasurer should list the members' names and amounts paid on the yellow deposit form.
6. Please note that you could be required to present the receipt books for audit by University staff at any time.
7. Do not hold checks or cash. All funds should be deposited with CRW immediately upon receipt or by the next working day.
8. When receiving a check, the Treasurer should examine it to ensure that it was written correctly and completely.
9. Checks should be made payable to Campus Recreation and Wellness.
10. Any checks returned for insufficient funds will be charged back to the club that deposited it. CRW will work with the Treasurer to collect the funds.
11. The Treasurer is responsible for reviewing the club's ledger, which is provided each month in order to report any discrepancies. Current balances should always be recorded on the forms when requesting funds or making a deposit.
12. If the club will be inactive during the summer, the Treasurer will need to turn the receipt book back in to CRW so that the records can be retained and passed to the Treasurer in the fall.

VENDOR #

REQUISITION # _____

DATE ENTERED INTO APS _____

For Office Use Only. Please Do Not Write Above This Line.

**CAMPUS RECREATION & WELLNESS
REQUISITION FOR FUNDS**

Budget Account _____
 Requested by _____
 Program Area _____
 Vendor _____

Date Submitted _____
 Date Needed _____
 Purchase Order _____
 Direct Payment _____
 Pro Card _____

Item #	Quantity	Unit	Comm. Number	Description	Unit Price	Total Price
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12				total		0

COMMENTS:

APPROVED BY _____

* PLEASE NOTE: Emergencies are defined as "situations which endanger lives, property, or the continuation of vital programs and require immediate, on-the-spot purchases of equipment, materials, supplies or services." (per ECU Purchasing Department)

SECTION THREE: DETAILED EXPENSE INFORMATION									
mm/dd/yy	Travel (Show each city visited)		Transportation			Subsistence			Other
Day	From	To	Mode	Priv Car Miles	Amount	Type	Amount	Daily Totals	Explanation
			Priv		\$ -	B	\$ -	\$ -	
			Air	-----		L			
			Other	-----		D			
			Rental	-----		H	\$ -		
							*		
			Priv		\$ -	B		\$ -	
			Air	-----		L			
			Other	-----		D			
			Rental	-----		H			
							*		
			Priv		\$ -	B		\$ -	
			Air	-----		L			
			Other	-----		D			
			Rental	-----		H			
							*		
Totals from Pages 2 & 3					\$ -			\$ -	
					\$ -			\$ -	*Total
		Prepared By			Date			Phone Number	
TAX DISCLOSURE (OPTIONAL): On the next line, list the description and total for items that were incurred on th be reimbursed by travel.									
Description:									**Total

Let's Sum It Up

Accommodations/Entry Fees (Assuming the vendor will accept a purchase order)

1. Get necessary information
2. Complete a purchase requisition (request for a purchase order)
3. Complete a request for funds form
4. Complete a Travel Request
5. Attach a anticipated travel roster
6. Attach a professionally prepared tournament flyer
7. Travel and play and have fun and win
8. Bring back an invoice for the room use
9. Remember that you can not add rooms or services to a purchase order once it has been issued

FACILITIES AND EQUIPMENT

FACILITIES

During the course of the academic year, a club sport will find it necessary to make use of the facilities and/or playing fields at East Carolina University. These areas fall into the following categories of administration; those controlled by the Campus Recreation and Wellness, those controlled by the other departments of the university and those controlled by outside agencies. A procedure for reserving facilities and areas is essential in maintaining an efficient reservation system on campus. Clubs not following the reservation system or using facilities or areas without the proper clearance will be subject to disciplinary action. The following guidelines will assist the clubs in their efforts to secure facilities and/or areas for practice, instruction, exhibitions, game/tournament competition, and special events:

Request of Facilities

1. Facilities of Campus Recreation and Wellness may be reserved for the following club activities:
 - Game/Tournament Competition
 - Practice
 - Instructions/coaching
 - Exhibitions
 - Meetings
 - Special Events
 - Display of promotional material
2. Facility usage on a regular basis, practices, meetings, instruction and competitive schedules, must be reserved on a semester basis. Requests must be submitted in writing (email) to the Club Sports Coordinator as soon as possible.
3. Request for facilities and areas not directly controlled by Campus Recreation and Wellness are to be made in writing to the Club Sports Coordinator who will forward the request to the appropriate university department.
4. Clubs requiring special facilities off-campus must make arrangements at their own expense and the Club Sports Staff must approve the arrangement.
5. Club Sport participants, guests and guest teams are required to follow all rules and regulations regarding facility use. The abuse of these rules and regulations will subject the club to disciplinary action.

SPECIAL EVENTS

All activities including competitive games, scheduled practices, socials, parties etc. that are planned/scheduled in the name of the club reflect on the status of the club. If a club plans or participates in a function that directly corresponds with the main purpose of that club, that activity will be considered a function of the club. With regard to social situations, if a club plans or participates in a function whereby the club membership primarily or largely serves as the invitees, attendees, participants etc., that activity will be considered a function of the club. Individual team members will be held accountable for their actions at all club functions. In addition, the club/team may be held responsible for the actions of individuals at such club functions. Use and/or abuse of alcohol/drugs or other irresponsible behavior can adversely affect the status of the team when these lapses in judgment are foreseeable and preventable by officers or other members of the team or when the team condones such actions. In addition, the Campus Recreation and Wellness expects all problems that develop during club functions to be reported immediately.

1. When requesting a facility reservation for a special event(s) (tournament, fundraiser, etc.) the Club Sports Staff must be notified in writing a minimum of four (4) weeks in advance of the event. Limited facilities and high demand results in few open dates. The Staff must be given the type of event, dates, times, facility requested, special equipment and help needed, and other information pertinent to the event.
2. The staff will coordinate the request internally with the appropriate personnel, in the case of facilities controlled by Campus Recreation and Wellness and with the proper department in the case of other university controlled facilities.
3. A minimum of seven (7) days prior to the event club officers must meet with the Club Sports Staff to review responsibilities and duties while using the facility. The special event/activity will be canceled if the sponsoring club fails to arrange and/or attend this important meeting. It is anticipated that all last minute arrangements or requests will be discussed at this meeting and that no changes will be made in the event after this meeting without the consent of the Club Sports staff.

SCHEDULING OF COMPETITION, SPECIAL EVENTS, TOURNAMENTS, AND EXHIBITIONS

Club officers should administer the scheduling of club sport activities with input from members and advisors. The Club Sports Staff must approve all activities before they are considered binding. Coordinating the schedule is the responsibility of each club due to the clubs knowledge of competition within the area, tournament availability, the season of the particular sport and the rules and regulations of the governing body of the sport. The following procedures must be adhered to in the scheduling of all ECU club sport activities:

1. Schedules must be submitted to the Club Sports Staff well in advance of the first game date. A minimum of 2-3 weeks is requested.
2. Events/activities must be conducted only on school facilities or facilities sanctioned by the Club Sports Staff.
3. Home events must not conflict with other ECU events previously scheduled such as varsity athletics, concerts, etc.
4. Schedule as many Home events as possible.
5. Schedule Away events near home as possible and schedule within the State when possible.
6. Schedule events on weekends when possible.
7. Schedule collegiate clubs primarily and teams with comparable ability at all times.
8. Competition should be against clubs or teams with the same basic eligibility requirements as ECU.
9. Club travel for competitions should be within 450 miles one way from Greenville, NC. The Club Sport Coordinator must approve exceptions.

EQUIPMENT RESPONSIBILITY

The responsibility for the purchase and maintenance of the equipment for a specific sport lies with the club. Individual members of the club must purchase personal equipment. The following guidelines must be adhered to in relation to club sport equipment.

PURCHASE

1. All equipment purchased with **allocated** funds becomes the property of East Carolina University and the Department of Campus Recreation and Wellness. This equipment is subject to inspection at any time by authorities of the university.
2. The Club Sports Coordinator and the Coordinator of Equipment will assist clubs in the purchase of equipment; however, the individual clubs must initiate purchases.
3. Approved equipment expenditures will be charged to the clubs allocated budget.
4. Equipment that is purchased with **checking account** funds belong to the club and can be used accordingly; however, the equipment will be considered and treated as property of the Club Sport Program. The equipment will remain in club storage when not in use and will be treated as university equipment in so far as inventory, control and use. The purchase of equipment should be initiated as far in advance of the date needed as possible and should be initiated at the beginning of the school year. A period of at least six weeks should be allowed for the total purchase process.
5. Purchase Procedure
 - a. Submit purchase request form to a member of the Club Sports Staff for approval.
 - b. Upon approval, the form will be forwarded to the Associate Director of Business for approval. The Assistant Director of club sports will order the equipment by procard or submit a requisition for a purchase order.
 - c. Upon arrival of the equipment, funds will be deducted from the club's allocated budget and equipment will be stored and checked out by the Club Sports Staff. When using checking account funds to purchase equipment, either a check will be sent with the purchase request or a check will be issued once the equipment is received and an invoice presented.

STORAGE

1. Each club sport is responsible for all equipment purchased by that club and for any equipment assigned to the club.
2. All equipment purchased with allocated funds or checking account funds must be stored on campus when not being utilized by the individual clubs.
3. Equipment will be issued to the clubs on a short term or semester checkout basis from the Club Sports staff.

4. Clubs, such as Martial Arts, who use the equipment daily, will be issued storage space when/where available.

INVENTORY

1. Each club must maintain all equipment and supplies in accordance with the rules and regulations of East Carolina University and the Department of Campus Recreation and Wellness.
2. Each club is responsible for returning a signed copy of their club's current inventory listing provided by the main office at the beginning of each semester and at the request of the Club Sports staff. The inventory list should have an explanation for any missing inventory and a listing of any new inventory.
3. It is recommended that each club have an Equipment Manager responsible for checkout, maintenance, inventory, and return of all club equipment.
4. All equipment that is purchased by a club must be shipped to the CRW main office and marked and put in inventory. Any equipment that has been damaged or will no longer be used should be returned to CRW. The equipment cannot be thrown away and should be surplus by CRW.
5. Each club must return to the office of Club Sports all equipment purchased.

UTILIZATION

1. Any equipment purchased with club funds, allocated or checking account, can be utilized by any club member.
2. Equipment must be used only for official club related activities.
3. Equipment must be stored and used on campus unless other uses (tournaments, games, etc.) are approved by the Club Sports Coordinator.

INDIVIDUAL'S RESPONSIBILITY

Individuals will be responsible for all equipment directly checked out to them. Records will be tagged in the event of equipment not being returned in a timely fashion or if equipment is lost, stolen or damaged.

DEPARTMENTAL POLICIES/PROCEDURES/TRAVEL

Travel by club sports participants is governed by the State of North Carolina as well as by additional rules and regulations established by East Carolina University and the Department of Campus Recreation and Wellness. The procedure in requesting permission to travel and the processing of forms to grant travel can be lengthy. A club interested in out-of-town travel must initiate travel request forms at least two weeks in advance. (Some request(s) require 4 weeks) The travel request forms provide the Department with information relative to the purpose of the trip, destination, as well as dates and times of departure and return. Additional information includes certified drivers, mode of transportation, housing information, phone numbers, and the team members that will be traveling. It is imperative that this information be presented to the Club Sports staff well in advance of the intended trip.

The following guidelines will aid in making travel arrangements: The laws of the State of North Carolina as well as additional rules and regulations established by East Carolina University and Campus Recreation and Wellness govern travel.

1. Each club is responsible for initiating a request for travel permission.
2. All travel requests and related requests must be filled out completely and signed by an officer of the club.
3. Necessary forms must be completed and submitted to the Coordinator of Club Sports at least ten working days prior to the scheduled date of the trip when requesting allocated funds. This deadline will work to the club's advantage by providing adequate time to coordinate vehicle reservations and other travel arrangements.
4. Each club will be responsible for the cost of all travel.
5. The department will not support overnight travel time of one hour and a half or less from Greenville. In the event a tournament requires a team to play early where a club would have to leave Greenville at an undesirable time the club coordinator may approve overnight accommodations.
6. Clubs will be allowed to travel a maximum distance of 450 miles from Greenville, NC. This travel radius will apply to all clubs including those maintaining a recreational, competitive, and/or instructional focus. Exceptions to this policy may be granted to those clubs competing in a recognized conference where games are predetermined by the conference administration and to clubs earning the right to compete in sectional, regional, or national tournaments through seasonal play. In addition, recreational or instructional-based clubs will be eligible to request an exemption to this policy that may result in approval to travel outside of the 450-mile radius once per year. All travel in excess of the 450-mile radius will be reviewed by the club sport director in consultation with the club sport staff including the Club Sports Director, Assistant Vice Chancellor for Campus Recreation and Wellness, Associate Director for Facilities and Clubs and the Club Sports Graduate Assistants. Requests to travel outside of the 450-mile radius must be submitted well in advance with the knowledge that CR&W will not provide support for air travel or travel outside the continental United States. No travel will be allowed between midnight and 5:00 pm and all clubs are required to be back on campus by midnight of any travel day.
7. The team, as well as the individual, is responsible for the actions of individuals during officially sanctioned travel. Individual lapses in judgment can adversely affect the status of the team when these lapses in judgment are foreseeable and preventable by officers or other members of the team or when the team condones such lapses in judgment.
8. No smoking is allowed in departmentally owned vehicles.
9. The use of cell phones is prohibited by the driver in departmentally owned vehicles.
10. Seat belts are required to be worn by all individuals traveling in departmentally owned vehicles.
11. In regard to travel, clubs must be back on university property by midnight of any travel day. No travel allowed between midnight and 5:00 am.

12. Clubs are required to have three approved drivers when traveling in a departmentally owned vehicle.

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VEHICLE RESERVATION AND USE

Transportation will be the sole responsibility of the respective club. Clubs depending upon availability may use university vehicles. Proper travel and vehicle request forms must be submitted in advance to secure a vehicle. The following outlines the procedure for obtaining a university vehicle:

1. Drivers must be verified prior to making vehicle requests. This requires the driver's signature and a background check regarding his/her license. This process may take several days. Plan! Forms are available from the Club Sports Office.
2. Vehicle keys and other items will be obtained from the Club Sports staff one day prior to leaving. It is preferred that the petitioning club makes an appointment to pick up the van packets.
3. The vehicle will be ready for use and will be located in a designated area.
4. Upon returning the vehicle, the following must be done:
 - a. Interior cleaned so as to be in excellent condition.
 - b. Parked in the designated area.
 - c. Keys and other items returned to Club Sports staff.
 - d. Report any accidents, vehicular problems or items that need attention.
 - e. Vehicles must be returned with a ¼ tank of gas.
 - f. The staff will determine the condition of the vehicles. Repairs that are not the result of "normal wear and tear" will be the responsibility of the club/organization.
5. Club Sport drivers will be required to have a three year driving history before being allowed to drive 15 passenger vans or other vehicles owned by Campus Recreation and Wellness. Drivers will be required to participate in a driving workshop conducted by the club sport staff. Drivers will be given the opportunity at their request to participate in a road practical involving driving a 15 passenger van.
6. Approved drivers must attend a driving workshop conducted by the club sport staff once a year (academic year) to be eligible to drive a 15passenger van.

EXCUSED ABSENCES

University policy allows each instructor to determine the class attendance policy for each of his or hers courses. This policy, along with other course requirements, will be presented to the class, preferably in writing, at the beginning of the term. Students are encouraged to work directly with their instructors to arrange for periodic class absences due to club sport related activities. The Assistant Director of club sports may assist in dealing directly with the instructor by providing a letter of support/explanation signed by the Assistant Director on behalf of the department and the individual. This letter has proven valuable in guaranteeing to the instructor that the activity is an officially sanctioned university function and indeed a required function relating to the intent and purpose of the club.

The possibility exists for obtaining an officially approved university excused absence. Arrangements for university excused absences are made through the Office of the Ombudsman. Instructors are expected to recognize and honor university excused absences. Instructors may require that students provide reasonable advanced notice of a university excused absence when possible. If required by the instructor, verification of a university excused absence may be obtained by the student contacting the office of the Ombudsman.

University excused absences may be authorized by the office of the Ombudsman for activities as follows:

1. Participation in authorized university activities as an official representative of the university. (i.e. sporting events, delegate to regional or national meetings or conferences, participation in a necessary travel to and from university sponsored performance.
2. Participation in activities directly related to university course work and part of the course requirements.
3. Participation in other activities deemed by the Office of the Ombudsman to meet the spirit of these requirements furthering the mission and enhancing the reputation of East Carolina University.

Except as provided above, request for a university excused absence should be submitted to the Office of the Ombudsman at least a week prior to the scheduled absence. Request submitted after the fact will be disapproved unless circumstances made prior approval impossible or unreasonable.

All request for officially sanctioned university excused absences (do not confuse with request made directly to an instructor) related to club sport activities must be routed through the club sports office of Campus Recreation and Wellness. After reviewing the request the Assistant Director of Club Sports may provide a letter of request asking for an official university excused absence or a letter of support/explanation directed to the Office of the Ombudsman to be reviewed and determined as per university policy.

The East Carolina University class attendance policy can be found at http://www.ecu.edu/athletics_studev/attendance.htm

Campus Recreation and Wellness
Regulations for Operation of State-Owned Vehicles

1. State owned vehicles are to be used for officially sanctioned university travel only such as travel to and from competition or exhibition sites.
2. At the destination, state-owned vehicles may be used for travel to obtain meals. Vehicles may not be used for personal purposes or entertainment.
3. A student, faculty or staff member of the university must operate state-owned vehicles. The Club Sport office in accordance with university policy must approve ALL DRIVERS. All drivers must submit to a license check.
4. Hitchhikers are not permitted to ride in state-owned vehicles. Wives or husbands of full-time state employees may accompany their spouse in state cars. Children of state employees are not allowed as passengers in state-owned vehicles. Non-club members are not permitted to ride in state-owned vehicles unless the appropriate staff member has given approval. Pets are not permitted.
5. Alcoholic beverages and/or drugs may not be consumed nor transported in a state-owned vehicle. Individuals/organizations that violate this regulation will have their cases reviewed by the department. Individual cases may be forwarded to the Student Government Association's Judicial System as well. Smoking is not allowed on departmentally owned vans.
6. Fines imposed for the violation of any motor vehicle law, which was under the control of the driver, shall be the responsibility of the driver. Towing charges as a result of a violation are the responsibility of the driver.
7. Seat Belts are required to be worn by all individuals traveling in departmentally owned vehicles. The use of cell phones is prohibited by the driver.
8. Drivers may drive a three-hour shift and must take a two-hour break between driving shifts.
9. All accidents must be reported in compliance with all local and state ordinances. In addition, all accidents must be reported to the appropriate personnel in Campus Recreation and Wellness within 24 hours following the accident.
10. Payments for emergency repairs may not exceed \$250. Campus Recreation and Wellness prior to the repairs being done, must approve payments for emergency repairs in excess of \$250.
11. Repairs to state-owned vehicles that are not the result of normal "wear and tear" will be the responsibility of the club/organization utilizing the vehicle. The Club Sports Staff or Coordinator of Facilities and Equipment will make the decision on repair responsibility based on their knowledge of the condition of the vehicle prior to checkout by the club/organization.
12. Campus Recreation and Wellness will furnish a commercial gasoline credit card to approved groups or individuals upon request. It is not permissible for the credit card to be used for any service or purchase other than those directly associated with the operation of the state-owned vehicle. If for any reason a credit card is not returned, there will be a \$25.00 charge.
13. The results of an analysis by the National Highway Traffic Safety Administration (NHTSA) revealed that 15-passenger vans have a rollover risk (with 10 or more occupants) in single vehicle crashes that is nearly three times the rate of those that were lightly loaded. NHTSA's analysis revealed that increasing the load in the 15-passenger van causes the center of gravity to shift rearward and upward increasing the likelihood of rollover. The shift in the center of gravity will also increase the potential for loss of control in panic maneuvers. In addition, NHTSA's analysis reinforces the value of seat belts. Eighty percent of those nationwide that died last year in single rollovers were not buckled up. Wearing seat belts dramatically increases the chance of survival during a rollover crash.
14. State owned vehicles include all motorized vehicles. This includes cars, trucks, vans, utility vehicles, trailers, (gator), golf carts, etc. Drivers are expected to visually inspect vehicles prior to use for safety. Consideration should be given to lights, mirrors, turn signals, tires, etc.

DRIVER VERIFICATION FORM
(Please submit to the Central Motor Pool for approval)

PLEASE PRINT

Vehicle Operator Name: _____

Date of Birth: _____

N.C. Drivers License Number: _____

Employee signature and date authorizing the driving record verification:

Signature: _____ Date: _____

DEPARTMENT / SUPERVISOR INFORMATION

Signature and date of Supervisor / Department Head to whom the driving record response is to be sent:

Signature: _____ Date: _____

Supervisor/Club: _____

PLEASE SEND DRIVING RECORD RESPONSE TO: Gray Hodges, 128 Student Rec Center

This section for DPS Use Only

VERIFICATION RESPONSE

DWI convictions in past three (3) years

Yes _____ No _____ Date _____

Convictions other than DWI in past three (3) years

None _____

One _____

Two _____ written warning to employee required _____

More than two _____ employee may not drive state vehicle: _____ resubmit date: _____

_____ Because driving record information is not available to us for the entire 3-year period being reviewed, the Vehicle Operator must provide a notarized copy of his/her driving record from the State of _____

Motor Pool Verification and date driving record verified:

Verification Operator: _____ Date: _____

MARKETING

Publicity/promotions are the responsibility of each club; however, the Club Sports staff must approve all publicity/promotional efforts prior to distribution. Publicity/promotional efforts such as posters, t-shirts, uniforms, schedules etc., reflect not only the image of the club but also the overall image of Campus Recreation and Wellness and East Carolina University.

The following is a list of publicity and promotional mediums across campus, which may be helpful in promoting your program.

Campus Newspaper: The East Carolinian

Campus Radio: WZMB

Departmental handbook for Campus Recreation and Wellness

Flyers/Posters

Bulletin Boards (only approved bulletin boards-list available in the Club Sports Office)

Brochures/Pamphlets

Power Point Presentations

Campus Recruiting Opportunities (Rec EXPO, Get A Clue)

For best results with posters, T-shirt designs, and other artwork-related items, students capable of professional work should be utilized. The Marketing Director can facilitate the professional design and layout of printed material as well as graphic art, T-shirt designs etc. To utilize the design services of the Marketing Director's Office, you must receive prior approval for the project from the Club Sports staff and you must allow appropriate time for the work to be completed. Two to three weeks in advance of need is requested for artwork and designs, one to two weeks advance notice is requested for posters, flyers and simple layout. Remember that posters, flyers etc. should be distributed at least one to two weeks in advance to be effective. We try to keep an updated graphic art club logo stored in computer memory to facilitate quick turnover in simple posters and flyers such as game announcements, meetings etc. The following information will be helpful with regard to printed materials and distribution.

1. All materials aimed at widespread distribution should be professionally prepared/designed. The project should be approved by the Club Sport staff prior to initiating the work and depending on the nature of the project, will be approved by the Marketing Director prior to distribution.
2. All materials should be copied by professional copy centers. Campus Recreation and Wellness has a professional copy machine capable of handling a variety of materials.
3. All materials must be submitted in final form at least three weeks prior to the activity date. If the material is professionally prepared and submitted in final form for copying three weeks prior to the activity, there will be ample time to copy and distribute the materials to be effective.
4. All posters, schedules, etc. aimed at distribution on campus in any location must be approved by the Club Sports staff and the Marketing Director, in some cases, prior to distribution.
5. Only approved bulletin boards on campus may be utilized for the placement of posters, flyers or other club information. A list of these bulletin boards is available in the Club Sports Office. This is to prevent the taping or posting of information in some unsuitable fashion in and on areas not intended for publicity. There will be a \$25.00 fine for any unauthorized posting of club information on walls, doors or any not approved for such use on campus.
6. University Organizations wishing to use the name and marks (logos) of East Carolina University on items for promotional giveaways, to sell or on printed items should contact the university-licensing coordinator for assistance. Camera-ready artwork, any applicable guidelines for use of the university name or marks and a list of manufactures that are licensed to produce ECU's marks are available through this office. Additionally, all uses of university marks should be approved prior to printing. You may view the approved logos at www.ecu.edu/licensing.

FUND RAISING

Club Sports generally receive only a portion of their need in allocated funds. Campus Recreation and Wellness provides a maximum of 60% of the funds, with the club expected to raise the other 40% of their anticipated needs. Fund raising, therefore, becomes instrumental to the effective operation of each club. The following is a list, which may prove helpful in the process of generating funds.

1. Art and Crafts Fair
2. Auction
3. Donations
4. Bake Sale
5. Book Sale/Fair
6. Candy Sales
7. Carnival
8. Car Wash
9. Church Supper
10. Club Exhibitions
11. Commercial Sponsorship
12. Clinics for community youth
13. Concessions/Staffing Campus Activities: Athletic events;
14. Dinners: chili, pancake, spaghetti, wiener roast, etc.
15. Films
16. Garage Sales
17. Guest Speakers
18. Rent-a-Student, window washing, baby-sitting, painting etc.
19. Entry Fees from contests/tournaments
20. Pledges
21. Writing to companies; "Donations from Friends of"

The Club Sports staff must approve all Fund Raising efforts. Some fund raising efforts may be restricted due to university/state rules/regulations. Failure to obtain clear and proper approval for fund raising efforts can lead to legal implications. Solicitation (i.e. credit card) is not allowed on or off campus. Please refer to the Clue Book on policies and procedures for sales and solicitation on campus.

RISK MANAGEMENT

Campus Recreation and Wellness strives to provide an awareness of the risks involved in each activity. Certain elements of danger are inherent in each specific activity. Often these elements of danger are beyond the control of the Department and its staff. Participation in the Club Sport Program is purely voluntary and such participation involves the unavoidable risks of personal injury, loss of or damage to personal property and the possibility of loss of life.

It is the individual's responsibility to determine his/her own ability to participate and at what level he/she can participate. The Department strongly recommends an annual physical exam prior to the start of the season. The participant should seek additional information at any time one's health status changes. Such actions are designed to ensure that one's participation is within one's health status/limitations.

1. Each member of a club sport must sign a Liability Release/Waiver and Assumption of Risk Certificate before being able to participate in any club activity. **This form states that each Club Sport member realizes there is a risk of injury while participating and that Campus Recreation and Wellness is not responsible for any injury, which occurs during this sport.** Club Sport members who are under 18 years of age must have a parent or guardian sign these releases before being able to participate in any club activity.
2. Each club member must have proof of adequate medical insurance coverage (Insurance Verification Form) before being able to participate in any club activity.
3. Each club member must fill out an Information card. These cards, which include emergency numbers, medical information and insurance information will be taken to each competition, and will be useful in case of serious injury.
4. Each club member must fill out a code of conduct form that includes an alcoholic and non-prescription drug statement.
5. Each club member is recommended to have a complete Physical Exam before participating in practices or in competition.
6. Club officers are responsible for seeing that all forms are read, understood, and signed by club members before participation in club activities.
7. Failure of a Club Sport member to comply with these policies will mean automatic ineligibility for that player until all requirements are completed. A club team that plays an ineligible player runs the risk of disciplinary action. Failure to comply with the above rules will result in appropriate action by the Club Sports Staff. A club member must be a current student or faculty or staff member.
8. The original copies of the liability/waiver and assumption of risk certificate will be kept on file by the club sport staff.

All individual participant forms must be completed and approved by the Club Sports Staff prior to a participant engaging in any form of club activities

CAMPUS RECREATION AND WELLNESS
CLUB SPORTS PROGRAM
LIABILITY RELEASE AND EXPRESS ASSUMPTION OF RISK

Campus Recreation and Wellness provides a Club Sports Program to enable volunteers to participate in athletic sport and unique activities as individuals or as a member of a group. To enable individuals to participate in this Program, it is essential that each volunteer participant: (1) recognize the hazards inherent in the activity of their choice and (2) agree to release each other from legal liability by assuming individually the risk of personal injury and property damage that could ensue. Please read this document carefully and sign it only if you completely understand each provision. Campus Recreation and Wellness cannot authorize your participation in this Program unless you have signed this Liability Release and Express Assumption of Risk form.

I, the undersigned, hereby affirm and acknowledge that I am a beneficiary of Campus Recreation and Wellness and East Carolina University which are providing me with the opportunity to participate in the Club Sport Program and further affirm that I have been fully advised and thoroughly informed of the following information as indicated by my signature at the bottom of each page.

The Club Sports Program consists of a variety of athletic sport activities and other unique activities, in which individuals may recreate, instruct and/or provide instruction or compete against themselves as individuals or against other individuals or groups/teams. Participants in Club Sports utilize a variety of practice and playing spaces including public, private, city and state owned fields, courts, pools and other athletic sport facilities. Some club sport participants utilize public property such as rivers, lakes and streams. Many of these participation sites have inherent dangers arising from vegetation (poisonous plants, briars etc.), wild animals and insects, snakes, spiders, wasps, hornets etc.), domestic animals (dogs etc.), land topography (holes in the ground, river currents, submerged branches, logs and other submerged hazards, slippery footing both in and out of the water, debris etc.), climate and weather conditions (heat and humidity, wind, lightening, rain, hail etc.) and other terrestrial hazards which may or may not be visible. In addition, there may be equipment, boats, motors, and motor vehicles at the activity sites that will create inherent hazards in their operation and use.

There are certain elements of danger inherent in participation in any athletic sport or Club Sport activity which are beyond the control of the agents, officers and employees of Campus Recreation and Wellness at East Carolina University and participating in these sports and/or activities entails unavoidable risk of sickness, personal injury, loss of or damage to personal property or money and loss of life.

Signature of Participant

Date _____ Age _____

Signature of Parent of Guardian (if participant is under 18 years of age) Date

LIABILITY RELEASE AND EXPRESS ASSUMPTION OF RISK

The activity itself may be physically strenuous and I will be exerting myself during this activity, and I may be injured because of a heart attack, stroke, panic, dehydration, overheating, heat exhaustion, heat stroke, or physical contact with another participant.

I understand and agree that neither Campus Recreation and Wellness, nor any and all of the officers and directors of East Carolina University, all of East Carolina University's employees, agents, assigns, may be held liable or responsible in any way for any sickness, injury, death, or other damages that may occur as a result of my participation in the Club Sport Program, or as a result of the negligence of any party, including the Released Parties, whether passive or active. I understand and agree that in consideration for being provided the opportunity to participate in the Club Sports Program, whether on land, in the water, or otherwise, and for other consideration, the value and receipt of which is conclusively acknowledged by the parties, I hereby personally assume all risks in connection with my participation in the Program, for any harm, sickness, injury or damage that may befall me while I am a participant in the Club Sports Program and during transportation to and from the participation area(s), including all risks connected therewith, whether foreseen or unforeseen.

I further save and hold harmless the Released Parties from any claim or lawsuit by me, my family, estate, heirs, or assigns arising out of my participation in the Club Sports Program. If, despite signing this Liability Release and Express Assumption of Risk Form, I should bring a suit against the Released Parties, I agree that I waive my right to a jury trial, and if I do not prevail in the lawsuit, then I agree to pay the expenses, including the reasonable legal fees, of all of the Released Parties against whom I brought the lawsuit. I agree that if any portion of this Liability Release and Express Assumption of Risk Form is later determined to be invalid or unenforceable, that the remaining portions shall continue to be fully binding upon me.

I understand that the terms herein are contractual and not a mere recital, that my agreement not to hold the Released Parties liable is in exchange for good and valuable consideration received by me, and that I have signed this document of my own free act, after having thoroughly read it, and that I completely understand the terms herein.

Signature of Participant

Date: _____ Age: _____

Signature of Parent of Guardian (if participant is under 18 years of age) Date

East Carolina University
Campus Recreation and Wellness

EMERGENCY INFORMATION

Name _____
 FIRST MIDDLE LAST

Banner # _____

Date of Birth _____ Age _____ Local Phone # _____

Local Address _____

Participant in _____ Club _____

Insurance Information:

Company Name _____

State Issued In _____

Policy # _____

Emergency Notification:

Name _____ Relationship _____

Address _____ Phone _____

Name _____ Phone _____

(Circle One)

- Yes No 1. Do you wear contact lenses? Hard or soft?
- Yes No 2. Do you have any allergies? (i.e. medications.)
If yes, list _____
- Yes No 3. Are you taking any medications long term?
If yes, list _____
- Yes No 4. Do you have any respiratory problems? (i.e. asthma)
If yes, list _____
- Yes No 5. Have you ever suffered a head injury that was severe enough to see a doctor?
- Yes No 6. (Answer this question only if you answered, "yes" to #5 above.) If your answer is yes, were you encouraged to participate in activities of your choice by your doctor at the conclusion of your visit/treatment?
- Yes No 7. Do you have any medical problems that would be important information for us to know? (i.e. diabetes, high blood pressure, epilepsy, heart murmurs, etc.)
If yes, list _____
- _____ 8. **Give approximate date of your last tetanus shot.**

Campus Recreation and Wellness-Club Sports Code of Conduct

Campus Recreation and Wellness stresses the importance of individual and team responsibility while participating in the club sport program. Participants are expected to represent the university and the department by displaying sportsmanship like behavior before, during, and after any club related event. In addition, participants are expected to conduct themselves at all times in a socially acceptable manner compatible with the college/university's function as an educational institution.

Neither alcoholic beverages nor non-prescription drugs can be transported or consumed in state vehicles. The use of alcohol/drugs is forbidden at practices and competitive events as well during all aspects of sanctioned travel events. Club members are expected to represent East Carolina University in a way that does not detract from the reputation of the institution. Guidelines of conduct include, but are not limited to, the examples outlined below.

PARTICIPANTS SHALL NOT:

- Consume alcohol/drugs while traveling, competing, practicing or spectating
- Strike or attempt to strike or otherwise physically abuse any individual
- Violate any rules or policies of hotels when engaging in over night travel
- Behave in an abusive or violent conduct in regard to officials, spectators, team members, CRW staff, etc

Campus Recreation and Wellness maintains a zero tolerance in regard to use of alcohol/drugs. VIOLATION OF THE CODE OF CONDUCT MAY

RESULT IN:

- Club suspension from the club sport program
- Individual suspension from the club sport program
- Referral to the Office of Student's Rights and Responsibilities
- Responsible for hotel charges, fines, penalties and monetary damages in regard to damages due to irresponsible behavior
- Other disciplinary action deemed appropriate by Campus Recreation and Wellness

Signed By:

This statement must be signed in order for an individual to be added to the club roster. This statement is signed in agreement with and support of the department's zero tolerance against the use of alcohol/drugs during club sport activities.

ECU/ Campus Recreation and Wellness
REQUEST FOR CLUB SPORT AFFILIATION

1. NAME OF CLUB _____ DATE SUBMITTED _____

2. PURPOSE OF THE CLUB

3. CLUB CLASSIFICATION

COMPETITIVE _____ RECREATIONAL _____ INSTRUCTIONAL _____

4. SEASON(S) FOR CLUB ACTIVITIES

YEAR ROUND _____ FALL _____ SPRING _____ SUMMER _____

5. ANTICIPATED NUMBER OF MEMBERS _____

6. CLUB OFFICIALS (Indicate the petitioner by an asterisk)

NAME	POSITION CLASS	LOCAL ADDRESS	PHONE #
------	-------------------	---------------	---------

_____	<u>President</u>	_____	_____
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_____	<u>Vice Pres.</u>	_____	_____
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_____	_____	_____	_____
-------	-------	-------	-------

_____	<u>Advisor</u>	_____	_____
-------	----------------	-------	-------

_____	<u>Coach</u>	_____	_____
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7. SANCTIONING BODIES LOCAL

(Provides rules, regulations, officials, standards, etc.)

STATE
REGIONAL
NATIONAL
OTHER

8. COMPETITION (similar clubs/groups/teams)

CLUB/TEAM	INSTITUTION/AGENCY	LOCATION	CONTACT-PH.#
_____	_____	_____	_____
_____	_____	_____	_____

9. FINANCIAL SUPPORT FOR THIS ACTIVITY WILL BE GAINED BY:

STUDENT PARTICIPANTS__ REC. SERVICES __OTHER

10. FACILITY NEEDS

11. EQUIPMENT NEEDS

APPROVED _____ DISAPPROVED _____ DATE _____

**East Carolina University
Department of Campus Recreation and Wellness
Division of Club Sports**

Checking Account Deposit Record

Name of Club: _____

Checks: _____

Cash: _____

Total Deposit: _____

Method of Raising Funds (Be Specific):

Receipt Numbers: _____ through _____

Signature: _____ Date: _____

Verified By: _____

Current Balance: _____

DEPOSIT: _____

New Balance: _____

Check#	_____
Approved	_____

Date _____
(office use only)

East Carolina University
Campus Recreation & Wellness

Check here if using
ProCard

Request for Funds
Checking Allocated

Name of Club: _____ Date of Request: _____

Purpose (be specific) attach all estimates, receipts, invoices, etc. **PLEASE PRINT CLEARLY**

Check payable to: _____

Amount: _____

Date needed: _____

Purpose: _____

Signature: _____ Date: _____

Title: _____

Signature: _____ Date: _____

Title: _____

This request must be accompanied by the signature of the Treasurer as well as one other officer.
RECEIPTS/DOCUMENTATION MUST BE PROVIDED.

Current Balance: _____

Withdrawal _____

New Balance _____

<input type="checkbox"/> pick up check
--

<input type="checkbox"/>	Mail Check to:	Date mailed: _____	Mailed by: _____

(name)			

(street address)			

(city)		(state)	(zip code)

East Carolina University
Campus Recreation and Wellness

Pre/Post Contest Check List
PRE GAME

I. Field/Game Site

confirm reservation of area _____
check field markings _____
check field conditions _____

II. Game Equipment

goals _____
nets _____
balls _____
jerseys/uniforms _____

III. Safety

confirm emergency procedures _____
confirm safety services _____
emergency cards _____
emergency kit _____
water/ice _____
accident report forms _____

IV. Personnel

officials contract/confirm _____
activity/opponent confirmation _____
payment for officials _____

V. Travel

petition to travel _____
vehicle reservation _____
travel roster _____
copies of driver's license(s) _____
keys _____
vehicle accident forms _____
accident procedures _____
emergency phone numbers _____
credit cards _____

VI. Crowd Control

parking/traffic flow _____
alcoholic beverage control _____

East Carolina University
Campus Recreation and Wellness

**Pre/Post Contest Check List
POST GAME**

I. Field/Game Site		
notify department concerning field/site problems	_____	_____
II. Game Equipment		
return borrowed equipment	_____	_____
remove goals from playing areas	_____	_____
wash jerseys/uniforms	_____	_____
return jerseys/uniforms (for washing if necessary)	_____	_____
III. Safety		
safeguard emergency cards	_____	_____
return emergency kit	_____	_____
complete/return accident report forms	_____	_____
IV. Personnel		
payment for official - name, social security number, address, phone number	_____	_____
	_____	_____
	_____	_____
	_____	_____
payment for officials - name, social security number, address, phone number	_____	_____
	_____	_____
	_____	_____
	_____	_____
V. Travel		
return keys	_____	_____
report accidents	_____	_____
return credit cards	_____	_____
return vehicle to required location	_____	_____
VI. Crowd Control		
report situations dealing with spectators, traffic, alcohol	_____	_____
VII. Publicity		
report scores, wins/losses, etc.	_____	_____

East Carolina University
Campus Recreation and Wellness
Club Sport Special Events/Activity Report

I. Club _____ Date _____

II. Nature of Activity _____ Location _____

III. Home Event _____ Travel Event _____

	Expenditures	Income
1.	Entry Fees _____	1. Entry Fees _____
2.	Concessions _____	2. Concessions _____
3.	Merchandise _____	3. Merchandise _____
4.	Food _____	4. Sponsorship _____
5.	Lodging _____	5. Donations _____
6.	Entertainment _____	6. Other _____
7.	Travel _____	Subtotal _____
8.	Transportation _____	
9.	Contracted Services _____	

V. Summary

Income _____

Expenditure _____

TOTAL (+ or -) _____

VI. Signature _____ Date _____

East Carolina University
Campus Recreation and Wellness
Work Sheet for Club Sport Budget Request

The following work sheet is to be attached to the Club Sport Budget Request. This sheet will assist the Department in following your budget projections and will be helpful in determining legitimate budget expenses. Use more than one work sheet if you need to.

I. Club Name _____ Date _____

II./III. Travel Expenses (Budget Code 2500) (Budget Code 3100)
Competition Location Round Trip Mileage Lodging (rooms x nights)

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____

Legitimate expenses are partially determined by the number of participants required to participate in an activity plus reasonable alternates, the size of the traveling party and means of travel, the distance to be traveled, and the number of nights lodging required in relation to the starting and ending times for the activities.

IV. Dues and fees for local, state, regional and national organizations represent individual and/or team membership fees as well as entry fees. Please list the nature of the fee and the respective cost on the Budget Request Form in the spaces provided. (Budget Code 4900).

V. Officials/Judges/Clinics (Budget Code 1990)

1. Number of officials normally used per game _____
2. Charges (Head) \$ _____ (Assistant) \$ _____ (2nd Assistant) _____
3. Charges for clinics or instruction _____

VI. Be specific on the Budget Request form with regard to the nature and type of equipment you wish to purchase. (Budget Code 2900).

VII. Insurance (indicate actual cost on this work sheet). (Budget Code 4500).

Company Name Type of Insurance Cost per participant/total

(See Sample Below)

- | | | | |
|----------------|-----------|------------------|-----------------|
| 1. (State Farm | Liability | \$10.00 per/max. | \$220.00 total) |
| 1. _____ | | | |
| 2. _____ | | | |
| 3. _____ | | | |

East Carolina University
Campus Recreation and Wellness
CLUB SPORT BUDGET REQUEST

I. Club _____ Date _____

II. Travel Expenses (Lodging)

Number of Trips	# of Rooms x \$60 per Room	Sub Total
_____	_____	_____

III. Travel Expenses (Actual cost of transportation @ \$.20 per mile)

Number of Trips	Total Mileage	x \$.20 per mile	Sub Total
_____	_____	_____	_____

IV. Dues/Fees (Local, State, Regional, National)

League/Association	\$ Per Member	Tournament
_____	_____	_____
_____	_____	_____
_____	_____	_____
Sub Total		_____

V. Official/Judges/Clinics

Number of Events	\$ Per Person	\$ Per Event	Sub Total
_____	_____	_____	_____

VI. Equipment (Balls, Uniforms, Nets, Goals, etc.)

Item	Cost	Item	Cost
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
			Sub Total

VIII. Miscellaneous (publicity, office supplies, etc.)

_____	Sub Total
_____	_____
_____	_____

Total Budget Request For 20_____ - 20_____	Total _____
--	-------------

Signature _____

PLEASE SUMMARIZE THE ACTIVITIES OF THE CLUB DURING THE PAST SEMESTER/YEAR. PROVIDE NOTEWORTHY HIGHLIGHTS SUCH AS WINS/LOSS RECORD, DIVISIONAL, REGIONAL, NATIONAL STANDING, EXCEPTIONAL INDIVIDUAL ACCOMPLISHMENTS, ETC.

WHAT ARE SOME OF THE CLUB'S GOALS AND OBJECTIVES FOR THE COMING YEAR?

PLEASE PROVIDE RECOMMENDATIONS FOR IMPROVING THE CLUB'S INTERNAL AND EXTERNAL OPERATIONS. INCLUDE ANY RECOMMENDATIONS MADE BY CLUB MEMBERS THAT ARE UNDER CONSIDERATION.

PLEASE PROVIDE RECOMMENDATIONS FOR IMPROVING/ASSISTING THE OPERATION OF THE CLUB THAT CAN BE MADE BY EITHER THE CLUB SPORTS STAFF OR OTHERS.
