SECTION 1: SC Program, SC Handbook, & SC Advisory Council

The University of Minnesota Duluth (UMD) Sport Clubs Program was established to manage, supervise and advise the (sports and competition related) student lead Campus Life Programs (CLP) within the Recreational Sport Outdoor Program (RSOP) department. This Sport Club Handbook is designed as a reference for the sport club leaders and members to learn and understand policies, procedures, guidelines and best organizational practices set by the University of Minnesota Regents, UMD, RSOP department, and Sport Club (SC) Program.

I. Sport Club Program
   A. The UMD Sport Club Program oversees and assists in managing the students lead Campus Life Programs for the RSOP department within the UMD Student Life Division.
   B. The Assistant Director (AD) of Sport Clubs is authorized to by the Director of RSOP to monitor finance, validate travel plans, authorize purchases, manage risk, and other duties on behalf of the SC Program and the CLP student organizations.
   C. The AD of Sport Clubs is responsible for hiring, training, and evaluating Student Staff (SC Staff) that supervise club activities and provide program administrative support.

II. Sport Club Handbook
   A. Any U.S. Law, University Regents, RSOP department, and/or SC Program policies, procedures, or guidelines that are not followed, disregarded, or an infraction of any level occurs, punishment will be handled by the Assistant Director of Sport Clubs, the Director of RSOP and/or the UMD Student Conduct Director (in accordance with SECTION 4: SC Program Code of Conduct of this Handbook);
   B. The University Regents, RSOP, and Sport Clubs Program policies and procedures are not subject to amendment or revision by the sport clubs leadership, the Sport Clubs Advisory Council (SCAC) or the SCAC Executive Board members.
   C. The Assistant Director of Sport Clubs will be responsible for annually reviewing the changes to the RSOP department, UMD and the University Regents policies and procedures to add or update the list of sport club related policies and procedures to the UMD Sport Club Handbook.
   D. The Assistant Director of Sport Clubs and/or the Director of RSOP have final authority on all newly created, amended, or revised program guidelines within this Handbook.

III. Sport Club Advisory Council (SCAC)
   A. The SCAC serves as a governing body comprised of and run by UMD Students with the purpose of assisting in making the UMD Sport Clubs Program as effective, engaging, inclusive, equitable and memorable as possible.
   B. The SCAC acts on the best interest of the students attending University of Minnesota Duluth and registered participants of the SC Program and the RSOP department.
   C. The SCAC is governed by the SCAC Constitution and a number of elected sport club leaders, called SCAC Executive Board Members, on an annual basis.
   D. The SCAC and its Constitution is design to put governing controls in the hands of the students, specifically sport club leaders as a form of self-governance.
i. With self-governance, the students have the responsibility to govern each other in terms of operations, financials, new club approval and other governing factors as determined in the guidelines of the SC Handbook, as well as the consequences of following or not following set guidelines.

ii. This self-governing format allows for greater student involvement, a higher level of professional development and a student driven learning experience.

E. Any newly created, amended, or revised guidelines within the SCAC Constitution must be approved by the AD of Sport Clubs and/or the Director of RSOP before final implementation.

F. Both the Assistant Director of Sport Clubs and the Director of RSOP have the ability to strike down or veto any newly created, amended, or revised SCAC Constitution by-laws on any basis and without reason.

G. The AD of Sport Clubs has the authority to create, amend, or revise any guidelines within the SCAC Constitution with authorized consent from the RSOP Director, and without a vote from the SCAC Executive Board or the SCAC.

H. All acts, allocations, requests or decisions made by the SCAC Executive Board or the SC Advisory Council are subject to final approval by the AD of Sport Clubs and can be revised or redacted by the Assistant Director for any reason.

I. All guidelines created, amended, or revised must be accompanied by an effective date set by the Executive Board after approval of change is granted; refer to the current SCAC Constitution for further details and guidelines.
SECTION 2: Sport Club Participation Policy

Participation in the UMD Sport Clubs Program is a privilege. The program allows sport clubs to define their own organizations level of competition and their own membership expectations. However, all UMD Sport Clubs must adhere to and support the definitions and policies of the program the department and the University when establishing their membership responsibilities and expectations within their own governing documents. The UMD Sport Club Program defines each participant based on the following Participation Policies and Eligible Participant Status.

I. Participation Policy
   A. All Sport Clubs organizations must be free of any restrictions or discrimination based on race, color, national or ethnic origin, religion, disability, age, or sexual orientation.
   B. Sport Clubs are not allowed to mandate or require, within governing documents or through social coercion, 100% participation of members in club events or activities.
   C. An ‘Eligible Participant’ has paid the UMD Student Service Fees, the RSOP Sport Club Participation Fee, is in academic “Good Standing” at UMD, and has completed the program registration process (currently through Do Sports Easy) to become eligible before participating in any UMD Sport Club activities.
      i. All full-time UMD undergraduate students (12+ in-class credit hrs.) and graduate students that have completed the registration process are Eligible Individuals.
      ii. Any part-time UMD students (9-11 in-class credit hrs.), UMD faculty, UMD professional staff can become Eligible Participant after purchasing a RSOP Membership Pass and completing the registration process.
      iii. Non-degree seeking UMD students (less than 9 in-class credit hrs.), students taking UMD online classes, and other local Duluth area college students can become eligible to participate on a UMD Sport Club with the purchase of a RSOP Membership Pass and completion of the program registration process.
         a) UMD online class credit hours do not include UMD Student Service Fee and therefore online credit hours are not counted in determining an individual’s Participation Level.
   D. The Assistant Director of Sport Clubs and/or the Director of RSOP have the authority to make exception for, deny, suspend, or terminate the eligibility of any participant.
   E. Being an Eligible Participant of the SC Program does not mean that a student or an individual is automatically a member of or accepted on to a specific UMD Sport Club;

II. Eligible Participant Status
   A. The Sport Clubs Program defines two status levels of Eligible Participant at UMD.
      i. Competitive Club Participants are full-time UMD student (12+ in-class credit hrs.) or a part-time UMD student (9-11 in-class credit hrs.) that has fulfilled the requirements of Eligible Participant status. These participants may compete on an accepting sport club at all on-campus and off-campus club events, including travel.
      ii. Recreational Club Participants are UMD students with less than 9 credit hours per semester, or UMD faculty/staff, or local Duluth area college students that have fulfilled the requirement of Eligible Participant status. These participants may ONLY participate in on-campus club events and activities; these participants are
NOT permitted or eligible to travel with a UMD Sport Clubs or participate in competitions or events off UMD Campus.

III. Ineligible Participant Status

A. **Injured Participants** are placed on “inactive” status in the online registration system until the injury has healed and the RSOP Athletic Trainer or a medical doctor confirms medical approved to return to participation.

B. **Academic Probation Participants** are placed on “inactive” status in the online registration system until their grade point average meets “Good Standing” as define by the UMD Academic Policy.

C. **Suspended Participants** are placed on “inactive” status in the online registration system until the term of suspension is lifted by the AD of Sport Clubs or the Director of RSOP.

D. **Terminated Participants** are place on “unapproved-inactive” status in the online registration system and their profile will be archive at the end of the academic year.
SECTION 3: Club Coaching Staff Policy

Club leaders have the ability to hire their own club coaching staff members (i.e. coaches, instructors, choreographers, etc.) at any time. Clubs have the option to hire as many paid or volunteer club coaching staff as they would like. Clubs that hire coaching staff often find greater success on the field, court, ice rink, and other competition surfaces. Coaches can be hired for a number of reasons, such as skill development, tryout selections, game management, and some organizational or administrative duties. Club leaders must understand that while club coaches can be given some administrative duties (e.g. game scheduling, travel logistics, equipment purchases, etc.), all sport clubs at UMD are student run organizations. With that in mind, club leaders should not give their coaching staff unilateral authority to govern or make organizational decisions for the sport club.

I. Recognized Club Coach
   A. All coaching staff (volunteer or paid) must become a Recognized Club Coach with the SC Program prior to the fourth (4th) club practice or first (1st) club competition (home or away) that they attend.
   
   B. Coach must complete the SC Coaches Agreement & Release of Liability Waiver;
      i. Located in a shared google drive or in the SC office (SpHC 197)
   
   C. Coach must complete the SC Coaches Compensation and IRS W9 forms;
      i. Located in a shared google drive or in the SC office (SpHC 197)
   
   D. RSOP Sports & Health Center Facility Access Identification;
      i. When the forms above are completed an email will be sent to the club coach with further instructions on where to get Access ID;
      ii. If the coach does not receive the informational email within 4 days of handing in the agreement, waiver, compensation form (with W9), the coach must email the SC Staff at sportclubs@d.umn.edu;
   
   E. Coaches must complete and abide by any “additional club coaches contract” created by the UMD Sport Club by which they are hired.
      i. Additional club coaches contract must be approved by SC Staff before implementation or agreement confirmation;

II. RSOP Sports & Health Center Facility Access Identification
   A. This Access ID must be worn at all times during the RSOP hours of operations and at sport club practices, meetings, and competitions within UMD Sport Facilities.
   B. This Access ID identification is non-transferable and cannot be duplicated or manipulated.
   C. This Access ID can be suspended or terminated.
   D. This Access ID is to be shown at the RSOP Welcome Desk before a Recognized Club Coach is allowed to attend a club practice, club competition or club event.
III. Coaches RSOP Membership Pass
   A. Recognized Club Coaches have the opportunity to receive an RSOP Membership Pass which will give a coach access to the RSOP Sport and Health Center facilities and fields for personal workout or fitness.
   B. The coach is responsible for paying the membership fee of $150.00 (unless negotiated in a coaches club contract).

IV. Additional Club Coaches Contracts
   A. Club leaders have the ability to create a club specific coaches contract or agreement additional to the RSOP forms and agreement that may benefit or improve their teams performance (i.e. hours of coaching; number practices to attended; negotiating the expense of the coaches UMD RSOP Membership Pass).
   B. Additional club coaches contract must be approved by SC Staff before implementation or agreement confirmation.
SECTION 4: SC Program Code of Conduct

As a sport club participant at the University of Minnesota Duluth, you are a public figure responsible for representing the Recreational Sports Outdoor Program and the University in the most positive way. Your behavior and actions must be exemplary at all times and befitting the expectations of your teammates, the University, and community. Once you begin to participate with a sport club, you are expected to uphold this program conduct code and the Minnesota Regents Student Code of Conduct until such time that you are no longer a member of a sport club at the University of Minnesota Duluth.

I. Sport Clubs Participants are subject to the standards and conduct of the following:
   A. State and Federal Civil and Criminal Laws.
   B. University of Minnesota Board of Regents Student Conduct Code and other applicable University Policies.
   C. Recreational Sports Outdoor Program Policies and Procedures.
   D. Conference and National Governing Body Policies and Procedures.
   E. The Sport Clubs Handbook.
   F. Club Team Policies and Governing Documents.

II. Misconduct Reporting
   A. A club participant is expected to report any violation of the Sport Clubs Program Code of Conduct to his or her club leadership and/or the AD of Sport Club within 48 hours of the occurrence of the violation.
      i. Failure to report may result in additional conduct actions.
   B. Sport club leaders are expected to report any violation of the Sport Clubs Program Code of Conduct to the AD of Sport Clubs within 24 hours of learning about the violation.
   C. The Assistant Director of Sport Clubs will report the occurrence to the UMD Student Conduct Director, the Director of RSOP, and UMD authorities as necessary or required by law or university policy.

III. SC Program Code of Conduct Violations
   A. The SC Program aims to provide recreational 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.
      i. Any conduct that interferes with these goals will result in conduct action for individual(s) and/or club(s) involved.
   B. Participant Behavior Violations (include, but are not limited to, the following…)
      i. Behavior – regarding Sport Clubs policies involving drugs, alcohol, and misbehavior:
         1. Consumption or possession of alcohol or illegal drugs while serving as a representative of the club and institution (club travel, practice, etc.).
         2. Striking, or attempt to strike, an opposing player beyond the realm of the sport.
         3. Intentionally engaging in or inciting participants and/or spectators to engage in abusive or violent behavior – verbal or physical.
         4. Use of obscene gestures, profanity, or disrespectful language.
         5. Purposefully insult, disrespect, or threaten to any participant, official, staff, spectator, or other to any extent while representing UMD, RSOP, Sport Clubs, or your individual club.
6. Failure to comply with requests from SC staff, RSOP staff, or University Staff.

ii. Staff/Participant Safety – Jeopardizing the health or wellbeing of staff or participants
   1. Vulgar, obscene, abusive, derogatory, or demeaning comments or gestures.
   2. Threats, intimidation, or verbal aggression.
   3. Initiating acts of physical aggression.
   4. Fighting (punches thrown).
   5. Failure to complete incident or accident report form.
   6. Failure to comply with requests from Recreational Sports Outdoor Program Staff.

iii. Facilities/Equipment Policies – Intentionally disregarding existing Facilities Policies
   1. Willful or repeated disregard for Facility Policies.
   2. Failure to comply with requests from Recreational Sports Outdoor Program Staff.
   3. Using facility space for club purposes when unauthorized or not scheduled.
   4. Failure to return checkout equipment or keys in prescribed time.
   5. Destroying or defacing any property.
   6. Failure to properly maintain any university equipment or field space.
   7. Failure to communicate cancellation of practice or competition to the Sport Clubs staff or the Sport Clubs Assistant Director

iv. Access Infraction – Engaging in unauthorized entry and exit from UMD facilities;
   1. Allowing unauthorized users to enter the facility.
   2. Allowing non-UMD students to participate in club activity.
   3. Entering the facility through any door other than the main entrance.
   4. Entering the facility without the proper safety or authorized personnel in attendance.
   5. Unable to produce a valid picture ID when requested.
   6. Exiting door marked as emergency exit only.
   7. Using facilities as an affiliated member or coach during times and in spaces other than club practice times and space.
   8. Unauthorized use of any facility on campus while serving as a representative.

v. Financial Infraction – Inappropriately using or managing club money
   1. Unauthorized expenditures.
   2. Unauthorized accounts.
   3. Negative account balances.
   4. Failure to comply with Sport Clubs deposit guidelines.
   5. Failure to comply with Sport Clubs travel card policies.
   6. Failure to pay Sport Club Program and/or club membership fees.

vi. Travel – Inappropriate behavior while on club/university business
   1. Failure to complete proper travel paperwork by established deadlines.
   2. Traveling without authorization from the Assistant Director of Sport Clubs.
   3. Inappropriate use of rental vehicles.
   4. Inappropriate use of hotel/motel rooms.
   5. Consume or in possession of alcohol or illegal drugs while traveling for club/university business.

IV. Violation of Criminal Law & University Policies
   A. Criminal Conduct
      i. A club member has engaged in conduct in which a student is cited based on criminal law, whether that conduct constitutes a petty misdemeanor, misdemeanor, gross misdemeanor, felony, or any other class of criminal conduct, the club leadership must report that information to the AD of Sport Clubs.
ii. Sport club members who are arrested or charged with violating the criminal law will be placed on immediate suspension from involvement in all club activity pending further information.

iii. If the alleged violation of the law would constitute a misdemeanor violation, the Assistant Director of Sport Clubs has the authority to sustain or lift the suspension.

iv. In all cases in which a sport club member is arrested or charged with illegal use of alcohol, drugs, or sexual misconduct or violence, the sport club member will be immediately suspended and only the Assistant Director of Sport Clubs may lift the suspension.

B. Underage Drinking

i. Any violation regarding underage alcohol consumption will be disciplined at a minimum with a 14 day suspension from all sport club activities.

ii. A second offense will be disciplined at a minimum with a 42 day suspension from all sport club activities.

iii. Repeat offenses for underage consumption beyond two will result in suspension for one calendar year.

iv. If a club member fails to report receiving an underage consumption violation and continues to participate in club activity, the Assistant Director of Sport Clubs will suspended the entire club from all club activity for a minimum of 14 days.

C. Possession or Consumption of Alcohol or Illegal Substances

i. During UMD Sport Club events participants, spectators and game officials must follow UMD Facility regulations; the use and consumption of alcohol and/or illegal substances is strictly prohibited.

ii. Use or consumption of alcohol and/or illegal substances before, during or after a UMD Sport Club event by participants and/or spectators on University property is a violation of UMD Facility policies; and will result in a full Club Suspension for no less than 30 days.

iii. UMD Campus is a tobacco free campus; ‘smoking’ and use of tobacco products on campus is not permitted.

D. University of Minnesota Regents Student Conduct Code

i. In cases involving the violation of Student Conduct Code, the Assistant Director of Sport Clubs has the authority to place a temporary, indefinite suspension from the UMD Sport Clubs program on the individual(s) involved pending further investigation by UMD Student Conduct.

ii. Only the Assistant Director of Sport Clubs has the authority to sustain or lift the suspension during an investigation or following the completion of the University Student Conduct Case.

V. Anti-Hazing Policy

A. The University of Minnesota Duluth (UMD) Recreational Sports Outdoor Program (RSOP) department is unequivocally opposed to all forms of hazing involving sport club members.

B. The SC Program is equally opposed to any encouragement of hazing by club members, coaching staff, or University staff.

C. Any disciplinary action, which may be taken by the University in accordance with appropriate policies and procedures, the department will take action against personnel who encourage or willfully ignore hazing activities.
D. University definition of term: **Hazing** means any “act by one or more individuals that results in endangering the mental and/or physical health or safety of a person, subjecting a person to mental and/or physical discomfort, embarrassment, harassment, ridicule, or humiliation, or destroying or removing public or private property, for the purpose of initiation into or continued membership of a club, *regardless of the person’s willingness to participate in the activity*;

E. Hazing shall be punishable pursuant to the provisions of the sport club conduct code. In any circumstance, the AD of Sport Clubs may opt to refer a reported incident directly to the UMD Student Conduct Director.

F. In the event a hazing victim informs a RSOP employee of an incident, the victim must be advised that he or she has the choice to report the incident to the department for internal review pursuant to the Sport Club Code of Conduct or to report the incident to the UMD Director of Student Conduct.

VI. **UMD Sexual Harassment and Sexual Violence Policy**

A. Sexual harassment in any situation is reprehensible. It subverts the mission of the University and threatens the careers and well-being of students, faculty, and staff. It is viewed as a violation of Title VII of the 1964 Civil Rights Act. Sexual harassment will not be tolerated at the University of Minnesota.

B. University definition of term: **Sexual Harassment** means any “*unwelcome sexual advances, requests for sexual favors, and/or other verbal or physical conduct of a sexual nature when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment or academic advancement in any University activity or program; (2) submission to, or rejection of, such conduct by an individual is used as the basis of employment or academic decisions affecting this individual in any University activity or program; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual’s work or academic performance or creating an intimidating, hostile, or offensive working or academic environment in any University activity or program;*”

Adopted by the Board of Regents, December 11, 1998, Section I, Subd. 1.

C. In determining whether alleged conduct constitutes sexual harassment, those entrusted with carrying out this policy will look at the record as a whole and at the totality of the circumstances, such as the nature of the sexual advances and the context in which the alleged incidents occurred.

D. A determination of the suitability of a particular action will be made from the facts on a case-by-case basis.

VII. **Sexual Assault Protocol**

A. UMD’s sexual assault protocol can be accessed at:


B. For more information regarding this policy or your rights, please call UMD Office of Equal Opportunity at 218-726-6849 or the intake coordinator at 218-726-6827.
SECTION 5: Facilities & Scheduling

One of the benefits of Sport Clubs enjoy is the use of facilities and playing fields on campus. Unless additional support staff, equipment, setup, or cleanup is needed to assist in the coverage of the event, this use is usually at NO COST to Sport Clubs. Usage of UMD facility space is a privilege and Sport Clubs are expected to utilize each space with care and respect.

I. Facility Usage Policies
   A. Sport Clubs cannot use facilities without an approved reservation.
   B. To gain access to University facilities, all clubs must complete and submit a facility request form via the “Event Calendar” on Do Sports Easy (DSE) found on the Sport Club Resources web-page on the RSOP website.
   C. To ensure availability, all requests should be submitted at least ten (10) days prior to the event or activity.
   D. UMD Sport Facilities should be cleaned and put back into working order when the club is done with using it, and should not be abused in any way.
      i. All trash, tape, cups, and other debris must be picked up before the team leaves the area. Failure to do so may result in a loss of facility privileges.
   E. Any cancellation of a scheduled contest or practice resulting in the non-use of a requested facility must be reported to the Sport Clubs Staff.
   F. Usage of the field while closed or denied will result in a loss of field privileges.
   G. A Sport Club Staff member should walk the field every day before a practice or competition to check for the safety of the facility.
   H. The team representative should inform a Sport Clubs staff member of any facility damage regardless of who did it or how it happened.
   I. Failure to cancel reservations and unauthorized use of University facilities for sport club purposes may result in disciplinary action.

II. Facilities Requests Information
   A. Sport Clubs Leaders may submit requests for facility use to support the club activities like: meetings; practices changes; tryouts; competitions; social events; fundraisers; via the Sport Club Online Registration System (Do Sports Easy).
   B. In case of inclement weather, call 218-590-6667 for notification of field conditions.
   C. Notify the Assistant Director of Sport Clubs or the Sport Clubs Supervisor Staff if another group is abusing fields or violating scheduling agreements.
   D. Club schedules should not be made available to club membership until final approval has been made on requested facilities, dates, and times.

III. Scheduling Supplementary Events
   A. Team Banquet must be approved by the SC Staff 10 days prior to the event date
      i. Complete the Team Banquet Form on Do Sports Easy to request a club team banquet.
      ii. An SC Staff member must be present at all club team banquet, if the club is hosting a raffle, apparel sales or soliciting donation.
   B. Community Service Events need to be communicated and approved by the SC Staff (via email) 10 days prior to the date of the event.
i. After the community service event is completed club leaders are responsible for completing the Community Service Form on Do Sports Easy.

C. Youth Events are any clinic, league, day camp, skill session, social, multi-day camp, or game assistants. All events that involve children under the age of 18 years old.

i. All sport club teams that are planning a youth event must follow these 4 steps.
   1. Follow all scheduling rules and guidelines listed in Section 5: I-II
   2. Complete the “Planning a Youth Event” form (a Google Form on RSOP website)
   3. Schedule (via email) a meeting with the SC Staff to discuss:
      a. Event schedule and facilities
      b. Event registration and payment
      c. Day of event logistics
      d. Liability forms for your event
   4. Collect all liability forms at or before your event.
      a. Participants under the age of 18 need a parental signature.

ii. A youth event may be used as volunteer/service hours if money is not collected from participants.
SECTION 6: Travel Policies & Requirements

Sport Clubs are provided the opportunity to travel to events and competitions to represent the university in their respective sport or activity. Travel does take a lot of preparation and organization, but club travel provides opportunities for team development, club management and club promotion beyond the opportunity to compete and participate in regional and national events or competitions. The RSOP and the UMD Sport Clubs Program encourages all clubs to take advantage of this opportunity, but travel plans must begin early. Necessary policies and procedure need to be submitted to the Sport Clubs Staff by specific deadlines. The Assistant Director of Sport Clubs (AD) has the authority to approve or not allow a club to travel.

I. Travel Planning Requirements:
   A. All Sport Clubs travel must be authorized by the Sports Clubs Office.
   B. Submit a Travel Request Form online through the Sport Club Online Registration system (Do Sports Easy) at least ten (10) days in advance of the clubs departure for travel.
   C. All club hotel or rental accommodations must be communicated to the Assistant Director; the Assistant Director must approve and make purchase of club accommodations. Clubs are not permitted to make hotel or rental accommodations plans that violate facility fire code, occupant capacity, or any accommodation policies.
   D. Finalize and submit a Travel Roster to the Sport Club Online Registration system at least 2 days in advance of the clubs departure for travel.
   E. Complete the list of drivers at least 2 days in advance of the clubs departure for travel.
   F. Pick up club travel information prepared by the Sport Clubs Staff for your club travel, before the club departs from UMD Campus.
   G. If applicable, hand in a completed Eligibility Roster Forms or National Governing Body (NGB) verification of enrollment to the Clubhouse ten (10) days of the due date or date of departure.
      i. Only the Assistant Director of Sport Clubs may visit the Office of Registrar to exchange verification of enrollment paperwork or Eligibility Rosters for a sport club.
   H. Review the Sport Clubs Program Student Conduct Policy and the UMN Regents Student Conduct Code with your teammates prior to departure from the UMD Campus.

II. Authorized Travel
   A. Good communication and planning between the Assistant Director of Sport Clubs and club leadership will assist with lowering potential risks and help protect club members and coaches/instructors.
   B. Club travel is authorized when:
      i. All Travel Planning Requirements are completed.
      ii. All forms must be submitted by travel document deadlines.
   C. Excused Absence Letters are a good way to communicate with your professors about what you’ll be missing due to club travel and/or games. It is important to remember that excused absence letters are not an automatic excuse from classes.
      i. If your club needs an excused absence letter created complete the “Letter Request” form (a Google Form on the RSOP website.)
III. Unauthorized Travel
   A. Club travel not authorized is in violation of Travel Policies and will result in possible sanctions which may include suspension, loss of benefits (practice time, travel privileges, etc.) and/or loss of recognized status.
   B. The Assistant Director of Sport Clubs, who will determine disciplinary actions, will review violations.

IV. Driver Selection
   A. All drivers (whether in rental vehicles or private owned vehicles) will be required to complete a Driver Form (found within DSE Registration) before they are eligible to drive during club travel.
   B. Drivers completing this form agree to:
      i. Be at least 19 years of age.
      ii. Have a valid driver’s license.
      iii. Have a current vehicle registration (private vehicles).
      iv. Possess personal auto insurance coverage as mandated by the State of Minnesota.
      v. Obey all local, state, and federal traffic laws.
      vi. Not drive under the influence of alcohol or any illegal drug.
      vii. Not to possess or transport any alcohol, illegal drugs, firearms or weapons.
      viii. Wear a seatbelt and require all passengers to wear a seatbelt.
      ix. Abstain from horseplay, racing, or other distracting or aggressive behavior.
      x. Not permit any unauthorized persons to drive the vehicle.

V. Behavior Expectations While Traveling
   A. As representatives of the University of Minnesota Duluth and Recreational Sports Outdoor Programs, all Sport Clubs members are expected to conduct themselves in an appropriate manner when traveling.
   B. Member behavior can impact a clubs’ reputation as well as the reputation of UMD.
   C. The policies and procedures of UMD and those articulated in this handbook are still in effect when clubs travel away from campus.
   D. Reports of violations or any other activities that negatively reflect upon the club, the department, or the university may result in disciplinary actions.
   E. Depending on the circumstances of a situation, privileges such as facilities and funding may be frozen until the situation is resolved.
   F. Review the SC Program Code of Conduct section in this Handbook as well as the UMD Student Conduct Code with ALL members prior to travel.
SECTION 7: Sport Club Financials

All sports clubs will be given access to a number of financial accounts that will be overseen by the UMD Sport Clubs Program staff on behalf of the University and the RSOP Department. As an RSOP Campus Life Program, the UMD Sport Clubs are eligible to receive funding in the form of RSOP Allocations, SCAC Earmark Dollars, donations to their Club Foundations Account, and club organized fundraisers on and off the UMD Campus.

I. RSOP Account (EFS - CF2 account)
   A. This is a closed account within the University financial system overseen by the RSOP Department.

II. UMD Foundations Account
   A. This is a closed account within the University financial system overseen by the UMD Development Office and the Asst. Director of Sport Clubs.
   B. This account is utilized for large financial donors and agency donations that wish to receive a tax-credit for their given funds.

III. Funding Sources for Sport Clubs
   A. RSOP Allocations
      i. The Asst. Director of Sport Club will work with the SCAC to determine the Allocation funding based on the end of the year requests and presentation as well as the club’s performance throughout the year.
   B. SCAC Earmark Dollars
      i. This funding is earned throughout the year for SCAC designated events and community service projects that will be voted on by the SCAC at monthly meetings.
      ii. This funding is “earmarked” for the following school year and granted along with the RSOP Allocation into the club RSOP Account at the beginning of the year.
   C. Club Donations - Ask donor about whether they request a tax-credit or not
      i. Tax-credit requested - must be entered into the Club’s UMD Foundations Account.
      ii. Tax-credit NOT requested can be entered into the Club’s RSOP Account.
   D. Club Fundraiser
      i. Clubs can create fundraiser events in collaboration with on-campus and off-campus, local and national agencies.
      ii. These events must be approved by the SC Staff 10 days (or more) prior to the proposed event.
      iii. These events cannot involve the sale or distribution of weapons, alcohol, tobacco products, illegal substances or harmful materials.
   E. Club Sponsorship
      i. Clubs can create sponsorship packets to request funding or services support from on-campus and off-campus agencies.
      ii. The sponsorship packet (information) must be approved by the SC Staff prior to any club request for sponsor or agreements.
      iii. All club to sponsor (or vise versa) agreements or contracts must be reviewed and approved by the SC Staff.
These agency sponsorships cannot be involved in the sale or distribution of weapons, tobacco products, illegal substances or harmful materials.

F. Membership Dues
   i. Clubs regulate the fees and membership dues structure for the purpose of their own financial stability and operational budget.

IV. Club Accounting & Deposits
   A. Club Deposits
      i. Print off and complete the deposit sheet for your deposit.
   ii. Turn in the completed and printed deposit form to the UMD Sport Club Office (SpHC 197) in order for the deposit to be processed and the ledger updated.

B. Club Purchases & Payments
   i. Clubs can request purchases and payments through the Sports Club Online System (currently on Do Sports Easy).
   ii. All requests for credit card or check payments must be made via the Sport Club Online System or through the online travel website (Lucid Travel).
   iii. These requests will be added or deducted to the Club’s RSOP Account once payment is completed.

C. Club Ledger Access
   i. Club leaders will have access to the financial ledger for their RSOP Account which can be found on the Sport Clubs Online Registration System (currently on Do Sports Easy)
   ii. Club leaders will have access to the financial ledger for their club’s UMD Foundation Account through the Excel Document shared in their Google Shared Drive.
   iii. Both of these ledgers will be kept up to date by the Sport Clubs Staff and providing an up to date look at each club’s financial transactions and account balances.

Section 8: Sport Clubs Advertising and Marketing

Sport Clubs are provided the ability to promote their club through the use of advertising and marketing. As a sport club participant at the University of Minnesota Duluth, you are a public figure responsible for representing the Recreational Sports Outdoor Program and the University in the most positive way. Advertising and marketing are major factors in the success of our sport clubs, and if done in the right way, can result in a larger following for the club. Club leaders are expected to utilize the different advertising and marketing platforms we provide to promote their club, and their events.

I. Poster Regulations:
   A. Advertising materials, such as posters, will be created by, and only by the SC Staff.
   B. If your club would like a poster created, complete the “SC Marketing Request” form (a Google Form on the RSOP website.)
   C. If a club violates this rule, your club will be required to bring all unapproved posters to the Sport Club Office.
II. Sponsorship Agreements:
   A. Club Leaders can, and are encouraged to create a sponsorship packet for their club. Once created, it should be sent to the sport club email to be reviewed and edited by the SC Staff and the Assistant Director of Sport Clubs.
   B. After being reviewed, a finalized copy of your sponsorship packet will be sent to your club’s email. At this time, you can either personally hand out the packets to companies, or have the SC Staff mail the packets to potential sponsors, for a minimal cost.
      i. For further instructions on this process, please the SC Toolbox folder in the Google Shared folder “Sport Club Program.”

III. Club Branding:
   A. All clubs have been given an official style guide for the 2019-20 school year.
   B. When creating apparel you should reference your club’s style guide.
   C. If the SC Staff is presented with a club’s order, and it does not follow set style guidelines, we will recall the order until said club fixes the violation.
      i. We are NOT accepting new logo designs through the school year. New logo designs/ideas are submitted once a year, during the Spring Semester, and are used for the following academic year.
      ii. All 2019-20 logo designs for each club have been finalized and are shared with each club in their Google Shared folder.

IV. Club Banners:
   A. A banner has been created for each UMD Sport Club that have been an official UMD Sport Club for at least two (2) years.
      i. Each club with an annual registration two years or greater will receive a free sport club banner for their club to use in tabling and other marketing events.
   B. To request the use of these banners, please contact the SC Staff via email with the necessary information.
   C. Clubs are not permitted to create their own club banner(s) without prior approval from the AD of Sport Clubs.

V. Social Media Takeover
   A. Sport Clubs have the ability to use our SC social media pages while traveling for away events.
   B. All social media takeovers are facilitated by the SC Marketing Staff, if your club would like to participate in a takeover, complete the “SC Marketing Request” form (currently a Google Form on the RSOP website.)
   C. The ability to participate in a social media takeover is a privilege and not a right. Misuse of the takeover and/or inappropriate content being posted, may lead to a whole club consequences.

VI. Team Photo & Event Photography
   A. Clubs can submit a team photo to the SC Staff to earn earmark dollars for the club.
   B. Team photo guidelines are posted on the SCAC Earmark Dollar Guidelines as part of the SCAC Constitution and Earmark Dollar Guidelines.
C. The Assistant Director of Sport Clubs has final say in teams meeting the team photo guidelines.
D. If you would like to request team photography, complete the “SC Marketing Request” form (a Google Form on the RSOP website.)

VII. Club Volunteering
A. Clubs are encouraged to partake in volunteer hours as part of community service, campus service, and club-to-club service.
B. If clubs follow the Sport Clubs Advisory Council (SCAC) guidelines for earning earmark dollars, and complete the proper forms within the proper deadlines, the club will then receive earmark dollars.