2018-2019
Sport Clubs Advisory Council
CONSTITUTION
Sport Clubs Advisory Council Constitution

0. Provisional Statement:

A. This document will serve as the permanent governing document for the UMD SCAC starting in the Fall of 2019, voted into existence by a full meeting of the Sport Clubs Advisory Council meeting on 4/25/19. This statement will be removed once this document is voted in.

I. Name Statement:

A. This organization shall be named the University of Minnesota Duluth (UMD) Sport Clubs Advisory Council, shortened to the “Sport Clubs Advisory Council” or “The Council” when context permits and hereafter abbreviated “UMD-SCAC” and/or “SCAC.”
B. To change this statement, a normal quorum must be present at a SCAC meeting.

II. Purpose Statement:

A. The SCAC serves as a governing body comprised of and run by UMD students currently participating in Sport Clubs, with the purpose of assisting in making the sport clubs program at the University of Minnesota Duluth run as smoothly as possible for all involved. The SCAC does this by offering regular meetings executed with standard practices found in business, not-for-profit, and legislative settings. The SCAC is headed by elected leaders (via the Executive Board) and all topics are negotiated amongst The Council and their respective committees formed to address specific issues/topics.
B. The UMD Sport Clubs Program exists to support student organizations related to sport and physical activity in order to give students an opportunity to take part in new activities or continue sports/hobbies either recreationally or competitively against other University sport clubs, to develop student leadership and interpersonal relationships, and to promote an understanding of cultural diversity.
C. A sport club is a student-organized group of individuals that have a common interest in a sport or activity. Individual sport clubs are responsible for their own upkeep and are managed by the students themselves, while being overseen by the Assistant Director of Sport Clubs, Sport Club Administration, and SCAC. To be included in the SCAC, each club must be a registered Campus Life Program (CLP) (See Section III).

III. Affiliated Campus Life Programs (CLP)

The SCAC is made up of the sport clubs on campus. Every official active sport club within the SCAC is registered within the Kirby Student Center as a CLP.
A. To be an official active UMD sports club, the club must
   a. Be a member of the SCAC
   b. Be registered as a CLP
      i. A club must first be a Registered Student Organization (RSO) within Kirby Student Center, regardless of whether the club is just starting up or being renewed.
      ii. Follow the Kirby Student Center guidelines.
      iii. Have governing documents (see Appendix Item: Handbook - Governing Documents)
      iv. Elected club leadership
   v. At least 8 active members

B. A provisional club may be allowed to attend SCAC meetings as a guest of the Sport Club Executive Board.
   a. Provisional club - any RSO organization that is in the process of being a sport club.

C. Establishing a new sport club,
   a. Be an active RSO to the University’s standards for at least 4 consecutive semesters.
   b. Request a meeting with the SCEB for initial club screening.
      i. Can be done during the 4th consecutive semester as a registered RSO, or any consecutive registered semester after that.
   c. If SCEB approved, the club will be allowed to attend SCAC meetings as a provisional club.
   d. After attending 2 SCAC meetings, the club may present themselves to the SCAC as a potential new club to be voted in.
   e. The SCAC votes at the final SCAC meeting in the spring semester. If the club is voted in, they will be able to start official sport club business the following fall semester after they apply for initial CLP status.
      i. No new active sport clubs may be started after the CLP application deadline of a given academic year.
      ii. Once CLP status is obtained and SCAC membership is granted, the club is an official, active, sport club. CLP status must be maintained yearly.

D. Maintaining an active sport club
   a. Must be renewed as a CLP each fall semester.
      i. This includes the requirements of having functioning governing documents, elected club leadership, and at least 8 active members just as before at the time of initial CLP application.
      ii. For full details of maintaining a club requirements, see Appendix Item: Handbook - Guidelines for RSOP Sport Clubs Affiliation.

E. If a club loses CLP and/or RSO status
   a. Go through the above “to start a new sport club” process again.
      i. If RSO status is lost, they must acquire 4 new consecutive semesters.
ii. If RSO status isn’t lost, simply re-apply to the SCEB and follow the remaining steps.

F. While there can be multiple teams under one affiliated club (ex. A and B teams), the SCAC will not recognize separate affiliated clubs that participate in the same activity.

G. For the list of current clubs (CLP affiliates) see Appendix Item: List of Affiliated Clubs.

IV. Council Representatives

The SCAC is made up of registered representatives from its affiliated clubs. SCAC representatives will be responsible for attending the SCAC meetings and participating in the discussions that take place there. Acting as the official representative of their club during meetings. Relaying ideas, announcements, changes, etc. back to the rest of their own club members.

A. To become an active SCAC representative,
   a. They must be also be registered online as part of the SCAC prior to the first SCAC meeting (see Appendix Item: Handbook - RSOP Sport Clubs Online Registration).
      i. These representatives will be capable of voting.
   b. If a club has more than 1 registered representative attend a SCAC meeting,
      i. The club must specify who will be speaking on behalf of the club.
      ii. Only 1 representative is allowed to vote.
         1. Club must specify who will be voting on behalf of the club.

B. Representative dismissal: Poor standing within SCAC
   a. Membership can be revoked at any point as a result of this
      i. Any representative issues will be taken up with the Assistant Director via formal email.
      ii. If issue is not immediately resolved,
         1. The Assistant Director is responsible for informing the issue to the current executive board members.
      iii. From there, the issue will be brought up in the next Sport Clubs Advisory Council meeting.
   b. Once the issue is known to the advisory council, it is their responsibility to:
      i. Motion and pass the motion to create a dismissal committee
      ii. Dismissal committee must then meet with the Advisory Council Representative to gather facts.
      iii. The committee is then responsible for determining if it is necessary for the dismissal of the Advisory Council Representative.
      iv. If yes, a vote will need to be held at the next advisory council meeting.
   c. The dismissal committee and Advisory Council Representative up for dismissal must present their cases to the advisory council.
   d. The advisory council will then vote on matter, where a simple majority is needed to dismiss the member. If majority is not met, Advisory Council Representative is
no longer up for dismissal and case will be dissolved.
e. In the event of a representative dismissal,
   i. The club must provide a new registered representative to continue participating in the SCAC.

C. Representative Dismissal: Removal from affiliated club
   i. Membership within the SCAC will also be revoked.
   ii. In the event of a representative dismissal,
       1. The club must provide a new registered representative to continue participating in the SCAC.

V. Officers

The SCAC shall have a group of officers that oversee the council, this group shall be called the “Sport Club Executive Board”, or also referred to as the “Executive Board”, “SCEB”. The SCEB will have 3 positions: Chief Executive Officer (CEO), Chief Financial Officer (CFO), and Chief Clerical Officer (CCO).

A. To become an Executive Board member
   a. Be an active member of the SCAC
   b. Apply for the position(s) they wish to have
   c. Pass pre-screening through the Assistant Director/current Executive Board
   d. Be elected at a SCAC meeting

B. Term
   a. An Executive Board member will have a term of 1 academic year, running from the graduation date of previous academic year to the graduation date of next academic year
   b. An Executive Board member can be elected for up to 2 total terms

C. Re-election
   a. An Executive Board member may be re-elected if voted in by the SCAC
      i. See section A above

D. Removal of an Officer
   a. SCAC must create an Officer Removal Committee to decide whether or not the Officer needs to be dismissed.
   b. SCAC must then bring the issue to the Assistant Director of Sport Clubs to determine if the matter needs to be voted on
      i. If NO, the Officer Removal Committee must notify the Officer of their decision. Proceed to elect an Interim Executive Board member
      ii. If YES, the issue is brought to SCAC. Member up for dismissal may present their case at the next meeting, and it is voted upon by SCAC members.

E. Officer Resignation
   a. All Executive Board members are under contract and expected to fulfill their required duties for the full term.
b. In the event this isn’t possible and a member must resign, proceed to elect an Interim Executive Board member

F. Interim Executive Board Member
   a. Will be elected in the situation of an Officer removal or Officer Resignation
   b. Will serve out the rest of former Officer’s term
      i. This term as an Interim Member does not count towards the 2 term maximum as an Executive Board member
      ii. Interim member can be re-elected twice

G. General Executive Board Member Responsibilities
   a. All members
      i. Attend all SCAC meetings
      ii. Attend weekly meetings with the Assistant Director
   b. CEO
      i. Lead SCAC meetings
      ii. Represent the Sport Club Programs best interest
      iii. Delegate to CFO, CCO, and SCAC members
      iv. Act as the head of the SCEB
      v. Be present at allocation request presentations, assist CFO
   c. CFO
      i. Give financial report to SCAC
      ii. Oversee spending of the Sport Club Allocation Fund
      iii. Be on/oversee any committee that has to do with finances
      iv. Be present at allocation request presentations, oversee the process
   d. CCO
      i. Report previous meeting minutes at SCAC meetings
      ii. Take attendance and minutes at SCAC meetings
      iii. Communicate between SCEB and SCAC
      iv. Create and administer SCAC meeting agenda
      v. Be present at allocation request presentations, assist CFO

VI. Meetings and Committees

The SCAC shall hold regular meetings and debate larger topics initially through committees. There will be many different committees, the most important of which are the standing committees.

A. SCAC meetings
   a. There shall be 8 official meetings throughout the academic year.
      i. 4 per semester, the first of which occurs at the Leadership Summit before the start of the New Year.
   b. The meetings will be run using Robert’s Rules of Order, which includes
      i. Motions and seconds to pass a motion (motion carried)
      ii. Votes if needed
      iii. Tabling
iv. Quashing
   c. For the meeting to be official, it must meet the set quorum.
   d. The meetings will follow the meeting agenda, made by the CCO.
      i. Must be brought to order, preferably by CEO
      ii. Must have motion to adjourn the meeting

B. Committees
   a. These will be formed to discuss larger topics or decisions that need to be
      handled and presented to the SCAC
   b. Made up of SCAC members
   c. Standing committees
      1. Operate every year, simply with new members
      2. Never are quashed

VII. Finance

The SCAC will get funds from __________. These funds will primarily be distributed by the earmark
dollar system. Clubs can use the earmark dollar system to obtain additional allocation funds for
the following school year. Earmark dollars can be earned by various deeds including community
service, attending sport club events and other functions determined by the Finance Committee
and SCAC. See appendix item: Earmark Dollar System

A. The SCAC shall distribute the funding allocated to Sport Clubs by UMD in accordance
   with the Sport Club Handbook.
B. No Sport Club shall be given financial preference purely on the basis of the longevity of
   the Club under consideration
C. Executive Board and Allocation Committee is where the money is allocated originally,
   and they have the ability to distribute the money throughout the SCAC for the following
   year. They are responsible for ensuring the dispensation of the funding allocated to
   Sport Clubs from UMD such that not more than five percent of the original funding for the
   academic year remains after the allocation process.

VIII. Council Advisor and RSOP

The SCAC will have a faculty member advisor and function within the RSOP.

A. SCAC will be overseen by the Assistant Director of Sport Clubs (see Appendix Item:
   Handbook, section Assistant Director of Sport Clubs)
   a. The Assistant Director will have the authority to intervene and redirect any SCAC
      business as he/she sees fit.
   b. The Assistant Director’s mission is to build and uphold the Sport Club Program to
      provide students with recreational, leadership, and professional opportunities.
      He/she will work hand-in-hand with the SCAC to accomplish this.
B. The SCAC will be overseen by the RSOP
a. The mission of the RSOP is “dedicated to promoting healthy, active lifestyles and connections to the natural world through personal and professional experiences”.

IX. Affiliates and Associations

The SCAC is affiliated with many different associations within the UMD campus and the Duluth community.

A. For list of affiliates and associations, see Appendix Item: Affiliates and Associations
   a. This list is to be updated by the SCEB CEO
B. To become a new SCAC affiliate
C. To eliminate a SCAC affiliate

X. Amendments and Ratifications

The SCAC Constitution can be amended at any time, but to do so an amendment must go through the following procedure.

A. Procedure for making an amendment
   a. SCAC member must bring the proposed change to the attention of the SCEB.
   b. SCAC member must fill out the SCAC Amendment google form
   c. SCEB will process the amendment request and decide if it is approvable
      i. If yes, SCEB will propose the change at the next SCAC meeting
         1. Proceed to vote
      ii. If no, SCEB will inform the SCAC member who requested the change that it did not get approved

Appendix Item: List of Affiliated CLPs

Alpine Ski Club
Badminton Club
Cheer Club
Cycling Club
Dance Club
Figure Skating Club
Kayak & Canoe Club
Men’s Hockey Club
Men’s Lacrosse Club
Men’s Rugby Club
Men’s Soccer Club
Men’s Ultimate Frisbee Club
Men’s Volleyball Club
Nordic Ski Club
North Shore Climbers Club
Water Polo Club
Women’s Hockey Club
Women’s Lacrosse Club
Women’s Rugby Club
Women’s Soccer Club
Women’s Ultimate Frisbee Club
Women’s Volleyball Club
Wrestling Club

Appendix Item: SCAC Affiliates and Associations

Student Association
Kirby Student Center
Appendix Item: Sport Club Handbook

Article I. RSOP Sport Clubs Program Guidelines and Handbook

UMD SPORT CLUBS HANDBOOK

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Useful Sport Clubs and RSOP Contacts
Noah Kramer, Sport Clubs Assistant Director, 153 SpHC, (218) 726-7670, nekramer@d.umn.edu
Mick McComber, RSOP Director, 153G SpHC, (218) 726-8868, mmccombe@d.umn.edu
Lorry Walsh Carlson, Executive Accountant, 153B SpHC, (218) 726-8594, lwalsh@d.umn.edu
Sport Clubs Administration Staff, 153 SpHC, (218) 726-7670, sportclubs.umd@gmail.com
The UMD Sport Clubs Handbook

This handbook outlines the policies and procedures of the University of Minnesota Duluth (UMD) and Recreational Sports Outdoor Programs (RSOP) that directly affect the safety of club participants and the operation of each club. All Eligible Participants who choose to participate in a UMD Sport Club are required to become familiar with and agree to abide by the guidelines, policies, and procedures for Sport Clubs instituted by UMD Campus Life Programs (CLP), RSOP, and the Sport Clubs program, many of which are detailed in this handbook. The University and RSOP policies and procedures outlined in this handbook will not change unless altered by a University Official. The Sport Clubs Guidelines outlined in this handbook are subject to change at any time by the Assistant Director and the Sport Clubs Executive Board, and passed by a majority vote within the Sport Clubs Advisory Council meetings. Any University or RSOP policy or procedure concerning Sport Club activities that is not covered in this handbook can be referred by the Assistant Director of Sport Clubs.

***NOTICE***
INDIVIDUALS PARTICIPATE AT THEIR OWN RISK.

*Participation in any UMD Sport Club is purely a voluntary act. It is the responsibility of each Eligible Participant members of a Sport Clubs to be aware of the possibilities of bodily harm or other injury that may occur during the course of participation in club activity, and be aware of the fact that each participant is responsible for any cost arising out of injury or property damage sustained through participation.

Recreational Sports Outdoor Program (RSOP)

Mission Statement
“RSOP is dedicated to promoting healthy, active lifestyles and connections to the natural world through personal and professional experiences.”

Department Values:
- Wellness
- Student Development
- Learning
- Discovery & Adventure
- Engagement
- Inclusiveness
- Sustainability
- Excellence/High Quality Service
- Our People
- Safety/Risk Management
- Enjoyment

Our Value Toward Students:
At all times we are committed to serving our students and striving to meet or exceed their expectations and needs. Student development is the foundation for our programs. We contribute
to student development by providing recreational and outdoor activities that promote a learning and growing environment.

**Introduction to Sport Clubs**

A sport club is a student-organized group of individuals that gathers together to further their common interest in a sport or activity. Each club will determine its own membership guidelines and organizational structure, however such structure and guidelines must be free of any restrictions or discrimination based on race, color, national or ethnic origin, religion, disability, age, or sexual orientation. Any restrictions based on gender are subject to the approval of the UMD, RSOP and the Assistant Director of Sport Clubs. All UMD Sport Clubs are registered Campus Life Programs (CLP) with the Kirby Student Center, annually.

The Sport Clubs Program at University of Minnesota Duluth offer students an opportunity to participate in competitive, instructional, and recreational sport clubs. Involvement in these clubs can enhance their collegiate experience and contribute to a well-rounded education. The competitive aspect of sport clubs allows members to compete with other intercollegiate sport clubs, while the recreational and instructional aspect allows members to further develop their skills and knowledge of an activity.

**Program Mission Statement**

The UMD Sport Clubs Program exists to support student organizations related to sport and physical activity in order…

- To expose students to new activities or continue to enhance skills already acquired.
- To develop student leadership and organizational skills.
- To provide opportunities for students to develop positive interpersonal relationships.
- To promote an understanding of cultural diversity.
- To provide an atmosphere in which students can compete/participate against other University sport clubs.

Individual sport clubs are managed and organized by the student members and supervised by the Assistant Director of Sport Clubs and the Sport Club Staff. Clubs are accountable for their own budget finances, electing student leadership, and uphold their own governing documents. Clubs are also responsible for coordinating practices, competitions, meetings, events, transportation, publicity, and other club activities with the Clubhouse staff. It is through this coordination that students develop the leadership, delegation, and organizational skills, that will assist participants and provide the leaders with professional skills and experience well beyond their time at UMD.
Assistant Director of Sport Clubs

Noah Kramer  (218) 726-7670  nekramer@d.umn.edu

Vision Statement
It is the philosophy of the Assistant Director of Sport Clubs to foster the professional development of the student leaders of UMD through the experiential learning opportunities that occur in managing their Sport Clubs organizations.

“I envision a Sport Club program built and upheld on four principles of development: Creativity, Accountability, Responsibility, Tradition. With these principles our program will grow and change with the ever-changing interests and desires of the student body of UMD.” - Noah Kramer, M.A.

The program is designed to provide opportunities for leadership, organizational development, problem solving and conflict management, accountable budgeting and sustainable financial practices, and risk management. The purpose of this program is to achieve the goals set in the mission statement and to provide an enjoyable experience and lastly memories for the students, staff, and fans at UMD.

The Assistant Director of Sport Clubs serves in an advisory role with organizational guidance and as a resource available to assist clubs in conducting their non-profit business. Acting as a liaison between the clubs and the University, the Assistant Director is responsible to RSOP in administrating the program. Responsibilities include maintaining records of participants, facility schedules, results of events and competitions, oversees club accounts, administers budget allocations, promotes and advertises the Sport Clubs Program around campus, and assists each sport club with the planning and implementation of events, games, and tournaments. Additional administrative duties include follow-up with safety reports, maintaining current rosters and event schedules, and coordinating meetings with the SC Advisory Council and the SC Executive Board.

Sport Clubs Staff & Club House

Sport Clubs Staff  (218) 726-7670  sportclubs.umd@gmail.com
The Clubhouse  Sports & Health Center room 197

The Sport Clubs Staff report to the Assistant Director of Sport Clubs and are responsible for general daily tasks and communication that provide valuable information and access to facilities and equipment for the Sport Clubs. The SC Staff are trained to supervise on campus events, financial documentation, emergency response protocols, and other risk management situations. The Clubhouse, or sport club office, is an area for club leadership to meet, brainstorm ideas, utilize program materials, and at times just hangout or study. The Clubhouse is very much a place of business for the Sport Clubs Staff and Assistant Director.
Campus Life Programs - Kirby Student Center

All Sport Clubs under the administration of Recreational Sports Outdoor Program are required to register with Kirby Student Center as Campus Life Programs. Campus Life Programs (CLPs) are University entities and subject to all responsibilities and entitled to all privileges thereof. CLPs are required to have a designated University faculty or staff advisor, and must be officially sponsored by an office or department. CLPs shall have an additional obligation to consider and act in accordance with best interests of the University in all aspects of operations and activities. The host academic or administrative department, through the designated staff or faculty advisor, shall assure compatibility between the groups’ operations and activities and University interests. CLPs shall adhere to all University policies and procedures, which can be found in the Kirby Student Center Student Organization Handbook under the section “Classifications.”

Kirby Student Center Policies for Reserving Facility Space on Campus
Basic room reservations with no set up changes are generally free for any registered student organization. Depending on what you want to do, and in what particular room, there may be fees to rearrange a room, provide sound/lighting/tech. set up, and/or clean up afterwards. Kirby Student Center recommends that your student organization leave a room in the exact same shape you found it, if not better.

Registered Student Groups cannot reserve meeting rooms, event venues, contact tables, or any other spaces on campus for use by other student groups, University departments, outside groups or individuals to provide access or reduced costs in using University facilities, services or staff. Providing this inappropriate access to University space may result in disciplinary action against your group.

To view space availability and/or to request space in Kirby Student Center (including tables in Kirby Commons): https://umd-ksc-emse.d.umn.edu/VirtualEms/

Click here to view Kirby Student Center’s House Policies.

To view space availability and/or to request space anywhere else on campus:
http://www.d.umn.edu/vcaa/roomscheduling/index2.html

Registered Student Organization – Kirby Center
A Registered Student Organization (RSO) is a voluntary association comprised primarily of students that has no direct relationship to the University. Upon completion of the established registration process is entitled to certain privileges including operating, meeting, advertising, and participating in activities on the University of Minnesota Duluth campus, as well as eligibility to receive services from Kirby Student Center. A RSO is independent and autonomous from the University and are responsible for managing their own affairs. They are not units or agents of the University; events & activities held solely by an RSO are not considered University sponsored.

Guidelines for Starting a Sport Club
If you have a special interest and cannot find an existing club that meets your interest, you may apply to start your own Recognized Student Organization (RSO). All new Sport Clubs must be registered RSO in good standing with the Kirby Student Center for two years before being considered for CLP Sport Clubs affiliation.

Creating a Sport Club:
1. Check the list of current CLPs and RSOs to see if the club already exists:
   - [http://z.umn.edu/bulldoglink](http://z.umn.edu/bulldoglink) Click on “Organizations” tab.
   - Is there an organization on campus already providing the same or similar activity?
   - Does an organization exists that might be receptive to your ideas and interest?
   - If you answered yes to either question, please speak with the organization to learn how you can become involved. Applications for duplicate clubs are not accepted.
2. Register your new RSO with Kirby Student Center:
   - Must have a minimum of 4 members who are current UMD students, and are willing to be the officers/student leaders of the group
   - The club must have at least 2/3 of its membership be current UMD students
3. Once an RSO club has been in existence for two (2) years, then a club may submit the “New UMD Sport Club Request” form online at the RSOP Sport Clubs website.
4. Lastly, email the Assistant Director of Sport Clubs to schedule a meeting to discuss logistics and timeline for the organization to possibly become a Sport Club.

Guidelines for RSOP Sport Clubs (CLP) Affiliation

Maintaining a Sport Club
To maintain status as an active Sport Club (CLP), each club must:
- Register CLP with Kirby Student Center every Fall Semester through BulldogLink ([z.umn.edu/Bulldoglink](http://z.umn.edu/Bulldoglink))
- Create, abide by, and revise governing documents detailing club organizational structure.
- Maintain at least 8 active members.
- Retain 100% UMD student members for Competitive Clubs
- Retain <75% UMD student members for Instructional & Recreational Clubs
- Have every member complete RSOP online registration at the beginning of each Fall.
- [https://www.dosportseasy.com/umdsportclubs/](https://www.dosportseasy.com/umdsportclubs/)
Ensure your club and club members follow the policies and procedure outlined in the UMD Sport Clubs Handbook and UMD Student Conduct.
Email the Assistant Director all club requests for practice schedule, game/event schedule, club meetings, tryouts, etc. before the first day of UMD Welcome Week.
Ensure your club leadership communicates with the Club House, follows directions given and achieve the tasks set by the Assistant Director of Sport Clubs.
Utilize the Sport Clubs funding that has been allocated to your club for the school year in a responsible and efficient manner. DO NOT OVER SPEND!
Elect new club leadership and schedule an End Of The Year (EOTY) meeting with the Assistant Director of Sport Clubs before April 15th.
Members need to be registered formally on the relevant electronic registration system within two weeks after beginning practice for individual members and needing clubs to
have eight members registered within two weeks of their first practice for the year. Members not registered and approved must complete and submit a liability waiver. Clubs must have 8 registrants within two weeks from the date of the first practice enrolled and approved within two weeks of the start of practice. Members must have signed a temporary liability waiver in order to practice within those two weeks, whether or not they are registered through the online system. New members have two weeks to try out the club by signing a temporary paper waiver before having to be registered online. All members who wish to travel with the club must be registered and approved online by the due date of the final travel roster for the event.

***Violation of any of the above shall be brought to the attention of the Assistant Director, and failure to correct the failure within thirty days may result in suspension until remedied. Any club that has been inactive or suspended for more than 10 months must go through the entire process of registering as a new Sport Club.***
Sport Club Governing Documents
Each UMD Sport Clubs must create self-governing documents (i.e. a constitution and/or a set of by-laws) to be approved by the Assistant Director of Sport Clubs before adaptation for the purpose of the club’s organizational structure. These document may in no way go against or be in opposition to any current University, RSOP, or Sport Clubs Program policies or procedures. After approval of the governing document(s) the club will abide by the organizational structure and rules in a format of self-governance. It will be the responsibility of the club leaders to review and revise their governing document on annual basis. The Assistant Director of Sports Club can give direction and help with enforcement of these governing documents as needed.

National Governing Body (NGB)
All sport clubs and club members are required to meet the eligibility standards of their sports’ respective governing body. It is the responsible of club leaders to enforce these requirements and to inform the Assistant Director of Sport Clubs of the clubs NGB policies. Eligibility Roster Forms or NGB verification of enrollment at UMD may only be submitted to the Office of Registrar by the Assistant Director of Sport Clubs. All verification of enrollment or Eligibility Rosters must be handed into the Club House 10 days before the due date or date of travel.

Marketing and Apparel
All sport clubs must have approval before for any marketing materials or club apparel is printed or purchased. Marketing materials include, but are not limited to fliers, business cards, posters, banners, pens, stickers, or any other marketing merchandise that promote or advertise the club or the program. Club apparel includes, but is not limited to team uniforms, T-shirt, jacket, hats, warm-ups, fan apparel, coach’s apparel, or any other apparel that markets the club or the program. Club leaders can email, mail, or hand in design concepts of these items for approval with that Assistant Director of Sport Club.

Sponsorship and Fundraisers
Sport clubs are encouraged to create sponsorship packages and fundraiser events as a way of raising money, in-kind services, or obtaining needed equipment or goods that benefit their club. All requests for sponsorships and fundraisers must be approved by the Assistant Director before outside agencies or businesses are contacted. For sponsorships a list of potential sponsors must be given to the Assistant Director for approval before soliciting such agents or agencies. For fundraisers a detail description of the event(s) or program(s) must be given to the Assistant Director before approval is given.

Donation and UMD Foundations
Sport Clubs have the opportunity to receive donations through UMD Foundations so that donors may receive an IRS tax credit letter from the University. If a sport club wishes to create a Foundation account the club must deposit and keep an initial balance of $1,000.00 with in the account. If a club wishes to receive smaller donation on a more short term basis then the club has the option to deposit donations into the Sport Clubs Program Foundation account overseen by the Assistant Director. A UMD Foundation account may also be used for creating a student scholarship fund to be awarded to a club member; however minimum balances and deposits are much higher. For all Foundation account questions please see the Assistant Director.

Meetings, Workshops & Social Events
Sport club leader and members have a responsibility to take part in program meetings, workshops and social events as each is designed to strengthen and promote positive development to the participants of the program. Success depends on everyone’s involvement.

**Guidelines for Participants & Members**

**Eligible Sport Club Participants**

*Full-time Students* – current UMD students with a full class schedule, paying student service fees

*Other Students* – part-time UMD students who do not pay student service fees must purchase an RSOP membership and provide insurance coverage information to participate in sport club activities on-campus. Participation for these individuals is restricted to Instructional & Recreational based clubs, and travel with a UMD Sport Club is not permitted.

*Faculty & Staff* – participants who work for UMD as a faculty or staff member are required to purchase a RSOP membership and provide insurance coverage information in order to be eligible to participate with the Sport Clubs program. Participation for these individuals is restricted to Instructional & Recreational based clubs, and travel with a UMD Sport Club is not permitted.

**Note:** *Being an eligible participant does not mean you are a registered sport club member.*

**RSOP Sport Clubs Online Registration**

Eligible individuals interested in participating as part of a sport club must register via the online registration system which can be found on the UMD Sport Clubs website or through this link: [http://dosportseasy.com/umdsportclubs](http://dosportseasy.com/umdsportclubs). Through the online registration, potential participants must read and complete the Release of Liability & Assumption of Risk, Visual/Audio Image Release, Designated Driver Agreement, Code of Conduct, Sport Clubs Membership Oath, and the Anti-Hazing Policy. Once all of these are completed, membership is granted when the Sport Club Staff and the club leadership approves the registered member on the active sport club roster. As of Fall 2015 all Sport Clubs member will be able to utilize their UMD email and single sign-on password for simplicity on the ‘Do Sports Easy’ website.

**Note:** Registering for a sport club does not mean you are an active sport club member.

**Participation Waivers**

Annually, all club members must complete a Liability Waiver **PRIOR** to participating in any sport club activity. Each club member will complete the waiver forms as part of their online registration for Sport Clubs membership. Full time UMD students are required to have health insurance and do not need to display proof as part of club membership. All other participants must hand in proof of health insurance to the Club House before participation. Club leaders responsible for ensuring **ALL** club members have completed the Liability Waiver and the online registration.

**Youth Participants**

If your event has participants under the age of 18 that are not enrolled at UMD you will need to proceed with one of the following actions:

- Have their legal guardian complete a RSOP Youth Waiver for each participant.
- Receive a copy of the team’s insurance paperwork naming the University Of Minnesota Board Of Regents and listing the University of Minnesota Duluth as a covered location.
- Coordinate with the Assistant Director of Sport Clubs to purchase insurance for the number of minor participating in the event.
Code of Conduct
All sport club members must understand and abide by the UMD Student Code of Conduct, Sport Clubs Code of Conduct, and the laws of the State of Minnesota and the United States of America. Each member has a responsibility to report when there is a violation of any kind made by their teammates, coaches, or themselves (see Section 2: RSOP Sport Clubs Policy and Procedures).

Guidelines for Sport Clubs Leadership
All Sport Club leaders have a responsibility to make sure that your club abides by University, RSOP, and Sport Clubs Program policies and procedure. Also club leaders must familiarize themselves with and ensure that their club abides by all policies, procedures and rule of their league, conference and National Governing Body (NGB). Club leaders are encouraged to seek advice and guidance from the Assistant Director of Sport Clubs and utilize all tools and resources available in the Club House.

Leadership Requirements
● Club Leaders must be a UMD student seeking a degree at UMD taking two or more credits; it is up to their Club whether or not this student is required to be full time.
● Club leaders are responsible for understanding the Sport Clubs Code of Conduct and for sharing this information with members of the club on a regular basis.
● Club leaders are responsible to meet the expectations set by the University and the RSOP.
● Club leaders must have a deep understanding of and enforce the governing documents of their own club and the policies and procedures within the Sport Clubs Handbook.
Guidelines For Coaches/Instructors

Sport Clubs may hire a paid or volunteer Coach or Instructor for the purposes of skill development and as designated within the club’s governing documents. A club is first and foremost a student organization. A coach should restrict his/her contributions to coaching and should minimize active involvement in the club in order to aid the student leadership/student development process. The philosophy and key to the success of the Sport Clubs Program has been the continued emphasis placed on student leadership and participation. Clubs are designed to allow students to handle the leadership roles including, but not limited to administering a budget, securing facilities, scheduling contests, and arranging for travel, etc. Being a coach or instructor is a position of service that should be spent serving the club and its members. How much time is spent though, is up to the coach/instructor. Remember that students grow through the responsibility of leading a club.

General Rules for Hiring a Coach/Instructor:

- Selection of coaches and instructors is always subject to the approval of the Assistant Director of Sport Clubs.
- All coaches are supervised and report to the Assistant Director of Sport Clubs, however Sport Clubs Staff and student leadership are considered their on-site supervisors.
- Coaches/instructors may be students, faculty, staff, or community members.
- Clubs MUST formally hire all individuals who take on coach/instructor role with the club BEFORE they can become involved with the club.
- Non-student coaches or instructor are not to run the club for student leadership or to perform their duties unless they are a student.
- Let the club succeed or fail, acting as a mentor and supporting good decision-making.
- Be mindful in the relationship with the students and in turn, will see the members mature and grow, as well as develop skills useful to them throughout their lives.

The following are recommended duties of a Sport Club coach/instructor:

- Develop and improve skills of club members.
- Assist club officers in scheduling practices and games.
- Develop and employ safety practices for all participants to include the inspection of sport gear and the reporting of any hazardous facility conditions.
- Attend games and practices.
- Promote good sportsmanship on and off the field.
- Advise students on equipment purchases that may be necessary for practices and games.

Coaches/instructors should restrict his/her involvement with the club to teaching, mentoring, and coaching in practice and competition and must not participate in other areas of club management. Students, not coaches/instructors, should remain primarily in charge of club business and communication with the Sport Clubs office. The Recreational Sports Outdoor Program has an obligation to protect the student members of the Sport Clubs program. If, in the sole discretion of RSOP, a coach is not fulfilling his/her duties, is not adhering to stated or written policies and procedures, is potentially threatening the health, safety, or well-being of any club member, or is not otherwise working in the best interest of the club, he/she will no longer be welcome to serve as a coach/instructor.
Guidelines for Sport Clubs Advisory Council

The Sport Clubs Advisory Council (SCAC) is made up of one representative from each UMD Sport Club (a council member may only serve on the council for one club). The Advisory Council acts as a forum for sharing ideas and expressing concerns regarding the Sport Clubs Program. The advisory council meetings allow Assistant Director of Sport Clubs to pass on important information valuable to the success of each club. The meetings are also a place for members to present new SC Handbook amendments for all of the clubs to ask questions and vote upon program changes. The information distributed is of vital importance to each club, and to the program as a whole, so each club representative who attends the SC Advisory Council meetings should be an active participant in their respective club. The role of each SC Advisory Council representative is to act as a liaison for their clubs and inform all leadership and members of changes or information presented at the meeting. A quorum for the SC Advisory Council consists of (15) fifteen voting club representatives (of the current 22 sport clubs). A substitute member may sit in for an appointed member, but must notify CCO via email ahead of time. The appointed member is not allowed to vote on issues, but the club is still awarded their earmark dollars. The SC Advisory Council will meet monthly on a schedule to be set by the Assistant Director and the SC Executive Board.

General Responsibilities of the SC Advisory Council:
- Attend Advisory Council Meetings
  - Follow Robert’s Rules of Order
- Adding and Removal of Clubs
- Vote on issues such as:
  - Budget approval and allocation
  - Sport Clubs Handbook Guidelines
  - Related appeals and petitions
  - Community Service Projects
  - General Sport Club procedural actions
  - Sport Club disciplinary actions

Dismissal of a SC Advisory Council Member:
- If a council member is dismissed, a new representative may be selected by club leadership
- Create a committee to decide on whether or not member should be dismissed
- Issue should be initially brought to the Assistant Director of Sports Club to determine whether or not member should be voted upon for dismissal
- If yes - issue is brought to committee. Meeting is held where member up for dismissal presents their case, and it is voted upon by the committee members.
- Definition of Offenses Leading to dismissal of an Advisory Council Member:
  - The member commits any offense that breaks public (city or state) laws
  - The member commits any offense that breaks University policies
  - The member commits any offense that breaks Sports Club Program policies
  - The member commits any offense that misrepresents the University and/or its Sports Club Programs
Petition System for Dismissal of SC Advisory Council Member:

- If an issue arises regarding an Advisory Council Member, take matter to the Assistant Director to discuss issue.
- If issue is not immediately resolved, the Assistant Director will be responsible for informing the issue to the current executive board members. From there, the issue will be brought up in the next Sport Clubs Advisory Council meeting.
- Once the issue is known to the advisory council, it is their responsibility to:
  - Motion and pass motion to create a dismissal committee
  - The committee must then meet with the Advisory Council Member to gather facts. The committee is then responsible for determining if it is necessary for the dismissal of the Advisory Council Member. If yes, a vote will need to be held at the next advisory council meeting.
- 4. The dismissal committee and Advisory Council Member up for dismissal must present their cases to the advisory council.
- 5. The advisory council will then vote on matter, where a simple majority is needed to dismiss the member. If majority is not met, Advisory Council Member is no longer up for dismissal and case will be dissolved.

*The vote must be at an official advisory council meeting

*The member acquitted may not be brought up for dismissal for the same issue once issue is resolved
Guidelines for Sport Clubs Executive Board

Selection for the Sport Clubs Executive Board will take place during the month of March. The board selection may be rescheduled for extenuating circumstance by the Assistant Director. Interested candidates should complete the application process online in order to be considered for a board position. The only requirement for applying for these positions is that the student must be a full-time student and an active leader on a fully recognized UMD Sport Club. The Assistant Director will then reviews all applicants and appoints members for the school year. All board positions are a ten month term beginning August 1st, with a limit of two terms a student may serve on the board. SC Executive Board members are expected to attend all advisory board meetings and the SC Executive Board meetings, along with special meetings such as Budget Allocations and Disciplinary Hearings as requested by the Assistant Director. Only one member of each club may serve on the SC Executive Board at any one time.

Sport Clubs Executive Board Positions:
- Chief Executive Officer (CEO)
- Lead Advisory council meetings
- Represent in the Program's best interest
- Have leadership skills
- Delegate to Advisory Council
- Chief Financial Officer (CFO)
- Give financial report to Advisory Council
- Oversee spending of Club Sports Allocation Fund
- Be on/oversee any committee that has to do with financial matters
- Be present for allocation request presentations and oversee the allocation process in the spring
- Chief Clerical Officer (CCO)
- Report previous meetings minutes at Advisory Council meeting
- Take attendance and minutes at Advisory Council meetings
- Communicate between Executive Board and Advisory Council
- Create and administer Advisory Council meeting agendas
  - New business, old business, etc.

General Responsibilities of the SC Executive Board:
- Members represent the University of Minnesota Duluth as well as their sports club
- All board positions consist of one ten month term beginning August 1st, with a limit of two terms a student may serve on the board
  - Exec board member must be reapply and be reselected for a second term
- SC Executive Board members are expected to attend all advisory board meetings and the SC Executive Board meetings, along with special meetings such as Budget Allocations and Disciplinary Hearings as requested by the Assistant Director
- Members must be at full-time student status

Election of Executive Board Members:
- Selection for the Sport Clubs Executive Board will take place during the month of March
The board selection may be rescheduled for extenuating circumstance by the Assistant Director

Continued Guidelines for Sport Clubs Executive Board

- Interested candidates should complete the application process online in order to be considered for a board position
- Applicants must be a full-time student and involved member of a fully recognized UMD Sport Club at the time of application
- The Assistant Director and current SC Executive Board will review all applicants and select 2-3 applicants for each position to be voted on by the SC Advisory Council
- Only one member of each club may serve on the SC Executive Board at any one time

Dismissal of a SC Executive Board Member

- Create a committee to decide on whether or not member should be dismissed
- Issue should be initially brought to the Assistant Director of Sports Club to determine whether or not member should be voted upon for dismissal
- If yes - issue is brought to committee. Meeting is held where member up for dismissal presents their case, and it is voted upon by the committee members.
- Definition of Offenses Leading to dismissal of an Executive Board Member:
  - The member commits any offense that breaks public (city or state) laws
  - The member commits any offense that breaks University policies
  - The member commits any offense that breaks Sports Club Program policies
  - The member commits any offense that misrepresents the University and/or its Sports Club Programs

Petition System for Dismissal of SC Executive Board Member:

- If an issue arises regarding a council member, take matter to the assistant director to discuss issue.
- If issue is not immediately resolved, the assistant director will be responsible for informing the issue to the current executive board members. From there, the issue will be brought up in the next Sport Clubs Advisory Council meeting.
- Once the issue is known to the advisory council, it is their responsibility to:
  - Motion and pass motion to create a dismissal committee.
  - The committee must then meet with the executive board member to gather facts. The committee is then responsible for determining if it is necessary for the dismissal of the executive board member. If yes, a vote will need to be held at the next advisory council meeting.
  - The dismissal committee and executive board member up for dismissal must present their cases to the Advisory Council.
  - The advisory council will then vote on matter, where a simple majority is needed to dismiss the executive board member. If majority is not met, executive board member is no longer up for dismissal and case will be dissolved.
  *The vote must be at an official advisory council meeting
  *The member acquitted may not be brought up for dismissal for the same issue once issue is resolved

Guidelines for the Sport Clubs Earmark Dollar System
The UMD Sport Clubs Program utilizes a system in which clubs can earn additional allocation funds for the following school year. Clubs earn actual allocated dollar amounts through various deeds including community service, attending club events and other functions as determined by the Sport Club Executive Council and voting members of the Sport Club Advisory Council. This system shall be referred to as the Earmark Dollar System. The Earmark Dollar System is designed to incentivize Sport Club involvement in the Sport Clubs Advisory Board and the Greater Duluth Community in terms of club development and service of material beneficial to the Community. In doing so, UMD Sport Clubs becomes a more robust organization while furthering the reputation of the University and Sport Clubs in our community.

Volunteering: Any volunteerism qualifying for remuneration must be served openly in the name of UMD Sport Clubs or the name of the team in which participating members are volunteering. This volunteerism must be served without any monetary compensation or any significant in-kind arrangement for the volunteers.

To ensure accountability, signatures from the participants and the event coordinator or other reasonable independent party assuring the work completed was done so as described in the request are required. If no such independent party is accessible, alternative arrangements must be made with the Assistant Director or Executive Board. Photos may also be requested including the participants at the venue.

Any team for which half the members serve three approved volunteer hours within the semester will be awarded an extra $100 for the semester. This bonus would be available to clubs during both Fall and Spring semesters.

### Earmark Dollar System

<table>
<thead>
<tr>
<th>Category</th>
<th>Title</th>
<th>Description</th>
<th>Amount Awarded</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program Involvement</td>
<td>SC Executive Board</td>
<td>Participation; Attendance</td>
<td>$250/Semester with 90% attendance at Executive Board and Advisory Council Meetings;</td>
</tr>
<tr>
<td></td>
<td>SC Advisory Council</td>
<td>Attendance</td>
<td>$25/Council Meeting if club member is present when attendance is called or notice of late arrival is given prior to the meeting as deemed appropriate by the Executive Board; $50 bonus if all meeting are attended;</td>
</tr>
<tr>
<td></td>
<td>Workshops</td>
<td>Participation; Attendance</td>
<td>$50/workshop attended</td>
</tr>
<tr>
<td>Service To Others</td>
<td>Community Service</td>
<td>Events or projects in the Duluth community</td>
<td>$5/person/hour</td>
</tr>
<tr>
<td></td>
<td>Campus Service</td>
<td>Events or projects on the UMD Campus</td>
<td>$5/person/hour</td>
</tr>
<tr>
<td></td>
<td>Campus Cleanup Project for Earth Week</td>
<td>Events or projects on the UMD Campus (Expected near the end of April)</td>
<td>$10/person/hour (Max: $100)</td>
</tr>
</tbody>
</table>
### Club/Program Service

| Miscellaneous | Professional Club Photo | 1. Atleast 75% of team present  
2. Team uniforms OR UMD Apparel OR matching color apparel  
3. Team must be clearly identified by either the setting, uniform and/or props (Rugby ball, bikes, etc.) in addition to other requirements.  
4. Photo taken during current school year (Aug 15- Day prior to first allocation meeting)  
5. Everyone must be looking at camera  
6. File size must be 3 megabytes or larger (Do not take with phone)  
7. Assistant Director has final say in teams meeting the above requirements | $5/person/hour |
| SCAC Committee Involvement | Serving on committees dedicated to achieving SCAC business; meeting attendance to be taken by the committee chairperson. | $100/academic year |

*All earmark dollars are subject final approval by the Assistant Director of Sport Clubs under the allocations clause (see S1:C.v; of the RSOP Sport Clubs Policy and Procedures).*

**Continued Guidelines For Sport Clubs Earmark Dollar System**

### Approval Procedures

**Events taking 10 person hours or less (earning <$50)**

Clubs must notify the Assistant Director of Sport Clubs 24 hours prior to the start time of the event. This email will include the date, time, and general description of the event. Written confirmation will be required in order for money to be allocated for the event. In the instance of an event unexpectedly taking more than 10 person hours to complete, the Advisory Council will decide whether the additional money is allocated.

**Projects taking over 10 person hours (earning >$50)**

Approval from the Advisory Council will be required before the project is started. A cap amount may be established if deemed appropriate by the Advisory Council.

To guarantee allocation for service, any large projects (for which the total requested Earmark Dollars exceed $50, whether the project constitutes many hours served in one event of several hours served at a time in a recurring fashion over the course of the semester as one cohesive project, e.g. serving two hours every Saturday over the course of the semester in a soup kitchen)—must receive prior written approval requested at least 24 hours in advance of the day of the project from the Assistant Director preferably via email. The request for approval should include a detailed description of the work to be done by the approximate number of participants and for the approximate number of hours to be served. Projects served without prior authorization or which unexpectedly exceeded the $50 threshold may be authorized afterward upon request by any club at the sole discretion of the Assistant Director, or at his delegation by the Executive Board. If not authorized the club will still qualify for the $50 baseline if all other requirements were met.

**Club/Program Service**
Clubs hosting an event needing additional help can request volunteers from other sports clubs at the Advisory Council meeting. Hosts can set their own requirements for volunteers’ skills, abilities, etc. Volunteers seeking to earn earmark dollars must contact the representative of the hosting organization. Volunteers will be chosen from the club who contacts the coordinator first.

**Follow-up Procedures**
Clubs will fill out the Community Service Event Report within 7 days following the event. No document is necessary for Sports Club workshops.

**Workshops**
Clubs have the opportunity to earn money for attendance at relevant workshops outside of the Sport Clubs program that would be beneficial to the community and/or club members (for example, anti-hazing). Prior approval from the Assistant Director of Sport Clubs is required for earning earmark dollars for these workshops. Upon approval, all clubs will be notified of the opportunity to attend this event to earn earmark dollars. For each hour of workshop attendance with the minimum members present, the club will earn $25. A minimum attendance of 1 member is required for earning earmark dollars for Sport Clubs workshops hosted by the Assistant Director of Sports Clubs.

**Minimum attendance per workshop** (Does Not Include Sport Clubs Workshops)
- 1-10 club members: 2
- 11-20 club members: 3
- 20+ club members: 5

**Additional Earmark Dollar Opportunities**
Clubs seeking to earn earmark dollars from events not specified above may request to do so from the Assistant Director of Sports Clubs 24 hours prior to the event.

**Trimester Schedule for Requesting Community Service Project Earmark Dollars**

<table>
<thead>
<tr>
<th>Due By</th>
<th>Time Frame for meeting</th>
<th>Exceptions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Trimester</td>
<td>First SCAC Meeting in Fall Semester</td>
<td>End of September/ Beginning of October</td>
</tr>
<tr>
<td>2nd Trimester</td>
<td>First SCAC Meeting in Spring Semester</td>
<td>End of January/ Beginning of February</td>
</tr>
<tr>
<td>3rd Trimester</td>
<td>Last SCAC Meeting in Spring Semester</td>
<td>In April</td>
</tr>
</tbody>
</table>

**Additional Trimester Information**
With these deadlines implemented, this means that any volunteer earmark dollar requests from the April SCAC Meeting to September/October SCAC Meeting (1st Trimester) must be turned in by the September/October SCAC Meeting if you want to earn earmark dollars.
In the 2nd Trimester (September/October SCAC Meeting to January/February SCAC Meeting), any volunteer earmark dollar requests must be turned in by January/February SCAC Meeting.
In the 3rd Trimester (January/February SCAC Meeting - April SCAC Meeting) any volunteer earmark dollar requests must be turned in before and approved at the April SCAC Meeting.

**Guidelines For Sport Club Budgeting & Finance**
Sport club income and expenditures are a vital part of the success or failure of a club. It is imperative that each club closely monitors its accounts and insures that all expenditures are
approved by the club leadership. The governing documents of the club should clearly state guidelines for membership dues, expense approvals, funding appropriations, and income deposit procedures. The sport clubs are non-profit entities bound by the same IRS financial regulations for any 501(C) agency and must be upheld as such. The financial operations of each club must be conducted in accordance with all applicable local, state, and federal laws and regulations; University, Recreational Sports Outdoor Program, and Sport Clubs program policies and procedures. Club leaders have the responsibility to report any mishandling of funds to the Assistant Director of Sport Clubs immediately.

**Membership Dues**

Dues must be established in advance by the membership of the respective club and approved by the Sport Clubs Office. Clubs are encouraged to use good judgment when establishing dues. It should be understood that dues are supplementary funds to be established at a moderate rate. Funds received from dues should be deposited directly in the club’s account and may be spent, as the club deems necessary.

**Budget Allocation Process**

The Budget Allocation process is as follows:

1. Clubs may submit a Budget Proposal Form by the deadline set by the Allocation Committee. Once a club has turned in a HARD COPY of this form, they may then sign up for an Allocation Presentation time.
2. The Allocation Presentation times will be set up by the Allocation committee, your club may only sign up for one time slot in which you will have 10 minutes to present to the Allocation committee why you are requesting the amount you are requesting.
3. Your club will only get 10 minutes to present and no longer. Please make sure to stay within this time frame.

After all presentations are completed, the Allocation Committee will discuss and work to allocate each club an amount that well represents what their club is deserving in funds. Do remember that the Allocation Committee does take into consideration what your club has made in earmark dollars in the school year. If any club does not approve of the money they were allocated, they may discuss with the current CFO on why they were allocated what they were. For clubs to earn their earmark dollars and allocations from the year previous, the club leaders must attend the Leadership Meeting at the beginning of the school year.

**Sport Clubs Funding Sources**

“Because clubs may only receive funding from one area of the school, sport clubs will need to request funds through the RSOP Sport Clubs Program budget. The process at which you will request is, in the spring semester, the E-board, Noah and volunteers for the Allocation Committee will determine dates for presentations. After dates have been selected, each team will have at least a week, to fill out a budget form (provided in an email) and turn a hard copy into the RSOP front desk, where the club at that time may sign up for a presentation time. If you are late and do not submit a budget in time to reserve a spot you may email Noah a copy of your budget and the allocation committee will look at it, however you lose the opportunity to present on behalf of your club. If a club is negligent and doesn’t turn in any budget, it will be assumed that they are not requesting any funds further than what earmark dollars they have earned. Any
objections to times for presenting due to teams being out of town will be brought to Noah, then to the allocation committee for review (example: Team has nationals the week of allocations and cannot present, allocations committee and Noah can go case by case and approve a different meeting time if seen fit).

**Guidelines For Sport Clubs Fine System**
At this time, the SC Executive Board and the SC Advisory Council do not recommend implementing fines or financial penalties as a disciplinary action.

**Guidelines For Risk Management**
Participation in recreational sports programs carries some risk due to and depending upon the nature of the activities. Individuals participate at their own risk and are responsible for their own health and safety. However, club officers should be responsible to be prepared for any type of emergency that should occur. The following information is provided to help guide you through some of the basic information in regards to risk management.

**Cell Phones**
Clubs should have a working cell phone with them at all times and phone numbers should be documented with the Sport Club Staff. Phones should not be used by the driver while operating any vehicle.

**CPR and First Aid Certifications**
The Sport Clubs Program recommended that two (2) members of each club be certified in both CPR and First Aid. Those members who are certified should be individuals who regularly attend all practices, games, and events. Certifications should be kept on file in the Sport Clubs Staff.

**First Aid Kits**
The Sport Club Staff will have a first aid kit available during their shifts; however, it is recommended each club have their own present at all club functions.

**Injury & Accident Reports**
An incident can be defined as any event, activity or action that causes a disruption to normal club activity or business.

This can include:
- Minor or major arguments or disagreements
- Physical contact beyond the realm of the sport
- Facility reservations that were booked during club time
- Facility members using club space during club time
- A personal injury/accident report form must be completed when:
  - A club participant, spectator, or coach is injured and requires treatment for an injury that occurred on club time.
  - Someone is injured during an event the club is hosting.

*Club officers and Sport Clubs Staff must carry both of these forms with them to all club activities and should be completed immediately and submitted by the next business day.*
Emergency Action Procedures

For minor injuries:
1. Notify the Sport Clubs Staff on duty if the injury takes place on campus.
2. A qualified individual may render first aid, as required, and with proper consent on the spot.
3. Complete an Accident Report Form and submit it to the Club House by the next business day.
4. For injuries requiring medical attention:
   5. Notify the Sport Clubs Supervisor on duty if the injury takes place on campus.
   6. Do not allow the injured party to go to a medical facility unescorted.
   7. Complete an Accident Report Form and submit it to the Sport Clubs office by the next business day.

For emergencies:
1. Call 911 and request EMS.
2. Explain the nature of the emergency and inform them that no EMT is on the scene.
3. Give them clear and specific directions to the site.
4. Provide the name and exact location of the victim, a brief description of the injury, identification of the caller, and phone number.
5. Provide any necessary CPR.
6. If on campus, contact the UMD Police Department (218-727-8770).
7. Contact Noah Kramer (319-360-3311) to notify him of the emergency.
8. Meet or designate someone to meet personnel at the entrance to the building or scene of the accident and guide them to the injured party.
9. Emergency personnel will be responsible for determining if and how the injured party shall be transported.
Revisions to Sport Clubs Governing Documents

As of the 2016-2017 school year, the assistant director no longer adds amendments to the handbook. The Sport Clubs Advisory Council (SCAC) is responsible for adding and voting in new amendments. The assistant director is responsible for serving as an advisor/consultant to the SCAC for adding new amendments. The Advisory Council adds amendments as they see fit by the following process:

Constitution Revision
The means of revising the Constitution is as follows:
1. Contact current clerical officer on the Sport Clubs Executive Board to add new amendment as an agenda item for the next Advisory Council meeting to be discussed.
   a. Constitutional revision committee is a standing committee set to begin at the first meeting in the second semester of a school year.
2. Discuss new amendment wished to be made
3. Motion and pass motion to discuss constitutional revision committee
4. Motion and pass motion to add members to committee
5. Meet and discuss with committee members to add/revise amendments to constitution
6. Present proposed new/revised amendments to Advisory Council
7. Motion and pass motion to vote on passing the proposed new/revised amendments
8. A simple majority is needed to pass new/revised amendment(s)
9. Once amendment is passed, amendment will be added to constitution.
*Voting meeting must be an official Advisory Council meeting

Handbook Revision
The means of revising the Handbook is as follows:
1. Contact current clerical officer on the Sport Clubs Executive Board to add new amendment as an agenda item for the next Advisory Council meeting to be discussed.
2. Discuss new amendment/revised amendments wished to be made
3. Motion and pass motion to discuss handbook revision committee
4. Motion and pass motion to add members to committee
5. Meet and discuss with committee members to add/revise amendments to handbook
6. Present proposed new/revised amendments to Advisory Council
7. Motion and pass motion to vote on passing the proposed new/revised amendments
8. A simple majority is needed to pass new/revised amendment(s)
9. Once amendment is passed, amendment will be added to handbook.
*Voting meeting must be an official Advisory Council meeting

The Assistant Director is responsible for adding new policies and procedures to constitution as part of RSOP responsibilities run by the University of Minnesota. Policies and procedures are run and operated by the assistant director and are not up for revision/removal by either the Executive Board or Advisory Council or any of their members.

Assistant director’s process for adding new policies/procedures is as follows:
1. Write up new policy/procedure
2. Send Policy/procedure for review
3. Present new policy/procedure to Executive Board
4. Present new policy/procedure to Advisory Council (in policy form)