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Other Important Numbers:

University Police Department  972-883-2331
UPD Emergency Response  972-883-2020
Public Safety  972-883-2222
Introduction
The Club Sports Handbook has been created by the Department of Recreational Sports to assist clubs in the administration of their particular programs. It is designed to serve as a guide to help clubs function at an optimal level to achieve an overall positive experience. All club officers within the Club Sports Program are expected to familiarize themselves with these handbooks. Any new policies, procedures, changes, or additions to the existing guidelines made during the current academic year shall be deemed official even though they may not appear in this printed version. Information in this handbook is subject to change.

Philosophy
The Club Sports Program operates under the Department of Recreational Sports at The University of Texas at Dallas. Club Sports consists of recognized student organizations whose goals are to promote and develop common sports or recreation related interests. Each club sport has been formed, organized, managed, and maintained by student leaders. A club may be recreational, competitive, or may involve any combination, of the aforementioned. Club members are actively involved in the leadership, responsibility, and decision-making process of club activities.

The Department of Recreational Sports will provide encouragement, guidance, and general supervision for the various affiliated clubs, but the emphasis is on student leadership to initiate, organize, operate, and participate. Involvement within a club sport is voluntary and can enhance a student’s overall college experience by allowing students to develop leadership, management and organizational skills, while additionally providing the benefits of competition, physical activity, and social fellowship.

Recreational Sports
Club Sports is just one of the program areas offered to students by the Department of Recreational Sports. The Assistant Director of Competitive Sports directly oversees the operation of the Club Sports Program and is responsible for monitoring all Club Sports activities. All club presidents or representatives will work directly with the Club Sports Office concerning club operations. Clubs will be allowed as much freedom to operate as possible provided that they abide by all rules, policies, and procedures of the State of Texas, The University of Texas at Dallas, and the Department of Recreational Sports.

Club Sports Council
The Club Sports Council is comprised of students representing Club Sports and the Department of Recreational Sports. The Council promotes and governs over the clubs and individual members associated within those clubs. The primary function of the Club Sports Council is to advise the Club Sports Program on the following:

- Provide direction for the implementation of new policies and procedures.
- Provide a forum for clubs to discuss concerns with the Club Sports Program.
- Conduct disciplinary hearings as needed.
- Review new club membership applications to the Club Sports Program.
- Review budget proposals from individual clubs within the program.
- Coordinate activities which promote the Club Sports Program, including organizing socials, recruiting efforts, and serving as mentors to new clubs.
- Provide leadership, direction, and guidance for membership in Club Sports.
Students
Students within the Club Sports Program have unlimited opportunities to involved themselves with the University and surrounding community. Student members collectively have the responsibility for the formation, administration, development, and operation of their respected clubs. Each club will elect, appoint, or designate club officers to formally operate the club. All members of the Club Sports Program will be held accountable for their personal actions and, if warranted, can be held liable for situations involving their respective clubs.

Classification
The classification system was established to recognize that individual clubs have goals and objectives unique to that club. The Club Sports Program has limited resources in funding, facilities, and equipment for the program. This classification system allows the program to bring consistency in the allocation of resources to all clubs. At the end of each year, the Club Sports Office will review the status of each club and determine it’s status for next year. The staff has the authority to change the status of a club based on any number of unforeseen changes including but not limited to budget restrictions, facility limitations, university policy changes, problems with club behavior, club purpose changes, and/or failure to meet any of the guidelines set in the Club Sports Handbook.

Recreational Clubs
Recreational clubs are generally not affiliated with a collegiate league, conference, or governing association. Participation in competitive activities is just as important as developing social and lifetime skills. These sports are often referred to as “lifetime sports.” They may hold regular practices or meet several times a month. Recreational clubs are primarily self-supporting with the majority of funds raised by the club.

Competitive Clubs
Competitive clubs participate in numerous competitions and events with other universities or colleges. They are members of a recognized collegiate league, conference, or governing association. Most competitive clubs entail a certain level of coaching associated and tend affiliate with a national championship. Competitive clubs hold regularly scheduled practices and are expected to actively fundraise and recruit new participants in order to maintain this classification.

Provisional Clubs
A new club that obtains Club Sports status will be considered a provisional club for the first year and will receive extremely limited resources from the Club Sports Office. Provisional clubs must demonstrate stable administration, interest, behavior, and support from the membership. After the first year, the club may be re-classified based on the goals of the club. In addition, any club leaving or suspended from the Club Sports Program for one year or more will be automatically classified as a provisional club upon requesting re-admittance into the Club Sports Program.
Policies & Procedures

Accountability
Each club sport will be held accountable for all club and club members’ actions both on and off the field/court (home or away). All clubs are encouraged to institute a strict club policy concerning negative behavior and conduct within their club constitution. Negative conduct is inappropriate and will not be tolerated.

It is the responsibility of the club president or designated representative to communicate with the Club Sports Office. Regular meetings will be scheduled, as needed, and held throughout the semester to assist in this process. Each club is responsible for having appropriate representation at all mandatory Club Sports meetings or events.

Registration Process
Any student group may apply for Club Sports status by meeting with the Assistant Director of Competitive Sports. There may not be any duplication of a current recognized Club Sport.

Returning Clubs
Club Sports status is granted on a yearly basis. The club officers are responsible for attending the mandatory club officer meeting at the start of each semester and completing the proper paperwork by the designated deadline before Club Sports status is granted for the year. Failure to comply will result in the club being denied Club Sports benefits until meeting with the Assistant Director of Competitive Sports.

New Clubs
Anyone wishing to start a new club sport that is not already offered must complete the following steps:
1. Meet with the Assistant Director of Competitive Sports to discuss the possibility of becoming a club sport.
2. If the proposed sport is viable, student interest needs to be demonstrated in the club by a membership of either (1) eight active members or (2) the minimum number of members (over 8) needed to participate in the activity.
3. Adopt a club constitution and submit to the Assistant Director of Competitive Sports.
4. Complete the Request for Recognition to demonstrate how the following will be assessed: equipment, uniforms, practice schedules, game schedules, league information, etc.
5. Select club officers through election or designation.
** Completion of the steps does not guarantee club status.

Constitution
In order to be successful, each club within the Club Sports Program must have a set of operational guidelines by which members govern themselves. All clubs are required to have a constitution on file in the Club Sports Office. The constitution serves as a guide for administering club business. General provisions (club name, meetings, dues, purpose, etc.) should provide for the internal needs of the club. Specific provisions (membership, eligibility, voting, etc.) should ensure fulfillment of the University, Club Sports Program, and national governing body requirements. The constitution must be easily interpreted, so that the club operates consistently from year to year. A Constitution Guide is available upon request.
Club Officers
All club officers must be students at The University of Texas at Dallas. The Club Sports Office highly encourages each club to have different classes (freshman, sophomore, etc.) represented on the club’s executive board in order to maintain continuity in the administration from year to year. Officers are expected to be mature, honest, responsible, and enthusiastic. Each officer is responsible to and for the club. A current list of officers’ contact information must be provided to the Club Sports Office at the start of each semester and any changes to the contact information must be updated promptly.

Officers are responsible for the daily operation of any club. Each officer is vital to the overall success of the club, but the president is ultimately responsible for ensuring that the club functions properly. Conducting the daily business of a club sport is usually too large for any one individual. Delegating some of the president’s general responsibilities to others helps to alleviate the president’s workload and gives other members a sense of value. A list of suggested officer duties follows: President, Vice President, Secretary, Treasurer, Trip Leader, Safety Officer, Marketing Coordinator, Recruitment Chair, Social Chair, etc.

The scope of club activities and officer duties is unique to each group so duties are not strictly defined. The Club Sports Office can assist and advise in the assignment of roles and responsibilities of each leadership position including providing examples. However, within the leadership team the following important club functions should be addressed and delegated.

- Work as a team
- Hold regular business meetings
- Know the Club Sports Handbook.
- Communicate often with the Club Sports Office.
- Ensure each club member has the appropriate identification at each practice.
- Maintain all club records.
- Market and promote club within community and for recruitment.
- Actively fundraise through events, not including collection of dues.
- Maintain club roster and other appropriate paperwork.
- Handle all financial actions and maintain accurate records.
- Complete club budget requests.
- Attending all Pre-Trip Meetings when club will be traveling.
- Responsible for turning all paperwork in relating to travel: Travel Application, Post Trip Report, Travel Responsibilities of Participants Form, etc.
- Meet CPR, First Aid, and AED certification requirements.
- Responsible for inspecting fields, facilities, and equipment for safety.
- Ensure that all club members have the appropriate paperwork on file with the Club Sports Office prior to engaging in any club activities.

All officers are required to attend scheduled Club Officer Meetings and attend any and all necessary Officer Training Clinics that will be scheduled during the first few weeks of the semester. If the Club Sports Office deems anyone unfit to serve as a club officer and every measure has been taken to try to rectify the situation, that person can and will be removed from office.
**Officer Appointments**
Each club will be required to finalize officer positions prior to the last class day of the spring semester. A complete list of officers with summer contact information must be submitted to the Club Sports Office by the last class day. It is the responsibility of all outgoing officers to properly train newly elected officers in their position to ensure continued success of their club. Please contact the Club Sports Office if any participant has any questions regarding new officer training.

**Coaches & Instructors**
Some clubs operate with students, faculty, and/or staff as coaches, while others have non-University related individuals. Clubs may only have a maximum of three coaches and/or instructors. Anyone interested in volunteering their time to coach a club sport must complete a Club Sports Coaching Application, submit proof of appropriate certifications, meet with the Assistant Director of Competitive Sports and/or the Director of Recreational Sports, and, once approved, must complete a Coach’s Agreement. A Coach’s Agreement is valid for one academic year.

Each coach and/or instructor will be issued a Club Sports Instructor’s Pass valid for one designated semester at a time. The pass and a valid photo ID will be required to enter the facilities. All coaches are expected to follow the policies and procedures of the Club Sports Program, the Department of Recreational Sports, and The University of Texas at Dallas. A coach should be knowledgeable within the specific area of instructions and is solely responsible for restricting their contribution to teaching the specific sport to all club members. The club coach should encourage and display good sportsmanship on and off the field/court.

Each club sport is a student organization, and therefore all decision making and administration will be handled by the club members and officers. Under no circumstances does the coach represent or speak on behalf of the Department of Recreational Sports or The University of Texas at Dallas. Recreational Sports has an obligation to protect the club and its members. If deemed appropriate, a coach may be removed at any time for any reason by the Club Sports Office.

Clubs are responsible for making sure their coaches and/or instructors are approved and have an agreement on file. If a club is found to be in violation of any policies regarding coaches and/or instructors the club will immediately have all club activity suspended until a formal disciplinary hearing is held.

**Membership**
Clubs belonging to a national governing body may have specific membership requirements (enrollment status, age requirement, etc.) which must be followed and stated in the club constitution. In addition, Club Sports membership is restricted to only currently enrolled students, faculty, and staff of The University of Texas at Dallas. (Alumni are ineligible for Club Sports.) Clubs may determine their own membership rules in addition to the above, but they must be free of restrictions based on race, color, sexual orientation, religion, sex, age, national origin, or handicaps. Each club constitution must carry a statement to this effect.

Clubs may not, for any reason, deny membership to anyone based on his or her skill level. Clubs may designate “A” or “B” teams, traveling squads, etc. for the purpose of competition, but must consult the Assistant Director of Competitive Sports before designating such teams. In any case, all members must be in good standing with the University and the Department of Recreational Sports.
Recreational Sports understands that while some national governing bodies allow both male and female team participants, there may be some restrictions at UTD based on limited coaching staff, equipment, etc.

Varsity athletes, currently appearing a team roster, are prohibited from club involvement due to health and safety issues unless they obtain approval from their coach or app. Former varsity athletes may be restricted from participation based on league rules. Please check with the club league or association prior to allowing former varsity athletes to participate. Please contact the Club Sports Office with any questions.

Forms & Reports
The club officers are responsible for completing and turning in the appropriate forms and reports by the designated deadlines to the Club Sports Office via OrgSync throughout the semester. Each form or report plays an important role in processing and communicating information. The purpose of each form is to help ensure that the Club Sports Program is operating in a positive and productive direction.

Facilities
Any club wishing to use one of the Recreational Sports Facilities for practice or game purposes must do so by submitting a Club Sports Facility Request Form. Priority for reserving a facility will be based on the following: 1) how long in advance the request is made (minimum 10 days before any home events), 2) if the space is available, 3) current status in the Club Sports Program regarding repeat usage, past behavior, and classification, and 4) current sport season.

Many different groups from both the University and surrounding community utilize our facilities. For this reason, all clubs must learn to be flexible and patient and turn facility requests in within a timely manner and/or by semester deadlines. For this reason, clubs are responsible for set-up and clean-up (including visiting team and spectator area) during their use of the facilities.

Misuse of facilities and/or equipment, inappropriate behavior, or failure to abide by Recreational Sports policies and procedures may affect future facility privileges and reservations. Employees of the Department of Recreational Sports or other University Officials have the authority to deny unauthorized persons, persons abusing facilities or equipment, and persons violating other established policies and procedures access to Recreational Sports Facilities. This can include, but is not limited to anyone not having the proper paperwork on file with the Club Sports Office or practicing without proper identification.

If clubs find facilities or equipment to be damaged, broken, destroyed, vandalized, or mistreated by spectators, club members, and/or visiting teams, they should immediately report such occurrences to the Assistant Director of Competitive Sports as soon as possible via an email or phone call. Damages and corrections will be assessed once the Assistant Director of Competitive Sports has reviewed the situation. If it is determined that a club is negligent in reporting facility or equipment problems, the club will be held responsible for the repairs.

Please be aware that facility status can change suddenly. The Club Sports Office will notify clubs in these situations as quickly as possible. Clubs are encouraged to check with the Recreational Sports Office if there is a question involving facility status. The status of the fields will be made daily by 4 p.m.
Animals, Alcohol, Tobacco & Drugs
There are absolutely no animals, alcohol, or drugs allowed on or around any of the Recreational Sports Facilities. It is up to the club officers to enforce this policy and inform their members/guests. Violators must remove the animal immediately or dispose of the alcohol/drugs. If necessary, The University of Texas at Dallas Police Department can assist in this process.

Community Involvement
According to the Club Sports Philosophy, clubs are designed for student development. Therefore, community and other outside users are not allowed to participate in any Club Sports activities. If a club is found violating this policy, the club will have an automatic two week suspension from all club activity. A second violation will result in the club being removed from the Club Sports Program.
**Conference & League Affiliation**

All competitive clubs are encouraged to affiliate with a league or conference in order to maintain a consistent schedule. Before joining a league or conference, affiliations must be approved by the Assistant Director of Competitive Sports. Although clubs are open to everyone on campus, restrictions or limitations may apply based on the sport or conference in which they participate. These restrictions or limitations must be noted in the club’s constitution and may affect the available equipment, staffing, etc. from the Department of Recreational Sports. It is the responsibility of the club president to be familiar with and follow all conference or league policies and procedures pertaining to their sport.

**Scheduling**

All scheduling must be done in conjunction with the Club Sports Office. In order to prevent scheduling conflicts, a game, tournament, conference, and/or travel schedule must be submitted to the Club Sports Office at the start of the fall semester. Any adjustments or changes must be updated promptly.

**Officials**

For all club contests, it is important to select qualified and impartial officials. All requests for the payment of officials using Recreational Sports funding must receive advance approval from the Assistant Director of Competitive Sports. No club member will be paid for officiating his or her own club.

**Visiting Teams**

Visiting teams or competitors may be permitted to use the shower and dressing facilities in the Activity Center. These privileges should be requested at the time the *Facility Request* is submitted. Clubs will not be granted access to the facilities if prior arrangements were not made. The host club is responsible for the behavior of the visiting team.

**Spectators**

Spectators are welcome to all Club Sports related activities, but they do not have facility use privileges. Spectators are restricted to the area hosting the competition. Each club sport is responsible for the behavior of its spectators and guests.

**National Championships**

The Department of Recreational Sports is an institutional member of the National Intramural-Recreational Sports Association. The NIRSA conducts national championship events for some clubs each year. If the NIRSA conducts a national championship in a particular activity, the Department of Recreational Sports will only support a club to participate at the NIRSA event. A club sport may not represent The University of Texas at Dallas at a non-NIRSA sponsored championship unless there is no championship in that activity.

Any club wishing to travel to these events will need to schedule a meeting with the Assistant Director of Competitive Sports to discuss travel options and to coordinate the process. If additional funds are requested, the Assistant Director of Competitive Sports will assist the club in creating a proposal for the Club Sports Council. Any proposal submitted prior to meeting with the Assistant Director of Competitive Sports will be denied.
Facilities
Clubs must inspect all facilities prior to every practice, game, or event. Report unsafe conditions to the Recreational Sports personnel on duty immediately and report it to the Club Sports Office, so that the situation may be addressed. If problems arise and a club is deemed at fault for failing to report the problem, the club will have facility privileges suspended. If at an off-campus site, report the condition to the proper managing authority. Do not use facilities or equipment if they appear unsafe.

Clubs are responsible for set-up and clean-up during their use of the facilities. Misuse of facilities and/or equipment, inappropriate behavior, or failure to abide by Recreational Sports policies and procedures may affect facility privileges. Games may be delayed until problems are corrected or canceled if not addressed. Employees of the Department of Recreational Sports have the authority to deny unauthorized persons, persons abusing facilities or equipment, and persons violating other established policies and procedures access to Recreational Sports Facilities.

Animals, Alcohol, Tobacco & Drugs
There are absolutely no animals, alcohol, or drugs allowed on or around any of the Recreational Sports facilities. Service animals are allowed as where applicable. It is up to the club officers to enforce this policy and inform their members/guests. Violators must remove the animal immediately or dispose of the alcohol/drugs. If necessary, The University of Texas at Dallas Police Department can assist in this process.
Financing, Purchasing, and Payments

Sources of Revenue
The three primary sources of revenue for all Club Sports at The University of Texas at Dallas are: 1) Dues, 2) Fundraising, and 3) Recreational Sports funding. Each club that requests money from Recreational Sports is encouraged to assess semester dues to help offset the cost of travel and other club related expenses. In addition group fundraising efforts should offset the operational costs of the club. These two key points the Assistant Director of Competitive Sports looks for when making Recreational Sports money appropriations.

Clubs must submit an Annual Report each spring showing all monies received through dues, fundraisers, and donations. The Annual Report must be turned in by April 1st in conjunction with the club’s Budget Request. Clubs must demonstrate their commitment to their club and The University of Texas at Dallas by making a good faith effort to raise money on their own. Clubs who do not put forth a substantial effort to help themselves can expect a drop in their funding from the Department of Recreational Sports.

Budget Appropriation Process
Each club president/treasurer should work closely with the Club Sports Office in developing their annual budget. The Budget Request Form is to be used by each club to request monetary allocations from the Department of Recreational Sports. Each club must prepare and complete their annual budget by April 1st for the following academic year. Organization and planning are key elements in this development. The Club Sports Office will provide tools to assist with the process.

Financial support from the Department of Recreational Sports will be affected if budget requests are not completed by April 1st. Club representatives will be held responsible for formally presenting their budget before the Club Sports Council. Budget hearings will be scheduled near the completion of the spring semester with plenty of notice, so the club representative may plan accordingly. The Club Sports Council will make their recommendations to the Assistant Director of Competitive Sports. Once the Club Sports’ budget has been approved and disseminated, the Assistant Director of Competitive Sports will meet with each club at the start of the fall semester to discuss appropriations for the academic year.

New/Provisional Clubs
Budget appropriations for new/provisional clubs will be discussed with the Assistant Director of Competitive Sports during the formation process. The club will have to meet all the requirements for starting a club and demonstrate active participation in the Club Sports Program. New/provisional clubs do not receive Recreational Sports allocation for the first year. After the first year, the club will be evaluated by the Club Sports Office and re-classified for budget allocations allowing the club to be eligible for up to $500. Upon the third year, if the club remains in good standing with the Club Sports Program, the club will be eligible for full budget allocations. Third year clubs seeking additional funds must submit a Budget Request and participate in the budget hearings.

Fundraising and Development
There are many ways to fundraise and develop club funds. Examples of fundraising efforts include candy sales, car washes, raffles, and donations. For clubs interested in seeking donations, please refer to the Tax Deductible Donations section of this handbook. All fundraising efforts must be communicated to and approved by the Club Sports Office.
The Department of Recreational Sports will offer fundraising opportunities throughout the year for help with Special Events. Fundraising opportunities will be open to all clubs and handled on a first-come, first-serve basis. Each club is required to complete at least one fundraising activity per academic year. Failure to comply will jeopardize funding from Recreational Sports.

**Sponsorships**
Commercial involvement opportunities available to the Club Sports Program are limited by University policies. Regulations found in the *Guide for Registered Student Organizations* prohibit co-sponsorship of an on-campus event or project by an organization not affiliated with The University of Texas at Dallas.

The Department of Recreational Sports is the primary co-sponsor for all official club activities or events. Before considering any sponsorship opportunity with an organization, University affiliated or not, the club must seek approval from the Club Sports Office.

**Contracts**
All contractual agreements made by a club for competition or for any other purpose must be approved by the Assistant Director of Competitive Sports. Any agreements made will be in the name of the club and not in the name of The University of Texas at Dallas or the Department of Recreational Sports. Agreements entered into by the club are not binding upon Recreational Sports or the University. No club may enter into an agreement with a guarantee of funding from the University.

**Tax Deductible Donations**
The Department of Recreational Sports has established a gift-giving account with the University Development Office. Individual clubs may ask that donations of money or gifts be made to this account on behalf of the club. All money deposited into this account and designated for a club will be used for the operation of that club. All normal University accounting processes must be followed to use this money. Gift accounts can roll over from year to year.

The Department of Recreational Sports has a strong relationship with the Office of Development, which will create a link for donations that meets all necessary guidelines and policies to assist clubs in seeking cash donations. Clubs that do not have gift-giving accounts can request for one to be set-up by contacting the Assistant Director of Competitive Sports

**Donated Items**
All donated items must be approved by the Department of Recreational Sports before they can be accepted. If donors wish their donation to be tax deductible, the club must follow University protocol before the item(s) can be accepted. If a tax deduction is not desired, the club may accept the item once the Assistant Director of Competitive Sports has approved the donation.

**Purchasing**
The Assistant Director of Competitive Sports will be responsible for disbursing all University funding intended for Club Sports. Each club sport has access to the Club Sports Association’s Wells Fargo bank account, which has been set up for each club to deposit their dues and fundraising dollars into. All deposits, withdrawals, and reimbursements will be processed by either the Assistant Director of Competitive Sports or the Director of Recreation. Please make an appointment to conduct such business.
When using the University account for purchasing equipment, a club must have approval from the Assistant Director of Competitive Sports before equipment is purchased. It takes the University at least 10 business days to process orders. Please be aware of this when submitting all requests and determining the deadline the club needs the order. There is no guarantee items will arrive on time. The Assistant Director of Competitive Sports will approve and place the order for the club and have delivery made to the Department of Recreational Sports. Equipment purchased with University money becomes part of the University inventory for that club. All equipment must be marked to identify it as UTD Club Sports property.

Recreational Funds may not be used for:
- Banquets, awards, or decorations
- Salaries, wages, or other compensation for coaches, advisors, or instructors
- Any item that will become permanent possession of a participant (i.e. jackets)
- Meals and mileage for coaches, advisors, or family members

Recreational Funds can be used for:
- Payment of officials
- Purchasing equipment and uniforms (will become the property of the University)
- Paying league dues or tournament entry fees
- Renting vehicles or hotel rooms

When using the University account to pay for services, an invoice, statement, or copy of the agreement must be given to the Club Sports Office at least 10 business days prior to the due date or before the service is rendered. The invoice must have pertinent information (date of service, name, address, phone number, type of service provided, etc.) in order to be processed in a timely manner.

The Assistant Director of Competitive Sports must control how University funds associated with each club are being spent. This information is vital in order to conform to financial disbursement policies as outlined by the State of Texas and The University of Texas at Dallas.

Reimbursements
In order to be reimbursed for approved expenditures, all original receipts and a completed Reimbursement Form need to be turned into the Club Sports Office within 24 hours of the purchase. Only an individual (not a group) may be reimbursed, and only the name listed on the receipt will be reimbursed. Only expenses with prior approval will be reimbursed.

Under no circumstance, should a club coach, instructor, or advisor pay (i.e. hotels, rental cars, entry fees, equipment) for the club. Such individuals will not be reimbursed for those items.

Equipment
All equipment that is purchased with funds from University accounts (including Wells Fargo accounts) is available for use only by the club for which it was purchased. Upon receipt of the equipment, the club becomes responsible for its maintenance and care. The University remains the owner of the equipment and the club and/or individual members may be billed by the Department of Recreational Sports for lost or damaged equipment. Club Sports equipment must be kept safe and secure to ensure future use of the equipment by future members of the Club Sports Program.
Club uniforms will be issued to the Travel Officer during the scheduled Travel Meeting. Upon return from travel, the uniforms must be returned the Club Sports Office along with the Travel Binder within 24 hours of returning from the approved trip. Missing and/or damaged uniforms will immediately be billed for accordingly.

All Club Sports must keep an updated Inventory Report on file with the Club Sports Office. This should be filed within one week after completion of the season or the last class day, of each semester, whichever comes first. The Club President may either elect to sign for all the clubs equipment or he/she can make each club member sign for the equipment checked out to them individually. In either case, the person who signs for the equipment is solely responsible for the care and return of the items and will be billed for damaged or unreturned items.

Club members cannot be reimbursed with funds from their University accounts for lost, damaged, or stolen equipment, nor for unauthorized purchases made with personal funds. If clubs are in need of equipment or supplies, they should inform the Assistant Director of Competitive Sports in advance so that arrangements can be made to purchase the items.

**Tournament Entry Fees**

Clubs are encouraged to use their Recreational Sports funding to pay for tournament entry fees. In order to process payment for these fees, the club must submit proof of the tournament fee. For example, an email with the tournament details, a print out off of a webpage, a flyer, etc.

In order to be considered valid for payment and to be processed, the proof must include all of the following information:

- Name of Tournament/Contest
- Tournament/Contest Date(s)
- Payment Amount
- Name of Payee
  - School, group, or club requesting payment must provide their Federal ID number
  - Individuals requesting payment must provide their Social Security number
- Address of where to send payment

**NOTE: Payment will not be processed without all of this information!**

This information must be provided to the Club Sports Office at least 10 business days before the scheduled event to allow for processing. If a club fails to adhere to this rule, a club member will be responsible for paying for the tournament and must request a reimbursement with a proper receipt upon returning. There will be no exceptions to this rule.
Travel Procedures

The travel of Club Sports teams is governed by the regulations of the Department of Recreational Sports, The University of Texas at Dallas, and the State of Texas. Thus, handling of club trips has been given special consideration. The Club Sports Staff will assist clubs in making their travel arrangements. Clubs must receive approval prior to departure and have sufficient funds to cover travel expenses.

Approval
For each trip, a club must submit a *Travel Request Form* to the Club Sports Office. All information on this form must be submitted by the Tuesday prior to departure. If travel will be out of state and/or require lodging, airfare, or vehicle rental, a *Travel Request Form* must be submitted with a minimum of three weeks notice in order to set-up the arrangements. The Assistant Director of Competitive Sports regardless of the funding source must approve all travel arrangements directly affiliate with the club.

Travel Request Form
A *Travel Request Form* must be completed and submitted for any trip, regardless of distance, by the Tuesday prior to departure. If this form is not on file or the form is incomplete or inaccurate, the club’s travel request will be denied. A complete list of all club members, coaches, and/or advisors traveling with the club must be submitted with the *Travel Request Form*.

Travel Roster
Only the names of club members, coaches, and/or advisors appearing on the travel roster section of the *Travel Request Form* are approved to travel on the trip. If any club is found in violation of this rule, the club will have travel privileges revoked until the club’s formal disciplinary hearing.

Travel Waiver
Each traveling club member must sign and submit a Travel Waiver via OrgSync. This form will need to be signed for each and every trip the club takes throughout the year. Failure to submit this form will result in a revocation of the errant individual’s travel privileges.

Travel Meetings
Before traveling on any Club Sports related activity, at least one club member must be designated as the trip leader. The trip leader must schedule and attend a Pre-Trip Meeting held by the Assistant Director of Competitive Sports. This meeting will be used to discuss all travel information, including safety and risk management, issuing uniforms, and special arrangements (i.e. hotel or rental vehicles). Each trip leader will be issued a *Travel Binder* at the meeting that must be returned within 24 hours of returning from the scheduled trip along with uniforms, a completed *Post Trip Report*, all receipts, *Reimbursement Form* (if necessary), and *Vehicle Accident Report* (if necessary) to the Club Sports Office. It is the responsibility of the trip leader to notify the Assistant Director of Competitive Sports immediately of any changes to the approved travel request (who is traveling, itinerary, or travel route) and any accidents or incidents that occur while traveling, at the event, or the hotel.

Extended Distance Travel
Before traveling more than *NINE* hours from the DFW Metroplex each club must receive special permission for travel from the Director of Recreational Sports. Depending on the situation the
Club Sports Office reserves the right to modify the method of travel as a result of the distance. (i.e. From Personal Car to Coach Bus)

Failure to attend the Pre-Trip Meeting will result in the following:

- **First offense:** The club will not receive funding for its next trip
- **Second offense:** The club will be suspended from all travel including any regional or national tournament they may have qualified to attend

**Trip Leader**
A club may only designate two officers as Trip Leaders. These individuals are responsible and will be held accountable for knowing all policies and procedures relating to travel. This includes but is not limited to:

- Submitting a *Travel Request*
- Ensuring accuracy and compliance with travel regulations (waivers, insurance copies)
- Attending the Pre-Trip Meeting
- Serving as the University official on the trip and enforce all policies (no alcohol or drugs)

**Alcohol and Drugs**
Consumption and/or transportation of alcohol or illegal drugs is strictly forbidden during Club Sports programs, practices, games, matches, tournaments, or during travel to and from a contest. Alcoholic beverages and illegal drugs are prohibited from all University facilities (indoor and outdoor). Infractions of this policy will not be tolerated. The club is responsible for enforcing these guidelines. Clubs or individuals failing to abide by this policy will face disciplinary actions.

**Request for Travel Authorization**
Employees of The University of Texas at Dallas who are not students are required to complete a *Request for Travel Authorization Form* in order to travel with a club. It is the responsibility of the individual to ensure all necessary paperwork and approvals are received by the Club Sports office. Coaches, instructors, and advisors employed by the University should be aware of this procedure.

**Insurance**
Each participant in the Club Sports Program must have medical insurance in order to become a member of a club and participate in any club functions. Variations include the individual is claimed on a parent’s insurance, has personal insurance, or needs to purchase student health insurance. Club members wishing to purchase student health insurance can contact International Student Services at (972) 883-6161 or visit www.studentresources.com.

Any club member who elects to drive, personal or rental vehicle, for the club is required to have a driver’s license and vehicle insurance. Any club member who fails to submit the appropriate information will not be allowed to drive and if warranted, can face disciplinary actions.

**Comet Card**
All club members are required to have their University ID with them when using Recreational Sports facilities. Spot checks will be conducted to ensure compliance with this policy. Failure to do so will result in disciplinary action.
Reimbursements
To receive reimbursement for approved travel expenses, legitimate receipts must be submitted with a Reimbursement Form within 24 business hours of return. A legitimate receipt is printed on the company’s letterhead with the correct date clearly indicated and billing amount itemized. The names on receipts must match the name of the individual requesting reimbursement. The Club Sports Office will process the paperwork for reimbursements. Please expect at least a 10 business day processing period. Under no circumstance should a club coach, instructor, or advisor pay for the club. Such individuals will not be reimbursed for those items (i.e. hotels, rental cars, entry fees). Gas will not be reimbursed at anytime.

Drivers
Drivers are responsible for the safety of all passengers and are expected to use extreme care when transporting club members to an event/tournament. Drivers must be capable of operating a vehicle (rested, sober) and comfortable operating the type/size vehicle being used. Additionally, the driver is expected to:

- Inspect the tires and adjust the seat and mirrors before starting the vehicle.
- Ensure that the vehicle is not driven if there is a mechanical problem.
- Obey all traffic, parking, and safety laws, including the speed limit. Drivers assume responsibility for all traffic and parking tickets.
- Keep a safe following distance.
- Drive defensively -- be prepared for the unexpected.
- Stop for fuel when the fuel gauge drops below 1/4 full.
- Use caution when traveling or stopping on unpaved surfaces to avoid getting stuck.
- Reduce speed in rain, fog, snow, or ice. Change drivers often. Pull over if conditions are too hazardous for safe driving.
- No more than 10 hours of driving is to be completed during any one day.
- No driving between the hours of 11pm and 6am is allowed without prior approval from the Assistant Director of Competitive Sports or Director of Recreational Sports.
- Focus on driving. Do not change the radio station, adjust the temperature, etc. The front seat passenger is responsible for these actions.
- The driver’s personal liability insurance will be responsible for covering any liability that may result from the use of their private vehicle for the proposed travel.

These travel regulations are designed to protect the safety of participants, and, when on a Club Sports approved trip, all travelers must abide by them. Failure to comply with these regulations may result in penalties for the entire club and may jeopardize Club Sports status.

Methods of Travel
Clubs have several resources available to them when planning for an upcoming trip. The Club Sports Office is available to help assist in making these arrangements once travel has been approved. The following information is to help assist in making such arrangements.

Rental Vehicles
The Department of Recreational Sports has an agreement with Enterprise Rent-A-Car that allows clubs to secure an exceptionally good rate for vehicle rentals. The use of 15 passenger vans is strictly prohibited.

If a club wishes to rent a vehicle from Enterprise, the Assistant Director of Competitive Sports will reserve one. The Assistant Director of Competitive Sports will only reserve a
vehicle if the following information has been submitted with the *Travel Application*: approximate date and time for pick-up and drop-off, the names of drivers, and payment method. Please be advised that Enterprise works on a 24 hour time period and is closed on Sundays.

If the club chooses to use a company other than Enterprise, personal injury and personal effects insurance must be purchased from the company. Check with the company on any age restrictions for drivers. Only authorized drivers with the Club Sports Office and who appear on the rental agreement are allowed to drive the rental vehicle. There will be no gas reimbursements for rental vehicles.

**Private Vehicles**
It is the responsibility of club officers to make sure the owner of any vehicle used for club purposes has adequate automobile insurance coverage. The owner of the vehicle assumes total liability for everything that happens to and in that vehicle. The University of Texas at Dallas and the Department of Recreational Sports assumes no responsibility for the use of private vehicles. Friends or relatives are not allowed to travel with club members and only approved travelers may ride in the vehicle, exceptions can be granted by the Assistant Director of Competitive Sports and/or the Director of Recreational Sports if requested prior to departure. There will be no mileage or gas reimbursements for private vehicles.

**Airlines & Charter Buses**
In the event that a club should need to use either an airline or charter bus for their travel, the Assistant Director of Competitive Sports will work with the club to research and secure the best option. In either case, the club’s funds will only be used to pay for club members, coaches, instructors, or advisors traveling with the team. Parents, family, and friends may not charge their seats to the club.

**Lodging**
If the club needs to stay in a hotel/motel, a designated club officer should work with the Assistant Director of Competitive Sports to secure the club's reservations. Clubs are advised to call several hotels to secure the best price for accommodations. After booking clubs should communicate the information to the Assistant Director of Competitive Sports no later than the 72 hours prior to departure.

The Club Sports Office will help a club secure hotel rooms but will not do the work for the club. A club needs to present the Club Sports Office with the necessary information in order to make the reservation on the *Travel Application*. Any cancellation fees will be deducted from the club’s Recreational Sports allocated funds. Remember that hotel rooms sell out quickly on busy weekends. Please be advised that not all hotels will accept advance payment, so the club must ensure that they can pay for the rooms. In this case, reimbursement can be done when the club returns.

Lodging accommodations need to be made with four people to a room. There will be an exception to this rule when the male/female ratio makes this impossible or when coaches travel with the club. Clubs must ensure that all hotel charges are paid in full prior to departure. Recreational Sports will not pay for room service, phone charges, or any other charges accumulated while traveling. Only the initial room charge will be covered by the club’s funds.
To request payment, the following information must be included on the *Travel Request Form*:

- The complete name, mailing address, and phone number where the club has made or wants the reservations.
- The name under which the reservation is placed (i.e. John Smith or UTD Club Team).
- The dates the club has/wants reserved, the number of rooms reserved, and the names of the people staying in each room.
- The rate that the club was quoted and, if necessary, the date the reservation was made.
- Confirmation number for reservations made in advance.
Safety & Risk Management

The safety of participants is of the utmost importance. There are inherent risks involved in all recreational/competitive sports programs. Participants in the Club Sports Program should be aware that involvement is totally voluntary. It is the responsibility of each club to minimize the risk of injury at all club functions.

Forms
All Club members must have a Medical Insurance via the OrgSync Waiver Form on file with the Club Sport Office before any practice or game situation. UTD and Recreational Sports are not responsible for anyone injured during Club Sports functions (practice, games, etc.). The Club Sports Office takes this policy serious and it is the responsibility of the club officers to insure that all waivers are on file and information is accurate.

Insurance
Each participant in the Club Sports Program must have valid medical insurance that indicates that the student is covered by a health insurance plan in order to become a member of a club and participate in any club functions. Acceptable sources of coverage include the health insurance available to all University students through the UT System Student Health Insurance plan, insurance provided to the student by his or her parents, or coverage from any other personal insurance carrier that provides coverage in Texas. Students wishing to purchase coverage through the UT System Student Health Insurance Plan should contact International Student Services at (972) 883-6161 or visit www.studentresources.com.

Alcohol & Drugs
Consumption and/or transportation of alcohol or illegal drugs is strictly forbidden during Club Sports programs, practices, games, matches, tournaments, or during overnight stays. Alcoholic beverages and illegal drugs are prohibited from all University facilities (indoor or outdoor). Infractions of this policy will not be tolerated. The club is responsible for enforcing these guidelines. Anyone failing to abide by this policy will face disciplinary actions.

First Aid / CPR / AED
All clubs are required to have at least two people who are active members on their membership roster certified in American Red Cross CPR, AED, and First Aid. This should be the responsibility of the club’s trip leader and safety officer, who should regularly attend practices and contests held during the entire school year. A coach or instructor cannot fulfill this requirement but is encouraged to seek certification as well. It is the responsibility of each individual to pay for the course and submit a copy of the certifications to the Club Sports Office.

First Aid Kits
A stocked First Aid Kit will be available with the Supervisor on duty for every on campus practice. A travel first aid kit will be checked out to a club sport representative while the club practices off campus. Each club is responsible for notifying the Club Sports Office of additional supplies needed upon return to campus. The kit must be returned to the Club Sports Office within 24 business hours of return to campus. Failure to do so will result in billing the club. The first aid kit must be at all club functions: practices, games, travel, etc.
Facility Inspections
Clubs are responsible for inspecting fields and facilities prior to every practice session, game or special event. Report any unsafe conditions to the Club Sports Office immediately. If at an off-campus site, clubs must report the condition to the proper managing authority. Do not use facilities or equipment if it appears unsafe. If problems arise and a club is found at fault for failing to report the problem, the club will have facility privileges suspended.

Injury Reports
Each club must file an Injury Report for each accident or injury that occurs during practice or competition, in or out of town. These forms must be turned in to the Club Sports Office no later than 24 business hours after the accident/injury. If an accident/injury or emergency situation should occur, the first priority is to seek medical attention if necessary. If the accident/injury requires that the person be transported to the hospital or EMS was called to the scene, contact the Assistant Director of Competitive Sports as soon as possible. Follow up with the Injury Report.

Incident Reporting
Clubs are required to inform the Assistant Director of Competitive Sports any time something out of the ordinary occurs during a practice session, game, or special event. Situations that warrant such reporting include, but not limited to: University or local police being called to the scene for any reason, physical confrontation between club members and other participants, visitors, or spectators, or someone is ejected from a game or facility by officials. The Assistant Director of Competitive Sports should be notified immediately after the incident.

Hazing
Each club must abide by The University of Texas at Dallas’ policy on hazing. No club, its members, and/or affiliates shall conduct or condone hazing activities. The University of Texas at Dallas’ Hazing Policy is provided in this handbook.

Disciplinary Procedures
Anyone affiliated with the Club Sports Program who fails to comply with any of the Club Sports policies and procedures is subject to disciplinary actions. The discipline policy has been setup to assist with compliance and correct mistakes, which have caused problems for the club, the Club Sports Program, the Department of Recreational Sports, and The University of Texas at Dallas.

Minor infractions are minor faults in adhering to the Club Sports Program policies and procedures. Examples of minor infractions include, but are not limited to:
- Failure to submit forms on time
- Failure to attend meetings or other mandatory functions
- Failure to communicate with the Club Sports Office

Punishment for minor infractions will be as follows:
1st Offense – Verbal Reprimand
2nd Offense – Written Reprimand
3rd Offense – Treated as a Major Infraction
**Major infractions** apply to any action which are unacceptable standards of conduct or are in violation of the Club Sports Program policies and procedures, Department of Recreational Sports, and The University of Texas at Dallas. Major infractions may include, but are not limited to:

- Conduct that is recognized as unacceptable by the Club Sports Program and The University of Texas at Dallas
- Misuse of Recreational Sports or external funds
- Allowing ineligible individuals to participate in club activities, including not having University IDs while using Recreational Sports facilities
- Misuse of any Recreational Sports or The University of Texas at Dallas facilities

All participants in the Club Sport Program are accountable for their actions and represent the Club Sport Program, Department of Recreational Sports, and The University of Texas at Dallas both on and off the field at all times. As students at The University of Texas at Dallas, all participants are responsible for complying with the *Student Code of Conduct* at all times.

Punishment for major infractions may include, but are not limited to, the following:

- **Fine**
- **Suspension**
- **Probation**
- **Expulsion**

Punishment for infractions may be carried out coincidentally or independently, and one action is not dependent on another. It is the responsibility of the Assistant Director of Competitive Sports to carry out these actions when necessary. If clubs feel it is necessary to appeal the decision of the Assistant Director of Competitive Sports, a written appeal must be made within 48 hours of the decision. All appeals will go before the Associate Director of Programs. The Club Sports Council may also be consulted on any disciplinary action if the professional staff chooses to do so. A final appeal may be made in writing to the Director of Recreational Sports within one week of the decision. The Director’s decision is final.

**Social Media**

Club Sports and their members are representatives of The University of Texas at Dallas and the Department of Recreational Sports. As such, the image that these members present to others has a direct impact on this University. Therefore, no Club Sports member will be permitted to post pictures of inappropriate conduct or offensive language. This includes, but is not limited to posts of any sort pertaining to drugs and alcohol, inappropriate photos, discriminatory, hateful or abusive language, or other content deemed to be in poor taste and detrimental to the club, its members, or the program as a whole. This includes personal pages or accounts, club message boards, blogs, websites, etc. that are directly related to the club or reference the individual as a member of the club.

Any club member found in violation of this rule will be subject to disciplinary action. In severe cases, the club may lose its privileges and be removed from the Club Sports Program.
The Department of Recreational Sports oversees the Club Sports Program by providing administrative support, financial support, and assists in the scheduling of facilities for club meetings, practices, and games. Staff members have many resources available to them, which can be of great assistance to Club Sports. Contacts with other schools, written materials, and equipment are just a few of the various resources. Clubs should utilize the Club Sports Office to the extent which they feel the need to, as it can help in a great deal of ways.

**Assistant Director of Competitive Sports**

The role of the Assistant Director of Competitive Sports is to provide encouragement, guidance and supervision in order for the clubs to have a more positive, well-rounded, educational experience at The University of Texas at Dallas. The Assistant Director will maintain an “Open Door Policy” to the clubs for accommodating their needs or dealing with concerns. Each club will have regularly scheduled meetings with the Assistant Director of Competitive Sports.

**Club Sport Supervisor**

The Department of Recreational Sports will hire supervisors to be representatives of the department and Club Sports Program. The Club Sports Supervisors will provide assistance with the daily operations of the Club Sports Program. Supervisors will oversee all club practices to ensure all policies and procedures are being up held to include, but not limited to proper paper work, coach’s conduct, and ID checks. In addition, they will be responsible for providing game day management for home games/contests hosted at any Recreational Sports Facilities. They will inspect the facilities and make any on site decisions regarding inclement weather or unsafe playing conditions. Club Sports Supervisors have the authority to address any warranted situation from basic first aid to removing unauthorized persons from the area.

**Publicity**

Clubs are strongly encouraged to promote and advertise their events. Any type of media or publicity (posters, t-shirts, flyers, program, newspaper ads, etc.) must be approved by the Assistant Director of Competitive Sports by emailing a final copy of each club’s advertisement. The Assistant Director will make any appropriate changes and insert the Club Sports logo. This is to ensure that clubs are properly adhering to publicity and media guidelines established by University Administrators. Club social events are not sponsored by Recreational Sports and must not be advertised as a part of official club activities.

The Department of Recreational Sports will help assist in producing publicity materials. Do not wait until the last minute to ask for help. Submit to the Assistant Director of Competitive Sports the specifics regarding the advertisement material, so that it can be completed efficiently and accurately. If clubs wish to have information about their organization posted on the Recreational Sports website or various social media outlets, those requests must be made to the Assistant Director of Competitive Sports.

The Club Sports Program also maintains a bulletin board in the Activity Center and the Recreation Center West. Clubs are welcome to display promotional materials and schedules on this board, provided the Club Sports Office has approved them.
Storage
All equipment must be returned and inventoried at the end of the sport season. An Inventory Report of all items must be made before the Club Sports Program will store the club’s items. The club officers will meet with the Assistant Director of Competitive Sports to make arrangements for the club to store their equipment.

Meeting Space
Club Sports are allowed to make facility reservations in other areas of the University such as the Student Union. The Assistant Director of Competitive Sports needs to be informed and approve the function before making facility requests. If the necessary information (date, time, room choice, etc.) is provided, the Club Sports Office can assist but is not assured in making these reservations for each club.

Mail Service
Clubs must use Recreational Sports as a mailing and shipping address in order to have a consistent means of communication with outside groups or persons. The address is:
UTD Recreational Sports,
800 W. Campbell Road, Richardson, TX, 75080.

If a club receives mail in the Recreational Sports Office, the appropriate club representative will be notified to come pick it up.

General Office Support
The Club Sport Office provides general office support for each club. This includes making photocopies, absence excuse letters, etc. Clubs should allow 2 working days for these services. If the work cannot be completed in two days, the club will be told beforehand.

A computer and free printer are available in the Competitive Sports Office for the use of club leadership. The space serves as a resource to assist in general administrative functions for the club.

Absence Letters
Requests for notification of absence from class letters are available from the Club Sports Office. Please submit the Excuse Letter Form at least one week prior to travel departure. Letters will be typed and can be mailed to the instructor by the Assistant Director of Competitive Sports. Any club member not appearing on the form will not have a letter processed. Letters request after the Travel Request Form has been submitted will not be granted.

Absence letters only serve as a notification to confirm that participants are absent from class as a representative of the University. It is the individual’s responsibility to make prior arrangements with their professors to make up any missed work. It is the decision of the professor as to whether or not the absence will be excused.
Sexual Harassment Policy

I. STATEMENT OF POLICY
The University of Texas at Dallas is committed to the principle that the University’s working and learning environment will be free from inappropriate conduct of a sexual nature. Sexual misconduct and sexual harassment in any form will not be tolerated and individuals who engage in such conduct will be subject to disciplinary action.

II. SCOPE OF POLICY
This policy applies to all University administrators, faculty, staff, students, visitors and applicants for employment or admission. It applies not only to unwelcome conduct that violates state and federal laws concerning sexual harassment but also to inappropriate conduct of a sexual nature. It is also applicable regardless of the gender of the complainant or the alleged harasser.

III. STATUTORY REFERENCE
Sexual harassment is a form of sex discrimination under Title VII of the Civil Rights Act of 1964, Title IX of the Civil Rights Act of 1972, and the Texas Commission on Human Rights Act, Article 5221k, Vernon's Texas Civil Statutes, and it is illegal, and actionable under civil law.

IV. DEFINITIONS
A. Sexual Misconduct. Sexual misconduct includes unwelcome sexual advances, requests for sexual favors, or verbal or physical conduct of a sexual nature directed towards another individual that does not rise to the level of sexual harassment but is unprofessional and inappropriate for the workplace or classroom.

B. Sexual Harassment. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, 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 employment or student status;
   2. submission to or rejection of such conduct is used as a basis for evaluation in making personnel or academic decisions affecting that individual; or
   3. such conduct has the purpose or effect of unreasonably interfering with an individual's performance as an administrator, faculty member, staff or student, or creating an intimidating, hostile or offensive environment.

C. Examples. Examples of behavior that could be considered sexual misconduct or sexual harassment include but are not limited to:
   1. physical contact of a sexual nature including touching, patting, hugging, or brushing against a person's body;
   2. explicit or implicit propositions or offers to engage in sexual activity;
   3. comments of a sexual nature including sexually explicit statements, questions, jokes or anecdotes; remarks of a sexual nature about a person's clothing or body; remarks about sexual activity; speculation about sexual experience;
   4. exposure to sexually oriented graffiti, pictures, posters, or materials; and/or
   5. physical interference with or restriction of an individual's movements.

Constitutionally protected expression cannot be considered harassment under this policy.

V. CONSENSUAL RELATIONSHIPS
Every consenting romantic and sexual relationship between a faculty member and a student or between supervisor and employee may potentially evolve into a sexual harassment case with serious implications, either from a subsequent change of attitude by the parties involved or from a contemporary complaint from a disadvantaged third party. Faculty members exercise power over students, as do supervisors over employees, whether in evaluating them, making recommendations for their promotion or future employment, or conferring other benefits. Others may be adversely affected by the relationship in that it places the faculty member or supervisor in a position to favor or advance one student or employee’s interest at the expense of others. As
provided in the American Association of University Professors policy on consensual relationships, faculty are expected to be aware of their professional responsibilities in their relationships with students and “avoid apparent or actual conflict of interest, favoritism, or bias.” These relationships are viewed as damaging to the University environment and therefore are strongly discouraged. Complaints concerning consensual relationships by non participating individuals will be treated as third-party sexual harassment or sexual misconduct complaints.

VI. RESOLUTION OPTIONS

A person who believes he or she has been subjected to harassment in violation of this policy and seeks to take action may use either the informal resolution process or the formal complaint process, or both. The informal resolution and formal complaint resolution processes described in this policy are not mutually exclusive and neither is required as a pre-condition for choosing the other; however, they cannot both be used at the same time.

VII. INFORMAL RESOLUTION

This process may be used as a prelude to filing a formal complaint or as an alternative. It is not necessary that this option be used. Anyone who believes that he or she has been subject to sexual harassment or sexual misconduct may immediately file a formal complaint as described in Section VIII of this policy. An individual wishing to utilize the informal resolution process should contact the Director of Human Resources or the Dean of Students, as appropriate.

A. Informal Assistance. The individual is provided assistance in attempting to resolve possible sexual harassment or sexual misconduct if the individual does not wish to file a formal complaint. Such assistance includes strategies for the individual to effectively inform the offending party that his or her behavior is unwelcome and should cease, action by an appropriate University official to stop the unwelcome conduct, or mediation. However, the University may take more formal action to ensure an environment free of sexual harassment or sexual misconduct.

B. Timeframe. Informal resolutions will be completed within 30 days from receipt of a request for informal resolution.

C. Confidentiality and Documentation. The University shall document informal resolutions. The Office of the Dean of Students or the Office of Human Resources as appropriate shall retain such documentation. The University will endeavor to maintain confidentiality to the extent permitted by law. Where the individual’s desire to maintain anonymity constrain attempts at establishing facts and eliminating the potential harassment, the University will attempt to find the right balance between the individual’s desire for privacy and confidentiality with the responsibility of the University to provide an environment free of sexual harassment.

VIII. COMPLAINT PROCEDURES (This complaint procedure also constitutes the grievance procedure for complaints alleging unlawful sex discrimination required under Title IX of the Education Amendments of 1972. As used herein, “complaint” is synonymous with “grievance.”)

A. Reporting

1. The University of Texas at Dallas encourages any person who believes that he or she has been subjected to sexual misconduct or sexual harassment to immediately report the incident to the appropriate supervisor of the accused faculty member or employee, to the Director of Human Resources, or when a student is the complainant or the accused individual, to the Dean of Students. In no case will a complainant be required to report such conduct to the person accused of the misconduct. The complainant will be advised of the procedures for filing a formal complaint of sexual harassment or sexual misconduct. When a supervisor receives a complaint, he or she will immediately notify the Director of Human Resources or the Dean of Students, as appropriate.

2. Complaints should be filed as soon as possible after the conduct giving rise to the complaint, but no later than 60 days after the event occurred.

3. In order to initiate the investigation process, the complainant should submit a signed, written statement setting out the details of the conduct that is the subject of the complaint, including the
the complainant’s name, signature, and contact information; the name of the person directly responsible for the alleged violation; a detailed description of the conduct or event that is the basis of the alleged violation; the date(s) and location(s) of the occurrence(s); the names of any witnesses to the occurrence(s); the resolution sought; and any documents or information that is relevant to the complaint. While an investigation may begin on the basis of an oral complaint, the complainant is strongly encouraged to file a written complaint. When a supervisor receives a complaint with a written statement, he/she shall immediately notify the Director of Human Resources or the Dean of Students, as appropriate.

B. Complaint Investigation
1. The Dean of Students or Director of Human Resources, as appropriate, is responsible for investigating formal complaints. If the complaint is not in writing, the investigator should prepare a statement of what he or she understands the complaint to be and seek to obtain verification of the complaint from the complainant.
2. Within five working days of receipt of a complaint, the Dean of Students or Director of Human Resources, as appropriate, may either dismiss the complaint or authorize an investigation of the complaint. A complaint may be dismissed if the facts alleged in the complaint, even if taken as true, does not constitute sexual misconduct or sexual harassment; the complaint fails to allege any facts that suggests sexual misconduct or sexual harassment occurred; or the appropriate resolution or remedy has already been achieved, or has been offered and rejected.
2.1 If it is determined that a complaint will not be investigated, the Dean of Students, or the Director of Human Resources, as appropriate, will send the complainant a notification letter explaining the reason for the dismissal and informing the complainant that, within ten (10) working days of the notification, he or she may appeal the decision not to proceed with a complaint investigation to the Senior Vice President for Business Affairs or the Senior Vice President for Student Affairs, as appropriate. The written appeal must explain why the decision to dismiss the complaint was in error. The appropriate vice president will respond within twenty (20) working days of receipt of the appeal. The vice president’s decision is final. If the decision to dismiss is overturned, the complaint is sent back to the Office of Human Resources or the Office of the Dean of Students, as appropriate, for investigation in accordance with the procedures outlined below.
3. As part of the investigation process, the accused individual shall be provided with a copy of the complaint and allowed a reasonable time to respond in writing.
4. The complainant and the accused individual may present any document or information that is believed to be relevant to the complaint.
5. Any persons thought to have information relevant to the complaint shall be interviewed and such interviews shall be appropriately documented. Other acceptable methods for gathering information include but are not limited to visual inspection of materials alleged to be offensive and follow-up interviews as necessary.
6. The investigation of a complaint will be concluded as soon as possible after receipt of the written complaint. In investigations exceeding 60 days, a justification for the delay shall be presented to and reviewed by the vice president overseeing the investigative office. The complainant, accused individual and supervisor will be provided an update on the progress of the investigation after the review.
7. Upon completion of the investigation, a written report will be issued. The report shall include: a recommendation of whether a violation of the policy occurred, an analysis of the facts discovered during the investigation, and recommended disciplinary action if a violation of the policy occurred.
8. A copy of the report will be sent to the appropriate administrative official, the appropriate vice president, the complainant and the respondent. The complainant and respondent have seven (7) working days from the date of the report to submit comments regarding the report to the
administrative official. However, if a complaint is filed against a student, then the complainant and respondent may not receive or comment on the report in accordance with the Family Education Rights and Privacy Act’s restrictions on disclosure of educational records.

9. Within 30 working days of receiving any comments submitted by the complainant or respondent, the appropriate administrative official will take one of the following actions:
   a) request further investigation into the complaint; b) dismiss the complaint if the results of the completed investigation are inconclusive or there is insufficient reasonable, credible evidence to support the allegation(s); or c) find that this policy was violated. A decision that this policy was violated shall be made upon the record provided by the investigator and any comments submitted by the complainant or respondent; and shall be based on the totality of circumstances surrounding the conduct complained of, including but not limited to: the context of that conduct, its severity, frequency, whether it was physically threatening, humiliating, or was simply offensive in nature. Facts will be considered on the basis of what is reasonable to persons of ordinary sensitivity and not on the particular sensitivity or reaction of an individual.

10. If the appropriate administrative official determines that this policy was violated, he or she, will take disciplinary action that is appropriate for the severity of the conduct. Disciplinary actions can include, but are not limited to, written reprimands, the imposition of conditions, reassignment, suspension, and dismissal.

11. The complainant and the respondent shall be informed in writing of the administrative official’s decision and be provided a copy of the final statement of findings. However, if a complaint is filed against a student, then the determination letter sent to the complainant must be in compliance with the Family Education Rights and Privacy Act.

12. Implementation of disciplinary action against faculty and employees will be handled in accordance with the University’s policy and procedures for discipline and dismissal of faculty and employees. The Dean of Students will impose disciplinary action, if any, against a student in accordance with the University’s student disciplinary procedures.

IX. PROVISIONS APPLICABLE TO ALL COMPLAINTS

A. Assistance. During the complaint process, a complainant or respondent may be assisted by a person of his or her choice; however, the assistant may not examine witnesses or otherwise actively participate in a meeting or interview.

B. Retaliation. An administrator, faculty member, student or employee who retaliates in any way against an individual who has brought a complaint pursuant to this policy or an individual who has participated in an investigation of such a complaint is subject to disciplinary action, including dismissal.

C. False Statements. Any person who knowingly and intentionally files a false complaint or makes a false statement in the course of an investigation under this policy is subject to disciplinary action up to and including dismissal from the University.

D. Confidentiality and Documentation. The University shall document complaints and their resolution. The Office of the Dean of Students or the Office of Human Resources as appropriate shall retain such documentation. To the extent permitted by law, complaints and information received during the investigation will remain confidential. Relevant information will be provided only to those persons who need to know in order to achieve a timely resolution of the complaint.

X. DISSEMINATION OF POLICY

A. The policy will be made available to all faculty, employees and students. Periodic notices sent to students, employees and faculty about the University’s Sexual Harassment and Sexual Misconduct Policy will include information about the complaint procedure and will refer individuals to designated offices or officials for additional information.

B. The University will periodically educate and train employees and supervisors regarding the policy and conduct that could constitute a violation of the policy.
Hazing Statement

Rules and Regulations of the Board of Regents of The University of Texas System, Part I, Chapter VI, Sections 3.6 and 3.7, provide that: Hazing with or without the consent of a student is prohibited by the System, and a violation of that prohibition renders both the person inflicting the hazing and the person submitting to the hazing subject to discipline. Initiations by organizations may include no feature that is dangerous, harmful, or degrading to the student, and a violation of this prohibition renders the organization subject to discipline.

Activities, which under certain conditions constitute acts that are dangerous, harmful, or degrading, but include but are not limited to:

- Calisthenics, such as sit-ups, or any other form of physical exercise;
- Total or partial nudity at any time;
- The eating or ingestion of any unwanted substance;
- The wearing or carrying of any obscene or physically burdensome article;
- Paddle swats, including the trading of swats;
- Pushing shoving, tackling, or any other physical contact;
- Throwing oil, syrup, flour, or any harmful substance on a person;
- Rat Court, kangaroo court, or other individual interrogation;
- Forced consumption of alcoholic beverages either by threats or peer pressure;
- Lineups intended to demean or intimidate;
- Transportation and abandonment (road trips, kidnaps, walks, rides, drops);
- Confining individuals in an area which is uncomfortable or dangerous (hot box effect, high temperature, too small);
- Any type of personal servitude which is demeaning or of personal benefit to the individual members;
- Wearing of embarrassing or uncomfortable clothing;
- Assigning pranks such as stealing, painting objects, harassing other organizations;
- Intentionally messing up the house or a room for clean up;
- Demeaning names;
- Yelling and screaming;
- and Requiring boxing matches or fights for entertainment.

Activities that are dangerous, harmful, or degrading may also be considered hazing under state law (Subchapter B, Chapter 4, Title 1, Texas Education Code).