

***James Madison  
University  
UREC***

***SPORT CLUB PROGRAM  
MANUAL***

***2023-2024***

## Index

<b>Topic</b>	<b>Page</b>
Mission Statement and Introduction to Sport Clubs	3
<ul style="list-style-type: none"><li>• Starting a New Sport Club</li></ul>	
Membership and Participation Release	4
Program Leadership	5
<ul style="list-style-type: none"><li>• University Recreation</li><li>• Assistant Director for Sport Clubs</li><li>• Sport Club Coordinator</li><li>• Sport Club Graduate Assistant</li><li>• Sport Club Council Officers</li><li>• Sport Club Officers</li><li>• Sport Club Advisors</li><li>• Sport Club Coaches and Instructors</li></ul>	
Student Leadership Office and Use	8
Participant Conduct and JMU's Hazing Policy	8
<ul style="list-style-type: none"><li>• Hazing Policy</li><li>• Governance and Discipline</li></ul>	
Medical Legal Responsibilities	10
Risk Management	11
<ul style="list-style-type: none"><li>• First Aid/CPR</li><li>• Athletic Training/EMT's/Lifeguard/First Responders</li><li>• High/Medium/Low Risk</li><li>• Club First Responders</li><li>• Injury/Incident Reports</li><li>• Lightning</li></ul>	
Facilities/Scheduling	14
<ul style="list-style-type: none"><li>• Practices</li><li>• Games/Meetings/Events – Event Request Timeline</li><li>• Access: Keys</li><li>• Cancellation policies - weather</li><li>• Field Lining</li></ul>	
Maintenance Issues	15
Finances	15
<ul style="list-style-type: none"><li>• Funding Resources, Budget Allocations, Record Keeping, Purchasing</li><li>• SCC Point System</li></ul>	
Equipment	18
Travel	19
<ul style="list-style-type: none"><li>• Funding</li><li>• Travel Authorizations</li><li>• Reimbursement</li><li>• University and Personal Vehicles Use and Policies</li><li>• Promotions, Marketing and Merchandise</li></ul>	

## University Recreation Mission Statement

UREC promotes and advances healthy lifestyles through participation opportunities, educational experiences and supportive services. Our qualified staff is committed to excellence and attentive to the developmental needs of our participants.

## Introduction to Sport Clubs

The James Madison University Sport Club Program is a unique campus experience emphasizing recreational participation opportunities, student development and leadership activities. Sport clubs are strictly voluntary; student managed and offer activities that are recreational, instructional and competitive, in nature. The program is administered through the Division of Student Affairs and UREC. Any recognized sport club through UREC is also a recognized student organization.

The success of sport clubs is dependent on student involvement, availability of facility space, volunteer coaches and advisors, UREC staff support, educational opportunities and effective student leadership. All clubs are self-administered by elected officers and financially supported by membership dues, fundraising efforts, donations, student activity fees and UREC. It is the responsibility of each Sport Club executive officer to play a role in the coordination of activities, marketing efforts, practices, transportation, insurance, community service efforts, fundraising efforts, schedule competitive events, recruit coaches, and advisors. As previously stated the program emphasizes student development and participation, therefore, the quality of experience of each club is dependent upon effective leadership and active involvement of the members.

Because clubs are student initiated and administered, the success of a Sport Club is dependent on the ability of the executive officers to organize and motivate their members. Students have the opportunity to develop both leadership and organizational management skills during their tenure as a club member.

The role of UREC is to provide encouragement, offer support and guidance, assist with coordination of financial resources and facilities and provide leadership training to the officers. Club Officers are encouraged to keep open communication with the Assistant Director, Coordinator, and Graduate Assistant of Sport Clubs and other UREC Staff, the Sport Club Council (SCC), their advisor and coaches/instructors.

To simplify the administration process, club officers should know the operational policies and procedures of the Sport Club program as outlined in this manual. This manual is intended to be a reference guide to assist club officers. It is a supplement to, but not a replacement of James Madison University rules and regulations, and all local and state laws. Each officer, advisor and coach are expected to be familiar with the information outlined in this handbook. All club activities will be governed by these policies.

- **Creating a New Sport Club**

Is the proposed activity competitive or instructional from a physical/active standpoint? Does the proposed activity require specific facilities or policies involving risk management? Does the proposed activity require participant or administrative expertise?

**Clubs that may not be approved based in risk and resource factors:**

While Sport Clubs are an opportunity to develop new sports in which students have interest, there are also some sports that do not fit well in the JMU Sport Club model. Because our clubs operate independently and do not have direct day to day supervision by trained professionals, there are activities that are prohibited from becoming sport clubs on campus. This would include clubs where the risk of serious injury or death are a regular risk inherent in the activity (even when operated properly) or where the resource demands for support and medical care are outside the ability of the University's model to provide. This also may include clubs that require specialized facilities or spaces to operate a sport properly, although there are instances where a club can mitigate this by identifying a space off campus where these activities can be safely held. A risk management review is part of any new sport club request process and would be conducted prior to any sport being started even on a trial basis. There are a few sport clubs that have been proposed over the years that have been ruled to not meet the criteria for approval based on these risk and resource factors. These are: boxing, skydiving, mixed martial arts fighting, and tackle football. While all of these sports have their own merits, the risk and resource factors preclude them from being offered as a sport

club at JMU.

- If deemed yes, the proposed activity would be directed to contact the Assistant Director for Sport Clubs at UREC.
- The student or students interested in creating this new “sport club” would be asked to provide the following in writing:
  1. A draft of the proposed sport club constitution.
  2. The names of at least 10 interested student participants and the name of an interested faculty advisor who is committed to the future of the sport club.
  3. A risk statement detailing the level of risk for proposed activity, how could participants be injured and how would the student participants take measures to minimize injury. This should address the risk associated with the activity as well as possible risks associated with facility usage during the activity (if any).
  4. A needs statement that would include facility needs to be successful, equipment needs and any other needs that can be identified.
- Once the appropriate documents have been received by the Assistant Director for Sport Clubs and they will be reviewed by the Coordinator, Graduate Assistant, and Sport Club Council.
- After review the proposed Sport Club representative will be contacted to set up a meeting with the Sport Club Council to present the proposed club to the committee. The proposed club will be contacted within a week to discuss the decision of the Sport Club Council. If approved the club will abide by the expectations set forth in the UREC Sports Club Manual.
- Applications are first come first serve.

If the club is approved it will be approved under the following funding model:

- 1<sup>st</sup> year – Club will be required to establish a team checking account for deposit of dues and fundraising money. No money will be awarded from the UREC budget and the club will not be eligible for matching funds. Club will actively participate in community service to earn points in the Sport Club Point System.
- 2<sup>nd</sup> year – Club will continue collecting dues and fundraising, but will now be eligible for matching funds from UREC. Club will continue to earn points in the Sport Club Point System. The Coordinator of Sport Clubs will submit the new club as a University Initiative for new permanent money for the following fiscal year.
- 3<sup>rd</sup> year – Club will continue collecting dues and fundraising as well as be eligible for matching funds. Based on University approval of the Initiative the club will be funded through UREC. If the Initiative is not approved the club will operate as stated for a second-year club.

## **Sport Club Membership/Participation Release**

- **MEMBERSHIP**  
Membership in any sport club is based on interest, not skill level. Admission is open to all JMU undergraduate and graduate students currently enrolled with seven credits (undergraduate) and six credits (graduate). Membership in any club will not be restricted on the basis of disability, age, ethnicity, gender, national origin, race, religion, sexual orientation or political affiliation. Membership is not open to alumni or individuals not meeting the above criteria. Due to roster restrictions, cost (travel, equipment, league fees) and facility space some clubs will have open tryouts and cuts.
- **PARTICIPATION RELEASE**  
All participants (including tryout candidates) are required to complete the ***INFORMED CONSENT/TRAVEL AGREEMENT*** before participating in any club activity. It is the responsibility of the club officers to submit all releases before any individual begins activity.
- **ROSTER**  
All members participating in club activities should be listed on the club’s official roster. It is the responsibility of the club officers to report any roster additions or changes that occur throughout the year to the SCC Secretary as often as necessary. Official Rosters can be submitted by downloading and completing the ***TEAM ROSTER TEMPLATE*** from the Sport Club Forms webpage; no paper copies will be accepted. Clubs will

have the opportunity to update the roster one final time in the spring of each year for an accurate requirement of community service hours.

## **Program Leadership**

- **UNIVERSITY RECREATION OFFICE**

The UREC office supports the clubs by providing administrative support and assisting with financial management of the program resources. Another key resource is the provision of facility and field space in which to hold meetings, use for administrative functions, practices, competitions and activities. UREC also can assist with facility maintenance requests, first aid services, and leadership training. In addition, the staff acts primarily as an advisory capacity, and is available to provide support in the areas of inventory and storage of equipment, risk management expertise, fundraising advice, and organizational management.

- **ASSISTANT DIRECTOR FOR SPORT CLUBS**

The Assistant Director for Sport Clubs is responsible for the coordination and administration of the Sport Club program. This includes: risk management, allocation of all UREC operated facilities for practice, activity and meeting space (as requested by sport clubs) and final approval over all budgetary issues related to sport clubs. He/she oversees programming to ensure that club offerings represent the current needs of the JMU community in keeping with the philosophical basis of the program. This individual is a member of the Sport Club Council and a supervisor of the Coordinator of Sport Clubs, the Sport Club Graduate Assistant as well as the Council. The Assistant Director assists with the mentoring and advising of Sport Club Officers and participants. The Assistant Director also attends practices, activities, games and meetings as assigned.

- **COORDINATOR FOR SPORT CLUBS**

The Coordinator for Sport Clubs is responsible for sharing in the coordination and administration of the Sport Club program. This includes: risk management, allocation of all UREC operated facilities for practice, activity and meeting space (as requested by sport clubs). They oversee programming to ensure that club offerings represent the current needs of the JMU community in keeping with the philosophical basis of the program. He/she is responsible for coordinating all university vehicles use for trips. Requests can be made on the sport club website and should be done at least three weeks in advance. He/she is also responsible for working with officers to complete and submit the Sport Club Travel Form. This form can be found on the website and would be needed to pay for or reimburse expenses that occur on a sport club trip. Most expenses will need to be reimbursed to the club after they submit appropriate receipts for travel. They are responsible for managing the day-to-day operations of the Sport Club Program, which include collecting waivers, developing and maintaining a financial management system each year and handling the initial phase of facility requests. He/she coordinates the sport club vehicle requests as well as questions related to travel. He/She is also responsible for managing inventory, equipment and office supplies. They are responsible for the daily operations of the Sport Club program in the Assistant Directors absence.

- **SPORT CLUB GRADUATE ASSISTANT**

The Sport Club Graduate Assistant is a member of the Sport Club Council and a supervisor/mentor of the Sport Club Council. They oversee all cabinet meetings for sport clubs and their officers. They serve as a liaison between Sport Club Officers as well as the Sport Club Council. They split time working with the Coordinator and Assistant Director. They assist Coordinator with hiring, training, supervising and evaluating the Sport Club Council. Provide leadership with Sport Club Council community service events twice a year and track club hours submitted. Schedule and facilitate one on one meetings with club Presidents once a semester at the direction of Coordinator. Their first semester they will schedule and oversee practices, including roster checks, compliance checks and no shows, the next semester schedule and oversee home competitions and performances. They will provide weekend competition supervision and support, enter officers in Keywatcher, give JAC access and monitor keys, and are responsible for maintaining all form submissions and point system duties.

- **SPORT CLUB COUNCIL OFFICERS**

Sport Club Council officers serve for one year, from August to May. Each of the four positions—President, Vice-President, Secretary, and Treasurer—require a six to ten hours per week commitment for the academic year. Officers are an hourly wage position through UREC. Listed below are the responsibilities of each position.

- **All positions**

- Maintain six to ten office hours per week in the Sport Club Office
- Attend monthly President meetings
- Attend weekly Sport Club Council meetings
- Act as a liaison to designated clubs and with these clubs, assist officers with administrative questions, collect appropriate paperwork, teach treasurers to use budget forms, review club’s constitutions, meet with each club to establish and review Community Service and Fundraising goals
- Attend staff training sessions
- Goal of 4 weekend shifts per semester
- Attend JMU events as needed, i.e. Choices Fair, Student Organization Night

- **Duties by position**

- President:**

- Develop leadership-training program for monthly President’s meetings
- Facilitate and plan President’s and Sport Club Council meetings
- Supportive Funds requests
- Assist other positions as needed
- Other duties as assigned

- Vice-President:**

- Head of Sport Club End of Year Banquet
- Responsible for Sport Club marketing including:
  - Develop bulletin board on first floor of UREC (calendar and sport club of the month)
  - Maintain UREC display cases
  - Maintain website with Marketing staff
  - Control of Sport Club Inventory, weekend equipment check out/check in
  - Sport Club newsletter

- Secretary:**

- Maintain all club files housed in the Sport Club Office, communicate with club liaison any deficiencies
- Meeting attendance and minutes
- Compiling points for point system
- Participation numbers
- Distributing mail
- Responsible for communication of deadlines and information to clubs
- Other duties as assigned

- Treasurer:**

- Responsible for maintaining all financial records for the SCC
- Preparing and facilitating Treasurers Orientation
- Tracking expenditures of all Sport Clubs, maintaining budget (including Matching Funds)
- Administration of appropriate paperwork for travel, expenditures and deposits
- Reporting Supportive Funds awards to Budget Coordinator
- Other duties as assigned

- **SPORT CLUB OFFICERS**

Each sport club must have four elected officers: President, Vice-President, Treasurer, and Secretary. Elections for each club are to be held in March and reported to the SCC Secretary by the deadline later in the spring

semester. To ensure a smooth transition of club officers from year-to-year, all club officers are required to attend workshops as scheduled by the SCC. The term of office for club officers is one year, from May to May. It is suggested that the following duties are allocated between club officers:

- Administer all club meetings
- Attend all UREC sponsored Sport club meetings and training sessions
- Serve as a liaison between club members and UREC
- Complete and submit all required forms, reports, and requests by the established deadlines
- Prepare yearly budget requests and maintain financial records
- Approve expenditure of funds in accordance with club member's desires
- Obtain travel approval and make all travel arrangements
- Publicize club events
- Maintain club equipment and supplies
- Enforce and update club constitution as necessary
- Supervise all club events (home and away)
- Ensure compliance of the club with all campus, local, state and federal regulations
- Complete and submit the 7 Charges of Sport Club Officers form
- Train and facilitate the transition of newly elected officers. Notify SCC of all newly elected officers
- Notify SCC of all changes in membership, officers, advisor and coaching/instructing positions
- Obtain purchasing approval and prepare purchase orders

- **SPORT CLUB ADVISORS**

All sport clubs are encouraged to have an advisor that is a full-time faculty or staff member. The term of the advisor is for one academic year. All advisors are to be approved by the membership of the club. Advisors are not expected to assume club leadership, but to work with the officers to ensure sound leadership and decision making is taking place. The duties of an advisor include: guidance regarding club management and adherence to policy, eligibility, and status of members and monitoring the conduct of members, assisting the club officers in creating and maintaining sound fiscal management procedures and providing continuity and smooth transition of club officers. Advisors are strongly encouraged to attend club meetings. It is the responsibility of the officers to maintain clear communication lines with advisors. In order for the Sport Club program to run smoothly it is essential that advisors have a clear understanding of UREC and JMU policies and procedures related to the operations of student organizations. Advisors are required to sign the 7 Charges of Sport Club Officers form and the Annual Registration form and abide by all policies. Advisors are covered by JMU liability insurance if they are acting in a manner that is within the scope of the defined responsibilities of an advisor. For additional information advisors may contact the Assistant Director for Sport Clubs.

- **SPORT CLUB COACHES/INSTRUCTORS**

Sport club coaches assist with the coaching duties for practice and contests. Coaches should possess knowledge of the technical and risk management aspects of the sport, provide quality instruction related to skill acquisition and strategies and be knowledgeable about safety issues related to the sport. Sport club instructors design structured learning experiences for the club members. An instructor should be certified to instruct in the activity by a governing body, preferably national or regional. In addition, coaches/instructors should conduct activities in a manner that ensures the safety of the participants to avoid injury and liability, and comply with the policies and procedures of the University, local, state, federal and governing board rules and regulations. Coaches/instructors should refrain from involvement in club management and only provide duties as stated in their contract. No club should retain a coach/instructor without a contract. The Assistant Director for Sport Clubs must approve any payment for services rendered to club coaches/instructors. Coaches/instructors who are paid for services may not act in the capacity of a club officer. Coaches/instructors not affiliated with JMU will be required to be a guest of the club when using the UREC facility and guest fees will be assessed. Individuals from outside the JMU community acting in the capacity of a coach/instructor are considered independent contractors and are not covered by JMU liability insurance. It is highly recommended that they purchase medical and/or liability insurance. All coaches/instructors must have a **SPORT CLUB COACH/INSTRUCTOR APPLICATION** on file, which must be updated annually. Coaches who need parking privileges must contact the Sport Club Coordinator to request affiliate status. First time coaches/instructors are required to meet with the Sport Club Coordinator before permission to coach/instruct is granted.

## Sport Club Office

- **OFFICE SPACE**

University Recreation has designated UREC Room 105B as an office space to serve the Sport Club Program. Messages can be left on the Sport Club email (jmusportclubs@jmu.edu). UREC Sport Clubs office, houses a small inventory of supplies to be used by Sport Club executive officers. The SCC officers will be responsible for assisting presidents with administrative tasks and maintaining the inventory and check out process of Sport Club office supplies. All computers, office supplies, copy machines and phones are to be used for official Sport Club business only – not for personal endeavors.

- **MAIL**

All correspondence will be channeled through each club's mailbox, located in the UREC Sport Club Office on the third floor. No mail will be sent to personal mailboxes or off-campus. Club's address is as follows:

James Madison University Recreation  
CO/ Club's Name  
MSC 3901  
701 Driver Drive  
Harrisonburg, VA 22807

- **EMAIL AND MICROSOFT TEAMS**

Email is the primary source of communication between the Assistant Director, Coordinator, Graduate Assistant, UREC, the Sport Club Council and Presidents. All scheduling changes and announcements will be made through email or teams messaging. Officers are advised to check their e-mail and teams account on a daily basis. All emails can be found listed on the JMU UREC Sport Club website. Microsoft teams can be downloaded as an app on your mobile device and logged into using your JMU email.

- **FAX/COPIER**

The fax and copier may be used for official Sport Club business only. The copier is located in the office suite on the 2<sup>nd</sup> floor of UREC.

## Participant Conduct

Participants are expected to conduct themselves in a manner compatible with James Madison University's Student Handbook and UREC rules and regulations, local and state laws, and governing body guidelines.

## JMU Hazing Policy

- **JAMES MADISON UNIVERSITY HAZING POLICY**

Hazing is a very serious concern. Many hazing incidents could be avoided if members were better educated about what constitutes hazing, alternatives to hazing and the university hazing policy. Though it is the responsibility of each member of the Sport Club to uphold the Hazing Policy it is the executive officer's responsibility to educate each member, set a no-tolerance policy, lead by example, and report any hazing that has occurred. Clubs can lose their recognition and individuals can be judicially sanctioned for allowing/ignoring or taking part in any form of hazing.

### **J17-100 Hazing**

The university prohibits any situation created intentionally to produce mental or physical discomfort, embarrassment, harassment or ridicule in connection with or the purpose of initiation, admission into, or affiliation with or as a condition for continued membership in a club, organization, or association, regardless of whether the students participated voluntarily in the relevant activity. Students directing, engaging in, aiding, or participating in, actively or passively, the forcing, compelling, requiring, encouraging, expecting, whether direct or implied, of individuals to participate in hazing activities shall be considered in violation of this policy.

It is impossible to anticipate every situation that could involve hazing. Behavior listed below does not, and



cannot encompass every circumstance that can be categorized as hazing. Further, this policy is not intended to prohibit customary athletic events, contests, and competitions that are sponsored by the institution or the organized and supervised practices associated with such events or activity or conduct that furthers the goals of a legitimate educational curriculum, extracurricular program, or military training program as approved by the University.

Hazing activities include but are not limited to; physical abuse; kidnapping, blindfolding, confinement, or binding and/or restricting movement; calisthenics or other strenuous physical activity used to harass, punish, or harm an individual; excursions; spraying, painting, or pelting with any substance; burying in any substance; nudity; servitude; exposure to uncomfortable elements; verbal abuse or harassment; wearing of apparel which is conspicuous or indecent; forcing consumption of any legal or illegal substance (e.g. food, liquid, beverage, alcohol, drug, or other substance); depriving of sufficient sleep; burning, branding, or tattooing; interrogation in an intimidating or threatening manner; misleading members in an effort to convince them that they will not become or remain members unless they complete tasks, follow instructions, or act in a certain way; misleading members into believing that they will be hurt during induction or initiation; carrying items that serve no constructive purpose or that are designed to punish or embarrass the carrier; requiring or suggesting obtaining, possessing items or completing tasks in an unlawful manner (i.e. scavenger hunts); any act that is designed to or likely to compromise the dignity of a member or prospective member, cause embarrassment or shame to a member or prospective member, cause a member or prospective member to be the object of malicious amusement, ridicule, or emotional strain, or cause psychological harm or substantial emotional strain; or any other activity which may result in physical injury or endanger the health or life of the individual being hazed.

An individual cannot consent to being hazed; a victim's voluntary or willful participation in hazing activities will not be considered evidence that a violation of this policy did not occur.

Section 18.2-56 of the Code of Virginia, as amended, which declares hazing illegal, establishes conditions for civil and criminal liability and outlines the duties of the University when a student or Sport Club has been found guilty of hazing. It is hereby incorporated as part of this policy and will serve as a guide for action by the university when hazing results in bodily injury. The Vice President for Student Affairs is the university official who has primary responsibility for administering this policy.

The following activities have at one time or another been construed as hazing. Such actions are often required or implied as conditions necessary for an individual to be included in a group. The list is not inclusive of all possible hazing violations at the university. Hazing can also be implied or mental, meaning that a person is never required or made to do anything, only that they have been told they will do something beforehand. Often times this happens via email or in passing conversation. Sport Clubs that are found to be in violation of this policy are subject to discipline by the university and may lose their status as recognized student organizations of the university. Individual members who are found to be in violation of this policy are violation of the Code of Student Conduct and may be disciplined in accordance with established university procedures.

## **Governance and Discipline**

Self-governance is an important component of the Sport Club experience. Every Sport Club is responsible for the actions of its members (both on and off campus) and the discipline of inappropriate conduct. A review by the Sport Club Council or an Administrative Hearing may be required to assist in determining sanctions of a Sport Club or its members.

It is the responsibility of the Sport Club to discipline members for any problems that may arise. Issues that have external effects to the club may result in penalties taken against the entire club membership. Any action perceived to harm the image, or public perception of JMU and/or that puts any individual at physical or mental risk will be handled with an Administrative Hearing. An act that violates JMU rules and regulation, the Honor Code, or local, state or federal laws will be referred to the appropriate agency.

- **DISCIPLINARY ACTIONS**

Upon learning of potential violations or misconduct by a club member(s) or club, the club will be suspended from all activities pending a meeting with the Assistant Director. The Assistant Director for Sport Clubs will call a meeting with the member(s) or club involved, officers and advisor(s) as well as members of the sport club council. After all responses to allegations are reviewed and depending upon the severity of each case, the Assistant Director and/or the Sport Club Council may administer the following disciplinary actions:

- **Disciplinary actions given to member(s):**

- Verbal warning
- Written reprimand and probation
- Suspension from attendance at club activities (not eligible for a club officer position)
- Expulsion from all club programs and activities for a designated period of time
- Referral to various JMU agencies for further disciplinary action

- **Disciplinary actions administered to club(s):**

- Verbal warning
- Written reprimand and probation
- Required educational experience/presentation to team and Sport Club Officers
- Mandated community service hours
- Restrictions on club competitions
- Mandatory meetings with Sport Club Council
- Suspension from use of facility space and loss of funding
- Loss of recognition as a JMU Sport Club
- Referral to various JMU agencies for further disciplinary action

- **Probation**

Probationary Clubs are eligible for limited facility allowances. All spaces will be distributed to clubs in good standing first, and then what is remaining will be allotted to any probationary clubs. Probationary clubs are eligible for funding; however the same distribution process will be in place as was previously mentioned for facility assignments. Probationary Clubs are ineligible for matching funds.

- **Suspension**

Suspended clubs will forfeit the ability to schedule facility space, are not eligible for funding, and will have all club activities suspended. However, suspended clubs are still required to come to all Sport Club meetings. Following the suspension period, the Sport Club Council will assign a club probationary or inactive status following review.

- **Appeals**

Any appeals regarding disciplinary actions must be submitted in writing to the Director of University Recreation within one week of the sanction. The appeal should detail in writing which sanctions you wish to appeal with reasoning for each. These should be submitted in a bulleted format addressing each sanction being appealed.

## **Medical/Legal Responsibilities**

It is recommended that each club member have a physical exam before participating in club activities to determine any limitations the individual may possess. The responsibility to determine who is able to safely participate remains with that of the individual participant. JMU does not assume responsibility for the cost of medical care given to participants in connection with injuries sustained in sport club activities. In addition, the University does not accept legal responsibility for injuries to third parties by the activities of any sport club or its participants while traveling by private or public transportation.

## **Risk Management**

- **ATHLETIC TRAINING**

Athletic Training services are located on the second floor of UREC to the right of the Wellness Center. UREC offers student participants Athletic Training services for sports related injuries! This service is provided in partnership with **Sentara RMH**. Our athletic trainers are licensed healthcare providers in the state of Virginia and hold the state credential of ATC (Certified Athletic Trainer). Our Athletic Trainers can help evaluate and identify injuries, provide acute care and educate students on next steps to care for their sports injuries.

- **FIRST AID/CPR**

It is required that at least two members of each club be First Aid and CPR certified. UREC offers CPR and FA classes throughout the semester which are at a discounted rate. Registration for the CPR/FA class is available on UREC Register. If the classes are full to capacity, please contact the Assistant Director of Aquatics and Safety in order to seek an override into the class. Once the above recommendation is fulfilled, a fully stocked first aid kit will be available for the club to use at scheduled activities. In order for the certified member to check out a kit, a copy of his/her certification cards must be on file at UREC. A copy of this certification will also be maintained in the club file in the Sport Club Office. It is required that a club member certified in First Aid and CPR attends all home games/tournaments, and it is highly recommended that they attend all practices.

- **EMERGENCY RESPONDER/FIRST RESPONDER/LIFEGUARD PROTOCOL**

- **Emergency Responder (ER) Requirements for JMU Sport Club Campus Activities**

- **High Risk** – activities having a documented history of injury with potential for serious injury. Requires ERs or Athletic Training for scrimmaging and contact drills during practice and for entirety of the competition
- **Medium Risk** – activities having a minimal potential for catastrophic injury. ER/First Responder is not required for scrimmaging or practice, a First Responder is required for the entirety of a home competition. (*Definition: Home Competition: any scheduled activity/contest taking place on a JMU owned or leased space.*)
- **Low Risk** – activities with extremely low possibility of serious injury. ER/First Responder not required for practice or competition.

<b>High Risk</b>	<b>Medium Risk</b>	<b>Low Risk</b>
Rugby (M, W)	Baseball	Triathlon
Gymnastics	Basketball (M, W)	Equestrian~
Lacrosse (M)	Field Hockey	Swim+
Competitive Cheer	Roller Hockey	Bhangra
Wrestling	Lacrosse (W)	Ski and Snowboard Racing*
	Soccer (M, W)	Table Tennis
	Softball	Tennis
	Tae Kwon Do	Water Polo (M, W) +
	Ultimate Frisbee (M, W)	Boarderline*
	Volleyball (M, W)	Cross Country and Track
	Brazilian Jiu Jitsu	Fencing
	Ice Hockey~	Madison Dance
	Handball	Cycling
	Rowing	Swing Dance
	Caving	Archery
		Quadball
		Disc Golf
		Squash
		Dodgeball
		Golf
		Bass Fishing
		Paintball
		Climbing
		Racquetball
		Spikeball
		Eventing
		Pickleball

(\*) Ski Patrol (First Aid Personnel) is supplied by respective ski resort

(+) Lifeguard required

(~) On site first aid personnel

➤ **Lifeguard Requirements**

Lifeguards are required for all activities in Godwin Pool and the UREC Pool.

➤ **EMT Fees and Practice/Event Cancellation Procedures**

**PRACTICE:** If and when a sport club practice is cancelled, the club has the responsibility to contact the ER scheduled for that practice. If the ER is not notified three hours before the scheduled time, the sport club will be charged for the ER's hours they were scheduled to work. If practice is cancelled by the Sport Club Coordinator for any other reason (i.e. weather, field condition) the club and ER's will be contacted by UREC.

➤ **Scheduling of ER's**

All requests for ER's are made through the Coordinator of Sport Clubs or the Graduate Assistant and will be decided if the ER is necessary at that time. **All requests must be made two weeks prior to the scheduled contest in order for UREC to honor the request.**

➤ **Scheduling of Lifeguards**

All requests for Lifeguards are to be made through the Coordinator of Sport Clubs or the Graduate Assistant. **All requests must be made two weeks prior to the scheduled contest in order for UREC to honor the request.**

➤ **Scheduling of Officials**

**It is the responsibility of the club to secure qualified game officials in accordance with their respective governing body regulations.** To get information about student officials through the Student Officials Association and Intramurals contact the Coordinator of Intramural Sports.

● **SPORT CLUB FIRST RESPONDER EXPECTATIONS**

Sport Club First Responders are responsible for the safety of participants and emergency response to injuries during their games/practices while on JMU property. First Responders must have current First Aid and CPR certifications on file in their club records each year. **Each club must have two certified First Responders (both current in FA and CPR).**

**Game/Practice Expectations**

One First Responder will arrive at least 15 minutes before the start of the game to check out equipment. Equipment to be checked out includes first aid pack and cooler of ice. To check out equipment:

1. Stop at the Welcome Center.
2. Ask for the Op Sup
3. Explain who you are and that you need a first aid pack and cooler with ice
4. Sign the equipment out and proceed to your field or court for game

One First Responder will be present during all home games their team schedules; they are encouraged to attend all practices as well. This includes during tournaments even if JMU is not playing at the time.

First Responders will provide first aid for injuries that occur during their games/tournaments. This can include, but is not limited to ankle injuries, cuts, scrapes, bleeding, heat related emergencies, cardiac emergencies, dislocations, and broken bones. First responders will document all injuries (major and minor) on the appropriate form. This includes giving out band aids or bags of ice.

**Important Information**

In case of emergency at a satellite facility, such as a player needing to go to the hospital, call 540-568-8737 (UREC Welcome Center) or 540-568-6911 (JMU Police) and alert the location and situation. They will then call the Rescue Squad who will respond to the satellite facility. Document all care provided.

Non-Emergency Police Number: 540-568-6912

Athletic tape is used to secure bandages or ice, First Responders will not give out tape to players.

- **INJURY/INCIDENT REPORTS**

It is essential that each club take the responsibility to minimize the occurrence of accidents and injuries through sound risk management practices. It is important that individuals follow appropriate documentation procedures should the aforementioned occur. All accidents/injuries/incidents that occur to a club member during a club meeting, contest, or activity that pose concern to a club, its members or JMU, should be documented on a **UREC ACCIDENT REPORT**. It is recommended that a supply of these forms is available for easy access at all club activities. Reports should be turned in within 24 hours to the Graduate Assistant at UREC, so that he/she is informed and may follow up with all involved parties, as necessary.

- **LIGHTNING THREAT**

In the event that lightning strikes are detected in the area, the following will serve as the official policy for University Recreation:

The alarm system “Weather Bug” is an early warning system that alerts staff and participants of lightning within a range of 10 miles. The warning will be heard from audible sirens located around campus and consists of one 10-15 second blast. A warning will flash on the screen of the computer at the Welcome Center. In the event the alarm sounds, the following action will take place immediately:

1. The Welcome Center Personnel will call the Op Sup and advise them of the computer warning.
2. All outdoor activities will be halted immediately and participants will be directed to seek safety in an appropriate location (preferably inside the facility).
3. These activities will remain suspended until the “all-clear” signal is given. Activities will be suspended for a minimum of 30 minutes. This signal is three short blasts from the system. At this point, all activities will resume.

If you are located at Memorial Hall, ISAT, JCF, UREC Turf, or Godwin, please exit the premises and seek indoor shelter immediately. Remain indoors until the “all-clear” signal is given. This is four short blasts from the system. At this point, all activities will resume.

**This system is a non-judgment situation. ALL ACTIVITIES WILL BE SUSPENDED WITHOUT DELAY EACH AND EVERY TIME THE WARNING IS GIVEN.**

## **Facilities/Scheduling**

- **PRACTICE SCHEDULES**

Club Officers are responsible for submitting practice requests based on the dates set forth on the UREC website. The Coordinator for Sport Clubs will schedule facility requests for practice times with the assistance of the Graduate Assistant. Times will be assigned according to the facility availability, total points, and club season. Allocations will be made following the application deadline. Each club in good standing will be scheduled 6–8 hours per week, depending on the requested amount. Additional times may be available and scheduling requests may be made through the Coordinator or Graduate Assistant at the beginning of each academic block.

**It is the Club Officers responsibility to notify UREC of any cancelation of a club practice or event at least two hours before the reservation begins.** Notification allows UREC to release the space so other JMU students, faculty and staff may request usage, it also prevents unnecessary set ups by UREC Student Employees. To notify UREC of a cancelation or change call 540-568-8737 (UREC Welcome Center), email the Graduate Assistant, and speak to the UREC Student Staff on duty. Clubs that are deemed High Risk must also notify their scheduled ER or AT by phone at least two hours before the scheduled time.

Disciplinary action for not notifying UREC and ER (High Risk Clubs) of a cancelation is as follows:

- 1<sup>st</sup> offense, written warning to club officers through email.
- 2<sup>nd</sup> offense, loss of facility reservation for one week.
- 3<sup>rd</sup> offense, meeting with Coordinator, Graduate Assistant and SCC President to discuss club sanctions, possible loss of UREC facilities for club use.

- **ACTIVITY/GAME/MEETINGS/MERCHANDISE SALES SCHEDULES**

Requests for facility space for all activities/contests/meetings/events are to be made using the **ACTIVITY REQUEST** link through the Event Management System on the Sport Club webpage. Club officers are responsible for confirming all requests and for informing the Assistant Director of all upcoming activities/contests/meetings/events. All requests must be submitted two weeks prior to the requested date in order for UREC to honor the request. Rooms for meetings and or spaces for sale of club merchandise can be submitted according to the University Event Scheduling Timeline located here:

[http://www.jmu.edu/events/NonUniversity/Scheduling/processes\\_Scheduling.shtml](http://www.jmu.edu/events/NonUniversity/Scheduling/processes_Scheduling.shtml).

**\*\*No paper copies will be allowed and requests received inside the two week deadline will be denied!\*\***

- **Guest Fees**

All guest fees will be waived for visiting teams and team guests at UREC as spectators. Guests who would like to use the facilities will be required to pay \$5.00 per visit. It is the responsibility of the club hosting the event to notify the Coordinator or Graduate Assistant before all contests that details what teams will be in attendance.

- **Facility Fees**

Clubs will be charged fees for activities that require additional personnel to assist with the event, for the housekeeping of the facility following the event, and operating at UREC or UPARK outside of operational hours. Clubs are encouraged, but not required, to request dates and times for game/competition/events within UREC's operational hours.

- **ACCESSING SPACES - KEYS**

Sport Clubs who need to access facilities daily with keys that are checked out through UREC must provide the Sport Club Graduate Assistant with the four executive officers names and JAC Card numbers in order to be assigned access to the Keywatcher. These four officers must meet with the Sport Club Graduate Assistant to go over policies before they will be allowed to practice and check out keys. The keys are housed in UREC 105 in the electronic storage system known as the Keywatcher. Keys will be accessed via code and are not allowed to be checked out until 1 hour prior to practice. ***\*\*Keys must be returned immediately after the practice is finished that day, and not handed off to another sport club. \*\****

Disciplinary action for not returning keys immediately after practice:

- 1<sup>st</sup> Offense: Written email sent by Sport Club Graduate Assistant to exec member with access who did not return key. This email will be copied to club President and placed in team file.
- 2<sup>nd</sup> Offense: Exec member with access who did not return key meets face to face with Sport Club Graduate Assistant. Based on findings, student may lose access of keys for specified time.
- 3<sup>rd</sup> Offense: Exec member with access who did not return key meets face to face with Sport Club Graduate Assistant, Assistant Director and their team's President. Based on findings, the Club may lose access to practice/game space for a specified time.

- **GAME/EVENT/TOURNAMENT/PRACTICE WEATHER CANCELLATIONS**

Outdoor events scheduled for any turf (UREC Turf, UPARK Turf, ISAT, and JCF) or concrete space will be played at the discretion of the Assistant Director, Coordinator, GA, and club as long as lightning is not detected in the area (see Lightning Threat). For events on other fields (East Campus, Godwin, Hillside, Baseball and Softball), the Assistant Director, Coordinator or Graduate Assistant will notify the team 2 hours prior to the event of its status. Based on the condition of the space, in the event of rain, practice and/or games will be cancelled. Clubs are encouraged to make their own judgment at least 24 hours in advance to notify any teams who may travel to JMU. If any club decides to cancel their event due to rain Assistant Director of Sport Clubs must be notified at 540-568-8723.

- **FIELD LINING REQUESTS**

All field lining request are to be made through the Assistant Director for Sport Clubs when game schedules are requested. If the request can be honored, the individual who made the request will receive this in their confirmation email. All requests must be made two weeks prior to the scheduled contest in order for UREC to honor the request.

## Maintenance Issues

All requests for equipment or facility repairs should be submitted to the Assistant Director, Coordinator, Graduate Assistant or a member of the SCC. All concerns should be addressed in a timely manner—do not wait until the day before an activity/game to submit a request.

## Finances

- **FUNDING RESOURCES**

- **Checking Accounts (Banking)**

Funding from the clubs (dues, fundraising) is to be deposited into club checking accounts. Checking accounts are to be monitored by the club president and treasurer. These persons are also responsible for allocating the funds in a manner that benefits the club. Expenses from these funds should include gas and can include apparel, hotel rooms, equipment, tournament fees, league fees, etc. The final authority for each club account will come from the club president and treasurer, with a monthly report or all revenues and expenses due to the SCC Treasurer.

- **UREC Sport Club Budget**

Funding has been allocated by UREC for the Sport Club Program. This budget is available for membership fees for governing bodies or professional organizations benefiting the entire club, tournament fees, hotel reimbursements, university vehicle charges, equipment, uniforms/apparel items (*apparel remains the property of JMU - individual names should not be imprinted on these items*). The Sport Club Council will be responsible for allocating these funds with final signature authority coming from the Assistant Director for Sport Clubs and the Assistant Director for Budget & Finance.

- **UREC Supportive Funds Program**

UREC offers each club the opportunity to apply for supportive funds, an additional funding opportunity. The SCC administers this program. Requests will be handled on a first come first serve basis. The supportive funds proposal form can be completed and submitted to the SCC President to be eligible for extra funding from the sport club program throughout the year. Supportive funds allow clubs an opportunity to receive money to attend tournaments/performances, purchase equipment, pay league fees, etc. Funds will be awarded to each club based on the team's current budget and what their money has been spent on, fundraising effort, need and team involvement within the community. An updated budget of the team's UREC and personal accounts must be submitted with the proposal and include both Fall/Spring semester expenditures and revenues. Clubs are required to use UREC's budget template to be eligible.

- **JMU Foundation**

Funding strictly through donations are the only deposits allowed in the Foundation Account. This budget is only available for membership fees for governing bodies or professional organizations benefiting the entire club, equipment, apparel items, etc. The club presidents and treasurers will be responsible for allocating these funds with final signature authority coming from the Sport Club Coordinator and the Coordinator of Business Operations.

- **BUDGET ALLOCATIONS**

As previously stated, the SCC is responsible for administering the allocation of the UREC Sport Club budgets with final signature authority from the Assistant Director for Sport Clubs and the Assistant Director for Budget and Finance will be made by the start of the fall semester for the upcoming year. The budget will be distributed using the "Criteria for Allocation" (discussed below) established by the Sport Club Council for those clubs in good standing. Clubs will be notified at the first Presidents meeting in the fall as to the amount of their clubs allocation. The three categories listed below are the types of clubs that do not meet the standards of a club in good standing and how their budget allocation process works.

- **First Year Status**
  - Clubs in the first year of existence are not eligible for funding. The club’s activity and membership will be reviewed the spring semester following the first **full** academic year of official recognition to determine funding eligibility for the following year
- **Probationary Clubs**
  - Clubs declared under “probationary status” due to disciplinary sanctions are eligible for funding. However, budget requests from these clubs will be filled after those of clubs in good standing. These clubs are not eligible for matching funds until they are in good standing again
- **Suspended Clubs**
  - A suspended club not eligible for funding. After the suspension period, the Sport Club Council may assign a club probationary status following a review. At such point, they will fall under the guidelines designated above for “probationary status”
- **RECORD KEEPING AND EXPENDITURE REQUESTS**

All **club treasurers** must properly complete the necessary forms and submit them to the SCC Treasurer for approval. It is the responsibility of the SCC Treasurer to administer allocated budget fees following the appropriate accounts.

  - Due to the fact that the Sport Club Program is part of UREC, club checking accounts **are allowed**. All funds are required to be placed in the club checking accounts or the JMU Foundation depending on the nature of the funds. All monies earned through dues collection and fundraising will be held in the club’s checking account for use by the club.
- **UREC PURCHASING PROCEDURES**

All purchases must be submitted using the *UREC Purchase Request*. They must then be approved by the SCC Treasurer with final signature authority coming from the Assistant Director of Sport Clubs, Assistant Director for Budget and Finance, and the Director of UREC. After approval, the purchasing process will be handled through UREC business procedures.
- **FOUNDATION PURCHASING PROCEDURES**

Clubs who have Foundation accounts may use that money as stated on the account and approved by the Sport Club Coordinator. If you would like to use this money for a purchase or tournament, please note that on your Travel Authorization or Purchase Request when it is submitted.
- **CONTRACTUAL SERVICES**

All contractual service fees—officiators, speakers, instructors, presenters--must be processed using a **SKILLED SERVICES CONTRACT/APPENDIX L** and a completed **W-9** from the individual providing the service. These will be attached to the UREC Order Form (or Foundation Order Form if applicable) by the Assistant Director for Sport Clubs. All requests must be submitted at least 3 weeks prior to the scheduled event for on time payment. The order form must then be approved by the Assistant Director for Sport Clubs, Assistant Director for Budget and Finance, and the Director of UREC.
- **DEPOSITS**

All money received from club membership dues, fundraisers, etc. must be deposited into club bank accounts within a timely manner. Withholding this money for more than 1 week constitutes embezzlement.
- **CRITERIA FOR ALLOCATING UREC SPORT CLUB FUNDS**
  - **Allocation System**

Funds from SGA and UREC will be combined for allocation. A criteria system (see below) will be used to divide up the funding for each club. The allocation will be based on a point system. Clubs will receive a specific number of points for each criterion. Once all of the points have been assigned, the total points earned by each club will be totaled. There is no max amount of points that a team can earn. The total amount of points earned will be divided into the total sum of money allocated. Each point will then be



assigned a dollar amount. For example: a budget of \$25,000 will be disbursed to 28 clubs. Points allocated through the criteria system equals 1200. Therefore, each point would equal \$20.80. A club may have accumulated 75 points, thus the allocated budget amount would be \$1560.00 (\$20.80 \* 75).

### **Criteria**

#### **Points**

Registration and paperwork turned in by appropriate deadline will receive two points for each required form. Paperwork submitted within 48 hours of the deadline will receive one point. Paperwork submitted after this period will receive zero points.

#### **Forms**

Officer Update	= 2 Points
7 Charges	= 2 Points
Rosters	= 2 Points
SCC Manual Confirmation	= 2 Points
Team Roster and Update	=2 points
SCC Manual Confirmation	=2 points
Weekend Highlights	=1 point (up to 10 per year)

#### **Constitution Revision/Review**

Complete	=10 points
Incomplete	= 0 points

#### **Disciplinary infractions**

Disciplinary infractions will be analyzed on a case by case basis. The Assistant Director, Coordinator, Graduate Assistant and the Sport Club Council will determine the extent of the point deduction, if any, that the club deserves. Point deductions may range anywhere from 0-20 points.

#### **Attendance at President's meetings**

As stated above, President Meetings are mandatory and should be attended by the President of the Sport Club. If the President is not able to attend a meeting for a valid reason, then the Vice President may attend in his/her place. Attendance at a meeting by the President results in two points. If a sub is in attendance, the club will only receive one point.

President in attendance	= 2 Points
Sub in attendance	= 1 Point
No attendance	= 0 Points

#### **"Core 4" Semester Check In Meeting**

Each club will be required to meet with the Assistant Director, Coordinator, or Graduate Assistant once per semester; this will include all four officers. This meeting is to be used as an update and will discuss the clubs season, fundraising goals/plans and community service hours. It will also be a way for any unanswered questions to be addressed.

= 5 points for prompt response
=3 points for late response
=0 points for no response

#### **Attendance at Officer Transition Program**

These include all officer transition meetings and various unscheduled meetings that are called for during the year.

In Attendance	= 2 points
Not present	= 0 points

#### **Participation Reports**

As stated above, participation reports are required at the end of each month. Points will be allocated based on whether the reports are submitted into the SCC Secretary per the stated deadline. Reports submitted before the

deadline will receive two points. Reports submitted a day late will receive one point. Any reports received after two days will receive zero points.

Participation Reports in on time	= 2 Points
Participation Reports one day late	= 1 Point
Participation Reports two days late	= 0 Points

### **Required Events**

Every club is required to attend events scheduled throughout the year as noted by the Assistant Director, Coordinator, Graduate Assistant and the Sport Club Council.

### **Community Service Projects**

Community service points will be allocated based on the number of hours worked and the number of participants in your club. Based on your club roster we will assign a total number of team hours (5 hours per person). At the end of the year we will total your hours and divide that number by your team goal. Clubs will be penalized for not meeting 75% of their team goal. Clubs who complete 50% - 75% will lose 3 points, clubs who complete 25% - 50% will lose 5 points, clubs who complete under 25% will lose 8 points and clubs who complete 0 hours will lose 10 points.

## **Equipment**

**All equipment purchased through funding from the UREC Sport Club Budget is property of James Madison University and will be inventoried and stored at UREC following the end of the club's season or activity period.** ALL equipment will be returned for inventory to the Vice President of the SCC at the end of the spring semester. This will help ensure a smooth transition into activity the following year, proper storage of equipment and assure that equipment remains club property year after year.

Clubs are responsible for replacing lost or damaged equipment. In addition, if cleaning of any item is required for storage, the club will be assessed a cleaning fee. Budget and facility allocations will be held until such restitution is made for the fees assessed.

To check out equipment in the fall semester each club will set up an appointment with the Vice President of the SCC during their designated office hours. During this time the club will take over responsibility for the equipment they check out and sign for. Equipment can be returned and checked out as needed. If the club decides to keep the equipment throughout their season, the club will be responsible for repair as needed.

## **Travel**

All travel requiring funding from UREC or usage of university vehicles must be budgeted by the SCC and approved by the Assistant Director before the trip or any contract for travel-related services are arranged. This includes pre-payments for any travel-related expenditure (tournament fees, etc.) and contractual services. All travel arrangements using UREC Funds or requiring reimbursement must be submitted on a ***SPORT CLUB TRAVEL FORM*** 3 weeks prior to travel. **If prior approval is not obtained, the individual making the arrangements will be held responsible for paying for services rendered and an academic hold will be placed on his/her account until payment is received.**

- **REIMBURSEMENT**

Reimbursements may occur for travel related expenses only if the travel has been approved with a Sport Club Travel Form. UREC will not reimburse club members for gas or food. Reimbursements without prior travel approval will not be allowed. **Receipts are required for any reimbursements (a receipt template is on the UREC website).** All reimbursements must be requested in writing using the ***REIMBURSEMENT REQUEST*** and must include the proper invoices or estimates. The Reimbursement Request must be submitted with the Sport Club Travel Form prior to travel. JMU cannot reimburse individuals not affiliated with the club or the university. Expenses incurred by these individuals are excluded by university policy.

- **UNIVERSITY VEHICLES**

State vehicles are available for use with approval from the coordinator. With prior approval, mileage and gas will be billed directly to the clubs UREC account. The SCC or UREC will not pay for unapproved trips under any circumstances. To request a University Vehicle, submit the following via the **VEHICLE REQUEST** link on the Sport Club webpage to the Sport Club Technician. Where you are going (city/state), dates and times leaving and returning, how many club participants, how many vehicles and type (van or car), names of all potential drivers and how you will pay (UREC account or club account). Once your request is approved you will receive a confirmation email with procedures related to van usage. Vehicles must be requested at least 2 weeks in advance, but should be done as soon as possible since vehicles fill quickly.

- **TRAVEL POLICIES - DRIVING**

1. Club must submit a **TRAVEL ROSTER/ITINERARY** 1 week prior to travel to the Assistant Director via the sport club webpage.
2. **NO DRIVING** shall take place between the hours of 1:00AM and 6:00 AM.
3. Driver is not allowed to drive more than 200 miles without a break and a new Driver taking over.
4. Total miles traveled in one day shall not exceed 700 miles.
5. One Driver shall be allotted for every 200 miles (one way) of the trip, for example, if the total miles one way of a trip is 700 the club needs to have 4 drivers listed on their **TRAVEL ROSTER/ITINERARY** as well as the Request for University vehicles.

- **Throughout the Trip: Policies to Remember**

1. The driver of the vehicle must observe all traffic regulations including posted speed limits.
2. All occupants of the vehicle must wear seatbelts.
3. **The use and/or possession of alcohol in state vehicles is prohibited.**
4. State vehicles may not be driven to any event where alcohol is served.
5. Continued use of state vehicles is contingent upon compliance with the above regulations.
6. In the case of an accident, refer to emergency procedures located in the glove box of the vehicle.
  - Call State Police (off campus) or JMU Police (on campus).
  - Do not leave the scene of the accident.
  - Call Public Safety (540-568-6913 or 540-568-6911) as soon as physically able to call.
  - Call the Transportation Office (540-568-8147) as soon as possible after contacting Public Safety.
  - Call the University Recreation office (540-568-8737) to notify the Assistant Director for Sport Clubs.
  - Any damage, no matter how minor, must be reported to the Transportation Office and the Events & Conferences Office.

**James Madison Policy 4303—Use of State Vehicles: 6.6.3 Alcohol & Drugs**

It is of utmost importance that clubs know JMU Policy 4303: <http://www.jmu.edu/JMUpolicy/policies/4303.shtml>

The possession or use of alcoholic beverages or illegal drugs is not allowed in University Vehicles. See Policy 1110.

## Promotions/Marketing/Merchandise

- **MARKETING**

Each club may conduct marketing efforts. Publicizing activities can be challenging, but rewarding, in terms of enhanced membership, campus support and increased financial gains (dues, admissions and fund raising efforts). Web sites, flyers, table tent blurbs, articles in the Breeze and information tables/displays are all methods of attracting new members and spectators. UREC will house a web page with basic information about your club. You are welcome to create your own web site which can be linked from the UREC page. The UREC Assistant Director of Communications and Engagement and/or the Assistant Director of Sport Clubs must approve all postings, displays, bulletin boards (if you would like to post anything in UREC) and/or use the UREC name or logo in any form. Postings on other areas of campus must be approved with a stamp from the University Center Information Desk. To enhance the success of any promotional effort, it is recommended that each club inform the Sport Club Coordinator and the SCC of any upcoming activities.

- **SPONSORSHIP**

A sponsorship is a relationship between a club and a company where the club is provided with valuable resources while sponsors benefit by promoting or advertising their goods and services. Finding sponsorship is not easy and it does require the commitment to both seeking out partnerships and, once those partnerships have been made, fulfilling your end of the agreement. Because your club is under the umbrella of UREC and JMU, there are a number of factors that you must consider and rules that you must abide by in order to create successful partnerships. Please see the Sport Club Sponsorship Guide available on the UREC web site for guidelines, recommendations and tips and meet with the Assistant Director of Communications and Engagement.

- **DEVELOPMENT**

Your club may set up an account with The JMU Foundation to accept tax-deductible donations from club sport alumni, parents, employees and friends. This money can be used to offset your clubs' annual expenses and even create an endowment or scholarship fund. Please see the Assistant Director for more information.

- **TEAM MERCHANDISE AND UNIFORMS**

Any merchandise including uniforms, team gear and items for sale must be approved by the Assistant Director for Sport Clubs, the JMU Bookstore and the JMU Foundation. Clubs should submit the **MERCHANDISE APPROVAL FORM** to UREC prior to producing and/or selling merchandise. Only JMU licensed vendors are allowed to produce merchandise that uses JMU, James Madison University or any logos of the university. This ensures that all university guidelines for logos are used during production. Items produced by non-licensed vendors can be claimed by university officials.